



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes

City Council

Tuesday, December 16, 2025

5:00 PM

Council Chamber

EXECUTIVE SESSION

3:00 - 4:00 P.M. Pursuant to TGC§ 551.071, the City Council met in closed session to consult with the City Attorney regarding 1) Dallas Area Rapid Transit (DART) - Chapter 452 of the Transportation Code; and 2) litigation (Kerry Adams vs. City of University Park). No action was taken. Council Conference Room, 2nd Floor, City Hall.

PRE-MEETING WORK SESSION(S)

4:00 - 4:10 P.M. The City Council met in open work session to receive a briefing from staff regarding 15 minute parking spaces on Lovers Lane (Miracle Mile). No action was taken. Council Conference Room, 2nd floor, City Hall.

25-295 Discuss 15-Minute Parking Spaces along Lovers Lane / Miracle Mile

4:10 - 5:00 P.M. The City Council met in open work session to receive agenda item briefings from staff. No action was taken. Council Conference Room, 2nd floor, City Hall.

I. CALL TO ORDER

Rollcall

Present: 5 - Mayor Tommy Stewart, Mayor Pro Tem Mark Aldredge, Councilmember Phillip Philbin, Councilmember Bob Myers and Councilmember Melissa Rieman

- A. INVOCATION: Director of Engineering Katie Barron
- B. PLEDGE OF ALLEGIANCE: Director of Engineering Katie Barron
- C. INTRODUCTION OF COUNCIL: Mayor Tommy Stewart

D. INTRODUCTION OF STAFF: City Manager Robbie Corder

Staff in attendance included City Attorney Rob Dillard, Director of Information Services Andy Atencio, City Secretary Christine Green, Special Projects Coordinator Amanda Hartwick, Director of Parks & Recreation Sean Johnson, Recreation and Special Events Supervisor Kaylon Jackson, Director of Public Works Keegan Litrell, Director of Engineering Katie Barron, Assistant City Manager Shanna Sims-Bradish, and Assistant Chief of Police Nelson Walter.

II. AWARDS AND RECOGNITION

None

III. CONSENT AGENDA

25-283 Consider approval of an ordinance granting sanitation franchises for 2026

City Manager Corder said that this ordinance approves franchise agreements for sanitation companies that collect, transport, and dispose of solid waste in the City. These companies use roll off containers, portable toilets, and stationary compactors.

The franchise agreements require a fee of 10% of gross receipts billed by the franchisee from their contracted waste accounts. For this year, there are 24 franchises that will be awarded, one more than last year.

This ordinance was adopted.

Enactment No: ORD No. 25-039

25-287 Consider approval of Final Payment to SYB Construction for the 2025 MPY Project

City Manager Corder said that this is a final payment to SYB Construction for the 2025 Mile Per Year Utility Replacement Project.

The final payment is in the amount of \$324,533.83. The total contract amount was \$6,490,679.44.

This payment was approved.

25-288 Consider approval Final Payment to Cam Crete Contracting, Inc.

City Manager Corder said that this is a final payment to Cam Crete Contracting for sidewalk replacement and curb ramp repair. This contract replaced approximately 19,625 square feet of sidewalk, 463 curb ramps, and 2,700 square yards of associated street paving, for a total of \$2,726,731.25 in work performed. This project cost was reimbursed via DART TRIP (Transportation Related Improvement Program) funds.

This payment was approved.

25-290

Consider approval of the minutes of the December 2, 2025 City Council meeting, with or without correction

The minutes were approved.

Approval of the Consent Agenda

A motion was made by Mayor Pro Tem Aldredge, seconded by Councilmember Myers, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 5 - Mayor Stewart, Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

IV. MAIN AGENDA

25-292

Conduct a public hearing regarding the amendment of Planned Development District 12 to change the hours of operation on Sundays from 2-5pm to 1-6pm at the YMCA. The property address is 6000 Preston Road. PZ 25-007

Mayor Stewart opened the public hearing.

Director of Public Works Keegan Littrell said that the Moody Family YMCA requests to change its Sunday hours from 2 - 5 p.m. to 1 - 6 p.m.

The City mailed 45 notices to area property owners about the proposed change, and received two responses in favor and four opposed.

He said that the Planning & Zoning Commission recommended approval of the proposed hours change at its public hearing and meeting on November 11. Staff also recommends approval.

Gail Schoellkopf, resident of 4006 Shenandoah and owner of 4014 Shenandoah, spoke in opposition to extending the Sunday hours of operation because she said the nearby residents need a break from the activity at the facility. She said that during the Planned Development 12 creation process for the YMCA, these hours were negotiated with the residents and the YMCA. She asked the Council to honor the original agreement.

Micah Nix, Associate Executive Director at the Moody Family YMCA, said that the Y is proposing this because members complained about crowding on Sunday due to the short hours. She said that 91% of Sunday membership scans are from Moody Family YMCA members who live close to the facility. She said that an extension of the Sunday hours will better serve the membership of the Y.

There were no other speakers, so Mayor Stewart closed the public hearing.

25-291

Consider an ordinance amending Planned Development District 12 to change the hours of operation on Sundays from 2-5pm to 1-6pm at the YMCA. The property address is 6000 Preston Road. PZ 25-007

A motion was made by Councilmember Melissa Rieman, seconded by Mayor Pro Tem Mark Aldredge, to adopt this ordinance. The motion carried by the following vote:

Aye: 4 - Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

Nay: 1 - Mayor Stewart

Enactment No: ORD No. 25-040

25-294

Conduct a public hearing regarding the amendment of Planned Development District 22 to allow for the installation of a commercial solid-fuel smokehouse structure to support the Los Charros restaurant operation within the Graduate Hotel. The property address is 6101 Hillcrest Avenue. PZ 25-006

Director of Public Works Keegan Littrell said that Los Charros restaurant at The Graduate Hotel at 6101 Hillcrest Avenue applied to install a commercial solid-fuel smokehouse structure. He said that Public Works mailed 87 notices to nearby properties, and they received 12 responses in opposition and one in favor. He noted that a number of other emails and a petition were received since then expressing opposition to the request. He said that smokers are allowed in the City and there are several others in operation around the City. These are located at the former Douglas BBQ restaurant in Snider Plaza, and there are two on the SMU campus at the Arnold and Umphrey Lee dining facilities. He said that this request needs approval only for the building that houses the smoker that will be outside the bounds of the Planned Development.

Keegan said that the Planning & Zoning Commission conducted a public hearing and recommended approval of the amendment at its meeting on November 11.

Applicant Corby Ferrell spoke. He said that he is requesting a fully-enclosed smoker and showed photos of what neighbors would see in the alley. He said he understands the concerns of the nearby residents about the smoke and the smell. He said they plan to install a Smoki Smoke Zapper that will remove the smoke smell. He said that the smoker will be used periodically, only a couple of times per week. He said that he is a University Park resident.

Councilmember Philbin asked Mr. Ferrell about any conversations he has had with the neighbors. He said that no one took him up on the offer to speak with him.

Councilmember Rieman asked if there is noise from the smoker. Mr. Ferrell said that he thinks it will be about as loud as an HVAC unit. She asked if a smoker is a fire risk. Mr. Ferrell said that the fire marshal has approved the plans as presented.

Mayor Pro Tem Mark Aldredge asked if the height of the stack can be increased to mitigate the smoke and steam. Mr. Ferrell said that he could look at doing this. Councilmember Myers asked why the restaurant would install a smoker vs. continuing to smoke meats offsite. Mr. Ferrell said that the smoker will reduce labor and will be more efficient for the restaurant.

Councilmember Philbin asked if they're going to sell meat from the smoker to other restaurants in town. Mr. Ferrell said that the meat is intended only for his facility.

Keegan said that this smoker and structure was approved by the Fire Marshal and the Building Official.

The following individuals spoke in opposition to this amendment allowing the smoker and smokehouse structure:

Susan Brunz, 3417 Granada

Melanie Rudebeck, Director, Community School of the Park Cities, 3412 Binkley

Ellen Jeffus, 3929 Buena Vista, Dallas, parent of student at the Community School of the Park Cities

Curtis Downs, 3436 Binkley

Jong Kim, 3415 Granada

The following individuals spoke in favor:

John Fainter, 4029 Hanover

John Hoctor, 2715 Daniel

Rob Parks, 3715 Hanover

Mayor Stewart closed the public hearing at 5:53 p.m.

25-293

Consider an ordinance amending Planned Development District 22 to allow for the installation of a commercial solid-fuel smokehouse structure to support the Los Charros restaurant operation within the Graduate Hotel. The property address is 6101 Hillcrest Avenue. PZ 25-006

Councilmember Philbin said that he is in favor of the applicant and the neighbors having a meeting about the smoker and would like to postpone consideration of this request until the next City Council meeting.

There was discussion between Keegan, the City Council, and the audience members as to whether the Council was being asked to approve the smoker or the structure. Keegan said that the structure enclosing the smoker is a requirement of having the smoker outdoors and this triggered the PD amendment.

A motion was made by Councilmember Phillip Philbin, seconded by Mayor Pro Tem Mark Aldredge, to postpone consideration of this ordinance until the January 6, 2026 City Council meeting to allow time for the parties to discuss potential mutually-agreeable solutions. The motion carried by the following vote:

Aye: 5 - Mayor Stewart, Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

25-284

Consider a resolution funding the City's portion of design costs for rehabilitation of the 30-inch sanitary sewer trunk main

Director of Public Works Keegan Littrell said that this resolution funds the City's portion of design costs for a 30" sanitary sewer trunk main according to an existing agreement with the Town of Highland Park. Under the terms of the agreement, the Town and the City share equally in the cost of operation, maintenance, and capital improvements for the shared main.

He said that the City's share of the design cost is \$153,150. Construction on the sanitary sewer main is anticipated to begin in 2026. Keegan said that the City Council will review this topic again when it's time to pay the City's share of the construction cost.

A motion was made by Mayor Pro Tem Mark Aldredge, seconded by Councilmember Phillip Philbin, to adopt this resolution. The motion carried by the following vote:

Aye: 5 - Mayor Stewart, Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

Enactment No: RES No. 25-027

25-286

Consider approval of the Centennial Park Phase III Guaranteed Maximum Pricing

Director of Parks & Recreation Sean Johnson summarized Phase III of the Centennial Park improvements project.

He said that AUI Partners was awarded the Construction Manager at Risk (CMR) contract for the project in September 2024.

Phases I and II are complete and included the monument sign and creekside terrace improvements.

He said that Phase III will be sequenced differently according to the Council's instructions given at the December 2 meeting. Brad Moulton with Dunaway landscape architects said that the original Phase III included reconstruction of the gazebo, and they are working with AUI, the Construction Manager at Risk (CMAR), to remove this item from this phase per the Council's instructions.

He said that this phase will now include the restroom addition, fountain improvements, flatwork / donor pavers, sidewalk improvements, and athletic field grading.

Sean said that this phase has a \$2,050,650 not-to-exceed amount. He said that he anticipates some cost reductions with value engineering, so this phase may cost less.

Councilmember Rieman said she thinks the improvements to the park are really nice, and she has heard lots of positive feedback from residents, especially about the creekside walkway. She thanked Sean and the contractors for the fast construction schedule.

A motion was made by Councilmember Bob Myers, seconded by Mayor Pro Tem Mark Aldredge, to approve the Centennial Park Phase III GMP. The motion carried by the following vote:

Aye: 5 - Mayor Stewart, Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

25-296

Consider and authorize a settlement agreement with the owner of 4437 Glenwick

City Manager Corder said that this is consideration of a settlement agreement with the owner of 4437 Glenwick. He said that this is a dispute between the property owner and the City of University Park regarding a driveway and a fence. This settlement agreement brings all of those things into compliance and is a release of claims on both parties as well as any municipal tickets. He said that this was discussed during the Executive Session.

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Melissa Rieman, to authorize the settlement agreement to be executed that was reviewed by the City Council and was signed by Kerry Adams on December 8, 2025 as the owner of 4437 Glenwick. The motion carried by the following vote:

Aye: 5 - Mayor Stewart, Mayor Pro Tem Aldredge, Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

As there was no further business, Mayor Stewart adjourned the meeting.

Considered and approved this 6th day of January, 2026:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary