



City of University Park

City Hall
3800 University Blvd.
University Park, TX 75205

Meeting Minutes City Council

Tuesday, February 3, 2026

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 Dallas Area Rapid Transit (DART) - Chapter 452 of the Transportation Code. 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 agenda item briefings from staff. No action was taken. Council Conference Room, 2nd floor, City Hall.

[26-017](#) Annual Holiday Tree Lighting Recap and Future Planning Considerations

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: Assistant City Manager Shanna Sims-Bradish
- B. PLEDGE OF ALLEGIANCE: Assistant City Manager Shanna Sims-Bradish / Scouts
- 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, Community Information Officer Paige Ruedy, Fire Chief Randy Howell, Chief of Police Bill Mathes, Library Director Jackie Lott, Director of Public Works Keegan Littrell, Assistant City Manager Shanna Sims-Bradish, Director of Parks & Recreation Sean Johnson, Controller Brian Hogan, and Director of Human Resources Talia Gregory.

II. AWARDS AND RECOGNITION

None

III. CONSENT AGENDA**[26-014](#)**

Consider an ordinance ordering the May 2, 2026 General Municipal Election and giving authority to enter into an election services contract with the Dallas County Elections Administrator

City Manager Corder said that this is an ordinance ordering the May 2, 2026 General Election to elect a mayor and city councilmembers. He said that this ordinance also authorizes the City to execute an election services contract with Dallas County.

This ordinance was adopted.

Enactment No: ORD No. 26-008

[26-013](#)

Consider approval of final payment to Whirlix Design, Inc. for Burleson Park Playground replacement

City Manager Corder said that this is a final payment in the amount of \$163,040.38 to Whirlix Design for Burleson Park playground improvements. The total project cost was \$623,625.68.

This payment was approved.

[26-015](#)

Consider a resolution amending the FY2026 Financial Management Policies

City Manager Corder said that the City's Financial Management Policies are reviewed annually as recommended by the Government Finance Officers Association (GFOA). He said that there are two proposed amendments this year, and they are related to how the City reports Leases and Subscription Based Information Technology Arrangements. He said that the Finance Advisory Committee reviewed these proposed changes and recommended adoption.

This resolution was approved.

Enactment No: RES No. 26-002

[26-012](#)

Consider approval of the minutes of the January 20, 2026 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

[26-024](#)

Conduct a public hearing regarding establishment of a Special Sign District for the land parcel at 6601 Hillcrest Avenue

Mayor Stewart opened the public hearing.

Director of Public Works Keegan Littrell said that this public hearing is about establishing a Special Sign District at 6601 Hillcrest so that a Snider Plaza sign can be installed. He said that this was reviewed and recommended for approval by the Zoning and Development Advisory Committee at their January 21 meeting.

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

[26-025](#)

Consider an ordinance establishing a Special Sign District for the land parcel at 6601 Hillcrest Avenue

A motion was made by Councilmember Melissa Rieman, seconded by Councilmember Phillip Philbin, to adopt this ordinance. The motion carried by the following vote:

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

Enactment No: ORD No. 26-009

[26-009](#)

Consider approval of a Development Agreement between the City of University Park and Hillcrest/Daniel, Ltd.

Assistant City Manager Shanna Sims-Bradish said that this agenda item is related to the Snider Plaza sign that was just approved. She explained that this Development Agreement is between the City and the property owner, Hillcrest/Daniels, Ltd., and it stipulates responsibility in regards to the sign. The owner will be responsible for compliance with all City code requirements for installation of the sign and will pay for the operation, maintenance, repair and replacement of the sign. The City will have final approval over the proposed sign and will pay for the cost of fabrication and installation of the sign.

A motion was made by Councilmember Bob Myers, seconded by Mayor Pro Tem Mark Aldredge, to approve this development agreement. The motion carried by the following vote:

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

[26-026](#)

Conduct a public hearing regarding establishing a Specific Use Permit to construct a pickleball/sport court on private property. The property address is 2945 Stanford Avenue and is zone SF-3. PZ 26-001

Mayor Stewart opened the public hearing.

Director of Public Works Keegan Littrell said that this is a request from the owner of 2945 Stanford to build a pickleball court in their backyard. He said that staff chose to interpret that a pickleball court is the same as a tennis court in terms of zoning definitions.

He said that staff mailed out 21 notices to owners within 200 feet of the property. Nine notices were returned with seven in favor and two undecided. He said that the Planning and Zoning Commission conducted a public hearing at its meeting on January 13 and recommended that the City Council also conduct a public hearing and consider this request.

Councilmember Philbin asked if the neighbor to the east and neighbor directly across the alley received notification of this request. Keegan said yes, if they were within 200 feet.

Councilmember Rieman asked about noise from the court - she noted that the City has spent a lot of time trying to mitigate the noise from the Williams Park pickleball courts, so she's concerned about a court in a neighborhood surrounded by other homes.

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

[26-027](#)

Consider an ordinance establishing a Specific Use Permit to construct a pickleball/sport court on private property. The property address is 2945 Stanford Avenue and is zone SF-3. PZ 26-001

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

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

Nay: 1 - Councilmember Rieman

Enactment No: ORD No. 26-010

[26-010](#)

Consider an ordinance revising the time limits for the Residential Parking designation in the 3200 block of Milton

Director of Public Works Keegan Littrell said that this is being brought before the Council a second time. The residents in the 3200 block of Milton requested that their Resident Only Parking designation change hours from Monday-Friday, 8 a.m. - 5 p.m., to all times.

He said that a majority of residents on the block were in favor of this change. At the January 6 meeting, the City Council denied the request. Since then, residents asked the Council to reconsider the decision.

Councilmember Philbin asked why only this block of Milton wants the enhanced hours. Keegan said that the residents complained about SMU gameday parking and students parking on the block.

Max Fuqua, 3219 Milton, asked the City Council to reconsider their request.

Donna Tomasi, 3208 Milton, said she wants the parking in front of her house to always be available to her and she complained about the trash generated from student parking.

A motion was made by Mayor Pro Tem Mark Aldredge, seconded by Mayor Tommy Stewart, to adopt this ordinance revising the time limits for the Residential Parking designation in the 3200 block of Milton. The motion failed by the following vote:

Aye: 2 - Mayor Stewart, and Mayor Pro Tem Aldredge

Nay: 3 - Councilmember Philbin, Councilmember Myers, and Councilmember Rieman

[26-020](#)

Consider approval of an ordinance abandoning two easements and receiving an easement dedication at 3904 Lovers Lane

Director of Public Works Keegan Littrell said that this ordinance abandons two easements at 3904 Lovers Lane to resolve an issue with the property owners related to a box culvert/storm sewer that crosses the property. He said that staff recommends abandoning the two easements and receiving one easement dedication.

A motion was made by Councilmember Melissa Rieman, seconded by Councilmember Bob Myers, to approve this ordinance abandoning two easements and receiving an easement dedication at 3904 Lovers Lane. The motion carried by the following vote:

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

Enactment No: ORD No. 26-011

[26-011](#)

Consider an ordinance designating school zones in University Boulevard, Park Street, Shannon Lane, and McFarlin Boulevard for the Highland Park Presbyterian Day School

Director of Public Works Keegan Littrell said that the Highland Park Presbyterian Day School requested school zones on University Boulevard, Park Street, Shannon Lane, and McFarlin Boulevard to enhance safety for the students and parents during drop off and pick up. The Code of Ordinances allows the Public Works Director to designate school zones. He said that the school has a mid-day break, so the proposed time panels are:

8:00 - 8:45 a.m.

11:45 a.m. - 12:05 p.m.

1:45 to 2:05 p.m.

He said that staff recommends designating school zones for the Highland Park Presbyterian Day School.

A motion was made by Councilmember Phillip Philbin, seconded by Councilmember Melissa Rieman, to approve this ordinance designating school zones in University Boulevard, Park Street, Shannon Lane, and McFarlin Boulevard for the Highland Park Presbyterian Day School. The motion carried by the following vote:

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

Enactment No: ORD No. 26-012

26-022

Consider an ordinance amending Section 2.01.005 'Keeping Fowl Prohibited' of the Code of Ordinances

Director of Public Works Keegan Littrell said that staff has received multiple complaints from residents about ducks being fed and harbored near Curtis Park. Reported issues include damage to landscaping and accumulation of animal waste on public and private property.

This proposed ordinance clarifies and reinforces the City's prohibition on keeping, feeding, or harboring specified fowl and provides an enforcement mechanism to address this issue citywide.

He said that the complaints from residents are about Muscovy ducks. The ducks are an invasive species in Texas.

Dan Coffman, 3443 Lovers Lane, said that over the past couple of years, the neighbors have had trouble with the Muscovy ducks traipsing through their yards and destroying landscape due to a resident who is feeding them daily. He said that the duck feed is also attracting rats. He asked the City to enforce the existing ordinance or perhaps amend it to facilitate enforcement so that this practice will be prohibited.

A motion was made by Councilmember Melissa Rieman, seconded by Mayor Pro Tem Mark Aldredge, to approve this ordinance amending Section 2.01.005 'Keeping Fowl Prohibited' of the Code of Ordinances. The motion carried by the following vote:

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

Enactment No: ORD No. 26-013

V. PUBLIC COMMENTS

None

VI. ADJOURNMENT

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

Considered and approved this 17th day of February, 2026:

Tommy Stewart, Mayor

ATTEST:

Christine Green, City Secretary