



**Meeting Minutes
Planning and Zoning Commission**

Tuesday, April 8, 2025

5:00 PM

Council Chamber

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

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

City Planner Jessica Rees presented Case PZ 25-003 via PowerPoint. Applicant Joe Martin, with Paragon Sports Constructors, representing Highland Park Independent School District requesting the amendment of Planned Development District 33 with a new detailed landscape plan to allow synthetic turf and tree removal. The property is located at 4102 Grassmere Lane. 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 thirty-one (31) notices mailed out, one (1) response was received back opposing the request.

Mrs. Rees displayed a landscape plan showing the proposed synthetic turf field.

City Planner Jessica Rees presented Case PZ 25-002 via PowerPoint. Applicant Laura Lee Gunn, with Masterplan, representing deBouille Diamonds requesting the creation of a Planned Development District with a detailed site plan for the property located at 6821 Preston Road.

Mrs. Rees addressed the outstanding issues that staff has with the case including, the building height, the rear setback and the parking.

Call to Order

Acting Chairman Bristow called the meeting to order at 5:02 p.m.

Introduction of Commission Members

Present: (5) Acting Chairman James Bristow, Duncan Fulton, Thomas Russell, Ben Biddle and Brian Smoot

Seated: (5) Acting Chairman James Bristow, Duncan Fulton, Thomas Russell, Ben Biddle and Brian Smoot

Excused: (4) Chairman Blair Mercer, John Walsh, Steve Hudson, Rusty Goff and David Delorenzo

Staff in Attendance

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

[PZ 25-002](#)

PZ 25-002: Applicant Laura Lee Gunn, with Masterplan, representing Deboulle Diamonds requesting the creation of a Planned Development District with a detailed site plan for the property located at 6821 Preston Road.

Acting Chairman Bristow read Case PZ 25-002. He explained that this item was discussed at the last meeting and the public hearing and was left opened to be continued from that meeting. We are going to continue that public hearing now.

Mrs. Rees reinstated that this is a continuation and we did leave open the public hearing. The board did have some concerns and had somethings that they wanted the applicant to take a look at and see if there were any modification that could be made to the original proposal and then come back. There are a few changes that were made.

City Planner Jessica Rees presented Case PZ 25-002 via PowerPoint. Applicant Laura Lee Gunn, with Masterplan, representing deBoulle Diamonds requesting the creation of a Planned Development District with a detailed site plan for the property located at 6821 Preston Road.

With this being a continuation, staff did not do another legal notice or any additional mailings for the public hearing since we are continuing. Staff did receive another email from the property owner next door behind the property. They were the ones that came and spoke in opposition of the request in the previous meeting and had met with the applicant to go over some of the adjustments that were made so they wanted to respond to that. Copies of the response were provided to the board prior to the meeting.

Mrs. Rees presented the proposed rendering that was provided to staff of the proposed additions and renovations to that structure.

The three outstanding issues from the last meeting were, height, rear setback and parking. Those were the three biggest ones. We did talk about possibly having the applicant do a solar study to see if that much taller structure would effect any of the neighboring properties. We talked about the windows on the rear side of that structure. There have been changes made to those windows having film or something that will help them to not look out onto the neighboring property.

Getting into the three outstanding issues:

Height. The existing ordinance talks about a maximum height of forty (40)

feet. There was a little confusion on how tall the actual structure is currently. It was said it was forty-six (46) feet but after going back and looking at their revisions and everything, they found out that the actual height of the existing structure is fifty (50) feet tall. With looking at the height of the existing structure, what they had present before at forty-nine (49) feet, the new plan has talked about lowering that height to forty-six (46) feet eleven (11) inches. So they did look at it and change it from forty-nine (49) feet to forty-six (46) eleven (11) in this revision.

Rear Setback. Zoning ordinance code requires a twelve (12) six (6) rear setback for this structure. The original proposal that we looked at had a two (2) foot setback. After looking at the revisions in the last month, they did take that structure to a five (5) foot setback from that rear property line by the alley.

Mrs. Rees shows an image that shows that there will be a film on those windows that are above seven (7) feet so that way they cannot be looked out of. The structure will be set back five (5) feet but the parking spaces will come out to that property line.

Parking. With the size and uses of the existing structure, it requires fifty-two (52) spaces on site. They are currently at sixteen (16) or eighteen (18) space. With this new renovation and addition, the new square footage would require sixty-seven (67) parking spaces straight code by the uses. The addition to the structure, would only allow thirteen (13) parking spaces to be on private property as of right now. The required by code would be sixty-seven (67) and they are providing thirteen (13) on site. There are additional parking spaces that are located off of Grassmere and off of Preston Road. Those parking spaces are actually public parking spaces, so they do not count towards this property. There was talk of possibly doing a licensing agreement with the city to use those spaces for the structure as far as staff is aware after checking with everyone in the Public Works department, nobody has started any of those conversations to look at doing a license agreement for those spaces. And so again those are public parking spaces, so those seventeen (17) or so parking spaces do not count towards this structure.

Another thing we did briefly discuss in the work session was the size of the parking spaces. By code our parking spaces need to be 9X20, that is the minimum for our parking spaces. Looking at the size of the lot and the building and what room that they have it looks like the parking spaces they are requesting to have would be 9X8 feet parking spaces under that second floor addition in that rear of the property.

Staff recommends that the Planning and Zoning Commission continue this Public Hearing for the creation of the Planned Development district to listen to public comments and if the board wishes, forward a recommendation to City Council.

Board Member Russell asked Mrs. Rees if the original property owner that had the discussions with DeBouille, were they satisfied with the with what they are wanting to do. Mrs. Rees explained that as per the emailed that staff received and gave to the board, it does not seem like they are

completely happy with the changes that were made regarding the setback and the height.

Dallas Cothrum with Masterplan asked hold the public hearing open for another month. He stated that they think they made progress with the neighbor but they probably are not all the way there. They want to try and come back to the board with more clear details. They are also asking now for a new door on the front for the Patek Boutique.

They have lowered the height from fifty (50) to forty-six (46) eleven (11) and they are not going to change that. They have lowered the height in the back as low as they can and are at a nine (9) foot ceiling in the new addition and really can't go any lower based on the existing floor plate. They have had several meetings with the neighbor and will continue to do so to get closer to some sort of resolution.

Acting Chairman Bristow requested that if they are interested in discussing any licensing agreement with the city for the public parking spots, those conversations need to be had before the next meeting. Mr. Cothrum stated that the city manager had asked him not to do that but states that he will start those conversations as per the board's direction.

A motion was made by Board Member Thomas Russell, seconded by Board Member Duncan Fulton that the discussion will be postponed and the public hearing remain open until the May 13, 2025 meeting. The motion was carried by a unanimous vote.

[PZ 25-003](#)

PZ 25-003: Applicant Joe Martin, with Paragon Sports Constructors, representing Highland Park Independent School District requesting the amendment of Planned Development District 33 with a new detailed landscape plan to allow synthetic turf and tree removal. The property is located at 4102 Grassmere Lane.

Acting Chairman Bristow read Case PZ 25-003

City Planner Jessica Rees presented Case PZ 25-003 via PowerPoint. Applicant Joe Martin, with Paragon Sports Constructors, representing Highland Park Independent School District requesting the amendment of Planned Development District 33 with a new detailed landscape plan to allow synthetic turf and tree removal. The property is located at 4102 Grassmere Lane. 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 thirty-one (31) notices mailed out, one (1) response was received back opposing the request.

Mrs. Rees displayed the location of the proposed landscape plan for the synthetic turf field. She explained that the applicant is requesting to remove all existing trees and shrubbery from the lot. A drainage plan was shown for the entire lot. Staff recommends that the Planning and Zoning Commission conduct a Public Hearing for the Planned Development district amendment to listen to public comments and forward a recommendation to City Council.

Casey Clyce with Paragon Sports Constructors explained the importance of removing the existing trees and shrubbery. He stated that they would all need to be removed so that the root barriers would not be under there

messing up the field. They will need to stabilize the dirt under the field as per the geo tech report. The field will give the school more room for kids in band, soccer, field hockey, etc. Acting Chairman Bristow questioned if the turf would go completely corner to corner of the lot. Mr. Clyce confirmed that the turf would in fact cover every square inch of the entire lot including where the trees currently sit.

A motion was made by Board Member Biddle, seconded by Board Member Smoot, that a recommendation be sent to City Council to approve the request to amend the Planned Development District 33 with a new detailed landscape plan. The motion was carried by a unanimous vote.

Consider the previous meeting minutes with or without corrections:

[25-071](#)

P&Z Meeting Minutes - 03.11.25

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

ADJOURNMENT: With there being no further business before the Board, Acting Chairman Bristow adjourned the meeting at 5:44p.m.

Approved by:

Chairman, Blair Mercer

Date