



**Meeting Minutes**  
**Planning and Zoning Commission**

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**Tuesday, October 13, 2020**

**5:00 PM**

**Council Chamber**

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

Chairman West opened the work session at 4:38 PM.

Jessica Rees, City Planner, introduced Commissioner Doug Hanna, the newest addition to this Commission. Chairman West thanked him for being in attendance.

Mrs. Rees proceeded to introduce case PZ 20-005 via PowerPoint. The two-hundred foot (200') buffer, summary of responses and existing/proposed site plan was displayed and explained. The applicant and school representatives were in attendance.

Commissioner Mercer asked the proposed parking spaces will replace the crushed granite and be located against the building. Mrs. Rees clarified the proposal will be located on the other side of the fire lane, not against the building.

Commissioner Philbin asked if this request caused any drainage issues.

Abdullah Emad, Applicant/Engineer, stated there are no drainage concerns due to the fire lane drain being expanded to 36" Reinforced Concrete Pipe (RCP). Mr. Emad clarified there are two drains in the middle of the fire lane.

Commissioner DeLorenzo questioned why the original site plan did not include such parking.

Ed Levine, HPISD Superintendent, stated it was more of a cost issue and the Seay Center has grown in popularity, therefore, more parking is needed.

Commissioner DeLorenzo questioned if the removal of this impermeable area is allowed in Planned Development 25.

Mr. Rob Dillard, City Attorney, stated this PD is fairly new and he believes there are no restrictions for such. Commissioner DeLorenzo asked if any thought has been given to dedicate spaces in the student parking garage to cover the needs of the tennis center.

Michael White, HPISD Assistant Superintendent, stated there are fifteen (15) designated spots in the garage, however there is limited availability and more demand than supply. Mr. White continued to explain that the main challenge is to accommodate parking for about forty to sixty (40 - 60) people in a typical

week day morning. The goal is to prevent people parking where they are not allowed to.

Chairman West questioned if the Fire Department had any issues. Mrs. Rees answered that the fire lane is accessible.

Mr. Dillard asked if this request requires people to reverse out of these parking spots. Mr. Emad explained it would require someone to reverse or make a three (3) point turn in order to exit.

Commissioner Philbin mentioned a resident's response and a discussion was held about the alley and the fire lane.

The work session closed at 4:50 PM.

#### *Call to Order*

Chairman West called the meeting to order at 5:00 PM.

#### *Introduction of Commission Members*

- Present:** 5 - Chairman Bob West, Commissioner Doug Roach, Commissioner Blair Mercer, Commissioner Phillip Philbin, and Commissioner David DeLorenzo
- Excused:** 4 - Commissioner Jerry Jordan, Commissioner John Walsh III, Commissioner Rusty Goff, and Commissioner James Bristow
- Seated:** 1 - Commissioner Doug Hanna

#### *Staff in Attendance*

Jessica Rees, City Planner  
Serena Palomino, Planning Technician  
Rob Dillard, City Attorney

*The Planning and Zoning Commission of the City of University Park will conduct a public hearing in the Council Chamber. Consideration will be given to the following item(s):*

#### [PZ 20-005](#)

Consider a request from Highland Park Independent School District to amend Planned Development District 25 to allow for new parallel parking spots immediately east of the hammerhead fire lane. The subject site is located at 4121 Glenwick Lane and currently zoned Planned Development 25.

Chairman West asked Jessica Rees, City Planner, to present case PZ 20-005.

Mrs. Rees introduced case PZ 20-005 via PowerPoint. The two-hundred foot (200') buffer, summary of responses and existing/proposed site plan was displayed and explained. The applicant and school representatives were in attendance.

Chairman West asked if there was any person(s) present to speak in favor or

in opposition of this request. With no one to speak, Chairman West closed the public hearing at 5:03 PM.

Commissioner Philbin noted that permeability issues were discussed during the work session and the Commission has been assured that there is adequate storm drainage if the permeable material is replaced with concrete.

Chairman West added that the fire lane will not be affected by this request.

**A motion was made by Commissioner Roach, seconded by Commissioner DeLorenzo, that this request be approved. The motion carried by a unanimous vote.**

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

[20-170](#)

Minutes from the September 8, 2020 Planning and Zoning Meeting.

**A motion was made by Commissioner DeLorenzo, seconded by Commissioner Philbin, that the Minutes be approved. The motion carried by a unanimous vote.**

ADJOURNMENT: With there being no further business before the Board, Chairman West adjourned the meeting at 5:06 PM.

Approved by:

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Chairman Robert H. West

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Date