

MINUTES OF A MEETING OF THE ZONING COMMISSION OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD REMOTELY THROUGH TELECONFERENCE, ON WEDNESDAY, FEBRUARY 24, 2021, AT 4:00 P.M. TO CONSIDER A REQUEST TO AMEND THE TOWN'S ZONING ORDINANCE BY COMBINING 4315 AND 4319 POTOMAC AVENUE INTO ONE BUILDING SITE, AND TO AMEND THE SITE PLAN FOR THE HIGHLAND PARK UNITED METHODIST CHURCH LOCATED IN PLANNED DEVELOPMENT NO. 2 TO ALLOW CONSTRUCTION OF AN ADDITIONAL TWO HUNDRED TWENTY-FIVE NICHES IN THE EXISTING COLUMBARIUM GARDEN.

Present at the meeting were: Margaret Keliher, Chair, and Commission Members Brian Ficke, Alison Hunsicker, Rick Jones and Carolyn Seay.

Madam Chair Keliher called the meeting to order and explained the procedure the Commission would follow in considering the request. She stated because of the COVID-19 pandemic, and social distancing orders, and in accordance with an order from the Office of the Governor issued on March 16, 2020, this meeting is being conducted and heard through a remote teleconference call.

Hugh Pender, Director of Development Services, explained that in 2005, the Town Council approved an ordinance providing standards for combining building sites, specifically limiting such combination of properties to only one time, and making combined building sites permanent and irreversible in perpetuity. This ordinance was reviewed with the owner of the properties at 4315 and 4319 Potomac Avenue. The rezone/replat application was referred by the Town Council to the Zoning Commission on January 19, 2021. If this proposal is approved by the Town Council, a replat process will be required to complete the combining of the building sites.

Mr. Pender explained that the property owner resides at 4315 Potomac Avenue. They purchased the property at 4319 Potomac Avenue and plan to utilize the new, larger building site. If approved, the property owner plans to construct a covered porch extending off the residence, and a swimming pool on the combined building site.

Mr. Pender concluded the presentation with a statement that on February 3, 2021, the requisite notice of the meeting was mailed to property owners located within two hundred feet (200') of the subject properties and on February 19, 2021, the agenda was posted on the bulletin boards at Town Hall.

Madam Chair Keliher asked for questions and/or comments from the Zoning Commission, to which there was no response.

Madam Chair Keliher asked if the applicant wanted to make a presentation or add any comments, to which there was no response.

Madam Chair Keliher asked if any letters in favor of the request were received, to which Mr. Pender replied in the negative.

Madam Chair Keliher asked if anyone on the teleconference call wished to speak in favor of the request, to which there was no response.

Madam Chair Keliher asked if any letters in opposition of the request were received, to which Mr. Pender replied in the negative.

Madam Chair Keliher asked if anyone on the teleconference call wished to speak in opposition of the request, to which there was no response.

On a motion by Alison Hunsicker, seconded by Carolyn Seay, the Zoning Commission voted unanimously to recommend approval to the Town Council of a request to amend the Town's Zoning Ordinance to combine 4315 Potomac Avenue and 4319 Potomac Avenue into one building site within Zoning District E.

Hugh Pender stated that the Town Council will conduct a public hearing to receive the recommendation of the Zoning Commission and consider final action on the request.

Mr. Pender explained the second request from the Highland Park United Methodist Church. He stated that in August 2010, Ordinance 1831 approved the construction of the Columbarium Garden with 308 niches. He then said that in July 2011, Ordinance 1860 approved the construction of an additional 225 niches in the existing Columbarium Garden. Ordinance 1860 amended previous Ordinance 1777 and Ordinance 1831. He continued by stating that the applicant would like to construct a new masonry wall with additional 225 niches in the existing Columbarium Garden. He showed renderings of the proposed design, as well as the proposed site plan. The application was referred to the Zoning Commission by the Town Council at its study session that took place on January 19, 2021. If this proposal is approved by the Zoning Commission, Town Council will conduct a final public hearing to consider an amendment to the existing site plan. That action is required to complete the process.

Mr. Pender concluded the presentation with a statement that on February 3, 2021, the requisite notice of the meeting was mailed to property owners located within two hundred feet (200') of the subject properties and on February 19, 2021, the agenda was posted on the bulletin boards at Town Hall.

Madam Chair Keliher asked if this request is to amend Ordinance 1860, or to create a new ordinance.

Hugh Pender explained the request will continue to Town Council and if approved will create a new ordinance amending the site plan.

Matthew Boyle, Town Attorney, confirmed that a new ordinance will be created.

Madam Chair Keliher stated that the request is to construct a new wall with 225 niches in the existing Columbarium Garden.

Matthew Boyle responded in the affirmative.

Madam Chair Keliher asked for questions and/or comments from the Zoning Commission, to which there was no response.

Madam Chair Keliher asked if the applicant wanted to make a presentation or add any comments, to which there was no response.

Madam Chair Keliher asked if any letters in favor of the request were received, to which Mr. Pender replied in the negative.

Madam Chair Keliher asked if anyone on the teleconference call wished to speak in favor of the request, to which there was no response.

Madam Chair Keliher asked if any letters in opposition of the request were received, to which Mr. Pender replied in the negative.

Madam Chair Keliher asked if anyone on the teleconference call wished to speak in opposition of the request, to which there was no response.

On a motion by Alison Hunsicker, seconded by Carolyn Seay, the Zoning Commission voted unanimously to recommend approval to the Town Council of a request to amend the Town's Zoning Map to allow construction of a new seven feet and one quarter foot (7.25') tall masonry columbarium wall, with two hundred twenty-five (225) additional niches in the existing Columbarium Garden adjacent to the west side of Cox Chapel at 3300 Mockingbird Lane.

Being no further items on the Agenda, Madam Chair Keliher asked for a motion to adjourn. On a motion by Carolyn Seay, seconded by Alison Hunsicker, the Zoning Commission voted unanimously to adjourn. The meeting was adjourned at 4:16 p.m.

APPROVED on this 24th day of February 2021.

BY:



Margaret Keliher
Chair

ATTEST:



Hugh Pender
Director of Development Services