

Paradise Hills Special Zoning District Commission

Meeting Minutes | April 24, 2025

(Meeting held over Zoom)

Present:

Elizabeth Haley, Chair
Pete Reser
Kimberley Fleck

Public Participants:

Lori Gallegos (owner) and Brian Ortiz (contractor), 10012 Park Lane
Daniel Sanchez (owner), 4909 Simon
Michael Adler (contractor), 5616 Avenida Serena
Shelly and King Williams, 9957 Stone Court
Kim Wood, AT&T Wireless, 4627 Greene
Yolanda Montoya, unknown address

1. Call to Order, Roll Call by the Commissioners to establish a Quorum.
 - a. The meeting was called to order at 6:30 PM.
 - b. Quorum established except in cases where one Commissioner has to recuse themselves.
2. Proceed with a vote to approve the Agenda, a crucial step that sets the course of the meeting and ensures all topics are covered.
 - a. Agenda approved.
 - b. Commissioner Fleck wanted to add complaints to the nuisance section but Commissioner Haley said that they cannot be added to the agenda at this time because the request to add them came in too late. We can discuss those properties when we discuss other nuisance properties that are on the agenda, but we cannot act on them.
3. PUBLIC COMMENTS
 - a. None; all public participants are here for projects listed below or were silent observers.

4. The Commission will review unresolved applications due to missing supporting documents, unpaid or partially paid permit fees, or nonconforming projects requiring a variance or rejection, ensuring a thorough and fair review process. Commissioner Haley will provide a status report on the following projects:
 - a. 4700 Irving Blvd, American Tower Corporation
 - i. Commissioner Haley stated that she will issue the permit.
 - b. 10012 Park Lane, Brian Ortiz, agent for Lori and Rey Gallegos
 - i. A site visit took place on April 17.
 - ii. Haley brought up the site plan for review.
 - iii. A permit will be issued with conditions that they make adjustments to the coyote fence to make it less obstructive.
 - c. 4911 Quail Ridge, James Alan Hendrix
 - i. Commissioner Fleck will send information to Commissioner Reser, so that we can schedule a site visit.
 - d. 5330 Fairfax Drive Nicole Fay Carport Addition
 - i. Site plan still needed.
 - e. 5717 Avenida La Mirada, Jeri Ann Baker & Diana Dauwalder, Primary Building Modification
 - i. Commissioner Haley says she issued this permit.
 - f. 5421 Fairfax Dr, Robert Mcwhorter
 - i. Haley is pretty sure she issued this permit.
 - g. 10421 Trevino Loop NW, Malalei Sandar
 - i. Home occupation license, still needs review.
 - ii. There is no site plan; Commissioner Fleck will request that.
 - h. 4627 Greene Ave, AT&T Wireless leasehold
 - i. Per Commissioner Haley, this is a time-intensive project to review and she has not been able to do that yet.
 - i. 5200 Justin, Michael Riordan, Solar Permit
 - i. Missing site plan.
 - j. 4909 Simon, Daniel Sanchez, Accessory Bldg., Fences
 - i. We reviewed the site plan. We need to know where easements are and more information on the height of the chimney, which has to be raised because of the height of the new garage. Mr. Sanchez will send an updated site plan.
 - k. 5616 Avenida Serena Place, Darryl Ortega, Solar Permit
 - i. We still need the site plan.
 - l. 5313 Fairfax, Raymond Holland, Solar Permit
 - i. We reviewed the site plan and Commissioner Haley said she would issue the permit.

5. The Commission will discuss new and ongoing complaints concerning problem properties within the District and a status report on the following projects:
 - a. Deferred.
6. Vote to approve completed Minutes.
 - a. None to approve at this time.
7. The Commission will also set a date for final reporting for 2024 and review the draft budget for 2025.
 - a. Deferred.
8. Review of posted ordinance revisions as of Thursday, April 24, 2025. The Commissioners will engage in a comprehensive discussion of the Commissioner's recommendations for new procedures and review the draft PHSZD Policies and Procedures and Commissioner's Handbook for Public Meetings, Legislative Meetings, and Quasi-judicial Meetings
 - a. Deferred.
9. The Commissioners will review a plan for public meetings, publication, and approval of pending Ordinance Legislation. The Commission will schedule a joint community meeting and mailing with Paradise Hills Civic Association and Paradise Hills Special Zoning District. The primary topics would be the Ordinance updates and the PHCA's yearly meeting.
 - a. Deferred.
10. The Commissioners will discuss methods of replacements for resigning or ill Commissioner
 - a. Deferred.
11. Adjourn to the next scheduled meeting
 - a. Adjourned at 8:16 PM.