



**Town of Highland Park, Texas
TOWN COUNCIL MEETING
AGENDA**

8:00 AM
July 1, 2025

4700 Drexel Drive Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PUBLIC COMMENT

This portion of the agenda is the public's opportunity to address the Town Council about any item listed on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless otherwise required by law. Per the Texas Open Meetings Act, the Town Council is not permitted to take action on or discuss any item not listed on the agenda. Items suggested for action may be placed on a future agenda at the Town Council's sole discretion.

IV. PROCLAMATION

A. Proclamation recognizing July 2025, as National Parks & Recreation Month.

V. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

A. Take action on the minutes of the Town Council meeting held on June 17, 2025.

B. Take action on the minutes of the Town Council study session held on June 17, 2025.

C. Take action on a resolution suspending the effective date of Oncor Electric Delivery Company's requested rate change and approving cooperation with the Steering Committee of Cities served by Oncor.

VI. MAIN AGENDA

A. Review, discuss, and take action on a second extension to the construction time period, extending the permit to October 17, 2025, for a new single-family residence at 3600 Crescent Avenue.

B. Review, discuss, and take action on an extension to the construction time period, extending the permit to September 7, 2026, for a new single-family residence at 4511 Highland Avenue.

VII. ADJOURNMENT

Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS: Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. - 4:30 p.m., Monday through Friday.



**Town of Highland Park
Town Council
Tuesday, July 1, 2025**

Item Coversheet

Proclamation recognizing July 2025, as National Parks & Recreation Month.

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

Since 1985, the National Recreation and Parks Association ("NRPA") has sponsored Parks and Recreation Month. The NRPA was formed in 1965 by consolidating the National Recreation Association ("NRA"), American Institute of Park Executives ("AIPE"), American Recreation Society ("ARS"), the National Conference on State Parks ("NCSP"), and the American Association of Zoological Parks and Aquariums (an affiliate of AIPE).

This year marks the 40th anniversary of Parks and Recreation Month! This year's theme, "Build Together, Play Together," is a reminder of the contributions of park and recreation professionals across the country and how they improve the lives of millions of people, making a lasting impact in communities across the country. Park and recreation programs are essential to community health and well-being, and help cultivate lifelong friendships, memories, and family bonds that residents hold dear years later.

Join us in celebrating the quiet work these professionals do that makes life better for all of us.

RECOMMENDATION

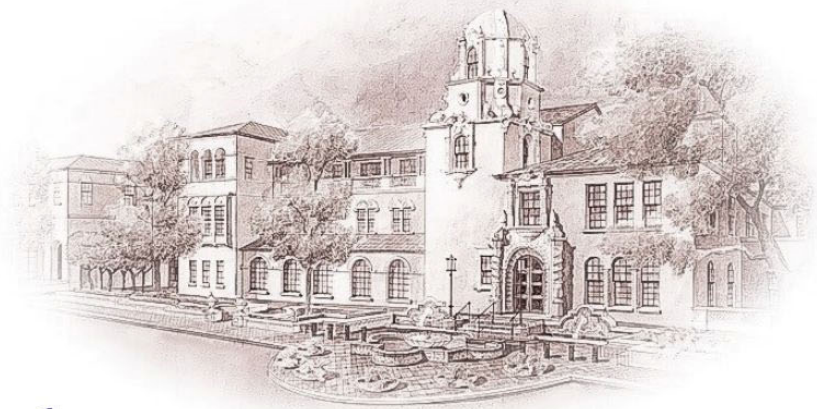
None.

FINANCIAL IMPACT

None.

ATTACHMENTS

Proclamation - Paks & Rec Month 07-2025



Proclamation

Town of Highland Park, Texas

WHEREAS Parks and Recreation is an integral part of communities throughout this country, including the Town of Highland Park; and

WHEREAS Parks and Recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS Parks and Recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS Parks and Recreation is fundamental to the environmental well-being of our community; and

WHEREAS Parks and Recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Town of Highland Park recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, on behalf of the Town Council of the Town of Highland Park, Texas, I hereby proclaim that July is recognized as

PARKS AND RECREATION MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Highland Park, Texas to be affixed hereto on this 1st day of July, 2025.

Will C. Beecherl
Mayor



**Town of Highland Park
Town Council
Tuesday, July 1, 2025**

Item Coversheet

**Take action on the minutes of the Town Council meeting held on
June 17, 2025.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Attached are the minutes of the Town Council meeting held on June 17, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

None

ATTACHMENTS

2025-06-17 TC Minutes (2)

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:00 A.M. ON TUESDAY, JUNE 17, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Marc Myers, Lydia Novakov, and Alan Friedman attended the meeting. Council Member Leland White was absent.

- I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.
- II. Council Member Marc Myers gave the Invocation.
- III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

IV. CONSENT AGENDA

On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve Items A. through F. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. *Take action authorizing the Town Administrator to execute the construction contract with Axis Contracting, Inc. for the 2024 Alley Reconstruction and Utility Improvements project.*
- B. *Take action authorizing the Town Administrator to execute a professional services agreement with Kimley-Horn and Associates, Inc. for the Beverly Drive Reconstruction Project.*
- C. *Take action on Resolution 006-25 to adopt the Dallas County 2025 Hazard Mitigation Action Plan.*
- D. *Take action on Resolution 007-25 authorizing the Town Administrator to execute Amendment #1 to the Advance Funding Agreement with the Texas Department of Transportation.*
- E. *Take action on the minutes of the Town Council meeting held on June 3, 2025.*
- F. *Take action on the minutes of the Town Council study session held on June 3, 2025.*

V. PRESENTATION

A. *Presentation by Joe R. Goyne, Chairman of Pegasus Bank.* Joe R. Goyne, Chairman of Pegasus Bank, presented the renderings of a proposed Pegasus Bank office building at the corner of Harvard Avenue and the Katy Trail. The building will be in the City of Dallas, but the site is directly adjacent to the Town of Highland Park. While the building plans remain preliminary, the

renderings reflect the current vision for the site. The intent is to ensure that the design complements the surrounding neighborhood and respects the character and expectations of Highland Park residents. The building will be two stories high, and no parking on Highland Park streets. In response to a question raised by Council Member Novakov, Mr. Goyne confirmed there will be no underground parking, only parking on the premises of the building. In response to a question raised by Mayor Pro Tem Snell, Mr. Goyne stated that he aspired for construction to begin in early 2026. Mr. Goyne thanked Mayor Beecherl and the Town Council for their time.

VI. MAIN AGENDA

A. Review, discuss, and take action to revise the Code of Ordinances to amend Chapter 12, Article 12.07, Division 3, Section 12.07.085 Parking Limited to Two Hours and repeal and replace Chapter 12, Traffic and Vehicles, Article 12.07 Stopping, Standing and Parking, Division 6 Residential-Only Parking Permit Area. Lori Chapin, P.E, Director of Engineering, stated the southeast area of the Town of Highland Park (“Town”) has been experiencing increased traffic congestion and parking challenges due to construction activities and patrons searching for parking. To address these concerns, Town staff proposes an amendment to Chapter 12 Article 12.07, Division 6 of the Code of Ordinances, to include Resident-Only Parking in the southeast portion of town. It is proposed that Resident-Only Parking be initiated between 5:00 a.m. – 6:00 p.m., seven days a week. With the addition of resident-only parking in multiple areas of Town, it was determined to be beneficial to rewrite Chapter 12, Article 12.07, Division 6 to address changes over the years and organize and clarify some of the language. Additionally, to discourage long-term parking along Abbott Park while supporting short visits to the park without a permit, staff propose initiating 2-hour parking on Abbott Avenue, adjacent to the park on the east side of the road between the hours of 5:00 a.m. – 6:00 p.m., seven days a week. In response to a question raised by Council Member Novakov, Ms. Chapin confirmed that the Resident-Only Parking signage proposed today will replace the current Resident-Only Parking signage throughout the Town for cohesion. The Highland Park Department of Public Safety will enforce the parking requirements. In response to a question raised by Council Member Friedman, Ms. Chapin confirmed that five visitor passes will be given to each resident residing along the Resident-Only Parking enforcement streets. Mary Rodgers, 4608 Abbott Avenue, and Mary Mousa, 3504 Euclid Avenue, both spoke in favor of passing the proposed ordinance. Alexa Herring, 4813 Abbott Avenue, also spoke in favor of the proposed ordinance and requested that the traffic on Abbott Avenue be studied as well. Mayor Beecherl asked if there were any other comments, to which there were none. On a motion made by Council Member Marc Myers, seconded by Council Member Alan Friedman, the Town Council voted unanimously to approve Ordinance No. 2146 to amend Chapter 12, Article 12.07, Division 3, Section 12.07.085 Parking Limited to Two Hours and repeal and replace Chapter 12, Traffic and Vehicles, Article 12.07 Stopping, Standing and Parking, Division 6 Residential-Only Parking Permit Area.

Mayor Beecherl adjourned the Town Council meeting at 8:30 a.m.

Approved on the 1st day of July 2025.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, July 1, 2025**

Item Coversheet

**Take action on the minutes of the Town Council study session held
on June 17, 2025.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Attached are the minutes of the Town Council Study Session held on June 17, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

None.

ATTACHMENTS

2025-06-17 TCSS Minutes

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:37 A.M. ON TUESDAY, JUNE 17, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Marc Myers, and Lydia Novakov attended the meeting. Council Member Leland White was absent.

I. Mayor Will C. Beecherl called the meeting to order at 8:37 a.m.

II. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

III. FUTURE AGENDA DISCUSSION

A. Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council meeting agenda. Mayor Beecherl asked if any Town Council Member would like to request that an item be placed on a future Town Council study session agenda for discussion or consideration. There was no comment.

IV. MAIN AGENDA

A. Review, discuss, and take action authorizing the Town Administrator to execute a contract with Kendig Keast Collaborative for consulting services to rewrite the Town's Zoning Ordinance and provide related software services. Jeff Armstrong, ACIP, Director of Community Development, explained that at the October 20, 2024, Study Session, the Town Council agreed to hire a consultant to assist with a Zoning Ordinance rewrite. With the Town Council's consensus, staff issued a Request for Qualifications ("RFQ"). Seven firms responded, three were shortlisted and interviewed, and Kendig Keast Collaborative ("KKC") was selected to negotiate a contract. The proposed scope includes a background study, policy development, a diagnostic review of the current ordinance, and drafting and adoption of a new ordinance. The process will involve input from the Town Council, the Zoning Commission, staff, stakeholders, and others. Bret Keast, C.E.O. and Owner of KKC, demonstrated what KKC brings to the project with several innovative tools. These include cloud-based, collaborative ordinance drafting that allows real-time input and editing; a searchable online zoning ordinance that provides easy access to zoning information; and a GIS-based interactive zoning map to help users visually explore zoning requirements. In addition, several optional services are available. These include migrating the Town's entire Code of Ordinances to a new, unified platform; creating a development handbook with checklists, flowcharts, and procedures; providing a GeoZone map and a parcel potential tool to display development limits such as height and setbacks; and developing a three-dimensional digital twin of the Town to visualize how new development would impact the surrounding environment. On a motion made by Council Member Alan Friedman, seconded by Council Member Marc Myers, the Town Council voted unanimously to approve authorizing the Town Administrator to execute a

contract with Kendig Keast Collaborative for consulting services to rewrite the Town's Zoning Ordinance and provide related software services.

CLOSED SESSION

A. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property.

The Town Council did not go into closed session.

OPEN SESSION

A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item A. above, shall be made, if any. No motion was made. The Town Council did not go into closed session.

Mayor Beecherl adjourned the meeting at 9:34 a.m.

APPROVED on the 1st day of July 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, July 1, 2025**

Item Coversheet

Take action on a resolution suspending the effective date of Oncor Electric Delivery Company's requested rate change and approving cooperation with the Steering Committee of Cities served by Oncor.

PRESENTED BY: Tobin Maples, Town Administrator

BACKGROUND:

The Town of Highland Park is a member of a 170-city coalition known as the Steering Committee of Cities Served by Oncor ("Steering Committee"). The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s when cities served by the former TXU gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions and funded by *per capita* assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

Although Oncor has increased rates many times over the past few years, this is the first comprehensive base rate case for the Company since May 2022.

Oncor Electric Delivery Company ("Oncor" or "the Company") filed an application on or about June 26, 2025, with cities retaining original jurisdiction, seeking to increase system-wide transmission and distribution rates by about \$834 million or approximately 13% over present revenues. The Company asks the Town to approve a 12.3% increase in residential rates and a 51.0% increase in street lighting rates. If approved, an average residential customer would see a bill increase of about \$7.90 per month.

The resolution suspends the July 31, 2025, effective date of the Company's rate increases for the maximum period permitted by law to allow the Town, working in conjunction with the Steering Committee of Cities Served by Oncor, to evaluate the filing, determine whether the filing complies with the law, and if lawful, to determine what further strategy, including settlement, to pursue.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the Town to suspend the rate change for 90 days after the date the rate change would otherwise be effective. **If the Town fails to take some action regarding the filing before the effective date, Oncor's rate request is deemed administratively approved.**

RECOMMENDATION

Staff recommends that the Town Council approve the resolution suspending the effective date of Oncor Electric Delivery Company's requested rate change and approving cooperation with the Steering Committee of Cities served by Oncor.

FINANCIAL IMPACT

There are no financial impacts to the Town, as all reasonable expenses related to this rate case proceeding will be reimbursed by Oncor in accordance with applicable regulations.

ATTACHMENTS

RESO 008-25 suspending the effective date of Oncor Electric Delivery Company's requested rate change

RESOLUTION NO. 008-25

RESOLUTION OF THE TOWN OF HIGHLAND PARK SUSPENDING THE JULY 31, 2025 EFFECTIVE DATE OF ONCOR ELECTRIC DELIVERY COMPANY'S REQUESTED RATE CHANGE TO PERMIT THE TOWN TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR TO HIRE LEGAL AND CONSULTING SERVICES AND TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE.

WHEREAS, on or about June 26, 2025, Oncor Electric Delivery Company (Oncor), pursuant to PURA §§ 33.001 and 36.001 filed with the Town of Highland Park (the "Town") a Statement of Intent to increase electric transmission and distribution rates in all municipalities exercising original jurisdiction within its service area effective July 31, 2025; and

WHEREAS, the Town is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee") and will cooperate with the 170 similarly situated city members and other city participants in conducting a review of the Company's application and to hire and direct legal counsel and consultants and to prepare a common response and to negotiate with the Company prior to getting reasonable rates and direct any necessary litigation; and

WHEREAS, PURA § 36.108 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days after the date the rate change would otherwise be effective; and

WHEREAS, PURA § 33.023 provides that costs incurred by Cities in ratemaking proceedings are to be reimbursed by the regulated utility.

THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

1. That the July 31, 2025, effective date of the rate request submitted by Oncor on or about June 26, 2025, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.
2. As indicated in the Town's resolution approving membership in the Steering Committee, the Executive Committee of Steering Committee is authorized to hire and direct legal counsel and consultants, negotiate with the Company, make recommendations regarding reasonable rates, and to intervene and direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the Town or Public Utility Commission.

3. That the Town's reasonable rate case expenses shall be reimbursed by Oncor.
4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.
5. A copy of this Resolution shall be sent to Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202, and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

PASSED AND APPROVED by the Town Council of the Town of Highland Park, Texas, the 1st day of July 2025.

APPROVED AS TO FORM:

Susan Thomas, PhD
Town Attorney

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, July 1, 2025**

Item Coversheet

Review, discuss, and take action on a second extension to the construction time period, extending the permit to October 17, 2025, for a new single-family residence at 3600 Crescent Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The permit for the new home was issued on November 4, 2022. In October 2024, an extension was approved to July 7, 2025. The applicant, Dan Vander Zee of Pencil Point Constructors, LLC, provided the following explanation for the requested second extension and how they plan to proceed to assure completion of the project:

1. Availability of permanent power to the site, this process is still ongoing, and as of this date, we do not have a clear date when Oncor can provide underground power. This is needed to energize the entire project with adequate power so that all systems will be operational and fully vetted for final inspections. We have worked with Oncor and Highland Park Engineering on multiple scenarios to provide power for the past four months and are now receiving the needed approvals. We are anticipating the ability to request a meter install in July.
2. Availability of Natural Gas service. This process started in early April and has just concluded with the installation of an Atmos gas riser on June 10th. Again, this is critically necessary for mechanical final inspections. As of this date, we do not have a meter set. We are in the process of re-inspection with HP, as our 30-day window with Atmos has expired, due to Atmos's slow response. We are anticipating a meter in the next two weeks, hopefully. But we have no control over this process. Recently, we waited on Atmos for over three months before they finally installed the gas meter.
3. While we are making great strides on the Landscaping, we have had to deal with an extremely wet spring. A number of additional details have been clarified, resulting in additional time to construct the hardscape. Also, we have actively managed a very difficult parking situation, as the high-rise construction on Travis has been a challenge for the entire surrounding area.
4. We will be pleased to share detailed images of the interior finish, which will help explain the intricate level of detail that is a hallmark of this project.

On the main house and guest house, we will complete the majority of interior painting by the end of July, allowing us to concentrate on trim out of the Mechanical, Electrical, and Plumbing in August. September will be for inspections and punch lists. We will call the CO in early October

and the Design team will start installations immediately after.

Pencil Point is also redirecting additional forces in project management, site supervision, and specialty labor crews to further reinforce on-site management and labor and ensure that this project is completed by the requested date.

The house includes 9,014 square feet under the roof and consists of a basement.

The Town has received no complaints related to this project.

The property falls within the area recently approved for resident parking only. As such, the construction parking must comply with that ordinance and the proposed Construction Management Plan associated with this extension request.

RECOMMENDATION

Approval subject to the conditions detailed in the attached Construction Management Plan.

FINANCIAL IMPACT

The fee for extending the construction timeframe in place at the time this permit was issued was 50% of the original permit fee. Based on that methodology, the extension fee would be \$21,365.50.

ATTACHMENTS

Construction Management Plan 3600 Crescent, Section 12.07.192 Construction Parking in Res Only Parking Areas

Construction Management Plan

Project Address: 3600 Crescent Avenue, Highland Park, TX 75205

Permit #: NEW-22-1245

Effective Dates: Date of permit extension through October 17, 2025

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 3600 Crescent Avenue. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

Parking placards shall be required for all construction-related vehicles in accordance with Section 12.07.192 of the Town of Highland Park Code of Ordinances. Section 12.07.192 is attached to this document. In no case shall the number of placards exceed twelve (12).

2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

9. Neighbor Communication & Complaint Response

- Prior to start of construction, the contractor must notify all adjacent properties of:
 - Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit in accordance with Town Ordinance Sections 3.08.012 and 12.07.229.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town. I further acknowledge I have read and understand Section 12.07.227, Duty of General Contractor, Section 12.07.192, Issuance of permits for construction vehicle within a designated resident only parking area, and the penalty and enforcement provisions in Sections 3.08.012 and 12.07.229 in the Town's Code of Ordinances.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Property Owner Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)

§ 12.07.192. Issuance of permits for construction vehicle within a designated resident only parking area.

- (a) A general contractor is eligible to receive at no charge up to four (4) permits for construction vehicle parking, within that block, per construction site.
- (b) The Town may issue additional construction parking permits per construction site. For additional permits 5–10, the cost of such permit shall be \$25.00 per permit. For additional permits 11–20, the cost of such permit shall be \$100.00 per permit. For any additional permits beyond 20, the cost of such permit shall be \$500.00 per permit.
- (c) Construction vehicles parked under a construction parking permit may park in an area between the hours of 7:00 a.m. and 7:00 p.m. Monday through Saturday.
- (d) Construction vehicle parking permits may only be issued in companion with a Town-issued building permit and expire on the date of building permit completion.
- (e) The general contractor shall return all construction vehicle parking permits to the Town upon issuance of a certificate of construction completion. In the event the general contractor fails to return all permits, a charge equal to twice the cost of the original permit for each non- returned permit shall be paid prior to such certificate issuance. A fee of \$200.00 each shall be charged for those permits provided in subsection (a) above.
- (f) The general contractor is responsible for the use or misuse of construction vehicle parking permits. Any use or abuse of the general contractor's permit(s) may result in the temporary suspension of the underlying building or construction permit.



**Town of Highland Park
Town Council
Tuesday, July 1, 2025**

Item Coversheet

Review, discuss, and take action on an extension to the construction time period, extending the permit to September 7, 2026, for a new single-family residence at 4511 Highland Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The permit for the new home was issued on July 27, 2023, and is set to expire on July 26, 2025. The applicant, Matt Cain of Tatum Brown Custom Homes, has requested a 12-month extension, citing the size and complexity of the home, approximately 45 days of weather-related delays, 60 days required for the review of a plan addendum, and the need to redesign the basement, including revised plans and more extensive excavation and shoring, as the primary reasons for the extension.

The home includes 14,218 square feet of air-conditioned space and 4,600 square feet of additional space, as well as a basement. The Town has not received any complaints related to this project.

To help manage potential construction-related impacts, staff has developed a Construction Management Plan limiting the project to five parking placards. Staff is recommending that implementation of this plan be included as a condition of the extension, consistent with the approach taken in recent, similar requests for large-scale residential projects.

It is worth noting that the applicant initially inquired about the possibility of an extension in mid-2024, approximately halfway through the original permit term. At that time, staff advised that extension requests are generally considered closer to the expiration date of the permit, when a more accurate assessment of construction progress can be made. This approach ensures that extensions are based on demonstrated need and not on early projections, which may evolve as construction advances.

RECOMMENDATION

Approval subject to the conditions detailed in the attached Construction Management Plan.

FINANCIAL IMPACT

The fee for extending the construction timeframe in place at the time of this permit application was 50% of the original permit fee. Based on that methodology, the extension fee would be \$23,156.90.

ATTACHMENTS

4511 Highland- Permit Extension Request Letter - 24.08.07, 4511 Highland - Critical Path Schedule - 24.08.07, Construction Management Plan

August 12, 2024

Chelsey Gordon
Director of Development Services
Town of Highland Park
4700 Drexel Drive
Highland Park, Texas 75205

RE: Permit Extension for 4511 Highland

Dear Ms. Gordon,

On behalf of HFL Family Investments LLC., Tatum Brown Custom Homes would like to request a 12-month permit extension on our existing permit for 4511 Highland. The current permit expires on July 25, 2025 and no extensions have been requested to date. We are projecting a substantial completion date of July 27, 2026. A copy of the schedule is attached.

From the outset, we recognized that the size and complexity of this project presented significant challenges in meeting the 24-month timeline. However, based on prior feedback from the Town of Highland Park, we did not believe it was an option to request a longer timeline before commencing construction. Despite our best efforts, we have encountered several unavoidable delays, which have made it clear that additional time is necessary to complete the project to the highest standards.

Additionally, we experienced significant delays due to the reinterpretation by the Town of Highland Park of the approved basement design after construction had already begun. Our permit was issued on July 27, 2023, and we promptly commenced the shoring and excavation process. However, shortly after issuance we were notified that our plan was not acceptable as it included a "split-level" or "multi-level" basement, which was communicated through Addendum 23-1812. Our client was then faced with the decision to either redesign the basement or seek a variance. They opted to seek a variance, which we requested on August 2, 2023, but on October 4, 2023, we were notified that it was ultimately not granted. This necessitated a complete redesign and subsequent reapproval through the Highland Park process, resulting in nearly four months of delays before any further progress could be made on the site.

To summarize, the most impactful reasons that the project will not be completed in the 2-year construction window are as follows:

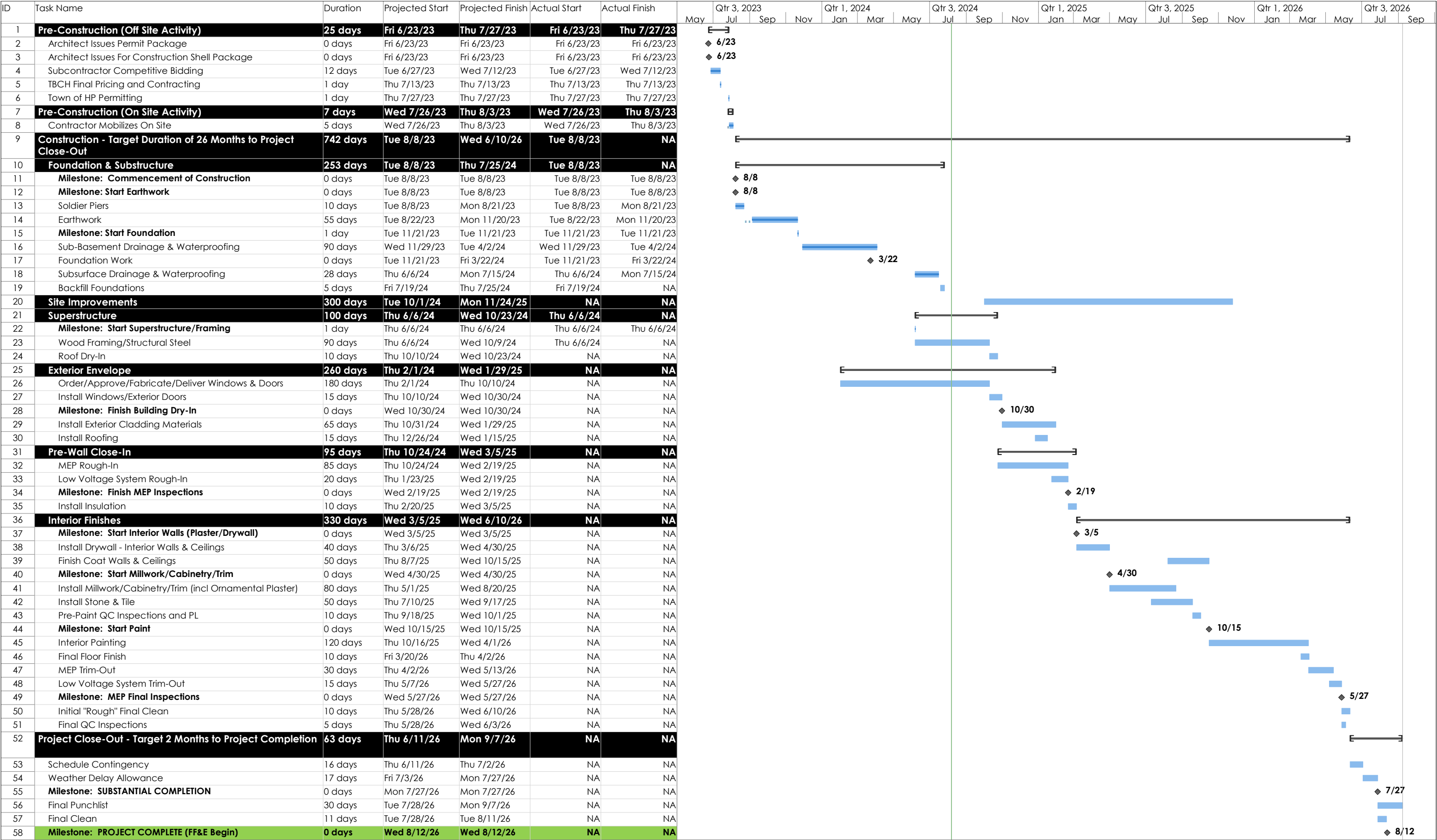
- The size and complexity of the project suggests that a 2-year construction schedule cannot be achieved.
- Significant weather delays during the substructure portion of the project delayed us approximately 45 working days.
- Addendum 23-1812 delayed excavation approximately 60 days while the plans were in review at the Town of Highland Park.

- The results from the addendum to not allow the split-level basement resulted in a redesign of the basement to a single level basement, repricing a new set of plans, increased budget, and more extensive excavation and shoring.

We hope that the Town of Highland Park will understand the unique challenges we have faced and grant the requested extension to ensure the successful completion of this project.

Sincerely,

Matt Cain
President
Tatum Brown Custom Homes
3838 Oak Lawn, Suite 1520
Dallas, Texas 75219
214.361.4877



Construction Management Plan

Project Address: 4511 Highland Avenue, Highland Park, TX 75205

Permit #: NEW-23-1243

Effective Dates: Date of permit extension through September 7, 2026

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 4511 Highland Avenue. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

A maximum of five (5) on-street parking placards will be issued by the Town for contractor use. These placards:

- Are valid for the duration of the building permit.
- Must be clearly displayed on all construction vehicles using on-street parking.
- Are non-transferable and may be revoked for violations.

2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

9. Neighbor Communication & Complaint Response

- Prior to start of construction, the contractor must notify all adjacent properties of:
 - Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit in accordance with Town Ordinance Sections 3.08.012 and 12.07.229.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town. I further acknowledge I have read and understand Section 12.07.227, Duty of General Contractor, and the penalty and enforcement provisions in Sections 3.08.012 and 12.07.229 in the Town's Code of Ordinances.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Property Owner Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)