



Town of Highland Park, Texas
TOWN COUNCIL STUDY SESSION
AGENDA

8:00 AM
October 21, 2025

4700 Drexel Drive Highland Park, TX 75205
Executive Conference Room, Second Floor

I. CALL TO ORDER

II. 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.

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.

IV. REPORTS

- A. Review and discuss a presentation from Kendig Keast Collaborative providing a regulatory audit of the current Zoning Ordinance.

V. CLOSED SESSION

- A. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.074, - PERSONNEL MATTERS - the Town Council will convene into closed session to deliberate on the appointment, employment, and duties of the Town Secretary, Town Administrator, Municipal Judge, and Town Attorney.
- B. 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.

VI. OPEN SESSION

- A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Items A. and B. above, shall be made, if any.

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 Study Session
Tuesday, October 21, 2025**

Item Coversheet

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.

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

This item is provided at the request of the Mayor for a member of the Town Council to request an item be placed on a future Town Council study session agenda for discussion or consideration. Town Council discussion and consideration would be limited only to including a potential agenda item and scheduling such on a future agenda. The agenda item would be included as part of the study session agenda of regular Town Council meetings.

RECOMMENDATION

Staff recommends approval of the inclusion of the agenda item for future regular (no special or emergency) Town Council meetings.

FINANCIAL IMPACT

None

ATTACHMENTS

None



**Town of Highland Park
Town Council Study Session
Tuesday, October 21, 2025**

Item Coversheet

Review and discuss a presentation from Kendig Keast Collaborative providing a regulatory audit of the current Zoning Ordinance.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

On June 17, 2025, the Town Council approved a contract with Kendig Keast Collaborative ("KKC") to provide consulting services for the Zoning Ordinance rewrite. KKC will be in Highland Park October 21st to hold a series of meetings including a design workshop and review of their diagnostic and critique of the Zoning Ordinance. At the Town Council's October 21st Study Session, the consultants will provide the results of their diagnostic and critique. The critique is attached for review.

RECOMMENDATION

During the presentation, the Town Council will have opportunities to provide feedback on specific zoning-related topics and for general discussion about the presentation. No action is required.

FINANCIAL IMPACT

None

ATTACHMENTS

Highland Park - Critique - Long Version - October 2025 2 (1)



HIGHLAND PARK, TEXAS

Zoning Ordinance *Regulatory Audit*

Brian Mabry, AICP, KKC Vice President
Project Manager

October 22, 2025

Audit Contents

- Background
 - Project Goals
 - Project Timeline
 - Stakeholder Input Summary
 - Real-Time Polling Instructions
- Top 8 Issues to Address in the Update
- Next Steps
- Your Questions and Feedback



Background



Project Goals

MODERNIZE

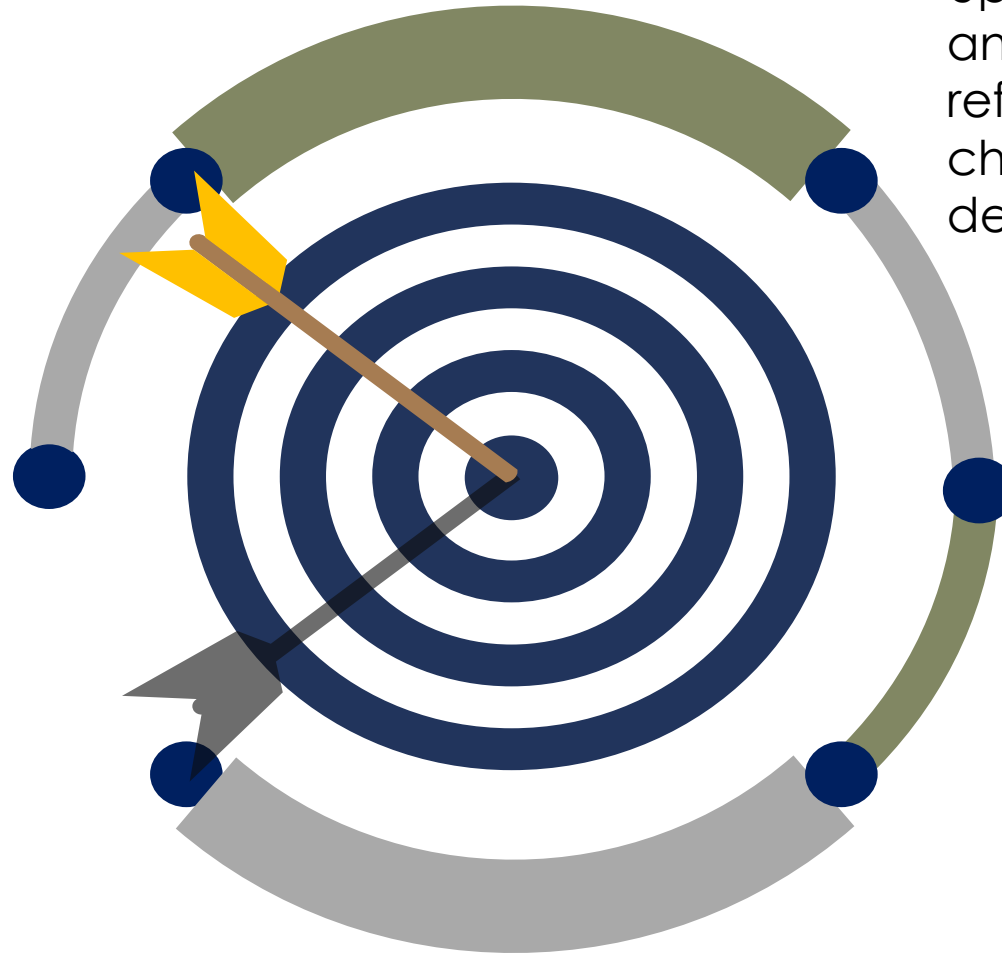
The ZO with best practices & legal compliance.

IMPLEMENT

The policy goals and objectives of the Town.

ORGANIZE

Regulations into a modern & logical ZO.



REFRAME & REFLECT

Update the zoning districts, use, and, development standards to reflect the existing and intended character, scale, and form of development.

STREAMLINE

Review procedures to be clear, illustrated, less time-intensive.

CREATE

A more user-friendly ZO including more graphics and tables.

Project Timeline



Input Summary

Overall User-Friendliness and Format

- Stakeholders find the current Zoning Ordinance is not user-friendly.
- Strong desire to update the ordinance with modern formatting, clearer language, new wording, graphics, and tables to improve clarity and ease of understanding.
- Current Ordinance consists of numerous one-off amendments, making it difficult to navigate and inconsistently written.

Key Land Use and Development Concerns

- Concerns about residential "tear-down/rebuild" activity. The scale, height, form, and massing of new homes relative to lot size and surrounding neighborhood are primary issues.
- Concerns about the demolition of historic and architecturally significant homes. Suggestions included exploring demolition delay provisions and architectural review boards, similar to practices in comparable communities like Alamo Heights.
- A need for clearer, more effective regulations related to lot combinations that do not require inconsistent interpretations.

Landscaping and Tree Preservation

- Stakeholder support for establishing private tree preservation standards to protect the Town's special tree canopy.
- Current fees for removing parkway trees are seen as weak.
- Stakeholders advocate for more measures such as mitigation and replacement requirements.
- Nonresidential development could benefit from landscaping standards.

Regulatory Clarity and Consistency

- The Ordinance needs greater clarity on key definitions and measurement standards, such as what constitutes a "level" for basements and how building height is measured on sloped lots.
- A high number of Board of Adjustment (BOA) cases, particularly related to height, lot coverage, and drainage, indicates the ordinance may lack the needed clarity and predictability.



Start the presentation to see live content. For screen share software, share the entire screen. Get help at pollev.com/app

Test Question: When was Highland Park Incorporated?

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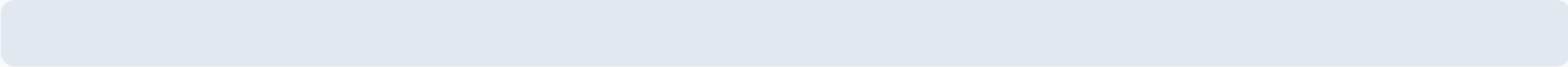
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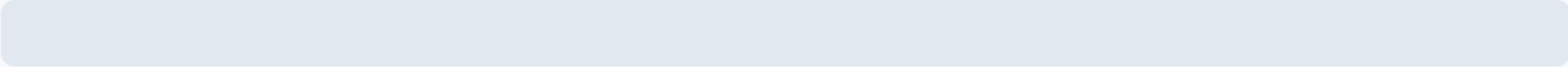
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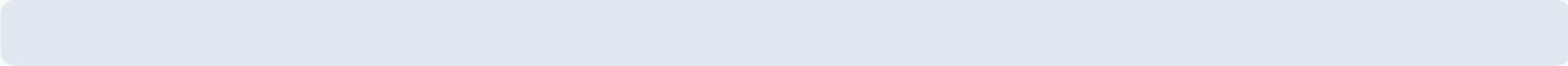
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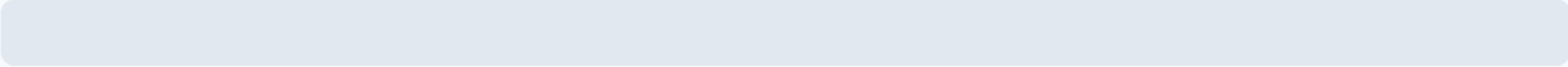
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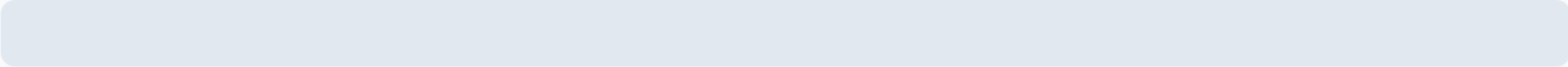
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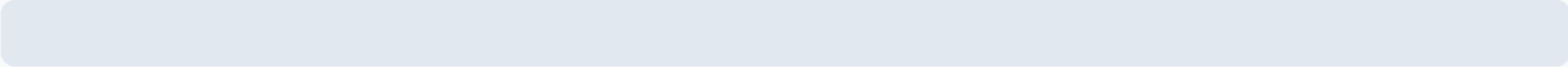
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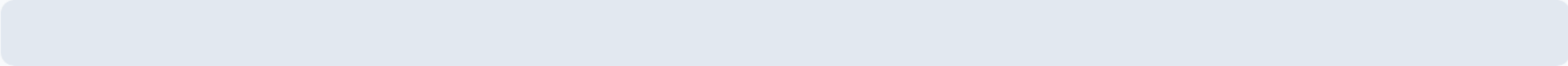
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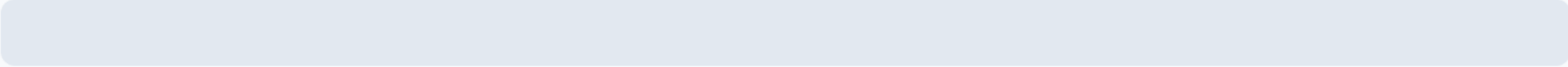
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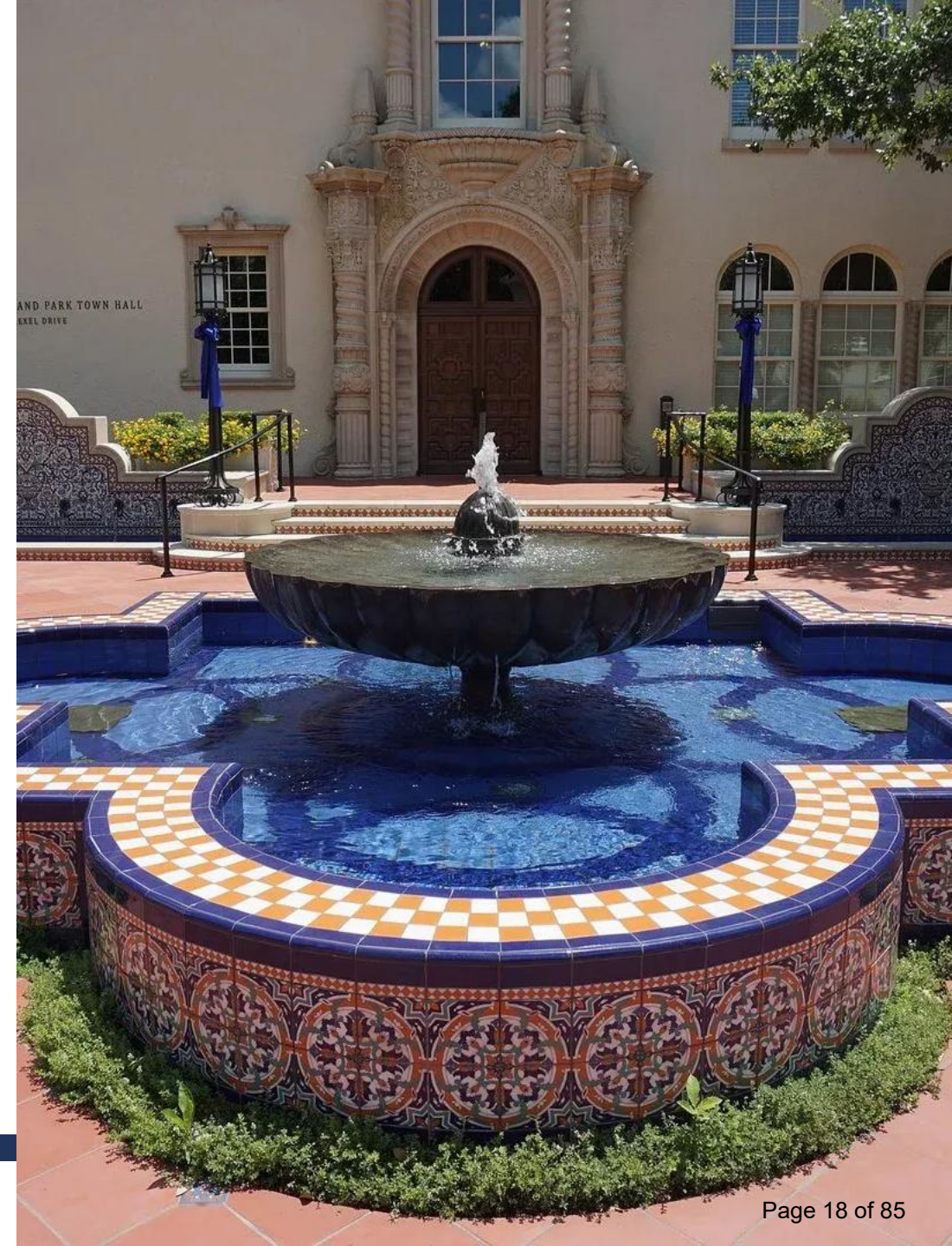
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Top 8 Issues to Address

1. Enhance Ordinance **User-Friendliness**
2. Create Single-Family **Compatibility** Standards for Teardowns
3. Establish Modest **Tree Preservation** Standards on Private Property
4. Establish **Nonresidential Landscaping** Standards
5. Address **Lot Coverage** Concerns
6. Modernize and Clarify **Districts and Dimensional Standards**
7. Incorporate Amendments for **Legal Compliance**
8. Incorporate the **Staff "Wish List"**



#1 User-Friendliness

- Rename zoning districts to align with contemporary practices.
- No merging or removal of districts proposed.
- Add MU, Mixed Use and –HL, Historic Landmark Overlay (more on that later).

Current Names and Abbreviations	Proposed Names and Abbreviations
A, One-Family Residence District	SF-1, Single-Family 1 District
B, One-Family Residence District	SF-2, Single-Family 2 District
C, One-Family Residence District	SF-3, Single-Family 3 District
D, One-Family Residence District	SF-4, Single-Family 4 District
E, One-Family Residence District	SF-5, Single-Family 5 District
F, Two-Family Residence District	TF, Two-Family District
G, Multifamily Residence District	MF-1, Multifamily 1 District
H, Multifamily Residence District	MF-2, Multifamily 2 District
CS, Community Service District	NC, Neighborhood Commercial District
GR, General Retail District	GC, General Commercial District
New	MU, Mixed Use District
CC, County Club-golf Course District	CC, County Club-Golf Course District
PD, Planned Development District	-PD, Planned Development
FH, Flood Hazard Prefix To District Designation	-FH, Flood Hazard
New	-HL, Historic Landmark Designation

Graphics, Tables, Text

- Use tables to display information when possible.
- Insert illustrative graphics/images/photos to go along with text.
- Remove Legalese, such as:
 - Therefor/Therefore;
 - Thereof; and
 - Herein.
- Use Active Voice Instead of Passive Voice
 - Say "...no person shall erect, alter, or convert a building or structure..." instead of "...no building or structure shall hereafter be erected, altered or converted..."

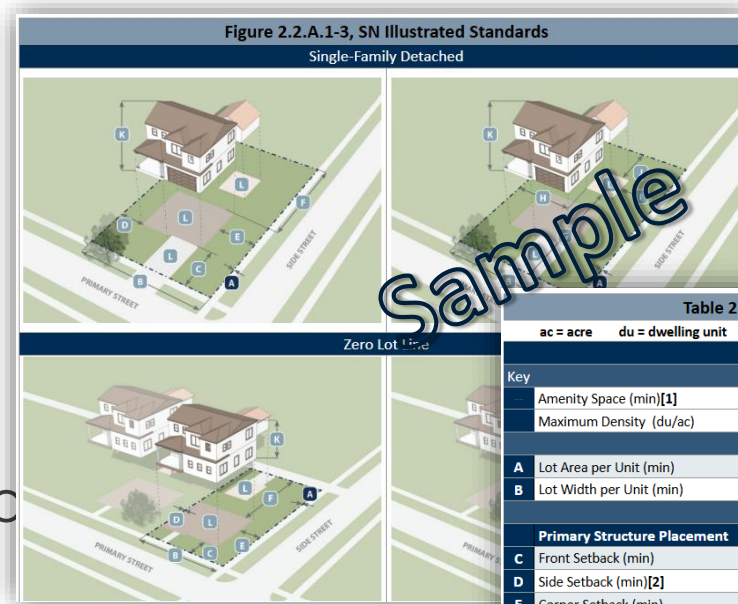


Table 2.2.A.1-1, SN Lot and Building Standards

ac = acre du = dwelling unit du/ac = dwelling unit per acre st = story sf = square feet ' = feet

Key	Option 1		Option 2	
	Site Standards			
Amenity Space (min)[1]	5%		15%	
Maximum Density (du/ac)	4.2		6.3	
Lot Standards				
A Lot Area per Unit (min)	8,500 sf.		5,000 sf.	
B Lot Width per Unit (min)	70'		40'	
Building Standards				
Primary Structure Placement				
C Front Setback (min)	20'		20'	
D Side Setback (min)[2]	10'		5'	
E Corner Setback (min)	15'		15'	
F Rear Setback (min)	30'		20'	
Accessory Structure Placement				
G Front Setback (min)	Behind the rear plane of the primary building		Behind the rear plane of the primary building	
H Side Setback (min) [3]	5'/10'		5'/10'	
I Street Side Setback (min)	5'		5'	
J Rear Setback (min) [3]	5'/10'		5'/10'	
Structure Height and Coverage				
Height (max)				
K - Stories	2 1/2		2 1/2	
- Feet	35'		35'	
L Lot Coverage (max)	40%		45%	

Policy Recommendation: Pursue zoning methods and procedures that prioritize consistency and predictability of outcomes, as a core principle of zoning, for the benefit of all.

Graphics, Tables, Text

THE MAXIMUM RATIO OF FLOOR AREA TO THE TOTAL AREA OF THE LOT OR TRACT ON WHICH A BUILDING IS LOCATED SHALL NOT EXCEED THE FOLLOWING SCHEDULE FOR THE ZONING DISTRICTS DESIGNATED.

SCHEDULE-MAXIMUM BUILDING COVERAGE

TYPE USE	DISTRICTS										
	A	B	C	D	E	F	G	H	CS	GR	PD
Maximum Percent of Lot Which May be Covered by Buildings	20%	30%	**	**	**	**	*	*	*	*	*
Maximum Floor Area-Lot Area Ratio								2:1	1:2	1:1	1:1

* See 8-702. (See Appendix Illustration 6)

** The maximum building coverage for a combined building site shall be governed by Section 8-706.

8-702 In the G, H, CS and GR districts where apartment buildings are constructed having covered vehicle parking facilities an additional ten (10) percent of the total lot area may be covered by the combined main building and covered parking facilities, but in no case shall the combined coverage exceed fifty (50) percent of the total area of the lot or tract upon which the main building is constructed.

8-703 Structures designed and used for off-street parking of vehicles incidental to the main use need not be included in the floor area when computing floor area ratio. Off-street parking structures constructed in connection with retail or service buildings in the CS or GR districts need not be computed as site building coverage.

8-704 In the CC country club-golf course district the maximum building coverage shall not exceed ten (10) percent of the total acreage.

8-705 In a planned development district for a church the maximum percent of a lot that may be covered is fifty (50) percent and the maximum floor area-lot area ratio is 1.25:1.

8-706 The maximum building coverage permitted for a combined building site within a B, C, D, E, or F district shall be 30%.

Editor's note—Ordinance 1631, sec. 5, amended section 8-700 by adding a new section 8-705. Section 8-700 already contained a section 8-705; therefore, on advice from the Town, the new provisions have been included herein as section 8-706.

(Ordinance 740, sec. 7, adopted 5/4/70; Ordinance 847, sec. 1, adopted 3/1/76; Ordinance 972, secs. 3-5, 12/28/81; Ordinance 1008, sec. 1(2)-(6), adopted 9/6/83; Ordinance 1015, sec. 1, adopted 9/26/83; Ordinance 1335, sec. 1, adopted 7/1/96; Ordinance 1422, sec. 1, adopted



Dimensional Standards.

Table 19.2-8, SU Lot and Building Standards

Development	Base			Option 1		Option 2	
	Small Lot A	Small Lot B	Street	Alley	Street	Alley	
Key	Small Lot A						
Amenity Space (min)	20%	25%	30%	30%	30%	30%	30%
Maximum Floor Area Ratio	9,000	7,000	5,000	5,000	7,000	5,000	5,000
Minimum Lot Area	75'	40'	35'	35'	40'	35'	35'
Minimum Front Setback	30'	25'	25'	25'	30'	25'	25'
Minimum Side Setback	50'	40'	25'	25'	50'	40'	25'
Maximum Lot Coverage	40%	50%	60%	70%	40%	50%	60%
Minimum Front Yard Buffer	30'	25'	25'	10'	30'	25'	10'
Minimum Side Yard Buffer	25'	25'	25'	10'	25'	25'	10'
Minimum Rear Yard Buffer	7.5'	5'	5'	5'	7.5'	5'	5'
Minimum Front Yard Buffer (with 15' front setback)	15'±	10'±	10'±	5'	15'±	10'±	5'
Minimum Side Yard Buffer (with 15' front setback)	25'±	20'±	20'±	5'	25'±	20'±	5'
Minimum Rear Yard Buffer (with 15' front setback)	25'±	20'±	15'±	20'±	25'±	20'±	20'±

- I. Home Occupations.
 - Where Permitted. A home occupation is permitted as an accessory use within a primary residential use in all zoning districts.
 - Character. The dwelling shall remain residential in character and any exterior alterations, modifications, or additions that change the residential character shall not be permitted.
 - Floor Area. The home occupation use shall not exceed the floor area of the primary residential use.
 - Business Operations.
 - Employees. No person other than the owner or a family member shall be employed in the home occupation.
 - Customers. The home occupation shall not be used for children being dropped off or picked up, or for the sale of goods or services to the general public.
 - Outdoor Display and Storage. The home occupation shall not be used for the display or storage of merchandise or outdoor storage related to the home occupation.
 - Parking and Traffic. A home occupation shall not be used for parking or traveling to and from the primary residential use.
 - Nuisances. The home occupation shall not be used for any activity that causes electrical interference, vibrations, or any other nuisance to neighboring properties.
- J. Accessory Commercial Units.
 - Where Permitted. An accessory commercial use/structure to a primary residential structure but an ACU shall not be located within a fully enclosed space and not be used for any activity that causes electrical interference, vibrations, or any other nuisance to neighboring properties.

Sec. 3.43 Bufferyard Landscaping

- A. Generally. Required bufferyards are based on the amount of buffering and screening they provide. Bufferyards are classified in terms of intensity from less ("Class A") to moderate ("Class B") to heavier ("Class C").
- B. Bufferyard Types. Bufferyards, as depicted in Figure 3.43-1, Bufferyards, below, may be required:
 - District. Between differing zoning districts; in the form of a district bufferyard;
 - Parking. Around vehicle use areas in the form of a parking buffer; and
 - Streetscape. Along public and private streets in the form of a streetscape bufferyard.

Figure 3.43-1, Bufferyards District Bufferyard



Parking Bufferyard



Online Zoning Ordinance

- 1 Ordinance “native” to the internet
- 2 “Nested” table of contents
- 3 In-line graphics and tables
- 4 Pop-up definitions
- 5 Other documents and tools

The screenshot shows a web browser displaying a document viewer for the Unified Land Development Code. The browser address bar shows the URL: <https://online.encodeplus.com/regs/baytown-tx-uldc/doc-viewer.aspx#secid--1>. The document title is "Unified Land Development Code".

Callout 1: Points to the browser address bar.

Callout 2: Points to the "Table of Contents" sidebar on the left, which lists sections such as "Article 3 Development Standards" and "Division 3.1 Purpose and Applicability".

Callout 3: Points to a table titled "Table 3.33-1, Single Row Parking Space Dimensions".

Callout 4: Points to a pop-up definition box for "Residential Property" which states: "Residential Property means property on which structures occupied exclusively for residential uses are built. Residential uses shall include a private garage, domestic storage, and customary home occupations conducted in the dwelling by occupants."

Callout 5: Points to the top right navigation menu with links for "HOME", "VIEW DOCUMENTS", "RESOURCES", and "SEARCH DOCUMENTS".

Table 3.33-1, Single Row Parking Space Dimensions:

Number of Rows and Space Angle	Dimensions				Total Module Size (row + aisle)	Illustration	
	(A) Parking Space Width	(B) Parking Row Depth	(C) Driving Aisle Width				
			One Way	Two Way			
0° (Parallel Parking)	22 ft.	10 ft.	12 ft.	18 ft.	33 ft.	42 ft.	
45° (Diagonal Parking)	10 ft.	18 ft.	13 ft.	20 ft.	33 ft.	41 ft.	
60° (Diagonal Parking)	10 ft.	18 ft.	14 ft.	--	36 ft.	--	
90° (Head-In Parking)	10 ft.	18 ft.	--	25 ft.	--	44 ft.	

Online Zoning Ordinance

The screenshot shows the 'Unified Development Code' on the left sidebar and the main content area displaying 'Table 18-25.2-2, Attached Sign Standards'. The table is organized into columns for 'Residential Districts', 'Mixed Use and Nonresidential Districts', and 'Illustrations'. It details standards for 'Awning Sign' and 'Hanging Sign', including metrics like 'Number Allowed', 'Maximum Area', 'Maximum Height', and 'Minimum Clearance'. Illustrations of an awning sign and a hanging sign are provided for visual reference.

Samples

The screenshot shows the 'Development Calculators' interface. It includes a navigation bar with options like 'Home', 'View Documents', 'Search', 'Maps', 'eReader', 'Regulations by District', and 'Development Calculators'. Below the navigation bar, there are tabs for 'Parking', 'Signage', 'Bufferyards', and 'Development Yield'. The 'Signage' tab is active, showing a 'How to Use' section with a disclaimer, a 'Required Information' section with dropdown menus for 'Sign Type' (set to Monument Sign) and 'Zoning District' (set to Small-Scale Commercial (SC)), and 'Calculate' and 'Clear' buttons. The 'Results' section displays a table of standards for a [Permanent] Monument Sign in Small-Scale Commercial (SC).

[Permanent] Monument Sign Small-Scale Commercial (SC)	
Number Allowed	1 per establishment
Max. Area	150 sq. ft.
Max. Height	12 ft.
Min. Setback	5 ft.; 15 ft. if at street intersection
Changeable Copy Permitted	Yes
Illumination	External or internal
Sign Permit Required	Yes
Additional Standards	If a Monument Sign is used, then a Pole Sign shall not be allowed.

- Development calculators for signs, parking, and other standards
- Helps applicant “pencil out” a project
- Reduces calls to Town staff

#2 Compatibility

- Town has relied on voluntary compatibility for years for teardowns and rebuilds.
- New growth over the years has resulted in less voluntary compliance.
- Zoning Ordinances can require compatibility for infill properties without mandating aesthetics or building materials.

Policy Recommendation: Give special scrutiny to infill development and redevelopment proposals amid existing residential development, especially where multiple building sites are assembled, to see that such projects fit within their context and minimize effects on adjacent lots

Westside Avenue



Compatible

- **Scale & Height:** Matches the surrounding single-story houses.
- **Roof Form:** Traditional pitched roof consistent with neighborhood
- **Materials and Detailing:** Painted brick, simple windows, modest front porch.
- **Setback and Orientation:** Same distance from street and similar driveway placement as neighbors.



Not Compatible

- **Scale & Massing:** Much taller and bulkier than adjacent homes; dominates the street frontage.
- **Roof Form:** Steep, tall gables contrast with the shallow roofs of nearby homes.
- **Window Proportions:** Large, modern windows feel out of character with traditional smaller, divided windows nearby.
- **Spacing:** Side setbacks are narrower, making the home appear oversized for their lots compared to the neighbors.



Mockingbird Lane



Compatible

- **Scale & Height:** Matches the surrounding scale and height of adjacent houses.
- **Roof Form:** Gable or hip roofs with moderate pitch
- **Materials and Detailing:** Simple windows and modest front porch. Earth tone / muted building materials.
- **Setback and Orientation:** Same distance from street and similar driveway placement as neighbors.



Semi Compatible

- **Scale & Height:** A little taller than the adjacent house.
- **Roof Form:** Low pitched roof of varying heights.
- **Materials and Detailing:** House: Stucco vs brick, Roof: Clay tile vs shingles. Defined porch, but blank walls.
- **Setback and Orientation:** Same distance from street and similar driveway placement as neighbors.



Not Compatible

- **Scale & Massing:** Boxy form vs rectangular.
- **Roof Form:** Flat roof vs pitched roof.
- **Window Proportions:** Large floor to ceiling windows.
- **Materials and Detailing:** House: Stucco vs brick. Contemporary vs traditional architecture. Minimalist design lacking porches, chimneys, or traditional trim.



Recommendations

- Provide a menu of compatibility measures for residential teardowns and rebuilds, including:
 - Floor-Area Ratio;
 - Building Height;
 - Articulation;
 - Roof Pitch;
 - Materials (as long as its not mandated); and
 - Window Proportions.
- Applicant can pick 2-3 from menu to ensure new homes are compatible with the character of the surrounding neighborhood block face.

Recommendations

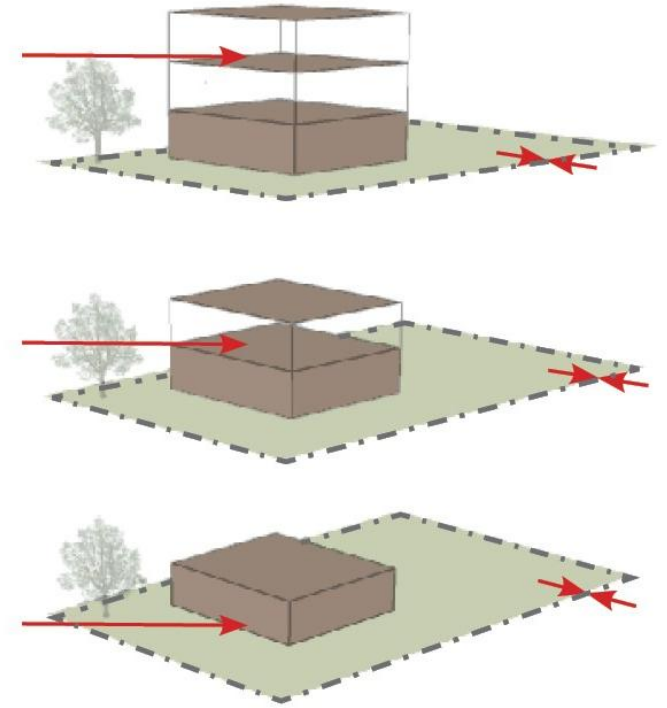
Roof Pitch



Materials (as long as its not mandated)



Floor Area Ratio



Window Proportions



Building Height



This compatibility recommendation is:

Too heavy handed

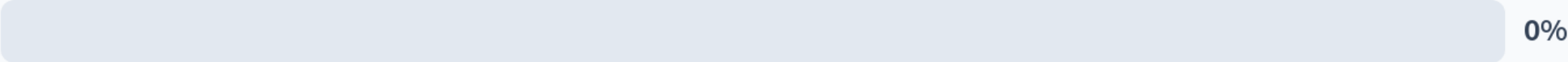
Just right

Not strict enough

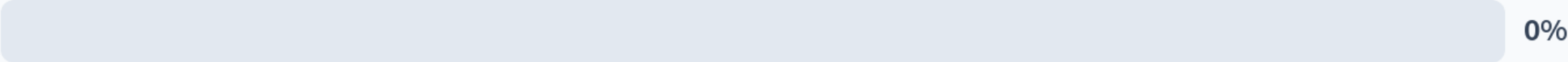
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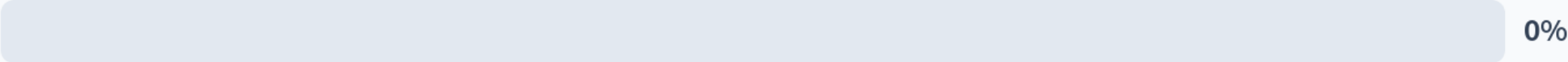
Too heavy handed



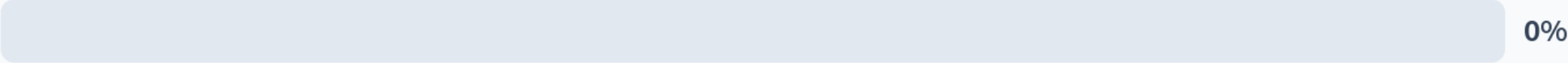
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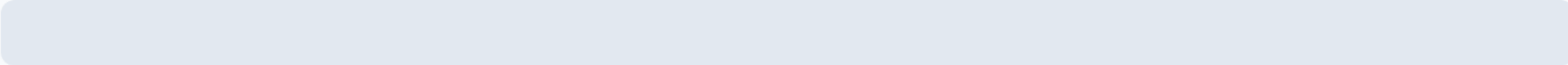


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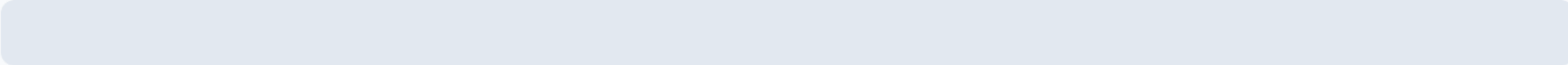
This compatibility recommendation is:

Too heavy handed



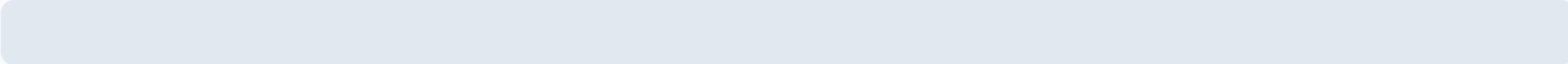
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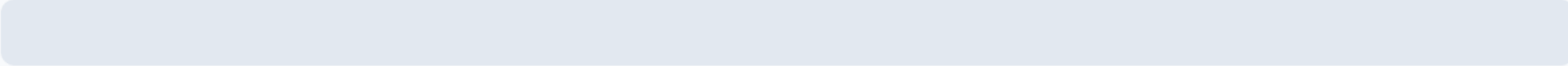
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Not strict enough



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Not clear to me / Don't understand



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#3 Tree Preservation

- Similar to the residential compatibility issue, the Town has relied on voluntary tree preservation for years.
- Zoning Ordinances can require:
 - Preservation of trees on private property; or
 - Where not possible, mitigation of removed trees either through replacement or fees-in-lieu of replacement

Policy Recommendation: Apply a broader conception of compatibility that looks beyond just basic micro-scale differences in land use and density (and focuses on) the maintenance and expansion of the tree canopy, in particular, by installing new trees or replacing trees removed from the parkway

Tree Preservation Survey

Texas Community	Basic Tree Preservation Standards	Penalty / Fees-in-lieu of Preservation
Alamo Heights	<ul style="list-style-type: none"> -Tree Removal Permit required for trees larger than 8" diameter at breast height (DBH) -Heritage Tree designation (24" DBH) -Critical Root Zone (CRZ) protection of Heritage Trees 	\$300 fee-in-lieu per caliper inch of Heritage Trees
Georgetown	<ul style="list-style-type: none"> -Protected Tree designation (12" DBH); Heritage Tree designation (26" DBH and certain species) -Replacement of 3" for every 1" of diameter removed (removing a 26" diameter tree requires 78" of replacement (39 saplings)) 	<ul style="list-style-type: none"> -\$275 fee-in-lieu per DBH of Heritage Tree -\$175-235 fee-in-lieu per DBH for others
University Park	<ul style="list-style-type: none"> -Designated Tree designation (6" at 12" above base) -Permit required for removing 6 or more Designated Trees in 3-year period -CRZ protection of Designated Trees 	-\$500 penalty per tree per day removed without Permit
Hedwig Village	<ul style="list-style-type: none"> -Heritage Tree designation (23" DBH); Large Tree (12" DBH) -Similar protections listed above 	N/A other than penalties for removal

Recommendations

- Designate Protected Trees at 10" or more DBH and Heritage Trees at 24" or more DBH.
- Require Tree Removal Permit for Protected and Heritage Trees.
- Exempt dead/diseased/hazardous trees, utility work, emergencies
- Require 1:1 replacement ratio (on-site preferred) for Protected Trees and 3:1 for Heritage (Minimum 2" caliper replacement tree size).
- Fee-in-lieu of preservation at \$200 per caliper inch into a Tree Fund.
- Institute Critical Root Zone protections during construction.
- Create a Plant List (including prohibited species) for tree preservation and landscaping credit.

This tree preservation recommendation is:

Too heavy handed

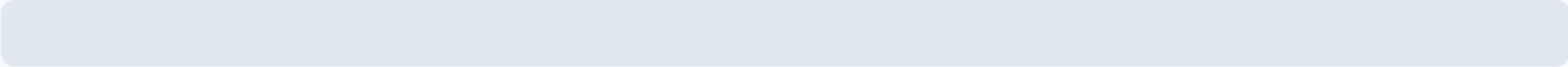
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Not clear to me / Don't understand

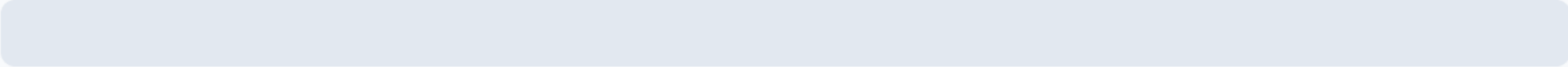
This tree preservation recommendation is:

Too heavy handed



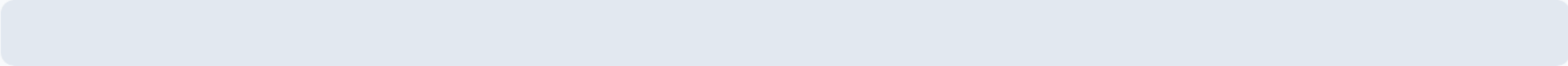
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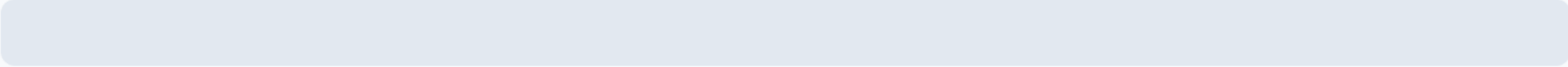
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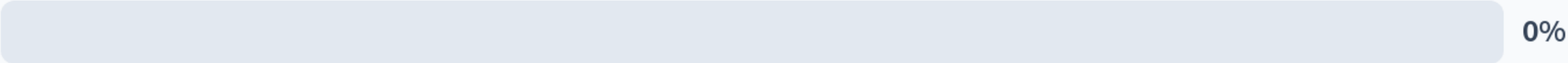
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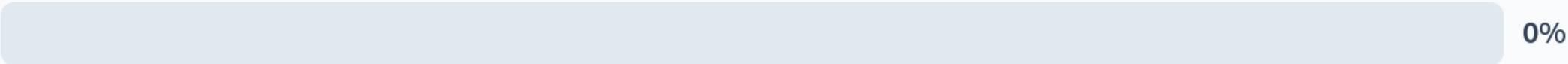
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This tree preservation recommendation is:

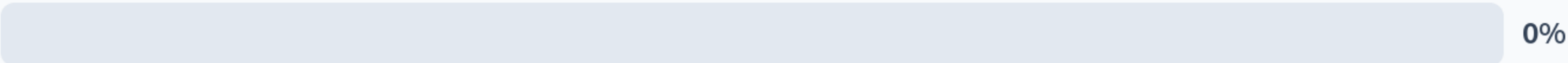
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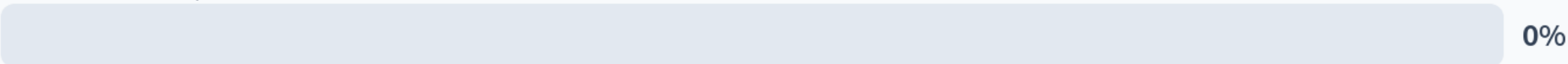
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#4 Landscaping

- Extremely common for modern Zoning Ordinances to have nonresidential and mixed use landscaping standards.
- Residential properties already exceed what typical Zoning Ordinances would require.



Policy Recommendation: Along with the core objective of residential protection, also prioritize...Overall community aesthetics and the generally green and walkable suburban character of Highland Park.

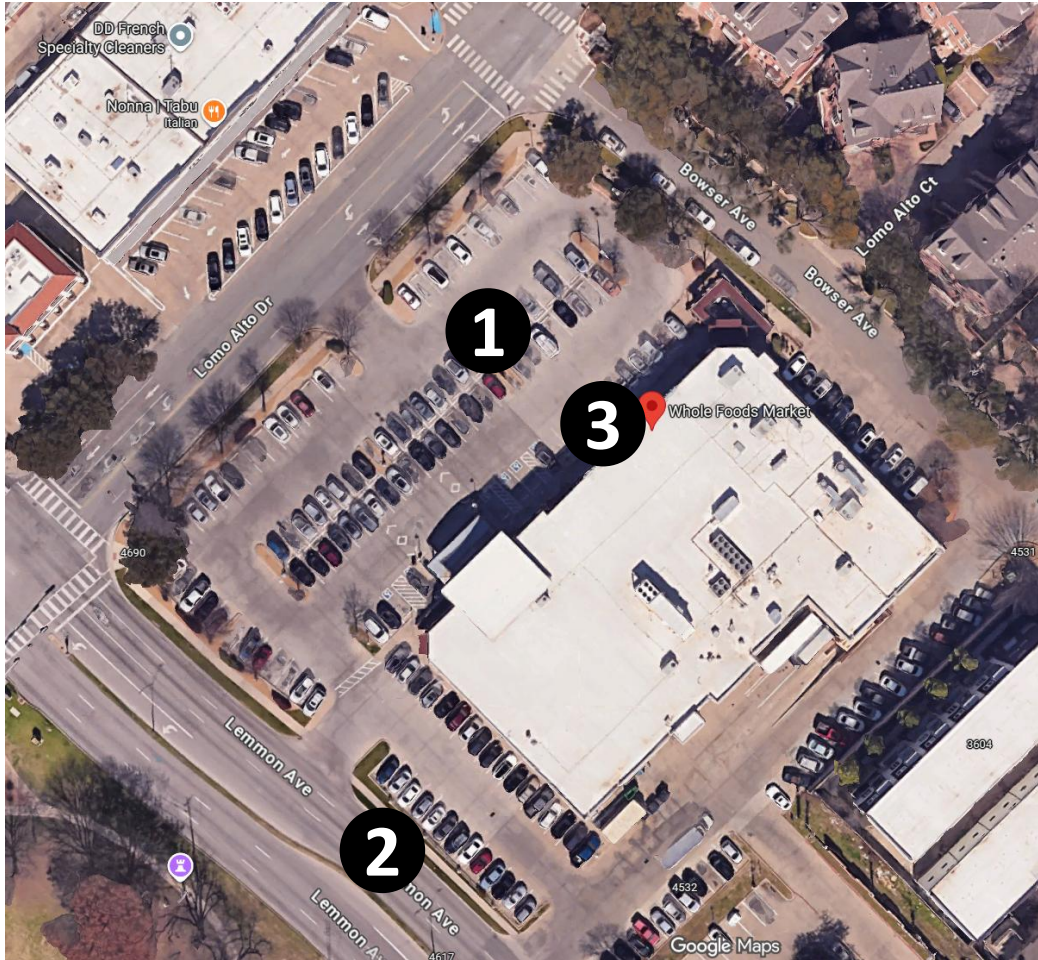
Nonresidential Site

1 No interior parking lot landscaping to provide shade or better drainage.

2 No parking lot buffering to screen headlights and soften edge between parking lot and sidewalk.



Nonresidential Site



- 1 No interior parking lot landscaping to provide shade or better drainage.
- 2 No parking lot buffering to screen headlights and soften edge between parking lot and sidewalk.
- 3 No foundation plantings to soften edge between building and ground and provide better drainage.



Recommendation

- Provide nonresidential and mixed use landscaping standards related to:
 - Interior parking lot landscaping;
 - Foundation plantings; and
 - Buffering.
- Interior parking lot landscaping
 - Based on size of parking lot.
 - Requirements for landscaped medians and islands.
 - “Smaller” lots exempt.

Recommendation

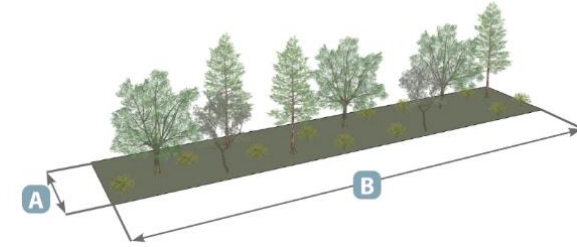
- Foundation plantings
 - May have decorative pavers, public art, and plantings.
- Buffering
 - Protects less intense uses from more intense ones.
 - Applies between differing zoning districts (nonresidential up against residential).
 - Applies between parking areas and street.

Figure 21-4410-2, Foundation Planting Example

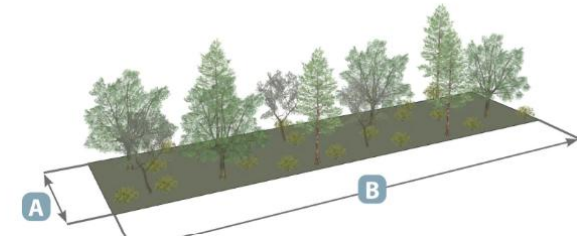


Table 21-4430-1, Bufferyard Classifications and Illustrations

Type	Width (A)	Required Plantings per 100 Linear Feet (B)				Height of Berm, Wall, or Fence ¹ (C)
		Shade Trees	Ornamental Trees	Evergreen Trees	Shrubs	
Type C	20'	3	2	3	10	N/A



Type D	25'	4	3	4	20	N/A
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The landscaping recommendation is:

Too heavy handed

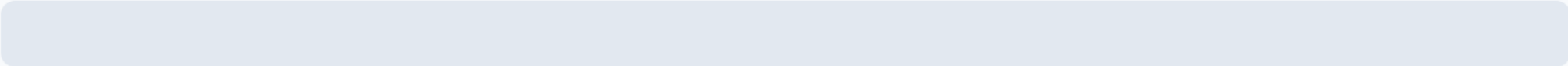
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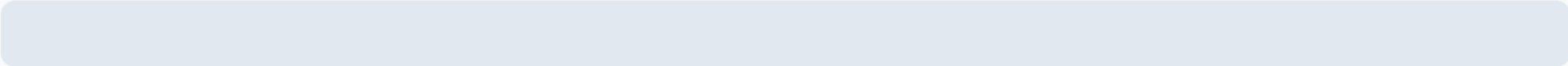
The landscaping recommendation is:

Too heavy handed



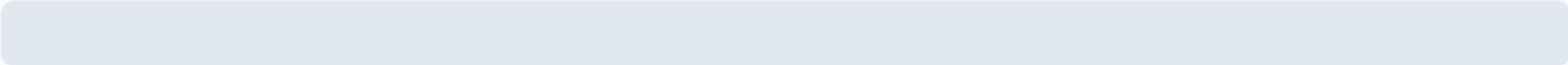
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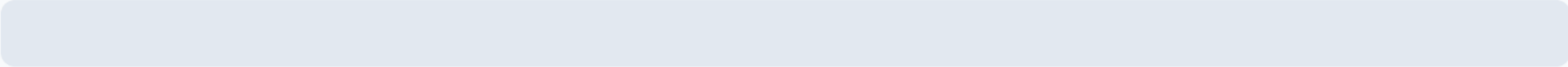
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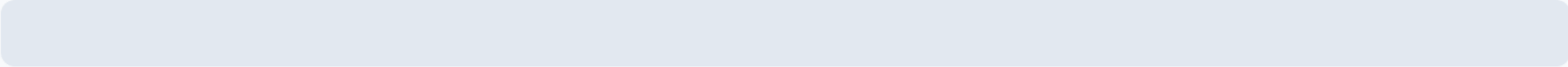
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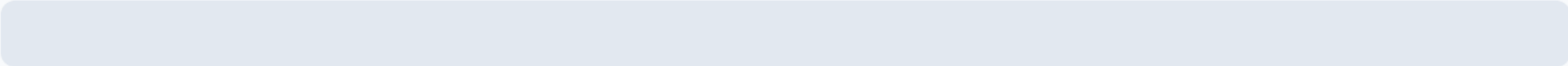
The landscaping recommendation is:

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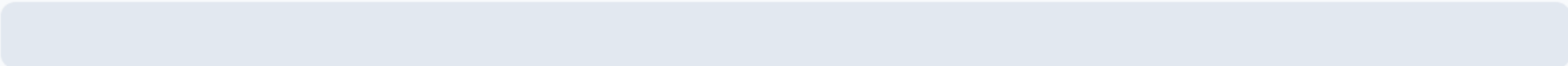
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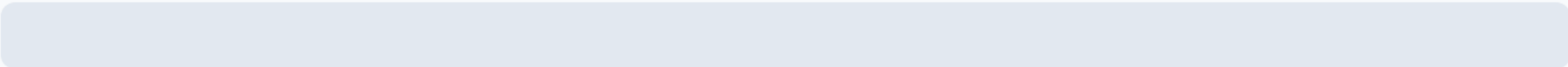
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The Town should or should not have residential landscaping standards?

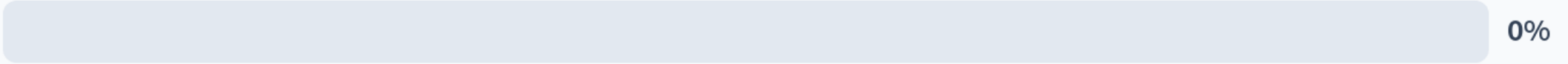
The Town SHOULD have residential landscaping standards

The Town SHOULD NOT have residential landscaping standards

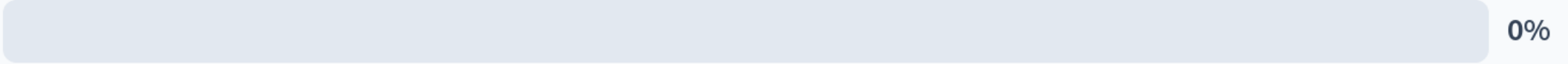
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The Town should or should not have residential landscaping standards?

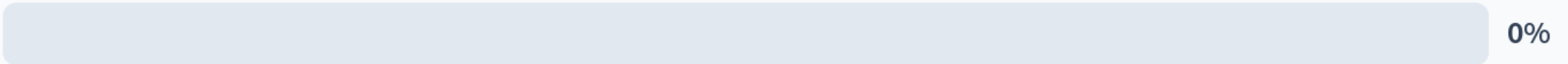
The Town SHOULD have residential landscaping standards



The Town SHOULD NOT have residential landscaping standards



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The Town should or should not have residential landscaping standards?

The Town SHOULD have residential landscaping standards

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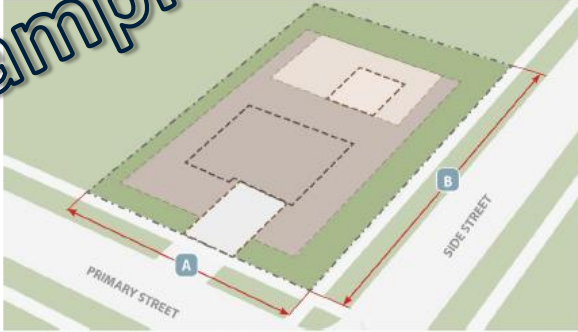

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#5 Lot Coverage

- Lot coverage standards impact community character, building scale, and drainage.
- Lot coverage consists of all building footprints AND impervious surfaces such as paving.
- Currently, a property owner just needs to make sure 40% of the front yard pervious.
- Rear of property could be completely paved over.

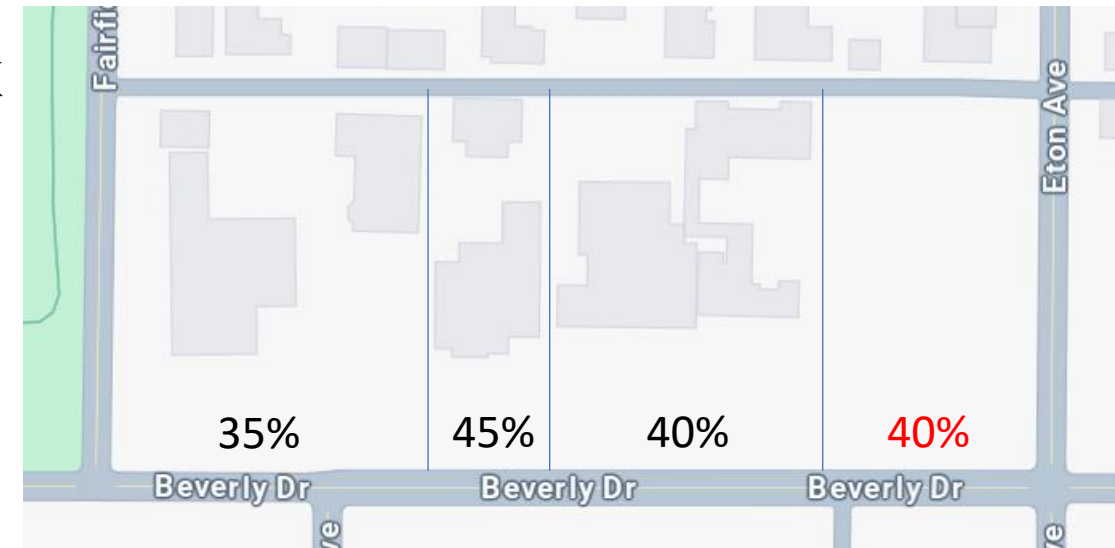
Sample

Table 21-11110-1, Measurements		
Measurement	Methodology	Illustration
	<i>Walls or Fences:</i> The vertical distance between the ground immediately adjacent to the fence and the highest point of the fence ("A").	
Lot Area	The total horizontal area included within lot lines, computed by the multiplication of the width of the lot ("A") by its depth ("B").	
Lot Coverage	The amount of impervious cover on a lot, including buildings, pavement, and rooftops, ("A" through "C") that prevents the infiltration of water into the soil.	

2025 Community Survey: Identified stormwater/drainage as a key concern, which is directly affected by increased impervious surfaces from greater lot coverage

Recommendation

- Revise lot coverage standard so that it applies to the entire property (not just the front).
- This may allow more coverage in the back of the property if less exists in the front.
- Base lot coverage allowance on the context of the property.
 - Lot coverage allowance could be based on the average of the block face.
 - “Bonuses” (i.e. a few extra percentage points of lot coverage allowance) could be achieved through environmentally friendly practices on-site such as pervious pavers, use of reclaimed water for irrigation, etc.



The lot coverage recommendation is:

Too heavy handed

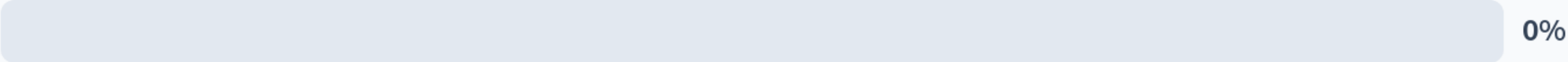
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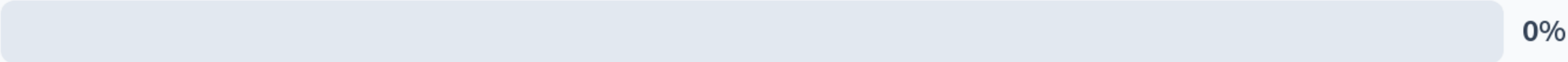
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The lot coverage recommendation is:

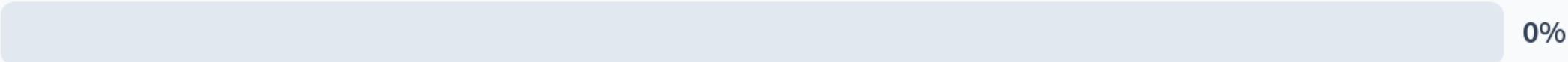
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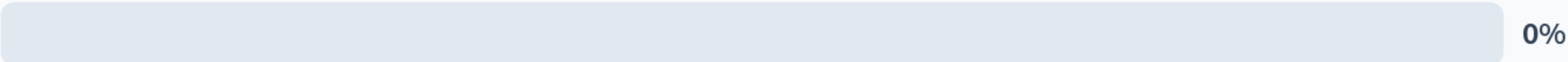
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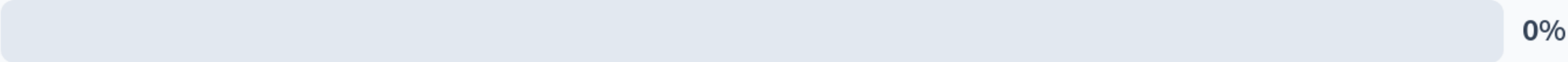


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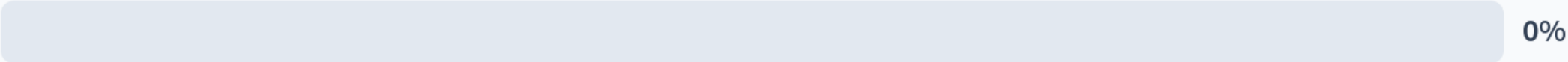


The lot coverage recommendation is:

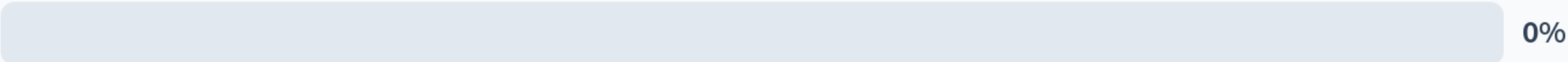
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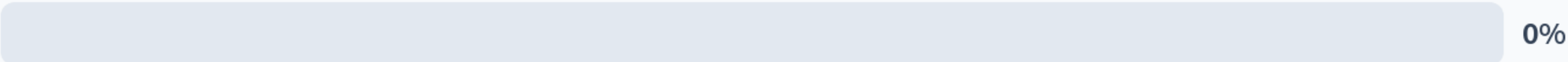
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#6 Districts & Dimensions

- Stakeholders have pointed out issues like unclear definitions for basement “levels” and how to measure building height on sloped lots.
- Relatively high number of Variance requests (with approvals) over the past 10 years for fences in front yards and additions to nonconforming structures.
- Stakeholder interest in Historic Landmarks and Architectural Review Commission.
- Policy recommendation to include a Mixed Use zoning district (extremely common contemporary best practice).

Policy Recommendation: Incorporate zoning methods and procedures that offer...well-designed and desirable mixed-use development where appropriate within Highland Park.

2025 Community Survey: Identified stormwater/drainage as a key concern, which is directly affected by increased impervious surfaces from greater lot coverage.

Recommendations

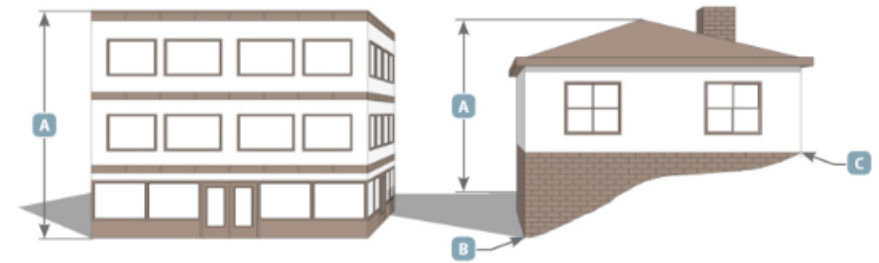
- Provide clear measurement provisions, and illustrations, for basement height and building height, including for sloped lots.
- Amend regulations for fence height and placement to “legalize” commonly approved Variance requests, including:
 - Fence location and height
 - Attached accessory structures in rear
 - Separation distances and additions to nonconforming structures

Buildings: The vertical distance from the grade level of that portion of a parcel covered by the building to the highest point of the coping of a flat roof, the deck line of a mansard roof, or to the midpoint between the ridge and the eaves of a gable, hip, or gambrel roof ("A"). Asymmetrical or dynamic roof forms shall be measured from the grade level to the highest point of the building, as measured with a flat roof.



Buildings on Sloped Lots: The height shall be measured as the vertical distance from the average ground level to the topmost point of the roof ("A"). The average ground level shall be determined by adding the lowest ("B") and highest ("C") points at the building wall and dividing by two.

Height,
Building or
Structure



Walls or Fences: The vertical distance between the ground immediately adjacent to the fence and the highest point of the fence ("A").



Sample

Recommendations

- Create a Historic Landmarks and Architectural Review Commission.
 - Would be an official Town development review body.
 - Would be composed of architects, historians, and those with an interest in historic preservation.
 - Would make recommendations to Town staff on teardown/rebuild design, based on clear, objective standards.
 - Would make recommendations to Zoning Commission (who would make recommendation to Town Council) on Landmark Designations.

THE HOUSES OF THE PARK CITIES



AN ARCHITECTURAL GUIDE TO THE HISTORIC HOUSES
OF HIGHLAND PARK AND UNIVERSITY PARK, TEXAS

A PUBLICATION OF PRESERVATION PARK CITIES

Recommendations

- Institute a Landmark Designation process, similar to an overlay district.
 - Would be property-owner initiated.
 - Would require a delay of 60 days if owner proposes to demolish the structure.
 - Other preservation measures could be incorporated, such as Secretary of the Interior standards for modifications and additions.

Recommendations

City or Town	Review Body Name	Members	Recommendations / Final Actions
Georgetown	Historic and Architectural Review Commission	<ul style="list-style-type: none"> No less than 7 members members who are property owners in the historic district members who are architects, landscape architects, historians, and similar profession 	<p>Recommendations:</p> <ul style="list-style-type: none"> To City Council on Historic Overlay Districts and Historic Landmarks, <p>Final Action:</p> <ul style="list-style-type: none"> HARC Exception (Building Height/Setback variations)
	Historic Preservation Officer	<ul style="list-style-type: none"> The City's Planning Director is designated as the Historic Preservation Officer 	<p>Recommendations:</p> <ul style="list-style-type: none"> To city council on HARC Exception, Artificial Turf, Historic Landmark Designation, and Historic Overlay District Designation <p>Final Action:</p> <ul style="list-style-type: none"> Administrative Certificate of Appropriateness, Master Sign Plan in a historic overlay district

Recommendations

City or Town	Review Body Name	Members	Recommendations / Final Actions
Lubbock	Urban Design and Historic Preservation Commission	<ul style="list-style-type: none"> • 11 members and 3 officers • Include members who are architects, urban planning, history of political science, archeology or paleontology, sociology or anthropology, building construction, and landscape architecture 	<p>Recommendations:</p> <ul style="list-style-type: none"> • To City Council on Historic Overlay Districts and Historic Landmarks <p>Final Actions:</p> <ul style="list-style-type: none"> • Certificates of Appropriateness
Boerne	Historic Landmark Commission	<ul style="list-style-type: none"> • 7 members 	<p>Recommendations:</p> <ul style="list-style-type: none"> • To P&Z on Historic Overlay Districts and Historic Landmarks. <p>Final Actions:</p> <ul style="list-style-type: none"> • Approves the issuance of Building Permits for exteriors, and exteriors, and Certificates of Appropriateness

Recommendations

City or Town	Commission Name	Members	Recommendations / Final Actions
New Braunfels	Historic Landmark Commission	<ul style="list-style-type: none"> 9 members City attorney and planning director serve as ex officio members (no voting power) 	<p>Recommendations:</p> <ul style="list-style-type: none"> Certificates of Appropriateness <p>Final Approval:</p> <ul style="list-style-type: none"> Criteria for the designation of historic, architectural, cultural landmarks and the historic districts
Weatherford	Historic Preservation Commission	<ul style="list-style-type: none"> Minimum of 5 members At least 60 percent of the Commission membership shall be drawn from the preservation-related professions defined by the National Park Service. 	<p>Recommendations:</p> <ul style="list-style-type: none"> Historic Preservation Districts and Landmarks <p>Final Approval:</p> <ul style="list-style-type: none"> Certificate of Appropriateness Demolition or removal of a structure

The Town should or should not create an official Historic Landmarks and Architectural Review Commission?

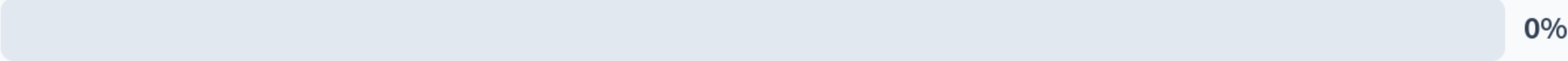
The Town SHOULD create an HLARC.

The Town SHOULD NOT create an HLARC.

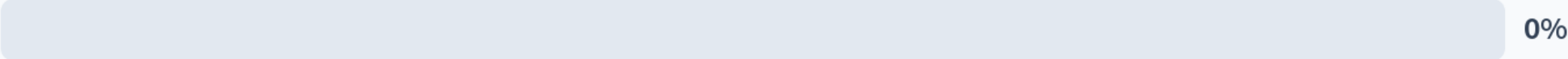
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The Town should or should not create an official Historic Landmarks and Architectural Review Commission?

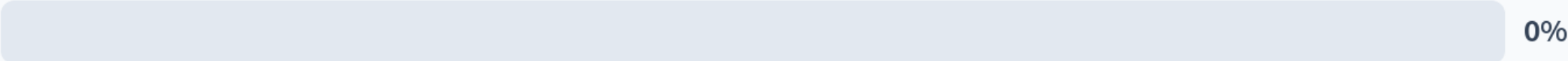
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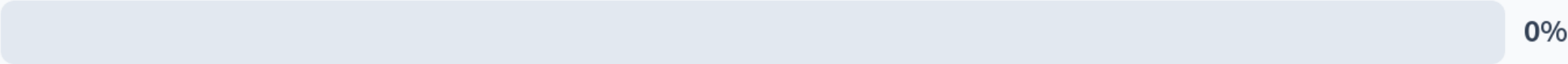


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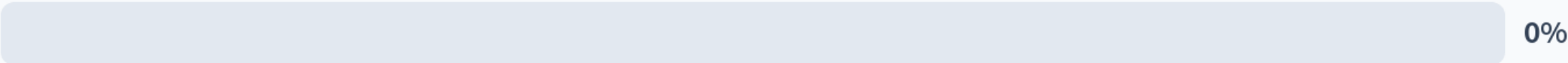


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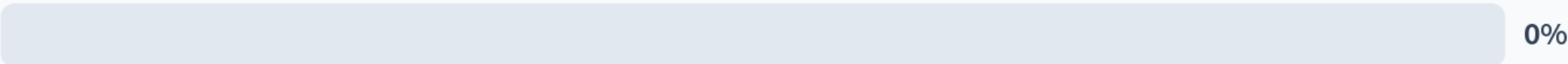
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I am not sure / don't know.



Allowing the HLARC to make recommendations on certain requests related to compatibility and historic landmarks is:

Appropriate - They should only make recommendations to Staff or ZC

Inappropriate - They should have final decision authority on certain requests (suc...

Inappropriate - They should not exist in the first place

I am not sure / don't understand

Allowing the HLARC to make recommendations on certain requests related to compatibility and historic landmarks is:

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Inappropriate - They should have final decision authority on certain requests (such as Certificates of Appropriateness)

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Inappropriate - They should not exist in the first place

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0%

Inappropriate - They should have final decision authority on certain requests (such as Certificates of Appropriateness)

0%

Inappropriate - They should not exist in the first place

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I am not sure / don't understand

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Recommendations

- Establish a Mixed Use zoning district.
 - Does not have to be on Zoning Map; could just be property owner-initiated (subject to Town Council approval).
 - Would allow for vertical mixed use, with retail, restaurants, and other commercial on first floor and residential above.
 - Would provide clear, objective standards for mixed use development so that outcomes are an asset to the Town and impacts on neighboring properties are minimized.
 - Characteristics: buildings close to the street, 3 stories maximum, public amenities (benches, greenery, outdoor dining, etc.)



The updated Zoning Ordinance should or should not have a Mixed Use zoning district?

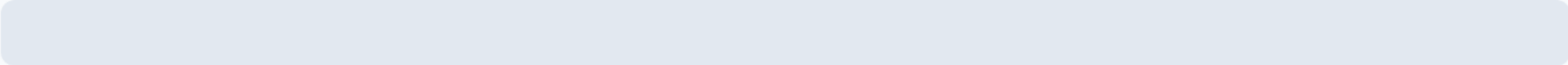
The Ordinance SHOULD have a MU district

The Ordinance SHOULD NOT have a MU district

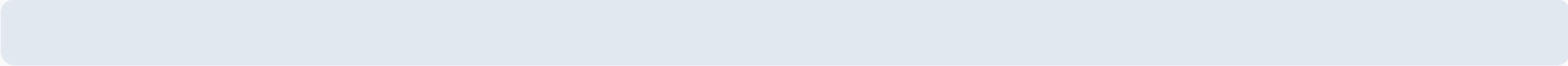
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The updated Zoning Ordinance should or should not have a Mixed Use zoning district?

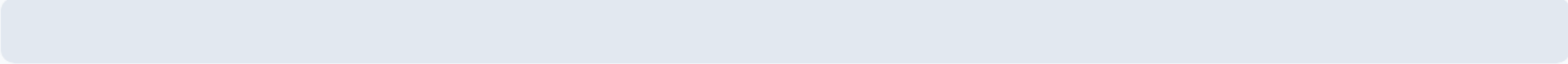
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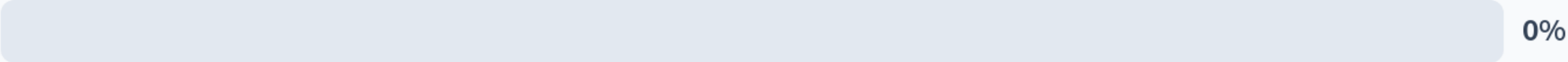


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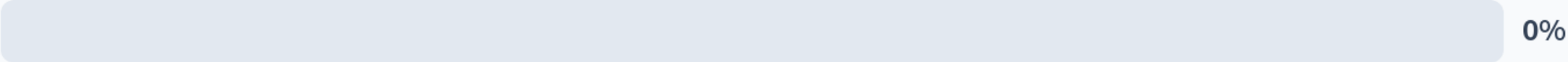


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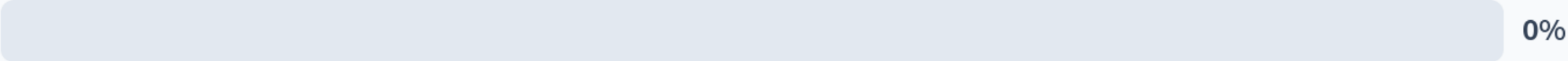
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The Ordinance SHOULD NOT have a MU district



I am not sure / don't know



#7 Legal Defensibility

- A Zoning Ordinance must remain legally defensible by staying current with changes in state and federal laws and judicial outcomes.
- Texas Local Government Code Chapters 211 and 213 provide the legal framework for municipal zoning and require that regulations be adopted in accordance with a Comprehensive Plan or public policy basis. The Land Use and Development Policies document was created in part to satisfy this statutory requirement.

Policy Recommendation: Maintain a legally-defensible Zoning Ordinance as state statutes periodically change, and as relevant state and federal judicial outcomes require new or amended ordinance provisions..

Legal Foundations

Why Legal Defensibility Matters

- Protect against constitutional and statutory challenges.
- Ensures Zoning Ordinance is enforceable in Texas courts.

Religious Land Use & Institutionalized Persons Act (RLUIPA)

- Ordinances must treat religious assemblies the same as secular assemblies.
- No substantial burden on religious land use without compelling interest & least restrictive means.

Reed v. Town of Gilbert (2015)

- Content-based sign regulations are unconstitutional under the First Amendment.
- Towns cannot regulate signs based on their content or purpose.

Texas Local Government Code (TLGC)

- Age of the Ordinance necessitates several changes to bring in compliance with TLGC
- Topics include:
 - Vested Rights;
 - Board of Adjustment decisions on Variances;
 - Review timeframes for Town staff and providing written comments on applications;
 - Specifics about public notice; and
 - Residential tree preservation.

Recommendations

- RLUIPA
 - Remove reference to Church or Rectory and utilize Place of Worship.
 - Align with where Places of Worship are allowed with where Clubs or Lodges are allowed (which are not even listed in the use tables)
- *Reed vs. Gilbert*
 - Remove references to Real Estate Signs, Business Sign, Construction Sign, etc.
 - Instead use terms such as Monument Sign, Hanging Sign, Incidental Sign, etc.
- Texas Local Government Code (TLGC)
 - Vesting
 - Clarify at what point a project is “vested,” which is submission of first a complete application.
 - Specify what “complete application” means.

Recommendations

- Texas Local Government Code (TLGC) Continued
 - Variances
 - Provide the decision criteria that the Board of Adjustment (BOA) must use when making a decision on a Variance application.
 - Require BOA to make findings on each criteria.
 - Per TLGC, the criteria are:
 - Hardship is not self-created;
 - Special conditions apply that are unique to the property; and
 - The Variance is not contrary to public interest.
 - Review Timeframes and Written Comments
 - Specify timeframes that Town staff has to review applications.
 - Require that the application comments be provided in writing.
 - Public Notice
 - Provide details about contents of notice and which development review applications require what types of notice (signs, mailed, and published).

Recommendations

- Texas Local Government Code (TLGC) Continued
 - Tree Preservation
 - Ensure that tree replacement is allowed.
 - Fee-in-lieu payments must recognize and credit on-site plantings.
 - If utilizing a Tree Fund, clarify that owners only pay for net inches not replaced on-site.

#8 Staff Wish List

- Town staff has provided suggestions that include adding nuisance provisions, mandating a maximum number of drainage curb cuts to help with drainage, and defining driveway distances from intersections and minimum radii for circular drives.

Recommendations

- **Fees & References:** Move all fees to Town fee ordinance.
- **Tables:** Add Country Club district to Use Table and Dimensional Tables.
- **Combined Lots:** Clarify “combined lots” and definitions.
- **Performance Standards:** Add performance standards (light, sound, smoke, vibration).
- **Flexibility & Encroachments:** Allow fence height adjustments, handrails, stair exits, and other setbacks flexibility.
- **Planned Developments:** Rework PD section; remove acreage requirements.
- **Parking and Driveways:** Update ratios to contemporary practices. Set max driveway slope to 12%.
- **Accessory Dwelling Units and other Accessory Structures:** Allow kitchen facilities in accessory buildings (thus allowing accessory dwelling units). Address statues, fountains, fire pits in front.
- **Miscellaneous:** Remove combined lot lists from ZO.

Questions & Discussion



THANK YOU!



HIGHLAND PARK, TEXAS

Zoning Ordinance *Regulatory Audit*

Brian Mabry, AICP, KKC Vice President
Project Manager

October 22, 2025