



Town of Highland Park, Texas
TOWN COUNCIL STUDY SESSION
AGENDA

8:00 AM
April 7, 2026

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.
- B. Review and discuss proposed ordinance changes for residential construction, including permit expiration time, construction parking, fees, and related requirements.
- C. Review and discuss a draft service order for the purchase of alternative transit services associated with on-street parking-related challenges and mobility solutions.

IV. REPORTS

- A. Review and discuss the public safety implications related to the FIFA World Cup 2026.

V. CLOSED SESSION

- A. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071 – CONSULTATION WITH ATTORNEY – the Town Council will convene in closed session for consultation with and to receive legal advice from the Town Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter re: DART withdrawal election.

VI. OPEN SESSION

- A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item A. 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, April 7, 2026**

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 that an item be placed on a future Town Council study session agenda for discussion or consideration. Town Council discussion and consideration would be limited to including a potential agenda item and scheduling such on a future agenda. The agenda item would be included in the study session agenda of regular Town Council meetings.

RECOMMENDATION

Staff recommends approval of the inclusion of the agenda item for future regular Town Council meetings (not special or emergency).

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

None



**Town of Highland Park
Town Council Study Session
Tuesday, April 7, 2026**

Item Coversheet

Review and discuss proposed ordinance changes for residential construction, including permit expiration time, construction parking, fees, and related requirements.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff will present possible amendments to the 24-month building permit expiration time, including possible permit fee changes and other related requirements. In addition, staff will brief the Council regarding possible changes to construction parking. Any proposed ordinance changes will be placed on a future Town Council agenda.

Attached are a framework for tiered single-family dwelling permits and construction site expectations, a fee schedule for the framework, and a summary of a construction worker parking shuttle program.

RECOMMENDATION

No action is to be taken. Staff requests feedback from the Town Council on proposed changes.

FINANCIAL IMPACT

The financial impact will depend upon any changes to the permit fees.

ATTACHMENTS

TC-Tiered Single Family Building Permit Framework, Highland Park Building Permit Fee Toolkit_JA copy March 27, Construction Worker Parking and Shuttle Program JA March 27

DRAFT
Tiered Single-Family Building Permit Framework

1. Objectives

The tiered structure should accomplish the following:

- Align permit duration with project complexity and scale
- Reduce the frequency of extension requests
- Capture staff effort associated with plan review and inspections
- Maintain fairness for smaller projects
- Provide predictability for builders and residents
- Preserve Council discretion for unusual circumstances

2. Permit Duration Tiers (Base Construction Period)

Permit duration would be determined at the time the building permit is issued based on *total square footage* and *presence of a basement*.

Tier	Home Size (Total Sq. Ft.)	Basement	Permit Duration
Tier 1	0 – 5,000	No	24 months
Tier 2	0 – 5,000	Yes	30 months
Tier 3	5,001 – 10,000	No	30 months
Tier 4	5,001 – 10,000	Yes	36 months
Tier 5	10,001 – 20,000	No	36 months
Tier 6	10,001 – 20,000	Yes	42 months
Tier 7	20,001 – 40,000	No	42 months
Tier 8	20,001 – 40,000	Yes	48 months
Tier 9	> 40,001	No	48 months
Tier 10	> 40,001	Yes	54 months

Rationale

- Basements typically add 6 plus months to the front end of construction.
- Larger homes require longer framing, MEP, and finishing phases.
- This structure reduces the need for routine extension requests.

3. Permit Fee Structure (Combination of Sq. Ft. & Level of Effort)

Permit fees should scale with *staff review effort and inspection frequency*.

Draft Fee Schedule attached

Core Principle

The proposed multipliers are designed to ensure that permit fees scale proportionally with the level of staff effort and municipal resources required to review, administer, and inspect increasingly large and complex residential construction projects.

As home size and construction complexity increases, the Town's level of effort also increases in the following areas:

- Plan review hours
- Engineering review
- Franchisee review coordination
- Number of inspections required
- Duration of inspections
- Overall project management time

In addition to direct staff time, the multiplier structure also helps account for a portion of the Town's costs associated with supporting construction activity, including:

- Permitting software and licensing systems used to manage plan review and inspections
- Enhanced public safety and security services associated with active construction sites
- Code enforcement related to construction sites
- The Town's construction microtransit shuttle system designed to manage worker parking and neighborhood impacts

The multiplier structure therefore aligns permit fees with the actual level of municipal resources required to support construction activity, rather than treating all homes the same regardless of scale. The goal of the multiplier system is not to penalize larger homes, but to ensure that permit fees accurately reflect the increased staff effort, operational resources, and community management required to review and inspect increasingly complex construction projects.

Why Permit Fees Should Align with Construction Complexity



4. Extension Standards

Extensions should become less common under the tiered system but still remain available.

Administrative Extensions

Staff may approve one extension of up to 6 months if:

- Construction is actively progressing
- Delays are outside the builder's control

Council Extensions

Required when: Extension exceeds 6 months

5. Incentive for Timely Completion

To encourage timely completion of residential construction projects and minimize prolonged construction impacts on surrounding neighborhoods, the Town will implement a graduated extension fee structure designed to incentivize project completion within the approved construction period.

If a project is not completed within the approved permit duration, the builder may request a six-month extension.

- Extensions may be granted in six-month increments upon payment of the applicable extension fee.

Extension Fee Schedule

Extension fees will be assessed per day for each day construction remains incomplete during the applicable extension period:

Extension Period	Fee
First 6-month extension - Staff	\$250 per day
*Second 6-month extension	\$500 per day
*Third 6-month extension	\$750 per day

*Requires Town Council approval.

Refund of Extension Fees

- If construction is completed before the end of an approved extension period, the Town will refund a portion of the extension fees paid.
- Refunds shall be prorated based on the number of unused days remaining in the extension period, but shall not exceed 75 percent of the total extension fee paid for that extension period.

6. Dormant Construction / Continuous Progress

To minimize the negative impacts associated with stalled or inactive construction sites, the Town will implement a dormant construction designation and fee structure.

A construction project may be designated as dormant if meaningful construction activity has ceased for a continuous period of 60 days, as determined by the Building Official.

For purposes of these standards, meaningful construction activity may include inspections, active construction work, or other verifiable progress toward project completion.

If a project is designated as dormant:

- The Town will provide written notice to the permit holder and/or property owner identifying the project as dormant.
- The permit holder and/or property owner will be provided 15 days to resume meaningful construction activity.
- If meaningful construction activity does not resume within that time, the project will be subject to a Dormant Construction Fee of \$500 per day until construction activity resumes.

Additional provisions:

- Dormant construction fees may be waived or suspended by the Town Administrator or his/her designee in cases involving documented extraordinary circumstances, including but not

limited to weather events, supply chain disruptions, or other conditions outside the control of the permit holder.

- Payment of dormant construction fees does not extend the permit duration or waive any other requirements of the building permit.
- The Town may also require the property owner to secure and maintain the construction site to ensure safety and neighborhood compatibility during periods of inactivity.

7. Construction Site Maintenance and Good Neighbor Standards

Purpose

The purpose of these standards is to ensure that residential construction sites are maintained in a safe, orderly, and neighborhood-compatible manner throughout the duration of construction. Proper site maintenance minimizes safety hazards, reduces disruption to surrounding residents, and preserves the overall appearance and character of the community.

Applicability

These standards apply to all properties undergoing construction, demolition, or major renovation requiring a building permit issued by the Town.

Property owners, builders, and contractors are expected to conduct construction activities in a manner that reflects responsible construction practices and respect for the surrounding neighborhood.

Site Maintenance Requirements

Property owners, contractors, and permit holders shall ensure that construction sites are maintained in compliance with the following standards.

a. Site Cleanliness

Construction sites shall be maintained in a clean and orderly condition at all times.

- Construction debris, waste materials, and discarded packaging shall be regularly collected and removed from the site.
- Trash and debris shall be stored in designated containers, dumpsters, or enclosed receptacles.
- Loose debris, rocks, pebbles, etc., shall not be allowed to accumulate or be blown onto adjacent properties or public rights-of-way.

b. Construction Materials

Building materials shall be stored in an organized manner.

- Materials shall be stored within the construction site boundaries and not within the public right-of-way unless specifically approved by the Town Administrator or his/her designee.
- Materials shall be secured to prevent displacement due to wind or weather conditions.

c. Dumpster and Waste Containment

All construction sites must utilize appropriate waste containment.

- A construction dumpster or equivalent waste container shall be provided on-site. Dumpsters and containers are not permitted within the Town rights of way.
- Dumpsters shall be maintained in good condition and covered when necessary to prevent debris from escaping.

d. Protection of Public Infrastructure

Public streets, sidewalks, and drainage systems shall be protected from construction-related impacts.

- Dirt, mud, gravel, and debris shall not be deposited onto public streets, sidewalks, or storm drains.
- Contractors shall promptly remove any material tracked or deposited onto public infrastructure.
- Streets, curbs, and sidewalks shall be cleaned as necessary to maintain safe driving and walking conditions and must be swept at the end of each work day.

e. Erosion and Stormwater Control

Construction sites shall implement reasonable measures to prevent sediment runoff.

- Appropriate erosion control measures, such as silt fencing or inlet protection, shall be installed and maintained as required.
- Stormwater runoff shall not carry sediment or debris onto neighboring properties or public infrastructure.

f. Site Security

Construction sites shall be properly secured when work is not actively occurring.

- Open excavations, equipment, and materials shall be secured to prevent unauthorized access.
- Temporary fencing may be required where safety concerns exist.

g. Maintenance Timing

Routine site cleanup and maintenance activities shall occur during permitted construction hours unless otherwise approved by the Town.

8. Good Neighbor Construction Standards

Residential construction can temporarily impact surrounding properties and neighborhood conditions. The following standards are intended to promote respectful construction practices that minimize disruption and maintain neighborhood livability.

a. Respect for Adjacent Properties

Contractors shall take reasonable measures to prevent damage or disruption to neighboring properties.

- Construction activity shall not encroach onto neighboring lots or the parkway in front of neighboring lots without permission.
- Contractors shall take precautions to prevent dust, debris, or materials from impacting adjacent properties.

b. Noise Management

Construction activities shall be conducted in a manner that minimizes unnecessary noise.

- Work shall occur only during permitted construction hours.
- Radios, loud music, and other unnecessary noise sources should be avoided.

c. Worker Conduct

Construction personnel shall conduct themselves professionally and respectfully within the neighborhood.

- Loud or disruptive behavior is prohibited.
- Workers shall not use neighboring properties for parking, staging, or breaks without permission.
- Workers shall be courteous and respectful.

d. Contractor Parking and Traffic Management

Contractors shall manage worker and delivery vehicle parking to minimize neighborhood disruption.

- Construction vehicles should be parked in a manner that maintains traffic flow and emergency access.
- Blocking driveways, fire hydrants, or intersections is prohibited.

e. Portable Restroom Facilities

Portable restroom facilities shall be provided on construction sites.

- Facilities should be screened from public view when practicable.
- Units shall be maintained in a clean and sanitary condition.

f. Dust Control

Contractors shall implement reasonable dust control measures when necessary.

- Watering or other dust mitigation practices should be used when appropriate.
- Dust-generating activities should be managed to reduce impacts on neighboring homes.

g. Tree and Landscape Protection

Existing trees and landscaping adjacent to construction sites shall be protected.

- Contractors shall avoid damage to trees located within the public right-of-way or on neighboring properties.
- Protective barriers may be required when construction occurs near existing trees.

h. Deliveries and Material Staging

Deliveries should be coordinated to minimize traffic disruption.

- Deliveries should occur during permitted construction hours whenever possible.
- Materials shall not be staged in a manner that obstructs streets, alleys, or sidewalks.

i. Job Site Contact Information

Each construction site shall maintain a clearly visible sign that includes:

- Builder or contractor name
- Contact phone number for the responsible party
- Building permit number

This information allows neighbors and Town staff to quickly address concerns if they arise.

j. Community Awareness

Contractors are encouraged to maintain open communication with neighbors regarding construction activities that may impact surrounding properties, including:

- Major concrete pours
- Large equipment deliveries
- Temporary street closures

Proactive communication helps reduce misunderstandings and maintain positive relationships within the neighborhood.

k. Compliance and Enforcement

The Town may inspect construction sites periodically to ensure compliance with these standards.

If a site is found to be out of compliance:

- The Town may issue a notice of violation requiring corrective action.
- If the violation is not corrected within the specified timeframe, the Town may impose administrative penalties or other remedies allowed by ordinance.
- Repeated violations may result in stop-work orders, suspension of permits, or other enforcement actions.

Responsibility

The property owner, builder, and permit holder are jointly responsible for ensuring compliance with these standards.

The Town reserves the right to remediate hazardous or unsanitary site conditions if the permit holder fails to do so within the required timeframe, with all associated costs and administrative fees billed to the permit holder.

Construction Site Responsible Party

Each construction site shall designate a Responsible Party who is authorized to address construction-related concerns and respond to Town requests.

The Responsible Party shall:

- Be available during all permitted construction hours.
- Have the authority to direct workers and contractors on-site.
- Respond to Town inquiries or complaints within a reasonable timeframe.

- Ensure compliance with Town construction regulations and site maintenance requirements.

After-Hours Contact

An after-hours contact number shall be provided to the Town for situations involving:

- site safety concerns
- debris in the right-of-way
- flooding or drainage issues
- unsecured construction sites
- emergencies

New Residential Construction

Tier	Home Size (Total Sq. Ft.)	Basement	Permit Duration	Plan Review & Inspection Multiplier	Permit Fee Adjustment	Example Calculation	Example Permit Fee	Example Permit Duration
Tier 1	0 – 5,000	No	24 months	1	Base Fee	$(5,000 \times \$2.86) \times 1.0$	\$14,300	24 months
Tier 2	0 – 5,000	Yes	30 months	1.25	+25%	$(5,000 \times \$2.86) \times 1.25$	\$17,875	30 months
Tier 3	5,001 – 10,000	No	30 months	1.25	+25%	$(10,000 \times \$2.86) \times 1.25$	\$35,750	30 months
Tier 4	5,001 – 10,000	Yes	36 months	1.5	+50%	$(10,000 \times \$2.86) \times 1.5$	\$42,900	36 months
Tier 5	10,001 – 20,000	No	36 months	1.5	+50%	$(20,000 \times \$2.86) \times 1.5$	\$85,800	36 months
Tier 6	10,001 – 20,000	Yes	42 months	1.67	+67%	$(20,000 \times \$2.86) \times 1.67$	\$95,524	42 months
Tier 7	20,001 – 40,000	No	42 months	1.67	+67%	$(40,000 \times \$2.86) \times 1.67$	\$191,048	42 months
Tier 8	20,001 – 40,000	Yes	48 months	2	+100%	$(40,000 \times \$2.86) \times 2.0$	\$228,800	48 months
Tier 9	> 40,001	No	48 months	2	+100%	$(40,000 \times \$2.86) \times 2.0$	\$228,800*	48 months
Tier 10	> 40,001	Yes	54 months	2.25	+125%	$(40,000 \times \$2.86) \times 2.25$	\$257,400*	54 months

Permit Fee Formula

Permit Fee = Total Sq. Ft. X \$2.86 X Tier Multiplier

Permit fees are calculated based on the total square footage of the structure, including any basement area, at a base rate of \$2.86 per square foot, multiplied by the applicable tier multiplier shown above.

*Example assumes a 40,000 sq. ft. home for illustration. Larger homes would scale proportionally.

DRAFT

Construction Worker Parking and Shuttle Program

Town of Highland Park

Purpose

Residential construction activity can generate a significant number of contractor vehicles, which creates public safety concerns, congestion, and parking conflicts within the Town's predominantly residential neighborhoods.

The primary objective of the Construction Worker Parking and Shuttle Program is to:

- Improve emergency vehicle access
- Reduce construction-related parking conflicts and impacts in residential areas
- Improve traffic safety and circulation
- Maintain neighborhood quality of life during construction projects
- Provide builders and construction workers with a predictable and organized transportation system to access job sites

This program is designed to balance neighborhood protection with construction efficiency.

Applicability

Participation in the Construction Worker Parking and Shuttle Program is mandatory and will be a condition of issuance of a residential building permit for new construction and renovation projects requiring a permit from the Town.

- All contractors, subcontractors, and construction workers associated with the project must comply with the program requirements.
- Limited exemptions may be warranted as defined.

Construction Worker Shuttle Program

The Town will operate a construction worker shuttle service designed to transport construction workers between designated parking areas and active construction sites.

Shuttle Operations

- Construction workers will park their personal vehicles at Town-designated off-site parking areas.
- The shuttle service will transport workers to and from construction sites throughout the day.

- The shuttle system will operate in coordination with the Town’s permitted construction hours of 7:00 a.m. to 7:00 p.m., Monday through Saturday. To ensure workers can arrive at job sites prior to the start of the workday, shuttle service will begin at 6:30 a.m., with continuous service throughout the day. The final shuttle run will depart job sites at approximately 7:30 p.m. to allow workers sufficient time to return to their designated parking locations.
- Workers finishing early may request return transportation to the designated parking area or to another job site within the Town.

Dynamic Shuttle System

To improve efficiency, the shuttle service will utilize a mobile application-based dispatch system.

Features may include:

- real-time shuttle tracking
- ride request capability
- estimated arrival times
- route optimization based on active construction locations

The system will operate in a manner similar to rideshare applications, allowing workers to request transportation to and from job sites as needed.

On-Site Contractor Vehicle Allowance

To support construction operations, each construction site will be permitted a limited number of contractor vehicles based on the linear frontage of the property.

These spaces may be used for:

- construction superintendent vehicles
- short-term material unloading
- essential contractor access such as MEP, HVAC, and landscaping.

Frontage-Based Parking Allocation

The Town will establish a parking allowance formula based on the linear frontage of the lot.

Example framework:

- 1 loading space of no less than 25 feet
- 1 parking space per 22 linear feet excluding the loading space with a maximum of 5

- The Town may adjust these thresholds as necessary based on neighborhood conditions.

Temporary Construction Parking Zone

To preserve contractor access to the permitted parking area, the Town will designate the frontage of the construction site as a Temporary Construction Parking Zone.

This area will be:

- marked as No Parking for the General Public
- reserved for authorized construction vehicles
- enforced by the Town

Builders will be issued parking placards that must be displayed on authorized vehicles utilizing these spaces.

Only vehicles displaying valid placards will be permitted to park in the designated frontage zone.

Contractor Parking Placards

The Town will issue a limited number of Construction Parking Placards associated with each building permit.

Placards must:

- be displayed in the vehicle windshield
- correspond to the permitted construction site
- be used only for authorized construction vehicles
- Placards may be revoked if misused.

Worker Parking Requirements

All construction workers and subcontractors not authorized for on-site parking must utilize the Town's designated off-site parking areas and shuttle service or any other private rideshare program identified by the builder and conditioned with the issuance of a building permit.

Workers are prohibited from parking:

- on residential streets near the job site
- on neighboring properties
- within restricted areas established by the Town

Failure to comply with these requirements will result in enforcement action.

Program Administration

The Town, coupled with the town's 3rd party provider, will manage and coordinate the Construction Worker Parking and Shuttle Program, including:

- designation of off-site worker parking areas
- shuttle service operations
- mobile application deployment
- issuance of parking placards and temporary contractor only parking zone signage
- enforcement coordination

Builders will be responsible for ensuring that all contractors and subcontractors comply with program requirements.

Enforcement

Failure to comply with program requirements may result in:

- parking citations
- revocation of parking placards
- administrative penalties
- stop-work orders for repeated violations

Compliance with the Construction Worker Parking and Shuttle Program is a condition of the building permit.

Program Benefits

This program provides significant benefits to both residents and builders:

For Residents

- Ensures unobstructed ingress and egress for Public Safety personnel and emergency apparatus at all times.
- Reduced construction-related parking congestion
- Improved traffic safety
- Preservation of neighborhood access

For Builders

- Predictable worker transportation system
- Reduced conflicts with neighbors regarding parking
- Dedicated on-site frontage parking for project supervision and material deliveries



Guiding Principle

The Town recognizes the importance of residential construction investment while maintaining the quality of life that defines Highland Park neighborhoods.

The Construction Worker Parking and Shuttle Program ensures that construction activity occurs in a manner that is organized, respectful of neighbors, and operationally efficient for builders.



**Town of Highland Park
Town Council Study Session
Tuesday, April 7, 2026**

Item Coversheet

Review and discuss a draft service order for the purchase of alternative transit services associated with on-street parking-related challenges and mobility solutions.

PRESENTED BY: Tobin Maples, Town Administrator

BACKGROUND:

The Town continues to experience on-street parking and circulation challenges associated with daytime construction activity, which at times impacts traffic flow, emergency-vehicle access, and pedestrian safety. In response, staff has been evaluating mobility-based solutions to reduce the volume of non-resident vehicles parking and circulating within the Town during the workday, with the goal of enhancing public safety, improving emergency access, and maintaining neighborhood functionality.

Building on prior discussions, staff will be presenting a draft service order in coordination with the prospective service provider for Council's review and input. This item is presented for informational and discussion purposes only. Subject to Council direction, staff anticipates returning with a finalized agreement for consideration at the April 17 Council meeting.

RECOMMENDATION

No formal action is requested

FINANCIAL IMPACT

This item has no financial impact at this time.

ATTACHMENTS

None



**Town of Highland Park
Town Council Study Session
Tuesday, April 7, 2026**

Item Coversheet

**Review and discuss the public safety implications related to the
FIFA World Cup 2026.**

PRESENTED BY: Chuck McGinnis, Director of the Department of Public Safety/Chief

BACKGROUND:

The 2026 FIFA World Cup will include matches in Arlington from June 12 through July 15, 2026. While no matches will be held in Highland Park, large international events have historically increased public safety needs in nearby communities due to watch parties, hotel occupancy, activity in dining and entertainment districts, and regional traffic redistribution. Additionally, Southern Methodist University has been designated as a primary training site for participating teams, which will further contribute to activity in the area. As a result, Highland Park should anticipate some level of impact.

The purpose of this discussion is to inform the Town Council of the potential impacts on the community; outline the plans in place to address these challenges while maintaining operational capacity and avoiding unsustainable personnel workloads; and provide an update on ongoing coordination and collaboration with federal, state, and local partners.

RECOMMENDATION

This is a discussion only.

FINANCIAL IMPACT

Approximately \$30,000 - \$50,000 in expected overtime to fill staffing demands.

ATTACHMENTS

None