



**Town of Highland Park, Texas**  
**TOWN COUNCIL STUDY SESSION**  
**AGENDA**

8:00 AM  
April 21, 2026

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

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**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 changes related to the Town's food sanitation regulations, including requirements for grease interceptors, fees, sinks, and update references to the pertinent State food safety rules, as well as waste hauler fees, including those that empty grease interceptors.

**IV. 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 Attorney.

**V. 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.

**VI. ADJOURNMENT**

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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 21, 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:**

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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**

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

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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None

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**Item Coversheet**

**Review and discuss proposed changes related to the Town's food sanitation regulations, including requirements for grease interceptors, fees, sinks, and update references to the pertinent State food safety rules, as well as waste hauler fees, including those that empty grease interceptors.**

**PRESENTED BY:** Jeff Armstrong, Director of Community Development

**BACKGROUND:**

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Possible changes to be discussed include:

- Updating fees for health permits related to food establishments to comply with recent changes to State legislation that limit fees.
- The need to require and establish regulations for grease interceptors at all food establishments that prepare food onsite.
- Update the ordinance regarding sink requirements at food establishments
- Update the ordinance to have correct references to the Texas Food Establishment Rules.
- Modifying rules related to waste hauler fees, including those who haul construction debris, empty portable toilets, and empty grease interceptors.

After receiving direction from the Town Council, staff will prepare an ordinance for consideration at a future Town Council meeting.

**RECOMMENDATION**

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

**FINANCIAL IMPACT**

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Although changes are proposed to the health-related fees, the financial impact resulting from the proposed changes will be minimal, likely no more than an increase of a few hundred dollars. However, possible changes to waste hauler fees may result in a decrease of a few thousand dollars in revenue.

**ATTACHMENTS**

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None