



Town of Highland Park, Texas
BOARD OF ADJUSTMENT MEETING
AGENDA

8:30 AM
June 10, 2026

4700 Drexel Drive Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. MINUTES

- A. Take action on the Board of Adjustment Minutes held on May 13, 2026.

III. PUBLIC HEARING

- A. Conduct a public hearing and consider a variance request from Section 8-701 to exceed the allowed 40% lot coverage requirement by approximately 1.8% at 3106 Drexel Drive.
- B. Conduct a public hearing and consider a variance request from Section 8-401 to allow three sections of a new, main structure to exceed the allowed 71 feet 7 inch front yard setback requirement by 7 feet 7 inches, 5 feet 8 inches, and 4 feet 7½ inches on property located at 4700 Lakeside Drive.

IV. 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.

NOTE: The Board of Adjustment reserves the right to meet in Executive Session closed to the public at anytime in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas OpenMeetings Act, Texas Government Code, Chapter 551, including any one of the permitted exceptions to open meetings provided for in § 551.071 through § 551.076 and § 551.087. Any action taken on such matters will be conducted in Open Session following the conclusion of the Executive Session.



**Town of Highland Park
Board of Adjustment
Wednesday, June 10, 2026**

Item Coversheet

**Take action on the Board of Adjustment Minutes held on May 13,
2026.**

PRESENTED BY:

BACKGROUND:

RECOMMENDATION

ATTACHMENTS

2026-05-13 BOA Minutes - Final

MINUTES OF A MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS, 75205, AT 8:30 A.M. ON WEDNESDAY, MAY 13, 2026.

Present at the meeting were Chair Stacey Furst, Board Members, Alison Hunsicker, Robert McCulloch, Alternate Member Nancy Rogers, and Alternate Member Louis Morrison. Absent from the meeting was Board Member Joan Clark.

I. CALL TO ORDER

Chair Furst called the meeting to order at 8:30 A.M.

II. MINUTES

Board Member Hunsicker created a motion, seconded by Board Member Morrison, to approve April 8, 2026 Minutes. The motion passed by unanimous vote.

III. PUBLIC HEARINGS

- A. Conduct a public hearing and consider a variance request from Section 12-101(3) to allow the reduction of the rear yard setback from 10 feet to 3 feet for a portion of a detached garage structure with a rear facing garage door at 3309 Cornell Avenue.*

Jeff Armstrong, Director of Community Development, provided an overview of the request, displaying the 200' notification buffer, site plan, as well as key facts such as; site plan, renderings, and variance criteria, and site photos. Staff recommended approval.

There were eleven (11) letters in support of this request received by the Town.
There were no letters in opposition of this request received by the Town.

Chair Furst requested that the applicant present their case.

Alexandra Boury, 3309 Cornell Ave., presented current photos of the property and explained the following; she is committed to removing the driveway with appropriate landscaping, investigate and implement drainage solutions to mitigate the slope/water issue, and obtain the necessary permits and inspections for all work.

Chair Furst thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 8:58 A.M.

With no one to speak in favor, Chair Furst opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Furst closed the public hearing at 8:58 A.M.

Board Member Hunsicker expressed that this is a straight-forward request due to the elevation drop hardship as well as serving as a benefit to the community. Board Member Clark agreed.

Mr. Armstrong confirmed to ensure all conditions of the variance (driveway removal, landscaping) are met before issuing a permit for the relocation of the garage door.

MOTION

Board Member Yoder created a motion, seconded by Board Member Clark, to approve the request conditioned upon the existing front driveway be replaced with landscaping as well as an inclusive drainage review. The motion passed by unanimous vote.

- B. Conduct a public hearing and consider three (3) variance requests; (1) from Section 12-101(3) to allow the reduction of the rear setback from an accessory building that includes a rear facing garage door from 10 feet to 3 feet, (2) from Section 8-601(7) to allow a gable facing and less than 20 feet from a side property line, and (3) from Section 8-601(7) to reduce the setback for dormers behind the top plate from 30 inches to zero inches at 4666 Fairfax Avenue.*

Jeff Armstrong, Director of Community Development, provided an overview of the three (3) requests, displaying the 200' notification buffer, site plan, elevation plan, variance criteria, and site photos. Staff recommend denial.

There were three (3) letters in support of this request received by the Town.
There were no letters in opposition of this request received by the Town.

Chair Furst requested that the applicant present their case.

Jenny Wilkinson, 4666 Fairfax, explained her reasoning for this request such as, desire aesthetic dormers with planters to match the house style and more usable space upstairs. The direct neighbor prefers the building not be pushed forward, therefore, moving it back would reduce plaintiff space. Ms. Wilkinson noted that installing dual front and rear driveway access allows more street parking. Ms. Wilkinson noted that moving the building forward to meet the required setback would impact space for the proposed pool and make vehicle turns difficult. Lastly, Ms. Wilkinson noted all neighbors are in support of the request.

Matt Samford, General Contractor, explained the proposed site plan in detail.

Chair Furst thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 9:26 A.M.

With no one to speak in favor, Chair Furst opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Furst closed the public hearing at 9:27 A.M.

MOTION

Board Member Hunsicker created a motion, seconded by Board Member Clark, to deny the three (3) variance requests. The motion passed by unanimous vote.

C. Conduct a public hearing and consider four (4) variance requests; (1) from Section 8 601(1) to allow an additional 8' height above the 12.5' maximum top plate height requirement, (2) from Section 8-501 to allow a reduction of the 13-foot south side yard setback to 7 feet, (3) from Section 8-501 to allow a reduction of the 13-foot north side setback to 1 foot, and (4) from Section 8-601(1) to allow a reduction of the rear yard setback from 10 feet to 1 foot at 4215 Lakeside Drive.

Jeff Armstrong, Director of Community Development, provided an overview of the four (4) requests, displaying the 200' notification buffer, site plan, elevation plan, variance criteria, and site photos. Staff recommend approval with conditions; 1. North side addition limited to a single-story 2. All variances apply only to the site plan as presented.

In response to a question raised by Chair Furst, Mr. Armstrong replied the accessory structures are original to the home.

In response to a question raised by Board Member Hunsicker, Mr. Armstrong replied that the existing accessory buildings are already at their non-confirming setbacks. Enclosing the breezeways changes the classification, but the physical encroachment is not new.

Chair Furst requested that the applicant present their case.

Roman Piotroski, Vasari Design, expressed his goal is to preserve the 1923 building and refrain from demolition. The proposed design maintains architectural integrity. The project is a development for sale, aiming to show what can be done with historic properties. The Preservation Park Cities is actively aiming to create a movement for saving such homes.

Chair Furst thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 9:59 A.M.

William Hutchinson, 4301 Lakeside, is in favor of the proposes variance requests and does not want the home to be demolished. The home was listed on the market previously, and it did not do well. Approving the request would have a great impact on the community.

With no one to speak in favor, Chair Furst opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Furst closed the public hearing at 10:01 A.M.

Mr. Armstrong re-presented staff's recommendation to approve with conditions.

Discussion was held amongst the board regarding the importance of preserving the architectural significance and security benefit of enclosing the breezeways next to the commercial parking lot.

MOTION

Board Member Clark created a motion, seconded by Board Member Yoder, to approve the four (4) variance requests with conditions; 1. North side addition limited to a single-story 2. All variances apply only to the site plan as presented. The motion passed by unanimous vote.

IV. ADJOURNMENT

Chair Furst adjourned the meeting at 10:07 A.M.

Approved on this _____ day of _____ 2026.

APPROVED:

Alison Hunsicker
Chair

ATTEST:

Serena Palomino
Permit Technician



**Town of Highland Park
Board of Adjustment
Wednesday, June 10, 2026**

Item Coversheet

Conduct a public hearing and consider a variance request from Section 8-701 to exceed the allowed 40% lot coverage requirement by approximately 1.8% at 3106 Drexel Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

See attached staff report and letters of support.

RECOMMENDATION

Staff recommends denial.

ATTACHMENTS

Staff Report 3106 Drexel, Letters of support



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: June 10, 2026

REQUEST: A variance from Section 8-701 to exceed the allowed 40% lot coverage requirement by 1.8%.

LOCATION: 3106 Drexel Dr.

SUMMARY

The applicant is planning to build an addition where the existing back patio is currently located, adding additional covered patio area, and constructing a cover over a mechanical yard. Specifically, the areas that would increase the lot coverage beyond the maximum 40% are:

- A 7-foot by 7-foot (49 square feet) cover over the existing mechanical area
- A 5.5-foot by 3.3-foot (18.3 square feet) addition to the existing patio cover
- Total additional square footage is 67.3 square feet

The existing lot coverage of the property is 40.92%, already above the maximum allowed. The additional square footage would increase lot coverage to 41.8%, 1.8% more than the maximum 40% allowed.

ORDINANCE

8-701 “Maximum percentage of lot which may be covered by buildings.” E district – 40%

The subject property is zoned E.

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?



Town of Highland Park Board of Adjustment

Staff Report

Analysis: Staff could find no special conditions to the property other than the existing lot coverage already exceeds the maximum allowed.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: There are no conditions unique to the property.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: Staff could not determine a hardship for this request.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: Staff anticipates no negative effects on the public. The additional square footage is for very small, covered areas in the rear yard.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The primary concerns with lot coverage are effects on storm water runoff and overbuilding a lot to a point that it is out of character with a residential area. In this case the amount of additional lot coverage is minimal and would have little effect on storm water runoff, particularly with no sides on the covers. The additions would likely not be noticeable from outside of the property.

RECOMMENDATION

The request does not meet the criteria for a variance and staff recommends denial.

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan
5. Nearby Property Owner Letters



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

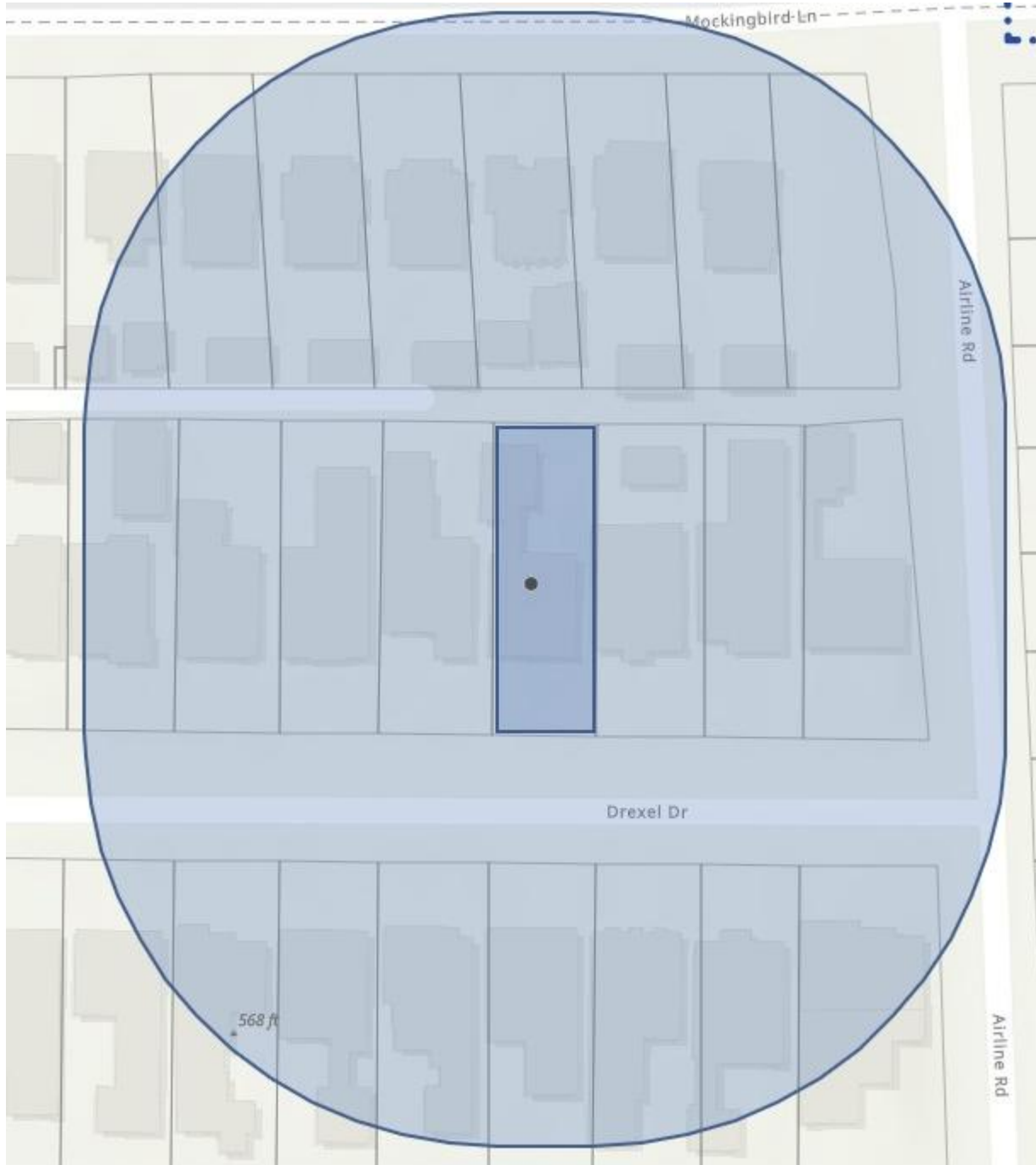




*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Jeff Armstrong
DIRECTOR OF COMMUNITY DEVELOPMENT
4700 Drexel Drive
Highland Park, Texas 75205

Mr. Armstrong,

My name is Robert Williams and I live at 3106 Drexel Drive. We have been working with the city for a few months now trying to get a permit to remodel the back portion of our home. I am requesting a variance for the 40% lot coverage ratio restriction.

In speaking with our architect, when he did his initial calculations, he did not include the breezeway in the lot coverage calculation. But I also found out he was using the wrong measurements for the garage. I have attached the proposed area of lot coverage expansion, our existing survey with our architects lot coverage, and the measurements of the structure as provided in our appraisal. In summary:

| | |
|-------------------------|----------|
| Existing 1st Floor: | 1,909.50 |
| Existing Covered Patio: | 387.50 |
| Existing Garage: | 575.00 |
| | 2,872.00 |

Stephanie Nguyen pointed out these calculations did not include the front porch covering (7 sq. ft.) and the chimney footprints (9 sq. ft.). The existing breezeway is 181 sq. ft. of coverage. So the total existing square feet of coverage is 3,069 sq. ft. That is 40.92% lot coverage.

We are adding lot coverage in two areas, over the pool equipment (mechanical yard) and a small area in the patio addition. The mechanical area totals 7' x 7' and the small patio additional area totals 5.5' x 3.33', for a combined total of 67.32 square feet of coverage.

So the total square footage of the lot coverage we calculate is 3,136.32, which is 41.8176%.

The area that increases the existing lot coverage is only 67.32sf, which is an increase of 00.898% in lot coverage. We would like to apply for a variance to allow for this additional lot coverage. Our alternative would be to tear down what remains of the existing breezeway. That would reduce the lot coverage by 102.5 sq. ft., bringing the lot coverage percentage down to 3,033.82 or 40.451% (which is below our current lot coverage). The breezeway does provide coverage and connectivity for the home. It would be a shame to have to tear it.

Please let me know if you would like to review any additional information or if we can speak in person. Thank you,

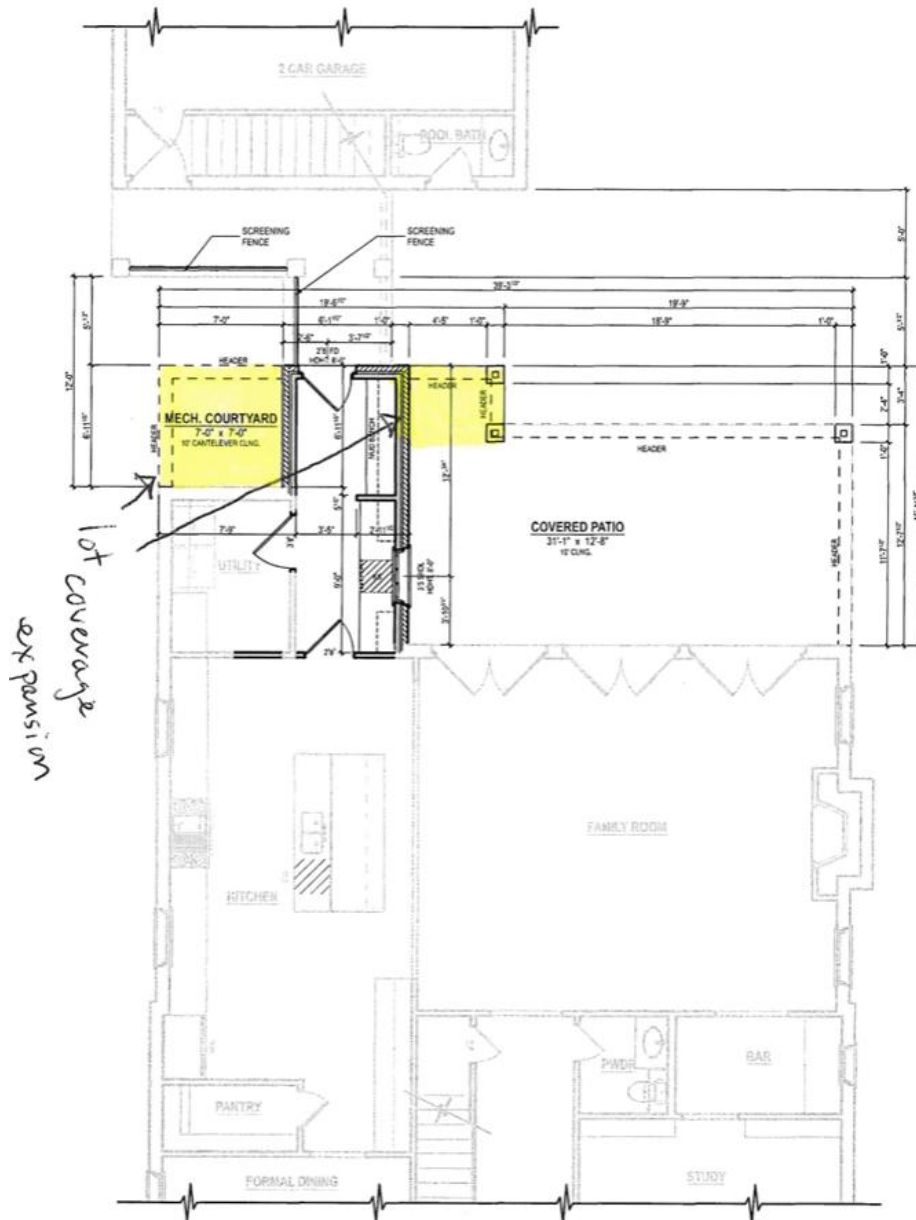
Robert Williams



Town of Highland Park Board of Adjustment

Staff Report

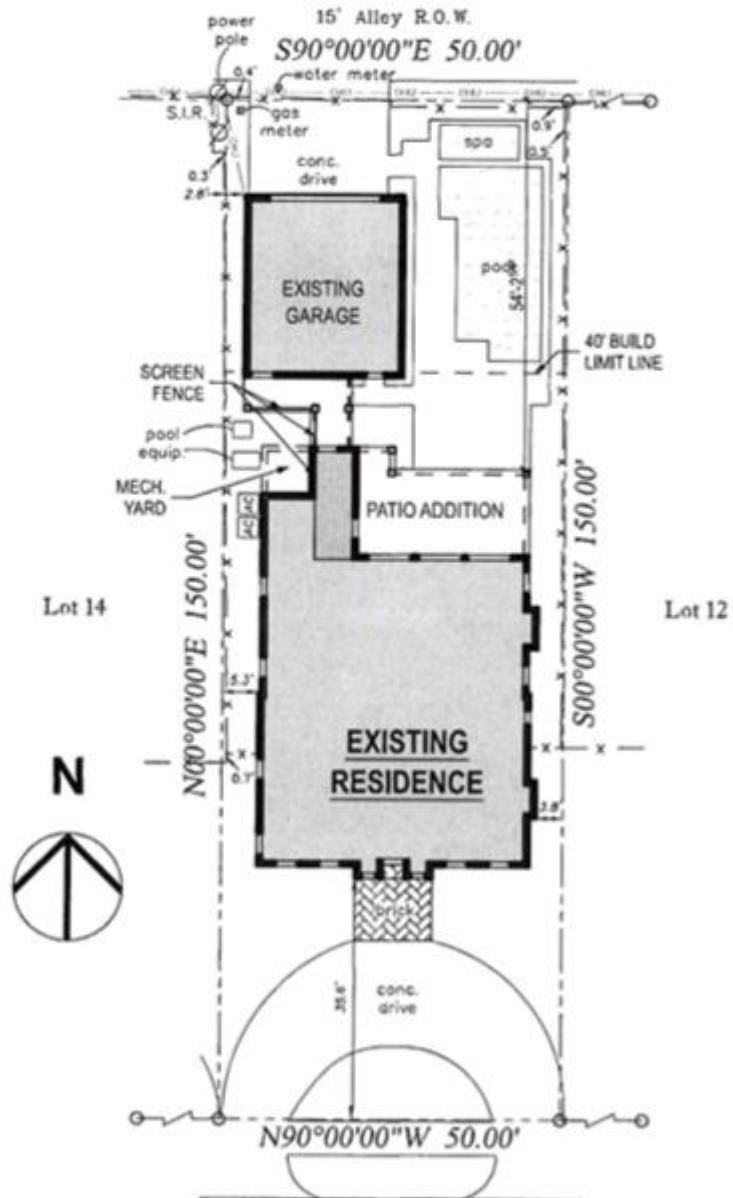
ATTACHMENT 4 – CONSTRUCTION PLANS





Town of Highland Park Board of Adjustment

Staff Report





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 5 – NEARBY PROPERTY OWNER LETTERS

Provided by separate attachment.

6/1/2026

Jeff Armstrong
DIRECTOR OF COMMUNITY DEVELOPMENT
City of Highland Park
4700 Drexel Drive
Highland Park, Texas 75205

Mr. Jeff Armstrong,

I am submitting this letter of support for the board of adjustments application regarding the property located at 3106 Drexel Drive in Dallas, TX. I reside and am the current owner of the property located at 3113 Mockingbird Lane, which is directly north of 3106 Drexel Drive. Robert and Kelly Ann have shared with us their proposed variance request for Section 8-701 to exceed the allowed 40% lot coverage required by approximately 1.8%. We are in support of the proposed variance.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Moorhead". The signature is written in a cursive style with a horizontal line underneath the name.

Robert J. Moorhead

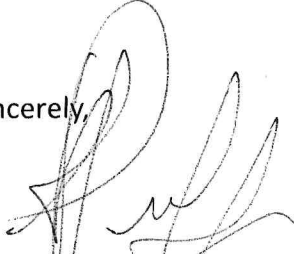
6/1/2026

Jeff Armstrong
DIRECTOR OF COMMUNITY DEVELOPMENT
City of Highland Park
4700 Drexel Drive
Highland Park, Texas 75205

Mr. Jeff Armstrong,

We are submitting this letter of support for the board of adjustments application regarding the property located at 3106 Drexel Drive in Dallas, TX. We reside and are the current owners of the property located at 3108 Drexel Drive, which is next door to 3106 Drexel Drive on the West side. Robert and Kelly Ann have shared with us their proposed variance request for Section 8-701 to exceed the allowed 40% lot coverage required by approximately 1.8%. We are in support of the proposed variance.

Sincerely,



Alberto R. Lopez



Andrea Jacaman

**Town of Highland Park
Board of Adjustment
Wednesday, June 10, 2026**



Item Coversheet

Conduct a public hearing and consider a variance request from Section 8-401 to allow three sections of a new, main structure to exceed the allowed 71 feet 7 inch front yard setback requirement by 7 feet 7 inches, 5 feet 8 inches, and 4 feet 7½ inches on property located at 4700 Lakeside Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

See attached staff report.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Staff Report 4700 Lakeside



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: June 10, 2026

REQUEST: A variance from Section 8-401 to reduce the front setback from 71.7 feet to 63.9 feet.

LOCATION: 4700 Lakeside Dr.

SUMMARY

The applicant proposes demolition of the existing house and construction of a new larger home on the property. Three corners of the proposed house would cross the required front setback by distances of 7 feet 7 inches, 5 feet 8 inches and 4 feet 7 ½ inches. The yellow triangles shown on Attachment 4 represent the areas that would encroach into the front setback. The existing house has a similar corner of the front of the house that currently crosses the required front setback. The existing house is setback 65 feet, 6.7 feet across the required setback.

ORDINANCE

8-401 "In all zoning districts except Planned Development Districts the minimum required front yard shall be the average front setback for the entire block as determined by measuring the setbacks of the main buildings on one side of the street." Along the 4700 block of Lakeside Dr. the average front setback is 71.7 feet.

The subject property is zoned B.

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: Lakeside Dr. curves toward the subject property as it moves south toward Euclid Ave. The result is the south side property line is 34.7 feet shorter than the north side property line. All the homes along Lakeside are oriented to face west, parallel to



Town of Highland Park Board of Adjustment

Staff Report

Lakeside Dr. as if it were a straight street. The portions of the house proposed to cross the front building line are on the southern portion of the front of the house, being the side of the property with the smaller lot depth.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: The property is a corner lot with road curvature in front of it and a large required front setback. The difference in lot depth from one side to the other is substantially greater on this lot than any of the other lots on Lakeside Dr.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: The existing smaller home does not meet that front setback requirement. To build a home of the same or larger size that is fronted along the street consistently with the rest of the block is not reasonably feasible on this lot.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: Staff anticipates no negative effects on the public. The setback encroachments are still more than 63 feet from the front property line.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The majority of the house will meet the required setback. Only three corners of the front of the house would cross the setback line. The existing has a corner that crosses the front setback line. Staff suggests that the front setback will appear and function as it does currently if the new home is built as proposed.

RECOMMENDATION

The request meets the criteria for a variance and staff recommends approval.

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter

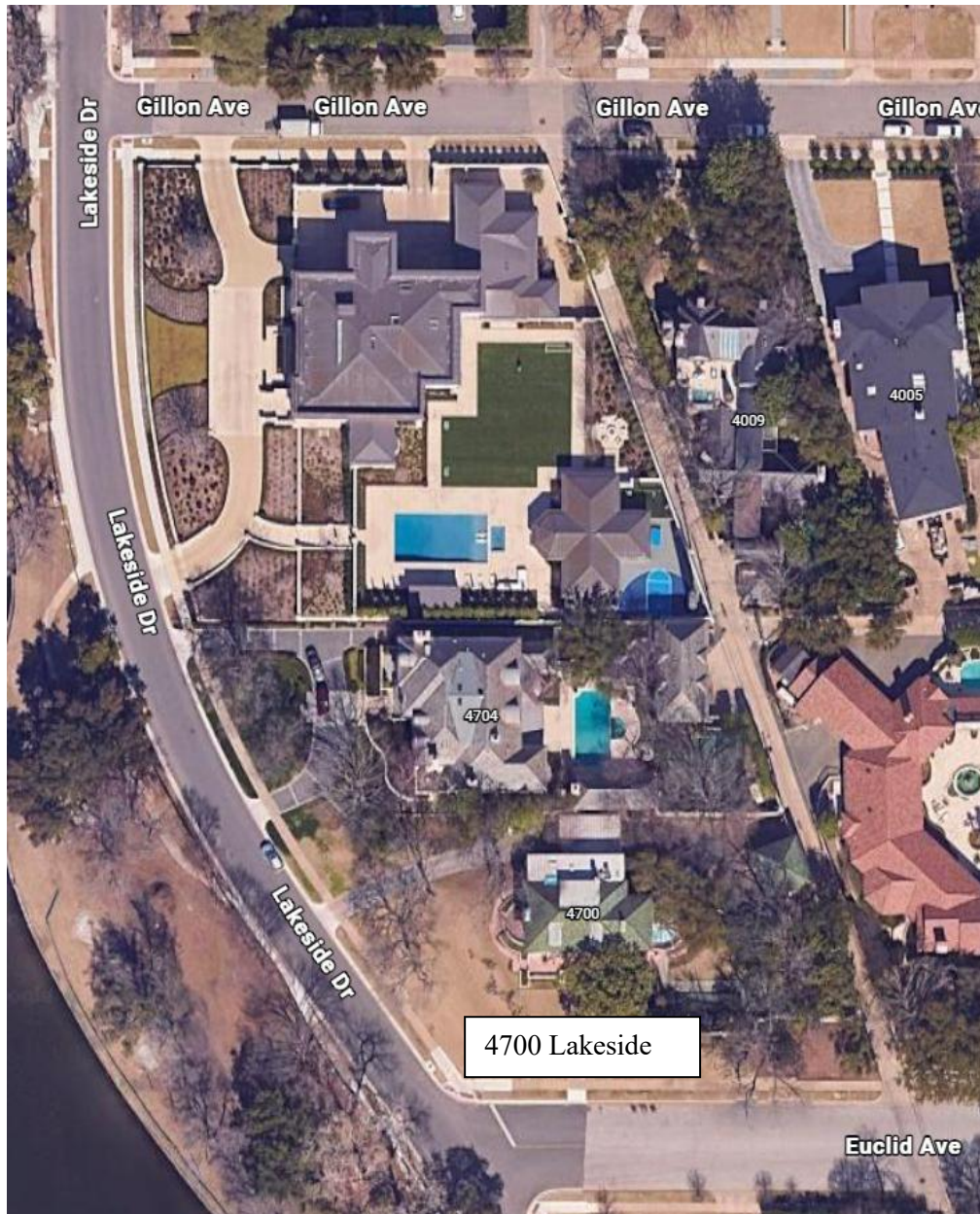


Town of Highland Park Board of Adjustment

Staff Report

- 4. Construction Plan
- 5. Site Photo

ATTACHMENT 1 – AERIAL PHOTO

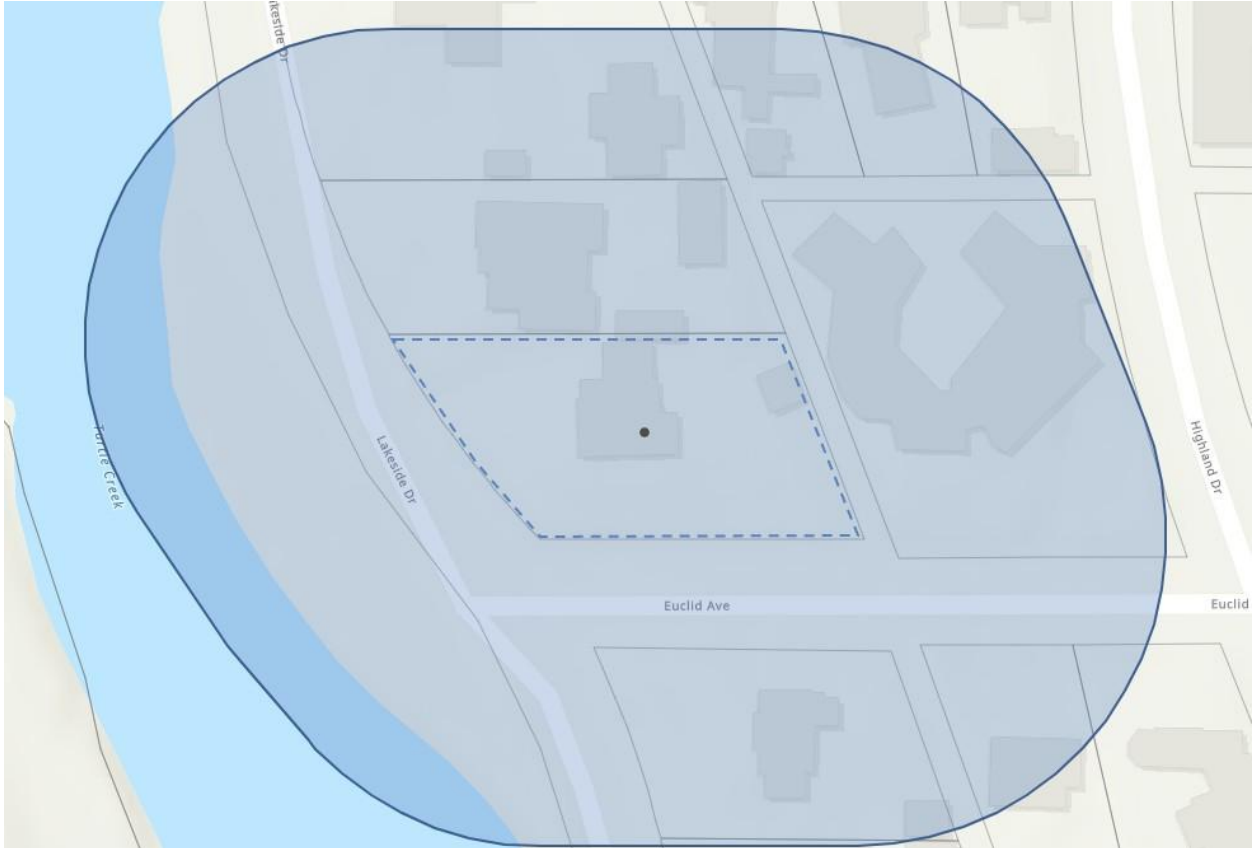




***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Kirk L. Smith
981 County Road 4918
Trenton, TX 75490

May 15, 2026
4700 Lakeside Drive
Highland Park, TX 75205

Dear Madam Chair Furst and Members of the Board of Adjustment,

I am representing the Kress family in connection with a zoning variance request for their recently acquired property located at 4700 Lakeside Drive in the Town of Highland Park. The Kress family has engaged the design expertise of Larry Boerder to design their new residence.

This property presents a number of unique constraints, most notably the acute angle along the front property line. The Zoning Ordinance requires the front setback to run parallel to this angled frontage, which creates a highly restrictive building envelope. In addition, as the southernmost corner lot along the 4700 block of Lakeside Drive, the property has the shallowest lot depth among the three homes on this stretch, particularly along the Euclid-facing side.

The proposed residence has been thoughtfully designed to run parallel to both side property lines in order to maximize the efficient use of the site. However, due to the limited lot depth on the Euclid side, it is not feasible to maintain equal setback depths along both sides without significantly diminishing the usable rear yard. To address this constraint, the architect has developed a front façade that preserves meaningful backyard space while minimizing the overall impact to the required front setback.

As a result, three minor variances are requested at staggered corners along the front of the residence. We are seeking a maximum 7-foot 7-inch front setback variance on the three small triangular portions of the front façade which range in area between 21-to-33-to-57 square feet each. The greatest encroachment into the required 71.7-foot front setback is 7 feet, 7 inches. Importantly, the majority of the home remains set well behind the required setback line, as illustrated in the enclosed site plan.

We have reached out to surrounding neighbors and are hopeful that both the Board and staff will receive supportive feedback regarding this request. The Kress family is committed to constructing a home that will be a thoughtful and complementary addition to the neighborhood and to the adjacent Exall Lake within the Town of Highland Park.

We respectfully request your careful consideration of the unique conditions affecting this property and your approval of the limited front yard setback variance.

Very truly yours,

Kirk Smith
972-951-9106



*Town of Highland Park
Board of Adjustment*

Staff Report

Letter of Hardship – 4700 Lakeside Drive

The property located at 4700 Lakeside Drive presents a unique set of physical constraints due to its irregular shape, limited lot depth, and alignment along a curved street frontage. Notably, this is the only block on Lakeside Drive that directly fronts the lake where the street curvature follows the natural shoreline. As a result, the subject property is impacted by an atypical lot configuration not found elsewhere along the street.

Additionally, this block is comprised of only three residential properties. Among them, 4700 Lakeside Drive is the southernmost corner lot and is distinguished by having both the shallowest lot depth and the most acute angle along its front property line. These conditions significantly limit the ability to develop the property in a manner consistent with standard zoning requirements and comparable neighboring properties.

Due to these unique and inherent site constraints, strict enforcement of the zoning ordinance would create an undue hardship. The requested variance is not the result of self-imposed conditions, but rather arises from the property's original platting and natural relationship to the adjacent roadway and lake.

Given these circumstances, we respectfully submit that the requested variance meets the criteria set forth in Section 17-200(b) of the Zoning Ordinance and warrants favorable consideration by the Board of Adjustment.

Sincerely,

Kirk Smith

cc: The Kress Family & Larry Boerder Architects

enclosure: (1) Partial Zoning Map w-Zone B Highlighted



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 5 – SITE PHOTOS





*Town of Highland Park
Board of Adjustment*

Staff Report

