



**Town of Highland Park, Texas
ZONING COMMISSION MEETING
AGENDA**

4:00 PM
July 22, 2026

4700 Drexel Drive Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. MINUTES

- A. Take action on the minutes of the Zoning Commission meeting held on August 28, 2025.

III. PUBLIC HEARING

- A. Conduct a public hearing and make a recommendation to the Town Council on a request to amend the Planned Development Ordinance 1257 (McCulloch Intermediate/Highland Park Middle School) to install shade structures.
- B. Receive an update and discuss the Zoning Ordinance rewrite.

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.



**Town of Highland Park
Zoning Commission
Wednesday, July 22, 2026**

Item Coversheet

**Take action on the minutes of the Zoning Commission meeting held
on August 28, 2025.**

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

RECOMMENDATION

Approval

ATTACHMENTS

2025-08-28 Minutes

MINUTES OF A MEETING OF THE ZONING COMMISSION OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205 ON THURSDAY, AUGUST 28, 2025, AT 4:00 P.M. TO REVIEW AND DISCUSS A PRESENTATION FROM KENDIG KEAST COLLABORATIVE THAT WILL PROVIDE AN INTRODUCTION TO THE ZONING ORDINANCE RE-WRITE.

Present at the meeting were Chair Margaret Keliher, Commissioners Brian Ficke, Ralph Perry-Miller, Mike Tibbals, and Jordan Wallace.

I. CALL TO ORDER

Chair Keliher called the meeting to order at 4:02 P.M.

II. MINUTES

Commissioner Wallace created a motion, seconded by Commissioner Tibbals, to approve May 16, 2025 Minutes. The motion passed by unanimous vote.

Commissioner Wallace created a motion, seconded by Commissioner Tibbals, to approve January 23, 2025 Minutes. The motion passed by unanimous vote.

III. PUBLIC HEARINGS

A. Receive and discuss a presentation from Kendig Keast Collaborative that will provide an introduction of the Zoning Ordinance re-write.

Jeff Armstrong, Community Development Director, introduced Brian Mabry and Marya Morris of Kendig Keast Collaborative, the Town's third-party consultant retained to assist with the comprehensive rewrite of the Zoning Ordinance.

Before the consultant presentation, Mr. Armstrong explained that the current Zoning Ordinance was adopted in 1965 and is no longer reflective of current planning and development practices. He stated that the primary objectives of the rewrite are to modernize, simplify, and reorganize the Ordinance, as well as incorporate additional graphic illustrations to improve clarity and usability.

Kendig Keast Collaborative thanked Town staff and began their presentation.

IV. ADJOURNMENT

Chair Keliher adjourned the meeting at 5:00 P.M.

Approved on this _____ day of _____ 2026.

APPROVED:

Ralph Perry-Miller
Chair

ATTEST:

Serena Palomino
Permit Technician



**Town of Highland Park
Zoning Commission
Wednesday, July 22, 2026**

Item Coversheet

Conduct a public hearing and make a recommendation to the Town Council on a request to amend the Planned Development Ordinance 1257 (McCulloch Intermediate/Highland Park Middle School) to install shade structures.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The staff report and related maps and documents are attached.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Staff Report HP Middle School PD Amendment Shade Structure



Town of Highland Park Zoning Commission

Staff Report

MEETING DATE: July 22, 2026

REQUEST: Amend Planned Development Ordinance No. 1257 to update the concept plan to allow a shade structure.

LOCATION: 3520 Normandy Ave. (McCulloch Intermediate/Highland Park Middle School)

SUMMARY

In the summer of 2025, the Highland Park Independent School District completed improvements to the athletic facilities at the Highland Park Middle School campus following an amendment to the Planned Development (PD) district ordinance updating concept plan. This amendment was recommended for approval by the Zoning Commission and subsequently approved by the Town Council. The athletic facilities are located at the southern portion of the campus.

This new request to amend the PD concept plan is to allow construction of a shade structure along the north side of the track in the eastern portion of the property (see Attachment 3, Proposed Concept Plan). The proposed 1,440 square-foot shade structure would be comprised of steel framing with a fabric over.

The campus is located partially in both the City of University Park and the Town of Highland Park. All proposed improvements would be in Highland Park. By interlocal agreement, the City of University Park issues permits and performs inspections on the entire middle school property, including the areas in Highland Park. However, any development in Highland Park must comply with the Town's zoning. The portion of the campus located in Highland Park is zoned Planned Development (PD) Ordinance No. 1257.

SURROUNDING ZONING (SEE ATTACHMENT 2)

Subject Property: PD – Planned Development (Ordinance No. 1257 and amendments)
North and East: Properties are in University Park
West: D and E – One-family Residence
South: G – Multifamily Residence



Town of Highland Park Zoning Commission

Staff Report

ANALYSIS

The property was zoned PD for the middle school in 1993. Numerous amendments to the original PD ordinance have been approved since that time. In 1997, the PD was amended to locate athletic fields at the southern end of the property. A concept plan showing the athletic field area, was approved in 2017 and amended again in 2025.

The proposed amendment is consistent with the intent and use of this portion of the property. It is staff's opinion that there will not be any negative impacts on the area as a result of this request. Except for the addition of the shade structure, there are no proposed changes to the existing concept plan or PD ordinance.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. Aerial Map
2. Zoning Map
3. Proposed Concept Plan
4. Shade Structure Details
5. Written Notification Area Map



Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 1 – AERIAL MAP

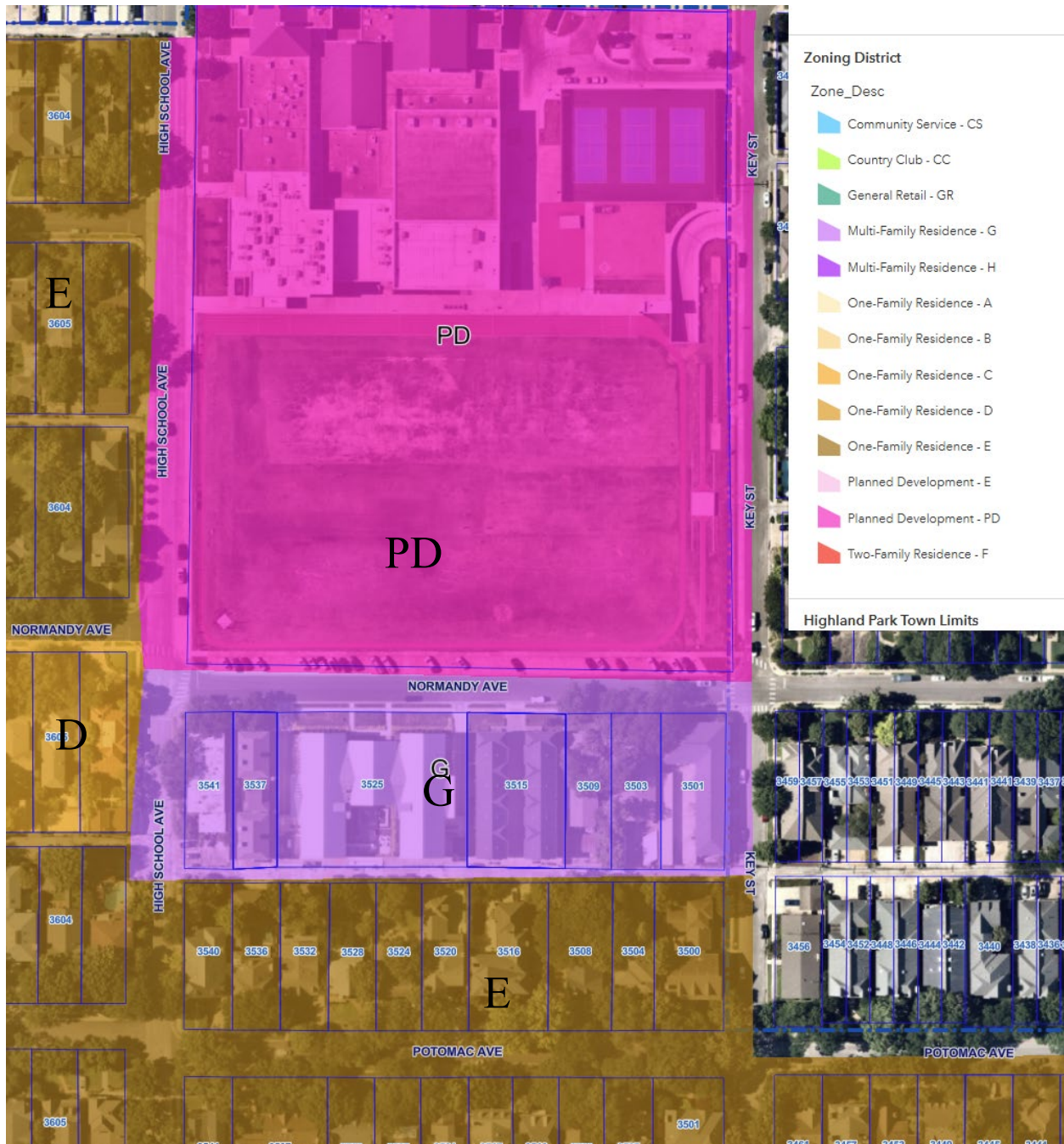




Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 2 – ZONING MAP

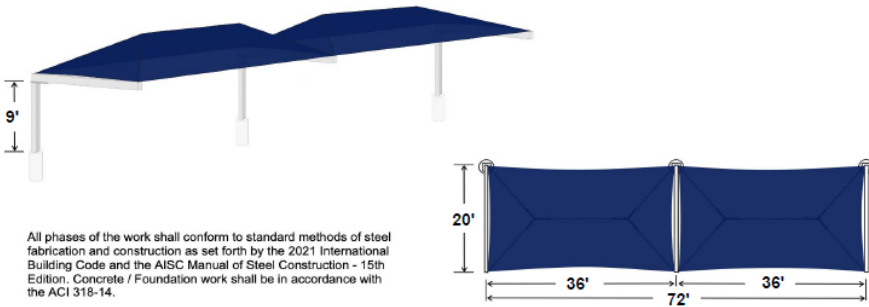
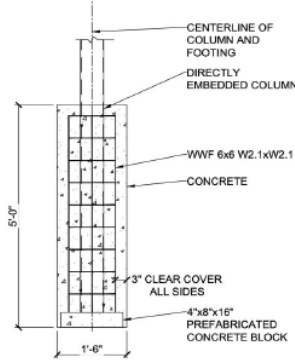




Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 4 SHADE STRUCTURE DETAILS

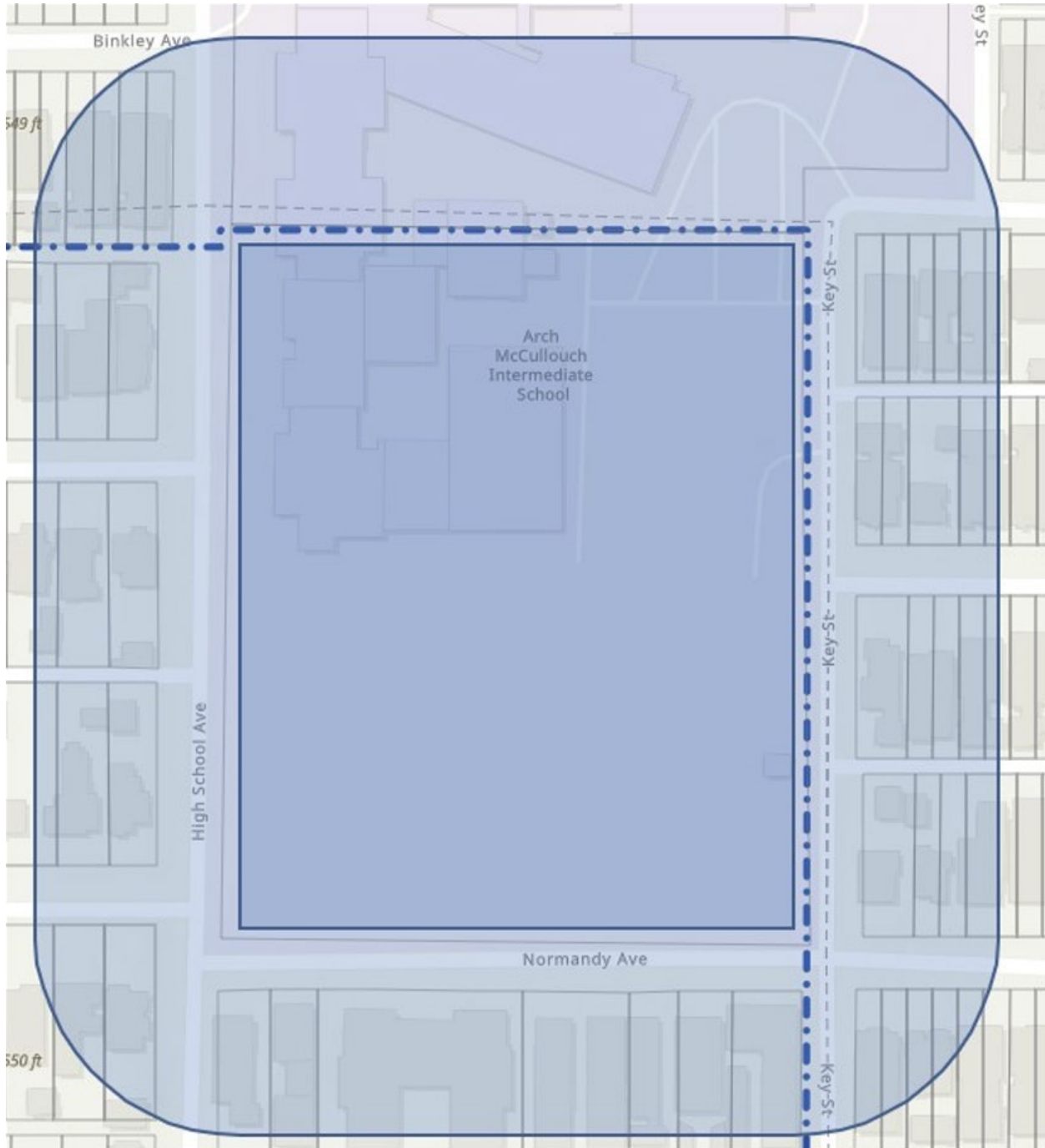
 All phases of the work shall conform to standard methods of steel fabrication and construction as set forth by the 2021 International Building Code and the AISC Manual of Steel Construction - 15th Edition. Concrete / Foundation work shall be in accordance with the ACI 318-14. Structural steel shall be cold-formed structural quality steel, welded or seamless, complying with ASTM A-500, Grade B & ASTM-A36. Columns 6" x 6" x 1/4" A500 Gr B Tubing Beams 4" x 6" x 3/16" A500 Gr B Tubing Upper Structure Hoops 2-7/8" Sch 40 Round Pipe Center Hip Ridge 3" Sch 40 Pipe Columns & Beam Horizontal Flange to Flange 10" x 30" x 1/2" Plate Connections w/ 10" Gusset (8) 5/8" Bolts, Nuts, Lock Washers & (16) Flat Washers (top & bottom) All Plate to be 1/2" for Connections and End Caps. Columns shall be embedded per detail in reinforced concrete. All field connections shall be bolted in accordance with ASTM Structural Specification for Bolted Connections. No welding shall be done in the field. 100% High-density polyethylene woven architectural fabric membrane canopy Commercial 95 by Gale Pacific. Tested to ASTM E-8400 meeting Class A requirements and NFPA 701-99 method 2. Sewn with Gore/Tenara thread. Tensioned w/ 1/4" dia. galvanized 7x19 stranded perimeter cable minimum tensile strength of 7,000lbs. Powder Coated or Industrial coated steel finish, providing excellent chemical, corrosion, and abrasion resistance complying with requirements of UL 1332, Organic Coating for Steel Enclosures for Outdoor Use Electrical Equipment - Component. 	Interlocking Cantilever - Hip Project: Highland Park Middle School 3555 Granada Ave. Dallas, TX 75205  ShadePro LLC 8600 FM 306 New Braunfels TX 78132 Ph 210-851-1041 Email: Information@ShadePro.com
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Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 5 – WRITTEN NOTIFICATION AREA MAP





**Town of Highland Park
Zoning Commission
Wednesday, July 22, 2026**

Item Coversheet

Receive an update and discuss the Zoning Ordinance rewrite.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The Town engaged the services of consultant Kendig Keast Collaborative in the summer of 2025 to assist with rewriting the Zoning Ordinance. Since that time, the Zoning Commission has had opportunities to hear about progress and provide input on the draft ordinance. This meeting is to provide the Commission with an update on the current status of the rewrite and to receive comments from the Commission. No action will be taken at this meeting.

Later this summer or early in the fall, the Commission will hold a public hearing on the proposed Zoning Ordinance and make a recommendation to the Town Council.

RECOMMENDATION

ATTACHMENTS

None