



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

4:00 PM
August 26, 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 July 22, 2026.

III. PUBLIC HEARING

- A. Conduct a public hearing to receive public comments and make a recommendation to the Town Council on a request to rezone property from Community Services (CS) and Single-family Residence (E) to Planned Development (PD) to allow for future site improvements on property located at 4200 Oak Lawn Ave (Shops of Highland Park).

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, August 26, 2026**

Item Coversheet

**Take action on the minutes of the Zoning Commission meeting held
on July 22, 2026.**

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

2026-07-22 Minutes - Draft

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 WEDNESDAY, JULY 22, 2026, AT 4:00 P.M.

Present at the meeting were Chair Ralph Perry-Miller, Commissioners Shiela Holmes, and Mary Marynick.

I. CALL TO ORDER

Chair Perry-Miller called the meeting to order at 4:02 P.M.

II. MINUTES

Commissioner Holmes created a motion, seconded by Commissioner Marynick, to approve the August 28, 2025 Minutes. The motion passed by unanimous vote.

III. PUBLIC HEARINGS

- A. Make a recommendation to the Town Council on a request to amend the Planned Development 1257 (McCulloch Intermediate/Highland Park Middle School) to install shade structures.*

Jeff Armstrong, Community Development Director, presented and explained the Town's Zoning Map, site plan, proposed shade structure, elevation details, 200' buffer notification, and staff's recommendation of approval.

There were no letters in support of this request received by the Town.

There were no letters in opposition of this request received by the Town.

In response to a question raised by Chair Perry-Miller, Mr. Armstrong replied that the proposed shade structures would not be impacted by high winds due to the concrete footings. He further explained that the applicant can explain the mechanisms for removing the structures should they choose to do so in the future. He assured that this type of proposal requires a permit submittal, will undergo plan review and inspections.

With no further questions for staff, Chair Perry-Miller opened the public hearing for those who wish to speak in favor or opposition of this request at 4:09 P.M. With no one to speak, Chair Perry-Miller closed the public hearing at 4:09 P.M.

MOTION

Commissioner Holmes created a motion to approve, seconded by Commissioner Marynick, to approve this request. The motion passed by unanimous vote.

- B. Receive an update and discuss the Zoning Ordinance rewrite.*

Jeff Armstrong, Community Development Director, provided a presentation and explained a status update on the Zoning Ordinance rewrite.

No action was taken by the Zoning Commission.

IV. ADJOURNMENT

Chair Perry-Miller adjourned the meeting at 5:09 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, August 26, 2026**



Item Coversheet

Conduct a public hearing to receive public comments and make a recommendation to the Town Council on a request to rezone property from Community Services (CS) and Single-family Residence (E) to Planned Development (PD) to allow for future site improvements on property located at 4200 Oak Lawn Ave (Shops of Highland Park).

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The staff report is attached.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Zoning Commission Staff Report PD Shops of Highland Park



Town of Highland Park Zoning Commission

Staff Report

MEETING DATE: August 26, 2026

REQUEST: Rezone property from Community Service (CS) District and One-family Residence (E) District to Planned Development (PD) District.

LOCATION: 4200 Oak Lawn Ave. (Shops of Highland Park)

SUMMARY

Ownership of the Shops of Highland Park property have applied to rezone the property from the current Community Service (CS) and One-family Residence (E) districts to Planned Development (PD). The PD would have the Community Service district as its underlying zoning. The CS district is currently on roughly the front two-thirds of the property and is the location of the shopping structure and some of the parking spaces. The E district is located on the rear approximately one-third of the property. The Town Council approved a Specific Use Permit to allow parking for the shopping center in the portion zoned E. The proposed request would rezone all the property to PD with underlying zoning of CS, which means the CS district standards would apply except where the PD specifies other standards. This PD would allow any future development of the property in compliance with CS standards and/or the PD ordinance without amending the PD.

The intent of the request is to allow flexibility primarily with landscaping and parking on the site. The applicant would like to include significantly more landscaping, which would result in the loss of some parking spaces. Additional landscaping is proposed along the wall at the rear of the property, at the vehicular entrances, and in newly proposed parking lot landscape islands. Currently, there are no plans for construction of any new buildings or any additions to the existing building.

SURROUNDING ZONING (SEE ATTACHMENT 2)

Subject Property: CS, Community Services and E, One-family Residence
North and East: B, One-family Residence
West and South – City of Dallas



Town of Highland Park Zoning Commission

Staff Report

ANALYSIS

The proposed PD ordinance (Attachment 6) includes several development standards, some are the same as currently required in the CS district, such as the two-story height limit and 40% lot coverage. Proposed requirements of the PD that are different from the CS district include:

- Parking requirements are altered to allow some spaces to be converted to landscape areas or to create space for locating electric transformer boxes that would be required with burial of utility lines.
- Increase the rear setback from 10 feet to 60. This is essentially the depth of the current E district and would prohibit any buildings in that area except for underground parking.
- Allows for specifically designated remote parking to count toward the parking requirement and allows an option to utilize a shared parking model for required parking.
- Requires an opaque fence or wall along the rear property line that is 8 to 10 feet in height. Although a wall exists, no fence or wall is currently required. The proposed PD would ensure an opaque fence or wall will always be on site along the rear property line.

A more complete summary comparing what is currently allowed and proposed changes is included in Attachment 7.

The applicant has significant flexibility with the current zoning. The proposed PD is designed to maintain many of the existing development rights the applicant has, while providing flexibility in landscaping and parking to allow for significant aesthetic improvements to the property. As is typical with planned development districts, some regulations are more restrictive than the standard zoning requirements while others are less restrictive. Overall, it is staff's opinion that the potential impacts of any future development under the proposed ordinance are less than the potential impacts of development under the zoning currently in place.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. Aerial Map
2. Zoning Map
3. Site Plan
4. Before and After Renderings
5. Written Notification Area Map
6. Draft PD Ordinance Text
7. Ordinance Comparison Summary



Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 1 – AERIAL MAP

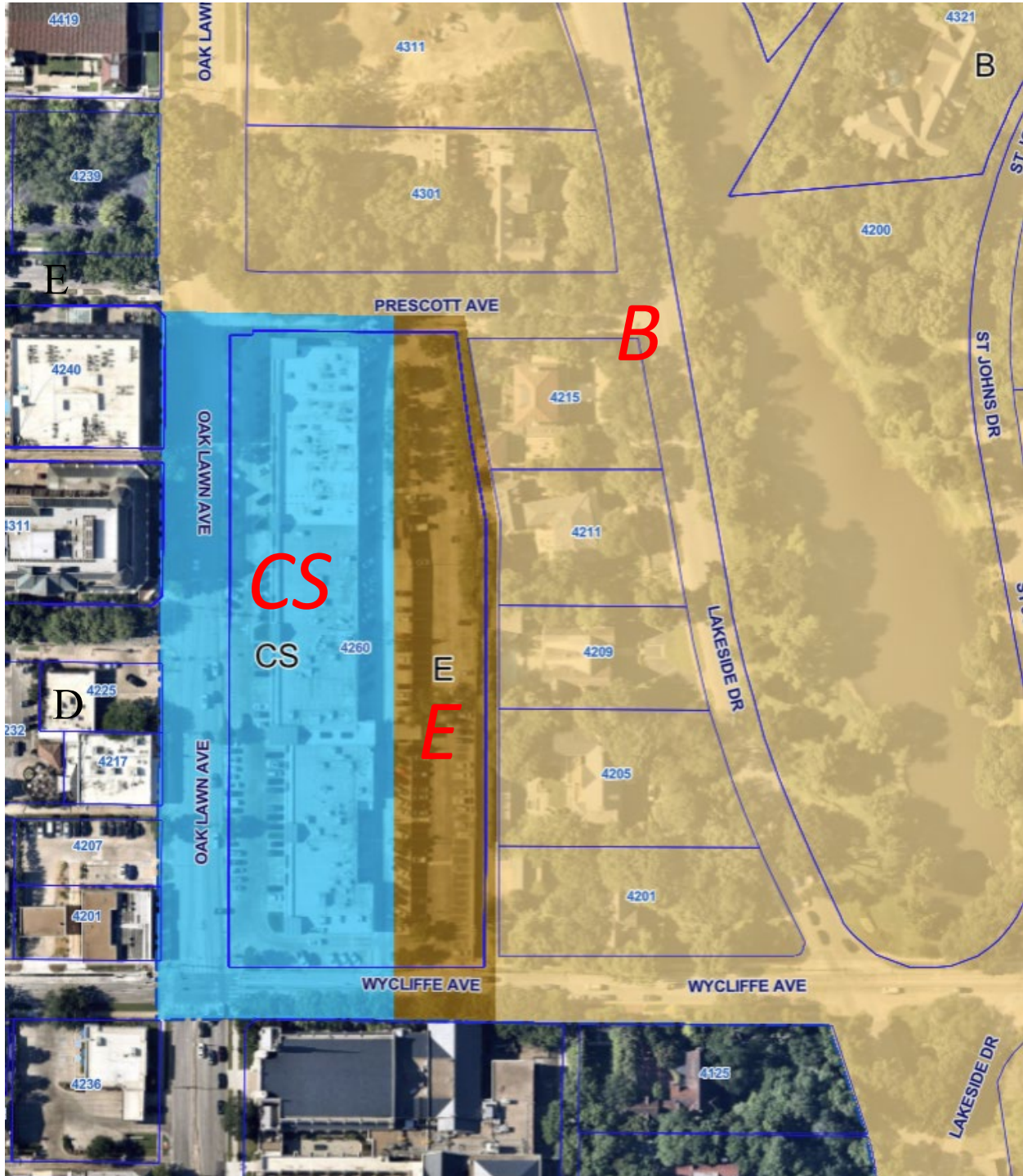




Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 2 – ZONING MAP

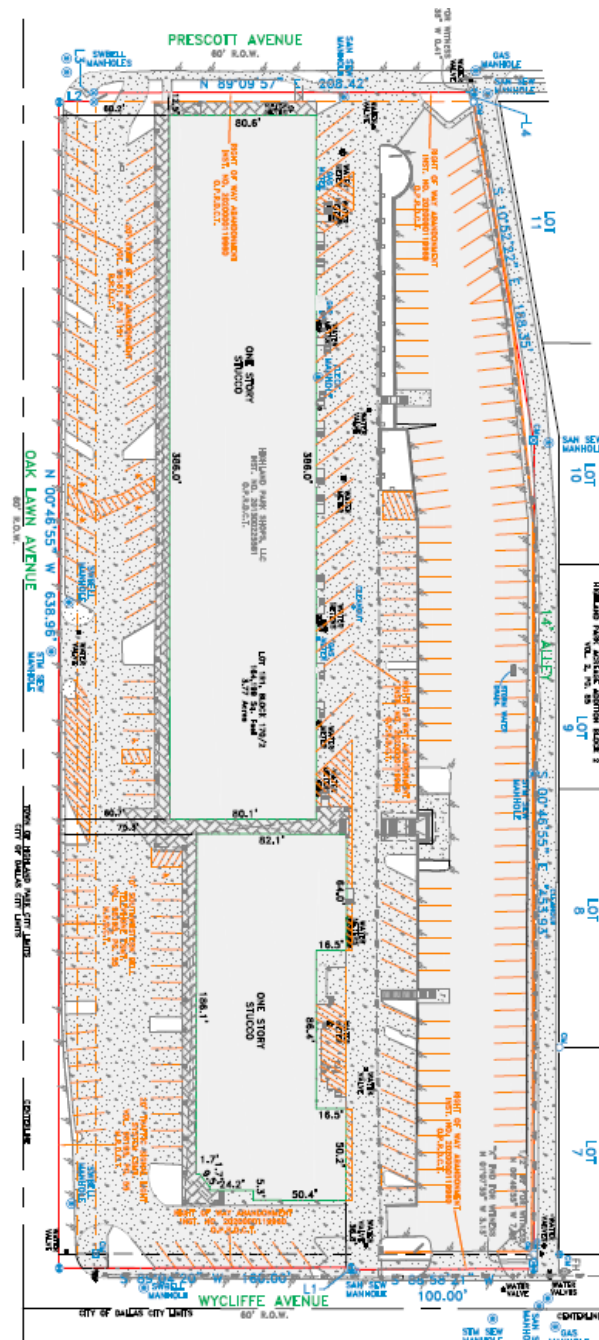




Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 3 – SITE PLAN





Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 4 BEFORE AND AFTER RENDERINGS





Town of Highland Park Zoning Commission

Staff Report





Town of Highland Park Zoning Commission

Staff Report

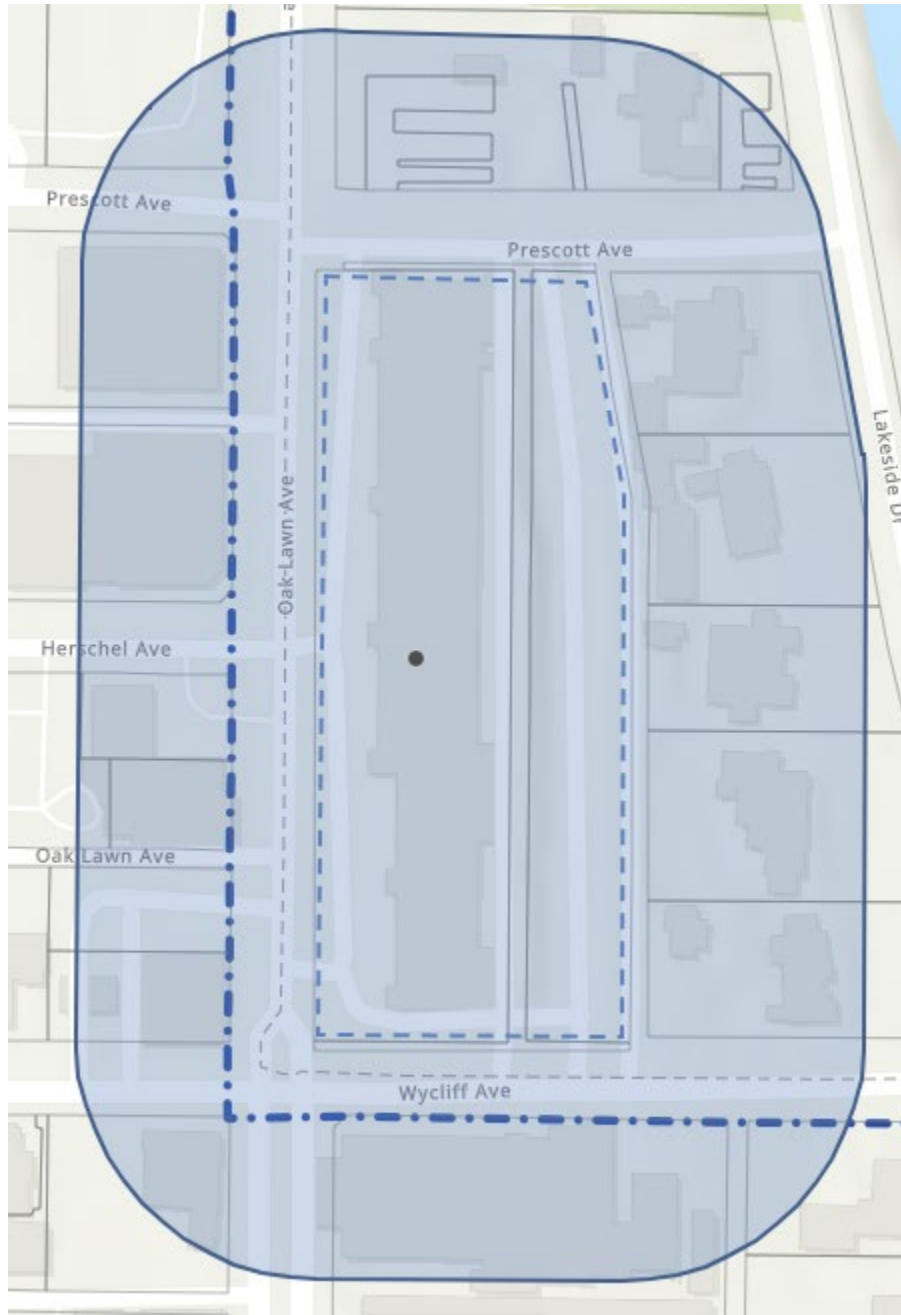




Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 5 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 6 – DRAFT PD ORDINANCE TEXT

SHOPS OF HIGHLAND PARK

Draft PD Conditions

1. General.

- a. Except as otherwise provided herein, the rules and regulations of the Community Service District (CS), as applicable on August 26, 2026, shall apply in this Planned Development (PD) district.
- b. An amendment to the comprehensive site plan of the development shall not be required, unless the request does not comply with the CS District or this PD ordinance.
- c. For purposes of this district, height and grade shall be governed by Section 22-100(34)(a) of the Town of Highland Park Zoning Ordinance.

2. Area Regulations.

- a. Front, side, and rear yard setbacks. The front, side, and rear yard setback requirements are as follows:
 - i. Front yard. Minimum front yard is 20 feet.
 - ii. Side yard. Minimum side yard is 5 feet.
 - iii. Rear yard. Minimum rear yard is 60 feet. Surface parking areas, below-grade parking structures, screening, guardrails, handrails, stairs, fences, and similar features shall be permitted within the rear yard.
- b. Lot coverage. The lot coverage regulations are as follows:
 - i. Maximum lot coverage shall be 40 percent.
 - ii. Surface parking areas, and below-grade parking structures shall be excluded from lot coverage computation.
- c. Floor area ratio. The floor area ratio regulations are as follows:
 - i. Maximum floor area ratio is 1:1.
 - ii. Basements, cellars, storage and mechanical areas, areas that are not accessible during normal business hours, below-grade parking structures, surface parking



Town of Highland Park Zoning Commission

Staff Report

areas, and non-occupiable floor space shall be excluded from the floor area computation.

- iii. Mezzanines existing on August 26, 2026, shall be excluded from the floor area computation.

d. Height. The height regulations are as follows:

- i. Except as provided herein, the maximum height of buildings and structures shall be limited to two stories, not to exceed 40 feet in height, unless otherwise approved by the Town Council.
- ii. Architectural or ornamental features such as cupolas, domes, spires, parapet walls, screening, and elevator bulkheads may extend an additional 10 feet above the maximum structure height.

3. Off-Street Parking Regulations.

a. Minimum required parking. The minimum number of required off-street parking spaces shall be as follows:

- i. Offices, general. Three spaces per one thousand (1,000) square feet of floor area.
- ii. Retail or personal service. One space per two hundred and fifty (250) square feet of floor area.
- iii. Food and Beverage. 8.75 spaces per 1000 square feet of floor area.
- iv. Other. Parking for all other uses shall comply with the Community Service District (CS) regulations.

b. Remote parking. Required off-street parking for uses within this district may be provided remotely, provided that:

- i. The remote parking is located within 600 feet walking distance from the property included in this Planned Development; and
- ii. Off-street parking for nonresidential use is otherwise permitted on the remote lot.

c. Alternative Parking Requirement.

- i. Shared Parking Model. The property owner may choose to utilize a shared parking calculation as provided for in the Town of Highland Park Zoning Ordinance and using the parking ratios as found in 3.a above.
- ii. Parking study. The number of off-street parking spaces required in this district may be reduced by any amount, subject to the Town Administrator's approval of a parking demand study.



Town of Highland Park Zoning Commission

Staff Report

d. Exterior lighting. Exterior lighting is permitted in parking areas, provided the lighting is shielded or oriented so that illumination is diverted away from adjacent residential districts.

4. **Signs.** Signs shall comply with the provisions of the Community Service District.

5. **Fences.**

- a. An opaque fence or wall with a minimum height of eight feet and a maximum height of 10 feet shall be provided along the rear property line.
- b. Fences in any other location in this district shall comply with the provisions of the Community Service District.

6. **Permitted Uses.**

All uses permitted in the Community Service district shall be permitted in this Planned Development district except the following uses shall be prohibited:

- a. All Residential Uses
- b. Electrical Substation
- c. Gasoline Service Station



Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 7 – ORDINANCE COMPARISON SUMMARY

Regulation	Currently Allowed in CS	Change in PD
Side Setbacks	10 feet	5 feet
Rear Setback	10 feet	60 feet
Maximum Floor-area-ratio	1 to 2	1 to 1
Height	2-stories; 30 feet	2-stories; 40 feet
Parking Ratios	Office: 1/300 sq ft	3/1000 sq ft
	Retail: 1/200 sq ft	1/250 sq ft
	1/4 seats	8.75/1000 sq ft
	All others: Current req	No Change
Remote Parking	Not addressed	Allowed with limitations
Alternative Parking Requirement	Not addressed	Allows Shared Parking Model or Study
Exterior Lighting	No restrictions	Requires shielding and direction
Fence Along Rear Property Line	Not required	Requires solid wall or fence
Permitted Uses in CS Portion	All CS uses	Prohibits Residential, Electric Substations and Gasoline Stations
Permitted Uses in E Portion	Commercial Parking and Single-family homes	Parking only due to 60 rear setback requirement
All Other Requirements	Per the CS district	Per the CS district