



Town of Highland Park, Texas
BOARD OF ADJUSTMENT MEETING
AGENDA

8:30 AM
September 9, 2026

4700 Drexel Drive Dallas, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. MINUTES

- A. Take action on the Board of Adjustment Minutes held on June 10, 2026.

III. PUBLIC HEARING

- A. Conduct a public hearing to allow a 5.5 foot variance from the required 10-foot side yard setback requirement, resulting in a setback of 4.5 feet for a proposed new house on property located at 3635 Beverly Drive.
- B. Conduct a public hearing and consider a variance from Section 8-601 and Section 8-701 of the Zoning Ordinance to allow 1. a 1-foot variance from the required 25-foot maximum height requirement in the rear 40 feet of the lot, resulting in a height of 26 feet for a remodel of a detached garage, and 2. A 5% variance from the maximum 40% lot coverage requirement, resulting in a total lot coverage of 45% on property located at 3203 St. John's Drive.
- C. Conduct a public hearing and consider a variance from Section 12-101(3) of the Zoning Ordinance to allow an 8 foot 3 inch variance from the required 10 foot separation requirement between a primary structure and an accessory building, resulting in a separation of 1 foot 7 inches on property located at 3205 Mockingbird Lane.
- D. Conduct a public hearing and consider a variance from Section 8-701 of the Zoning Ordinance to allow a 1.5% variance from the maximum 40% lot coverage requirement, resulting in a total lot coverage of 41.5% on property located at 3514 Lindenwood Avenue.
- E. Conduct a public hearing and consider a variance from Section 12-101(2)(b) of the Zoning Ordinance to allow a 6.5 foot side yard setback variance from the required 10 foot side yard setback, resulting in a setback of 3.5 feet for an accessory building on property located at 5501 Golf Drive.
- F. Conduct a public hearing and consider a variance from Section 13-101 of the Zoning Ordinance to allow two multifamily buildings on property located at 4501 Westway Avenue.

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, September 9, 2026**

Item Coversheet

**Take action on the Board of Adjustment Minutes held on June 10,
2026.**

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

RECOMMENDATION

Approval

ATTACHMENTS

2026-06-10 BOA Minutes - Draft

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, JUNE 10, 2026.

Present at the meeting were Chair Stacey Hunsicker, Board Member Nancy Rogers, Alternate Member Louis Morrison, and Alternate Member Sam Dalton. Absent from the meeting was Board Member Robert McCulloch, Board Member Joan Clark, and Board Member Jim Yoder.

I. CALL TO ORDER

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

II. MINUTES

Alternate Member Morrison created a motion, seconded by Board Member Rogers, to approve the May 13, 2026 Minutes. The motion passed by unanimous vote.

III. PUBLIC HEARINGS

- 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.*

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 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.

In response to a question raised by Alternate Member Morrison, Mr. Armstrong confirmed that there is an existing patio attached to the main structure. Mr. Armstrong confirmed the proposed additions meet current setback requirements.

In response to a question raised by Board Member Rogers, Mr. Armstrong clarified that the mechanical equipment cover is a second-floor cantilever.

Chair Hunsicker requested that the applicant present their case.

Robert Williams, 3106 Drexel Drive, explained the need for expansion due to family growth. Mr. Williams clarified that the existing "patio" was a pergola that was later covered. The existing breezeway (connecting residence to garage) contributes to the current lot coverage; however, removal would be necessary if variance is denied. The existing garage is non-compliant, as it sits too close to the property line. Mr. Williams noted the neighbor's provided letters of approval. Furthermore, previous cases have been approved due to pre-existing conditions (e.g., 4902 Abbott Avenue, 41.5% approval in March of 2026).

Chair Hunsicker thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 8:49 A.M.

With no one to speak in favor, Chair Hunsicker opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Hunsicker closed the public hearing at 8:49 A.M.

Chair Hunsicker expressed that there is no hardship determined.

MOTION

Alternate Member Morrison created a motion, seconded by Board Member Rogers, to deny this request. The motion passed by unanimous vote.

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.

Jeff Armstrong, Director of Community Development, provided an overview of the variance request, displaying the 200' notification buffer, site plan, variance criteria, and site photos. Staff recommended approval.

There were one (1) letter in support of this request received by the Town.
There were no letters in opposition of this request received by the Town.

Chair Hunsicker requested that the applicant present their case.

Kirk Smith, applicant representative, explained that the property resides in Zoning District B, where most properties are orientated toward the West. This orientation creates an acute angle of property lines which reduces buildable area. Mr. Smith explained the discrepancy in the front yard setback measurement where the original 1977 measurement (65 ft.) used by a tape measure on a 10 ft. elevation difference, leading to a 1 ft. difference from the current Survey (64 ft.). The site plan with the proposed setback was displayed. The current structure has a corner protruding 7 ft 8 inches into the setback. The proposed design for that same corner is 7 ft 7 inches (1 inch further back than existing). Renderings were displayed showing no visual impact to the community. The proposed structure's main façade will be set back further than the current structure. Maintaining the house in its existing location will help mitigate potential flood plain issues. In summary, the request is to not be any closer to the street than the current house, for three small portions.

Chair Hunsicker thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 9:14 A.M.

With no one to speak in favor, Chair Hunsicker opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Hunsicker closed the public hearing at 9:15 A.M.

Chair Hunsicker expressed that the property hardship is clear and has no issues with the proposed requests.

Alternate Member Dalton expresses that all variance criteria are met, according to the staff report. Furthermore, supports the fact that neighbors are in support of this request.

MOTION

Alternate Member Dalton created a motion, seconded by Alternate Member Morrison, to approve the variance request. The motion passed by unanimous vote.

IV. ADJOURNMENT

Chair Hunsicker adjourned the meeting at 9:18 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, September 9, 2026**

Item Coversheet

Conduct a public hearing to allow a 5.5 foot variance from the required 10-foot side yard setback requirement, resulting in a setback of 4.5 feet for a proposed new house on property located at 3635 Beverly Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

See attachments

RECOMMENDATION

Request meets the criteria. Staff recommends approval.

ATTACHMENTS

Staff Report 3635 Beverly



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 9, 2026

REQUEST: A variance from Section 8-501 to reduce the minimum side yard setback along the Drexel Dr. side from 10 feet to 4.5 feet for construction of a new house.

LOCATION: 3635 Beverly Dr.

SUMMARY

The applicant is in the process of demolishing the home on the subject property and plans to construct a new house. Most of the new house would meet the 10-foot setback from the Drexel Dr. side property line. However, one corner of the house would encroach 5.5 feet into the setback.

The recently demolished house was only 2.8 feet from the side property line adjacent to the neighbor on the west, which is well inside the required setback. A portion of the home also encroached into the front setback. An accessory building in the year yard, which is also being demolished, not only encroached into the side setback, but it also crossed the property line into the neighboring property. With the new construction all the existing setback encroachments would be eliminated.

ORDINANCE

8-501(5) "...On lots which were official lots of record prior to the effective date of this ordinance the minimum required side yard adjacent to a side street shall comply with the minimum required side yard for the respective districts as specified in 8-501, "Minimum and Maximum Required Side Yard Schedule." ..."

In this case the side setback requirement is 10 feet.

The subject property is zoned C.

ANALYSIS



Town of Highland Park Board of Adjustment

Staff Report

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: The lot is essentially triangular shaped with no rear lot line. The lot narrows from front to back ending at a point of a triangle at the rear.

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

Analysis: There are a very small number of triangular shaped lots in Highland Park. This triangular shape makes meeting both side setback requirements difficult as is evidenced by the fact that the previously existing house did not meet the side setback on the west side of the lot.

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

Analysis: Constructing a home the size and nature typical of Highland Park and along Beverley Dr. is not reasonably possible within the existing side setback requirements. The front setback requirement is 72.5 feet which pushes the house well back into the narrowing portion of the property. Maintaining the front setback for consistency along Beverly is preferable to a variance request to reduce the front setback to comply with the side setback resulting in having one house well in front of other houses along Beverly.

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

Analysis: Staff anticipates no negative effects on public interest. Though the variance would place a building closer to the side street, visibility would be maintained along the public streets, sidewalks, and from driveways in the area.

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

Analysis: Only a small corner of the proposed house would encroach into the side setback. Staff's opinion is encroaching into the Drexel side setback is preferable to the existing situation of encroaching on the setback adjacent to the next door neighbor or encroaching into the front setback.



Town of Highland Park Board of Adjustment

Staff Report

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
4. Construction Plans
5. Site Photos



***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

July 6, 2026

Town of Highland Park Board of Adjustment

Re: 3635 Beverly

Dear Board Members,

I am Thomas Weber and have been practicing architecture in the Park Cities for the last 25 years. I have been retained by the new owner of 3635 Beverly to design a home that not only honors the deep history of the lot, but also blends with the overall massing and proportion of the neighboring houses up and down Beverly Drive. Although we did study keeping the old house, there were too many nonconformities such as a very narrow 2.6' (9.7' req'd) building setback on the west side and the rear structure actually encroaching on the neighbor's property. The existing house enjoys a total of 858 sf of encroachment into the side and front setbacks.

Because this lot is an odd shape with the two side yard property lines not running parallel, it creates a hardship in creating a front elevation that is proportional to the front yard. We are proposing that we "trade" a 32 sf encroachment for 113 sf of open space as to allow the house to square off and not follow the acute angle of the lot.

The nature of this request is very specific to the shape of this lot thus not creating a blanket precedent. Additionally, the encroachment is adjacent to the town right of way, it will not affect any neighbor in a negative way. We are still maintaining a 5'-6" setback at the inward most corner. Other portions of the house will be well off this setback as to increase open space facing Turtle Creek.

I look forward to presenting this project to the Board and answering any questions.

Thank you,

Thomas Weber
Architect, NCARB
Texas License 17601



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

Staff Report

ATTACHMENT 5 – SITE PHOTOS



**Town of Highland Park
Board of Adjustment
Wednesday, September 9, 2026**



Item Coversheet

Conduct a public hearing and consider a variance from Section 8-601 and Section 8-701 of the Zoning Ordinance to allow 1. a 1-foot variance from the required 25-foot maximum height requirement in the rear 40 feet of the lot, resulting in a height of 26 feet for a remodel of a detached garage, and 2. A 5% variance from the maximum 40% lot coverage requirement, resulting in a total lot coverage of 45% on property located at 3203 St. John's Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff Report attached.

RECOMMENDATION

Request does not meet all the criteria for a variance. Staff recommends denial.

ATTACHMENTS

Staff Report 3203 St Johns



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 9, 2026

REQUEST: 1). A variance from Section 8-601 to exceed the allowed 25 maximum height in the rear 40 feet of a lot, and 2). A variance from Section 8-701 to exceed the allowed 40% lot coverage requirement by 5%.

LOCATION: 3203 St. John's Dr.

SUMMARY

The applicant proposes covering an existing patio, thereby increasing the lot coverage to 45%, 5% above the maximum allowed lot coverage of 40%. Additionally, the applicant proposes to modify the garage which would result in an increase in the overall height one foot above the maximum 25 feet in the rear 40 feet of the lot.

The applicant expressed need to cover the patio for better enjoyment of the property, particularly during the hot summer months.

The existing garage is currently two stories and does not comply with the maximum plate height in the rear 40 feet of the lot, though it does currently comply with the overall height. The construction of the garage would continue the legal nonconforming plate height. However, the overall height increase above the maximum would be a new nonconformity which is why the property owner has requested a variance.

ORDINANCE

8-601(1) "...In the B,C, D, E and F Districts, any structure, or portion thereof, located within forty feet (40') of the rear property line, shall not exceed twenty-five (25') in height..."

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

The subject property is zoned E.



Town of Highland Park Board of Adjustment

Staff Report

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: Staff could find no special conditions related to this property.

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

Analysis: There are no special conditions.

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

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

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

Analysis: Citizens frequently express concern about the height of buildings in the Town. Since there are no unique circumstances and no hardship, this request is contrary to the public interest.

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

Analysis: The request is not within the spirit of the ordinance to limit lot coverage and rear yard building heights.

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



Town of Highland Park Board of Adjustment

Staff Report

4. Construction Plans
5. Site Photos

ATTACHMENT 1 – AERIAL PHOTO

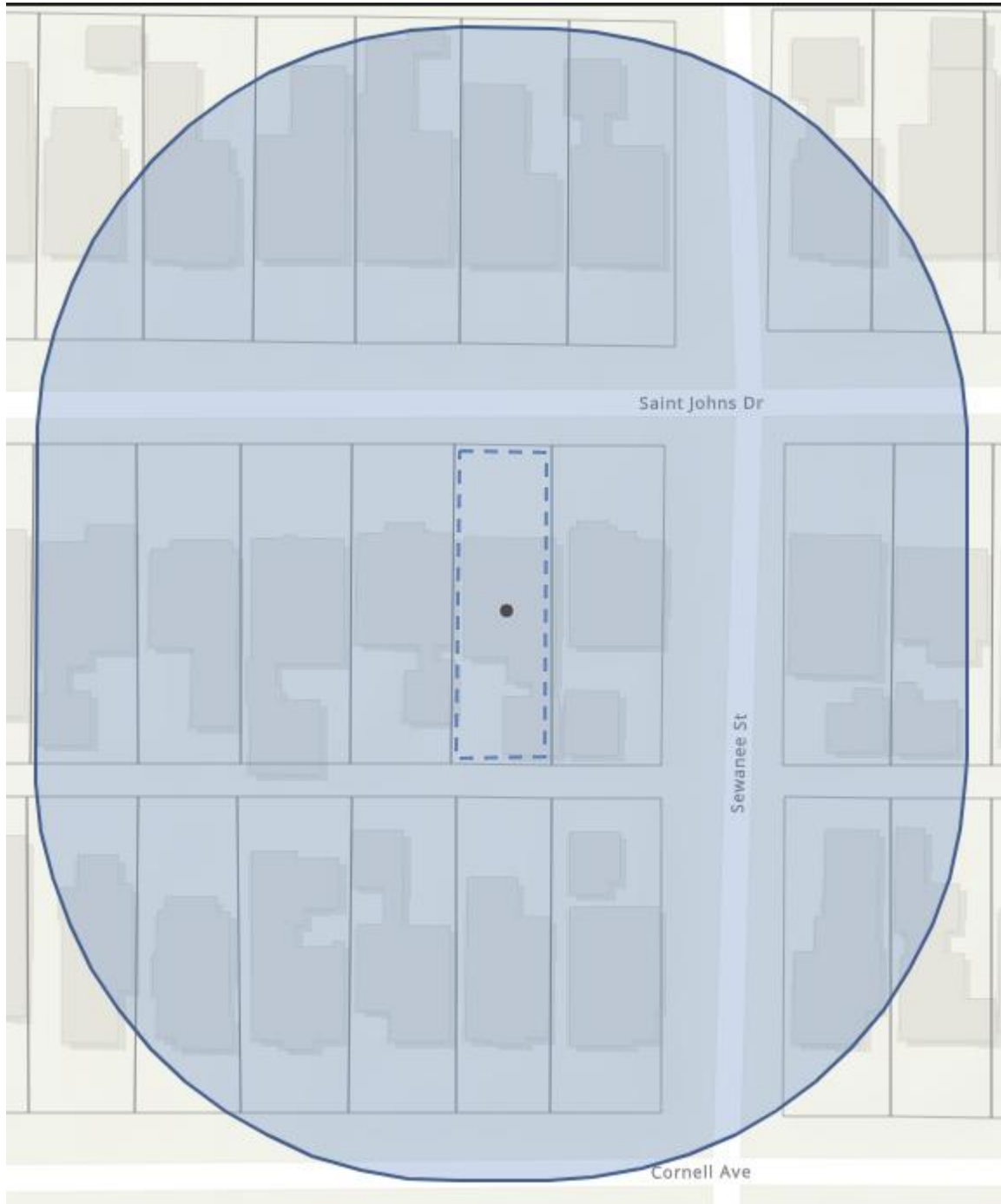




***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP



nn



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

3203 StJohns Dr. July 7 , 2026
Dallas,
Texas 75205.

Dear Members of the Board,

I am a resident at 3203 StJohns and would like to request a variance to extend onto my property. My reasoning is two-fold based upon wishing to achieve the full benefits of my home.

Currently the uncovered patio has limited use , particularly in summer when the heat is very intense limiting my families benefit.

In addition, I would obviously like to achieve full benefit of my investment in the property, being respectful to others and with no detriment to my neighbors and respectful of the Board and its mission. Based on my objective observation, the variance requested would not be visible to or impact my neighbors on the west, east , south or north side

Thank you for your consideration ,

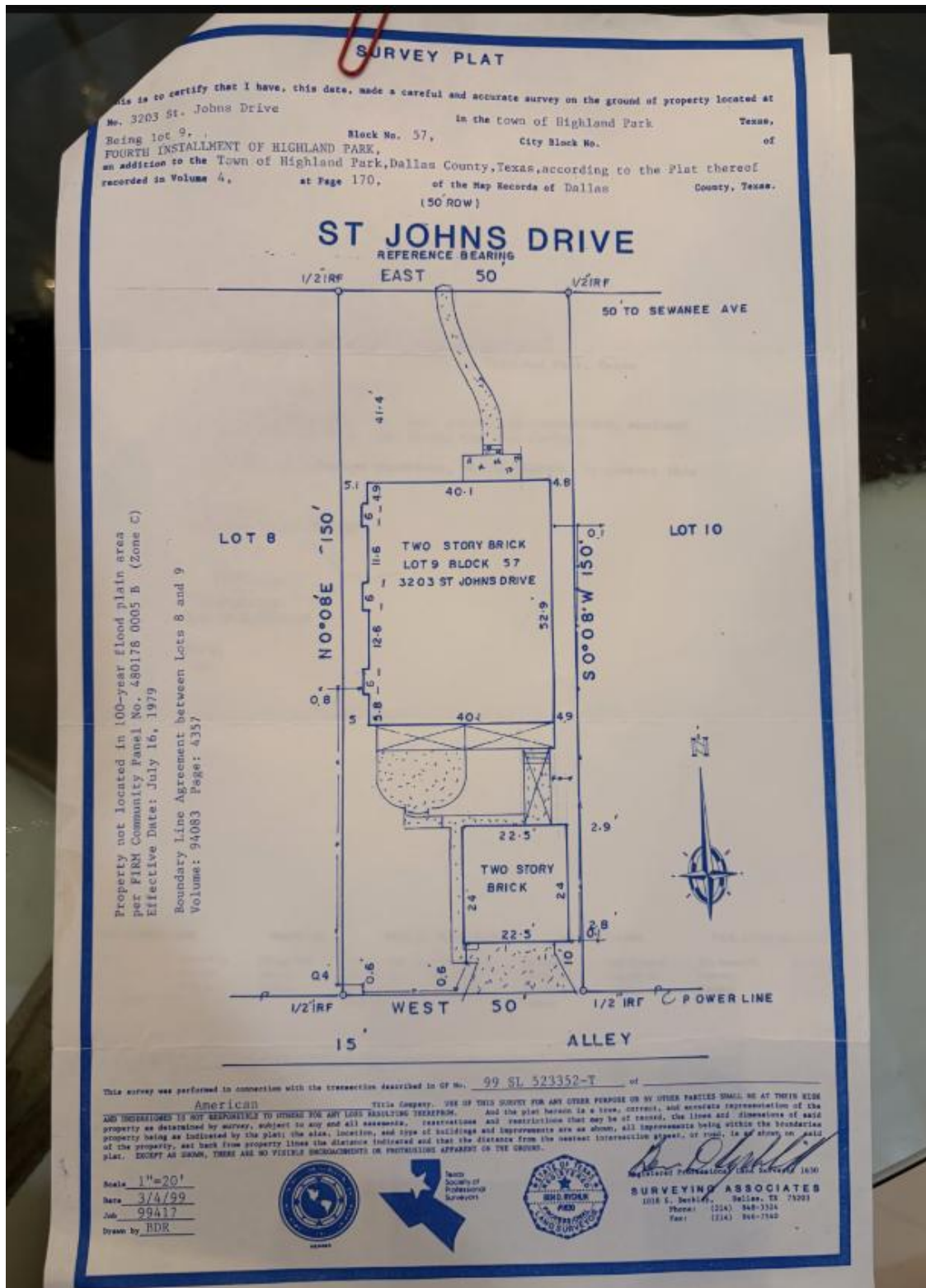
Respectfully submitted ,

Prof. Patrick Roughneen MD



Town of Highland Park Board of Adjustment

Staff Report





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

Staff Report

ATTACHMENT 5 – SITE PHOTOS



**Town of Highland Park
Board of Adjustment
Wednesday, September 9, 2026**



Item Coversheet

Conduct a public hearing and consider a variance from Section 12-101(3) of the Zoning Ordinance to allow an 8 foot 3 inch variance from the required 10 foot separation requirement between a primary structure and an accessory building, resulting in a separation of 1 foot 7 inches on property located at 3205 Mockingbird Lane.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff report is attached.

RECOMMENDATION

Request does not meet all criteria for a variance. Staf recommends denial.

ATTACHMENTS

Staff Report 3205 Mockingbird



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 9, 2026

REQUEST: A variance from Section 12-101(3) to reduce the minimum separation requirement between the house and an accessory building from 10 feet to 1 foot 7 inches.

LOCATION: 3205 Mockingbird Ln.

SUMMARY

The applicant applied for and received a permit to construct an accessory building to be used as a shed in the rear yard of the property. Plans for the shed specified more than 16 feet between the house including its attached carport and the shed, a greater separation than the minimum 10-foot requirement. Since the provided plans showed all requirements were met, the permit was approved. The shed was subsequently constructed. Upon inspection at the property, it was discovered that the shed is actually less than two feet from the attached carport. The applicant was notified of the violation and subsequently requested a variance.

ORDINANCE

12-101(3) "...Carports, garages or other detached accessory buildings located within the rear portion of the lot as heretofore described shall not be located closer than ten (10) feet to the main building ..."

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?

Analysis: Staff could find no special conditions related to this property.



Town of Highland Park Board of Adjustment

Staff Report

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

Analysis: There are no special conditions.

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

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

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

Analysis: In addition to preventing overcrowding on residential lots, the separation requirement is intended to reduce the likelihood of a fire spreading from one structure to another. The 1-foot 7-inch separation is not sufficient separation to reduce the risk of fires spreading.

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

Analysis: The request is not within the spirit of the ordinance to limit overcrowding of lots and limit the potential spread of fire.

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 Plans
5. Site Photos



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

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

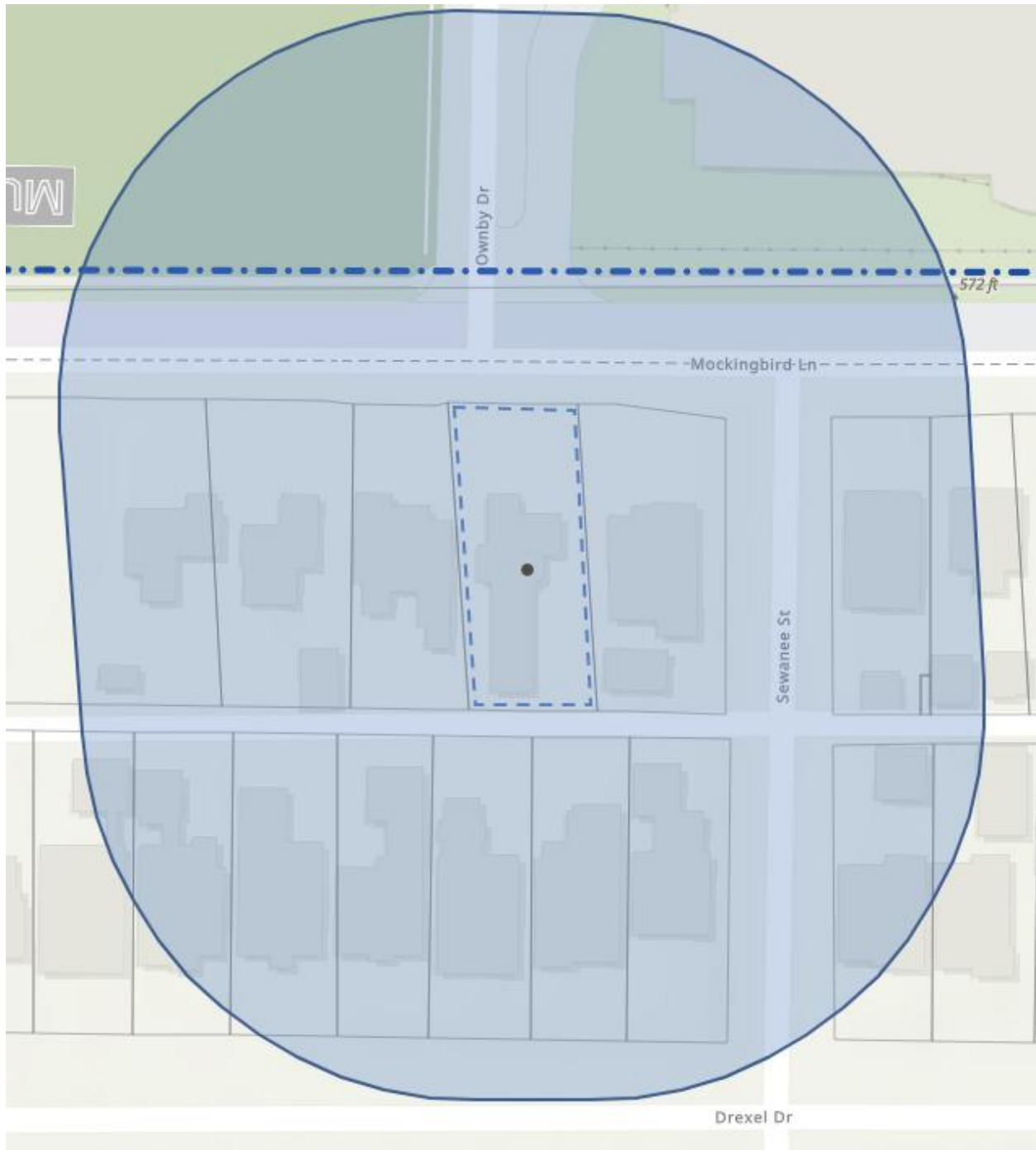




***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Dear Members of the Board of Adjustment,

I respectfully submit this letter in support of my request for a variance from the required 10-foot separation between my existing carport and my storage shed.

The hardship arises from the unique conditions of my property and from my good-faith reliance on a building permit issued by the Town.

The property does not have an enclosed garage. The existing carport is the only covered structure available to protect my vehicle from hailstorms and other severe weather, which are common in North Texas. Removing the carport would leave the property without any covered parking and would create a significant hardship.

The storage shed was constructed solely to securely store a lawn mower and other gardening equipment after similar items had previously been stolen from the rear alley. The shed contains no electrical service or plumbing and complies with the Town's building standards. It serves only as an accessory storage building.

I followed the Town's permitting process. I consulted with Town staff, submitted the required site plan and building plans, obtained Building Permit **BP-25-542**, paid the required permit fees, and constructed the shed in reliance on the permit that was reviewed and approved by the Town. I had also received the approval from Fire Marshall Mr. Aaron Wallace for the shed.

After construction, I continued to cooperate with Town staff and promptly addressed every correction that was requested. I reduced the roof overhang to comply with the permit conditions, installed the required house numbers, removed the brick identified during inspection, and provided photographs and documentation as requested.

The only remaining issue is the required 10-foot separation between the existing carport and the shed. Because the shed is a permanent structure, relocating it would require complete removal and reconstruction. Likewise, removing the existing carport is not a practical solution because it is the property's only covered parking area.

This creates a practical hardship that is not self-created at this stage. I relied in good faith on a permit issued by the Town and completed construction before the 10-foot separation issue was raised. Compliance now would require the loss of either the property's only covered parking or the complete demolition and reconstruction of a lawfully permitted accessory structure.

Granting the requested variance would not adversely affect neighboring properties, public safety, or the character of the neighborhood. The shed is a small accessory building used only for storage, contains no utilities, and complies with the applicable building requirements. The requested variance is limited solely to the required separation between the existing carport and the shed and represents the minimum relief necessary to address the unique circumstances of this property.



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

Staff Report

I respectfully request that the Board consider my good-faith reliance on the approved permit, the practical hardship that now exists, and the absence of any adverse impact on surrounding

properties. I believe granting this variance would allow a fair and reasonable resolution while preserving the intended purpose of the Town's zoning regulations.

Thank you for your time, consideration, and service to the Town. I respectfully request approval of my variance application.

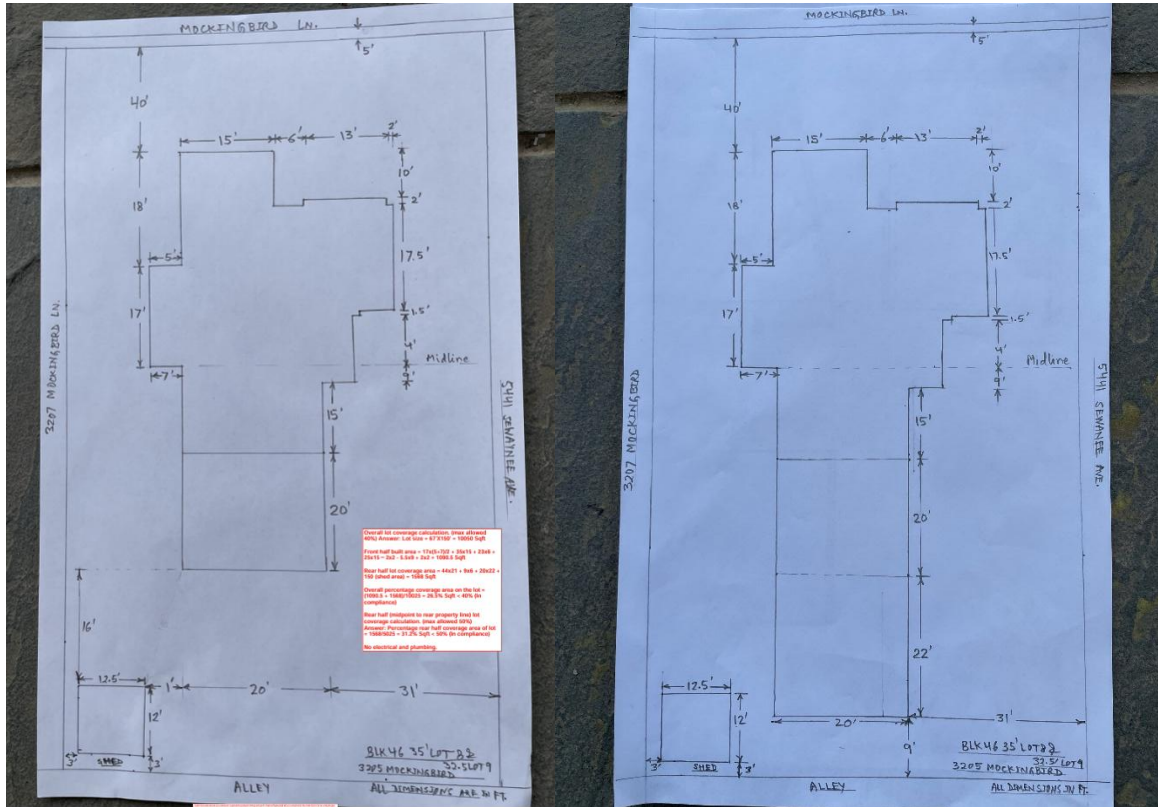
Respectfully submitted,
Tahzeeba Parveen
Homeowner
3205 Mockingbird Ln. Highland Park



Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 4 – CONSTRUCTION PLANS

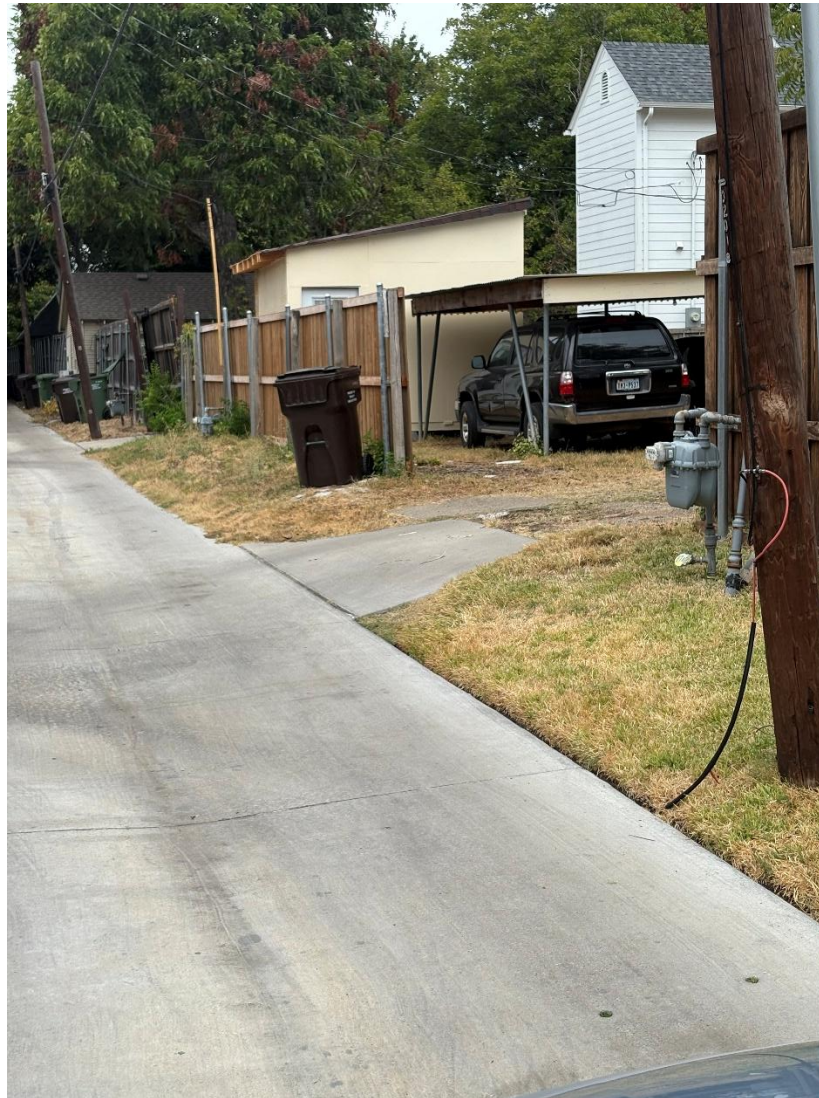




***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 5 – SITE PHOTOS





**Town of Highland Park
Board of Adjustment
Wednesday, September 9, 2026**

Item Coversheet

Conduct a public hearing and consider a variance from Section 8-701 of the Zoning Ordinance to allow a 1.5% variance from the maximum 40% lot coverage requirement, resulting in a total lot coverage of 41.5% on property located at 3514 Lindenwood Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff Report attached.

RECOMMENDATION

Request meets the criteria for a variance. Staff recommends approval.

ATTACHMENTS

Staff Report 3514 Lindenwood



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 9, 2026

REQUEST: A variance from Section 8-701 to exceed the allowed 40% lot coverage requirement by 1.5%.

LOCATION: 3514 Lindenwood Ave.

SUMMARY

The applicant proposes construction of a screened enclosure around an existing patio that is currently partially covered. The applicant intends to remove and replace the existing patio cover. The new patio cover would be larger than the existing for the purpose of covering the entire existing patio.

The current lot coverage of the property is approximately 40.8%, already above the maximum allowed. The additional square footage would increase the lot coverage by 0.7% to 41.5%, 1.5% more than the maximum 40% allowed.

ORDINANCE

8-701 "Maximum percentage of lot which may be covered by buildings." D district – 40%

The subject property is zoned D.

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: The existing lot coverage already exceeds the maximum allowed. The additional area to be covered is already an impervious patio surface.

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



Town of Highland Park Board of Adjustment

Staff Report

Analysis: The property has exceeded the maximum lot coverage for many years. The proposed increase of 56 square feet is minimal and would cover the existing paved patio.

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

Analysis: Not allowing the proposed increase in roof size would leave the existing patio partially uncovered. In the Zoning Ordinance rewrite process, staff is looking at establishing administrative flexibility for very minor deviations from certain specific requirements where, as in this case, the request would likely have no impact on the public or neighbors and would meet the spirit of the ordinance.

- **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 very small, is in the rear yard and would not be closer to any property lines than the existing home.

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

Analysis: This application meets the spirit of the ordinance. 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 no adverse effects on storm water runoff since it would cover an existing patio that is already an impervious surface.

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
4. Construction Plan



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

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

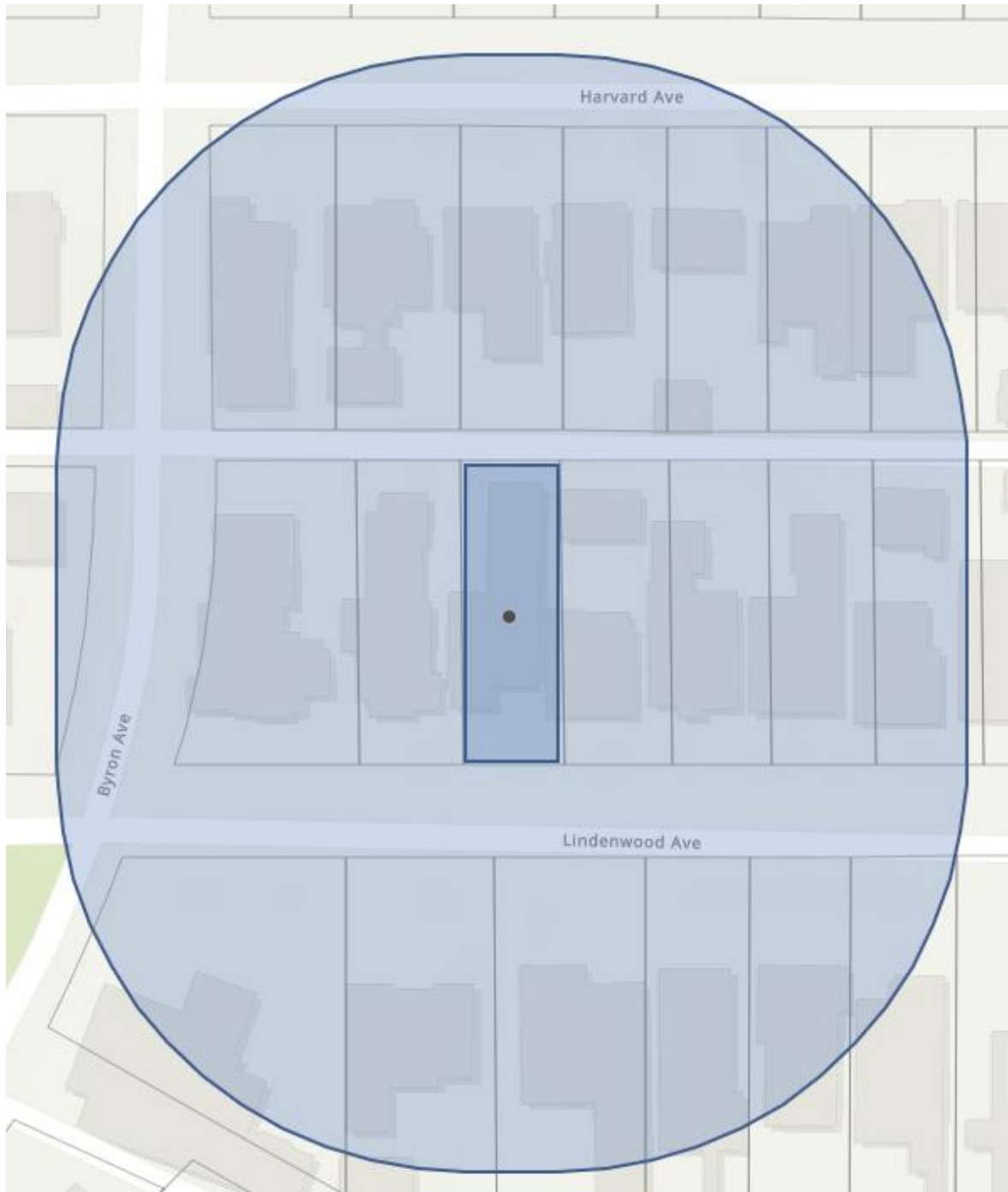




***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





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

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

July 14th, 2026

Town of Highland Park
Board of Adjustment

RE: Variance Request - 3514 Lindenwood Ave.

Dear Members of the Board,

We respectfully request approval of the variance associated with enclosing our existing covered rear patio.

The proposed project does not expand the footprint of our home or create a new patio area. The existing concrete slab, covered patio, and overall outdoor living space are already in place. Our request is limited to enclosing the existing covered patio with screens, along with a minor roof overhang extension of approximately 18 inches as shown on the plans. Because the Town's lot coverage calculation includes the screened enclosure, the project exceeds the allowable lot coverage by approximately 1.5%, despite there being no meaningful increase in the home's occupied footprint.

The hardship is that the existing covered patio already exists and functions as part of the home today. Our request simply allows us to enclose that existing space without materially increasing the size of the residence or altering the established character of the property.

The project remains entirely within the existing rear yard, maintains all required setbacks, and has minimal visual impact on neighboring properties. We respectfully request the Board's consideration and approval of our variance application.

Thank you for your time and consideration.
Sincerely,

John Isner

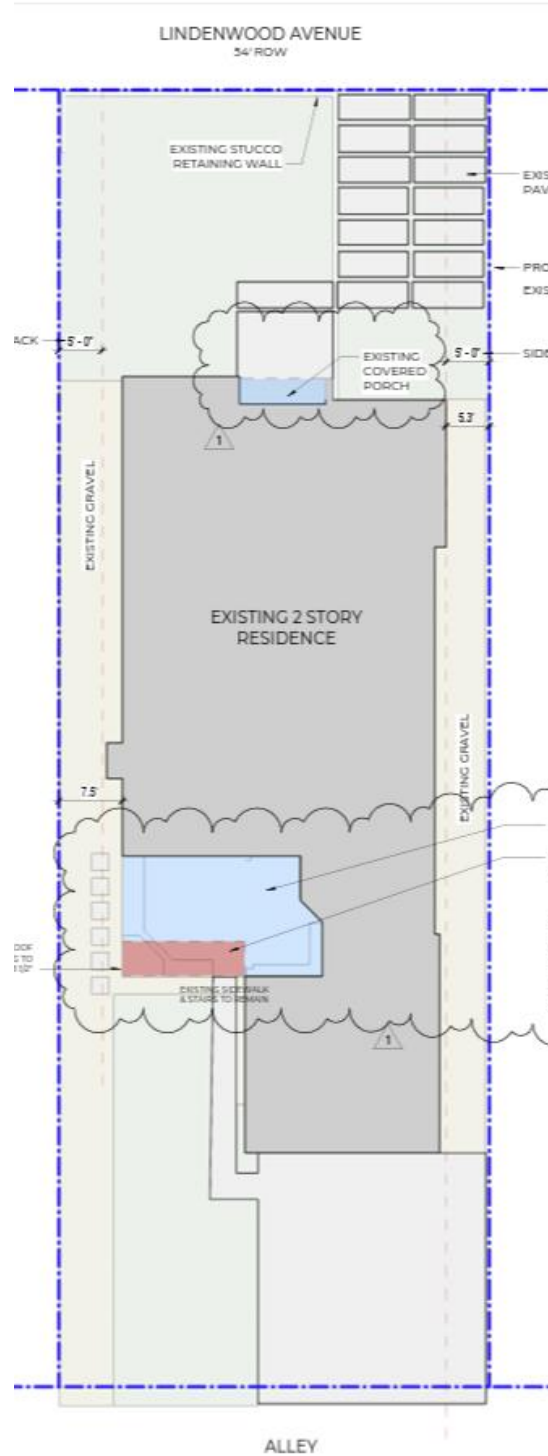
Madison Isner



Town of Highland Park Board of Adjustment

Staff Report

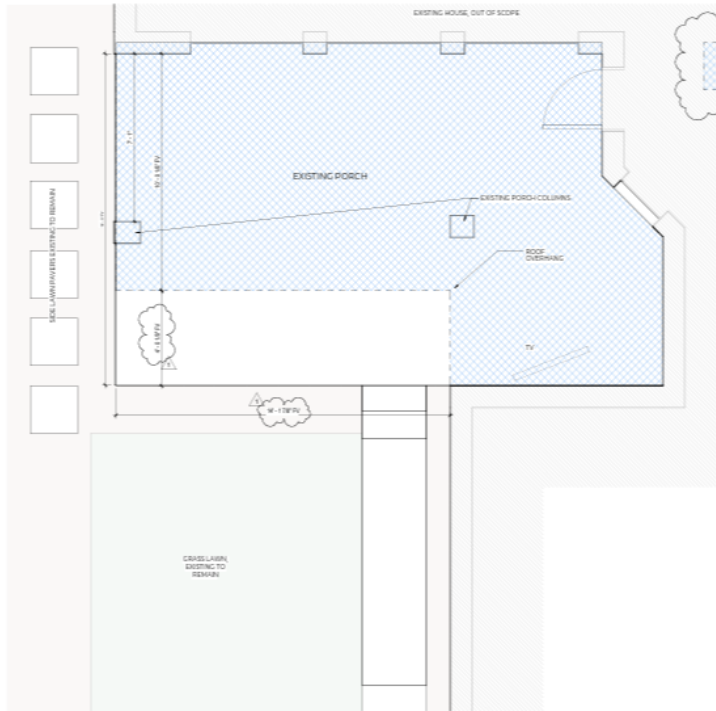
ATTACHMENT 4 – CONSTRUCTION PLANS





Town of Highland Park Board of Adjustment

Staff Report



10. PLAN
1/2" = 1'-0"



11. EXISTING SIDE ROOF ELEVATION
1/2" = 1'-0"



**Town of Highland Park
Board of Adjustment
Wednesday, September 9, 2026**

Item Coversheet

Conduct a public hearing and consider a variance from Section 12-101(2)(b) of the Zoning Ordinance to allow a 6.5 foot side yard setback variance from the required 10 foot side yard setback, resulting in a setback of 3.5 feet for an accessory building on property located at 5501 Golf Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff Report attached.

RECOMMENDATION

The request meets the criteria for a variance. Staff recommends approval.

ATTACHMENTS

Staff Report 5501 Golf



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 9, 2026

REQUEST: A variance from Section 12-101(2) to reduce the side setback from 10 feet to 3.5 feet for an accessory structure along the Golf Dr. side property line

LOCATION: 5501 Golf Dr.

SUMMARY

The applicant has done substantial remodeling and landscaping of the property, including construction of an arbor on the Golf Dr. side of the lot. The arbor is 15.16 feet by 13'33" in area and 8 feet in height. The Zoning Ordinance requires all structures to be setback a minimum of 10 feet from the side property line along Golf Dr. The arbor would be open on all sides and is proposed to be 3.5 feet from the side property line.

ORDINANCE

12-101(2)(a) "...there shall be a side yard for any detached accessory building of not less than three (3) feet from any side lot line, alley line or easement line, except that adjacent to a side street the side yard requirement shall be the same as that required for the main building...."

The required street side setback at this location is 10 feet.

The subject property is zoned "D", One-family Residence.

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:** The property is unusual in the orientation of the home. Although the lot was platted and intended to front on Mockingbird, the house was oriented and addressed off Golf. The setbacks are treated like the house fronts on Mockingbird with a large setback on the Mockingbird side and a smaller setback along Golf.

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

Analysis: How the setbacks were determined for this lot can be confusing and are not consistent with other properties.

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

Analysis: The arbor cannot be located at any location on the property and meet the 10-foot separation from the house without encroaching into a setback.

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

Analysis: Staff anticipates no negative effects on public interest. The arbor is near the middle of the lot depth with no sides and it would have no impact on visibility in the streets, sidewalks or driveway. The reduced setback would have no impact on neighboring properties.

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

Analysis: The arbor has minimal visibility from outside of the property. It is eight feet in height, so the top extends about two feet above the wall enclosing the property. Although the wall is about six feet in height, the ordinance would allow a wall of up to eight feet in height. Such a wall would block all visibility of the arbor from outside of the property.

RECOMMENDATION

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

ATTACHMENTS

1. Aerial Map



Town of Highland Park Board of Adjustment

Staff Report

2. Written Notification Area Map
3. Applicant Letter
4. Construction Plans
5. Site Photos

ATTACHMENT 1 – AERIAL PHOTO

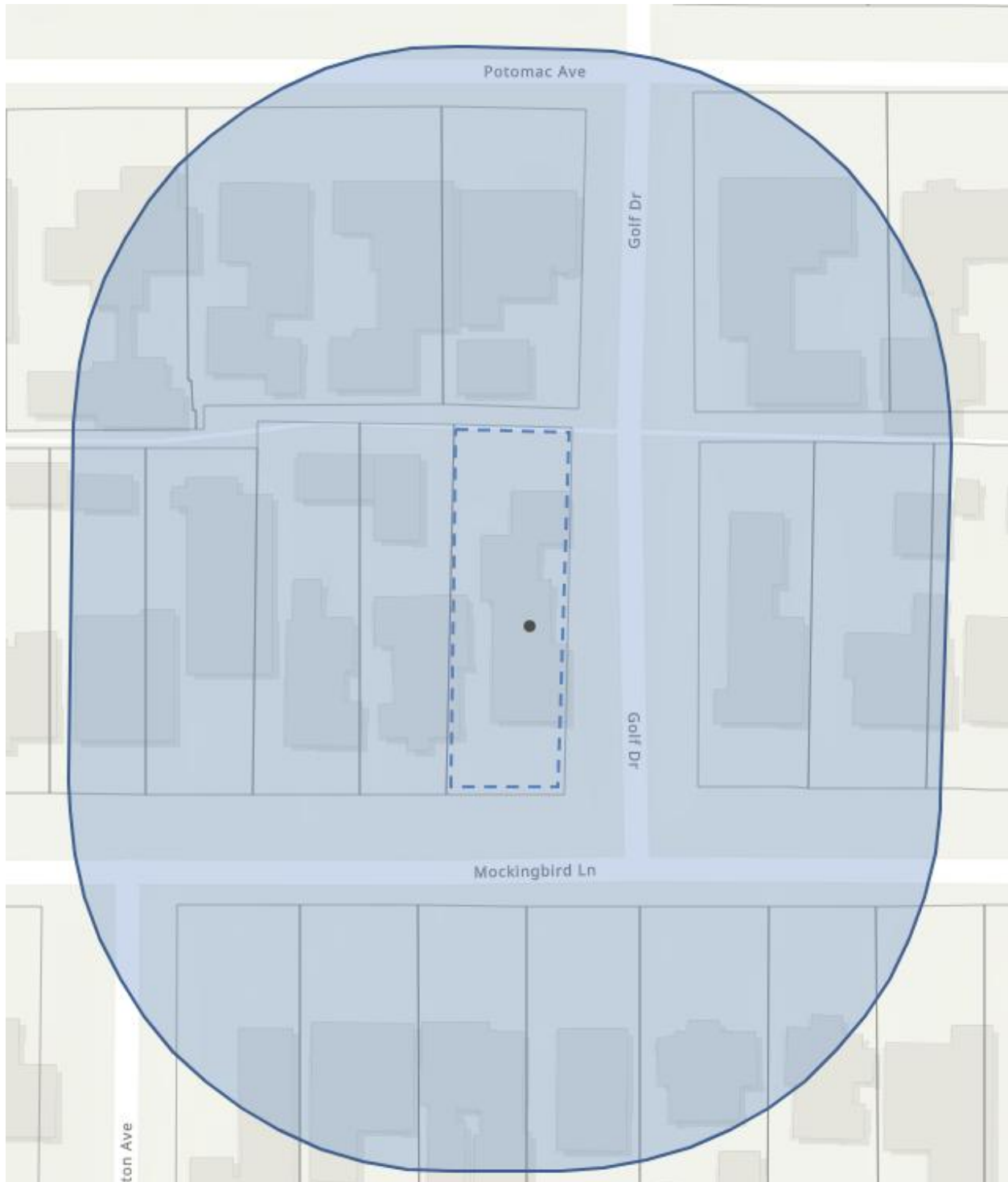




***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 3 – APPLICANT LETTERS

Town of Highland Park

Re: 5501 Golf Dr

Our company, Fallas Landscape LTD is writing to respectfully request a variance from the Town of Highland Park, TX zoning requirements to allow the installation of an arbor at our client's home at 5501 Golf Dr.

The proposed arbor will be 15' 2" x 13' 4" and be constructed of Western Red cedar and be positioned behind the wall within the yard adjacent to Golf Dr, its design is intended to complement the architectural style of the renovated home and landscape plan. Due to the home placement and the property location on Golf Dr, we have been informed the arbor placement encroaches into the setback area. Relocating the structure would compromise both its intended function and the existing landscape. The structure is open and nonenclosed, allowing for a shaded sitting area in the property owner's garden.

Our client Deborah Gunter has spent countless hours and money to update her home inside and outside to enhance the overall appearance of her property and is appealing to you to help her complete her vision.

We respectfully request the Board's consideration and approval of this variance so that I may proceed with the installation of the arbor as designed.

Thank you for your time and consideration, we are happy to provide additional drawings, or other supporting documentation upon request.



Town of Highland Park Board of Adjustment

Staff Report

September 2, 2026

Town of Highland Park
Attn: Jeff Armstrong, Director of Community Development
(Emailed to: jarmstrong@hptx.org)
4700 Drexel Drive
Dallas, TX 75205

Re: Formal Request for Legal Variance and Consideration of Costs if Change is Required due to
Municipal Permitting Error
Property: 5501 Golf Drive, Dallas, TX 75205
Permit #: BP-25-1065
Board of Appeals #: BOA-26-12
Owner: Deborah Gunter

Dear Mr. Armstrong and City Council Members:

I am writing to formally request that the Town of Highland Park grant a legal variance concerning the permitting requirements applicable to the above-referenced property. This request is necessitated by an error or incorrect direction by the municipal permitting office that caused me to reasonably proceed in reliance upon information provided by the municipality and resulted in substantial expenses, delays, and loss of use and enjoyment of my home.

Beginning in August of 2025 my landscaping contractor, Fallas Landscape, Inc., contacted HP Permitting Department regarding the proposed Improvement Project at the property. I relied upon that information in good faith and proceeded with the project accordingly. At no time did I intentionally disregard a municipal requirement or proceed without attempting to comply with applicable ordinances, regulations, or permitting requirements. **Lastly, in late June, we were informed that the once approved Landscape Feature (Arbor) that was to be 3 ft from the property line now needed to be 10 ft from the property line.** By that time, we had already incurred significant expenses and had made commitments to contractors, architects, engineers, vendors, and/or other professionals based upon the municipality's prior representations and permitting actions.

I have spent a substantial amount of money on Landscaping as you can see below. As a direct consequence of the permitting error, the cost to modify, delay, redesign, or otherwise address the project, costs will almost double. The entire plan will have to change. Concrete will have to be torn out and repoured. Handmade pavers will have to be remade and installed. There is so much at stake here.

Expenses:	Amount
Architectural/design fees	\$13,154.27
Arbor Materials	11,865.00
Contractor fees	2,004.00
Turf costs	9,282.00
Landscape, Irrigation, drainage	11,557.50
Landscape Lighting	18,245.00
Concrete costs	17,025.00
Pavers & Delivery	22,367.00
Paver Installation	23,055.00
Total	\$128,554.77



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

Staff Report

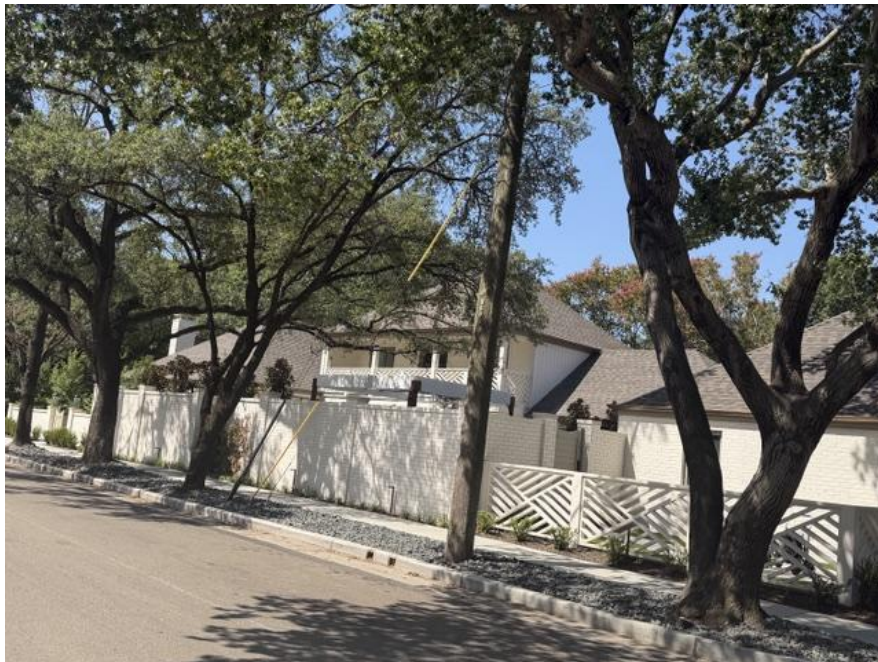
ATTACHMENT 5 – SITE PHOTOS





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

Staff Report





**Town of Highland Park
Board of Adjustment
Wednesday, September 9, 2026**

Item Coversheet

Conduct a public hearing and consider a variance from Section 13-101 of the Zoning Ordinance to allow two multifamily buildings on property located at 4501 Westway Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff Report attached.

RECOMMENDATION

The request meets the criteria for a variance. Staff recommends approval.

ATTACHMENTS

Staff Report 4501 Westway



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 9, 2026

REQUEST: A variance from Section 13-101 to allow construction of two multifamily buildings on a single lot for construction of a seven-unit multifamily property.

LOCATION: 4501 Westway Ave.

SUMMARY

The applicant proposes construction of two buildings on a single lot zoned for multifamily uses. The Zoning Ordinance only allows one multifamily building on a lot. The proposed development would include seven dwelling units in two buildings. One building would have five dwellings, the other would have two dwellings. The Zoning Ordinance permits seven units on the lot. The proposed dwellings would be townhome type units, three stories in height and individually owned through a condominium agreement. The land would be under single ownership.

As proposed all parking would be in individual garages attached to each unit and accessed through a shared driveway from Lomo Alto Dr. The individual units would range in size from 2,849 square feet to 3,423 square feet. The applicant intends to create a front façade that is compatible in appearance with the other homes along Westway.

A single-family house is currently located on the property.

ORDINANCE

8-501(5) “Only one main building for one-family, two-family or multiple-family use with permitted accessory buildings may be located upon a lot or platted tract...”

The subject property is zoned “G”, Multifamily Residence.

ANALYSIS

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



Town of Highland Park Board of Adjustment

Staff Report

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

Analysis: There are other existing multi-family properties along this portion of Lomo Alto that have more than one building on a lot. The lot allows the density of seven dwelling units, but the shape of the lot limits the ability to townhome type units in one building. Townhome designed units would be more compatible in appearance and function than standard apartments with units on multiple levels.

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

Analysis: The subject property is the only lot on Westway that is zoned for multifamily uses, though all of Westway west of La Salle is zoned to allow duplexes. All lots along Lomo Alto between Westway and Bowser are zoned for multifamily uses.

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

Analysis: Without the requested variance, seven lots could be placed on the property in one building, but they would have to be much smaller units, and it would be more difficult to do that and maintain the residential appearance along Westway. However, there is nothing in the ordinance to prevent reducing the number of dwelling units.

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

Analysis: Staff anticipates no negative effects on public interest. There are three-story multifamily units in the area, including directly behind the subject property. There are other lots in the immediate area that have multiple multifamily structures on one lot. From a design perspective, the second building in the rear would be similar to a large home having a large accessory structure in the rear yard which is common in Highland Park.

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

Analysis: The ordinance is intended to limit the apartment complex appearance of a property. In this case, the buildings would appear much like a large home with a large accessory building. The townhome design would further allow the property to have an appropriate appearance in the area.



Town of Highland Park Board of Adjustment

Staff Report

RECOMMENDATION

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

ATTACHMENTS

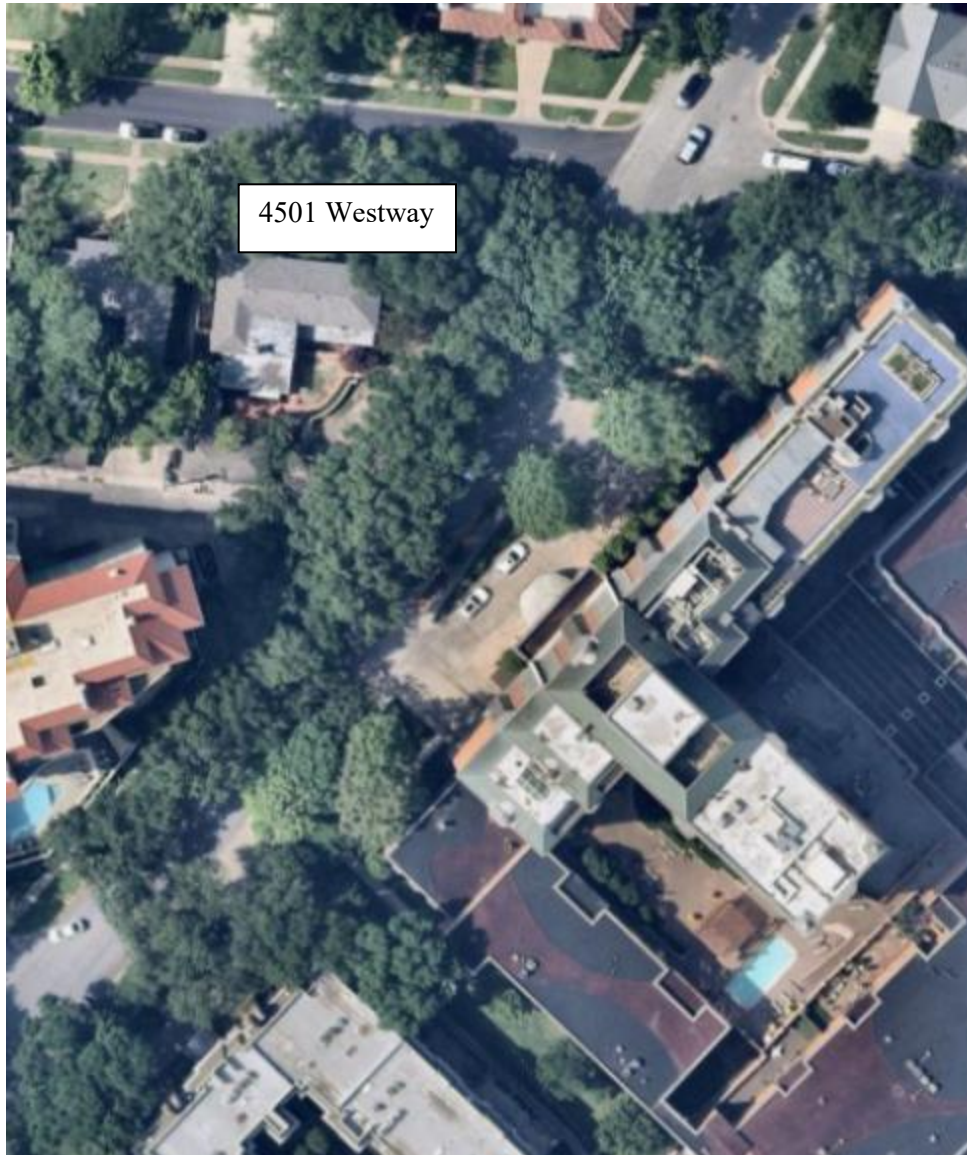
1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plans



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

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

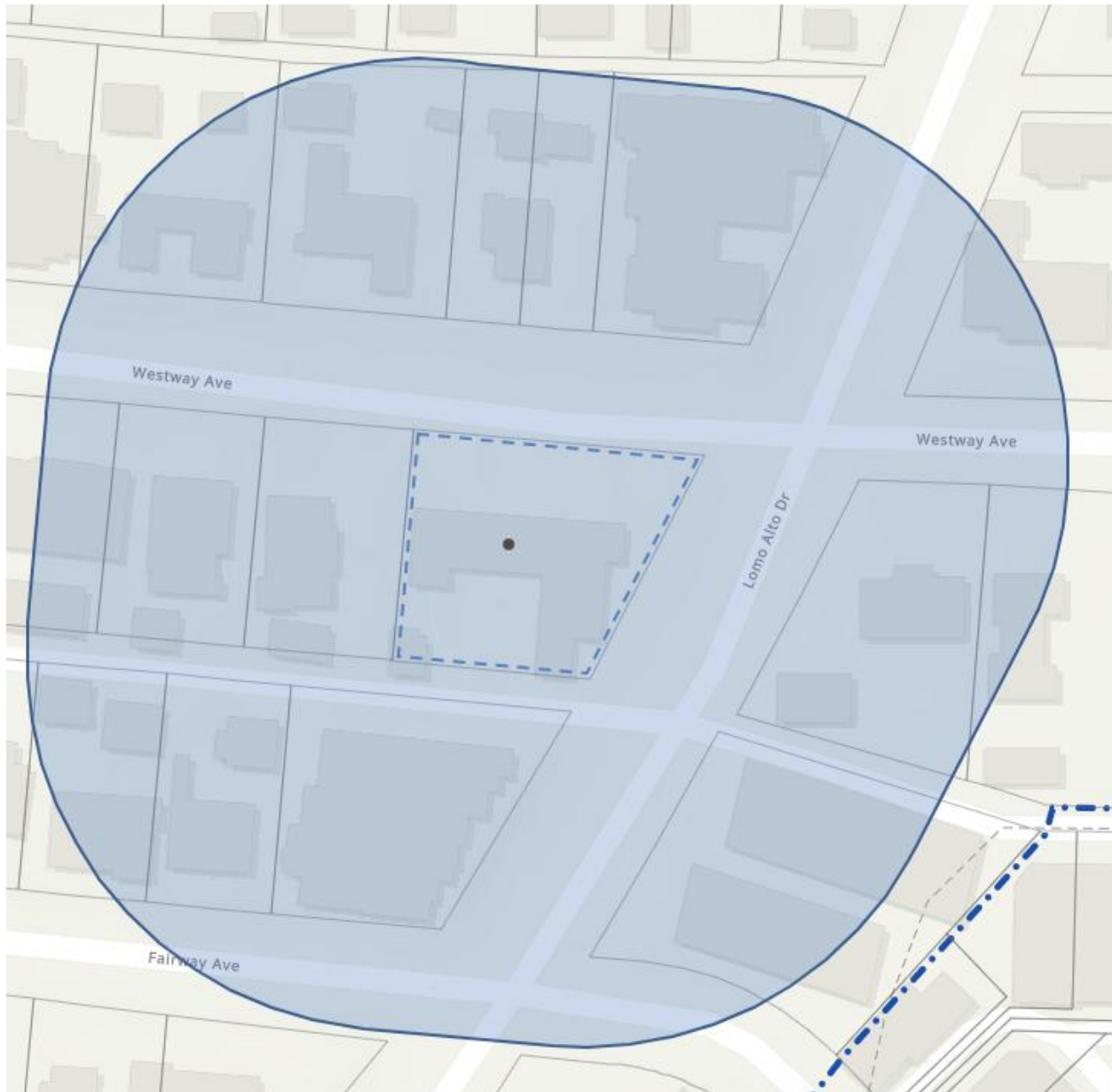




***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Description of Variance / Site Plan Request: 4501 Westway Avenue

The Applicant requests approval of a site plan for the redevelopment of 4501 Westway Avenue, located at the southwest corner of Westway Avenue and Lomo Alto Drive. The approximately 16,857-square-foot property is located in the Town's G zoning district. The proposed development consists of seven residential units located within two principal buildings. The proposed site plan complies with the underlying residential density permitted by the G zoning district but requires relief from the requirement that only one main residential building be located on a lot or platted tract.

The seven proposed residences will range in size from approximately 2,849 square feet to 3,423 square feet, inclusive of garages, with an average size of approximately 2,951 square feet.

The proposed site plan places five residential units in the primary building fronting Westway Avenue, with the front door of each residence facing Westway Avenue. The remaining two residential units are located in a smaller second building to the rear of the property, with their front doors facing a newly created internal mews. Because these two rear residences do not face or front upon a public street, the Applicant is requesting relief from that requirement of Section 13-101.

The internal mews is an important component of the overall site design. It creates a defined residential environment and pedestrian entrance for the two rear residences while also providing vehicular access to the individual garages. Rather than locating individual driveways and garage doors along Westway Avenue and Lomo Alto Drive, the garages are oriented toward and accessed from the internal mews. This consolidates vehicular circulation within the property, minimizes curb cuts along both public streets, reduces the visual prominence of garages and vehicles from the surrounding streetscape, and allows the public-facing portions of the development to be defined primarily by residential architecture, entrances, and landscaping.

The requested relief would not increase the number of dwelling units otherwise permitted on the property. Rather, it would allow the permitted residential development to be divided between two buildings and permit the two rear residences to front upon the proposed 20-foot-wide internal mews instead of requiring all seven residences to be incorporated into a single building.

The proposed two-building configuration provides several planning and neighborhood benefits. Separating the development into two buildings breaks up the overall building mass and avoids a single large structure occupying the site, creates meaningful separation and open space between the buildings, and allows the primary building along Westway Avenue to maintain the appearance and character of a traditional residential streetscape. The internal mews creates a defined residential setting for the two rear units while organizing pedestrian and vehicular circulation within the property and away from the surrounding public streets.



Town of Highland Park Board of Adjustment

Staff Report

The Applicant believes the proposed site plan represents a more appropriate and attractive development of the property than placing the same seven units within a single building. The requested relief relates principally to the physical arrangement and access of otherwise permitted residential development on the site, rather than an increase in density. The proposed configuration reduces perceived building mass, minimizes curb cuts along Westway Avenue and Lomo Alto Drive, places garage doors away from the public streets, creates an internal landscaped mews, and provides a residential streetscape that is compatible with the character of Highland Park.

