



**Town of Highland Park, Texas
TOWN COUNCIL MEETING
AGENDA**

8:00 AM
May 20, 2025

4700 Drexel Drive Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PUBLIC COMMENT

This portion of the agenda is the public's opportunity to address the Town Council about any item listed on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless otherwise required by law. Per the Texas Open Meetings Act, the Town Council is not permitted to take action on or discuss any item not listed on the agenda. Items suggested for action may be placed on a future agenda at the Town Council's sole discretion.

IV. PROCLAMATION

- A. Proclamation recognizing May 18–24, 2025, as National Public Works Appreciation Week.

V. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- A. Take action on the minutes of the Town Council meeting held on May 6, 2025.
- B. Take action on the minutes of the Town Council study session held on May 6, 2025.

VI. MAIN AGENDA

- A. Review, discuss, and take action authorizing the Town Administrator to execute a contract with Sunwest Communications for Public Relations and Strategic Corporate Communications Counsel.
- B. Review, discuss, and take action to extend the construction time for a new single-family residence at 4200 Arcady Avenue from April 23, 2025, to June 2, 2025, a 40-day extension.
- C. Review, discuss, and take action on a proposed ordinance amending the Code of Ordinances, Section 3.01, by adding a new Subsection, 3.01.005, "Reasonable Accommodations."
- D. Review, discuss, and take action authorizing the Town Administrator to execute a lease

agreement with the Stewart Organization.

VII. PUBLIC HEARING & CONSIDERATION

- A. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lot 12R, Block 21, a replat of part of Lot 12 and all of Lots 13 and 14, Block 21, 2nd Installment of Highland Park, located at 3920 and 3924 Gillon Avenue.
- B. Conduct a public hearing, review, discuss, and take action on a request to amend Planned Development Ordinance No. 1257 regarding new athletic fields and related facilities for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue.
- C. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lots 16R-1 and Lot 16R-2, Block 101, a replat of Lot 16R, Block 101, 8th Installment of Highland Park West, located at 4311 Rheims Place, and a subdivision variance to reduce the minimum lot depth requirement from 180 feet to 170 feet.

VIII. 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
Town Council
Tuesday, May 20, 2025**

Item Coversheet

Proclamation recognizing May 18–24, 2025, as National Public Works Appreciation Week.

PRESENTED BY: Lori Chapin
P.E.
Director of Engineering and Public Works

BACKGROUND:

Recognizing the work of the Public Works employees, Mayor Beecherl has issued a proclamation honoring their efforts.

Since 1960, the American Public Works Association ("APWA") has sponsored National Public Works Week. The APWA was formed in 1937 by consolidating the American Society of Municipal Engineers (formerly the American Society for Municipal Improvements, founded in 1894) and the International Association of Public Works Officials (formerly the International Association of Street Sanitation Officials, founded in 1920).

This year's theme, "People, Purpose, Presence," shines a spotlight on how public works professionals enhance our quality of life, whether as first responders to utility outages, regular waste pickup, or in a myriad of other ways they silently serve their communities.

Across North America, more than 29,000 members in the United States and Canada use this week to energize and educate the public on the importance of public works to their daily lives. Planning, building, managing, and operating at the heart of their local communities, these efforts improve the everyday quality of life.

Public Works professionals support communities by providing an infrastructure of services in streets, water, wastewater, stormwater, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

RECOMMENDATION

None.

FINANCIAL IMPACT

None.

ATTACHMENTS

Proclamation - Public Works Week2025



Proclamation

Town of Highland Park, Texas

WHEREAS, National Public Works Week is sponsored by the American Public Works Association to educate communities and their leaders on the importance of our nation's public infrastructure and public works services; and

WHEREAS, National Public Works Week also serves as a time to recognize the contributions of those who plan, operate, and maintain the transportation, water supply and treatment, and solid waste disposal systems, in addition to public buildings and other structures and facilities essential to our nation's economy and way of life; and

WHEREAS, the dedication and expertise of public works professionals at all levels of government are a capital investment in the economic growth and ultimate stability of the nation; and

WHEREAS, public works plays a significant role in improving the quality of life and affirms the contribution of public works professionals to our community; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year marks the 65th annual National Public Works Week, sponsored by the American Public Works Association;

NOW, THEREFORE, on behalf of the Town Council of the Town of Highland Park, Texas, I hereby proclaim the week of May 18 - 24, 2025 as

PUBLIC WORKS APPRECIATION WEEK

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Highland Park, Texas to be affixed hereto on this 20th day of May, 2025.

Will C. Beecherl
Mayor



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

**Take action on the minutes of the Town Council meeting held on
May 6, 2025.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Attached are the minutes of the Town Council meeting held on May 6, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

None

ATTACHMENTS

2025-05-06 TC Minutes

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:00 A.M. ON TUESDAY, MAY 6, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Marc Myers, Lydia Novakov, and Leland White attended the meeting.

I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.

II. Council Member Alan Friedman gave the Invocation.

III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

IV. RECOGNITION

A. Recognize Chief Building Official, Cherish Nieto, for successfully earning the distinction of Certified Building Official, given by the International Code Council. Jeff Armstrong, ACIP, Director of Community Development, stated that Cherish Nieto, Chief Building Official, recently passed the final requirements to obtain the distinction of Certified Building Official ("CBO"). In addition to substantial knowledge and experience, one must pass three timed exams to become a CBO. The exams include knowledge of building codes, law, and administration. On behalf of the Town Council, Mayor Beecherl congratulated Mrs. Nieto.

V. CONSENT AGENDA

On a motion made by Council Member Lydia Novakov, seconded by Council Member Marc Myers, the Town Council voted unanimously to approve Items A. through G. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. Take action on a resolution declaring certain property surplus and/or salvage and authorize the Town Administrator or his designee to sell, convey, or otherwise dispose of all items listed in Exhibit A of the resolution.*
- B. Take action authorizing the Town Administrator to execute a contract with Simply Horticulture, LLC for professional tree maintenance services.*
- C. Take action authorizing the Town Administrator to execute a contract with Moonlighting, Inc. for professional electrical services.*
- D. Take action approving a resolution to ratify the contract with Cole Construction Inc, for the emergency stormwater repair for Lakeside Drive.*
- E. Take action on the minutes of the Town Council meeting held on April 15, 2025.*

- F. Take action on the minutes of the Town Council study session held on April 15, 2025.*
- G. Take action on the minutes of the Special Town Council meeting held on April 9, 2025.*

VI. MAIN AGENDA

A. Review, discuss, and take action to extend the construction time period for a new single-family residence at 3821 Gillon Avenue from May 16, 2025, to November 30, 2025. An extension of six and one-half months. Jeff Armstrong, AICP, Director of Community Development, stated that the owner of 3821 Gillon Avenue has requested an extension of the construction time period. James Cox, General Contractor of Hawkins-Welwood Homes, requested extended time due to the construction of a basement and a change in scope from a traditional HVAC system to a geothermal system. Other delays resulted from changes to the electrical system and the fireplace, as well as supply chain delays. The building permit was issued on May 17, 2023, and the request would extend the permit to November 30, 2025. There is no record of citizen complaints related to this project. One email supporting the extension was received from a nearby property owner. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve the request to extend the construction period for a new single-family residence at 3821 Gillon Avenue by six and one-half months.

B. Review, discuss, and consider a referral to the Zoning Commission a request to amend Planned Development Ordinance No. 1257 regarding new athletic fields and related facilities for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue. Jeff Armstrong, AICP, Director of Community Development, stated that the Highland Park Independent School District plans to develop athletic fields at the Intermediate School/Middle School campus, which is located in both Highland Park and University Park. The portion in Highland Park is in a planned development district ("PD"). The proposed improvements would be located entirely within the Town of Highland Park and require an amendment to the PD ordinance. The proposed improvements include a football/soccer field, practice fields, a scoreboard, and track and field facilities. All new turf areas would be comprised of artificial turf. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to refer to the Zoning Commission a request to amend Planned Development Ordinance No. 1257 regarding new athletic fields and related facilities for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue.

C. Review, discuss, and take action on a proposed replat creating Lot 1R1, Block 170/2 of the Highland Park Shops Addition, a replat of Lots 1 through 6, Block 2, Highland Park Acreage Addition, Lot 1R, Block 170/2, Corrigan Oak Lawn Addition, a part of Prescott Avenue, and a part of Wycliffe Avenue, located at 4200 Oak Lawn Avenue. Jeff Armstrong, AICP, Director of Community Development, explained that in 2020, the Town Council approved Ordinance No. 2062, which abandoned the alley behind the Shops at Highland Park shopping center and small portions of Wycliffe and Prescott Avenues. In May 2020, the abandoned rights-of-way were conveyed to the owner of the shopping center. The Contract for Sale of the abandoned rights-of-way included a provision that the property should be replatted to include all the owner's property, including the portions of right-of-way purchased from the Town. The property owner is now in the process of undertaking the replat to provide outdoor seating areas in the front corners of the building for restaurant patrons. In response to a question raised by Council Member Myers, Mr. Armstrong confirmed that there will be no seating in the easement. The outdoor seating cannot meet Town ordinances without a replat of the property, primarily due to lot coverage limitations.

In response to a question raised by Council Member Friedman, Mr. Armstrong explained that this replat will not allow construction on the easement where the alley previously existed, nor can any buildings be placed on the portion of the property that includes the parking lot located behind the building, east of the easement. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve the replat creating Lot 1R1, Block 170/2 of the Highland Park Shops Addition, a replat of Lots 1 through 6, Block 2, Highland Park Acreage Addition, Lot 1R, Block 170/2, Corrigan Oak Lawn Addition, a part of Prescott Avenue, and a part of Wycliffe Avenue, located at 4200 Oak Lawn Avenue.

D. Review, discuss, and consider authorizing the Town Administrator to execute a contract with the Mejorando Group for Strategic Planning and Facilitation Services. Chelsey Gordon, Director of Policy Development and Strategic Initiatives, stated that Town staff conducted a Request for Proposals ("RFP") for strategic planning and facilitation services. The RFP process resulted in the Town receiving eleven proposals. The Town Administrator, Assistant Town Administrator, and Director of Policy Development and Strategic Initiatives ranked each proposal. Interviews were conducted by the Town Council on April 9, 2025, with the top four firms. Based on the proposals received and interviews, the Mejorando Group was selected to conduct the Town's strategic planning process. A resident survey is anticipated to be conducted by a separate firm during June and July. The Mejorando Group will be assisting in question development during May. On a motion made by Council Member Alan Friedman, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a contract with the Mejorando Group for Strategic Planning and Facilitation Services.

Mayor Beecherl adjourned the Town Council meeting at 8:26 a.m.

Approved on the 20th day of May 2025.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

**Take action on the minutes of the Town Council study session held
on May 6, 2025.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Attached are the minutes of the Town Council Study Session held on May 6, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

None.

ATTACHMENTS

2025-5-6 TCSS Minutes

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:31 A.M. ON TUESDAY, MAY 6, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Marc Myers, Lydia Novakov, and Leland White attended the meeting.

I. Mayor Will C. Beecherl called the meeting to order at 8:31 a.m.

II. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

III. FUTURE AGENDA DISCUSSION

A. Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council meeting agenda. Mayor Beecherl asked if any Town Council Member would like to request that an item be placed on a future Town Council study session agenda for discussion or consideration. There was no comment.

B. Review and discuss resident-only parking for the southeast area of Highland Park, generally bounded by Armstrong Avenue, Gillon Avenue, Cowper Avenue, and Abbott Avenue. Tobin Maples, ACIP, Town Administrator, explained that this item is provided for discussion purposes and to obtain feedback from the Town Council regarding parking challenges and potential solutions, including resident-only parking and the closure of Knox Street. The southeast area of Highland Park has been experiencing increased traffic congestion and parking challenges due to construction activities and patrons searching for parking. A Town Hall meeting was held on April 2, 2025, to which residents living in this area were invited to attend and provide feedback regarding the addition of resident-only parking. Approximately 40 residents attended and were receptive to the addition of the parking restrictions. In addition to the parking restriction, the residents are requesting that the signs be more aesthetically pleasing, similar to other Highland Park signage. Staff have verified that this is acceptable, given that an ordinance will be in place and the signs will provide the warning. The curbs would also be painted similarly to other areas in town for added warning. Additionally, during the Town Hall meeting, the discussion was held regarding the closure of Knox Street—either during the a.m. and p.m. peak hours or permanently. The residents in the Town Hall meeting were in favor of closing the roadway. Melayne Packer, 3616 Beverly Drive, commented that several residents need to drive down Knox Street, and while it is inconvenient, it is necessary to share. Kevin Brooke, 3429 Mockingbird Lane, added that he works for Trammell Crow and noted that there are several properties on each side of Knox to consider. Mr. Maples expressed his agreement that broader collaboration is essential as redevelopment continues along the City of Dallas portion of the Katy Trail. He added that he is hopeful the Trammell team will succeed in engaging the City of Dallas in the collaborative process. The Town Council agreed to further review and discuss a draft ordinance at a future meeting.

IV. REPORTS

A. Review and discuss the development of the Fiscal Year 2025-26 Combined Operating and Capital Budget. John Samford, CPA, Director of Finance, stated that, according to the Town Charter, Town staff develops a proposed budget each year to submit to the Town Council for the ensuing fiscal year. The budget ultimately adopted is the result of a process that receives input from citizens, Town Departments, Town Management, and the Town Council. This is an opportunity for staff to receive comments from the Town Council relating to the Fiscal Year 2025-26 Combined Operating and Capital Budget (the "FY 2026 Budget") process and/or any item(s) the Town Council would like the staff to consider, study, or incorporate into the FY 2026 Budget. While there will be additional opportunities for the Town Council to provide direction regarding the FY 2026 Budget, this meeting is designed to receive input from the Town Council at a time when the Proposed Budget is being developed. Mr. Samford presented property value estimates, property tax rate estimates, including no new revenue and voter approval tax rates, sales taxes preliminary estimate, other key revenue assumptions, and the Capital Improvement Plan.

B. Review and discuss the Legislative Update for the 89th Texas Legislature. Chelsey Gordon, Director of Policy Development and Strategic Initiatives, stated that on December 3, 2024, the Town Council approved the Town's legislative priorities for the 89th Legislative Session. Each legislative session, the Town of Highland Park and the City of University Park develop joint priorities. The guiding philosophy behind these priorities is to support legislation that preserves the Town's authority to govern local affairs and oppose legislation that erodes this authority. The 89th Legislature began on January 14, 2025, with bill filing beginning on November 11, 2024, and ending on March 14, 2025. Since that time, Town staff have continued to monitor and analyze proposed legislation as it relates to the Town's legislative priorities and operations. During the session, 8,898 bills were filed, with close to 2,100 bills directly affecting municipalities. Ms. Gordon presented the most substantial bills progressing through the legislature that directly correspond to the Town's legislative priorities and operations. Mayor Beecherl encouraged the Town Council Members to reach out to their respective contacts at the state legislature to ensure they understand the Town is opposed to HB 2149 and SB 673 regarding Accessory Dwelling Units.

EXECUTIVE SESSION

- A. In accordance with Texas Government Code, Section 551.001, et seq., the Town Council will recess into Executive Session (closed meeting) to discuss §551.071: Consultation with Attorney regarding (1) pending or contemplated litigation or settlement offer re: USAI, LP v. Town of Highland Park - Cause No. DC-20-80213 and (2) a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter re: §§ 211.001, 211.013, and 212.010-212.016 of the Texas Local Government Code and Chapters 18 and 22 of Town of Highland Park Zoning Ordinance.*
- B. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value for utilizing space at the Service Center.*

Mayor Beecherl recessed the study session at 9:36 a.m. and convened in a closed session at 9:37 a.m. Mayor Beecherl ended the closed session at 10:24 a.m. and reconvened the

study session in open session at 10:25 a.m. No final action, decision, or vote was taken during the closed session.

RECONVENE INTO OPEN SESSION

1. *Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item A. and Item B. above, shall be made, if any.* On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve authorizing the Town Administrator to amend the existing agreement with AT&T and Verizon for the cellular sites located at the Water Tower: 5000 Holland Avenue.

Mayor Beecherl adjourned the meeting at 10:25 a.m.

APPROVED on the 20th day of May 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

**Review, discuss, and take action authorizing the Town
Administrator to execute a contract with Sunwest Communications
for Public Relations and Strategic Corporate Communications
Counsel.**

PRESENTED BY: Chelsey Gordon, Director of Policy Development and Strategic Initiatives

BACKGROUND:

As part of a new initiative to better engage our community, Town staff is requesting the support of the third-party public relations firm, Sunwest Communications ("Sunwest").

Historically, the Town has had limited capacity to focus on public communications. To better meet the needs of our community and tell the Town's story, Town staff recommends engaging Sunwest to assist with the initial groundwork of both planning and producing messaging on the Town's behalf. Sunwest is a comprehensive public relations firm that has worked with both private and public sector clients, including the cities of Addison, Irving, Celina, and University Park. Initially, Sunwest will support the Town by developing a communications strategy in support of key initiatives and projects. This will include working with the Town to develop clear and effective messaging for use in all public-facing activities, including events, newsletters, signage, etc., as well as developing communications materials, such as talking points, FAQs, newsletters, and website content.

In addition to Sunwest providing immediate communication support for key initiatives, they will also develop a proactive communications plan and a crisis communications plan for the Town. The overall communications plan will identify strategies, tactics, and best practices for creating and sustaining communication with the public, while the crisis communications plan will ensure the Town's readiness in managing potential crises.

Sunwest will also provide media training to the management team on best practices for working with the media and addressing other stakeholder interactions.

With Sunwest's expertise, the Town will receive proactive plans, recommendations, fresh perspectives, and ongoing guidance on all communications matters. By utilizing Sunwest for both immediate needs and proactive planning, the Town will gain expert experience and capacity to further its communications initiative.

RECOMMENDATION

The contract with Sunwest Communications has been reviewed by the Town Attorney and staff recommends approval of the contract.

FINANCIAL IMPACT

It is estimated that this contract will be budgeted at \$48,700 for the remainder of this fiscal year, with an ongoing monthly retainer of \$5,800 into FY26 for public relations and community support. Message and media training is included as a one-time fee of \$7,500, and the strategic proactive communications plan and crisis communications plan are included as a one-time fee of \$18,000.

As this is a new initiative, these costs will be funded through reprioritizing existing budgeted resources within the general fund or through a future budget amendment. Ongoing retainer costs will be incorporated into the FY26 proposed budget.

ATTACHMENTS

Sunwest-Town of Highland Park Agreement - final for execution

May 6, 2025

Mr. Tobin E. Maples, AICP
Town Administrator
Town of Highland Park
4700 Drexel Drive
Highland Park, Texas 75205
VIA EMAIL: tmaples@hptx.org

Dear Mr. Maples:

This letter will serve as an agreement that Town of Highland Park (“Town of Highland Park”) has retained Sunwest Communications, Inc. (“Sunwest”) effective May 20, 2025 as public relations and strategic corporate communications counsel.

As part of this agreement, Sunwest will provide the following services:

Phase One

Onboarding And Discovery

Fully understanding the Town’s current situation and landscape is job number one. Our first step will be to get up to speed by conducting a listening session with the Town leadership and any other stakeholders to ensure we fully understand the current situation.

We want to provide “counsel in context,” so doing our homework and listening is critical. Some of the topics we’ll cover include:

- Goals, objectives, challenges and priorities
- Key audience sectors
- The Town’s definition of success

Public Relations And Community Support For Key Town Projects

Work will begin immediately to develop a communications strategy in support of key initiatives. As part of this work, Sunwest will:

- Identify key audiences and develop a cadence of communication
- Work with the Town to develop clear and effective messaging for use in all public-facing activities, including events, newsletters, signage, etc.
- Develop communications materials, such as talking points, FAQs, newsletter and website content, and up to five hours of graphic design per month, etc.
- Develop and maintain a media contact database, focusing on the local Dallas/Park Cities area with a focus on online, print and broadcast publications
- Manage relationships with media/influencers on behalf of the Town
- Create and distribute well-developed content, including press releases and customized pitches to media outlets strategically targeted for specific stories
- Develop narratives that provide background behind each initiative and provide updates throughout the project
 - What the Town can expect in the coming months
 - The details behind each project
 - How this will benefit the Town and its residents
- Work with Town spokespeople to prepare for media interviews and other stakeholder interactions when necessary
- Coordinate press conferences and community meetings with the relevant target audience as needed
- Provide advice and counsel as it pertains to positioning the initiative and responses to the engagement around it as well as all marketing and communications
- Summary coverage reports on a monthly and quarterly basis

Spaeth Message And Media Training

Internationally recognized for its unique methodology, Spaeth Training, powered by Sunwest Communications, is a copyrighted methodology developed by strategic communications and crisis management expert Merrie Spaeth. Spaeth Training incorporates the significance of both word choice and nonverbal cues to transform how clients think about communication.

Sunwest will develop a tailored curriculum and scenarios designed to inform spokespeople of best practices in media and other stakeholder interactions. During this course, the Town will learn:

- How to “Focus the Message” by developing a headline and articulating proof points
- How to structure a message
- How spokespeople should respond to tough questions
- How to work with the media to the Town’s advantage
- How to effectively communicate the Town’s message through the media by using the copyrighted Spaeth Training methodology, including the Acknowledgment Phrase™ technique, good words and traditional elements of style, such as eye contact and facial expression.
- How to use the media for a wide variety of brand building and expert commentary

Phase Two

Proactive Strategic Communications Plan

Beyond immediate support for key projects, Sunwest will audit and make long term recommendations on the Town’s communications strategies and tactics, resulting in a robust, strategic communications roadmap to outline key moments and messages.

Our team will provide fresh perspectives and ongoing guidance on all communications matters, while constantly looking ahead and anticipating what could be around the corner. We use our expertise to offer counsel as we work through our strategy and will provide recommendations that help achieve the Town’s strategic goals.

As part of this work, Sunwest will:

- Develop a communications plan to guide all messaging and public relations efforts for the year
- Define clear messaging pillars that will guide and prioritize communication
- Craft key messaging and calls-to-action tailored to each target audience, including issue statements
- Identify opportunities to build and connect the community with events, communication and strategic initiatives
- Develop an annual communications timeline

Crisis Communications Plan Development

Sunwest is poised to support the Town in ensuring its response readiness for potential situations that could garner negative media attention or put its reputation in the crosshairs. Sunwest has a long history in helping brands, organizations and municipalities prepare for a reputational crisis. In our experience, the key is to anticipate the potential crisis with an approach of “when it occurs,” opposed to “if it occurs.” The goal is to mitigate the damage by preparing ahead of time.

Audit + Analysis (weeks 1-4)

- Conduct a thorough analysis of existing and historic crisis communications messaging, including research on media coverage or reputational threats the Town (and its counterparts) have seen or experienced.
- Host interviews with key internal stakeholders on their past experience, perceptions and expectations going forward.

Crisis Communications Plan Development (weeks 4-7)

- Develop a crisis communications playbook including:
 - A summary of the most likely reputational crisis scenarios the Town could face. (i.e. construction accident, active shooter, cyber-attack, lawsuit, etc.)
 - Customizable positioning statements and responses.
 - An outline of likely uses for those responses – timing and venue (i.e. news release, social media, proactive, reactive, etc.) in order to ensure readiness.

For these services, Town of Highland Park will pay Sunwest a professional services fee structured as follows:

- Public Relations and Community Support for Key Town Initiatives: \$5,800 per month for approximately 33 hours of account service per month, beginning June 1, 2025 and to be invoiced on the first of each month
- Spaeth Message and Media Training: \$7,500 one-time fee (discounted from \$10,000 with a monthly retainer agreement) to be invoiced upon execution of this agreement
- Strategic Proactive Communications Plan and Crisis Communications Plan Research and Development: \$18,000 one-time fee to be invoiced upon execution of this agreement

These fees are not inclusive of any hard costs incurred on the Town's behalf. Such hard costs shall be approved in writing by the Town before the expense is incurred.

In addition, Sunwest will bill the Town for reimbursement of out-of-pocket expenses incurred on the Town's behalf when these expenses have been approved in writing by the Town in advance. These expenses include but are not limited to such items as printing, mailing, event rentals, extended graphic design, travel, delivery, etc. All out-of-pocket expenses will be approved by the parties prior to the fee being incurred.

Unplanned work or time that exceeds the project scope of work as described herein, including an ongoing reputational or crisis communications matter or creative services work, will be billed at Sunwest's established hourly rates or at a rate to be negotiated in good faith by both parties. Sunwest shall notify Town in writing prior to commencing any unplanned work or work that exceeds the project scope. Sunwest's established hourly rates are as follows:

<u>Position</u>	<u>Rate</u>	<u>Crisis Rate</u>
CEO/Owner	\$388.00	\$550.00
Vice President	\$300.00	\$390.00
Senior Managing Director	\$250.00	\$325.00
Managing Director	\$250.00	\$325.00
Senior Account Director	\$225.00	\$300.00
Account Director	\$220.00	\$285.00
Senior Manager	\$215.00	\$280.00
Account Manager	\$210.00	\$275.00
Senior Account Supervisor	\$205.00	\$265.00
Account Supervisor	\$200.00	\$260.00
Senior Account Executive	\$192.00	\$250.00
Account Executive	\$140.00	\$180.00
Account Specialist	\$130.00	\$175.00

#reputationmatters

Account Coordinator	\$125.00	\$162.00
Intern	\$100.00	\$130.00
Office Coordinator	\$100.00	\$130.00
Fashion & Lifestyle Director	\$225.00	\$290.00
Office Manager	\$100.00	\$130.00
Social Media Account Manager	\$192.00	\$250.00
SVP Creative	\$210.00	\$250.00
Creative Account Manager	\$150.00	\$180.00
Account Executive - Multimedia & Creative	\$140.00	\$180.00
Graphic Designer	\$120.00	\$156.00
Project Coordinator	\$100.00	\$130.00

Either party may terminate this agreement by giving prior 30 days written notice to the other party. This agreement will continue until either party gives such notice or a new agreement is reached.

Payment of fees for services rendered and expenses incurred shall be due and payable in thirty (30) days upon invoice receipt and an interest charge on all outstanding balances in accordance with the Texas Prompt Payment Act, Texas Government Code Chapter 2251, as amended. Notwithstanding the foregoing, no interest charge shall accrue against the Town for invoiced amounts disputed by the Town in writing. If the Town's account is past due and sent for collection, reasonable charges shall be added to the Town's account for referral to an attorney or collection agency.

In the event that the Town fails to make payment of fees for services rendered and expenses incurred as provided for herein, then Sunwest shall have the right, without further notice or action, to cease all work under this agreement. Sunwest expressly does not waive its right to immediately terminate this agreement for non-payment of fees for services rendered and expenses incurred in the event that it opts to cease all work under this agreement for non-payment of fees for services rendered and expenses incurred.

To the extent permitted by Texas law, the Town shall indemnify and hold harmless Sunwest Communications, Inc. for and against all losses, claims, damages, expenses or liabilities which we may incur based upon information, representation, reports or data the Town furnish us.

SUNWEST SHALL INDEMNIFY, DEFEND, AND HOLD THE TOWN AND ITS OFFICERS, AGENTS, VOLUNTEERS, AND EMPLOYEES COMPLETELY HARMLESS FROM AND AGAINST ANY AND ALL LIABILITIES, LOSSES, SUITS, CLAIMS, JUDGMENTS, FINES, OR DEMANDS ARISING BY REASON OF INJURY OR DEATH OF ANY PERSON, DAMAGE TO ANY PROPERTY, OR DAMAGE TO INTANGIBLES (DAMAGE TO BUSINESS, DEFAMATION, ETC.), INCLUDING ALL REASONABLE COSTS FOR INVESTIGATION AND DEFENSE THEREOF (INCLUDING, BUT NOT LIMITED TO, ATTORNEY FEES, COURT COSTS, AND EXPERT FEES), OF ANY NATURE WHATSOEVER ARISING OUT OF OR INCIDENT TO THIS AGREEMENT, WHICH ARE THE RESULT OF CERTAIN ACTS OF SUNWEST, ITS EMPLOYEES, AGENTS, OR ANY PERSON OR ENTITY OVER WHICH THE SUNWEST EXERCISES CONTROL, THAT ARE CAUSED BY OR RESULT FROM AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL

PROPERTY INFRINGEMENT AND/OR FAILURE TO PAY A CONTRACTOR OR SUPPLIER. SUNWEST SHALL GIVE THE TOWN REASONABLE WRITTEN NOTICE OF ANY SUCH CLAIMS OR ACTIONS. SUNWEST SHALL USE LEGAL COUNSEL REASONABLY ACCEPTABLE TO THE TOWN IN CARRYING OUT ITS OBLIGATIONS HEREUNDER. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE EXPIRATION OR EARLY TERMINATION OF THIS AGREEMENT.

Sunwest agrees to keep and maintain commercial general liability, professional liability, workers' compensation, and employer's liability with at least the minimum limits shown below for the duration of this agreement.

Sunwest shall provide evidence of insurance coverage consistent with this requirement prior to contract award. Sunwest shall furnish the Town with certificates of insurance for each type of insurance described herein, with the Town listed as Certificate Holder and as an additional insured on the Sunwest general liability policy. In the event of bodily injury, property damage, or financial loss caused by Sunwest's negligent acts or omissions in connection with Sunwest's services performed under this agreement, Sunwest's Liability insurance shall be primary with respect to any other insurance which may be available to the Town, regardless of how the "Other Insurance" provisions may read. A waiver of subrogation in favor of the Town shall be contained in all liability policies and the Workers Compensation policy. In the event of cancellation, substantial changes or nonrenewal, Sunwest and Sunwest's insurance carrier shall give the Town at least thirty (30) days prior written notice. No work shall be performed until Sunwest has furnished to the Town the above referenced certificates of insurance and associated endorsements, in a form suitable to the Town. All insurance policies shall be issued by insurers that are (1) licensed to do business in the State of Texas, and (2) rated A- or better by Best's Key Rating Guide.

Commercial General Liability:	\$1,000,000 per occurrence
Professional Liability:	\$1,000,000 per claim-made
Workers' Compensation:	Statutory
Employer's Liability:	\$100,000 each accident/total disease/employee disease

Certificate of Insurance lists Town of Highland Park, 4700 Drexel Drive, Highland Park, TX 75205 as Certificate Holder.

Town of Highland Park and Sunwest acknowledge that during the term of this Agreement, both parties may have access to, or may come into possession of, various confidential materials of either party as well as confidential materials of Town of Highland Park ("Confidential Information"). All material supplied to Sunwest by Town of Highland Park shall be deemed Confidential Information, whether it is marked as such. With respect to such Confidential Information and to the extent permitted under Texas law, both parties agree to protect the Confidential Information in a commercially reasonable manner, use Confidential Information only to perform its obligations under this Agreement, and reproduce Confidential Information only as required to perform its obligations under this Agreement. Sunwest agrees to delete or destroy the Confidential Information upon conclusion of this engagement, or if unable to do so because it is stored electronically, Sunwest agrees to maintain such in a confidential location and format and not use the Confidential Information for any matter other than as directed in writing by Town of Highland Park. The Sunwest contact for contracts is Ginger Greenberg, ggreenberg@sunwestpr.com.



#reputationmatters

Town of Highland Park grants Sunwest the right to use the Town of Highland Park name and logo as a reference for marketing or promotional purposes on our website and in other public or private communications with our existing or potential customers, subject to Town of Highland Park’s standard trademark usage guidelines as provided to us from time-to-time. Upon written request from the Town, Sunwest shall cease all use of the Town of Highland Park name and logo for marketing and promotional purposes.

The Sunwest team will be well poised to assist with additional projects as they may arise, above and beyond the scope of work in this agreement including capital campaign consulting & execution, a fundraising feasibility study, strategic planning, video production, web development, graphic design and creative services, on-camera media training, social media community management, government relations, etc.

This letter agreement has been executed and delivered in the State of Texas and the validity, enforceability and interpretation of any of the clauses of this letter agreement shall be determined and governed by the laws of the State of Texas. All duties and obligations of the parties created hereunder are performable in Dallas County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this letter agreement.

Sunwest shall, during the entire term of the agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow the Town to exercise discretion or control over the professional manner in which Sunwest performs the services which are the subject matter of the Agreement; provided always however that the services to be provided by Sunwest shall be provided in a manner consistent with all applicable standards and regulations governing such services.

This letter shall represent the totality of our agreement and any amendments made shall be mutually agreed to in writing and attached hereto.

Please indicate the Town’s acceptance by signing and returning this document to Sunwest Communications.

Sincerely,

SUNWEST COMMUNICATIONS, INC.

APPROVED AND ACCEPTED BY

Crayton W. Webb
Owner / Chief Executive Officer

Date

Name: _____
Title: _____

Date



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

Review, discuss, and take action to extend the construction time for a new single-family residence at 4200 Arcady Avenue from April 23, 2025, to June 2, 2025, a 40-day extension.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The builder, Tatum Brown, received a Town Council extension for new home construction that extended the permit expiration from July 17, 2024, to April 23, 2025, a nine-month extension. The project is not yet complete, but since it has gone beyond the April 23rd extension date, staff advised the applicant to request a new extension. The proposed extension would be an additional 40 days from the expiration of the first extension. Staff and the builder believe the project will be completed prior to June 2nd, but the request would provide a buffer to accommodate any unforeseen circumstances.

The applicant provided the following information regarding the need for the extension: "The lost days due to rain this past month significantly delayed the remaining exterior work schedule. The final phase of stucco, hardscape, and concrete, which is currently in progress, has now lost over 12 workdays in April. The 19th CO completion date hinges on the outside work pushing through the nice weather next week to accomplish this date. They do not yet have the electrical final inspection, as they are waiting for the stucco crew to complete the outdoor kitchen area this week. However, everything is complete inside the house - electrical, plumbing, HVAC, etc." The applicant's comment about the "19th CO completion date" is a statement that they intend to obtain a Certificate of Occupancy for the home by May 19th. If that happens, this application can be withdrawn.

In October 2022, a complaint regarding mud on the sidewalk was received. The issue was resolved in a timely manner and there have been no additional complaints.

RECOMMENDATION

Approval of an extension to June 2, 2025

FINANCIAL IMPACT

The fee for extending the construction timeframe less than 90 days that was in place at the time this permit was issued was 25% of the original permit fee. Based on that methodology, the extension fee would be \$13,351.

ATTACHMENTS

None



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

Review, discuss, and take action on a proposed ordinance amending the Code of Ordinances, Section 3.01, by adding a new Subsection, 3.01.005, "Reasonable Accommodations."

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The Federal Fair Housing Amendments Act of 1988 ("FHA") and the Americans with Disabilities Act ("ADA") impose on local governments the duty to provide reasonable accommodations (modifications or exceptions) to various rules, policies and regulations related to land-use regulations when those accommodations are necessary to provide a disabled person an equal opportunity to enjoy and use a home of their choosing. The proposed ordinance provides procedures and policies to provide reasonable accommodation, including the process of obtaining accommodation, an appeal process, and sets out the applicability of the ordinance.

This ordinance is coming to the Town Council at this time for a couple of reasons. An ordinance providing for reasonable accommodations should already be in place, so this is a cleanup item to assure the Town is in compliance. In addition, there is a citizen who has a need for a reasonable accommodation and is awaiting the adoption of the proposed ordinance. These types of requests are not appropriate for the Board of Adjustment's consideration. Approval should be granted when they meet the standards of the ordinance. The decision should not be subject to discretion or criteria typically considered by the Board, such as finding a hardship.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

The Town cannot charge a fee for reasonable accommodation. There is no financial impact.

ATTACHMENTS

Ord. No. 2145 Reasonable Accommodations - Land Use

ORDINANCE NO. 2145

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, CHAPTER 3, BUILDING REGULATIONS, ARTICLE 3.01, GENERAL PROVISIONS; BY CREATING SECTION 3.01.005, REASONABLE ACCOMMODATIONS FOR RESIDENTIAL USES, PROVIDING FOR APPLICATION, DECISION AND APPEAL PROCEDURES FOR REASONABLE ACCOMMODATION REQUESTS BY PERSONS WITH DISABILITIES; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Highland Park, Texas (the "Town"), is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens' health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, Title VIII of the Civil Rights Act of 1968, as amended by the Federal Fair Housing Amendments Act of 1988 ("FHA"), and the Americans with Disabilities Act ("ADA") impose an affirmative duty on local governments to make reasonable accommodations (modifications or exceptions) in their rules, policies, practices or services related to zoning and land use regulation when such accommodations may be necessary to afford an individual with a disability an equal opportunity to use and enjoy a dwelling; and

WHEREAS, the Town Council of the Town ("Town Council") finds that codification of a formal procedure for persons with disabilities seeking equal access to housing to request reasonable accommodations in the application of the Town's land use and zoning standards, regulations, policies and procedures, and the establishment of relevant criteria to be used when considering such requests, will ensure prompt, fair and efficient handling of such requests in accordance with the statutory mandates, including the reasonable accommodation mandates of the FHA and ADA; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the Town Council finds this Ordinance and the amendment contained herein will promote the health, safety, and general welfare of the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2. That Chapter 3, Building Regulations, Article 3.01, General Provisions, is hereby amended by creating Section 3.01.005, Reasonable accommodations for residential uses, to read as follows:

Section 3.01.005 Reasonable Accommodations for residential uses

(a) Policy. It is the policy of the Town of Highland Park, pursuant to the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act and other applicable state and federal laws, to provide individuals with disabilities reasonable accommodations to the Town's zoning and development regulations, building regulations, rules, policies and procedures when needed to provide an individual with a disability an equal opportunity to use and enjoy a dwelling. This section provides a procedure for making requests for accommodations to comply fully with the intent and purpose of applicable laws, including federal laws, in making reasonable accommodation. Nothing in this section shall require the Town of Highland Park to agree to any requested accommodation that is unreasonable.

(b) Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means the eligible individual that requests an accommodation.

Director means the Director of Community Development or his/her designee.

Disabled individual means a person or persons who have a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having that type of impairment, or a person who has a record of that type of impairment. The term "disabled" includes persons recovering from addiction, but such term does not include current, illegal use of, or addiction to a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Property means the dwelling, facility, structure or property for which reasonable accommodation is sought.

Reasonable accommodation means a change, exception, or adjustment to a requirement in the Town's zoning, permit and processing requirements or procedures.

Requirement means a provision of the Town Code or an administrative policy, program or procedure.

(c) Effect. A reasonable accommodation shall control over a conflicting Town requirement.

(d) Applicability.

(1) This article shall apply to the requirements adopted by the Town.

(2) A reasonable accommodation is specific to the disabled individual(s) and does not run with the property. The reasonable accommodation shall be in force and effect as long as the disabled individual(s) for whom the reasonable accommodation was sought, resides on the property that is the subject of the reasonable accommodation. It is the duty of the owner of the property subject to the reasonable accommodation to notify

the director if the property is sold, an interest in ownership changes, or any other circumstance causing the disabled individual(s) to stop residing on the property. The Town shall allow a new owner an opportunity to renew and/or modify an approved reasonable accommodation in accordance with this article. If the reasonable accommodation is not renewed or modified within sixty (60) days from the date of change in ownership or tenancy, the reasonable accommodation shall automatically lapse and the property shall comply with all requirements of this article. Provided that structural changes to a dwelling that are approved by an accommodation will become subject to all Town regulations pertinent to nonconforming structures once the disabled person(s) vacate the property.

- (3) A reasonable accommodation does not alter an individual's obligation to comply with other applicable federal, state, and Town requirements.
- (4) This article shall not be construed as to require the Town to expend any funds to achieve a reasonable accommodation except to the extent required by state or federal law.

(e) Director's authority.

- (1) The Director is authorized to grant a reasonable accommodation under this article. An accommodation is deemed "reasonable" when the accommodation is necessary to afford an individual with a disability an equal opportunity to use and enjoy a property or obtain the housing of their choice.
- (2) The Director may request further information from the applicant so long as such a request is consistent with applicable laws, specifying in detail the additional information that is required. Any information related to the disability status identified by the applicant as confidential shall be retained in a manner to protect the privacy rights of the applicant and shall not be made available for public inspection unless required by the Texas Public Information Act. Any information received regarding the disability status identified, including but not limited to medical records, will be returned to the applicant within ten (10) days of the decision of the Director, or if appealed, within ten (ten) business days of the decision on the appeal.
- (3) The Director is authorized to grant an alternative reasonable accommodation.
- (4) The Director shall deny a request for an unreasonable accommodation. An accommodation is deemed "unreasonable" when:
 - a. The accommodation imposes an undue financial or administrative burden on the Town.
 - b. The impact of the requested use on its surroundings is greater than that of other uses permitted in the district,
 - c. The requested accommodation requires a fundamental alteration in the nature of the Town's land use and zoning regulations, or
 - d. The accommodation would result in a threat to the health and safety of the occupants of the property or the general public.
- (5) Before the director denies a request for an accommodation, the director must consult with the Town Attorney.

- (6) If the director denies the requested accommodation, the decision must include a proposed alternative reasonable accommodation.
- (7) The Director shall have such other authority as expressly set forth in this article or as provided in any other applicable Town ordinance, or by state or federal law.

(f) Request process.

- (1) A request for reasonable accommodation may be made to the Director by any person with a disability, their representative or a developer or provider of housing for individuals with disabilities. The request shall state the reason for the accommodation from the regulations and the basis for the request.
- (2) The applicant or applicant's representative shall provide the following:
 - a. Information indicating that the applicant qualifies as a disabled individual under this article.
 - b. description of the requested accommodation and the requirement for which accommodation is sought; and
 - c. reason the requested accommodation may be necessary for each individual with the disability to use and enjoy the dwelling, such that, without the accommodation, the applicant will be denied an equal opportunity to obtain the housing of their choice.
 - d. Address of the property for which the accommodation is requested, name and address of the person or entity requesting accommodation and if the applicant is applying on behalf of a person with a disability, the name and address of the person with a disability.
- (3) If an eligible individual needs assistance to make a request for an accommodation, the director will provide assistance including, but not limited to, transcribing a verbal request into a written request.
- (4) If the director receives a request for an expedited review of the requested accommodation, the director will take action to accommodate such request.
- (5) An eligible individual is not required to pay a fee for an accommodation request.
- (6) The Director shall review a request for an accommodation and issue a written decision on the request no later than 30 calendar days from the date the request is received. The written decision must state the basis of the decision, including the factors described in section (f)(6) of this article or the denial of the requested accommodation is otherwise authorized by or consistent with the regulations adopted in this article or any other applicable Town ordinance, state or federal law.
- (7) The Director shall issue a written decision within thirty (30) calendar days of the date of the application, and may either grant, grant with alterations or conditions, or deny a request for accommodation. Such decision shall be sent by , certified mail, regular mail and electronic mail. The decision shall at minimum indicate the following:
 - a. Whether the property, which is the subject of the requested accommodation, will be used by an individual with a disability protected under the applicable laws,
 - b. Whether the requested accommodation is necessary to afford an individual with a disability an equal opportunity to use and enjoy the property,

- c. Whether the requested accommodation would impose an undue financial or administrative burden on the Town,
 - d. Whether the requested accommodation would require a fundamental alteration in the nature of the Town's land use and zoning regulations or if the impact of the requested use on its surroundings is greater than that of other uses permitted in the district, and
 - e. Whether the accommodation would result in a threat to the health or safety of the property's occupants or the general public.
- (8) If the Director fails to issue a written decision on the request for accommodation within thirty (30) calendar days of the application, the accommodation request shall be deemed granted.
- (9) A request for accommodation stays all proceedings in furtherance of the enforcement of any requirement that is the subject of the request. An accommodation request does not affect an applicant's obligation to comply with other applicable regulations not at issue with the requested accommodation.
- (g) Appeals. An applicant, or a person on whose behalf an application was filed, may appeal the Director's written decision to grant an accommodation with alterations or conditions or to deny the accommodation no later than thirty (30) calendar days from the date the written decision of the Director is mailed, or is received if sent by email.
- (1) An appeal must be in writing, include the grounds for the appeal and be submitted to the Town Administrator's office.
 - (2) If an applicant needs assistance appealing a written decision, the director will provide assistance including, but not limited to, transcribing a verbal appeal into a written appeal.
 - (3) An applicant is not required to pay a fee to appeal a written decision.
 - (4) An applicant may request an expedited review of an appeal.
 - (5) If the appeal includes a request for an expedited review, the Town Administrator's designee will take action to accommodate such request.
 - (6) An appeal shall be decided by the Town Administrator or his/her designee. In considering an appeal of a decision of the Director, the Town Administrator or his/her designee shall consider:
 - a. The application requesting the accommodation,
 - b. The decision issued by the Director,
 - c. The applicant's written statement of the basis for the appeal, and
 - d. The provisions of this article and applicable law, to determine whether the Director's decision was consistent with applicable fair housing laws.
 - (7) Consideration of an appeal is subject to the same standards set forth in (f)(7) above and shall be sent in the same manner
 - (8) If a written decision on the appeal is not rendered within thirty (30) calendar days from the date the appeal is received, the requested accommodation shall be deemed granted as requested.
 - (9) The decision of the Town Administrator or his/her designee shall be final.

SECTION 3. That, all ordinances of the Town of Highland Park in conflict with the provisions of this ordinance be, and the same are hereby repealed to the extent they are in conflict. Such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. All other provisions of the ordinances of the Town of Highland Park not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 4. That, should any paragraph, sentence, clause, phrase, or word of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction for any reason, the remainder of this ordinance shall not be affected and shall remain in full force and effect. The Town Council declares that it would have passed this Ordinance, and each paragraph, sentence, clause, phrase, or word thereof, regardless of whether any paragraph, sentence, clause, phrase, or word is declared unconstitutional and/or invalid.

SECTION 5. That, this ordinance shall be deemed to be incorporated into the Code of Ordinances of the Town of Highland Park, Texas.

SECTION 6. That, this ordinance shall be in effect immediately following its passage, approval and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED the 20th day of May, 2025.

APPROVED AS TO FORM:

APPROVED:

Susan B. Thomas, PhD
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

Review, discuss, and take action authorizing the Town Administrator to execute a lease agreement with the Stewart Organization.

PRESENTED BY: John Samford, Director of Finance

BACKGROUND:

In 2013, the Town transitioned from printers, scanners, and facsimile machines to departmental multi-function copiers, which reduced the number of devices being managed and streamlined departmental costs and support. The agreement includes the lease of the equipment, ongoing maintenance, and replacement toner. Pricing for the equipment lease has increased by 4% compared to the previous four-year agreement. Under the proposed four-year lease agreement, the existing 13 copiers will be replaced with new equipment. No changes are being made to the number of copiers utilized by the departments. This agreement has been competitively bid by the State of Texas, Department of Information Resources ("DIR"), affording the Town the opportunity to take advantage of greater economies of scale.

RECOMMENDATION

Town staff recommends approval of contracting with the Stewart Organization and Canon Financial Services to provide departmental copier equipment and services. The Town Attorney reviewed the lease agreement, and the Town staff have verified that the Stewart Organization is a state-approved vendor for copy/print services.

FINANCIAL IMPACT

The agreement is \$35,700.00 per year for four (4) years. The first year of the agreement is fully funded in the Town's 2024-2025 Budget, with the following three (3) additional years anticipated within the Town's 10-year financial model.

ATTACHMENTS

Town of Highland Park DIR equipment list 2025, Highland Park purchase agreement 2025 updated AP, Checklist for Use of Cooperative Purchasing-ILA Programs - signed



Town of Highland Park
4700 Drexel Dr.
Highland Park, TX 75205
214-559-9330
www.hptx.org

Canon Financial Services
14904 Collections Center Drive
Chicago, IL 60693

Effective Date: 6/30/2025

Contract number DIR-CPO-5428

Bill to:

- Town of Highland Park
- 4700 Drexel Dr., Highland Park, TX 75205

Ship to address:

- Town of Highland Park
- 4700 Drexel Dr., Highland Park, TX 75205

Contact: Shone Doville, 214-559-9330 sdoville@hptx.org

Equipment:

- 1- Canon iRA DX C3926i (5963C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 2- Canon iRA DX C3926i (5963C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 3- Canon iRA DX C3926i (5963C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 4- Canon iRA DX C3926i (5963C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 5- Canon iRA DX C3926i (5963C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 6- Canon iRA DX C3926i (5963C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Additional IT Support (6138B087AA).



Town of Highland Park
4700 Drexel Dr.
Highland Park, TX 75205
214-559-9330
www.hptx.org

- 7- Canon iRA DX C3926i (5963C002AA), Cabinet (5634C001AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 8- Canon imagePROGRAF TM-355 MFP Z36 (6244C005AC)
- 9- Canon iRA DX C3930i (5962C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 10- Canon iRA DX C3930i (5962C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 11- Canon iRA DX C3930i (5962C002AA), Cassette Feeding Unit (4917C002AA), Inner Finisher (4000C002AA), Super G3 Fax Board (4919C001AA), Additional IT Support (6138B087AA).
- 12- Canon iRA DX C5840i (3827C002AA), Cassette Feeding Unit (4030C002BA), Inner Finisher (4000C002AA), Super G3 Fax Board (3998C001AA), Paper Deck Unit (6595C002AA), Additional IT Support (6138B087AA).
- 13- Canon iRA DX C5840i (3827C002AA), Cassette Feeding Unit (4030C002BA), Booklet Finisher (6601C002AA), Buffer Pass (5546C002BA), Paper Deck (6569C002AA), 2/3 Hole Puncher Unit (0126C001AA), Super G3 Fax Board (3998C001AA), Additional IT Support (6138B087AA).

48-month lease payment of \$2,975.00

DIR 48-month lease

Signature

Printed Name

Title

Date

Bill To	<i>Customer ID: 1041111</i>
Company	Town of Highland Park
Address	4700 Drexel Dr
City	Dallas
State	TX
Zip	75205
Phone	214-559-9330
Tax Exempt	☒ Yes ☐ No

Customer Information	
Purchaser	Shone Doville
Phone	214-559-9447
Email	sdoville@hptx.org
AP Contact	Tracy Nguyen
Phone	214-559-9360
Email	accountspayable@hptx.org
PO Number	

Qty	Make	Description	Location	Lease Company
13	Canon	See Attached Schedule	See Attached Schedule	

Service & Supply Agreement: Includes labor and parts.

Does not include paper or staples. Supplies included as specified below:

Color & Monochrome MFP's & Non-cartridge Printers: includes all other supplies.

Cartridge Printers and Fax Machines: Supplies included with PMS and FMS contracts only.

Wide Format Printers: Supplies are not included.

Host	Billing Cycle	Base Charge (per cycle)	Cost Per Image	Included Images (per cycle)
See Attached Schedule	Base: Overage:	See schedule	B/W: see schedule Color: see schedule	B/W: N/A Color: N/A

****DIR Contract # - DIR – CPO – 5428**

****Service rates will not escalate per DIR contract**

Stewart to install software for electronic meter collection: Accept: Yes Decline: _____

"Stewart Time" Service Response Time Guarantee: When emergency service is needed in our service area: we will have a technician at your location ready to repair your device within 90-minutes from the time we receive your call if the location is within a 25 mile radius of our office (180-minutes if it is further). If we are late, we will take 1% off the current month's service bill for that machine for every minute we are late, up to 100%.

Accepted Date	_____
By	_____
	Authorized Signature
Account Manager	Anthony Estorga

Company	Town of Highland Park
The undersigned warrants that he is a duly authorized corporate officer of the above name, and/or has all necessary authorization to execute this agreement	
Name (Print)	Title
By	Date
	Authorized Signature

IMPORTANT: THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE OF THIS FORM ARE AN INTEGRAL PART OF THIS CONTRACT.

Terms and Conditions

Purchaser hereby agrees to the following terms and conditions:

1. This order shall become binding once approved and accepted by Corporate Officer of The Stewart Organization, hereinafter referred to as Seller.
2. This order may not be cancelled or altered after acceptance without Seller's consent.
3. Seller shall not be liable for failure to deliver or for delays occasioned by causes beyond Seller's control, including without limitation, strikes, non-delivery or delays by shippers, carriers, accidents, or governmental acts.
4. In no event shall either Party be liable to the other Party for any special, indirect, incidental or consequential damages, nor shall Seller be liable in any event for more than the Seller's invoice price of any equipment or supplies. Each shipment under this order is to be considered an individual transaction.
5. This is a binding contract and not a sale on approval or trial basis. Provisions of this contract, once accepted by Seller, constitute the entire agreement between Purchaser and Seller and supersede all other written or oral communications between the parties. Purchaser agrees that Seller is specifically not bound by any oral or written representation made by its employees or salesman to buyer which does not appear herein in writing.
6. All rights, title, and interest to the equipment or supplies described herein shall remain the property of the Seller until paid in full.
7. Disclaimer of Warranties: In connection with and for the term of this Agreement, We transfer to You any warranties made by the manufacturer to Us. You specifically waive all rights to make a claim against Us or Our assignee, for breach of any warranty of any kind whatsoever. We will make, during regular business hours, all necessary repairs to the equipment installed hereunder without charge. You agree to pay Us the current rates for any repairs You require Us to perform outside normal business hours, or repairs made solely due to Your misuse or abuse of the equipment.
8. Payment Terms: Equipment sales are due upon delivery; all other invoices, including maintenance and supply charges, are net 30 days. In the event of any default on the payment provisions herein, customer agrees to pay, in addition to any defaulted amount, all costs of collection including attorney fees and court costs. A \$50.00 service charge will be levied on all checks returned due to insufficient funds or for any other reason. Returned checks will not be deposited. The licensee must cover the returned check with a valid replacement check, ACH or credit card payment.

Service and Supply Agreement

1. Renewal: This agreement shall continue on a month-to-month basis until amended by Seller or cancelled by either party by giving 30 days prior written notice. In any event and without further notice, the black meter charge will increase as follows each year: one tenth of a penny in each of the second and third years, two tenths of a penny in each of the fourth and fifth years, and three tenths of a penny each year thereafter. The increase for monochrome machines greater than or equal to 110 images per minute will be ten percent each year. Color meter charges will increase as follows each year: one half of a penny in each of the second and third years and one penny each year thereafter. The increase in color meter charges on 220V color digital presses will be ten percent each year. Quarterly service plans, annual service plans and service plans with base allowances which include copies will increase by ten percent each year.
2. Software/Connectivity Support: Seller will assist customer with the installation of manufacturer's print drivers and software for any connectable equipment listed in this agreement. Customer agrees to provide access and information required to complete the requested installation. Customer will provide all necessary network cabling for the installation. Seller will provide software updates from the manufacturer at no charge for products under Seller maintenance agreements. Re-installation of software or other system changes are not included in this service agreement and will be billed at Seller's applicable charge rate for connectivity support. Seller will not be held liable for any errors, property damage, loss of time or profit, consequential or incidental damages of any kind arising as result of operating any software provided with the purchase of a manufacturer's product or downloaded from a manufacturer's website.
3. Retained Title: Title to all supplies furnished hereunder, including consumable parts such as drums, remain with Seller until supplies are consumed to the extent they may not be further utilized in the image making process.
4. Assignment: No assignment of any rights hereunder shall be valid as to Purchaser unless consented to in writing by Seller.
5. Complete Agreement: Purchaser specifically agrees that NO OTHER representations, constitutions, or warranties other than those set specifically in writing herein have been made or have been relied on in making of this agreement.
6. When applicable, Purchaser agrees to provide Seller with accurate meter readings for each item of equipment in this agreement, when and by such means as Seller requests.
7. Seller reserves the right to refuse coverage if it appears that supplies under this agreement are being used in a machine other than the specifically noted equipment on the reverse side.
8. An image is defined as letter size.
9. Wide Format Inkjet Printers: Print heads are only covered if service agreement is purchased at time of new machine purchase. Seller reserves the right to exclude print heads if Purchaser acquires ink from a source other than Seller. Maintenance cartridges, ink cartridges and cutter blades are supply items and are not covered under the service agreement.
10. Buyer shall pay for all supplies, parts, and labor needed to correct misuse, abuse, or irregular electrical service.
11. Buyer agrees to pay when due, all taxes relating to this agreement, including pass through taxes.

Initial Here

Equipment Schedule

Qty	Make	Description	Location	Lease Per Device
1	Canon	imageRUNNER ADVANCE DX C3926i	4700 Drexel Dr, Dallas, TX 75205 3rd FL. Lieutenants office	\$210
1	Canon	imageRUNNER ADVANCE DX C3930i	4700 Drexel Dr, Dallas, TX 75205 Library	\$216
1	Canon	imageRUNNER ADVANCE DX C5840i	4700 Drexel Dr, Dallas, TX 75205 3rd FL Finance	\$297
1	Canon	imageRUNNER ADVANCE DX C5840i	4700 Drexel Dr, Dallas, TX 75205 3rd FL Admin.	\$370
1	Canon	imagePROGRAF TM-355 MFP Z36	4700 Drexel Dr, Dallas, TX 75205 Engineering Dept.	\$263
1	Canon	imageRUNNER ADVANCE DX C3926i	5005 Holland Ave, Dallas, TX 75209 Service Center	\$165
1	Canon	imageRUNNER ADVANCE DX C3926i	4700 Drexel Dr, Dallas, TX 75205 Dispatch Office	\$210
1	Canon	imageRUNNER ADVANCE DX C3926i	4700 Drexel Dr, Dallas, TX 75205 Engineering Dept.	\$210
1	Canon	imageRUNNER ADVANCE DX C3926i	4700 Drexel Dr, Dallas, TX 75205 CID	\$210
1	Canon	imageRUNNER ADVANCE DX C3926i	4700 Drexel Dr, Dallas, TX 75205 Customer Service	\$210
1	Canon	imageRUNNER ADVANCE DX C3930i	4700 Drexel Dr, Dallas, TX 75205 2nd FL Court	\$216
1	Canon	imageRUNNER ADVANCE DX C3930i	4700 Drexel Dr, Dallas, TX 75205 2nd FL DPS Admin.	\$216
1	Canon	imageRUNNER ADVANCE DX C3926i	4700 Drexel Dr, Dallas, TX 75205 3rd FL. DPS	\$182

48mo total DIR lease price = \$2,975.00

VERIFICATION

The undersigned acknowledges having received a copy of this Schedule. A copy of this document containing your original or facsimile signature, or other indication of your intent to agree to the terms set forth herein, shall be enforceable for all purposes.

Town of Highland Park

X

CUSTOMER

SIGNATURE

PRINT NAME & TITLE

DATE

Service Schedule

Host	Billing Cycle	Base Charge (per cycle)	Cost Per Image	Included Images (per cycle)
(1) imageRUNNER ADVANCE DX C3926i <i>3rd FL. Lieutenants office</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3930i <i>Library</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C5840i <i>3rd FL Finance</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C5840i <i>3rd FL Admin.</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imagePROGRAF TM-355 MFP Z36 <i>Engineering Dept.</i>	Base: M Overage: M	\$110.00	B/W: 0.00000	0
(1) imageRUNNER ADVANCE DX C3926i <i>Service Center</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3926i <i>Dispatch Office</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3926i <i>Engineering Dept.</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3926i <i>CID</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3926i <i>Customer Service</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3930i <i>2nd FL Court</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3930i <i>2nd FL DPS Admin.</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0
(1) imageRUNNER ADVANCE DX C3926i <i>3rd FL. DPS</i>	Base: M Overage: M	\$0	B/W: 0.00900 Color: 0.058000	0

Initial Here



Town of Highland Park
Cooperative Purchasing Program/Interlocal Agreement Checklist

Checklist for Use of Cooperative Purchasing Program for Procurement

- ✓ 1. The Department has confirmed the Town is an active member of the Cooperative Purchasing Program being utilized. **Note: The Department must notate the Cooperative Purchasing Program and associated contract number being utilized in the Internal Notes section of the Purchase Order Requisition within Incode Central Pro.**
- ✓ 2. The Department understands and agrees to follow the Cooperative Purchasing Program process or requirements including any post purchase reporting requirements, if any.
- ✓ 3. The Department has verified the contract being utilized through the Cooperative Purchasing Program is active and in good standing. This includes verifying that the contract/bid has not expired.
- ✓ 4. The Department has validated the pricing in the vendor's quote (materials and labor rate) matches or is lower than the pricing in the utilized Cooperative Purchasing Program contract

Checklist for Use of Interlocal Agreement for Procurement

- ☐ 1. The Department has confirmed the utilized Interlocal Agreement is valid and active. This includes validating the Interlocal Agreement has been approved by the Town Council, if applicable. **Note: The Department must notate the Interlocal Agreement and associated contract number being utilized in the Internal Notes section of the Purchase Order Requisition within Incode Central Pro.**
- ☐ 2. The Department understands and agrees to follow the Interlocal Agreement process or requirements including any post purchase reporting requirements, if any.
- ☐ 3. The Department has validated the pricing in the vendor's quote (materials and labor rate) matches or is lower than the pricing in the utilized Interlocal Agreement contract

Complete the checklist that applies to your procurement. The Department Director's signature below certifies the procurement was made in compliance with the applicable checklist.

Department Director Signature

Date 3/25/2025

Shone Denville

Printed Name



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lot 12R, Block 21, a replat of part of Lot 12 and all of Lots 13 and 14, Block 21, 2nd Installment of Highland Park, located at 3920 and 3924 Gillon Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The applicant proposes to combine two existing building sites to create one lot for the purpose of constructing a new house. The proposed replat meets all requirements of the subdivision ordinance. The proposed new lot would be 36,080 square feet in area. The property is zoned "C", One-Family Residential, and the proposed plat meets all lot size requirements of the C district.

The property at 3920 Gillon is a single building site comprised of all of Lot 13 and 15 feet of Lot 12. Although staff cannot determine when the 15 feet of Lot 12 was added to Lot 13, it is clear that it has been that way since at least the 1990's and likely much longer. The replat would combine the two building sites at addresses 3920 and 3924 Gillon into one fully platted lot. By ordinance, no more than two building sites can be combined. Although the 3920 address includes parts of two lots, it is a single building site. Therefore, this request complies with the limitation of combining two building sites.

RECOMMENDATION

Staff recommends approval.

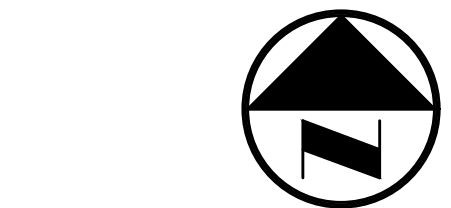
FINANCIAL IMPACT

None

ATTACHMENTS

Plat

J:\MILLER\2025_10_02_AW
NA\0052787\00\06 CAD\DWG\ SURVEY_C3D\0052787.00RPT.DWG



0 10 20 40 60
GRAPHIC SCALE IN FEET
1" = 20'

LOT 9, BLOCK 20
2ND INSTALLMENT
HIGHLAND PARK
(VOL. 1, PG. 253)
(M.R.D.C.T.)

15' ALLEY
(VOL. 1, PG. 253)
(M.R.D.C.T.)

LOT 8, BLOCK 20
2ND INSTALLMENT
HIGHLAND PARK
(VOL. 1, PG. 253)
(M.R.D.C.T.)

LOT 7, BLOCK 26
2ND INSTALLMENT
HIGHLAND PARK
(VOL. 1, PG. 253)
(M.R.D.C.T.)

LEGEND

- PROPERTY LINE
- - - OLD LOT LINE
- (C.M.) CONTROLLING MONUMENT
- M.R.D.C.T. MAP RECORDS OF DALLAS COUNTY TEXAS
- D.R.D.C.T. DALLAS COUNTY TEXAS
- O.P.R.D.C.T. OFFICIAL PUBLIC RECORDS OF DALLAS COUNTY TEXAS
- HP 106 CITY OF HIGHLAND PARK GPS MONUMENT #106, ALUMINUM DISK

HIGHLAND DRIVE
(70' PUBLIC RIGHT-OF-WAY)
(VOL. 1, PG. 253)
(M.R.D.C.T.)

POINT OF BEGINNING
1/2-INCH IRON ROD FOUND (C.M.)

GILLON AVENUE
(60' PUBLIC RIGHT-OF-WAY)
(VOL. 1, PG. 253)
(M.R.D.C.T.)

LOT 12R, BLOCK 21
3922 GILLON
0.828 ACRES
(36,080 SF)

HILLWOOD REALTY LTD
(INST. NO. 201700173413)
(O.P.R.D.C.T.)
S MAGNOLIA PARK, LLC
(INST. NO. 202000001807)
(O.P.R.D.C.T.)

HILLWOOD REALTY, LTD.
(VOL. 96068, PG. 4740)
(D.R.D.C.T.)
S MAGNOLIA PARK, LLC
(INST. NO. 202000001807)
(O.P.R.D.C.T.)

BLOCK 21
2ND INSTALLMENT
HIGHLAND PARK
(VOL. 1, PG. 253)
(M.R.D.C.T.)

PART OF LOT 12,
BLOCK 21
2ND INSTALLMENT
HIGHLAND PARK
(VOL. 1, PG. 253)
(M.R.D.C.T.)

THOMAS W. LUCE, III,
TRUSTEE
(VOL. 96253, PG. 2911)
(D.R.D.C.T.)

Owner: Mark E. Kinney
Title: President

STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day Mark E. Kinney personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this ____ day of _____, 2025.

Notary Public in and for the State of Texas

NOTES

- Bearing system for this survey is based on the State Plane Coordinate System, North American Datum of 1983 (2011), Texas North Central Zone 4202. Distances reported have been scaled by applying the Dallas county TxDOT surface adjustment factor of 1.000136506.
- The distances shown hereon for adjoining and adjacent properties have been compiled from recorded plats and deeds, and do not necessarily represent field verified or monumented distances.
- The coordinates shown hereon for the property corners are grid coordinates.
- Notice: Selling a portion of this addition by metes and bounds is a violation of town ordinance and state law and is subject to fines and withholding of utilities and building permits.
- No floodplain exists on site.

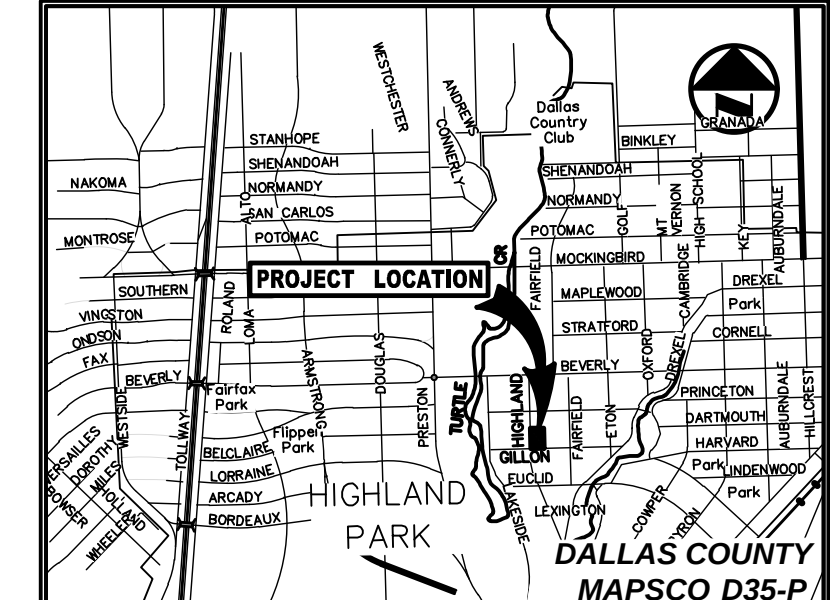
SURVEYOR:

WESTWOOD PROFESSIONAL SERVICES INC.
7557 RAMBLER ROAD, SUITE 1400
DALLAS, TEXAS 75231
PH: (972) 235-3031
CONTACT: KYLE C. HARRIS

OWNER:

S MAGNOLIA PARK, LLC
3000 TURTLE CREEK BLVD., DALLAS,
TEXAS 75219
PHONE: (972) 535-1928
CONTACT: MARK E. KINNEY

TBPELS. ENGINEERING FIRM NO. 11756
TBPELS SURVEYING FIRM NO. 10074301



VICINITY MAP
(NOT TO SCALE)

SURVEYOR'S STATEMENT

I, Kyle C. Harris, a Registered Professional Land Surveyor, licensed by the State of Texas, do hereby certify that I prepared this Replat from an actual survey on the land that the corner monuments shown thereon were found and/or property placed under my personal supervision in accordance with applicable cods and ordinances of the Town of Highland Park, Texas

Witness my hand at Dallas, Texas
Dated this the ____ day of _____, 2025.

PRELIMINARY

THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELED UPON AS A FINAL SURVEY DOCUMENT.
RELEASED 5/7/25.

Kyle C. Harris
Registered Professional Land Surveyor,
No. 6266
kyle.harris@westwoodps.com

STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Kyle C. Harris, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this ____ day of _____, 2025.

Notary Public in and for the State of Texas

CERTIFICATE OF APPROVAL

Approved this ____ day of _____, 2025, by the town council of the Town of Highland Park, Texas.

Attest:

Joanna Mekeal
Town Secretary, Town of Highland Park, Texas

Will C. Beecherl
Mayor, Town of Highland Park, Texas

REPLAT LOT 12R, BLOCK 21 3922 GILLON

BEING A REPLAT OF PART OF LOT 12 AND ALL OF LOTS 13 AND 14, BLOCK 21, 2ND INSTALLMENT OF HIGHLAND PARK LOCATED IN THE TOWN OF HIGHLAND PARK AND BEING OUT OF THE JOHN COLE SURVEY, ABSTRACT NO. 268. DALLAS COUNTY, TEXAS

Westwood Westwood Professional Services, Inc.		7557 RAMBLER ROAD SUITE 1400 DALLAS, TX 75231 972.235.3031 westwoodps.com	
DRAWN BY JM/JRM	CHECKED BY KCH	SCALE 1"=20'	JOB NUMBER 0052787.00
		DATE MAY 2025	

REPLAT- LOT 12R, BLOCK 21 3922 GILLON



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**

Item Coversheet

Conduct a public hearing, review, discuss, and take action on a request to amend Planned Development Ordinance No. 1257 regarding new athletic fields and related facilities for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Highland Park Independent School District plans to develop athletic fields at the Intermediate School/Middle School campus, which is situated in both Highland Park and University Park. The portion in Highland Park is located in a planned development district ("PD"). The proposed improvements would be located entirely within the Town of Highland Park and require an amendment to the PD ordinance.

The proposed improvements include a football/soccer field, practice fields, a scoreboard, and track and field facilities. All new turf areas would be comprised of artificial turf.

RECOMMENDATION

The Zoning Commission recommends approval.

FINANCIAL IMPACT

None

ATTACHMENTS

Ordinance - HPISD PD amendment Athletic Fields, Highland Park Middle School Layout 3.4.25, HIGHLAND PARK MS - TRACK AND FIELD PLAN, Daktronics Board Layout, Base-Plate-Mount-Football-Goal-Post, Zoning Commission Staff Report HP Middle School PD Amendment

ORDINANCE NO. 2144

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, CHAPTER 14A, ZONING ORDINANCE, SECTION 26, LIST OF SPECIFIC USE PERMITS, PLANNED DEVELOPMENTS AND COMBINED BUILDING SITES; 26-100, AMENDING PD ORDINANCE NO. 1257, "NEW MIDDLE SCHOOL," AS AMENDED, FOR MCCULLOCH MIDDLE INTERMEDIATE SCHOOL/HIGHLAND PARK MIDDLE SCHOOL, TO REVISE THE CONCEPT PLAN FOR THE TRACK AND ATHLETIC FIELDS WEST OF KEY STREET, NORTH OF NORMANDY STREET AND EAST OF HIGH SCHOOL AVENUE; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY CLAUSE; PROVIDING FOR INCORPORATION INTO THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town of Highland Park, Texas (the "Town"), is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens' health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, the Town has determined that it is a necessity to regulate activities as provided for herein to safeguard the public; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and as a part of the operative provisions hereof.

SECTION 2. Chapter 14 Amendment.

That, Chapter 14A, Zoning Ordinance, of the Code of Ordinances of the Town of Highland Park is hereby amended by amending PD Ordinance No. 1257, as amended, replacing all previous concept plans for track and athletic fields west of Key Street, north of Normandy Street, and east of High School Avenue, as amended, with a new concept plan as shown in Exhibit A.

SECTION 3. That, any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the penalty provision of Section 1.01.009 of the Code of Ordinances of the Town of Highland Park, as amended.

SECTION 4. That, all ordinances of the Town of Highland Park in conflict with the provisions

of this ordinance be, and the same are hereby superseded and all other provisions of the ordinances of the Town of Highland Park not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. That, should any paragraph, sentence, clause, phrase, or word of this ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected.

SECTION 6. That, this ordinance shall be deemed to be incorporated into the Code of Ordinances of the Town of Highland Park, Texas.

SECTION 7. That, this ordinance shall be in effect immediately following its passage, approval and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED this 20th day of May, 2025.

APPROVED AS TO FORM:

APPROVED:

Susan B. Thomas, PhD
Town Attorney

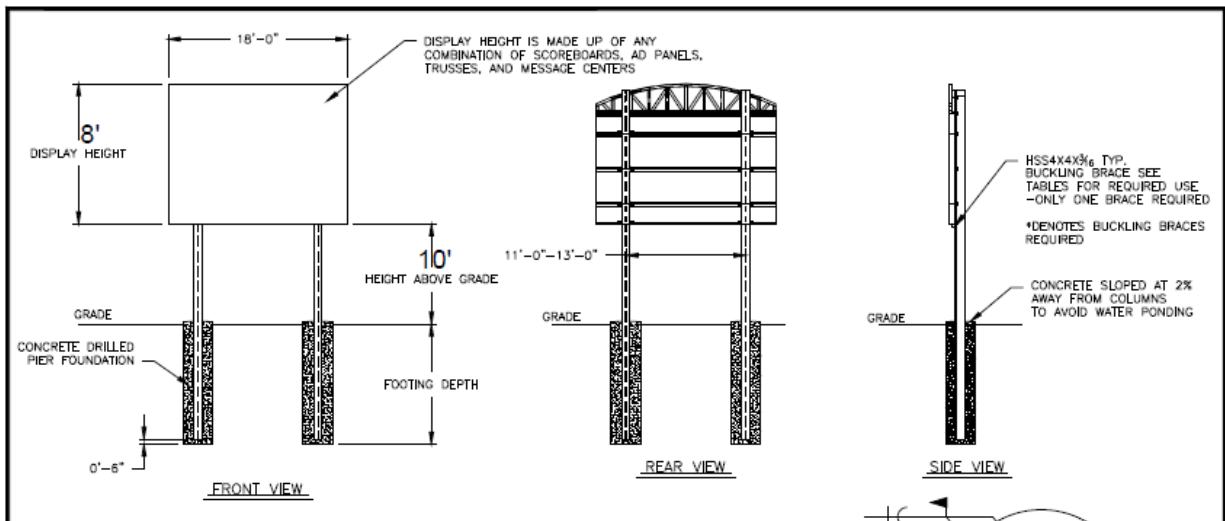
Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

EXHIBIT A

All areas shown in green to be artificial turf.





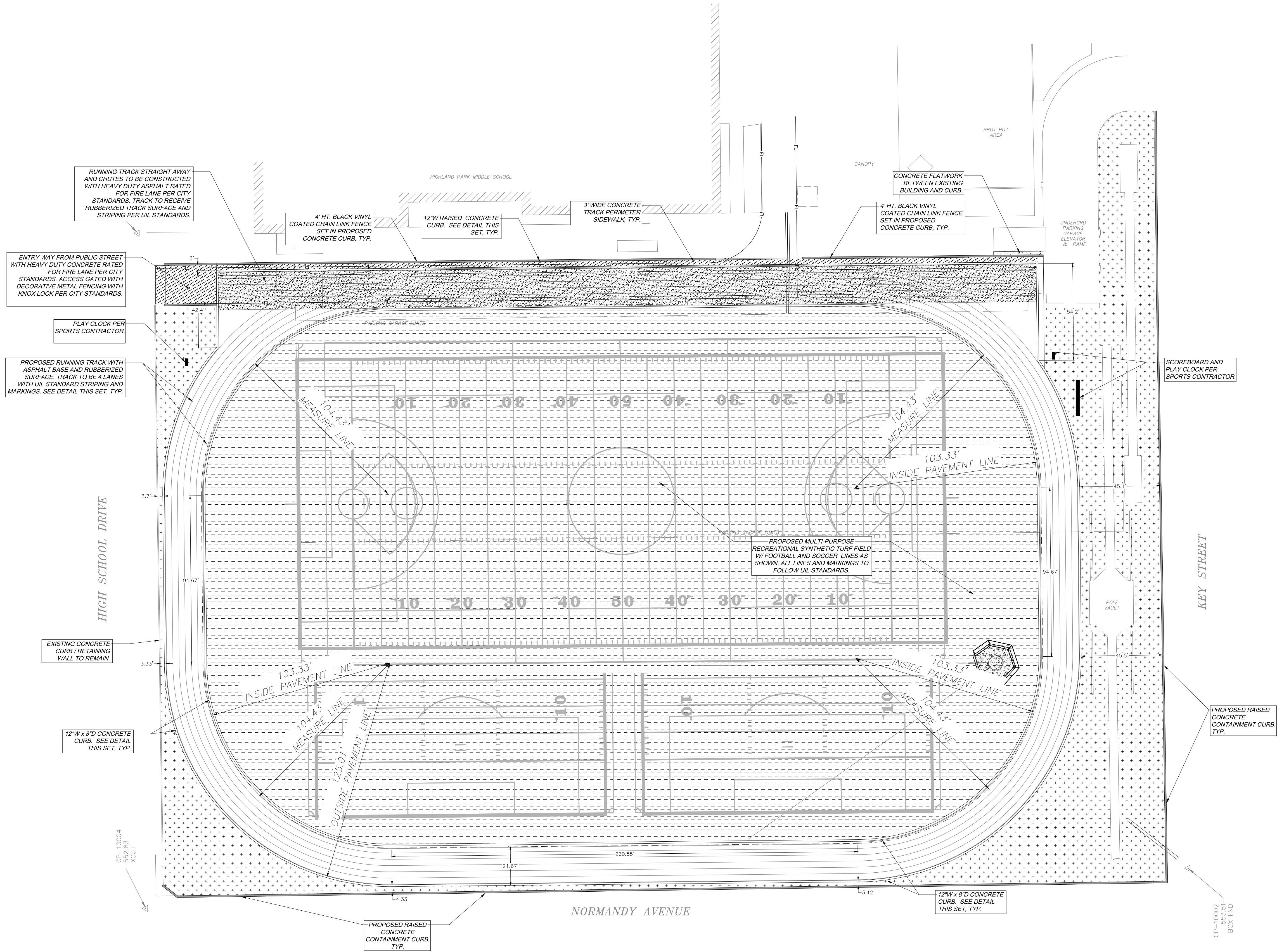
HIGHLAND PARK MIDDLE SCHOOL
HIGHLAND PARK INDEPENDENT SCHOOL DISTRICT

SYNTHETIC TURF AND TRACK COLOR LAYOUT PLAN

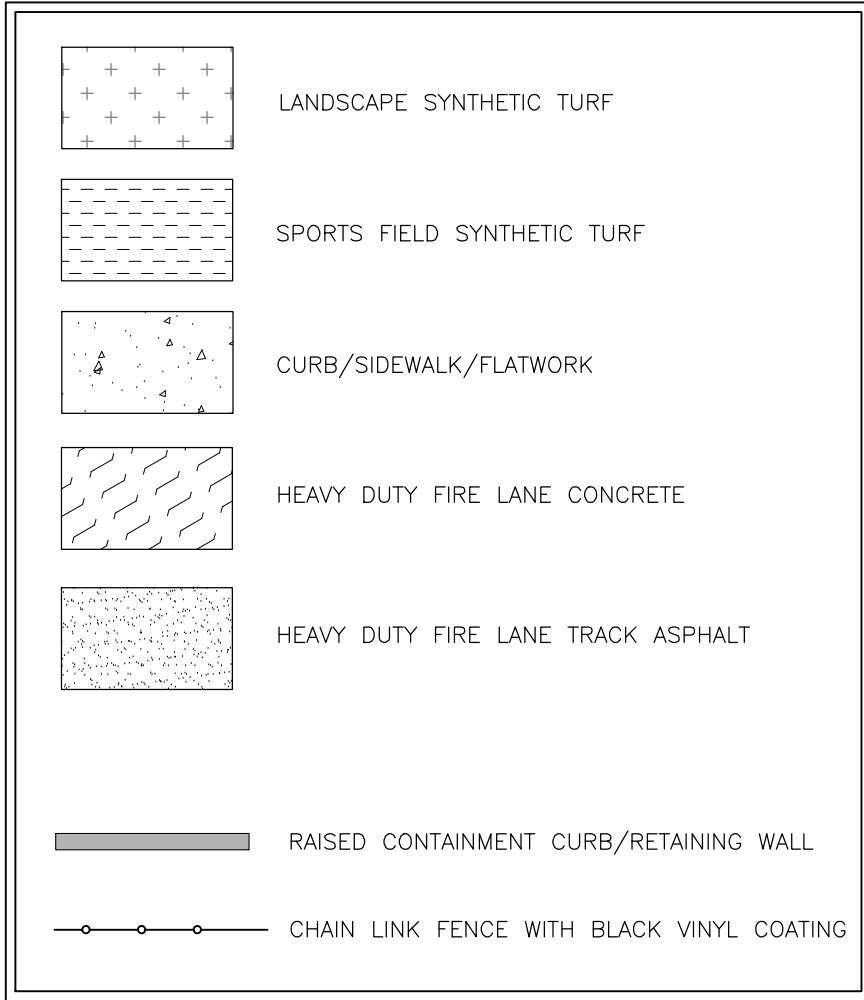
Site No:
HIGHLAND PARK MS
Date:
2/5/25
Prepared By:
C. PILLIS

SHEET
1

T:\25-0102 - Highland Park Fields\Design\SF 1.2-1.3 - Site Layouts.dwg, Apr 28, 2025 - 6:32PM tempu



LEGEND

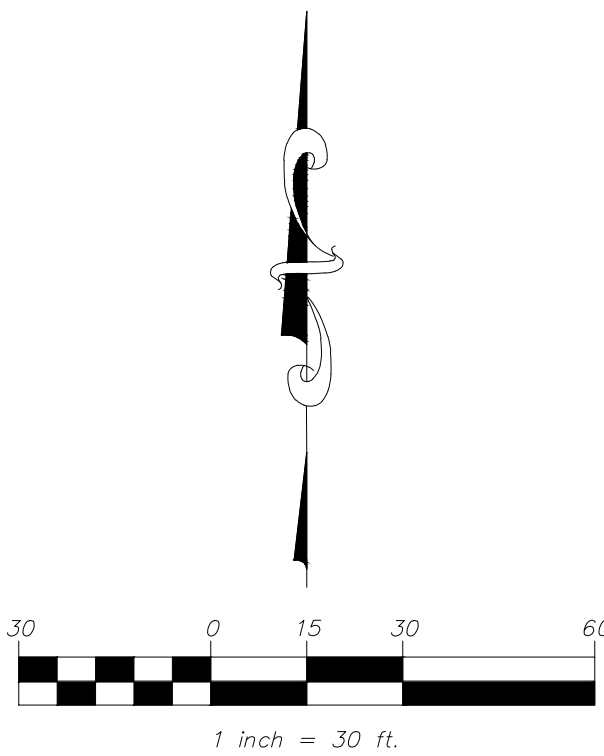


NOTES TO CONTRACTOR

1. INFORMATION ON THIS SHEET AND OTHER SHEETS WITHIN THIS PLAN SET ARE PART OF A UNIFIED DESIGN. THE CONTRACTOR IS NOT PERMITTED TO SEPARATE DRAWINGS FROM THE SET FOR DISTRIBUTION TO SPECIFIC TRADES. EACH SUBCONTRACTOR SHALL BE PROVIDED WITH ALL SHEETS WITHIN THIS PLAN SET.
2. CONTRACTOR SHALL REFERENCE GENERAL NOTES AND CITY STANDARD GENERAL NOTES SHEETS FOR ADDITIONAL INFORMATION. INFORMATION ON THE GENERAL NOTES SHEET IS PART OF A UNIFIED DESIGN AND IS PERTINENT TO THIS PLAN SHEET.
3. CONTRACTOR SHALL REFERENCE ALL IRRIGATION PLANS, MEP SITE PLANS, CIVIL ENGINEERING UTILITY PLANS AND AVAILABLE AS-BUILT DRAWINGS BEFORE COMMENCEMENT OF CONSTRUCTION ACTIVITY. CONTRACTOR IS RESPONSIBLE FOR MAKING THEMSELVES FAMILIAR WITH THE SITE AND ALL EXISTING CONDITIONS AND UTILITY LOCATIONS. TEMPUS LAND SOLUTIONS, LLC IS NOT RESPONSIBLE FOR EXISTING CONDITIONS OR EXISTING UTILITY LOCATIONS OR CONFLICTS ON SITE.

NOTES

1. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. REFER TO MANUFACTURER SPECIFICATION FOR EXACT DIMENSIONS. BUILDING DIMENSIONS SHOWN ON THIS PLAN ARE FOR REFERENCE ONLY.
3. REFER TO GENERAL NOTES SHEET FOR ADDITIONAL NOTES.
4. ALL SIDEWALKS TO BE CONSTRUCTED WITH A MAXIMUM CROSS SLOPE OF 2.0%.
5. CONTRACTOR TO REFERENCE MEP, IRRIGATION PLANS, AND CIVIL UTILITY PLANS FOR SLEEVE PLACEMENT AND LOCATION.



Know what's below.
Call before you dig.
(at least 48 hours prior to digging)

SITE LAYOUT - TRACK

HIGHLAND PARK MIDDLE SCHOOL - STINSON FIELD
TRACK AND FIELD IMPROVEMENTS
3555 GRANADA AVE DALLAS, TEXAS 75205

PRELIMINARY
FOR REVIEW ONLY
These documents are for
Design Review and not
intended for
Construction, Bidding or
Permit Purposes. They
were prepared by, or
under the supervision of:
Michael G. Martin
L.A.#2836
4/28/2025



TEMPUS LAND SOLUTIONS, LLC
DFW AND GREATER TEXAS
817.223.8489
michael@tempus-lls.com

SHEET NO.

SF -1.2

PROJECT NO.: 25-0102

DAKTRONICS FB-2018 PRODUCT SPECIFICATIONS



This outdoor LED football scoreboard displays period time to 99:59, HOME and GUEST scores to 99 and DOWN/TO GO/BALL ON/QTR (quarter) information. T.O.L. (time outs left) to nine are optional. Arrows indicate possession. When period time is less than one minute, the scoreboard displays time to 1/10 of a second.

DIMENSIONS

8'-0" H x 18'-0" W x 8" D
(2.44 m x 5.49 m x 203 mm)

4'-0" H x 18'-0" W x 8" D
(1.22 m x 5.49 m x 203 mm)

OF SECTIONS

Two Total

One Top &
One Bottom

		VINYL CAPTIONS (STANDARD)	TNMCs & VINYL CAPTIONS	TNMCs & ELECTRONIC CAPTIONS	BACKLIT CAPTIONS
POWER (120 VAC)*	Red/Amber Digits	270 Watts, 2.3 Amps	340 Watts, 2.9 Amps	480 Watts, 4 Amps	420 Watts, 3.5 Amps
	White Digits	560 Watts, 4.7 Amps	720 Watts, 6.0 Amps	1040 Watts, 8.7 Amps	710 Watts, 6.0 Amps
UNCRATED WEIGHT	Top Section	288 lb (131 kg)	368 lb (167 kg)	368 lb (167 kg)	328 lb (149 kg)
	Bottom Section	288 lb (131 kg)	288 lb (131 kg)	448 lb (203 kg)	368 lb (167 kg)
	Total	576 lb (261 kg)	656 lb (298 kg)	816 lb (370 kg)	696 lb (316 kg)

*Scoreboard requires a dedicated circuit. Models with 240 VAC power at half the indicated amperage are also offered (International Use Only).

DIGITS & INDICATORS

- All digits are 24" (610 mm) high. Optional T.O.L. digits are 15" (381 mm) high.
- Select red, amber, or white LED digits and indicators.
- Scoreboard features weather-sealed PanaView® digits (see [DD2495646](#)).
- Digits may be dimmed for night viewing.

DISPLAY COLOR

Choose a color from the Daktronics standard paint book (see [SL-02730](#)).

CONSTRUCTION

Alcoa aluminum alloy 5052 for excellent corrosion resistance

PRODUCT SAFETY APPROVAL

ETL-listed to UL 48, tested to CSA standards, and CE-labeled

CAPTIONS & STRIPING

- All captions are 12" (305 mm) high. Optional T.O.L. captions are 8" (203 mm) high.
- Standard captions are vinyl, applied to the display face.
- Optional backlit captions are 12" (305 mm) high and consist of white letters on a black background.
- Optional electronic captions change according to the sport mode, eliminating the need for caption panels. Electronic captions and TNMCs are 10.6" (269 mm) high.
- Standard captions and border striping are white vinyl. Choose another vinyl color at no additional cost (see [DD2101644](#)).

OPERATING TEMPERATURES

- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)

WWW.DAKTRONICS.COM E-MAIL: SALES@DAKTRONICS.COM

201 Daktronics Drive, PO Box 5128, Brookings, SD 57006
Phone: 1-800-325-8766 or 605-692-0200 Fax: 605-697-4746
DD2167274 030625 Page 1 of 10



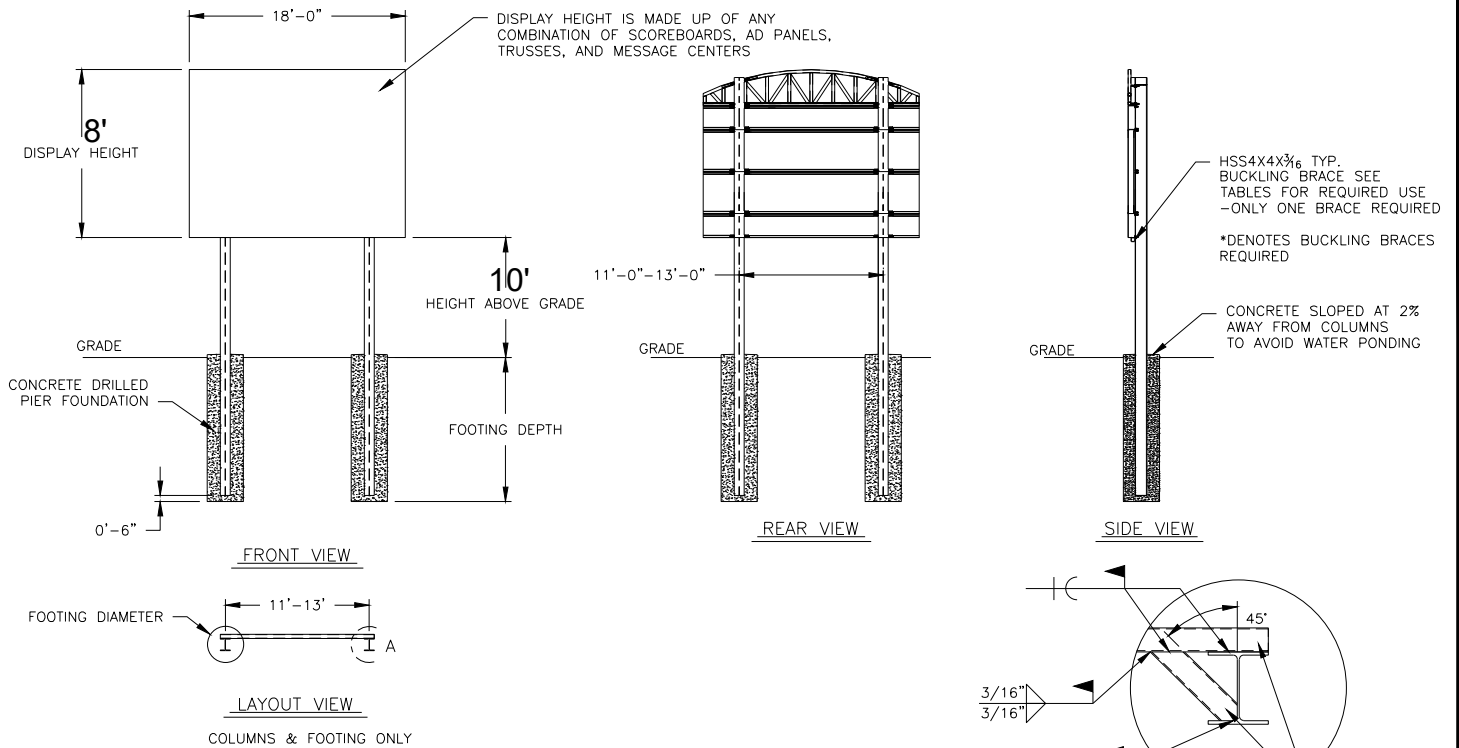


TABLE A - MOUNTING

EXPOSURE B

HEIGHT ABOVE GRADE = 10'						HEIGHT ABOVE GRADE = 15'					
DISPLAY HEIGHT (FT)		DESIGN WIND VELOCITY				DISPLAY HEIGHT (FT)		DESIGN WIND VELOCITY			
		115 MPH	130 MPH	150 MPH	170 MPH			115 MPH	130 MPH	150 MPH	170 MPH
8	COLUMN FOOTING	W8X24 2.0'X8.0'	W12X26 2.0'X9.0'	W10X30 2.0'X10.0'	W10X33 3.0'X9.5'	8	COLUMN FOOTING	W8X31 2.0'X9.0'	W10X33 3.0'X8.5'	W10X39 3.0'X9.5'	W16X36 3.0'X10.5'
10	COLUMN FOOTING	W8X28 2.0'X9.0'	W8X31 2.0'X10.0'	W12X26* 3.0'X9.5'	W14X30* 3.0'X11.0'	10	COLUMN FOOTING	W12X26* 3.0'X8.5'	W14X30* 3.0'X9.5'	W12X40 3.0'X11.0'	W14X48 3.0'X12.0'
12	COLUMN FOOTING	W8X31 2.0'X10.0'	W10X39 3.0'X9.5'	W12X30* 3.0'X11.0'	W14X34* 3.0'X12.0'	12	COLUMN FOOTING	W14X30* 3.0'X9.5'	W16X36* 3.0'X11.0'	W14X43* 3.0'X12.0'	W21X48* 3.0'X13.0'
14	COLUMN FOOTING	W10X39 3.0'X9.5'	W12X30* 3.0'X10.0'	W14X34* 3.0'X12.0'	W16X40* 3.0'X13.0'	14	COLUMN FOOTING	W16X36* 3.0'X10.0'	W16X40* 3.0'X11.0'	W14X48* 3.0'X13.0'	W18X55* 3.0'X15.0'
16	COLUMN FOOTING	W12X30* 3.0'X10.0'	W14X34* 3.0'X11.0'	W16X40* 3.0'X12.0'	W21X44* 3.0'X14.0'	16	COLUMN FOOTING	W12X40* 3.0'X11.0'	W14X48* 3.0'X12.0'	W18X55* 3.0'X14.0'	W21X62* 3.0'X16.0'
18	COLUMN FOOTING	W14X30* 3.0'X10.5'	W16X36* 3.0'X12.0'	W21X44* 3.0'X14.0'	W21X48* 3.0'X16.0'	18	COLUMN FOOTING	W14X43* 3.0'X12.0'	W21X48* 3.0'X13.0'	W18X60* 3.0'X15.0'	W21X68* 3.0'X18.0'

FOOTING DIMENSIONS = DIAMETER X DEPTH
* DENOTES BUCKLING BRACE REQUIRED

EXPOSURE C

HEIGHT ABOVE GRADE = 10'				HEIGHT ABOVE GRADE = 15'			
DISPLAY HEIGHT (FT)		DESIGN WIND VELOCITY		DISPLAY HEIGHT (FT)		DESIGN WIND VELOCITY	
		115 MPH	140 MPH			115 MPH	140 MPH
8	COLUMN FOOTING	W12X26 3.0'X8.0'	W10X33 3.0'X9.5'	8	COLUMN FOOTING	W8X35 2.0'X11.0'	W16X36* 3.0'X11.0'
10	COLUMN FOOTING	W10X33 3.0'X9.0'	W12X30* 3.0'X10.5'	10	COLUMN FOOTING	W14X34* 3.0'X10.0'	W14X43* 3.0'X12.0'
12	COLUMN FOOTING	W12X26* 3.0'X10.0'	W14X34* 3.0'X12.0'	12	COLUMN FOOTING	W14X38* 3.0'X11.0'	W14X48* 3.0'X13.0'
14	COLUMN FOOTING	W14X30* 3.0'X10.5'	W16X40* 3.0'X12.0'	14	COLUMN FOOTING	W14X43* 3.0'X12.0'	W18X55* 3.0'X14.0'
16	COLUMN FOOTING	W14X34* 3.0'X11.5'	W21X44* 3.0'X14.0'	16	COLUMN FOOTING	W14X48* 3.0'X13.0'	W21X62* 3.0'X16.0'
18	COLUMN FOOTING	W16X40* 3.0'X12.0'	W21X48* 3.0'X15.0'	18	COLUMN FOOTING	W18X55* 3.0'X14.0'	W16X67* 3.0'X17.0'

FOOTING DIMENSIONS = DIAMETER X DEPTH
* DENOTES BUCKLING BRACE REQUIRED

NOTE:
-REFER TO NOTE 7 FOR EXPOSURE CATEGORY DEFINITIONS.

NOTES:

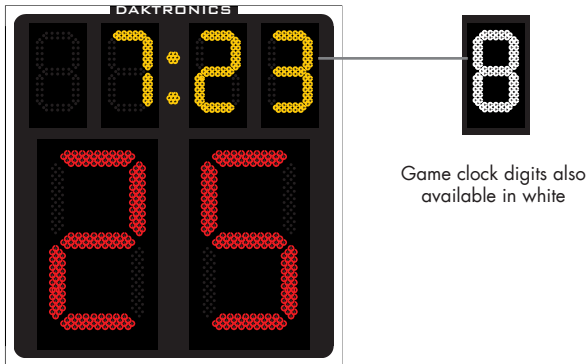
1. FOOTING AND COLUMN SIZES ARE SUGGESTIONS ONLY, PROVIDED TO ASSIST WITH ESTIMATING INSTALLATION COSTS AND ARE NOT INTENDED FOR CONSTRUCTION PURPOSES. THE DESIGN MUST BE CERTIFIED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF THE INSTALLATION BEFORE THEY CAN BE USED FOR FABRICATION OR ERECTION.
2. INTERNATIONAL BUILDING CODE 2012 USED IN DESIGN OF COLUMNS AND FOOTINGS WITH IMPORTANCE FACTOR=1, Kzt=1.0, Kd=0.85, G=0.85. SEISMIC DESIGN WAS NOT CONSIDERED.
3. FOOTING DIMENSIONS ARE BASED ON ASSUMED SOIL CLASS 4 (ALLOWABLE LATERAL BEARING PRESSURE OF 150 psf).
4. STRUCTURAL STEEL IS GRADE A992 (50 ksi) STEEL. CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 2500 psi.
5. THE AVERAGE DISPLAY WEIGHT FOR A LAYOUT CAN NOT EXCEED 8 PSF.
6. DAKTRONICS INC. IS NOT RESPONSIBLE FOR STRUCTURES DESIGNED AND INSTALLED BY OTHERS.
7. LOCAL BUILDING OFFICIALS SHOULD BE CONTACTED TO DETERMINE THE WIND SPEED AND EXPOSURE CATEGORY FOR THE PROPOSED SIGN LOCATION. THE EXPOSURE CATEGORY C IS DEFINED AS:

EXPOSURE B - URBAN AND SUBURBAN AREAS, OR OTHER TERRAIN WITH NUMEROUS SPACED OBSTRUCTIONS HAVING THE SIZE OF SINGLE-FAMILY DWELLINGS OR LARGER. THESE CONDITIONS MUST PREVAIL FOR A DISTANCE FROM THE SIGN OF AT LEAST 2,600 ft OR 20 TIMES THE SIGN HEIGHT, WHICHEVER IS GREATER

EXPOSURE C - OPEN TERRAIN WITH SCATTERED OBSTRUCTIONS HAVING HEIGHTS GENERALLY LESS THAN 30 FT. THIS CATEGORY INCLUDES FLAT OPEN COUNTRY, GRASSLANDS, AND ALL WATER SURFACES IN HURRICANE PRONE REGIONS.
8. FOR SPECIFIC PRODUCT DETAILS ON WEIGHT, MOUNTING, ETC. REFER TO THE INDIVIDUAL PRODUCT SPECIFICATION SHEETS.

DAKTRONICS, INC. BROOKINGS, SD 57006		DO NOT SCALE DRAWING	
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PROJ: OUTDOOR SCOREBOARD INSTALLATION			
TITLE: 18' WIDTH SCOREBOARD INSTALLATION SPECS			
DESIGN: RSCHWAR		DRAWN: RSCHWAR	
SCALE: 1/16" = 1'		DATE: 27 NOV 13	
REV 02	DATE: 27 OCT 15	UPDATED WIDE FLANGE AND FOUNDATION VALUES	BY: AMP
REV 01	DATE: 23 JUL 14	UPDATED CLAMPS IN REAR AND SIDE VIEWS AND ADDED 170 MPH WIND SPEC COLUMN	BY: TJT
SHEET 02		REV P1647	JOB NO: E-10-A
1157189		1157189	

DAKTRONICS TI-2035 PRODUCT SPECIFICATIONS



This outdoor LED timer displays game time to 99:59 and a play clock that can count up to or down from any preset time between 0 and 99 seconds. During the last minute of the period, game time is displayed to 1/10 of a second. The timer is upgradable for portable use.

DIMENSIONS	UNCRATED WEIGHT	POWER (120 VAC)*	
3'-9" H x 3'-6" W x 8" D (1.14 m x 1.07 m x 203 mm)	55 lb (25 kg)	Red/Amber Digits	70 Watts, 0.6 Amp
		Red/White Digits	95 Watts, 0.8 Amp

*Display requires a dedicated circuit. Models with 240 VAC power at half the indicated amperage are also offered (International Use Only).

DIGITS

- Play clock digits are 24" (610 mm) high. Game time digits are 10" (254 mm) high.
- Play clock digits are red. Game time digits are amber or white.
- Timer features robust weather-sealed digits (see [DD2495646](#)).
- Digits may be dimmed for night viewing.

STRIPING

Standard border striping is white vinyl. Choose another vinyl color at no additional cost (see [DD2101644](#)).

DISPLAY COLOR

Choose a color from the Daktronics standard paint book (see [SL-02730](#)).

CONSTRUCTION

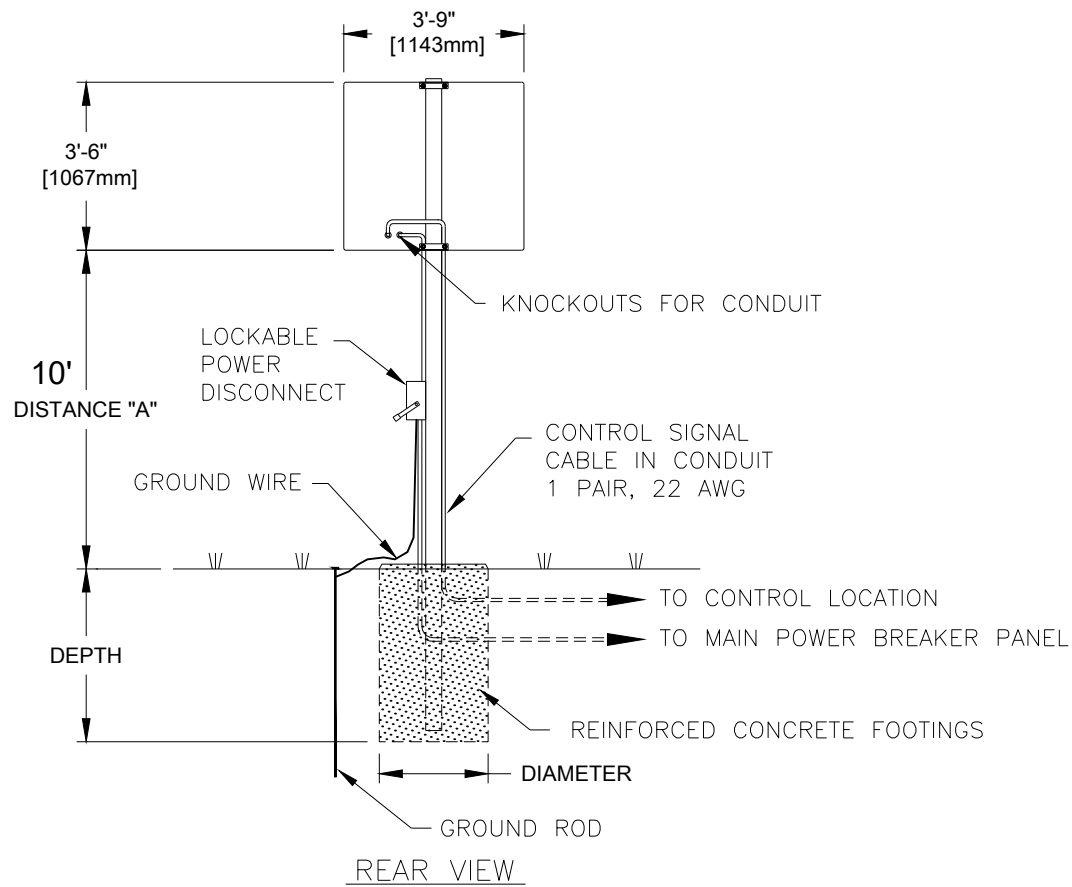
Alcoa aluminum alloy 5052 for excellent corrosion resistance

PRODUCT SAFETY APPROVAL

ETL-listed, tested to CSA standards, and CE-labeled

OPERATING TEMPERATURES

- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)



NOTES:

1. FOOTING AND COLUMN SIZES ARE SUGGESTIONS ONLY, PROVIDED TO ASSIST WITH ESTIMATING INSTALLATION COSTS AND ARE NOT INTENDED FOR CONSTRUCTION PURPOSES. THE DESIGN MUST BE CERTIFIED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF THE INSTALLATION BEFORE THEY CAN BE USED FOR FABRICATION OR ERECTION.

2. INTERNATIONAL BUILDING CODE 2012 USED IN DESIGN OF COLUMNS AND FOOTINGS WITH, IMPORTANCE FACTOR=1, Kzt=1.0, Kd=0.85, G=0.85. SEISMIC DESIGN WAS NOT CONSIDERED.

3. FOOTING DIMENSIONS ARE BASED ON ASSUMED SOIL CLASS 4 (ALLOWABLE LATERAL BEARING PRESSURE OF 150 psf).

4. STRUCTURAL STEEL IS GRADE A500 GRADE B (46 ksi) STEEL. CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 2500 psi.

5. THE AVERAGE DISPLAY WEIGHT FOR A LAYOUT CAN NOT EXCEED 8 PSF.

6. DAKTRONICS INC. IS NOT RESPONSIBLE FOR STRUCTURES DESIGNED AND INSTALLED BY OTHERS.

7. FOR SPECIFIC PRODUCT DETAILS ON WEIGHT, MOUNTING, ETC. REFER TO THE INDIVIDUAL PRODUCT SPECIFICATION SHEETS.

8. LOCAL BUILDING OFFICIALS SHOULD BE CONTACTED TO DETERMINE THE WIND SPEED AND EXPOSURE CATEGORY FOR THE PROPOSED SIGN LOCATION. THE EXPOSURE CATEGORIES B AND C ARE DEFINED AS:

EXPOSURE B - URBAN AND SUBURBAN AREAS, WOODED AREAS, OR OTHER TERRAIN WITH NUMEROUS CLOSELY SPACED OBSTRUCTIONS HAVING THE SIZE OF SINGLE-FAMILY DWELLINGS OR LARGER. THESE CONDITIONS MUST PREVAIL FOR A DISTANCE FROM THE SIGN OF AT LEAST 2,600 ft OR 20 TIMES THE SIGN HEIGHT, WHICHEVER IS GREATER

EXPOSURE C - OPEN TERRAIN WITH SCATTERED OBSTRUCTIONS HAVING HEIGHTS GENERALLY LESS THAN 30 FT. THIS CATEGORY INCLUDES FLAT OPEN COUNTRY, GRASSLANDS, AND ALL WATER SURFACES IN HURRICANE PRONE REGIONS.

EXPOSURE B

DESIGN WIND SPEED (ASCE 7-10)				
HEIGHT ABOVE GRADE (ft) DISTANCE "A"	DISPLAY HEIGHT = 3'-6"			
		115	130	150
10	COLUMNS	HSS 4 x 4 x 3/16"	HSS 4 x 4 x 3/16"	HSS 4 x 4 x 3/16"
	FOOTINGS	Ø 2' x 3.5'	Ø 2' x 4'	Ø 2' x 4'
15	COLUMNS	HSS 4 x 4 x 3/16"	HSS 4 x 4 x 3/16"	HSS 4.5 x 4.5 x 3/16"
	FOOTINGS	Ø 2' x 4'	Ø 2' x 4'	Ø 2' x 4.5'

* DENOTES BUCKLING BRACE REQUIRED
FOOTING DIMENSIONS = DIA. x DEPTH

EXPOSURE C

DESIGN WIND SPEED (ASCE 7-10)				
HEIGHT ABOVE GRADE (ft) DISTANCE "A"	DISPLAY HEIGHT = 3'-6"			
		115	130	150
10	COLUMNS	HSS 4 x 4 x 3/16"	HSS 4 x 4 x 3/16"	HSS 4.5 x 4.5 x 3/16"
	FOOTINGS	Ø 2' x 4'	Ø 2' x 4.5'	Ø 2' x 5'
15	COLUMNS	HSS 4.5 x 4.5 x 3/16"	HSS 5 x 5 x 3/16"	HSS 5 x 5 x 1/4"
	FOOTINGS	Ø 2' x 4.5'	Ø 2' x 5'	Ø 2' x 5.5'

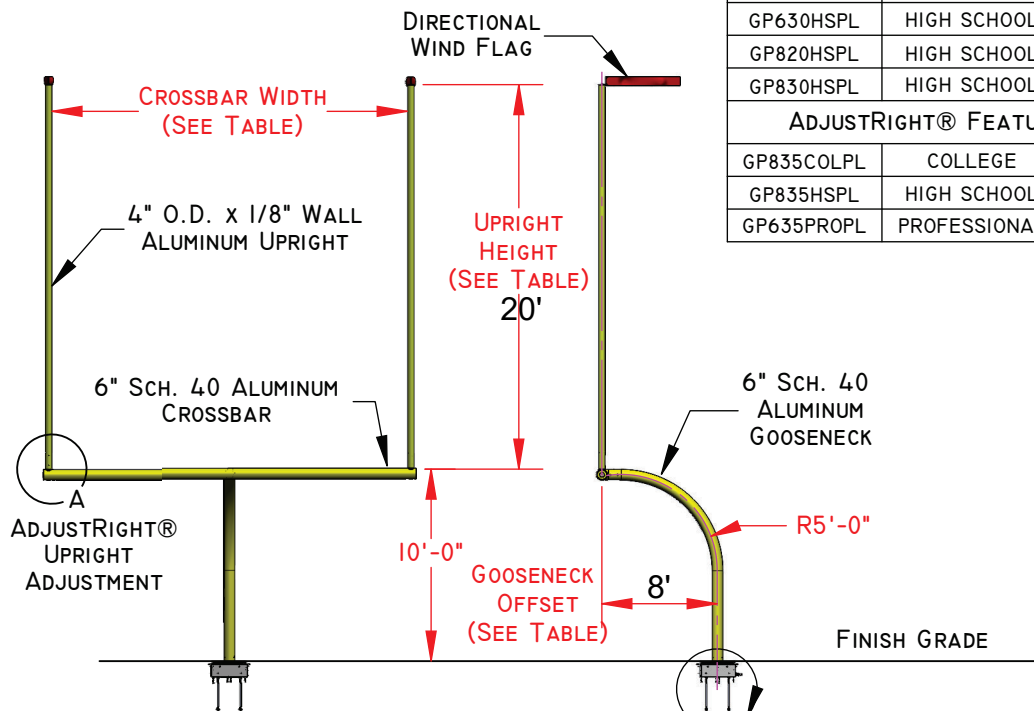
* DENOTES BUCKLING BRACE REQUIRED
FOOTING DIMENSIONS = DIA. x DEPTH

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PROJECT: OUTDOOR SCOREBOARDS					
TITLE: INSTALLATION SPECIFICATIONS; TI-2035					
DATE: 23 MAY 17		DIM UNITS: INCHES [MILLIMETERS]		SHEET	REV
SCALE: 1/4" = 1'-0"		DO NOT SCALE DRAWING			00
DESIGN: GKARST		JOB NO. P1753		FUNC - TYPE - SIZE E - 10 - A	
DRAWN: GKARST		3645592			

UNITED STATES PATENT #7,014,578, ISSUED MARCH 21, 2006
UNITED STATES PATENT #7,883,432, ISSUED FEBRUARY 8, 2011
UNITED STATES PATENT #7,914,401, ISSUED MARCH 29, 2011

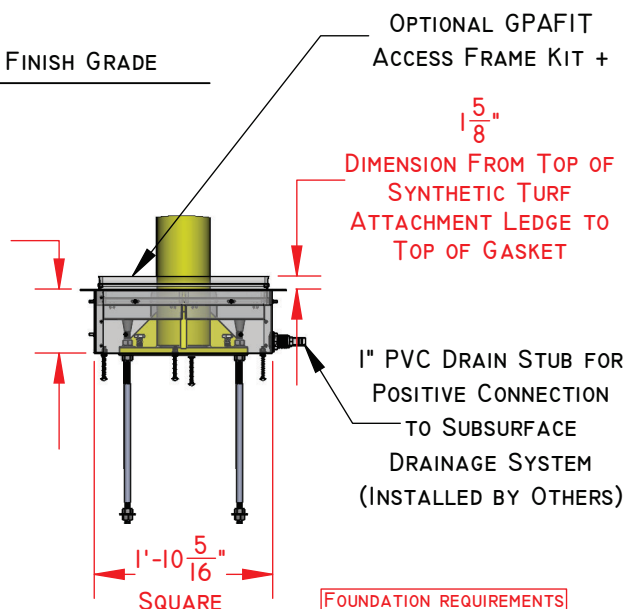
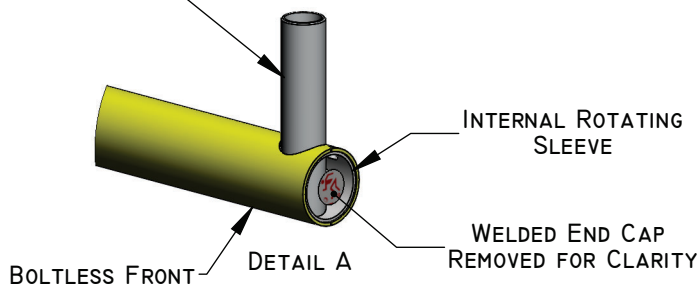
POWDER COATED YELLOW OR WHITE FINISH

PART NO.	MODEL	GOOSENECK OFFSET	UPRIGHT HEIGHT	CROSSBAR WIDTH (I.D.)
GP620COLPL	COLLEGE	6'-0"	20'-0"	18'-6"
GP630COLPL	COLLEGE	6'-0"	30'-0"	18'-6"
GP820COLPL	COLLEGE	8'-0"	20'-0"	18'-6"
GP830COLPL	COLLEGE	8'-0"	30'-0"	18'-6"
GP620HSPL	HIGH SCHOOL	6'-0"	20'-0"	23'-4"
GP630HSPL	HIGH SCHOOL	6'-0"	30'-0"	23'-4"
GP820HSPL	HIGH SCHOOL	8'-0"	20'-0"	23'-4"
GP830HSPL	HIGH SCHOOL	8'-0"	30'-0"	23'-4"
ADJUSTRIGHT® FEATURE REPLACED WITH FIXED UPRIGHT				
GP835COLPL	COLLEGE	8'-0"	35'-0"	18'-6"
GP835HSPL	HIGH SCHOOL	8'-0"	35'-0"	23'-4"
GP635PROPL	PROFESSIONAL	6'-0"	35'-0"	18'-6"



ADJUSTRIGHT®

PATENTED DESIGN FEATURE THAT ALLOWS FOR A TRUE VERTICAL ADJUSTMENT OF THE UPRIGHT WHILE STILL MAINTAINING SQUARENESS AND DISTANCE BETWEEN CROSSBAR/UPRIGHT CONNECTION WITH THE USE OF PRECISION FRICTION FIT TEXTURED SURFACES RATHER THAN LOCKING ROLL PINS.



FOUNDATION REQUIREMENTS BASED ON LOCAL CODES AND SOIL CONDITIONS

MINIMUM RECOMMENDED FOUNDATION DIAMETER = 3'-0"

PROPRIETARY AND CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SPORTSFIELD SPECIALTIES INC. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SPORTSFIELD SPECIALTIES INC. IS PROHIBITED.

Base Plate Mount Football Goal Post

Not To Scale

Sportsfield Specialties Inc 06042024



Town of Highland Park Zoning Commission

Staff Report

MEETING DATE: May 16, 2025

REQUEST: Amend Planned Development Ordinance No. 1257 to update the concept plan for the athlete fields.

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

SUMMARY

The Highland Park Independent School District is making improvements to the athletic facilities at the Highland Park Middle School campus. The athletic facilities are located at the south end of the campus. The proposed improvements include new track and field facilities, fields for football, soccer, and other sports (see attachment 4), and a scoreboard (see attachment 5).

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. The request would amend the PD ordinance by adding a new concept plan for the athletic field area.

SURROUNDING ZONING

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

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. The most recent concept plan showing the



Town of Highland Park Zoning Commission

Staff Report

athletic field area, was approved in 2017. It shows the location of the track, green areas for various fields, and an underground parking facility (see attachment 3).

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 new negative impacts on the area as a result of this request.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Existing Concept Plan
4. Proposed Concept Plan
5. Scoreboard Details



Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 1 – AERIAL MAP

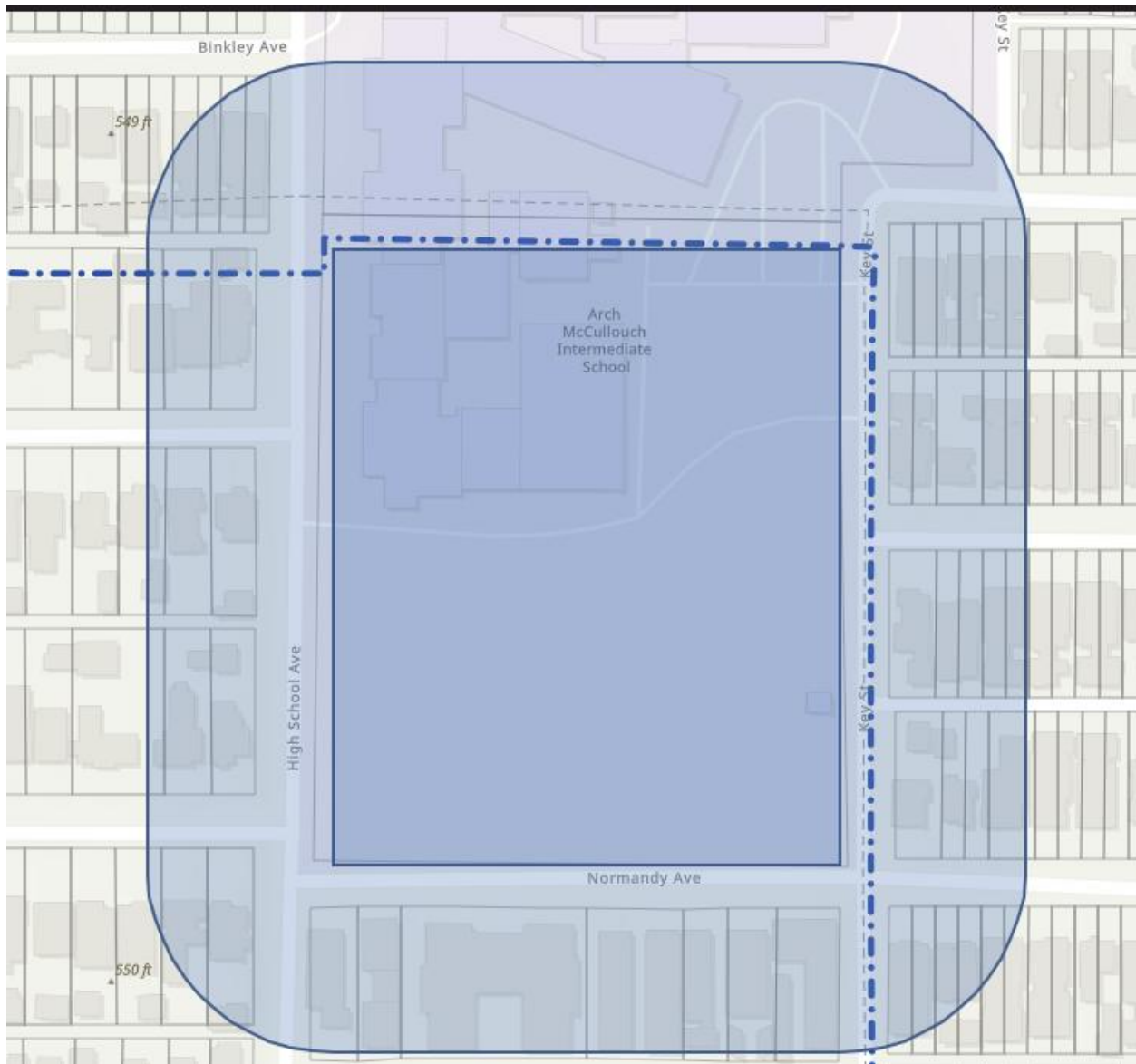




Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP

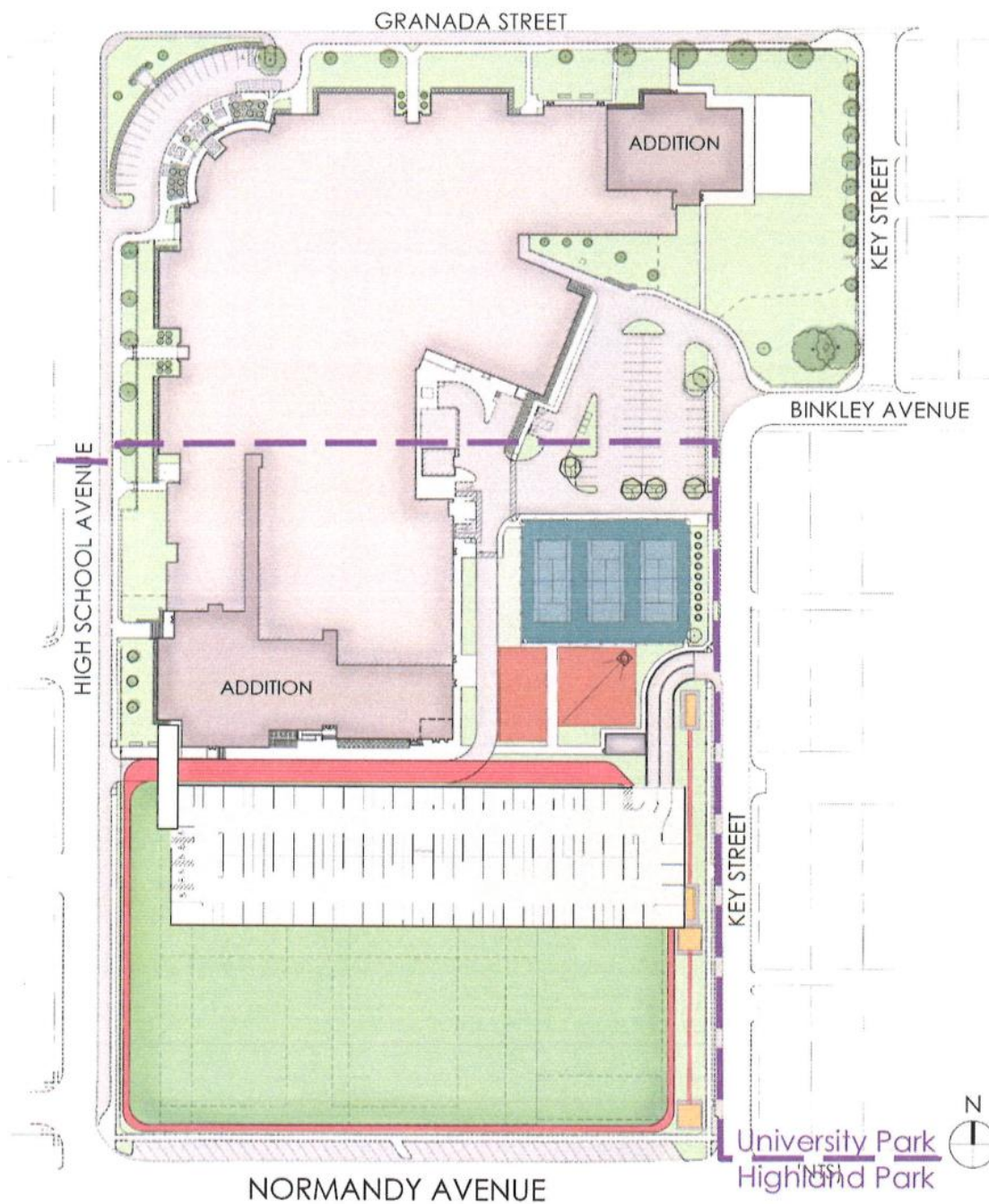




Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 3 – EXISTING CONCEPT PLAN





Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 4 PROPOSED CONCEPT PLAN

Additional Concept Plan information in separate file





Town of Highland Park Zoning Commission

Staff Report

ATTACHMENT 5 – SCOREBOARD DETAILS

DAKTRONICS FB-2018 PRODUCT SPECIFICATIONS



This outdoor LED football scoreboard displays period time to 99:59, HOME and GUEST scores to 99 and DOWN/TO GO/BALL ON/QTR (quarter) information. T.O.L. (time outs left) to nine are optional. Arrows indicate possession. When period time is less than one minute, the scoreboard displays time to 1/10 of a second.

DIMENSIONS

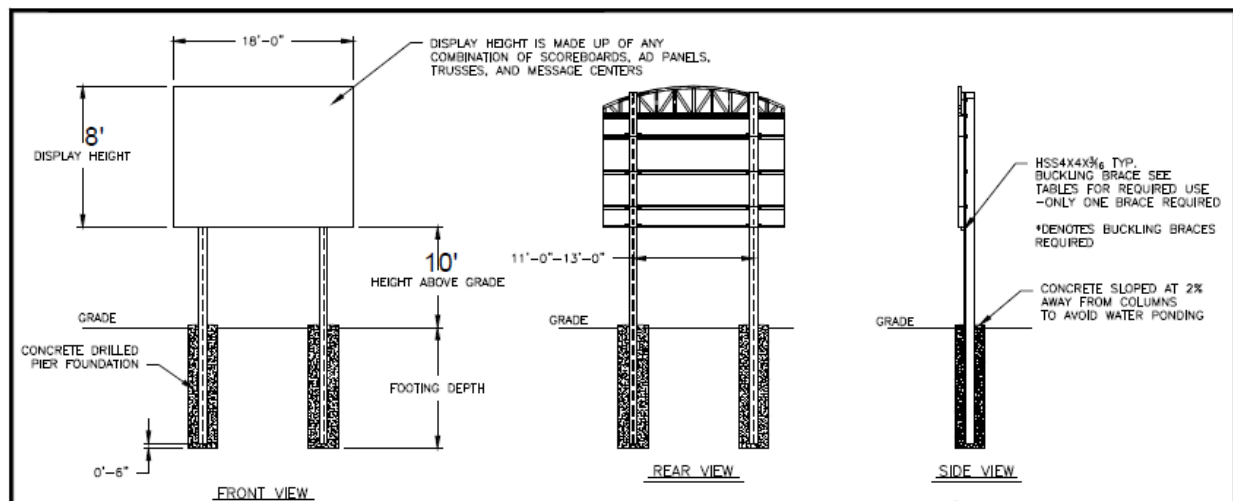
8'-0" H x 18'-0" W x 8" D
(2.44 m x 5.49 m x 203 mm)

4'-0" H x 18'-0" W x 8" D
(1.22 m x 5.49 m x 203 mm)

OF SECTIONS

Two Total

One Top &
One Bottom



**Town of Highland Park
Town Council
Tuesday, May 20, 2025**



Item Coversheet

Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lots 16R-1 and Lot 16R-2, Block 101, a replat of Lot 16R, Block 101, 8th Installment of Highland Park West, located at 4311 Rheims Place, and a subdivision variance to reduce the minimum lot depth requirement from 180 feet to 170 feet.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

In 2006, the property was replatted to create a combined lot of 54,985 square feet (1.263 acres). Since 2006, the lot has remained vacant. The applicant would like to divide the combined lot back into two lots. The lot to the west (Lot 16R-2) would be 25,515 square feet (0.586 acres), and the lot to the east (Lot 16R-1) would be 29,470 square feet (0.677 acres) in area. The replat intends to create two lots on which to build new houses.

The property is zoned "B", One-family Residential. Both new lots would meet the minimum lot size required in the B zoning district. However, proposed Lot 16R-2 would be 170 feet in depth, which does not meet the minimum lot depth of 180 feet required in the B district. However, the current combined lot does not meet the minimum lot depth, and there is no way to increase the depth. The proposed plat includes a subdivision variance to reduce the minimum lot depth to 170 feet.

The Town has received three emails from neighbors of the Rheims property in support of the replat.

RECOMMENDATION

If the Council approves the plat, staff recommends that a subdivision variance for Lot 16R-2 reducing the minimum lot depth from 180 feet to 170 feet be approved, inclusive of adding a note to the plat calling out the variance.

FINANCIAL IMPACT

None

ATTACHMENTS

Plat, Letter Re 4311 Rheims Place Plat, 4311 Rheims - Plat Application - Supplemental Letter dated 4-24-25, Rhiems Replat Responses

PLAT DRAFT DATED 3/11/25

NOTES:
1) NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF TOWN ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
2) NO PORTION OF THE SUBJECT PROPERTY LIES WITHIN THE 100 YEAR FLOODPLAIN.
3) ALL BEARINGS SHOWN HEREON ARE BASED UPON THE TOWN OF HIGHLAND PARK GEODETIC CONTROL MONUMENTS.
4) ALL COORDINATES AND ELEVATIONS SHOWN HEREON ARE BASED UPON THE TOWN OF HIGHLAND PARK GEODETIC CONTROL MONUMENTS.
5) (MRD) INDICATES MONUMENTS OF RECORD DIGNITY THAT REPRESENT ORIGINAL CORNERS SET BY THE SURVEYOR OR A SURVEYOR FOLLOWING IN THE FOOTSTEPS OF THE ORIGINAL SURVEYOR OF THE SUBDIVISION OR TRACT REFERENCED IN LEGAL DESCRIPTION ABOVE UNLESS OTHERWISE NOTED.
6) THE PURPOSE OF THIS PLAT IS TO CREATE TWO RESIDENTIAL LOTS.

LEGEND:

(MRD)= MONUMENT OF RECORD DIGNITY
FND 1/2" I.R.=FOUND 1/2" IRON ROD
FND 1" I.P.=FOUND 1" IRON PIPE
FND 1/2" I.P.=FOUND 1/2" IRON ROD
SET 5/8" I.R.= SET 5/8" IRON ROD WITH YELLOW CAP "RPLS 5587".
D.R.D.C.T.=DEED RECORDS, DALLAS COUNTY, TEXAS
M.R.D.C.T.=MAP RECORDS, DALLAS COUNTY, TEXAS
CC#=COUNTY CLERK'S FILE NUMBER

OWNER'S CERTIFICATE

STATE OF TEXAS
COUNTY OF DALLAS

WHEREAS, C AND L DUELL LLC, A TEXAD LIMITED LIABILITY COMPANY IS THE OWNER OF A TRACT OF LAND DESCRIBED IN DEED RECORDED UNDER COUNTY CLERK'S FILE NUMBER 202300218405, DEED RECORDS, DALLAS COUNTY, TEXAS, AND BEING ALL OF LOT 16R, BLOCK 101, 8TH INSTALLMENT OF HIGHLAND PARK WEST, AN ADDITION TO THE TOWN OF HIGHLAND PARK, DALLAS COUNTY, TEXAS, ACCORDING TO THE MAP THEREOF RECORDED IN CC# 200600441855, OF THE MAP RECORDS OF DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD FOUND FOR CORNER IN THE SOUTH RIGHT-OF-WAY LINE OF RHEIMS PLACE (50' RIGHT-OF-WAY), AT THE NORTHWEST CORNER OF SAID LOT 16R AND THE NORTHEAST CORNER OF LOT 17, BLOCK 101 OF THE 8TH INSTALLMENT OF HIGHLAND PARK WEST, AN ADDITION TO THE TOWN OF HIGHLAND PARK, DALLAS COUNTY, TEXAS, ACCORDING TO THE MAP THEREOF RECORDED IN VOLUME 5, PAGE 206, MAP RECORDS OF DALLAS COUNTY, TEXAS, FROM WHICH TOWN OF HIGHLAND PARK GEODETIC CONTROL MONUMENT NO. 100 BEARS NORTH 72°07'05" WEST, A DISTANCE OF 2,361.08 FEET;

THENCE NORTH 89°11'06" EAST ALONG THE SOUTH RIGHT-OF-WAY LINE OF SAID RHEIMS PLACE, A DISTANCE OF 150.12 FEET TO A 3/4" IRON ROD FOUND FOR CORNER;

THENCE NORTH 88°12'03" EAST CONTINUING ALONG THE SOUTH RIGHT-OF-WAY LINE OF SAID RHEIMS PLACE, A DISTANCE OF 22.73 FEET TO A 1/2" IRON ROD FOUND FOR CORNER AT THE BEGINNING OF A CURVE TO THE LEFT HAVING A RADIUS OF 207.08 FEET, A CENTRAL ANGLE OF 41°26'26" AND A CHORD WHICH BEARS NORTH 68°31'59" EAST, A DISTANCE OF 146.53 FEET;

THENCE IN A NORTHEASTERLY DIRECTION ALONG THE CURVING SOUTHEAST RIGHT-OF-WAY LINE OF SAID RHEIMS PLACE AN ARC DISTANCE OF 149.78 FEET TO A 3/4" IRON PIPE FOUND FOR CORNER AT THE NORTHEAST CORNER OF SAID LOT 16R, AND BEING THE NORTHWEST CORNER OF LOT 18, BLOCK 101, OF SAID 8TH INSTALLMENT OF HIGHLAND PARK WEST, FROM WHICH A 1/2" IRON ROD FOUND FOR REFERENCE BEARS SOUTH 27°41'29" EAST, A DISTANCE OF 0.16 FEET;

THENCE SOUTH 00°54'39" EAST ALONG THE COMMON LINE OF SAID LOT 16R AND SAID LOT 18, A DISTANCE OF 221.83 FEET TO A 1/2" IRON ROD FOUND FOR CORNER AT THE COMMON SOUTH CORNER THEREOF;

THENCE SOUTH 89°05'14" WEST ALONG A SOUTH LINE OF SAID LOT 16R, A DISTANCE OF 160.07 FEET TO A 1/2" IRON ROD FOUND FOR CORNER;

THENCE SOUTH 89°10'04" WEST CONTINUING ALONG A SOUTH LINE OF SAID LOT 16R, A DISTANCE OF 149.96 FEET TO A 5/8" IRON ROD FOUND FOR CORNER AT THE COMMON SOUTH CORNER OF SAID LOT 16R AND SAID LOT 17;

THENCE NORTH 00°54'55" WEST ALONG THE COMMON LINE OF SAID LOT 16R AND SAID LOT 17, A DISTANCE OF 170.08 FEET TO THE PLACE OF BEGINNING AND CONTAINING 54,986 SQUARE FEET OR 1.262 ACRES OF LAND.

OWNER'S DEDICATION

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS

THAT, C AND L DUELL LLC, A TEXAS LIMITED LIABILITY COMPANY, THE UNDERSIGNED OWNER OF THE PROPERTY DESCRIBED HEREIN DO HEREBY ADOPT THIS REPLAT OF ALL OF LOT 16R, BLOCK 101, 8TH INSTALLMENT OF HIGHLAND PARK WEST TO LOT 16R-1 AND LOT 16R-2, BLOCK 101, HIGHLAND PARK WEST, 8TH INSTALLMENT AN ADDITION TO THE TOWN OF HIGHLAND PARK, DALLAS COUNTY, TEXAS, AND DOES HEREBY DEDICATE TO THE PUBLIC USE FOREVER THE STREETS, ALLEYS AND EASEMENTS SHOWN THEREON.

WITNESS OUR HANDS AT _____, TEXAS, THIS THE ____ DAY OF _____, 2025.

RELEASED ON 03/06/2025 FOR REVIEW PURPOSES
ONLY NOT TO BE RECORDED FOR ANY REASON

OWNER: _____

STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE ____ DAY OF _____, 2025.

_____, NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS.

MY COMMISSION EXPIRES: _____

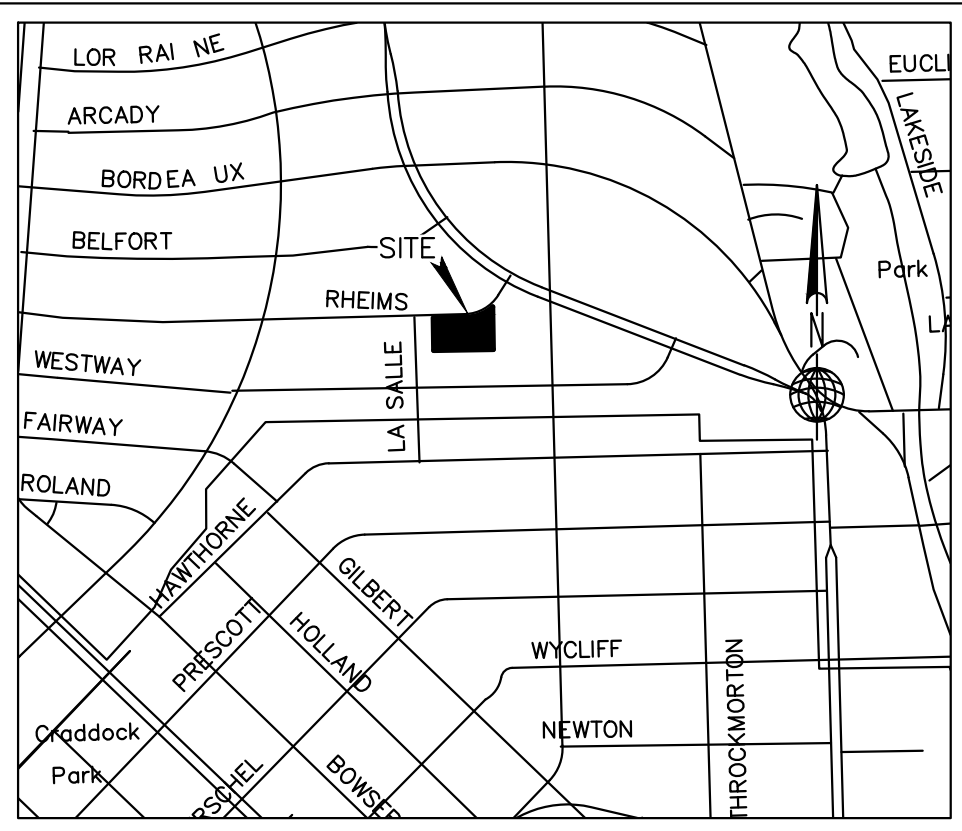
STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED _____ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE ____ DAY OF _____, 2025.

_____, NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS.

MY COMMISSION EXPIRES: _____



VICINITY MAP
(1"=1000')

SURVEYOR'S CERTIFICATE

STATE OF TEXAS
COUNTY OF COLLIN

THAT, I, JASON L. MORGAN, DO HEREBY CERTIFY THAT I PREPARED THIS REPLAT FROM AN ACTUAL SURVEY ON THE LAND AND THAT THE CORNER MONUMENTS SHOWN THEREON WERE FOUND AND/OR PROPERLY PLACED UNDER MY PERSONAL SUPERVISION IN ACCORDANCE WITH THE APPLICABLE CODES AND ORDINANCES OF THE TOWN OF HIGHLAND PARK, TEXAS.

WITNESS MY HAND AT DALLAS, TEXAS,
THIS THE ____ DAY OF _____, 2025.

RELEASED ON 03/06/2025 FOR REVIEW PURPOSES
ONLY NOT TO BE RECORDED FOR ANY REASON

JASON L. MORGAN
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5587

STATE OF TEXAS
COUNTY OF COLLIN

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED JASON L. MORGAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE ____ DAY OF _____, 2025.

RELEASED ON 03/06/2025 FOR REVIEW PURPOSES
ONLY NOT TO BE RECORDED FOR ANY REASON

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: _____

CERTIFICATE OF APPROVAL BY TOWN COUNCIL

APPROVED THIS ____ DAY OF _____, 2025, BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS.

WILL BEECHERL
MAYOR, TOWN OF HIGHLAND PARK, TEXAS

JOANNA MEKEAL
TOWN SECRETARY, TOWN OF HIGHLAND PARK, TEXAS

REPLAT OF
ALL OF LOT 16R, BLOCK 101
8TH INSTALLMENT OF HIGHLAND PARK WEST
TO
LOT 16R-1 AND LOT 16R-2
BLOCK 101
8TH INSTALLMENT, HIGHLAND PARK WEST
AN ADDITION TO THE TOWN OF HIGHLAND PARK
DALLAS COUNTY, TEXAS
ADDRESS: 4311 RHEIMS PLACE

MARCH, 2025

SCALE: 1" = 30'

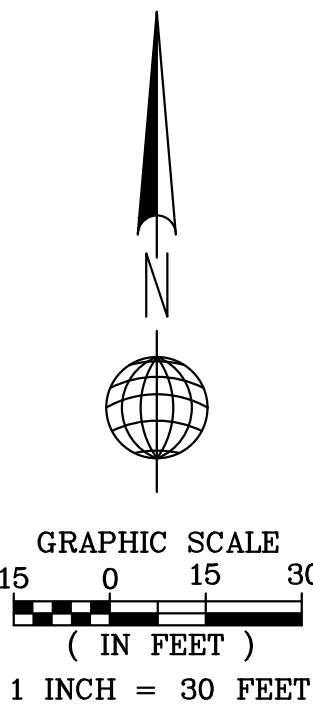
OWNER:

C AND L DUELL LLC,
A TEXAS LIMITED LIABILITY COMPANY
3130 N. HARWOOD STREET #2901
DALLAS, TEXAS 75201



SURVEYOR:
GLOBAL LAND SURVEYING, INC.
17111 PRESTON ROAD, STE 135
DALLAS, TEXAS 75252
PHONE (972) 881-1700
JMORGAN@GLS-INC.COM
TBPELS FIRM NO. 10016300

FIRM NO. 10016300 JOB NO. 25-02-075



May 1, 2025

Susan B. Thomas, Esq.
Messer Fort
6371 Preston Road, Suite 200
Frisco, Texas 75034

Re: 4311 Rheims Place, Town of Highland Park.

Dear Ms. Thomas:

Thank you for speaking with me previously about the situation at 4311 Rheims Place (the "Property") in the Town of Highland Park (the "Town"). I wanted to provide this letter to you and to Mr. Jeff Armstrong to outline our position on the prospective replat of 4311 Rheims Place into two Lots, which I understand will be heard by Town Council on May 20, and I ask that this letter be provided to Council in their agenda packet for that meeting.

Just to recap, the Property is one of the specified Combined Lots listed as such in Sec. 26-101.b of the Town's Zoning Ordinance (the "Ordinance"), as one of the combined building sites created after August 22, 2005. Therefore, the Property meets the definition of a "Combined Building Site" under of Section 22-100(9A) of the Ordinance.

Turning to Sec. 18-100 of the Ordinance on "Creation of Building Site", I believe that this falls under Sec. 18-100.c which contemplates a "...tract or lot, which is a combination of previously platted lots (which this is) utilized as a single building site (which this also is) and has not been diminished in area or dimension and which faces upon a dedicated street and was separately owned prior to the effective date of this Ordinance...", and goes on to say "in which event a building permit for only one main building may be issued on each such combination of lots or parts of lots **without first filing a replat of the building sites involved which plat is approved by the Town Council as provided for in Sec. 18-100.a**".

In addition, Sec. 18-101 on "Limitation on New Building Sites" has very specific provisions regarding *prospective* combinations of building sites, but does not say anything at all about existing Combined Building Sites not being allowed to be platted back into two Building Sites.

That is exactly our situation here - that is, the applicant, Mr. Clark Johnson, wishes to plat the Property back into two separate platted Lots in accordance with the Town's replat process. The only point of technical nonconformity involves the lot depth requirement for Zoning District B - 180 feet - whereas the Property measures approximately 170 feet in depth. However, this is a longstanding condition. The Property has never met the current depth requirement, and, due to its location and geometry, it cannot physically be modified to do so.

The original Plat of Highland Park West, Eighth Installment, was recorded at Volume 5, Page 206, of the Dallas County Map Records, we believe in 1937, so prior to the current Zoning Ordinance. Clearly there is no way to physically create more lot depth to bring the Lot, or prospective Lots, into compliance. We note that the Property sits at the farthest extent of Zoning District B towards the west along Rheims

44897008v.3

Place, abutting Zoning Districts C and D, although we do not know why that boundary was drawn where it is. We also observe that the minimum lot depth is 150 feet in District C and 140 feet in District D.

It is our intention and request to process a Plat to take the Property back to two separately platted Lots, with an element of the prospective Plat approval being the approval of the minor, and incurable, nonconformity as to Lot depth. Mr. Johnson has already filed his Plat application with the Town. From my reading of the Ordinance, I do not see any legal obstacles to that course of action. In fact, the *Texas Local Government Code* says the following in Sec. 212.005, which indicates that the Plat should be approved if it meets the statutory requirements:

Sec. 212.005. APPROVAL BY MUNICIPALITY REQUIRED. (a) The municipal authority responsible for approving plats must approve a plat or replat that is required to be prepared under this subchapter and that satisfies the requirements of this subchapter.

(b) This subchapter may not be construed to convey any authority to a municipality regarding the completeness of an application or the approval of a plat or replat that is not explicitly granted by this subchapter.

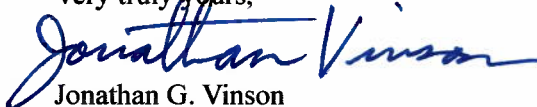
Mr. Johnson has prepared his own analysis and statement supporting the requested Plat, which the Council will also have and which discusses in detail the unique factors affecting this specific Property. Approving this Plat in accordance with the Town's Zoning Ordinance and the *Texas Local Government Code* will in my view in no way set any alleged "precedent", legally or otherwise, for any other properties in the Town.

In fact, the approval of this Plat request would actually be far better for the surrounding community and the Town in providing two legal building sites which will be far more in character with the existing and historical context of the neighborhood, versus one outlier building site upon which the only possible means a development would be a structure far out of scale with surrounding homes.

Further, the Dallas Central Appraisal District shows that 2015 was the last tax year in which there were improvements existing on the Property. The fact that this very desirable site in Highland Park has sat vacant for ten years tells us how unlikely it is that the Property can feasibly be developed with a home in its current configuration.

In addition, Mr. Johnson has spoken with several neighbors, many of whom have expressed support for the proposed replat. Thank you, and we will look forward to further discussions with the Town Council and Town Staff in this regard.

Very truly yours,

A handwritten signature in blue ink that reads "Jonathan Vinson". The signature is fluid and cursive, with the first name "Jonathan" and last name "Vinson" clearly legible.

Jonathan G. Vinson

cc: Jeff Armstrong
Clark Johnson

April 24, 2025

Mr. Jeff Armstrong
4700 Drexel Drive
Highland Park, TX 75205

Re: Request for Plat Approval – 4311 Rheims Place

Dear Mr. Armstrong,

As you know, we are applying for Plat approval from Town Council for 4311 Rheims Place. We would like for Town Council to have the following information in their agenda packet in advance to the extent possible.

Site History and Context

In 2006, 4311 and 4321 Rheims Place were combined into a single property—4311 Rheims Place. Since the demolition of 4321 Rheims in 2007 and 4311 Rheims in 2015, this 1.26-acre combined property has remained vacant. The property's irregular geometry, comparatively shallow depth relative to other parcels within Zoning Classification B, and substantial 56-foot front yard setback have collectively presented significant challenges to development for nearly two decades.

The property has never conformed to the Zoning Classification B lot depth requirement (170 feet actual vs. 180 feet required). This dimension has remained unchanged since the original platting and was not altered when the lots were combined in 2006. Moreover, there is no practical means to increase the lot depth to meet current code.

Our request is to restore the lot to its pre-2006 configuration, which would yield two generously sized parcels—approximately 0.67 and 0.59 acres, respectively. Both proposed lots exceed the minimum width (100') and area (25,000 SF) requirements under Zoning Classification B. This reconfiguration would also resolve the longstanding site constraints that have made development challenging, enabling the development of two appropriately scaled homes that align with the character of the surrounding neighborhood.

Zoning Context and Neighborhood Fit

Although the property is zoned Classification B, the zoning map on Exhibit A illustrates that most surrounding homes fall within Classification C or D. Zoning lines zigzag along Rheims Place, creating inconsistencies in scale and expectations. At 1.26 acres, the lot is nearly half an acre larger than any other within a 200-foot radius and approximately double the average lot size on this block of Rheims and Armstrong (approximately 0.60 acres). Re-establishing the pre combined two-lot configuration would align with the prevailing scale of development in the neighborhood and avoid the likely alternative outcome: a single, oversized home out of character with the adjacent homes.

One-Off Situation with No Broader Applicability

Out of approximately 2,500 residential lots in the Town of Highland Park, only 63 appear on the official Combined Lot List. Based on our analysis of the Town's zoning code and Dallas County Appraisal District records, just 22 of those properties meet the minimum lot width and area zoning criteria to qualify for a replat under current code. Of those, 19 are already improved with substantial homes, averaging 11,942 square feet. Only three remain vacant: 4311 Rheims, 4311 Lakeside, and 4321 Lakeside. Notably, the Lakeside lots are already in design review, leaving 4311 Rheims as the only currently viable replat opportunity in Highland Park.

Community Support and Forward-Looking Planning

As part of our due diligence, we have spoken with several neighbors, many of whom have expressed support for the proposed replat. A common theme has emerged: *“Two thoughtfully designed homes are far more fitting than a single oversized structure on this unusually large lot.”*

This request reflects both a desire to restore the original character of the lot and an opportunity to promote more balanced, context-sensitive development in Highland Park.

In Summary

- No viable development has occurred on this parcel in nearly 20 years, primarily due to its shape and size.
- The lot depth has never changed and cannot be feasibly changed. It is a static condition inherited from the original plat.
- This is one of just three vacant, realistically re-plattable Combined Lots in the entire town.
- Re-platting to two lots better reflects the surrounding built environment and zoning pattern.
- Denial of this request would likely result in the construction of a single, oversized residence—an outcome that runs counter to the character of Rheims and the expressed preferences of nearby residents.

As Highland Park residents, we are excited to build our future family home here and contribute to the legacy of this community we love.

We appreciate your thoughtful consideration and look forward to discussing this further at the upcoming Council meeting.

Sincerely,

Two handwritten signatures in blue ink. The first signature is 'Clark Johnson' and the second is 'Brittany Johnson'.

Clark and Brittany Johnson

Exhibit A: Town of Highland Park Nearby Zoning Map

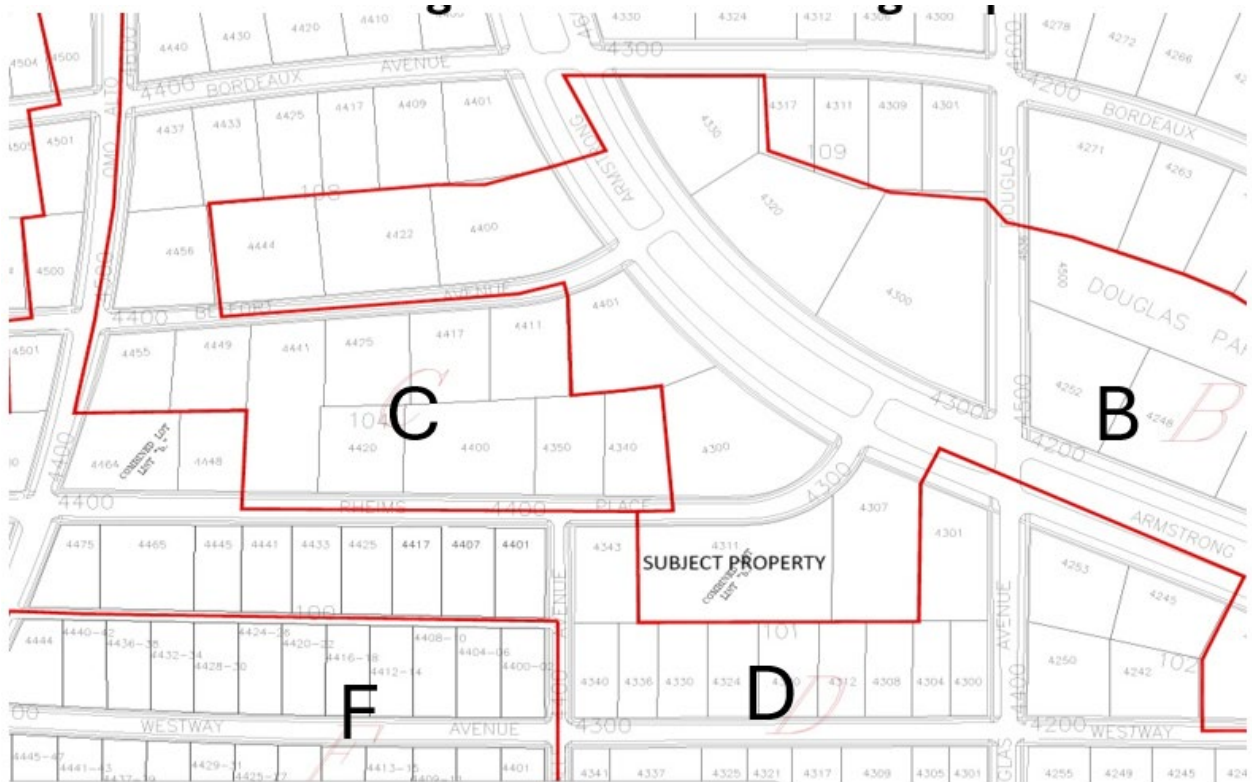


Exhibit B: Historical Photos

April 1, 2005 – 2 Developed Lots



December 2, 2015 – 1 Vacant Lot

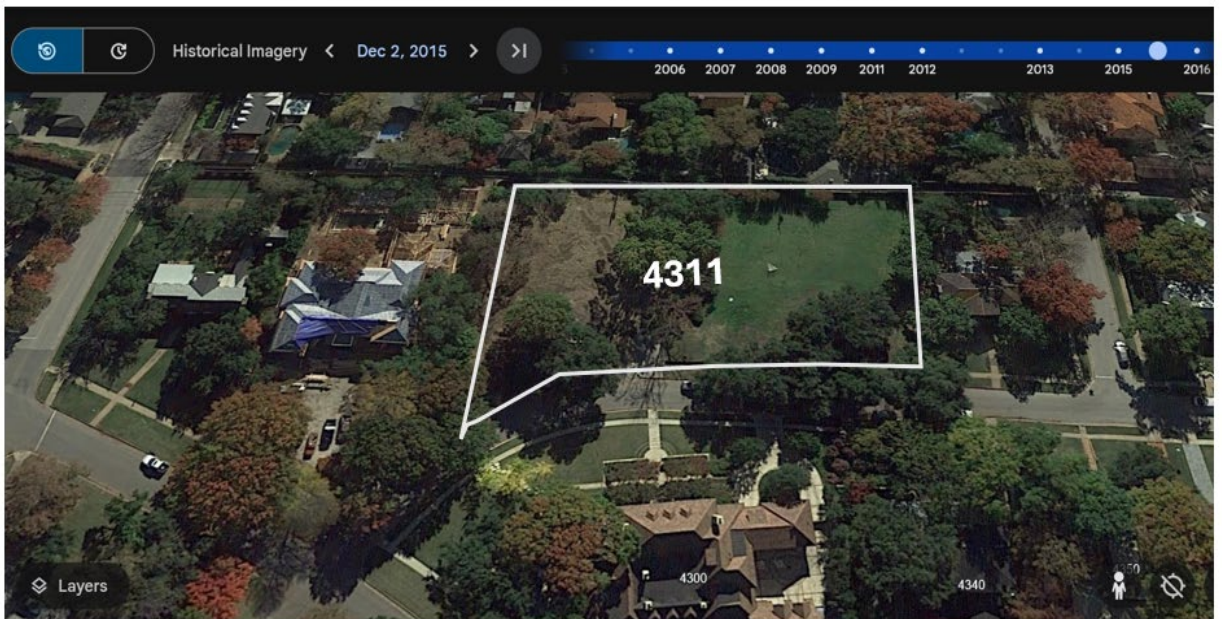


Exhibit C: Lot & House Size Comparables

200' RADIUS - LOT & HOUSE SIZE COMPARABLES				
ADDRESS	LOT SIZE (AC)	LOT SIZE (SF)	HOUSE SIZE (SF)	Proximity from Subject Property
4311 RHEIMS PL	1.26	54,986	23,382	SUBJECT PROPERTY*
4343 Rheims Pl	0.36	15,682	6,289	Next Door
4300 Rheims Pl	0.86	37,462	10,410	Across the Street
4340 Rheims Pl	0.45	19,602	5,420	Across the Street
4350 Rheims Pl	0.45	19,602	9,826	NW ~30'
4400 Rheims Pl	0.76	33,106	9,123	NW ~150'
4401 Rheims Pl	0.61	26,572	4,500	W ~125'
4307 Armstrong Pkwy	0.75	32,670	9,692	Next Door
4301 Armstrong Pkwy	0.54	23,522	11,494	E ~139'
RHEIMS/ARMSTRONG AVERAGES	0.60	26,027	8,344	
4336 Westway Ave	0.24	10,454	3,383	Immediately Behind
4330 Westway Ave	0.31	13,504	5,990	Immediately Behind
4324 Westway Ave	0.31	13,504	6,185	Immediately Behind
4320 Westway Ave	0.37	16,117	4,964	Immediately Behind
4312 Westway Ave	0.29	12,632	4,350	Immediately Behind
4340 Westway Ave	0.28	12,197	7,235	SW ~50'
4308 Westway Ave	0.27	11,761	3,793	SE ~50'
4304 Westway Ave	0.23	10,019	2,660	SE ~125'
WESTWAY AVERAGES	0.29	12,524	4,820	
*Subject Property House Size SF of 23,382 SF based on current owner's design drawings.				
*Proposed Lot Split reduces Subject Property Lot Size to 0.67 acres (29,470 SF) and 0.59 acres (25,515 SF), respectively.				

Jeff Armstrong

From: Jim Strobe
Sent: Thursday, March 20, 2025 4:37 PM
To: Jeff Armstrong
Subject: 4311 Reims

Jeff..Jim Strobe 4307 Armstrong...I am in favor of splitting the above lot Clark is requesting....214-801-9669 Thanks Sent from my iPhone

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Jeff Armstrong

From: Tyler Atha
Sent: Monday, March 24, 2025 2:26 PM
To: Jeff Armstrong
Subject: Support for Variance & Lot Split - 4311 Rheims - April 9th Board of Adjustment Hearing

Dear Jeff,

As a resident of Highland Park and a neighbor on Westway Avenue, I am writing to express my full support for the variance and subsequent lot split request for 4311 Rheims, which is scheduled for the April 9th Board of Adjustment hearing.

Our family has lived in this neighborhood for many years, and we value the community's character. I strongly believe that splitting the combined lot to allow for two well-sized homes would be the most appropriate development for the area. This approach would better maintain the existing aesthetic and feel of our neighborhood compared to the construction of a single, excessively large home, which would be out of scale with the surrounding residences.

I urge the Board of Adjustment to approve the variance and lot split.

Thank you for your consideration.

Sincerely,

Tyler & Cayla Atha
4436 Westway Ave
Dallas, TX 75205

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Jeff Armstrong

From: Warrie R. Birdwell
Sent: Friday, April 4, 2025 9:20 AM
To: Jeff Armstrong
Subject: 4311 Rheims

Hi Jeff,

My family lives at 4324 Westway directly behind 4311 Rheims. We are very supportive of Clark Johnson and his request to split it into two lots.

Please let me know if you need anything more formal from me for support.

Thanks!
Warrie R Birdwell
469.978.6740 - cell

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