



Town of Highland Park, Texas
TOWN COUNCIL MEETING
AGENDA

8:00 AM
June 3, 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. 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 to authorize the Town Administrator to execute an agreement with Valley View Consulting, LLC to provide investment advisory services to the Town.
- B. Take action on the minutes of the Town Council meeting held on May 20, 2025.
- C. Take action on the minutes of the Town Council study session held on May 20, 2025.

V. MAIN AGENDA

- A. Review, discuss, and take action on the construction time period from 24 to 32 months for a new single-family residence located at 3519 Euclid Avenue.
- B. Review, discuss, and take action on the construction time period from 24 to 38 months for a new single-family residence at 3922 Gillon Avenue.
- C. Review, discuss, and take action on an extension to the construction time period, extending the permit to July 31, 2026, for a new single-family residence at 4500 Lakeside Drive.
- D. Review, discuss, and take action on a third extension to the construction time period, extending the permit to March 31, 2026, for a new single-family residence at 3908 Lexington Avenue.

VI. 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, June 3, 2025**

Item Coversheet

Take action to authorize the Town Administrator to execute an agreement with Valley View Consulting, LLC to provide investment advisory services to the Town.

PRESENTED BY: John Samford, Director of Finance

BACKGROUND:

In June of 2015, staff proposed utilizing the services of a third-party investment advisory firm and reviewed proposals from two companies with the Finance and Audit Advisory Committee ("the Committee"). The Committee supported the staff's recommendation that the Town contract with Valley View Consulting, LLC ("Valley View") to provide investment advisory services to the Town. The Public Funds Investment Act requires that a contract for investment advisory services be reviewed and approved no longer than every two years. The contract was renewed most recently in 2023.

Over the past ten years, Valley View has been instrumental in assisting staff in making investment decisions that have diversified the Town's portfolio, increasing yield, while sustaining the most important goal, the safety of principal. Valley View has also provided guidance to staff regarding the adequacy of collateral as investment decisions are made. Additionally, under the agreement, Valley View provides the following services:

- Investment Policy Review
- Cash Flow Model Development
- Active Market Monitoring
- Strategic Portfolio Advice
- Complete Analysis of Eligible Investment Options
- Thorough Deposit and Transaction Documentation
- Effective Investment Provider Management
- Integrated Plains Capital Account Analysis and Collateral Review
- Customized Communication, Reporting, and Training
- Periodic Primary Depository Bank Selection Assistance

It is important to note that Valley View does not have custody or investment discretion over the Town's funds. Further, the Valley View agreement provides for termination, without penalty, upon 30-day written notice.

This proposed agreement was provided to the Finance and Audit Advisory Committee on May

13, 2025, for review and comment.

RECOMMENDATION

Staff recommends for the Town Council to authorize the Town Administrator to execute an agreement with Valley View Consulting, LLC to provide investment advisory services to the Town.

FINANCIAL IMPACT

In consideration of the proposed services, the annual fee will be 0.05% (5 basis points) of the average quarter end portfolio book value with a maximum annual fee of \$25,000.

ATTACHMENTS

IA Agreement 2025 05 01 HP

**AGREEMENT
BY AND BETWEEN
TOWN OF HIGHLAND PARK, TEXAS
AND
VALLEY VIEW CONSULTING, L.L.C.**

It is understood and agreed that the Town of Highland Park, Texas (the *Investor*) will have money available for investment (the *Investable Funds*) and Valley View Consulting, L.L.C. (the *Advisor*) has been requested to provide professional services to the Investor with respect to the Investable Funds. This agreement (the *Agreement*) constitutes the understanding of the parties with regard to the subject matter hereof.

1. This Agreement shall apply to any and all Investable Funds of the Investor from time to time during the period in which this Agreement shall be effective.
2. The Advisor agrees to provide its professional services to direct and coordinate all programs of investing as may be considered and authorized by the Investor.
3. The Advisor agrees to perform the following duties, as requested:
 - a. Assist the Investor in developing cash flow projections,
 - b. Suggest appropriate investment strategies to achieve the Investor's objectives,
 - c. Advise the Investor on market conditions, general information and economic data,
 - d. Analyze risk/return relationships between various investment alternatives,
 - e. Attend occasional meetings as requested by the Investor,
 - f. Assist in the selection, purchase, and sale of investments. The Advisor shall not have discretionary investment authority over the Investable Funds and the Investor shall make all decisions regarding purchase and sale of investments. The eligible investments are listed in the Investor's Investment Policy,
 - g. Advise on the investment of bond funds as to provide the best possible rate of return to the Investor in a manner which is consistent with the proceedings of the Investor authorizing the investment of the bond funds or applicable federal rules and regulations,
 - h. Assist the Investor in creating investment reports in compliance with State legislation and the Investor's Investment Policy,
 - i. Assist the Investor in creating monthly portfolio accounting reports, and
 - j. Assist the Investor in selecting a primary depository services financial institution.

4. The Investor agrees to:

- a. Compensate the Advisor for any and all services rendered and expenses incurred as set forth in Appendix A attached hereto,
- b. Provide the Advisor with the schedule of estimated cash flow requirements related to the Investable Funds, and will promptly notify the Advisor as to any changes in such estimated cash flow projections,
- c. Allow the Advisor to rely upon all information regarding schedules, investment policies and strategies, restrictions, or other information regarding the Investable Funds as provided to it by the Investor and that the Advisor shall have no responsibility to verify, through audit or investigation, the accuracy or completeness of such information,
- d. Recognize that there is no assurance that recommended investments will be available or that such will be able to be purchased or sold at the price recommended by the Advisor, and
- e. Not require the Advisor to place any order on behalf of the Investor that is inconsistent with any recommendation given by the Advisor or the policies and regulations pertaining to the Investor.

5. In providing the investment services in this Agreement, it is agreed that the Advisor shall have no liability or responsibility for any loss or penalty resulting from any investment made or not made in accordance with the provisions of this Agreement, except that the Advisor shall be liable for its own gross negligence or willful misconduct; nor shall the Advisor be responsible for any loss incurred by reason of any act or omission of any broker, selected with reasonable care by the Advisor and approved by the Investor, or of the Investor's custodian. Furthermore, the Advisor shall not be liable for any investment made which causes the interest on the Investor's obligations to become included in the gross income of the owners thereof.

6. The fee due to the Advisor in providing services pursuant to this Agreement shall be calculated in accordance with Appendix A attached hereto, and shall become due and payable as specified. Any and all expenses for which the Advisor is entitled to reimbursement in accordance with Appendix A attached hereto shall become due and payable at the end of each calendar quarter in which such expenses are incurred.

7. This Agreement shall remain in effect until June 30, 2027, with the option of the Investor to extend this Agreement in additional one and two-year increments. Provided, however, the Investor or Advisor may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of such termination, it is understood and agreed that only the amounts due to the Advisor for services provided and expenses incurred to and including the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement. In the event this Agreement is terminated, all investments and/or funds held by the Advisor shall be returned to the Investor as soon as practicable. In addition, the parties hereto agree that upon termination of this Agreement the Advisor shall have no continuing obligation to the Investor regarding the investment of funds or performing any other services contemplated herein.

8. The Advisor shall not assign this Agreement without the express written consent of the Investor.

9. By initialing the appropriate line, Investor acknowledges that:

- 1) _____ Investor was provided a written copy of Form ADV Part 2 not less than 48 hours prior to entering into this written contract, or
- 2) _____ Investor received a written copy of Form ADV Part 2 at the time of entering into this contract and has the right to terminate this contract without penalty within five business days after entering into this contract.
- 3) X Investor is renewing an expiring contract and has received in the past, and offered annually, a written copy of Form ADV Part 2.

When accepted by the Investor, it, together with Appendix A attached hereto, will constitute the entire Agreement between the Investor and Advisor for the purposes and the consideration herein specified.

Respectfully submitted,



Richard G. Long, Jr.
Manager, Valley View Consulting, L.L.C.

This agreement is hereby agreed to and executed on behalf of the Town of Highland Park, Texas.

By _____

Town of Highland Park, Texas

Date: _____

APPENDIX A

FEE SCHEDULE AND EXPENSE ITEMS

In consideration for the services rendered by Advisor in connection with the investment of the Investable Funds for the Investor, it is understood and agreed that its fee will be an annual fee of 0.05% (5 basis points) of the average quarter end portfolio book value with a maximum annual fee of \$25,000. Said fee shall be prorated and due and payable at the end of each investment quarter.

Should the Investor issue debt and select a bond proceeds investment strategy that incorporates a flexible repurchase agreement or other structured investment, fees will be determined by any applicable I.R.S. guidelines and industry standards.

Said fee includes all costs of services related to this Agreement, and all travel and business expenses related to attending regularly scheduled meetings. With pre-trip Investor approval, the Advisor may also request reimbursement for special meeting or event travel and business expenses. The obligation of the Advisor to pay expenses shall not include any costs incident to litigation, mandamus action, test case or other similar legal actions.

Although none are anticipated, any other fees retained by the Advisor shall be disclosed to the Investor.



**Town of Highland Park
Town Council
Tuesday, June 3, 2025**

Item Coversheet

**Take action on the minutes of the Town Council meeting held on
May 20, 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

2025-05-20 TC Minutes 3

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 20, 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. Mayor Will C. Beecherl 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. PROCLAMATION

A. Proclamation recognizing May 18–24, 2025, as National Public Works Appreciation Week. Mayor Beecherl read the proclamation and thanked the Public Works staff on behalf of the Town Council for their hard work and dedication.

V. CONSENT AGENDA

On a motion made by Council Member Lydia Novakov, seconded by Council Member Alan Friedman, the Town Council voted unanimously to approve Items A. through B. 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 the minutes of the Town Council study session held on May 6, 2025.

B. Take action on the minutes of the Special Town Council meeting 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. Chelsey Gordon, Director of Policy Development and Strategic Initiatives, explained that as part of a new initiative to strengthen community engagement, Town staff is requesting the support of the third-party public relations firm, Sunwest Communications ("Sunwest"). Sunwest is a comprehensive public relations firm with private and public sector clients. Initially, Sunwest will support the Town by developing a communications strategy to support key initiatives and projects. This will include working with the Town to create clear and effective messaging for all public-facing activities, including events, newsletters, signage, etc., and

developing communications materials, such as talking points, FAQs, newsletters, and website content. Sunwest 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 to manage potential crises. Sunwest will provide media training to the management team on best practices for working with the media and addressing other stakeholder interactions. On a motion made by Town Council Member Alan Friedman, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve the authorization of 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. Jeff Armstrong, AICP, Director of Community Development, explained that the owners of 4200 Arcady Avenue 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 incomplete project exceeded the April 23, 2025, extension date. Town 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. Town staff and James Cox, Hawkins-Welwood Homes, believe the project will be completed before June 2, 2025, but the request would provide a buffer to accommodate any unforeseen circumstances. According to Mr. Cox, the delay was mainly due to rainy weather in the past month, which significantly delayed the remaining exterior work schedule. In October 2022, a complaint regarding mud on the sidewalk was received; however, the issue was resolved promptly, and there have been no additional complaints. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve extending 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." Jeff Armstrong, AICP, Director of Community Development, explained that the Federal Fair Housing Amendments Act of 1988 ("FHA") and the Americans with Disabilities Act ("ADA") impose the duty on local governments 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 reside in a home of their choosing. The proposed ordinance provides procedures and policies for granting reasonable accommodations, including obtaining accommodation, an appeal process, and sets out the ordinance's applicability. Implementing such an ordinance is needed to ensure the Town is in compliance. These requests are inappropriate for the Board of Adjustment's consideration. Approval should be granted when they meet the standards of the ordinance. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve an 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. John Samford, Director of Finance, CFO, stated that 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. The equipment lease price 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"), allowing the Town to take advantage of greater economies of scale. On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council unanimously voted to approve 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. Jeff Armstrong, AICP, Director of Community Development, explained that the applicant proposes to combine two existing building sites to create one lot to construct 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. Mayor Beecherl opened the public hearing and asked if anyone wanted to comment. No comment was made. Mayor Beecherl closed the public hearing. On a motion made by Council Member Marc Myers, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve 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. Jeff Armstrong, AICP, Director of Community Development, stated that 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 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. In response to a question raised by Council Member Novakov, Mr. Armstrong explained that there is no proposed lighting on the field, and it would need approval if requested in the future. Mayor Beecherl opened the public hearing and asked if anyone wanted to comment. William Chaffe, President and Chief Operations Officer of Paragon Sports Constructors, introduced himself to the Town Council for any questions. In response to a question raised by Mayor Pro Tem Snell, Mr. Chaffe explained that a 6-foot fence will surround the field. Broke Bass, 3461 Shenandoah Street, expressed her concern that the back of the scoreboard will face the front of her house. In response to a question raised by

Mayor Beecherl, Mr. Chaffe stated the scoreboard can be moved north to accommodate Ms. Bass's concerns and confirmed that there are no lights behind the scoreboard. Carrie Jewell, 3605 Shenandoah Avenue, inquired about the possibility of underground parking for games. Jeremy Gilbert, Principal of Highland Park Middle School, stated that underground parking will not be available for games due to safety concerns. With no further comments, Mayor Beecherl closed the public hearing. On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council unanimously voted to approve 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, with the scoreboard moving north as much as possible.

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. Jeff Armstrong, AICP, Director of Community Development, stated that 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 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" and is a single-family residential. Both new lots would meet the minimum 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. In response to a question raised by Council Member Friedman, Mr. Armstrong stated that if more than 20% of residents in the 200-foot radius of the property opposed the replat, it would require 75% of the Town Council to approve the variance. Mayor Beecherl opened the public hearing and asked if anyone wanted to comment. Clark Johnson, the applicant, noted that the lot has been completely vacant for years. Two homes would be consistent with the lot sizes on this street. Restoring the lots would not be difficult since they have been vacant for a long time. Concerns have been raised about increased construction traffic and future precedence. Mr. Johnson believed two reasonably sized homes would be completed more quickly than one large home. He added that his lawyer, John Vincent, confirmed that the zoning code does not prohibit the division of the lots. In response to a question made by Council Member Myers, Mr. Johnson said that he plans to build two homes in each lot, one home he will live in and the other he will sell. John Wilson, 4343 Rheims Place, presented a petition to the Town Council that protested the consideration of the replat with 13 signatures (nine households) of residents residing near 4311 Rheims Place. Mr. Wilson expressed concerns that the two construction projects would increase traffic and affect safety on the street. He stated that he has been made aware that in the Town of Highland Park, no one can subdivide a lot that has been combined. Stacy McCord, 4340 Rheims Place, stated she believes Mr. Johnson

would build beautiful homes on the lots; however, she is concerned about the precedent that other applicants would be allowed to split combined lots in the future. Traci Owen, 4401 Rheims Place, stated that she was interested in combining two lots, 4401 and 4407 Rheims Place; however, she was made aware that she could not divide the lots in the future. Ms. Owen expressed concern about the precedent it would set for future homes in Highland Park. John Vincent, Zoning Attorney, stated he represents Mrs. and Mr. Johnson and noted that this lot has been vacant for several years, which could imply the feasibility of building a large home on the oversized lot. Mr. Vincent added that he could not locate anything in the Town's ordinance that would prevent their request to divide the lot. The Texas Local Government Code states that if the application meets the standards, it should be approved. Regarding the argument that approving the request would set a precedent, Mr. Vincent noted that each location can be approved on a case-by-case basis. Mr. Vincent respectfully requested that this request be approved. With no further comments, Mayor Beecherl closed the public hearing. Mayor Beecherl recessed the Town Council Meeting at 9:39 a.m. and convened in a closed session at 9:43 a.m. Mayor Beecherl ended the closed session at 10:12 a.m. and reconvened the Town Council Meeting at 10:14 a.m. No final action or vote was taken during the closed session. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve 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.

Mayor Beecherl adjourned the Town Council meeting at 10:15 a.m.

Approved on the 3rd day of June 2025.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, June 3, 2025**

Item Coversheet

**Take action on the minutes of the Town Council study session held
on May 20, 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

2025-5-20 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 10:19 A.M. ON TUESDAY, MAY 20, 2025.

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

I. Mayor Will C. Beecherl called the meeting to order at 10:19 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.

IV. REPORTS

A. Review and discuss the monthly Financial and Investment Report for the period ending March 31, 2025. John Samford, CPA, Director of Finance, presented the Financial and Investment Report for six months ending March 31, 2025. Combined General and Utility Fund revenues amount to \$33,899,745, which is 70.6% of the annual combined revenue budget for these two funds. Combined General and Utility Fund expenditures and encumbrances amount to \$22,276,364 or 43.9% of the combined budget. Mr. Samford presented the account balances and trends. Mr. Samford also presented highlights of the March 2025 Investment Report and the Quarterly Investment Report for the quarter ending March 31, 2025. The total market value of the Town's cash and investment portfolio on March 31 was \$78,134,045, yielding an average weighted return of 4.48% with an average maturity of 48 days.

EXECUTIVE SESSION

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.

Mayor Beecherl recessed the study session at 10:35 a.m. and convened in a closed session at 10:36 a.m. Mayor Beecherl ended the closed session at 11:12 a.m. and reconvened the study session in open session at 11:12 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. above, shall be made, if any.* On a motion made by Council Member Marc Myers, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve authorizing the Town Administrator to amend the existing agreement with Kimly Horn to accommodate conceptual design changes discussed in Executive Session related to the Wycliff project.

Mayor Beecherl adjourned the meeting at 11:13 a.m.

APPROVED on the 3rd day of June 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, June 3, 2025**

Item Coversheet

Review, discuss, and take action on the construction time period from 24 to 32 months for a new single-family residence located at 3519 Euclid Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The applicant, Matt Cain of Tatum Brown Custom Homes, has submitted a formal request for a building permit to allow a 32-month construction period for a new single-family residence located at 3519 Euclid Avenue. The proposed residence includes a full basement with a concrete drive ramp connecting to the alley and totals approximately 13,718 square feet. This request is being made in advance of construction, and the requested 32-month period would commence upon permit issuance.

In accordance with Section R105.5.1.4 of the Town's Building Code, all permits for major residential construction are generally limited to a duration of 24 months. However, the Code allows a property owner to request a longer period by submitting a formal written application and participating in a hearing before the Town Council, acting as the administrative committee. The applicant has exercised this right and submitted a letter detailing the request, which is attached for reference.

As provided in the Code, the Town Council must determine whether the applicant has presented *compelling reasons* and *information establishing, with reasonable certainty*, that:

1. Highly extraordinary circumstances exist in connection with the proposed construction; and
2. The additional time requested—32 months in this case—is reasonably necessary to complete the project, assuming construction is conducted in a manner consistent with the objectives outlined in Section R105.5.1.3.

These objectives include ensuring that construction:

- Is completed as rapidly as reasonably possible;
- Minimizes disruption to the neighborhood while respecting public access to streets, sidewalks, driveways, alleyways, and easements;
- Maintains the safety, orderliness, and visual appeal of the neighborhood;
- Reduces inconvenience and aggravation to residents and visitors to the greatest extent

reasonably possible.

If the Town Council finds that these criteria are met, it may authorize the issuance of a building permit with a term longer than 24 months. The Town Council must specify the exact number of additional months allowed and may impose reasonable conditions to ensure construction proceeds efficiently and with minimal impact on the community.

RECOMMENDATION

Staff recommends approval of the applicant's request for a 32-month permit, subject to the conditions detailed in the attached Construction Management Plan.

FINANCIAL IMPACT

None

ATTACHMENTS

3519 Euclid - Permit Extension Request Letter - 25.05.20, 3519 Euclid Initial Schedule 25_05_20, Construction_Parking_Management_Plan_3519_Euclid

May 20, 2025

RE: Permit Extension for 3519 Euclid

Mr. Armstrong,

I am writing to you on behalf of our clients Mr. and Mrs. Bernay Box, regarding our prospective project at 3519 Euclid. We are reaching out to formally request an additional 8-month extension to our potential permit. We had our Pre-Application Meeting on May 15.

Despite what will be our most diligent efforts, we are currently projecting the completion of this project will require 32 months. This additional time is critical for us to successfully complete the project without compromising on the quality of work and adhering to all required standards.

We would like to provide some context regarding the challenges we expect to encounter, which will significantly impact on our timeline:

1. **Size and Scale of the Project:** The ambitious nature of this project, given its size and scale, has necessitated more time than the Town of HP currently allows. With the extension, our total construction time is projected to be 32 months. This project has a full basement. The basement takes up one current lot. The basement contains a ramp up to the alley and we anticipate the subgrade work will last for about 4-6 months

We understand the importance of adhering to deadlines and are committed to completing this project efficiently while ensuring the highest standards are met. We believe that with the additional 8 months, we can overcome these challenges and deliver a project that meets the expectations of all stakeholders involved.

We appreciate your consideration of our request and are available to discuss this matter further or provide any additional information required.

Thank you for your time and understanding.

Sincerely,

Matt Cain

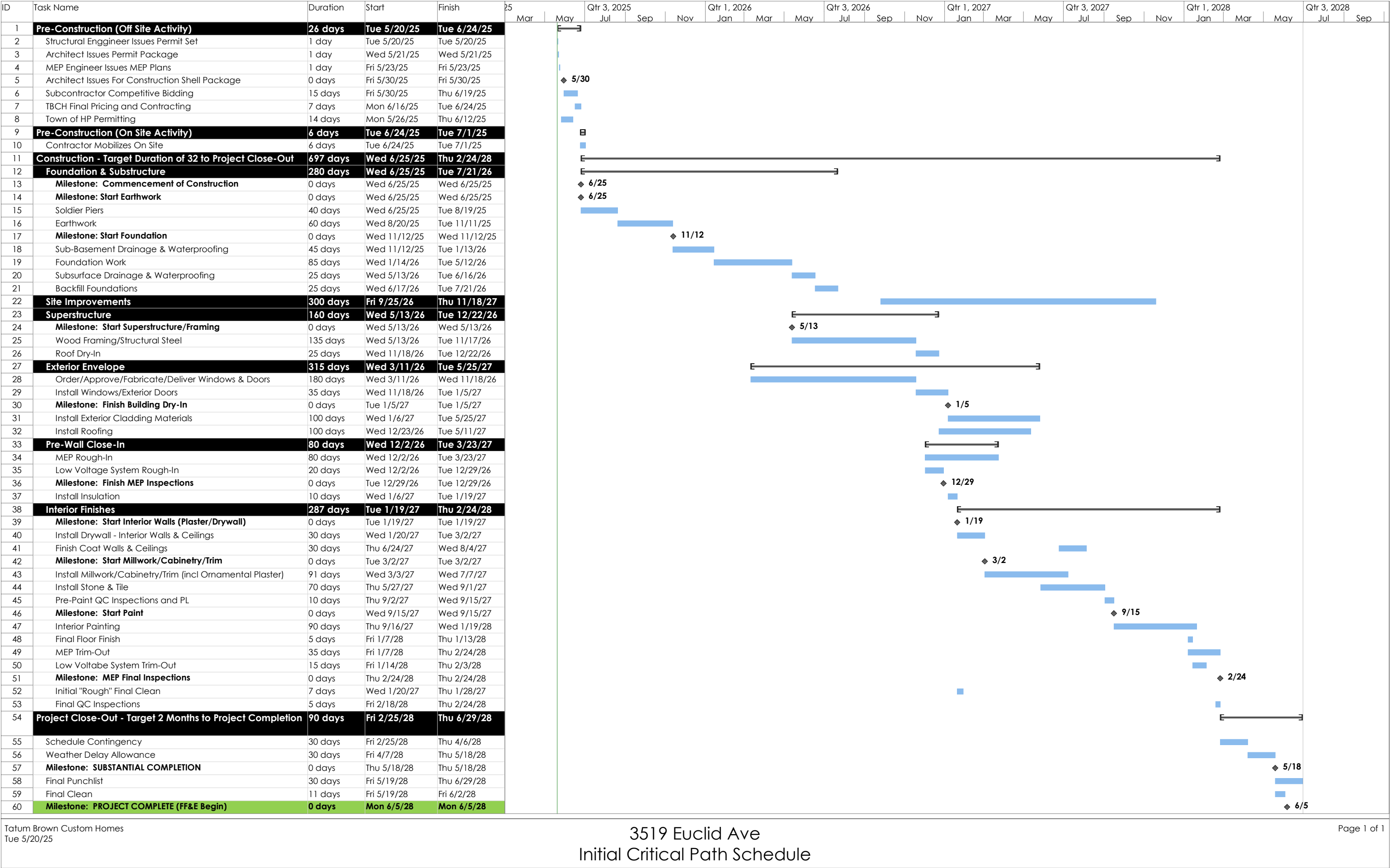
President

Tatum Brown Custom Homes

3838 Oak Lawn, Suite 1520

Dallas, Texas 75219

214.361.4877



Construction Management Plan

Project Address: 3519 Euclid Avenue, Highland Park, TX 75205

Permit #: BP-25-599

Effective Dates: Date of permit issuance for 32 months

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 3519 Euclid. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

A maximum of twelve (12) on-street parking placards will be issued by the Town for contractor use. These placards:

- Are valid for the duration of the building permit.
- Must be clearly displayed on all construction vehicles using on-street parking.
- Are non-transferable and may be revoked for violations.

2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

9. Neighbor Communication & Complaint Response

- Prior to start of construction, the contractor must notify all adjacent properties of:
 - Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)



**Town of Highland Park
Town Council
Tuesday, June 3, 2025**

Item Coversheet

**Review, discuss, and take action on the construction time period
from 24 to 38 months for a new single-family residence at 3922
Gillon Avenue.**

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The applicant, Matt Cain of Tatum Brown Custom Homes, has submitted a formal request for a building permit to allow a 38-month construction period for a new single-family residence located at 3922 Gillon Ave. The proposed residence includes a full basement. The basement takes up two lot widths (recently replatted into one combined lot). The basement contains a pool, and they anticipate the subgrade work will last for a full year. This request is being made in advance of construction, and the requested 32-month period would commence upon permit issuance.

In accordance with Section R105.5.1.4 of the Town's Building Code, all permits for major residential construction are generally limited to a duration of 24 months. However, the Code allows a property owner to request a longer period by submitting a formal written application and participating in a hearing before the Town Council, acting as the administrative committee. The applicant has exercised this right and submitted a letter detailing the request, which is attached for reference.

As provided in the Code, the Town Council must determine whether the applicant has presented *compelling reasons* and *information establishing, with reasonable certainty*, that:

1. Highly extraordinary circumstances exist in connection with the proposed construction; and
2. The additional time requested—32 months in this case—is reasonably necessary to complete the project, assuming construction is conducted in a manner consistent with the objectives outlined in Section R105.5.1.3.

These objectives include ensuring that construction:

- Is completed as rapidly as reasonably possible;
- Minimizes disruption to the neighborhood while respecting public access to streets, sidewalks, driveways, alleyways, and easements;
- Maintains the safety, orderliness, and visual appeal of the neighborhood;

- Reduces inconvenience and aggravation to residents and visitors to the greatest extent reasonably possible.

If the Town Council finds that these criteria are met, it may authorize the issuance of a building permit with a term longer than 24 months. The Town Council must specify the exact number of additional months allowed and may impose reasonable conditions to ensure construction proceeds efficiently and with minimal impact on the community.

RECOMMENDATION

Staff recommends approval of the applicant's request for a 32-month permit, subject to the conditions detailed in the attached Construction Management Plan.

FINANCIAL IMPACT

None

ATTACHMENTS

3922 Gillon - Permit Extension Request Letter - 25.05.12, 3922 Gillon - Permit Extension Request Schedule - 25.05.12, Construction_Parking_Management_Plan_3922 Gillon

May 12, 2025

RE: Permit Extension for 3922 Gillon

Mr. Armstrong,

I am writing to you on behalf of our clients S. Magnolia LLC, regarding our prospective project at 3922 Gillon. We are reaching out to formally request an additional 14 month extension to our potential permit, which is set for Preapplication Meeting on May 15, 2025.

Despite what will be our most diligent efforts, we are currently projecting the completion of this project will require 38 months. This additional time is critical for us to successfully complete the project without compromising on the quality of work and adhering to all required standards.

We would like to provide some context regarding the challenges we expect to encounter, which will significantly impacted our timeline:

1. **Size and Scale of the Project:** The ambitious nature of this project, given its size and scale, has necessitated more time than the Town of HP currently allows. With the extension, our total construction time is projected to be 38 months. This project has a full basement. The basement takes up two current lot widths (in the process of replatting). The basement contains a pool and we anticipate the subgrade work will last for a full year.

We understand the importance of adhering to deadlines and are committed to completing this project efficiently while ensuring the highest standards are met. We believe that with the additional 14 months, we can overcome these challenges and deliver a project that meets the expectations of all stakeholders involved.

We appreciate your consideration of our request and are available to discuss this matter further or provide any additional information required.

Thank you for your time and understanding.

Sincerely,

Matt Cain

President

Tatum Brown Custom Homes

3838 Oak Lawn, Suite 1520

Dallas, Texas 75219

214.361.4877



Construction Management Plan

Project Address: 2920 Gillon Avenue, Highland Park, TX 75205

Permit #: TBD

Effective Dates: Date of permit issuance for 38 months

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 2920 Gillon. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

A maximum of twelve (12) on-street parking placards will be issued by the Town for contractor use. These placards:

- Are valid for the duration of the building permit.
- Must be clearly displayed on all construction vehicles using on-street parking.
- Are non-transferable and may be revoked for violations.

2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

9. Neighbor Communication & Complaint Response

- Prior to start of construction, the contractor must notify all adjacent properties of:
 - Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)



**Town of Highland Park
Town Council
Tuesday, June 3, 2025**

Item Coversheet

Review, discuss, and take action on an extension to the construction time period, extending the permit to July 31, 2026, for a new single-family residence at 4500 Lakeside Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The applicant, Blake Evenson of Hudson Construction Group, is requesting a permit extension for this project. The requested extension of an additional 14 months is to construct a new house at 4500 Lakeside Dr. The permit was issued on May 12, 2023. The total project timeframe would be three years and two months.

The applicant provided the following explanation for the extension. "The biggest reason for the extension is that we had to switch structural engineers after we started excavating due to incomplete plans and being totally non-responsive. This amounted to a 6-month delay at the start of the project. We are also dealing with an architect and designer that are both from Austin, so that's amounted to some delays also. Requesting extension until 7/31/26."

There have been no complaints regarding this construction site. However, site inspection showed some erosion into the Laurel St. right-of-way.

RECOMMENDATION

Approval with the following conditions:

1. The street, alley and sidewalk shall be kept clean and clear of debris.
2. Subject to the conditions detailed in the attached Construction Management Plan.

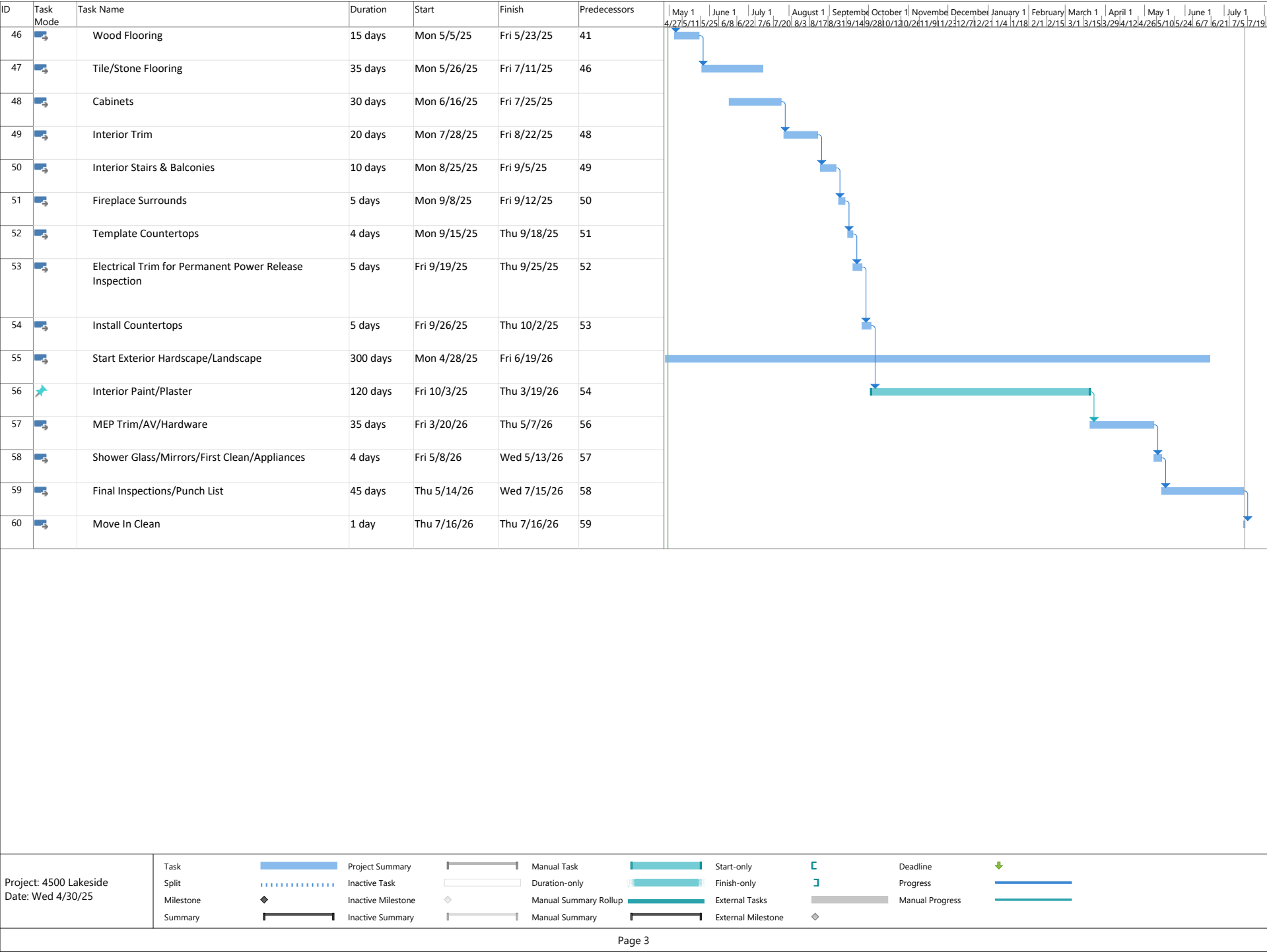
FINANCIAL IMPACT

The fee for extending the construction timeframe in place at the time this permit was issued was 50% of the original permit fee. Based on that methodology, the extension fee would be \$15,697.50.

ATTACHMENTS

4500 Lakeside-Project Schedule-4.30.25, Construction_Parking_Management_Plan_4500
Lakeside Dr, 4500 Lakeside existing parking plan

D	Task Mode	Task Name	Duration	Start	Finish	Predecessors	May 1 4/27/5/11/5/25/6/8/6/22/7/6/7/20/8/3/8/17/8/31/9/14/9/28/10/13/10/24/11/9/11/23/12/7/12/21/4/11/18/2/12/15/3/13/15/3/29/4/12/4/26/5/10/5/24/6/7/6/21/7/5/7/19/	June 1	July 1	August 1	September 1	October 1	November 1	December 1	January 1	February 1	March 1	April 1	May 1	June 1	July 1	
0		4500 Lakeside	839 days	Mon 5/1/23	Thu 7/16/26																	
1		Stake property corners/benchmarks/building corners	1 day	Mon 5/1/23	Mon 5/1/23																	
2		Excavation/Set T-pole	20 days	Tue 5/2/23	Mon 5/29/23	1																
3		Drill Geothermal Wells	10 days	Mon 5/22/23	Fri 6/2/23																	
4		Lay Out Piers	5 days	Tue 5/30/23	Mon 6/5/23	2																
5		Drill & Pour Piers w/ inspections	5 days	Tue 6/6/23	Mon 6/12/23	4																
6		Clean-up pier spoils, grade crawl space	4 days	Tue 6/13/23	Fri 6/16/23	5																
7		Formwork for grade beams - Main House	29 days	Mon 6/19/23	Thu 7/27/23	6																
8		Form survey - Main House	1 day	Fri 7/28/23	Fri 7/28/23	7																
9		Inspect Grade Beams - Main House (City/Engineer)	1 day	Fri 7/28/23	Fri 7/28/23	7																
10		Pour grade beams - Main House	1 day	Mon 7/31/23	Mon 7/31/23	9																
11		Wreck forms, foundation clean-up	6 days	Tue 8/1/23	Tue 8/8/23	10																
12		Interior/exterior crawl space drainage	10 days	Wed 8/9/23	Tue 8/22/23	11																
13		Foundation Make-up at slab areas (garage/porches)	10 days	Wed 8/9/23	Tue 8/22/23	11																
14		Inspect Slabs (City/Engineer)	1 day	Wed 8/23/23	Wed 8/23/23	13																
15		Pour slabs	1 day	Thu 8/24/23	Thu 8/24/23	14																
16		Wreck forms and clean-up	2 days	Fri 8/25/23	Mon 8/28/23	15																
17		Prep and pour crawl space mud slab	5 days	Tue 8/29/23	Mon 9/4/23	16																
18		Subfloor Framing (wood/steel)	8 days	Tue 9/5/23	Thu 9/14/23	17																
19		Plumbing and HVAC first floor rough-ins	17 days	Fri 9/15/23	Mon 10/9/23	18																
20		Plumbing and HVAC inspections	1 day	Tue 10/10/23	Tue 10/10/23	19																
21		Deck First Floor Subfloor	3 days	Wed 10/11/23	Fri 10/13/23	20																
Project: 4500 Lakeside Date: Wed 4/30/25		Task		Project Summary		Manual Task		Start-only		Deadline		Progress		Manual Progress		External Tasks		Manual Summary Rollup		Manual Summary		External Milestone
		Split		Inactive Task		Duration-only		Finish-only		Manual Progress		External Tasks		Manual Summary Rollup		Manual Summary		External Milestone		Manual Summary		External Milestone
		Milestone		Inactive Milestone		Manual Summary Rollup		Manual Summary		External Milestone		Manual Summary		External Milestone		Manual Summary		External Milestone		Manual Summary		External Milestone
		Summary		Inactive Summary		Manual Summary		External Milestone		Manual Summary		External Milestone		Manual Summary		External Milestone		Manual Summary		External Milestone		External Milestone
Page 1																						



Construction Management Plan

Project Address: 4500 Lakeside Drive, Highland Park, TX 75205

Permit #: NEW-23-1025

Effective Dates: June 3, 2025 through July 31, 2026

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 4500 Lakeside Dr. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

A maximum of twelve (12) on-street parking placards will be issued by the Town for contractor use. These placards:

- Are valid for the duration of the building permit.
- Must be clearly displayed on all construction vehicles using on-street parking.
- Are non-transferable and may be revoked for violations.

2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

9. Neighbor Communication & Complaint Response

- The contractor must notify all adjacent properties of:
 - Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)



CONSTRUCTION PARKING MANAGEMENT PLAN

HOMEOWNER INFORMATION

Property Owner's Name: [Lakeside Trust](#)

Property Address: [4500 Lakeside Drive](#)

CONTRACTOR INFORMATION

Contractors Name: [Hudson Construction Group](#)

Primary Business Address: [4268 West Lovers Lane](#)

City: [Dallas](#)

State: [Texas](#)

ZIP Code: [75209](#)

Business Telephone: [214-449-4941](#)

Business Fax:

24-Hour Emergency Phone Number: [214-449-4941](#)

Business Email Address: blake@hudcg.com

On-Site Foreman's Name: [Blake Evenson](#)

On-Site Forman's Cell Phone Number: [214-449-4941](#)

CONSTRUCTION INFORMATION

Start Date: [5/1/23](#)

End Date: [5/1/25](#)

Number of available on-site parking spaces:
[16](#)

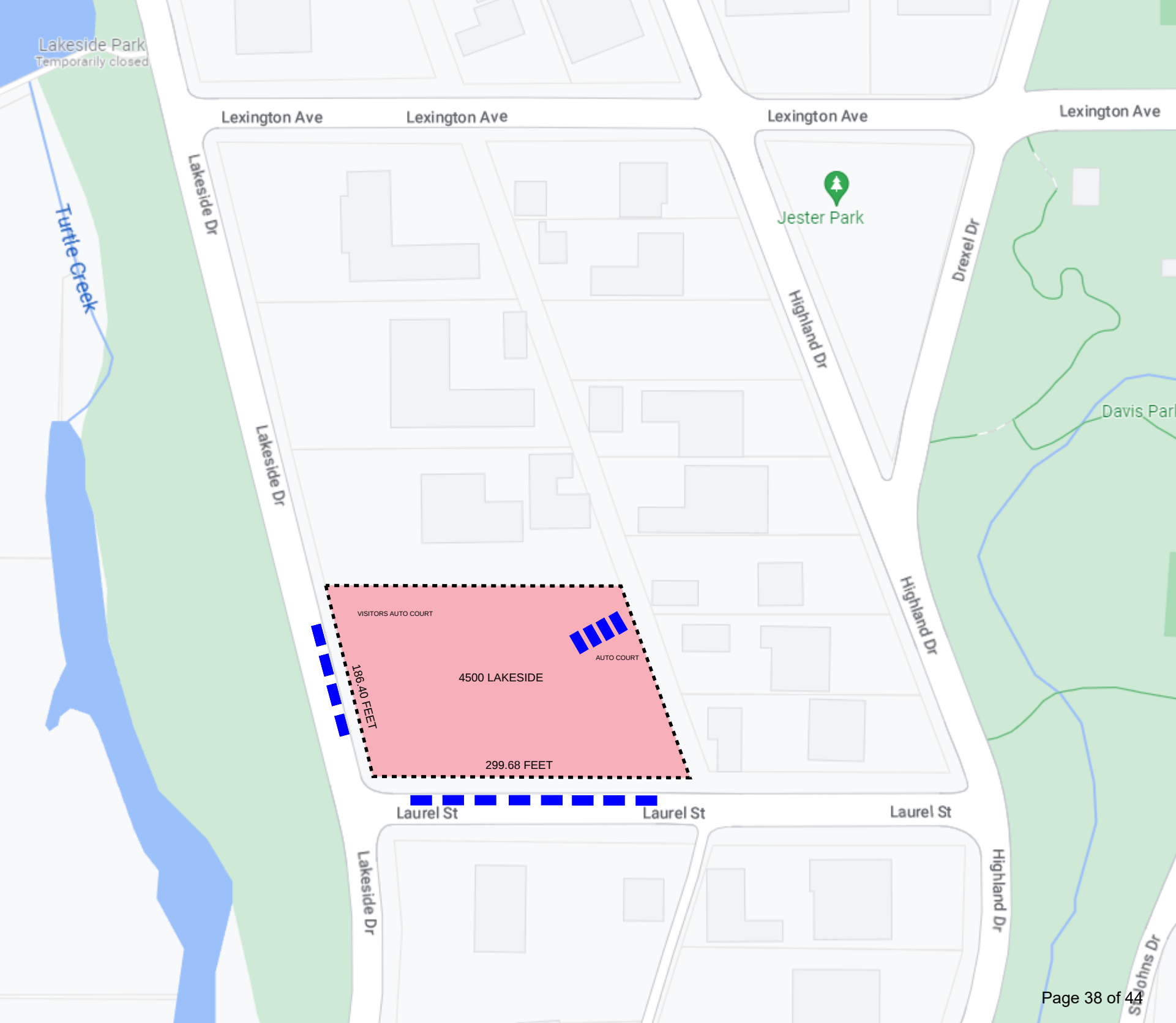
Average per-day on-street parking
occupancy:
[10-12](#)

Days of the week and time periods for on-street parking:

[Monday - Saturday from 7:00 am to 6:00 pm](#)

Description of the total project disturbance area where contractor, sub-contractor, and all applicable vehicles related to the construction or remodeling will be parked (use additional pages and/or submit a diagram or schematic if needed):

[Most vehicles will parked along Laurel Street and on-site, as well as along Lakeside Drive.](#)



Lakeside Park
Temporarily closed

Lexington Ave

Lexington Ave

Lexington Ave

Lexington Ave

Turtle Creek

Lakeside Dr

Lakeside Dr

Highland Dr

Drexel Dr

Jester Park

Davis Park

Highland Dr

Lakeside Dr

Highland Dr

Laurel St

Laurel St

Laurel St

St Johns Dr

VISITORS AUTO COURT

AUTO COURT

4500 LAKESIDE

186.40 FEET

299.68 FEET



**Town of Highland Park
Town Council
Tuesday, June 3, 2025**

Item Coversheet

Review, discuss, and take action on a third extension to the construction time period, extending the permit to March 31, 2026, for a new single-family residence at 3908 Lexington Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

The applicant, Blake Evenson of Hudson Construction Group, is requesting a third permit extension for this project. The requested extension of an additional 10 months is to construct a new house at 3908 Lexington Avenue. The permit was issued in August 2021. The total project timeframe would be four years and seven months.

The applicant provided the following explanation for the extension: "Repeated owner changes and indecision with regards to interior items, and landscape changes and delays. They are also wanting to add a very small (250 SF) detached pool house in the backyard now. Requesting extension until 3/31/26."

A complaint was received in 2023 regarding mud and debris in the alley. When the inspector went to the site to investigate, the builder was already in the process of cleaning it up. More recent complaints have been received regarding construction debris and mud in the alley and on the sidewalk. Also, the construction fence was removed for landscape-related work, but should be placed back on the site while construction continues.

RECOMMENDATION

Approval with the following conditions:

1. Construction screening shall be restored to the site.
2. The street, alley and sidewalk shall be kept clean and clear of debris.
3. Subject to the conditions detailed in the attached Construction Management Plan.

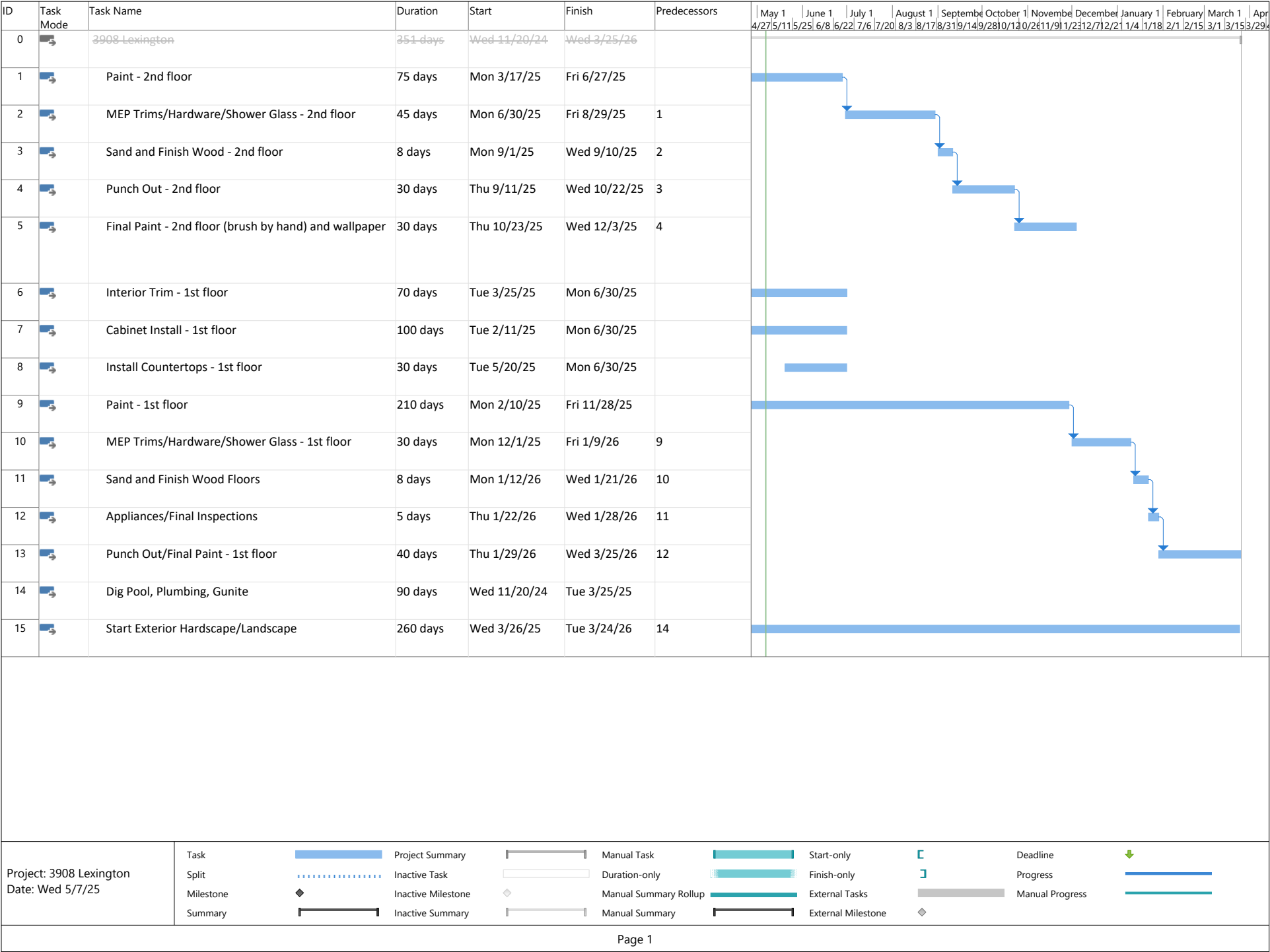
FINANCIAL IMPACT

The fee for extending the construction timeframe in place at the time this permit was issued was

50% of the original permit fee. Based on that methodology, the extension fee would be \$14,565.00.

ATTACHMENTS

3908 Lexington schedule-5.7.25, Construction_Parking_Management_Plan_3908 Lexington,
3908 Lexington Existing Parking Plan



Construction Management Plan

Project Address: 3908 Lexington Avenue, Highland Park, TX 75205

Permit #: NEW-21-1068

Effective Dates: June 3, 2025 through March 31, 2026

I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 3908 Lexington Ave. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

II. On-Street Parking Conditions

1. Placard Limit

A maximum of twelve (12) on-street parking placards will be issued by the Town for contractor use. These placards:

- Are valid for the duration of the building permit.
- Must be clearly displayed on all construction vehicles using on-street parking.
- Are non-transferable and may be revoked for violations.

2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

III. Supplemental Conditions

4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

9. Neighbor Communication & Complaint Response

- The contractor must notify all adjacent properties of:
 - Project timeline
 - Parking restrictions
 - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit.

IV. Acknowledgment

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town.

Contractor/Superintendent Name: _____

Signature: _____

Date: _____

Attachments:

- Off-Street Parking Plan (to be submitted by contractor)

