

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, ON TUESDAY, MAY 7, 2019, AT 8:00 A.M.

Present at the meeting were Mayor Margo Goodwin, Mayor Pro Tem John McKnight, and Town Council Members David L. Dowler, Eric Gambrell and Craig Penfold. Absent from the meeting was Town Council Member Jimmy Grisham.

FUTURE AGENDAS DISCUSSION

*“Review and discuss a request for variances from front yard coverage and driveway regulations at 4215 Livingston Avenue.”* Kirk Smith, Assistant Director of Town Services, explained that the property owner requested variances to construct a larger driveway for off-street parking, citing his property’s proximity to the Highland Park Village as the reason. Section 3.13.047 of the Town's Code of Ordinances allows the Town Council to vary the provisions of the driveway construction regulations following a public hearing. The Town regulates the front yard lot coverage area, in part, to address the permeability and aesthetics of the front yard area. The staff seeks direction from the Town Council; if the Town Council wishes to move forward, a public hearing will be scheduled. The property owner's variance requests do not comply with the Town's front yard coverage and driveway regulations: (i) the proposed front-yard coverage with a paved surface is 1,333 sq. ft. or 72% (50% maximum allowed); and (ii) the width of the proposed driveway in the front yard is 24.2 feet (20 feet maximum allowed). Mr. Smith presented a map of the block with houses that have circular driveways, and stated that the property at 4217 Livingston was granted a variance to increase the front yard lot coverage to 54.3%. In response to questions, Mr. Smith explained that the side driveway at 4215 Livingston provides access to the garage at the rear of the property. Luke Crossland, owner of the property, stated that his property is situated in the block where trucks park to deliver to Royal Blue and other businesses in the Village; the north side of the block is designated “no parking” and visitors cannot park there; and he linked a permeability issue to having no alley behind his property for runoff water to the storm water system, he gets no credit for no alley, which in his opinion, creates an unusual situation on the block. In response to a question from Council Member Gambrell, Mr. Crossland explained that water soaks into the ground rather than running off into the alley, and he gets no credit for not having an alley; access to the alley is from the side of his property. Mayor Pro Tem McKnight commented that the residences west of Preston Road do not have alleys. Mr. Crossland stated that most of those properties do not have the Highland Park Village. Mayor Goodwin asked about the need for another driveway; Mr. Crossland stated that it would provide parking for two cars in the driveway improved egress without having to back out of the driveway. Mayor Goodwin mentioned that street parking is allowed for one car per house; Mr. Crossland again referenced the Highland Park Village and two-hour parking on the street. In response to questions regarding the number of cars he wished to park, Mr. Crossland stated that he wishes to park 5 cars off-street, again referencing the 18-wheeler trucks that park on the street to deliver to Royal Blue. In response to Mayor Goodwin’s question of all green areas in the front being paved, Mr. Crossland explained that grass or stone would be installed between the charcoal pavers. Mayor Goodwin asked the Town Council Members for questions or comments. Council Member Gambrell asked about a potential public hearing, and stated his desire to include the 4300 blocks of Livingston Avenue and Edmondson Avenue to receive notice of the public hearing. He referenced the permeability argument and the issue for seeking the variance as unique, but in his opinion, it isn’t unique when everyone has that; being across from the Village may be unique. He then stated that he would like to see the matter go to a public hearing. Mayor Goodwin referenced the 50% coverage regulation and her thoughts of uniformity. She suggested the Town Council Members drive by the residence and conduct a public hearing on the matter. Council Member Grisham expressed concern for traffic congestion and the five or six cars parked in front of Mr. Crossland’s residence, and questioned how it would impact the appearance of the block.

*“Review and discuss conducting a public hearing to rezone and replat 3816 and 3820 Gillon Avenue into one building site.”* Kirk Smith introduced Karen Jones, owner of the properties, and explained that the Zoning Commission conducted a public hearing on April 17, 2019, and recommended approval of the request. A Town Council public hearing is scheduled on May 28, 2019, to receive the recommendation of the Zoning Commission and consider the platting request. Mr. Smith verified that the property owners are aware that if the request is approved, the property cannot be subdivided in the future. Mayor Goodwin asked for comments. Karen Jones thanked the Town Council for the opportunity to extend the yard, and stated that she would preserve the beauty of the small lot next door.

## UPCOMING AGENDA DISCUSSION

### Action

*No items assigned to this category.*

### Consent

*“Review, discuss, and consider approval of the Dallas County Project Specific Agreement for Preston Road.”* On a motion by Mayor Pro Tem McKnight, seconded by Council Member Penfold, the Council voted unanimously to approve the Dallas County Project Specific Agreement for Preston Road. Prior to the vote, Lori Chapin, Director of Engineering, explained that the Dallas County Project Specific Agreement for Preston Road encompasses three phases; the County will reimburse the Town for specific items that include improvements to capacity, traffic calming, signalization, sidewalks, and bike trails. In response to a question from Mayor Pro Tem McKnight, Ms. Chapin verified that it is not unusual for the Town to pay more than 50% of the project costs, as some items are not eligible for reimbursement by the County.

*“Review, discuss, and consider approval of a contract for the Preston Road Phase B Reconstruction project.”* On a motion by Council Member Penfold, seconded by Council Member Dowler, the Council voted unanimously to approve a contract with Ragle, Inc. for the Preston Road Phase B Reconstruction Project (from Armstrong to Beverly Drive). Prior to the vote, Lori Chapin explained that the contract is subject to approval by Dallas County, scheduled on May 21, 2019. In response to questions, Ms. Chapin verified that Ragle is currently working on Preston Road, and has dealt with Dallas Water Utilities, the AT&T vault, and the construction in the Highland Park Village.

*“Review and discuss an annual contract for asphalt pavement maintenance.”* Lori Chapin explained that the proposed maintenance will extend the life of asphalt streets. The contract provides for the Town to pay based on actual quantities and work performed. The Pavement Doctor Corp. LLC submitted the only bid received by the Town. Last year, this company applied seal coating to Normandy Avenue, Shenandoah Avenue, and Potomac Avenue. In response to a question from Mayor Goodwin, Ms. Chapin explained that the staff will notify residents and the roadway will be closed for one day.

*“Review and discuss a resolution denying a rate increase request by Oncor Electric Delivery, LLC.”* Steven Alexander, Director of Administrative Services and Chief Financial Officer, explained that on April 18, 2019, Oncor filed an Application for Approval to Amend its Distribution Cost Recover Factor ("DCRF") with the Public Utility Commission of Texas, Docket No. 49427. Oncor is seeking an increase of \$29,433,804.00 in distribution revenues. The Town is a member of the Oncor Cities Steering Committee, a group of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area group of cities. OCSC has engaged a consultant to review the Oncor's filing and identify adjustments that should be made to the original request. The Town typically denies these requests pending OCSC's

review and recommendation, which usually results in a reduction to the rate request. Staff recommends approval of the resolution denying Oncor's rate increase request.

*"Review and discuss a license agreement with United Private Networks, LLC for the use of the Town's public rights-of-way."* Steven Alexander explained that the agreement allows United Private Networks, LLC the use of the Town's public rights-of-way as they install a network for a surveillance system for the Highland Park Independent School District. In response to questions, Mr. Alexander explained that a small portion of the fiber optic cable would be installed underground by Bradfield Elementary School, but most of the cable will be aerial; the cable is about the size of an index finger.

*"Review and discuss an interlocal contract between the Highland Park Independent School District and the Town for payment and use of its dark fiber network and access to the video surveillance system."* Rick Pyle, Director of Public Safety, explained that the Town will pay a one-time payment of \$100,000 to the District, which gives the Town access to the District's dark fiber network and video surveillance system. A point of discussion during negotiations was the retention period of the videos; the District settled on 7 days' retention. The Town requested more time, but with a total of seven schools, the District was concerned about the cost to store the data. Only two of the District's seven schools are within the Town. The Town's participation with the District's surveillance system will result in safer schools and more efficient response times in the event of a situation or emergency. In response to questions, Rick Pyle explained that the Town will have access to surveillance in all HPISD schools; and governmental best practices provide for a 60-day retention period. Shone Doville, Information Technology Manager, explained that the Town has access to 4 strands of the fiber optic cable, and the City of University Park has access to 4 strands.

*"Review and discuss a resolution confirming the Mayor's appointment of members to the Board of Adjustment and Planning Review Board."* No discussion.

## REPORTS

*"Review and discuss the status of the Preston Road construction project."* Lori Chapin referenced the report provided in the agenda packet and asked if anyone wished to ask questions. Mayor Pro Tem McKnight verified the end-date of September 27, for the Armstrong to Beverly Drive portion of the work, and Ms. Chapin stated that the Beverly Drive to St. Andrews Drive portion would be completed soon.

Mayor Goodwin adjourned the meeting at 9:01 a.m.

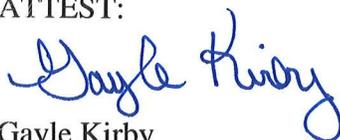
APPROVED on this the 5th day of May 2020.

BY:



Margo Goodwin  
Mayor

ATTEST:



Gayle Kirby  
Town Secretary