

THE TOWN OF
Highland Park
TEXAS

4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS 75205
Telephone 214-521-4161

MAYOR
Margo Goodwin
--
MAYOR PRO TEM
David Dowler
--
TOWN COUNCIL MEMBERS
Jimmy Grisham
Marc Myers
Lydia Novakov
Craig Penfold
--
TOWN ATTORNEY
Matthew C.G. Boyle
--
TOWN JUDGE
Albert D. Hammack
--
LOCAL HEALTH AUTHORITY
Michael L. McCullough, M.D.

TOWN ADMINISTRATOR
Bill Lindley
--
DIRECTOR OF PUBLIC SAFETY
Paul Sandman
--
DIRECTOR OF ADMINISTRATIVE SERVICES
&
CHIEF FINANCIAL OFFICER
Steven J. Alexander, CPA
--
DIRECTOR OF TOWN SERVICES
Kathleen G. Stewart
--
DIRECTOR OF ENGINEERING
Lori Chapin, P.E.
--
TOWN SECRETARY
Joanna Mekeal

October 20, 2020

ZONING COMMISSION MEMBERS

Mrs. Margaret Keliher, Chair
Mrs. Alison Hunsicker
Mrs. Carolyn Seay
Mr. Rick Jones
Mr. Brian Ficke

(Transmitted via email & USPS)

Dear Member:

A public hearing is scheduled at 4:00 p.m. on Wednesday, October 28, 2020 to consider two requests. The official meeting place of the Zoning Commission is 4700 Drexel Drive, Highland Park, Texas. However, due to the need for social distancing during the Covid-19 pandemic, this meeting will be held via video conference and telephone, which will allow the Commission Members and the public to meet online while practicing social distancing. The connection details are located on the bottom of the next page.

The first request is to combine the two properties of 4305 and 4309 Livingston Avenue into a single building site. David Michael Terek is the trustee to the landowner, DMT Living Trust Dated March 15, 2016. He purchased the two properties at 4305 and 4309 Livingston Avenue in August 2020. The property at 4309 Livingston is a vacant lot, while a residence exists on 4305 Livingston. He plans to demolish the improvements and design a new single-family residence on the combined building site, if approved. Combining the two building sites requires an amendment to the Town's Zoning Ordinance.

In August 2005, the Town's Zoning Ordinance was amended to provide specific zoning setback and coverage regulations for combined building sites. Staff has reviewed the preliminary site plan to verify compliance with these regulations. Mr. Terek is aware that combining the properties is a permanent process and will run with the property in perpetuity.

The second request will be to add tenant signage to an existing screen wall at the south parking lot of 4300 MacArthur Avenue. 4300 MacArthur Partners, L.P. is the property owner for the office building at 4300 MacArthur Avenue. This building site is located in a planned development ("PD") zoning district known as PD 2. This PD district is comprised of single-family attached dwellings to the north and two office buildings on the south adjacent to Lemmon Avenue (see site plan attached).

In 2009, the Town's Zoning Ordinance was amended to include specific sign regulations for various zoning districts throughout. Chapter 14 of the Town's Zoning Ordinance provides specific design regulations for signage in commercial districts, including the Highland Park Village's PD 1 district, but allows consideration for signs in other PD districts with an amendment to their respective PD ordinances. The Town Council briefing that provides background to this request.

These requests were referred to the Zoning Commission by the Town Council on September 15 and October 6, respectively, for a review and recommendation. A public hearing, review, and recommendation is required before the Town Council can consider approval to act on these zoning requests.

Enclosed is a copy of the notice mailed to property owners within 200 feet, the zoning applications, the site plans with property boundary, and a location map of the blocks.

Following your review of this information, please call me at 214-521-4161 (office) or 972-951-9106 (cell) if you have questions.

Sincerely,



Kirk Smith
Assistant Director of Town Services
ksmith@hptx.org

Enclosures

cc: Margo Goodwin, Mayor (e-mail)
Bill Lindley, Town Administrator (e-mail)
Matthew C.G. Boyle, Town Attorney (e-mail)
Kathleen Stewart, Director of Town Services (e-mail)
Joanna Mekeal, Town Secretary (e-mail)
Don Young, Building Inspector (e-mail)

Meeting Connection Details

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/732516797>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: <tel:+18773092073,732516797#>

United States: +1 (571) 317-3129
- One-touch: <tel:+15713173129,732516797#>

Access Code: 732-516-797

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Joanna Mekeal

October 16, 2020

TOWN OF HIGHLAND PARK, TEXAS
ZONING COMMISSION PUBLIC HEARING

The Zoning Commission will conduct a public hearing on Wednesday, October 28, 2020, at 4:00 p.m., to consider a request to combine the two properties of 4305 and 4309 Livingston Avenue into a single building site. Combining the building sites requires an amendment to the Town's Zoning Ordinance and Zoning Map. The official meeting place of the Zoning Commission is 4700 Drexel Drive, Highland Park, Texas. However, due to the need for social distancing, this meeting will be held via video conference and telephone, which will allow the Commission Members and the public to meet online while practicing social distancing.

The agenda and online meeting details are available on the Town's website www.hptx.org under the Zoning Commission webpage by selecting "Most Recent Agenda Packet."

The public may make a comment during the meeting by calling 1-646-749-3129, or (Toll Free) 1-877-309-2073, Access Code 732-516-797 or by accessing the video conference using the www.GoToMeeting.com/meeting/join-meeting platform and referencing the same access code. The caller shall mute their telephone/microphone until the Commission Chair asks for public comment on the agenda item.

If you have any questions concerning the application, please contact me at (214) 521-4161 or ksmith@hptx.org.

All persons interested in this request are invited to attend the public hearing



Kirk Smith
Assistant Director of Town Services

THE TOWN OF

Highland Park

TEXAS

4700 Drexel Drive, Highland Park, TX 75205

214-521-4161 office 214-559-9335 fax

Department of Building Inspection



(PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH REQUEST)

(The application WILL NOT be scheduled for a review until a completed application is submitted to the Building Inspection Department.)

I. TYPE OF APPLICATION:

(please check one)

- Zoning Change / Amendment (**Combined Building Site**)
- Planned Development - New
- Planned Development - Amendment
- Platting (Replat)

II. ADDRESS OF PROJECT: 4305 and 4309 LIVINGSTON

III. APPLICANT INFORMATION:

<u>Current Land Owner</u>		<u>Applicant or Agent of Owner</u>
<u>DMT LIVING TRUST</u>	<u>Signature</u>	<u>Austin Neuhoff, AGENT</u>
<u>dated 3/15/16</u>	<u>Printed Name</u>	<u>AUSTIN NEUHOFF</u>
<u>SAME</u>	<u>Mailing Address</u>	<u>4807 W LOVERS LN</u>
		<u>DAKES, TX 75209</u>
<u>SAME</u>	<u>Telephone Number</u>	<u>214 9533 5707</u>
<u>SAME</u>	<u>Fax Number</u>	<u>214 904 1702</u>

By my signature as Current Land Owner, I have applied to combine these properties into one building site. I hereby affirm that I recognize and understand per the Town of Highland Park's Zoning Ordinance, should these building sites be combined they cannot later be subdivided. This Zoning Change is considered permanent and will run with the property in perpetuity.

IV. PROJECT INFORMATION:
(Complete all information)

Proposed Project Name (if applicable): 4305/4309 LIVINGSTON RE-PLAT

Street Address of Project: PROPOSE THE NEW ADDRESS OF 4307 LIVINGSTON

Existing Zoning District: ONE FAMILY RESIDENCE - E

Proposed Zoning District (if applicable): SAME

Legal Description(s) of Project (Lot, Block, Addition): LOT 15 BLOCK 142

HIGHLAND PARK WEST - AND - LOT 14 BLOCK 142 HIGHLAND PARK WEST

V. APPLICATION EXPLANATION (Please type or print legibly, or submit a detailed explanation in letter format):

DEAR HIGHLAND PARK:

We propose to combine the above referenced lots in order to have one single buildable lot. After approval we will demolish the house at 4305 Livingston and submit plans for a new home across both lots.

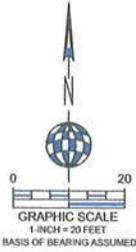
Sincerely,

AUSTIN NEUTHEFF, Agent for owner.

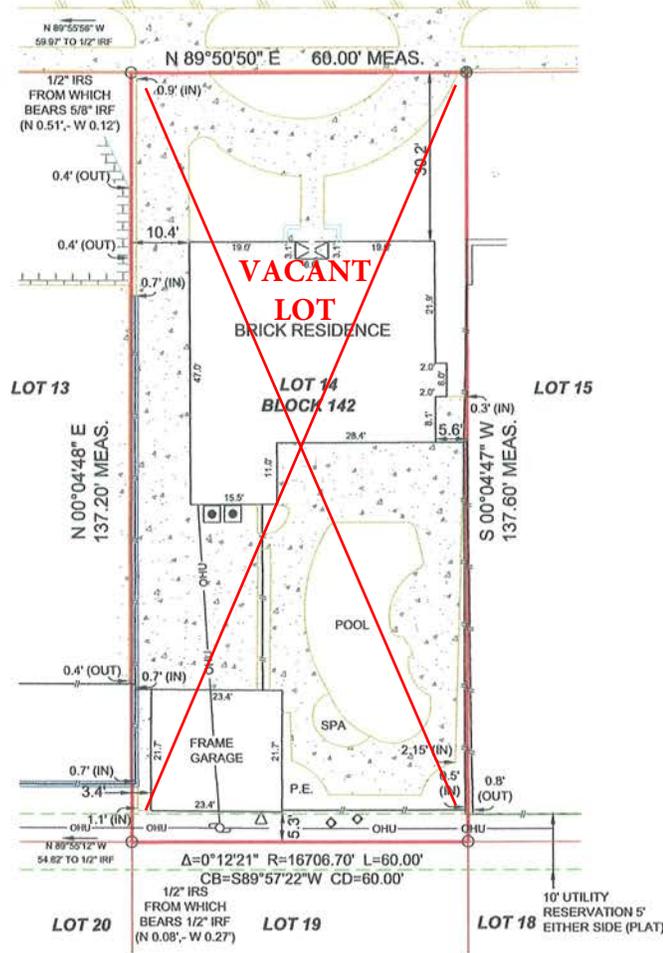
SURVEY PLAT: 4309 LIVINGSTON AVENUE

Being Lot 14, Block 142, of HIGHLAND PARK WEST, SECOND INSTALLMENT, an Addition to the City of HIGHLAND PARK, DALLAS County, Texas, according to the Plat thereof, recorded in Volume 3, Page 155, MAP Records, DALLAS County, Texas.

All improvements
RAZED 11-10-2017.



(50' RIGHT-OF-WAY)
LIVINGSTON AVENUE



FLOOD
This is to certify that no portion of the subject property shown hereon lies within the 100 Year Flood Hazard Area as shown on the Flood Insurance Rate Map, Community Panel No. 48113C 0335K, dated 07-07-14. The property is located in Zone "X".

NOTE: All 1/2 IRS are 1/2-inch iron rods with yellow plastic caps stamped "RPLS 5310".

LEGEND

1/2" IR FOUND	X-FOUND	TELE. BOX	GUARD POST	UTILITY POLE	OHU	OVER-HEAD UTILITY LINE	PLASTIC FENCE	CONCRETE	BUILDING LINE
1/2" IR SET	X-SET	CABLE BOX	SEPTIC COVER	WATER METER	GUY WIRE ANCHOR	ASPHALT	GRAVEL	EASEMENT	
5/8" IR FOUND	1" IR FOUND	ELECTRIC BOX	SAN. SEW. MH.	GAS METER	BARBED WIRE FENCE	FIRE LANE STRIPE	BRICK	BOUNDARY	
3/8" IR FOUND	1" IR FOUND	BRICK COLUMN	IRRIGATION VALVE	A.C. PAD	IRON FENCE	BRICK RET. WALL	STONE	HIGH BANK LINE	
600 MAIL FOUND	POINT FOR CORNER	STONE COLUMN	WATER VALVE	TRAMP BOX	CHARLUM FENCE	STONE RET. WALL	WOOD DECK	FEMA FLOOD LINE	
PK.NAIL SET	CON. MONUMENT	STORM DRAIN MH.	FIRE HYDRANT	P.O. POOL EQUIP.	WOOD FENCE	CONC. RET. WALL	BUILDING WALL		
1/2" IR FOUND	3/4" IR FOUND	SAN. SEW. CO.	LIGHT POLE		PIPE RAIL FENCE	STUC. RET. WALL	TILE	HANDICAP SPACE	

I, John S. Turner, Registered Professional Land Surveyor of the State of Texas, do certify that this Survey Plat is a true, correct and accurate representation of the property shown hereon as determined by survey on the ground under my supervision. The lines and dimensions of said property being indicated by the plat. The improvements are within the boundaries of the property lines at the distances indicated and there are no visible and apparent encroachments, conflicts or prohibitions, except as shown. This survey meets or exceeds the minimum standards required by the Texas Board of Professional Land Surveying.

This survey was performed exclusively for the parties in connection with the G. F. Number shown hereon and is licensed for a single use. This survey remains the property of the Surveyor. Unauthorized reuse is not permitted without the expressed written permission of the Surveyor. This survey is an original work protected by United States Copyright law and international treaties. All rights reserved. Do not make illegal copies.

John S. Turner
JOHN S. TURNER RPLS 5310



A&W SURVEYORS, INC.
Professional Land Surveyors

TEXAS REGISTRATION NO. 100174-00
P.O. BOX 870029, MESQUITE, TX. 75187
PHONE: (972) 681-4975 FAX: (972) 681-4954
WWW.AWSURVEY.COM

JOB# 15-1293 DRAWN BY: 151
DATE: 08-14-2015 REVISED IN OFFICE 08-28-2015 G.F. NO. CFBW40-8021401500965.RD
CERTIFY TO: Robert Raymond Homes, Livingston Residential Partners, LLC, & Southwest Bank TITLE CO: CHICAGO TITLE
"A professional company operating in your best interest"

1529 E. I-30, STE. 106
GARLAND, TX 75043

FIRM REGISTRATION NO. 10194052

SURVEY PLAT



RHODES

Surveying

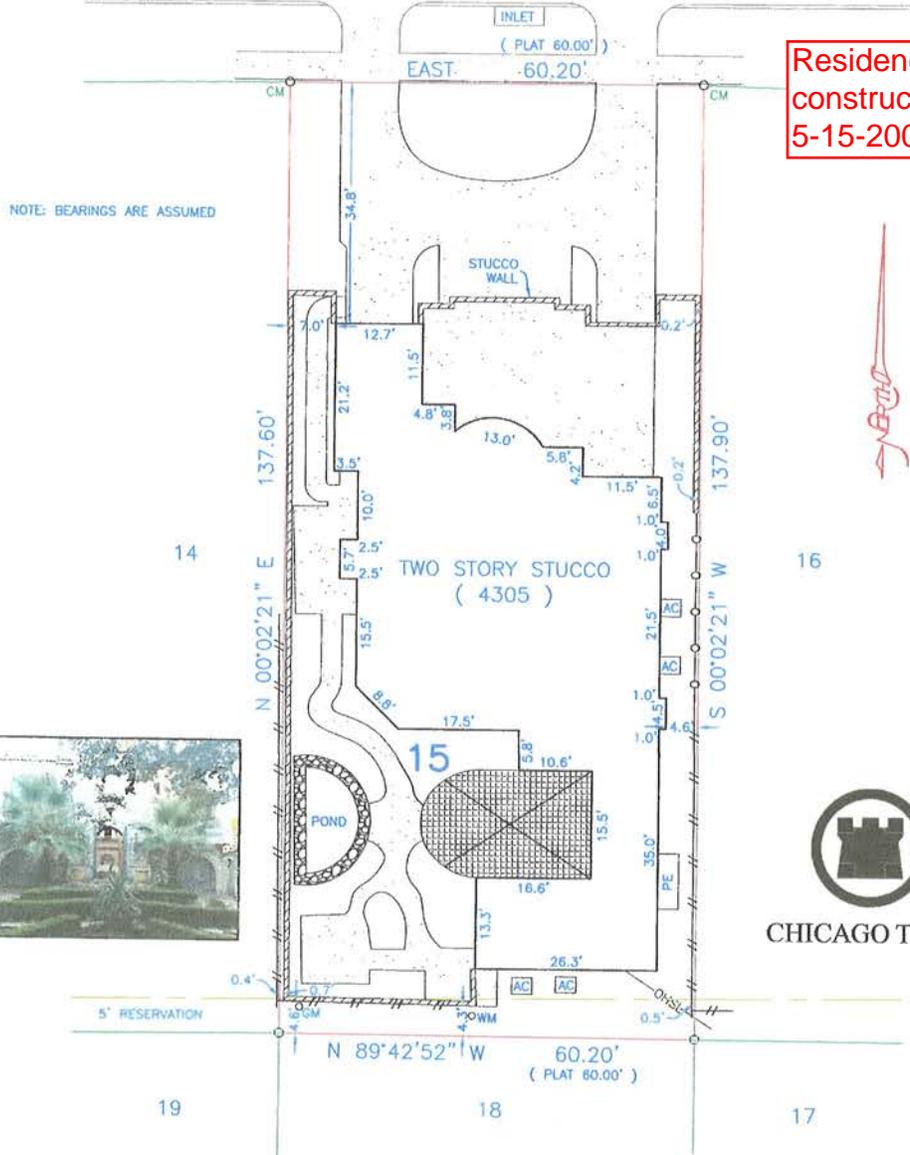
WWW.RHODESURVEYING.COM

BRIAN S. RHODES Registered Professional Land Surveyor (972) 475-8940

This is to certify that I have, this date, made a careful and accurate survey on the ground of property located at No. 4305 LIVINGSTON AVENUE, in the city of HIGHLAND PARK Texas. Lot No. 15, Block No. 142

of HIGHLAND PARK WEST (SECOND INSTALLMENT), an addition in the city of HIGHLAND PARK, DALLAS COUNTY Texas according to the PLAT THEREOF RECORDED in VOLUME 3 at PAGE 155 of the MAP records of DALLAS COUNTY, TEXAS.

LIVINGSTON AVENUE



Residence
constructed
5-15-2002

NOTE: BEARINGS ARE ASSUMED



CHICAGO TITLE

NOTE: BEARINGS, EASEMENTS AND BUILDING LINES ARE BY RECORDED PLAT UNLESS OTHERWISE NOTED

ACCEPTED BY: _____

The plat hereon is true, correct, and accurate representation of the property as determined by survey, the lines and dimensions of said property being as indicated by the plat; the size, location and type of building and improvements are as shown, all improvements being within the boundaries of the property, set back from property lines the distance indicated, or visible and apparent easements. TITLE AND ABSTRACTING WORK FURNISHED BY CHICAGO TITLE

Scale: 1" = 20'
Date: 10/31/2016
C. F. No.: 8000871600532
Job no.: 96750
Drawn by: CM

USE OF THIS SURVEY FOR ANY OTHER PURPOSE OR OTHER PARTIES SHALL BE AT THEIR RISK AND UNDERSIGNED IS NOT RESPONSIBLE TO OTHER FOR ANY LOSS RESULTING THEREFROM. THIS SURVEY WAS PERFORMED EXCLUSIVELY FOR CHICAGO TITLE

LEGEND	
WOOD FENCE	--- TEXT
CHAIN LINK	-O- IMPROVEMENTS
IRON FENCE	--- BOUNDARY LINE
WIRE FENCE	--- SETBACK LINE
RESIDENCE	
O 1/2" IRON PIPE FOUND	
O 1/2" YELLOW-CAPPED IRON ROD SET	
FOUND "X"	
O 5/8" IRON ROD FOUND	
RM - GAS METER	PP - POWER POLE
FM - FIRE HYDRANT	WM - WATER METER
LP - LIGHT POLE	WV - WATER VALVE
MH - MANHOLE	
(UNLESS OTHERWISE NOTED)	



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Joanna Mekeal

October 16, 2020

TOWN OF HIGHLAND PARK, TEXAS
ZONING COMMISSION PUBLIC HEARING

The Zoning Commission will conduct a public hearing on Wednesday, October 28, 2020, at 4:00 p.m., to consider a request from the property owner of office building at 4300 MacArthur Avenue to modify the Planned Development (PD) Ordinance for the addition of tenant name signs to be placed on the brick screen wall located on their south parking lot. The addition of tenant signs in the PD Zoning District requires an amendment to the Town's Zoning Ordinance and Planned Development Ordinance. The official meeting place of the Zoning Commission is 4700 Drexel Drive, Highland Park, Texas. However, due to the need for social separation during the Covid-19 pandemic, this meeting will be held via video conference and telephone, which will allow the Commission Members and the public to meet online while practicing social distancing.

The agenda and online meeting details are available on the Town's website www.hptx.org under the Zoning Commission webpage by selecting "Most Recent Agenda Packet."

The public may make a comment during the meeting by calling 1-646-749-3129, or (Toll Free) 1-877-309-2073, Access Code 732-516-797 or by accessing the video conference using the www.GoToMeeting.com/meeting/join-meeting platform and referencing the same access code. The caller shall mute their telephone/microphone until the Commission Chair asks for public comment on the agenda item.

If you have any questions concerning the application, please contact me at (214) 521-4161 or ksmith@hptx.org.

All persons interested in this request are invited to attend the public hearing

Kirk Smith
Assistant Director of Town Services

THE TOWN OF
Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

(PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH REQUEST)

(The application WILL NOT be scheduled for a review until a completed application is submitted to the Building Inspection Department.)

I. TYPE OF APPLICATION:
(please check one)

- Zoning Change / Amendment
- Planned Development - New
- Planned Development - Amendment
- Platting (Replat)

II. ADDRESS OF PROJECT: _____

III. APPLICANT INFORMATION:

<u>Current Land Owner</u>		<u>Applicant or Agent of Owner</u>
<div style="border: 1px solid red; padding: 2px; display: inline-block;">See Letter:</div>	<i>Signature</i>	<div style="border: 1px solid red; padding: 2px; display: inline-block;">See Letter:</div>
_____	<i>Printed Name</i>	_____
_____	<i>Mailing Address</i>	_____
_____		_____
_____	<i>Telephone Number</i>	_____
_____	<i>Fax Number</i>	_____
_____		_____

IV. PROJECT INFORMATION:

(Complete all information)

Proposed Project Name (if applicable): _____

Street Address of Project: _____

Existing Zoning District: _____

Proposed Zoning District (if applicable): _____

Legal Description(s) of Project (Lot, Block, Addition): _____

V. APPLICATION EXPLANATION (Please type or print legibly, or submit a detailed explanation in letter format):

September 9, 2020

Via Email: ksmith@hptx.org

Kirk Smith
Assistant Director of Town Services & Building Official
4700 Drexel Drive
Highland Park, Texas 75205

Re: 4300 MacArthur Partners, LP
Highland Park West – 4300 MacArthur
Monument Signage Request

Dear Kirk:

Pursuant to our recent application for monument signage, which is not addressed in the zoning ordinance, please accept this letter as our formal request to install signage to the brick retaining wall located at 4300 MacArthur, Highland Park, Texas

Attached you will find Exhibit A illustrating the proposed monument signage layout of whereby we request an amendment to the Planned Development District.

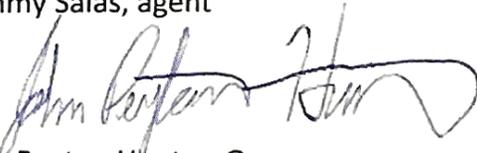
Should you have any questions, please do not hesitate to contact us.

Very Truly Yours,



Digitally signed by Tammy F. Salas
DN: cn=Tammy F. Salas, o, ou,
email=tsalas@bradford.com, c=US
Date: 2020.09.14 09:03:10 -05'00'

Tammy Salas, agent

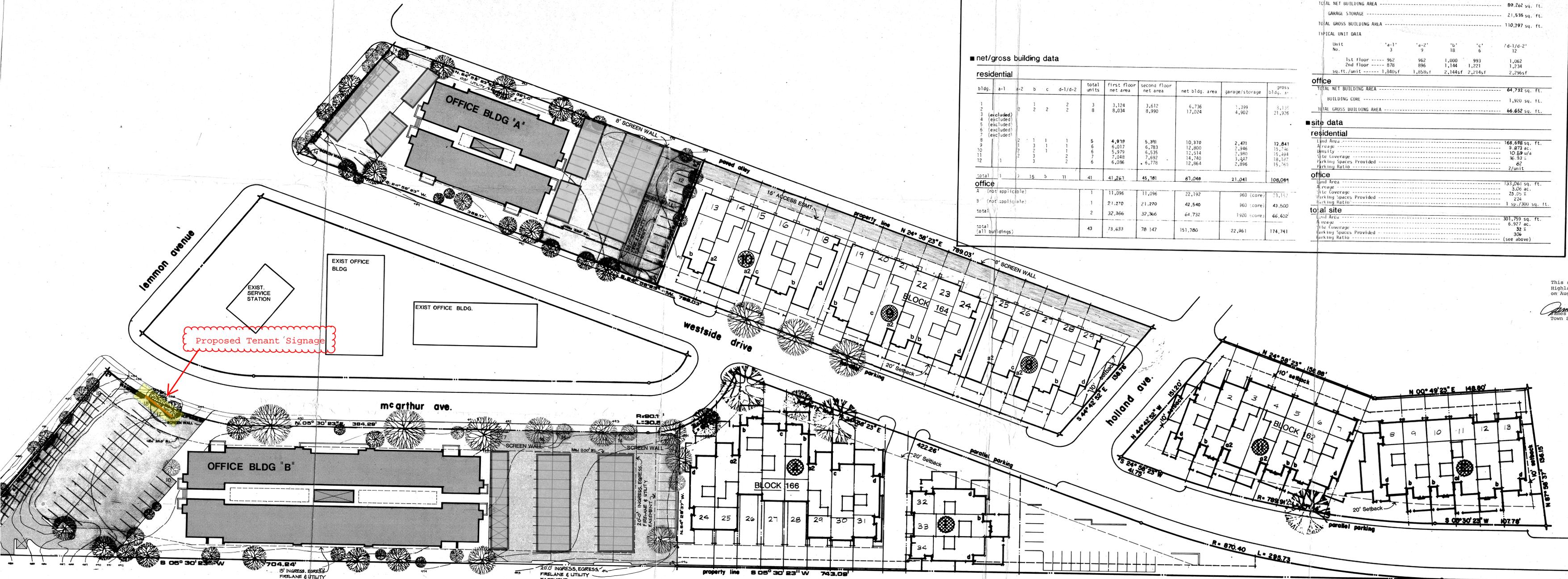


John Peyton Hunter, Owner

cc: Kym Comer

EXHIBIT A
4300 MACARTHUR





TABULATIONS

■ net/gross building data

bldg.	residential					total units	first floor net area	second floor net area	net bldg. area	garage/storage	gross bldg. area
	a-1	a-2	b	c	d-1/d-2						
1						3	3,124	3,612	6,736	1,399	8,135
2						8	8,034	8,990	17,024	4,902	21,926
3	(excluded)										
4	(excluded)										
5	(excluded)										
6	(excluded)										
7	(excluded)										
8						5	4,919	5,391	10,310	2,471	12,841
9						6	6,017	6,783	12,800	2,946	15,746
10						6	5,979	6,535	12,514	2,980	15,494
11						7	7,048	7,692	14,740	3,417	18,157
12						6	6,086	6,778	12,864	2,896	15,760
total						41	41,261	45,781	87,046	21,041	108,087

office		total	first floor net area	second floor net area	net bldg. area	garage/storage	gross bldg. area
A	B						
A (not applicable)		1	11,096	11,096	22,192	960 (core)	23,152
B (not applicable)		1	21,270	21,270	42,540	960 (core)	43,500
total		2	32,366	32,366	64,732	1,920 (core)	66,652
total (all buildings)		43	73,633	78,147	151,780	22,961	174,741

■ general building data

residential	
TOTAL NUMBER UNITS	41
TOTAL NET BUILDING AREA	89,262 sq. ft.
GARAGE STORAGE	21,636 sq. ft.
TOTAL GROSS BUILDING AREA	110,797 sq. ft.

■ typical unit data

Unit No.	'a-1'	'a-2'	'b'	'c'	'd-1/d-2'
	3	9	18	6	12
1st Floor	962	962	1,000	993	1,062
2nd Floor	876	896	1,144	1,221	1,234
sq. ft./unit	1,840sf	1,858sf	2,144sf	2,214sf	2,296sf

■ office

TOTAL NET BUILDING AREA	64,732 sq. ft.
BUILDING CORE	1,920 sq. ft.
TOTAL GROSS BUILDING AREA	66,652 sq. ft.

■ site data

residential	
Land Area	168,698 sq. ft.
Area	8.873 ac.
Density	10.69 u/a
Site Coverage	36.93 %
Parking Spaces Provided	82
Parking Ratio	2/unit

office	
Land Area	133,061 sq. ft.
Area	3.06 ac.
Site Coverage	25.05 %
Parking Spaces Provided	224
Parking Ratio	1 sp./300 sq. ft.

total site	
Land Area	301,759 sq. ft.
Area	6.927 ac.
Site Coverage	32 %
Parking Spaces Provided	306
Parking Ratio	(see above)

This site plan approved by Highland Park Town Council on August 25, 1980.

James Fisher 2-9-80
Town Secretary Data

Planned Development 2 ("PD-2")



north dallas tollway



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: October 6, 2020

Department: Town Services

Presenter: Kirk Smith

TITLE

Discuss and consider referring to the Zoning Commission a request to amend Planned Development No. 2 Ordinance for placement of a business/tenant signage on an existing screening wall at 4300 MacArthur Avenue.

BACKGROUND

This item is provided as an opportunity for the Town Council to consider referring to the Zoning Commission a request to amend PD-2 for the commercial property located at 4300 MacArthur Avenue to provide for business/tenant signage. The property owner submitted a request to install up to twelve (12) tenant signs on the wall. The requested signage requires the approval of an amendment to PD-2.

The proposed signage would encompass eighty-eight (88) square feet of advertising surface area on an existing one-hundred sixty-five (165) square foot brick screen wall measuring 5-1/2 feet tall by 30 feet wide. The existing screen wall is located adjacent to MacArthur Avenue on the south parking lot of the property (see attached site plan). The applicant's request exceeds the allowable square foot area of similar signage in commercial zoning districts, limited to sixty (60) square feet, by 32% (or 64% for the entire wall area). Staff is aware of two (2) other locations where a sign exceeds the sixty (60') foot square foot area: 1. a grandfathered seventy-nine (79) square-foot monument sign at the bank building, 5500 Preston Road, and 2. a grandfathered seventy-five (75) square-foot monument sign at the bank building, 4150 Mockingbird Lane.

The Town's Zoning Ordinance was amended in 2009 to include design parameters for signage in various Zoning Districts throughout the Town. Signage in Planned Development Districts ("PD"), other than the HP Village's PD-1, was not included in the amendment due to the varying nature of those districts (HP United Methodist Church, HP ISD Campuses, and PD-2). Section 14-125 of the Town Zoning Ordinance provides for signs in PD and CC (Country Club) districts to be approved by ordinance by the Town Council. PD zoning provides the Town Council flexibility to define allowances/restrictions found in other zoning districts provided in the Town's Zoning Ordinance. Accordingly, the requested signage amendments to PD-2 to allow this signage could also be sought within other PD zoning districts in the Town. Similarly, a commercially zoned property owner may petition the Zoning Board of Adjustment ("BOA") for a variance request to allow a larger sign area if the Town Council were to approve this request. Decisions by the BOA are final and not subject to Town Council approval.

In 1974, the Mews Town Home development was created under a planned development ordinance, known as PD-2. In 1980, this ordinance was amended to create two office buildings on the south border of the PD-2 comprehensive site plan. The two buildings are located either side of MacArthur Avenue and Westside Dive bound on the south by Lemmon Avenue.

RECOMMENDATION

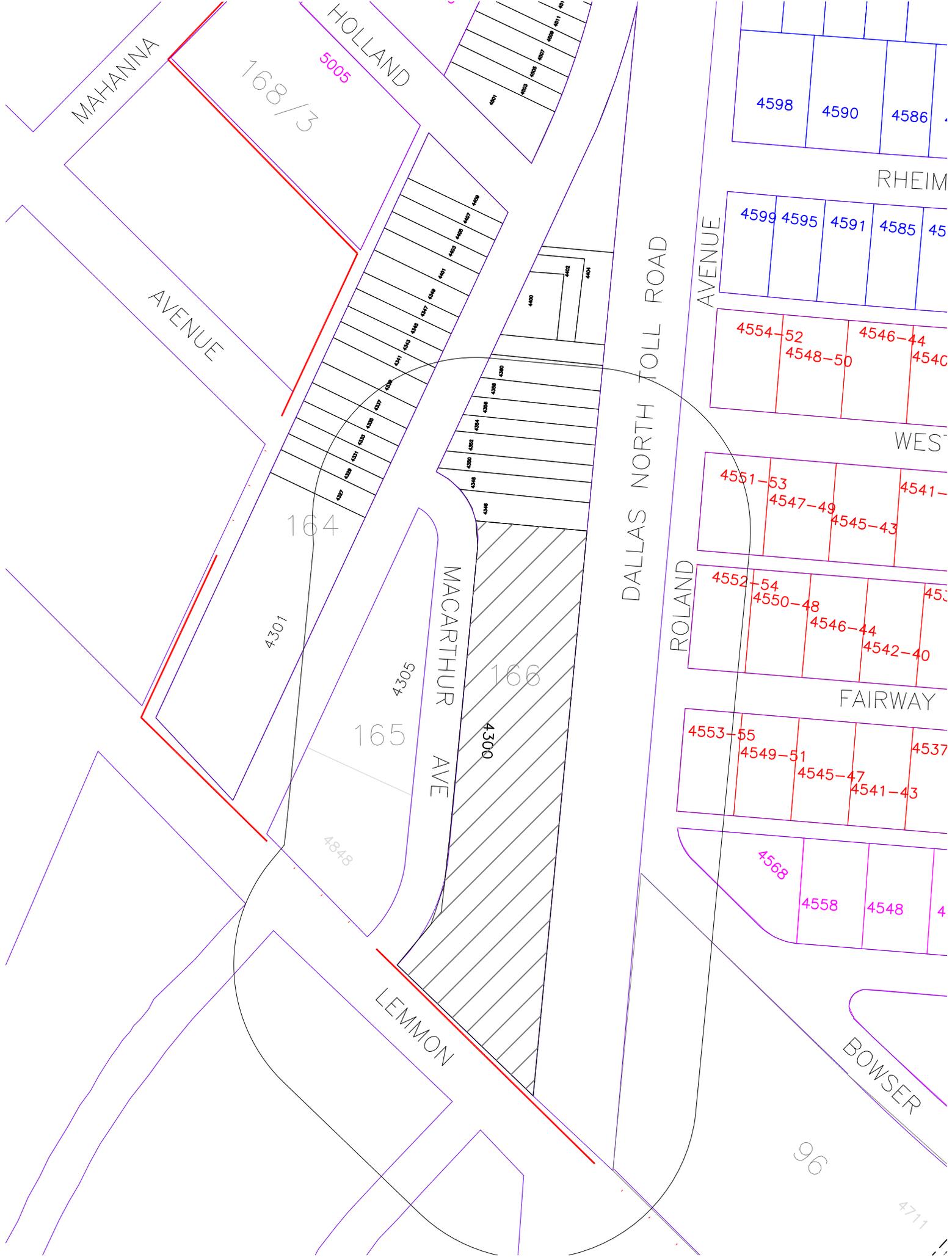
Staff recommends the Town Council referring at its October 6, 2020 study session the request to the Zoning Commission for review and recommendation. Staff is deferring its recommendation as to the specifics of amending the PD ordinance to a later date.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
HPW_Signage_Request_09-14-2020.pdf	Zoning Request
Mews_PD#2_Site_Plan_(4300_MacArthur_Monument_Sign).pdf	Site Plan



MAHANNA

HOLLAND

168/3

5005

AVENUE

MACARTHUR AVE

DALLAS NORTH TOLL ROAD

AVENUE

RHEIM

WEST

FAIRWAY

BOWSER

4598

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