

MINUTES OF AN ONLINE MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD VIA VIDEOCONFERENCE, AT 8:00 A.M. ON TUESDAY, MAY 18, 2021.

Joanna Mekeal, Town Secretary, explained that as provided by the State of Texas, this online Town Council meeting could be viewed online or listened to by telephone, and gave the toll-free and alternate telephone numbers, the access number for the public to call, and the website link to view the meeting. The public was provided an opportunity to email a question or comment, which closed at 3:00 p.m. on Monday, May 17, 2021.

Mrs. Mekeal conducted a roll call of the Town Council Members. Present at the meeting were Mayor Margo Goodwin, Mayor Pro Tem David Dowler, and Town Council Members Jimmy Grisham, Marc Myers, and Craig Penfold. Absent from the meeting was Council Member Lydia Novakov.

Margo Goodwin introduced herself, called the work session to order at 8:02 a.m., and asked if any Town Council Members wished to discuss any of the items on the Regular Agenda. Hearing none, the Mayor closed the work session at 8:02 a.m.

Council Member Craig Penfold gave the Invocation.

Mayor Goodwin asked if anyone calling in wished to address the Town Council and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Issues raised may be referred to staff for research and possible future action. No comments were made.

CONSENT AGENDA

On a motion by Council Member Craig Penfold, seconded by Mayor Pro Tem David Dowler, the Town Council voted unanimously to approve Items A. through C. on the Consent Agenda. Prior to the vote, Mayor Goodwin explained that the Town Council reviewed these items prior to the meeting. The Mayor asked if any Town Council Member wished to ask questions or make any revisions or corrections, to which there was no response.

- A. *Consider approval of the minutes of the Town Council meeting held on May 4, 2021.*
- B. *Consider approval of the minutes of the Town Council study session held on May 4, 2021.*
- C. *Consider approval of a professional services agreement with Kimley-Horn and Associates, Inc. to provide engineering services for the 30" Wastewater Interceptor and Lakeside Drive Reconstruction project.*

MAIN AGENDA

Review, discuss, and consider referring to the Zoning Commission a request to combine the properties located at 3806 and 3812 Beverly Drive into a combined building site. Hugh Pender, Director of Development Services, explained that the property owner of 3806 and 3812 Beverly Drive is seeking to combine two (2) separate lots into one (1) combined building site. Pending the

Town Council's consideration of the request, the proposed plan is to demolish the existing home on 3812 Beverly Drive and expand the home located at 3806 Beverly Drive. Expansion plans include a grade-level addition to the home and a new basement-level garage. Staff reviewed all zoning standards, with the property owner, to address the setback and lot coverage regulations for improvements on a combined building site. The property owner was made aware that combining lots is a permanent zoning change and once the lots are combined, they cannot be subdivided in the future. Mayor Goodwin asked if the applicant legally owned 3812 Beverly Drive. Mr. Pender confirmed that they legally owned 3812 Beverly Drive; however, there is a tenant currently living in the home. The tenant will vacate on July 1, 2021. Mayor Goodwin asked if the owners were attending this virtual meeting. Dallas Cothrum, the owner's representative, explained that they are not on the call. Mayor Goodwin thanked Mr. Cothrum for attending and explained that when this item returns to the Town Council for approval, it is requested that the owner attend the meeting. Mr. Cothrum confirmed the owner would attend. Council Member Myers asked how Town staff verifies ownership of a property. Mr. Pender explained ownership is verified through the Dallas Central Appraisal District. Council Member Myers recommended staff also require a copy of the deed or title policy. Mr. Pender confirmed that staff will require either of those documents on future applications. On a motion made by Council Member Penfold, seconded by Council Member Myers, the Town Council voted unanimously to refer a request to combine the properties located at 3806 and 3812 Beverly Drive into a combined building site to the Zoning Commission.

Mayor Goodwin adjourned the Town Council meeting at 8:13 a.m.

Approved on this the 1st day of June 2021.

APPROVED:



Margo Goodwin
Mayor

ATTEST:



Joanna Mekeal
Town Secretary