



MAYOR  
*Margo Goodwin*

MAYOR PRO TEM  
*David Dowler*

COUNCIL MEMBERS  
*Eric Gambrell*  
*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.*

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

TOWN ADMINISTRATOR  
*Bill Lindley*

DIRECTOR OF PUBLIC SAFETY  
*Paul Sandman*

DIRECTOR OF ADMINISTRATIVE SERVICES  
&  
CHIEF FINANCIAL OFFICER  
*Steven J. Alexander, CPA*

DIRECTOR OF DEVELOPMENT SERVICES  
*Hugh Pender*

DIRECTOR OF ENGINEERING  
*Lori Chapin, P.E.*

TOWN SECRETARY  
*Joanna Mekeal*

June 4, 2021

### **BOARD OF ADJUSTMENT MEMBERS**

Chuck Reeder, Chairman  
Stacey Furst  
Don Snell  
Steve Swenson  
Joan Clark  
Cynthia Beaird, Alternate Member  
J. Burton Rhodes, Alternate Member

Dear Board Members,

The Board of Adjustment will conduct a public hearing at 8:30 a.m. on Wednesday, June 9, to consider a variance request from Section 16-101 (f) of the Town's Zoning Ordinance to consider a request from the property owner of 3712 Alice Circle to enlarge a portion of the southeast area of the existing non-conforming residence. Section 16-101 (f) of the Zoning Ordinance states any voluntary reconstruction of a non-conforming structure shall not be permitted unless the reconstruction conforms to the regulations in the ordinance. The property owner requests a variance to allow modification to an existing non-conforming structure.

The official meeting place of the Board of Adjustment 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 Board of Adjustment Members and the public to meet online while practicing social distancing.

The agenda, application, and online meeting details are available on the Town's website [www.hptx.org](http://www.hptx.org) by clicking on the "Board of Adjustment" webpage.

The public may make a comment during the meeting by calling 1-646-749-3129, or (Toll Free) 1-877-309-2073, Access Code 169-402-013, or both watch and provide comment by accessing the video conference using the [www.GoToMeeting.com/meeting/join-meeting](http://www.GoToMeeting.com/meeting/join-meeting) platform and referencing the same access code. The caller shall mute their telephone/microphone until the Board Chairman asks for public comment on the agenda item.

Enclosed is a copy of: (i.) the application to the Board, (ii.) property survey, (iii.) the plans, (iv.) the public hearing notice, (v.) letters from the property owner, and (vi.) a map of the block indicating the location of the property.

Feel free to contact me at your convenience if you have any questions.

Sincerely,

Kamil Miskowiec  
Development Services Coordinator  
[kmiskowiec@hptx.org](mailto:kmiskowiec@hptx.org)

cc: Margo Goodwin, Mayor, via e-mail  
Bill Lindley, Town Administrator, via e-mail  
Matthew C.G. Boyle, Town Attorney, via e-mail  
Joanna Mekeal, Town Secretary, via e-mail  
Hugh Pender, Director of Development Services, via e-mail

APPEAL TO THE BOARD OF ADJUSTMENT  
TOWN OF HIGHLAND PARK

**RECEIVED**  
MAY 17 2021  
Building Inspection

(Please Type or Print)

ADDRESS 3712 Alice cir Owner's Name Enchanted Revokable Trust

LEGAL DESCRIPTION: Lot(s) 6 Block 7 Addition Highland park

Mailing Address 3712 Alice cir

City Highland park State TX Zip Code 75205

1. Request:

perform Remodeling and expansion based on Attached plan  
at south East corner of property

2. Jurisdiction: [Applicant has reviewed Section 17-200 a,b, and c of the Highland Park Zoning Ordinance (copy attached) and is of the opinion that the Board of Adjustment has jurisdiction for the following reason(s)]

(A)

Additional information submitted by applicant \_\_\_\_\_

Fee Paid \$ 200. Date 5-17-21 Phone 469-556-1361

3. Signature of Owner [Signature]

(To be completed by Building Inspection Department)

Reason for denial: Section 16-10Z (F)  
Explanation:

ENLARGEMENT TO NONCONFORMING RESIDENCE.

[Signature] 5/17/21  
Building Inspector Date

**PROPERTY DESCRIPTION:**

BEING A PART OF LOT 6, BLOCK 7, OF HIGHLAND PARK FIRST INSTALLMENT, AN ADDITION TO THE TOWN OF HIGHLAND PARK, DALLAS COUNTY, TEXAS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1, PAGE 209, OF THE MAP RECORDS OF DALLAS COUNTY, TEXAS, AND BEING A RESURVEY OF A TRACT OF LAND DESCRIBED IN A DEED TO G. STUART REEVES AND WIFE, VIRGINIA L. REEVES, OF RECORD IN VOLUME 91242, PAGE 4004, OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 1/2" IRON ROD FOUND FOR CORNER IN THE EAST RIGHT-OF-WAY LINE OF ST. JOHNS DRIVE (42' RIGHT-OF-WAY), AT THE NORTHWEST CORNER OF SAID REEVES TRACT, COMMON TO THE SOUTHWEST CORNER OF A TRACT OF LAND DESCRIBED IN A DEED TO LAWRENCE LACERTE AND WIFE, JOYCE S. LACERTE RECORDED UNDER COUNTY CLERK'S FILE NO. 201100044362, OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS;

THENCE SOUTH 85°00'27" EAST ALONG THE COMMON LINE OF SAID REEVES TRACT AND SAID LACERTE TRACT, A DISTANCE OF 104.27 FEET TO A POINT FOR CORNER AT THE NORTHEAST CORNER OF SAID REEVES TRACT, COMMON TO THE NORTHWEST CORNER OF A TRACT OF LAND DESCRIBED IN A DEED TO EDWARD C. COPPOLA AND WIFE, NANCY E. COPPOLA, OF RECORD IN VOLUME 2000070, PAGE 3008, OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS, FROM WHICH A 1/2" IRON ROD FOUND FOR REFERENCE BEARS SOUTH 55°29'31" EAST, A DISTANCE OF 2.55 FEET;

THENCE SOUTH 22°47'00" WEST ALONG THE COMMON LINE OF SAID REEVES TRACT AND SAID COPPOLA TRACT, A DISTANCE OF 272.68 FEET TO A "60D" NAIL FOUND FOR CORNER AT THE COMMON SOUTH CORNER THEREOF AND BEING IN THE NORTHWEST RIGHT-OF-WAY LINE OF ALICE CIRCLE (VARIABLE WIDTH RIGHT-OF-WAY);

THENCE SOUTH 62°22'52" WEST ALONG THE NORTHWEST RIGHT-OF-WAY LINE OF SAID ALICE CIRCLE, A DISTANCE OF 122.39 FEET TO A "RAILROAD" SPIKE FOUND FOR CORNER AT THE BEGINNING OF A CURVE TO THE RIGHT HAVING A RADIUS OF 7.50 FEET, A CENTRAL ANGLE OF 142°06'02" AND A CHORD WHICH BEARS NORTH 48°18'37" WEST, A DISTANCE OF 14.19 FEET;

THENCE IN A NORTHWESTERLY DIRECTION ALONG SAID CURVE TO THE RIGHT, AN ARC DISTANCE OF 18.60 FEET TO A POINT FOR CORNER IN THE SOUTHEAST RIGHT-OF-WAY LINE OF SAID ST. JOHNS DRIVE;

THENCE NORTH 21°25'20" EAST ALONG THE SOUTHEAST RIGHT-OF-WAY LINE OF SAID ST. JOHNS DRIVE, A DISTANCE OF 330.62 FEET TO THE PLACE OF BEGINNING AND CONTAINING 29,863 SQUARE FEET OR 0.686 ACRES OF LAND.

**'SURVEY PLAT'**

**POINT OF BEGINNING**

**LOT 5**

LAWRENCE LACERTE &  
JOYCE S. LACERTE  
CC# 201100044362  
D.R.D.C.T.

10' X 10'  
D.P. & L. & S.W.B.T. ESMT.  
VOLUME 74155, PAGE 851  
D.R.D.C.T.

LOT 5  
LOT 6

(DEED=S 84°59'00" E)  
**S 85°00'27" E 104.27'**

FND 1/2" I.R. BEARS  
**S 55°29'31" W 2.55'**

ONE STORY  
STONE  
GARAGE

POOL  
SPA

**TWO STORY  
STONE & BRICK  
RESIDENCE  
NO. 3712**

**PART OF  
LOT 6  
BLOCK 7  
29,863 SQ. FT.  
(0.686 ACRES)  
(MEAS.)**

**PART OF  
LOT 7  
HIGHLAND PARK ADDITION  
VOLUME 1, PAGE 209  
M.R.D.C.T.**

EDWARD C. COPPOLA &  
NANCY E. COPPOLA  
VOLUME 2000070, PAGE 3008  
D.R.D.C.T.

BOUNDARY LINE AGREEMENT  
VOLUME 89245, PAGE 3902  
VOLUME 89245, PAGE 3915  
D.R.D.C.T.

G. STUART REEVES &  
VIRGINIA L. REEVES  
VOLUME 91242, PAGE 4004  
D.R.D.C.T.

**ST. JOHNS DRIVE  
(42' R.O.W.)**

**ALICE CIRCLE**

**NOTES:**

- 1) (P.P.) INDICATES BUILDING LINES, EASEMENTS, R.O.W.S, DIMENSIONS, ETC. ARE PER PLAT REFERENCED IN LEGAL DESCRIPTION ABOVE.
- 2) ALL "DEED" BEARINGS AND DISTANCES SHOWN HEREON ARE PER DEED RECORDED IN VOLUME 91242, PAGE 4004, OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS.
- 3) THE PROPERTY SHOWN HEREON IS SUBJECT TO THE TERMS, PROVISIONS AND CONDITIONS OF THE BOUNDARY LINE AGREEMENTS RECORDED IN VOLUME 89245, PAGE 3902 AND VOLUME 89245, PAGE 3915, OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS.



**R=7.50'**  
**Δ=142°06'02"**  
**CB=S 48°18'37" E**  
**CH=14.19'**  
**(DEED=18.18')L=18.60'**

CERTIFIED TO: CHICAGO TITLE AND AARON IPOUR GF#:8005632000054 DATE: 06/24/2020 JOB NO.:20-06-052

SYMBOL	LEGEND
---	WOOD FENCE
-X-	CHAIN LINK FENCE
-X-	WIRE FENCE
○	WROUGHT IRON FENCE
⊠	COLUMN
●	POWER POLE
⊠	WATER METER
—	POWERLINE
—	OVERHEAD SERVICE LINE
⊠	TRANSFORMER AND PAD
⊠	GAS METER
⊠	ASPHALT SURFACE
⊠	CONCRETE

FND= FOUND I.R.= IRON ROD I.P.= IRON PIPE ESMT.= EASEMENT B.L.= BUILDING LINE (C.M.)= CONTROL MONUMENT

I, JASON L. MORGAN, REGISTERED PROFESSIONAL LAND SURVEYOR OF THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THE PLAT HEREON IS A TRUE, CORRECT AND ACCURATE REPRESENTATION OF THE SUBJECT PROPERTY AS DETERMINED BY AN ON THE GROUND SURVEY UNDER MY SUPERVISION. THIS SURVEY MEETS OR EXCEEDS THE MINIMUM STANDARDS PROMULGATED BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING AND WAS PERFORMED IN CONNECTION WITH TITLE COMMITMENT GF NO. 8005632000054 PROVIDED BY CHICAGO TITLE REFLECTING ONLY THE EASEMENT(S) LISTED IN SCHEDULE "B" OF SAID COMMITMENT. USE OF THIS SURVEY BY ANY OTHER PARTY SHALL BE AT THEIR OWN RISK AND THE UNDERSIGNED IS NOT RESPONSIBLE TO OTHERS FOR ANY LOSS RESULTING THEREFROM. THIS SURVEY IS NOT VALID WITHOUT A RED SEAL AND SIGNATURE.

*Jason L. Morgan*  
JASON L. MORGAN TXRPLS 5587



**ADDRESS:** 3712 ALICE CIRCLE

**FLOOD STATEMENT:**  
ACCORDING TO MY INTERPRETATIONS OF COMMUNITY PANEL NO. 480178 0335K, DATED 07/07/2014, OF THE NATIONAL FLOOD INSURANCE RATE MAPS FOR DALLAS COUNTY, TEXAS, THE SUBJECT PROPERTY APPEARS TO LIE WITHIN FLOOD ZONE "X" AND IS NOT SHOWN TO BE WITHIN A SPECIAL FLOOD HAZARD AREA. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.



**Global Land Surveying, Inc.**  
SERVING THE GREATER DALLAS-FORT WORTH METROPLEX SINCE 2002

GLOBAL LAND SURVEYING, INC.  
1705 TAWAKONI LANE  
PLANO, TEXAS 75075  
PHONE (972) 881-1700  
JMORGAN@GLS-INC.COM  
FIRM NO. 10016300

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.*



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

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

May 26, 2021

**TOWN OF HIGHLAND PARK  
LEGAL NOTICE  
BOARD OF ADJUSTMENT PUBLIC HEARING**

The Board of Adjustment will conduct a public hearing at 8:30 a.m. on Wednesday, June 9, 2021, to consider a variance request from Section 16-101 (f) of the Town's Zoning Ordinance to allow a modification to an existing non-conforming structure located at 3712 Alice Circle, Part of Lot 6, Block 7, of the Highland Park First Installment.

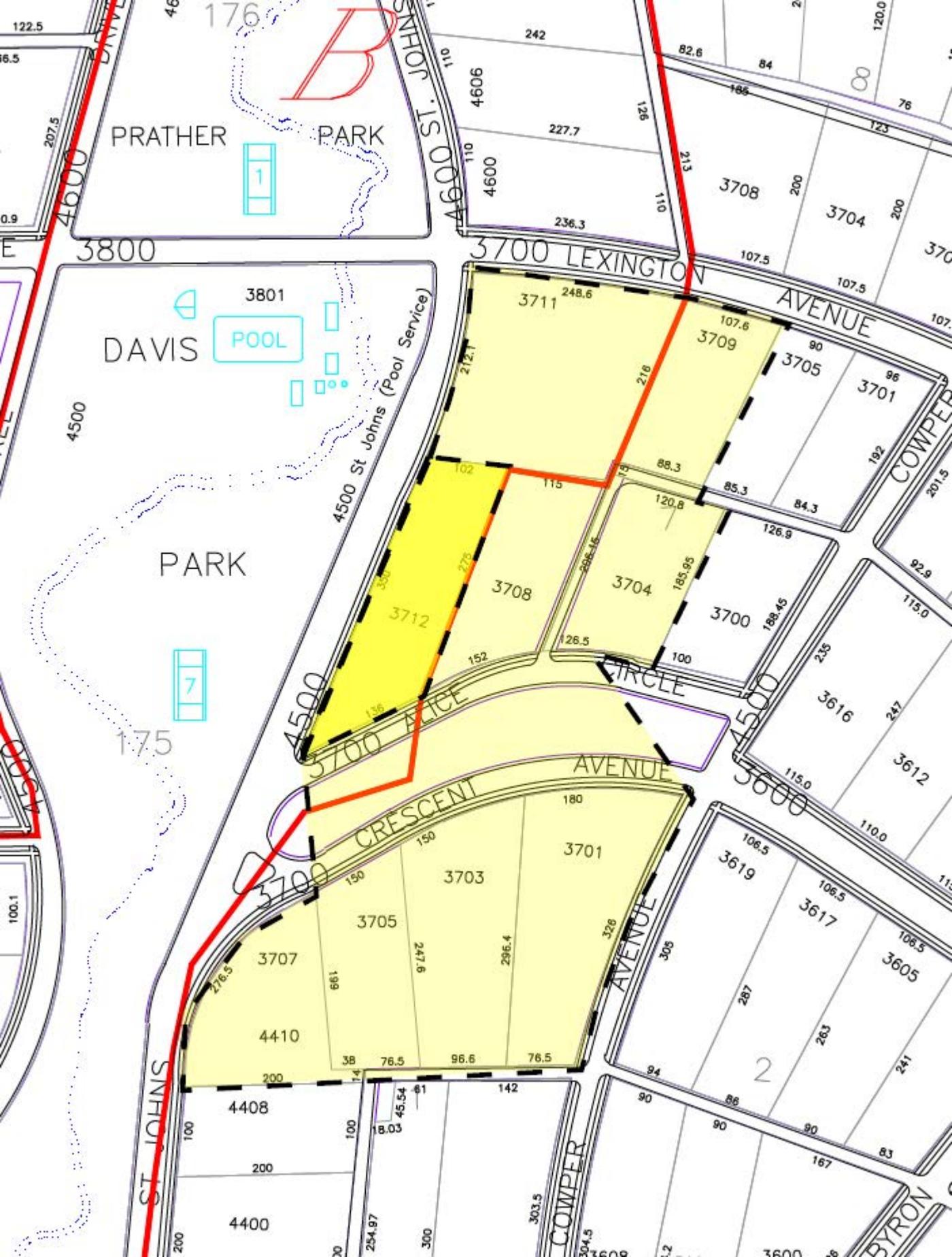
The official meeting place of the Board of Adjustment is 4700 Drexel Drive, Highland Park, Texas. However, due to the need for social distancing, this meeting will be held via video conference and telephone, which will allow the Board of Adjustment Members and the public to meet online while practicing social distancing.

The agenda, application, and online meeting details are available on the Town's website [www.hptx.org](http://www.hptx.org) by clicking on the "Board of Adjustment" webpage.

The public may make a comment during the meeting by calling 1-646-749-3129, or (Toll Free) 1-877-309-2073, Access Code 169-402-013, or both watch and provide comment by accessing the video conference using the [www.GoToMeeting.com/meeting/join-meeting](http://www.GoToMeeting.com/meeting/join-meeting) platform and referencing the same access code. The caller shall mute their telephone/microphone until the Board Chairman asks for public comment on the agenda item.

The property owner submitted a building permit application to enlarge a portion of the south east area of the existing non-conforming residence. Non-conforming structures cannot be modified. Section 16-102 (f) of the Zoning Ordinance states: "Any voluntary, exterior reconstruction of any portion of a nonconforming structure shall not be permitted, unless the reconstruction conforms to the regulations established in this ordinance." A variance would be required in order to issue a building permit for the proposed renovations.

For additional information regarding this application, contact Kamil Miskowiec at (214) 559-9410 or [kmiskowiec@hptx.org](mailto:kmiskowiec@hptx.org). All interested parties are invited to attend the public hearing.





May 31, 2021

[REDACTED]

Re: Planned renovations to our home at 3712 Alice Circle

[REDACTED]

The family who purchased the residence at 3712 Alice Circle has engaged me to assist them with the Highland Park Board of Adjustment application. The owners have been renovating the house for the last several months.

You may have received a notice from the Town advising you that we have requested a variance to the nonconforming setbacks and for permission to expand the floor space of the house [not the footprint]. The Town staff advised us that we need to get the exterior work approved by the Board of Adjustment since that portion of the house is considered to be nonconforming [it doesn't conform to the zoning ordinance setback requirements].

The home was built in 1925, four years prior to the adoption of zoning regulations for the Town.

Since the home was built prior to the adoption of setback requirements, portions of our house, cabana and garage are encroaching into the setbacks and are determined by the Town to be non-conforming structures. The existing house, the pool cabana and the garage encroach into the side yard setback. The side yard setback is established at 12 feet, but our home at one point is only 1.3 feet from the property line. The pool cabana is actually adjacent to the property line and the garage encroaches about eight feet into the side yard on the Alice Circle side of the lot and touches the property line on the north property line. The front of the house encroaches almost 9 feet into the required 60-foot front yard setback.

We have hired William Briggs, architect, to design revisions to the interior and to the exterior façade of the home on the southeast corner. There are four artist's renderings attached. The top rendering on both graphics shows what the existing façade would look like if we returned that corner of the house to the original configuration. The lower rendering shows what the home would look like following our preferred renovation with the new front gable and the main ridge line extended. This preferred renovation does not increase the footprint of the existing building, the only expansion is vertical as shown on the rendering and the exterior would be constructed as shown on the graphic.

We had some water damage when the water pipes on the southeast side of the house thawed from the February freeze and have been doing some interior and exterior repairs related to the damage along with the other renovations.

If the Town approves our requested variances, the building footprint will remain as it currently exists. There won't be an expansion of the existing building footprint.

The Board of Adjustment hearing is scheduled for June 9, 2021 at 8:30 am via Zoom at Town Hall. If you have questions about our request, please do not hesitate to contact our zoning consultant, Michael Coker at 214.821.6105 or by email at [mrcoker@cokercompany.com](mailto:mrcoker@cokercompany.com). You may also contact the Town planner for our application: Kamil Miskowiec; [kmishowiec@hptx.org](mailto:kmishowiec@hptx.org) or at 214.559.9410.

Would like to have your support of our requested variances and have included a memo to the Town showing that you are supportive of the renovations that we are requesting.

Thank you so much for your consideration.

Michael R. Coker, representing your neighboring homeowner.

May 31, 2021



To: Highland Park Zoning Board of Adjustment

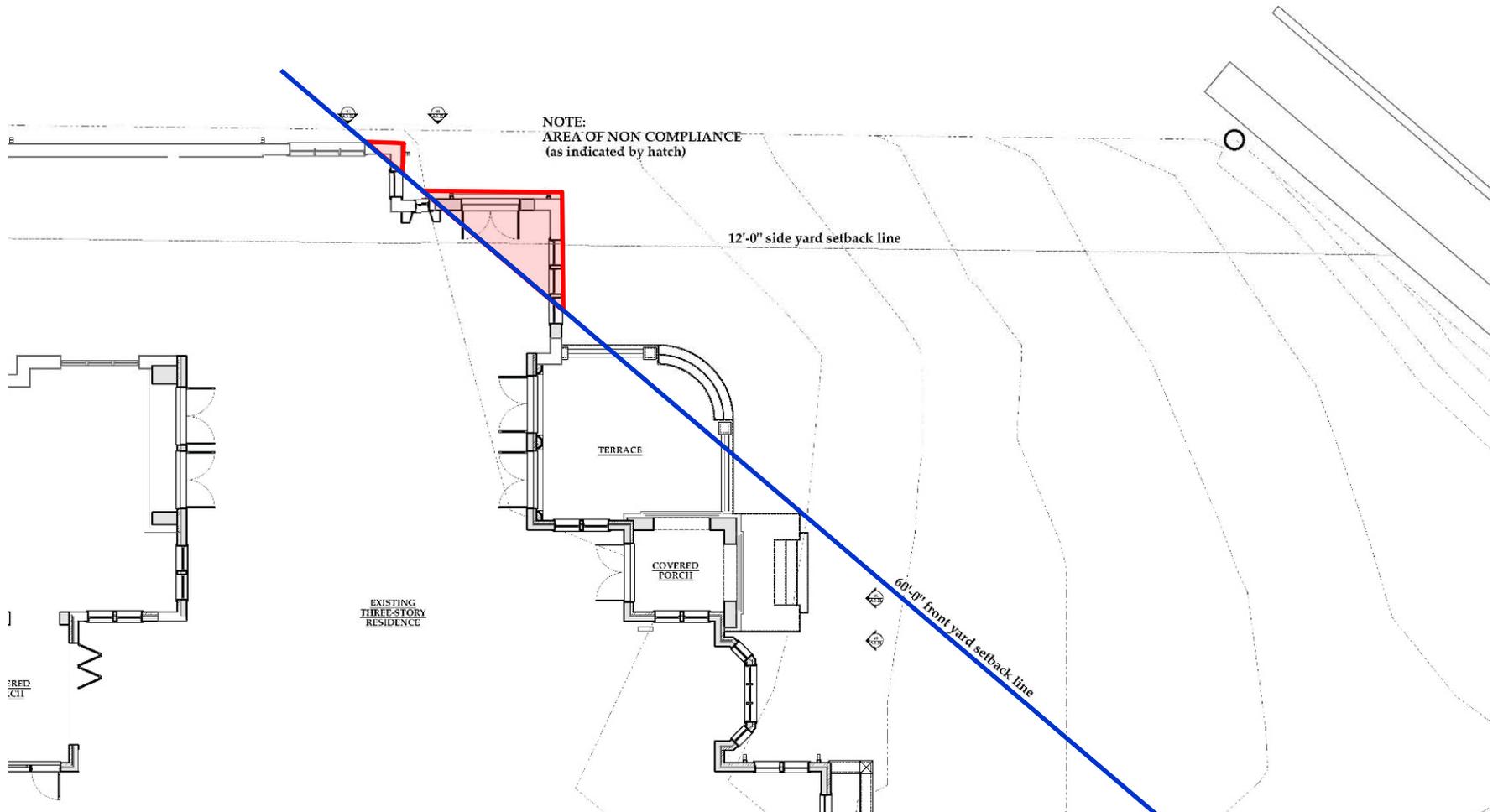
Regarding the requested variance to the required front and side yard setbacks at 3712 Alice Circle, we are in favor of the request.



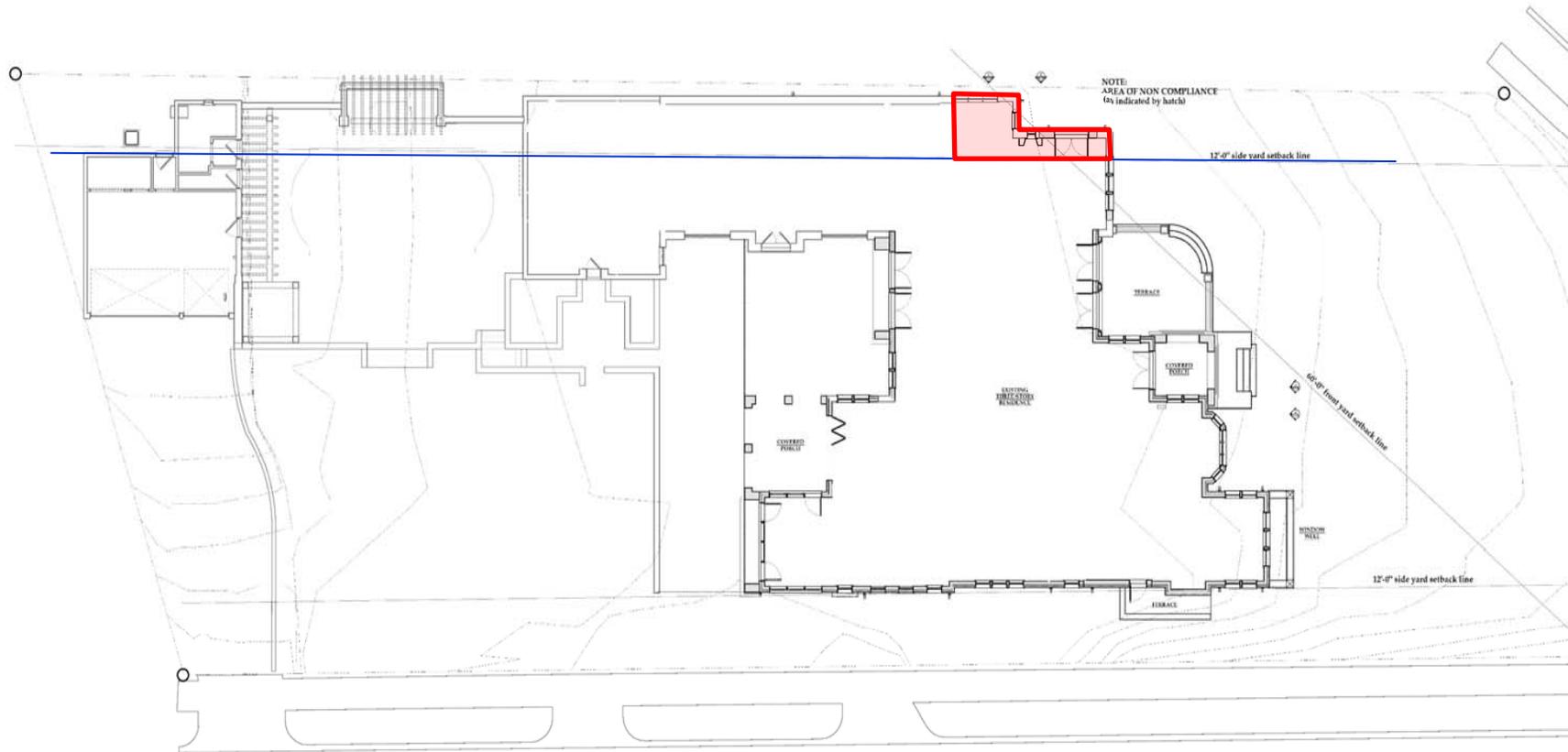
Please return to Kamil Miskowiec, Highland Park Planner, at [kmiskowiec@hptx.org](mailto:kmiskowiec@hptx.org) .

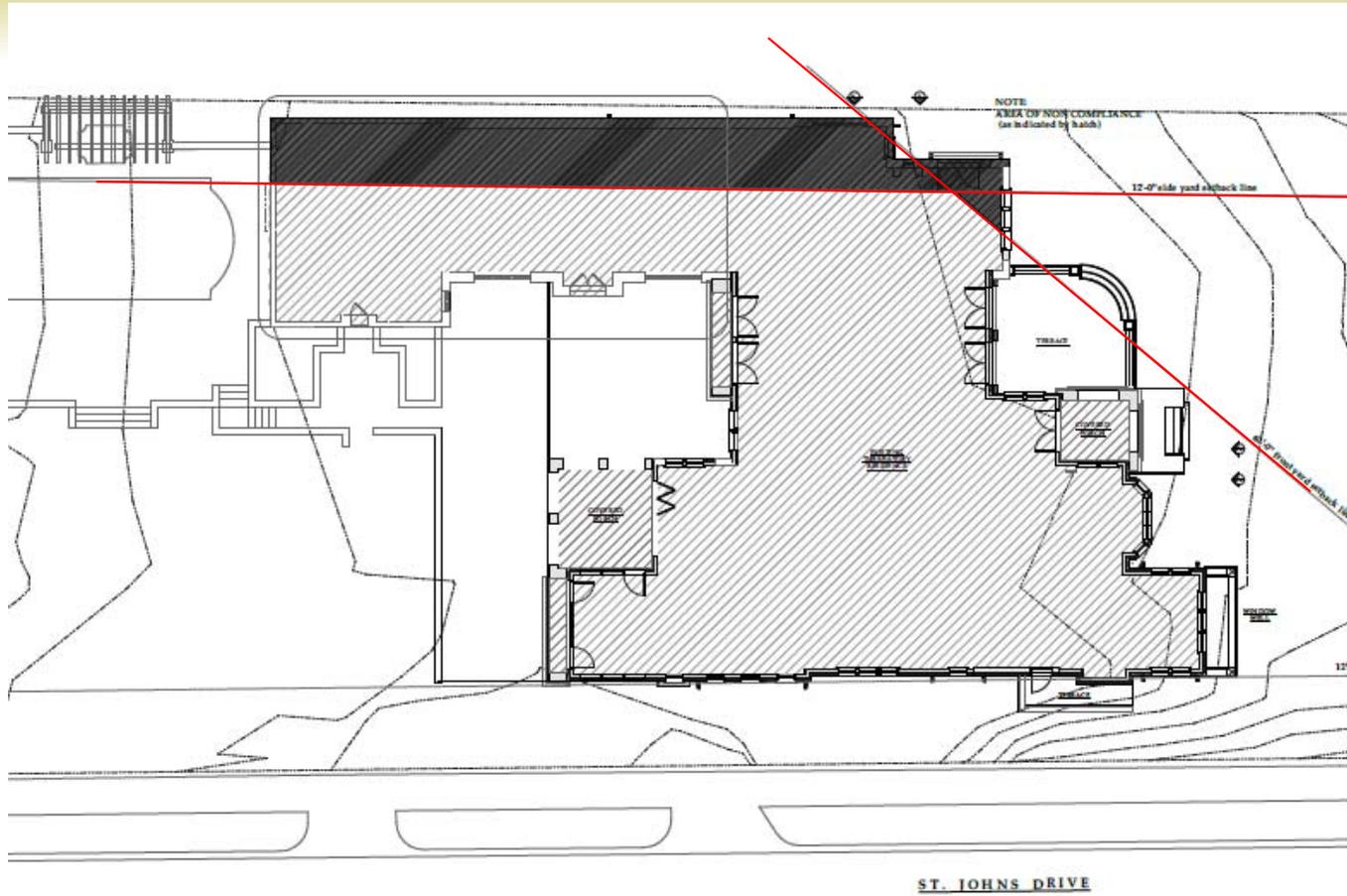
Or to Michael R. Coker at [mrcoker@cokercompany.com](mailto:mrcoker@cokercompany.com)

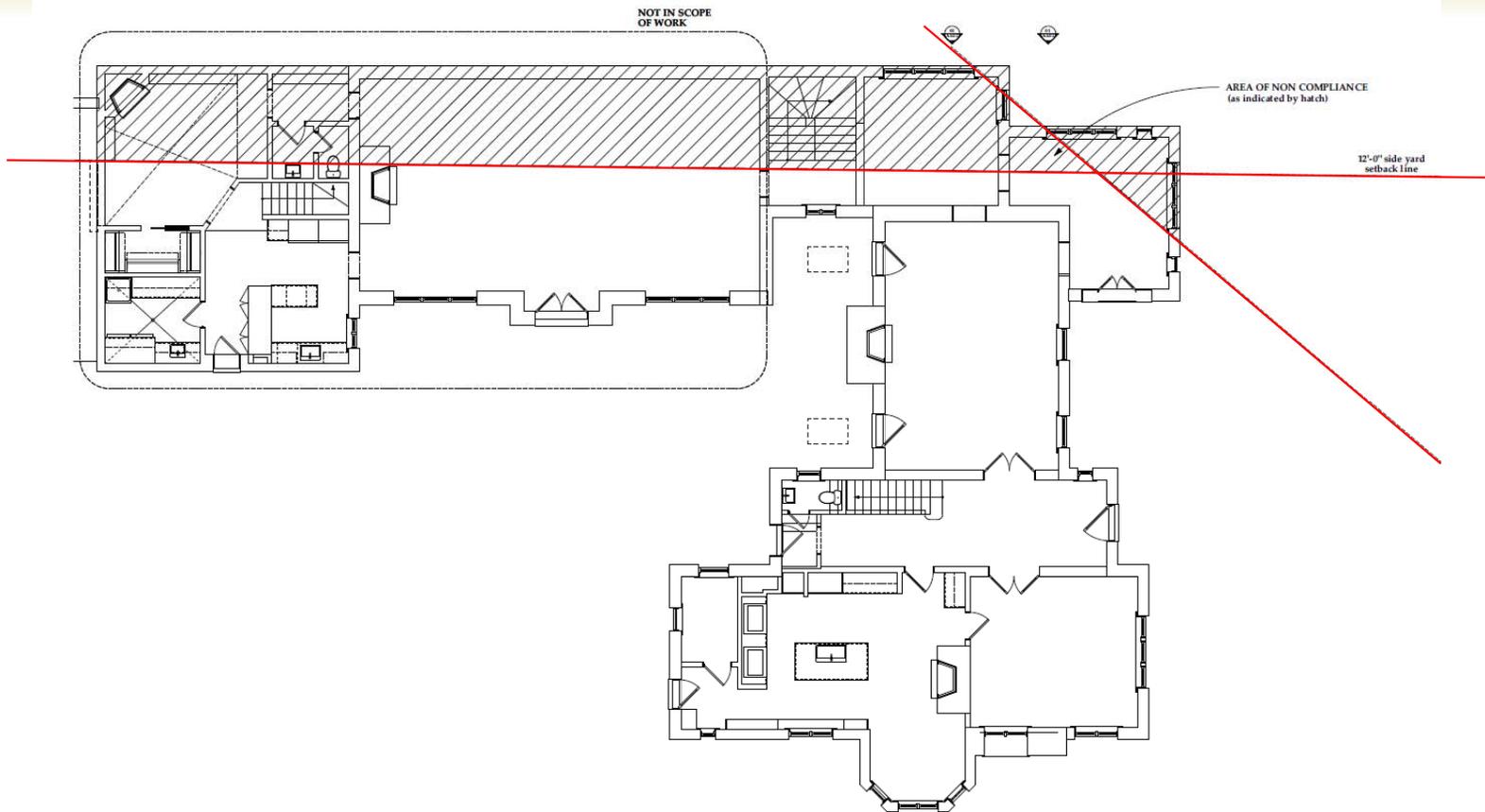
# Front Yard Setback Encroachment

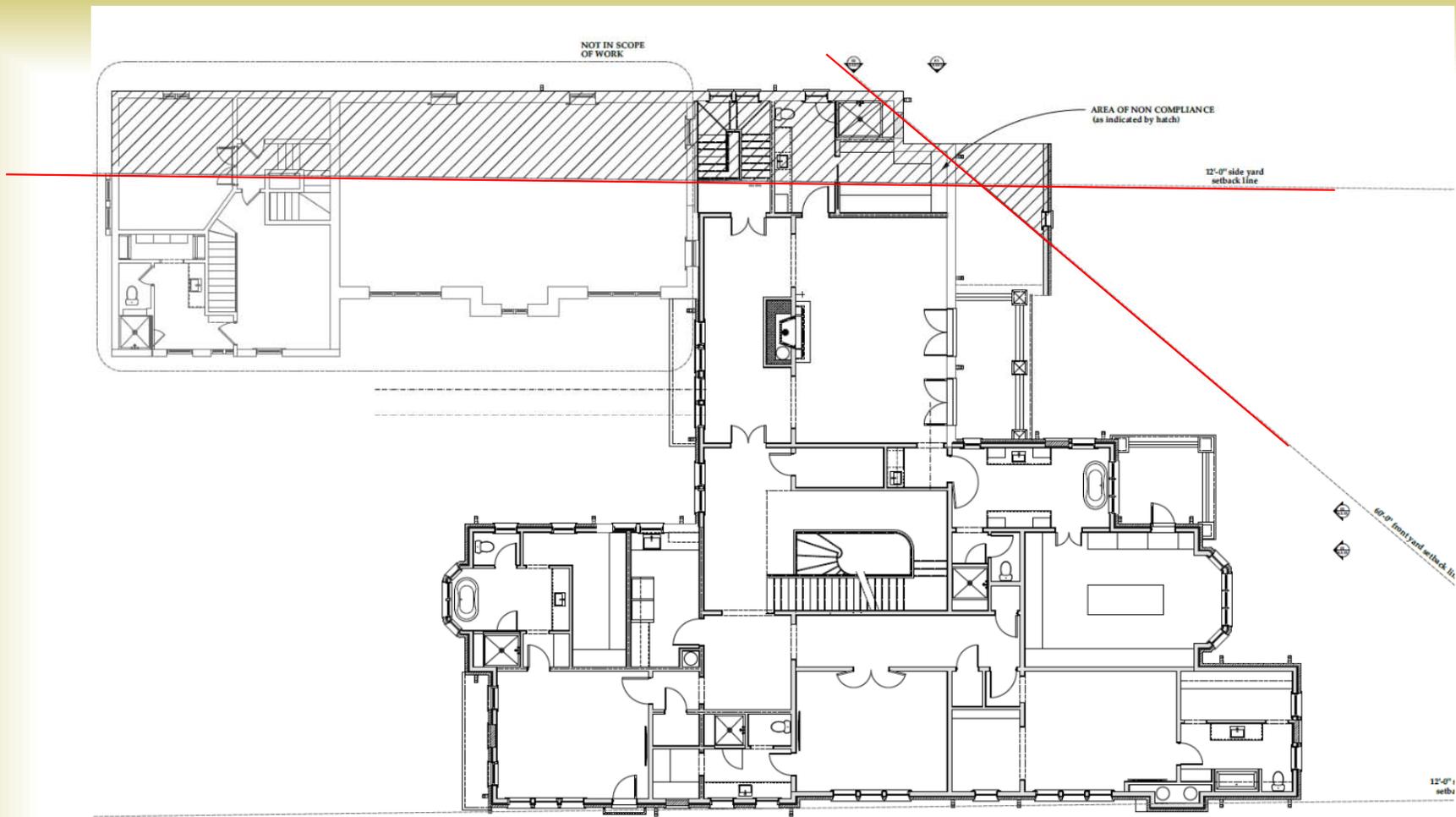


# Side Yard Setback Encroachment



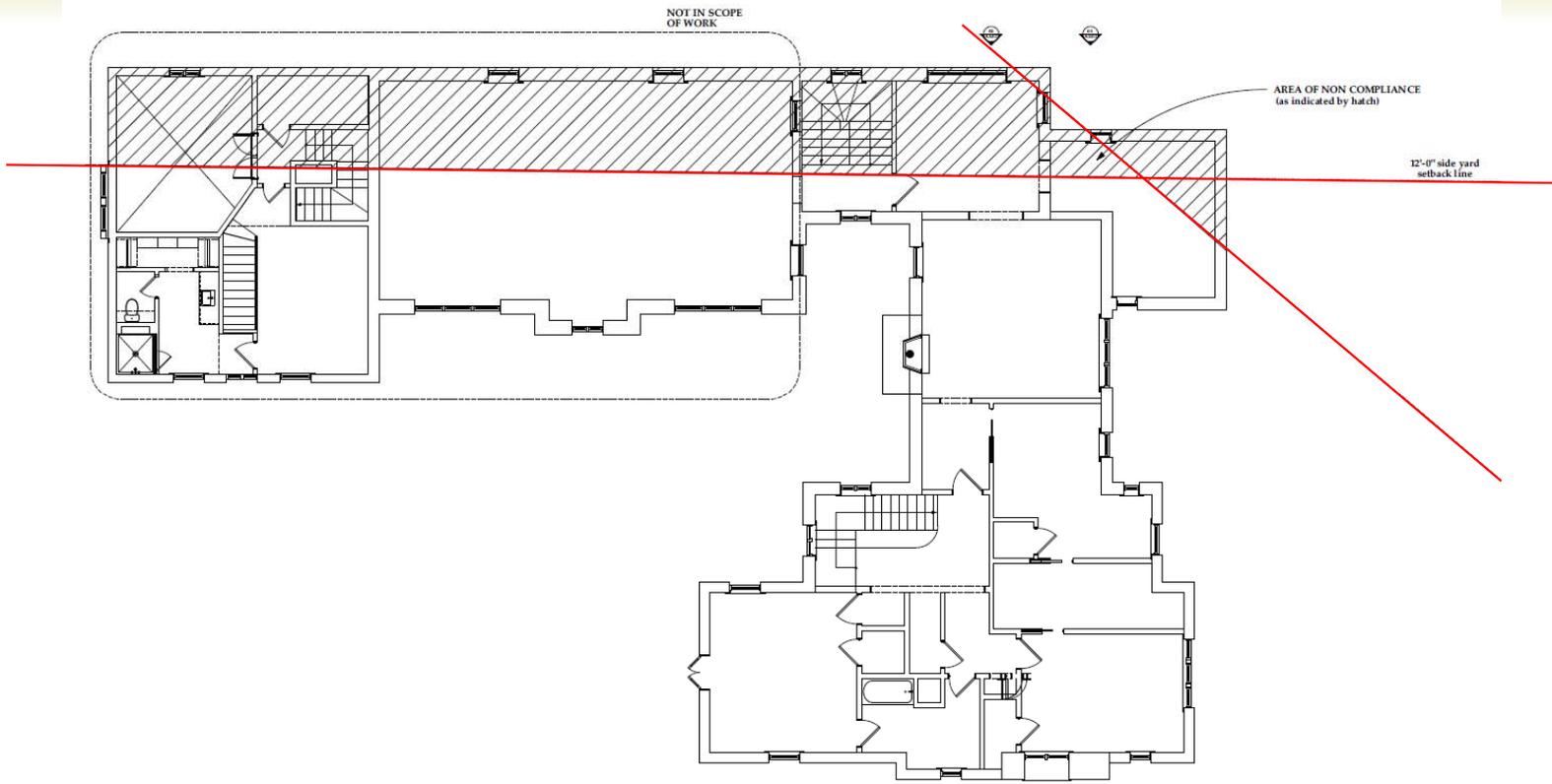


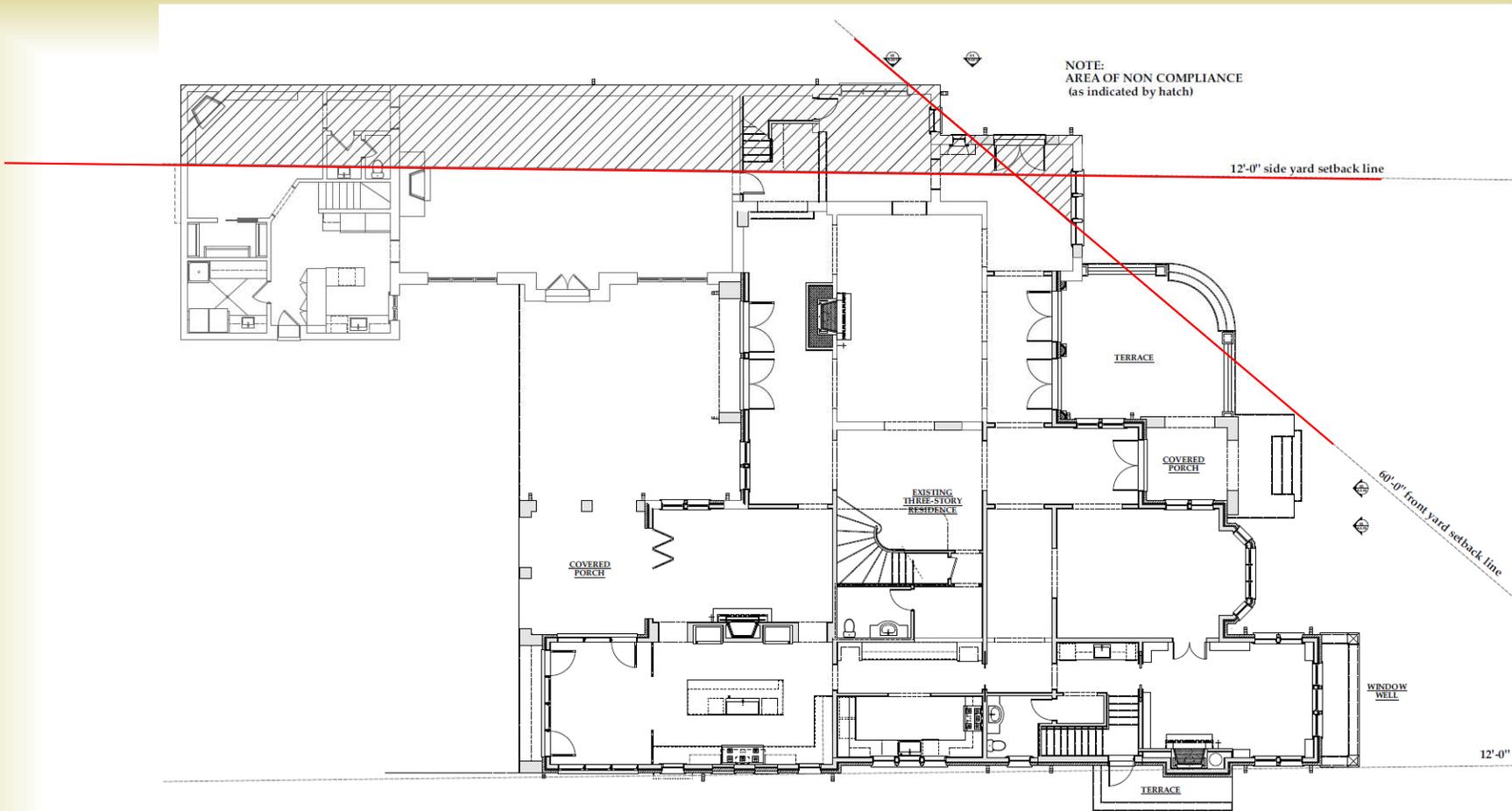


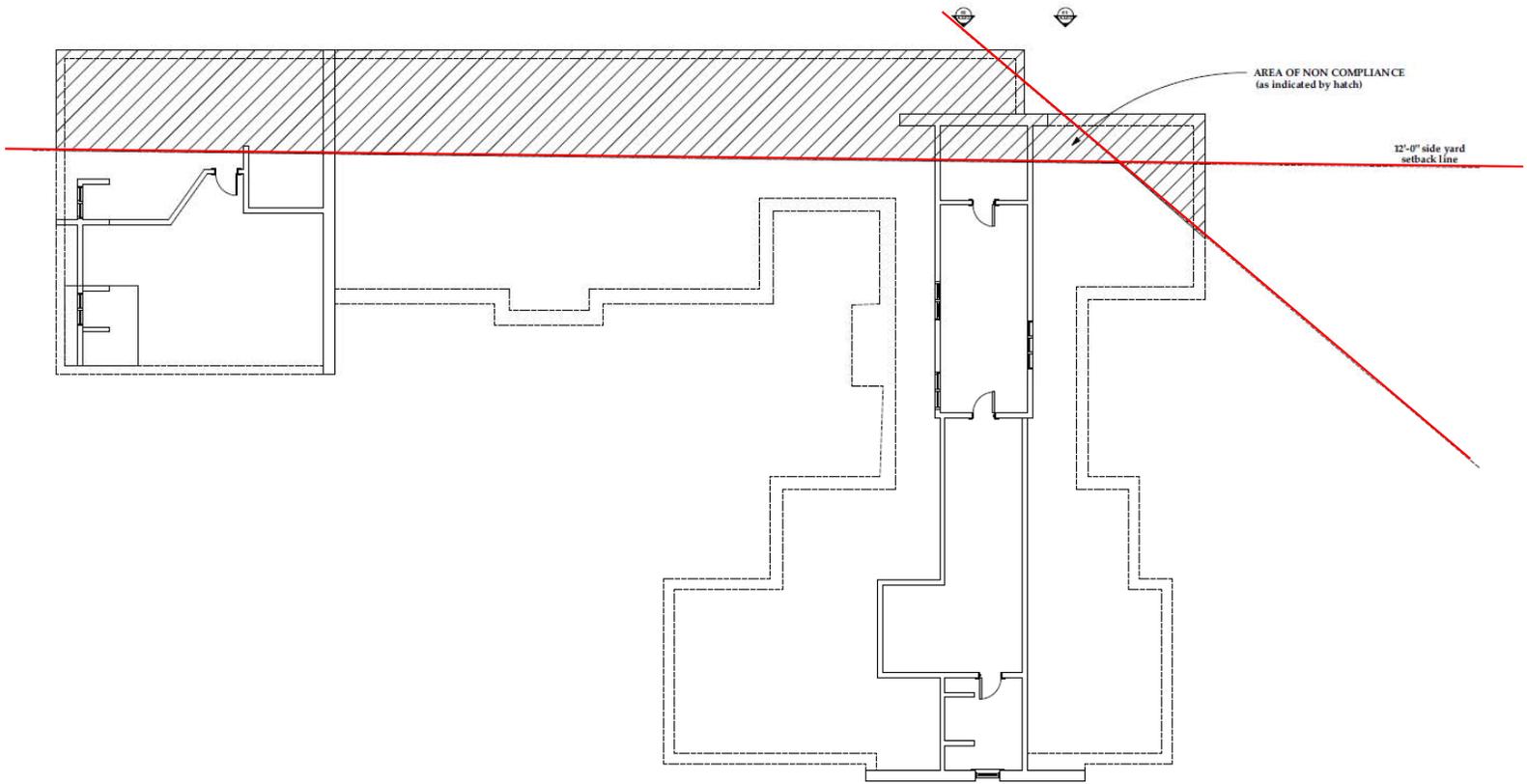


PROPOSED FIRST FLOOR



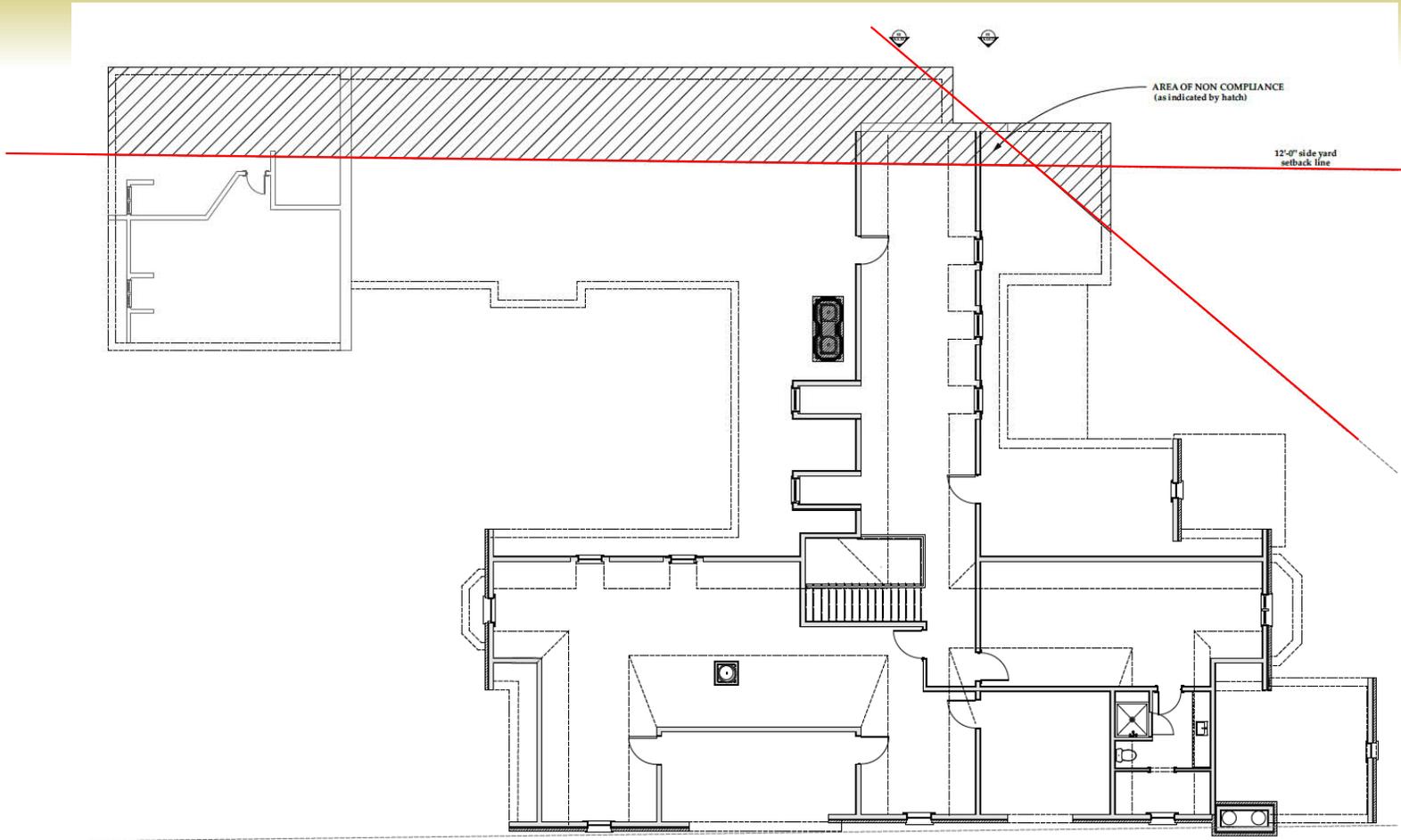




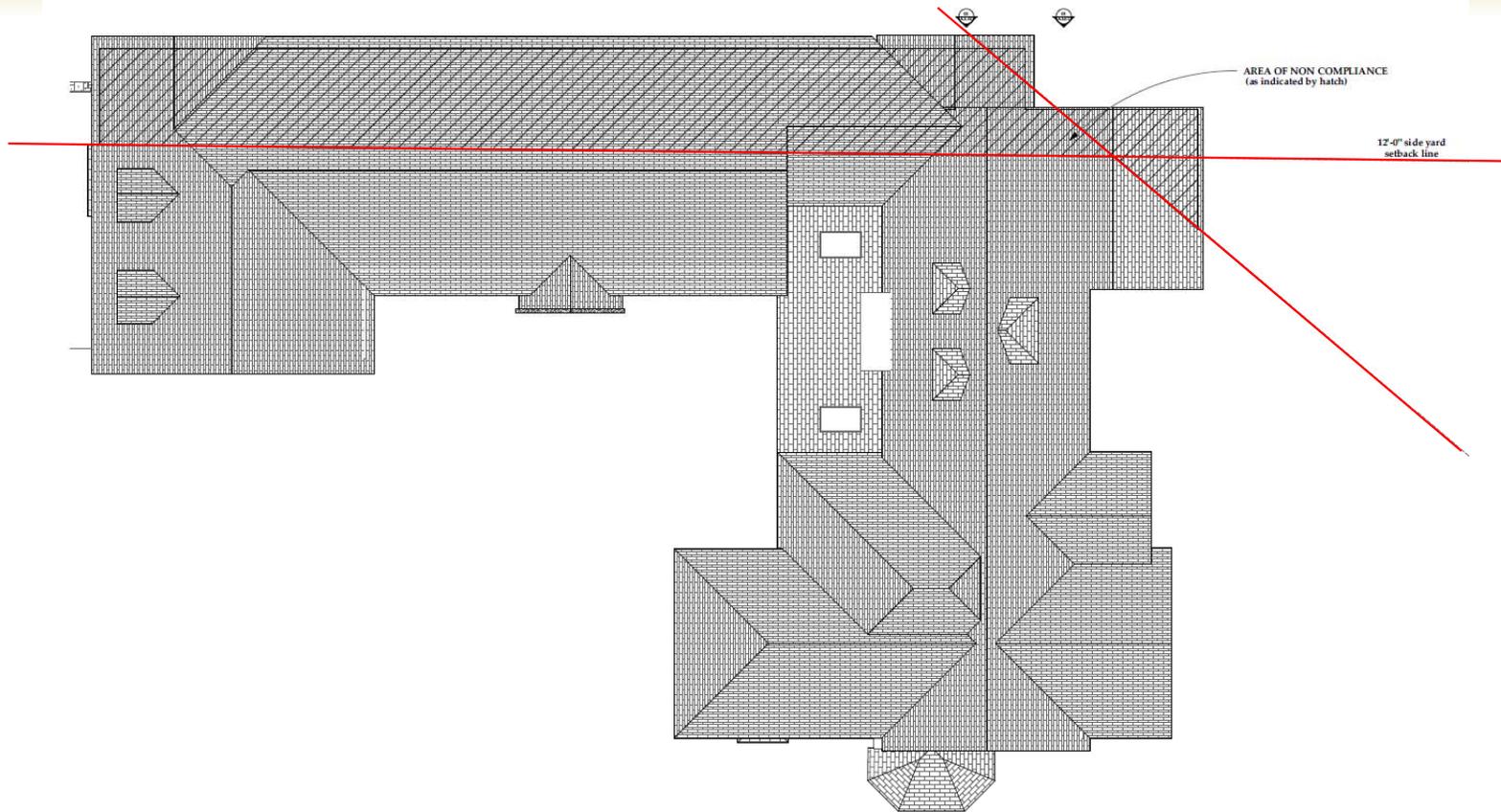


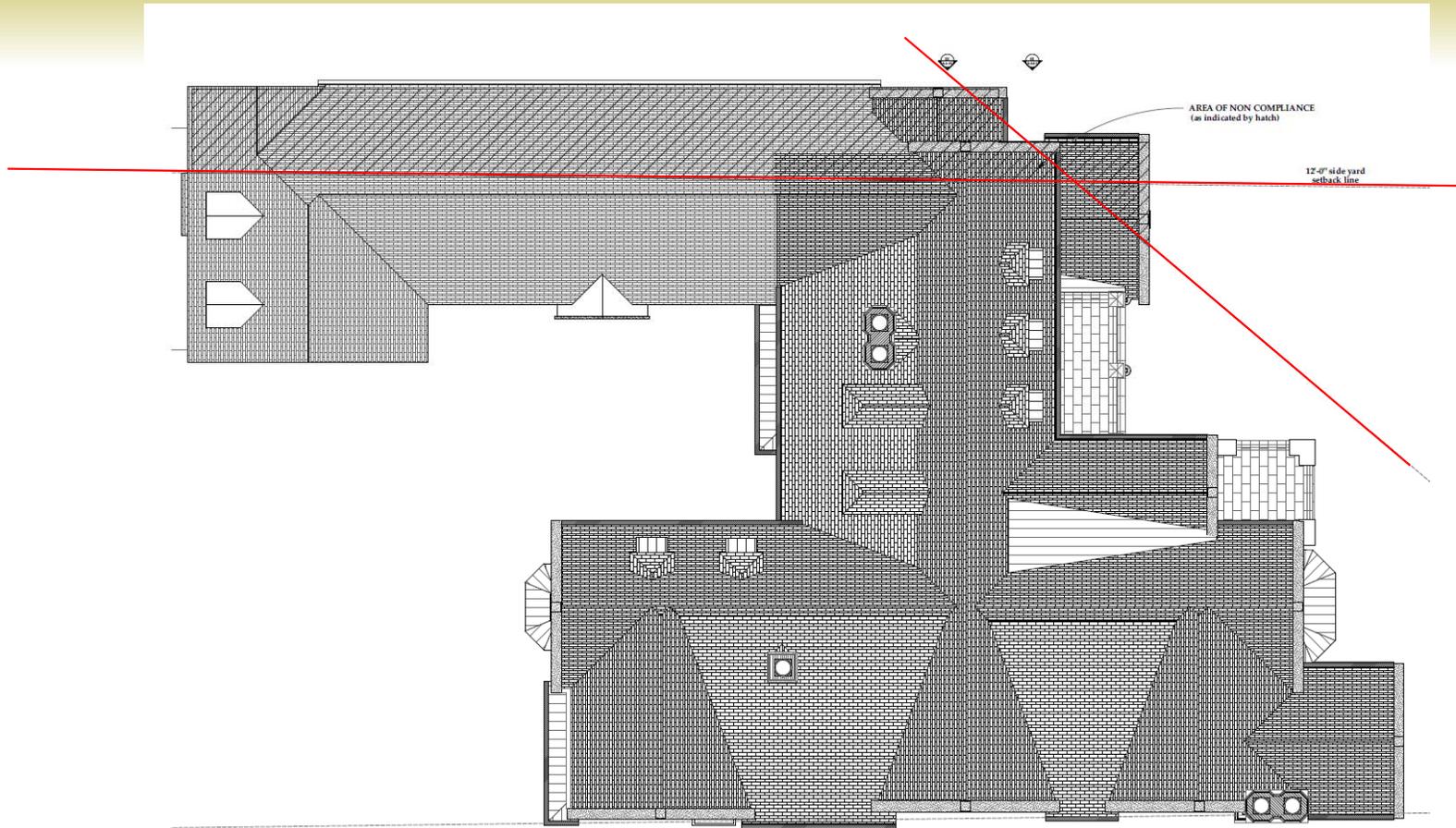
EXISTING THIRD FLOOR



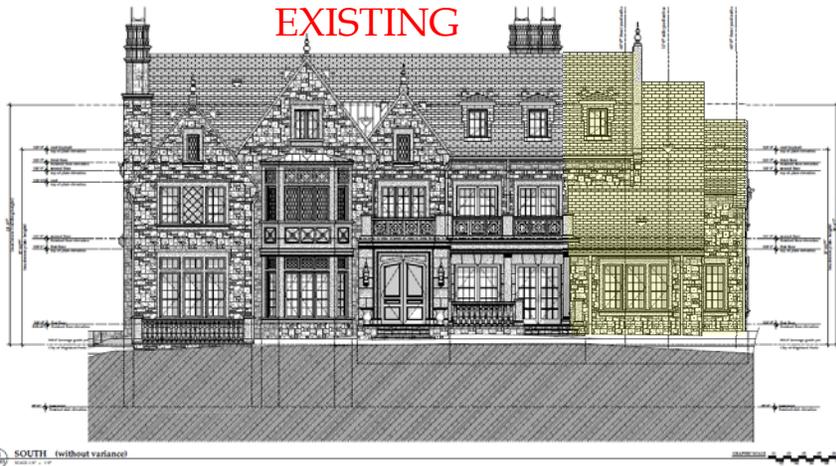


PROPOSED THIRD FLOOR





EXISTING



31 SOUTH (without variance)

EXISTING



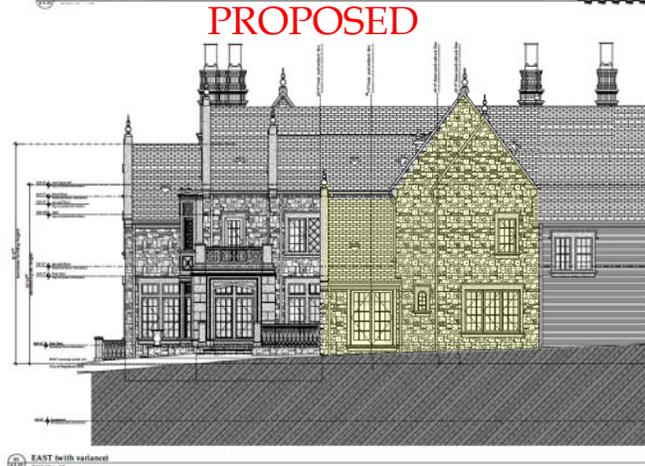
32 EAST (without variance)

PROPOSED



33 SOUTH (with variance)

PROPOSED



34 EAST (with variance)





THE TOWN OF  
*Highland Park*

EXISTING FRONT ELEVATION





THE TOWN OF  
*Highland Park*

PROPOSED FRONT ELEVATION





THE TOWN OF  
*Highland Park*

EXISTING SIDE ELEVATION





THE TOWN OF  
*Highland Park*

PROPOSED SIDE ELEVATION



# Scottie Ballantyne Roofing, Inc.

2610 Oakland Ave.  
Garland, TX 75041  
Phone 972.279.8857  
Fax 972.271.8927

[www.scottieballantyneroofinginc.com](http://www.scottieballantyneroofinginc.com)

*Slate and Tile Specialists*



May 27, 2021

Re: 3712 Alice Cir., Highland Park, TX 75205

Mr. Cocker,

In regard to the swooped area of the roof at the southeast (front) corner of the roof. This area appears to have leaked for several years due to the drastic pitch change in the area. The roof swoops from a recommended pitch of approx. 12:12 to a nearly flat pitch at the bottom. Slate roofs are recommended to be installed at 5:12 pitch or greater, otherwise water will get under the slates and penetrate the roof due to capillary effect. We have repaired this area many years ago, but were asked to maintain the original look of the roof, so we could not guaranty that the roof would not leak again. This will be a constant challenge with the current pitch of the swoop. Changing the swooped area to a greater pitch or reconfiguring the area would be the best solution to prevent water penetration.

Duncan Ballantyne

A handwritten signature in black ink that reads "Duncan Ballantyne - Pres."

Scottie Ballantyne Roofing, Inc.

  
**LUDOWICI**  
R O O F T I L E



  
**SRCA**  
MEMBER