

MINUTES OF AN ONLINE SPECIAL MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD VIA VIDEOCONFERENCE, AT 8:00A.M. ON TUESDAY, AUGUST 24, 2021.

Holly Russell, Management Assistant, 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 citizens 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, August 23, 2021.

Mrs. Russell 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, Lydia Novakov, and Craig Penfold.

Mayor Goodwin introduced herself and called the meeting to order at 8:02 a.m.

**MAIN AGENDA**

*Review and discuss the Highland Park Village development regulations and parking model.* Hugh Pender, Director of Development Services, explained that this item is scheduled at the request of the Town Council to review development regulations and parking standards applied to the Highland Park Shopping Village ("HPSV"). Tom Brown and Kevin Lucas, representatives with Nelson\Nygaard Consulting Associates ("Nelson Nygaard"), will provide a review of the Town's parking standards.

Mr. Brown explained the method of the shared parking model. It is the calculation of parking that summarizes peak demand for tenant space while factoring in other variables related to those peak demand times. The Nelson Nygaard model uses industry standard data from the Institute of Transportation Engineers ("ITE") and the Urban Land Institute ("ULI") to create an Excel-based spreadsheet tool to manage overall parking demand on a mixed-use site. The Nelson Nygaard model incorporates two areas where reductions can be utilized; internal capture, also referred to as "captive market", and time of day utilization, also referred to as "staggered peaks." Mixed-use developments like HPSV typically experience reductions compared to traditional parking demand assumptions because of those staggered peaks and the concept of internal capture. Internal capture recognizes a single parking space that normally serves one tenant at a time may serve another tenant at the same time simply by the virtue of someone walking to a second destination after parking at their first destination. Depending on how stores and restaurants are commingled, and what the walking environment is between those stores and restaurants are factors affecting internal capture.

Nelson Nygaard staff reviewed the expansion proposal made by HPSV and confirmed all known development changes have been accurately assessed in the current parking model. Mr. Brown also confirmed land use updates since 2014 have been accurately reflected in the model, and the model is being used as originally designed and intended.

Mr. Brown recommended the parking management plan to include: (i) employee and office worker parking; (ii) valet; (iii) off-site and accessory parking; (iv) ongoing monitoring and data collection; and (vi) an operation and management plan for garage.

In response to questions raised by Council Member Novakov and Penfold, Mr. Pender explained in late August, staff investigated the parking on a Wednesday, Thursday, and Friday night. Wednesday night capacity was full at 65%, whereas Friday night 81% of the parking lot was taken. Staff can take this survey approach each quarter and observe how the parking compares to identified peak hours.

Mayor Pro Tem Dowler thanked Mr. Brown for the presentation. He explained that the quantitative analysis is understandable and helpful; however, there are residents, like himself, that have visited the HPSV for decades. He recently experienced for the first-time the frustration of trying to find a parking spot and decided to leave HPSV because no parking spots were available. Mayor Goodwin added HPSV has changed drastically over the last few years; where there was one store there are now three and it effects the experience.

In response to questions raised by Ray Washburne, Highland Park Village Partner, LP, Mr. Brown confirmed the report takes into consideration the walkability that the HPSV provides, as it is in a residential area, as well as taxi services. Mr. Washburne commented that the tenants in HPSV do not generate the high traffic volume of customers as it does in most shopping centers. In response to questions raised by Mayor Goodwin and Council Member Novakov, Mr. Washburn explained he has a survey of customers, including residents and out-of-town visitors.

Bill Lindley, Town Administrator, explained the HPSV will provide the parking management plan as suggested by Mr. Brown.

There being no further business to come before the Council, the meeting was adjourned at 9:06 a.m.

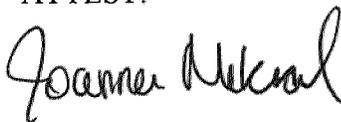
APPROVED on this 21<sup>st</sup> day of September 2021.

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary