

MINUTES OF A MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS, 75205, AT 8:30 A.M. ON WEDNESDAY, OCTOBER 9, 2024.

Present at the meeting were Stacey Furst, Chair; Board Members Joan Clark, Alison Hunsicker, Robert McCulloh; and Alternates Nancy Rogers and Louis Morrison. Nancy Rogers voted in place of the absent Board Member Jim Yoder, while Louis Morrison observed the meeting as a non-voting member. Susan Thomas, Town Attorney, was also present.

Stacey Furst called the meeting to order at 8:30 a.m. and introduced herself along with the board members. She stated that Alternate Nancy Rogers would be stepping in for Board Member Jim Yoder in his absence. Jeff Armstrong, Director of Community Development, also introduced himself and any Town staff present at the meeting.

***CONSENT AGENDA***

On a motion by Alison Hunsicker, seconded by Joan Clark, the Board voted unanimously to approve Item A. Prior to the vote, it was explained that the Board reviewed the item prior to the meeting.

- A. Consider approval of the minutes of the Board of Adjustment meeting held on August 14, 2024.*

***PUBLIC HEARING – 3502 Gillon Avenue***

A public hearing was conducted to consider a variance request from Section 12-101(2)(a) of the Zoning Ordinance to construct guest quarters above an existing two-car garage at 3502 Gillon Avenue in the required side yard. According to Section 12-101(2)(a), all detached accessory buildings must not be less than three feet from any side lot line, alley line, or easement line. The proposed addition to the detached structure states a 13-inch side setback from the East property line and 0.8-inch side setback from the West property line.

Jeff Armstrong, Director of Community Development, gave a brief presentation of the case. He highlighted the uniqueness of the lots on this portion of Gillon Avenue, noting their unusual narrowness and triangular shape. In response to a question from Nancy Rogers, Mr. Armstrong clarified that the proposed structure is narrower than the original; however, the exterior staircase places it closer to the East property line while the setback from the West property line would remain the same. When asked by Alison Hunsicker, Mr. Armstrong confirmed that the landing at the top of the staircase would provide a view of the neighbor's property, which would be obstructed by a neighboring two-story garage. Louis Morrison inquired whether the project would be considered a rebuild, to which Mr. Armstrong affirmed that it would and it is not required to maintain its existing use.

Kevin Clock, the property owner of 3502 Gillon Avenue, was present and invited to make comments by Stacey Furst. He explained that the purpose of the request is to accommodate his growing family while aiming to maintain the current footprint of the structure. He noted that his

neighbors support the request, as both have guest quarters above their garages. In response to questions about the exterior staircase, Mr. Clock confirmed that he had considered other access points to the second floor but chose the eastbound exterior entrance to preserve internal square footage for two cars. He also explained that placing the exterior staircase on the south portion of the structure, facing the house, would provide a clearer view of the neighbor's property, which he sought to minimize. In response to a question from Joan Clark, Mr. Clock stated that the proposed structure would reach approximately the same height as those of his neighbors.

There were no letters in support of this request received by the town.  
There were no letters in opposition to this request received by the Town.  
No one present at the meeting spoke in support of or opposition to this request.

### ***BOARD DISCUSSION***

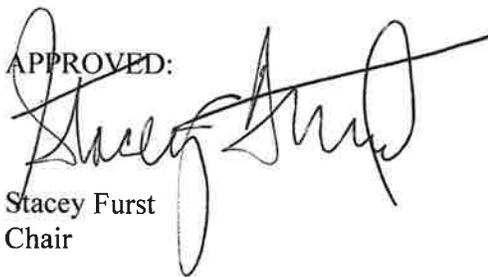
In response to a question from Louis Morrison, Mr. Armstrong confirmed that the structure would be required to comply with all relevant fire code requirements. In response to a question from Alison Hunsicker, Mr. Clock confirmed that his neighbor located on the east side of his property has an exterior staircase for their two-story garage, while the neighbors to the west have an interior staircase in theirs.

This variance was approved with a vote of four board members in favor and one opposed. On a motion made by Robert McCulloh, and seconded by Stacey Furst, the Board voted to approve the variance request from Section 12-101(2)(a) for the construction of guest quarters above an existing two-car garage at 3502 Gillon Avenue.

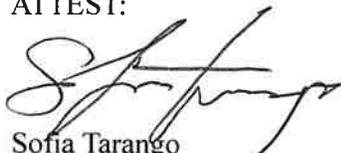
### ***ADJOURNMENT***

On a motion made by Alison Hunsicker, seconded by Stacey Furst, the Board voted unanimously to adjourn the meeting at 8:55 a.m.

Approved on this 8th day of January 2025.

APPROVED:  
  
Stacey Furst  
Chair

ATTEST:

  
Sofia Tarango  
Administrative Assistant