



*Town of Highland Park, Texas*

**PUBLIC HEARING  
ZONING COMMISSION**

**AGENDA**

*4:00 P.M.  
Thursday, January 23, 2025*

*4700 Drexel Drive  
Town Council Chambers*

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**I. CALL TO ORDER**

**II. MINUTES**

**III. PUBLIC HEARING**

Conduct a public hearing and make a recommendation to the Town Council regarding proposed amendments to the Highland Park Zoning Ordinance regarding maximum structure height in the "A" zoning district.

**IV. DISCUSS 2025 MEETING CALENDAR**

**V. ADJOURNMENT**

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A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

**SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS:** Let us know if you need special assistance of any kind. Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. to 4:30 p.m., Monday through Friday.

MINUTES OF A MEETING OF THE ZONING COMMISSION OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205 ON WEDNESDAY, MAY 14, 2024, AT 4:00 P.M. TO CONSIDER A REQUEST AND MAKE A RECOMMENDATION TO THE TOWN COUNCIL REGARDING THE COMPANION ITEM TO PLANNED DEVELOPMENT NUMBER 1.

Present at the meeting were Chair Margaret Keliher and Commission Members Brian Ficke, Rick Jones, and Carolyn Seay. Ralph Perry-Miller was not in attendance.

### ***I. CALL TO ORDER***

Madam Chair Keliher called the meeting to order and explained the procedure the Zoning Commission would follow in considering the request.

### ***II. PUBLIC HEARING***

Chelsey Gordon, Assistant Director of Development Services, explained that this request is to amend the site plan for Planned Development Number 1 at Highland Park Village. This would add a companion application to the previously approved application for the Christian Dior Café. However, a hold was placed on the item due to parking concerns. In the interim, Town of Highland Park staff met with Highland Park Village regarding the issues, which resulted in the companion application.

Ms. Gordon explained the proposed amendments would include adding six (6) windows on the back side of Building C (Suite 32); modifying Building C and D to accommodate seven (7) additional parking spaces in the northwest entrance; place a moratorium on all future zoning requests until new parking requirements are established or nine (9) months have expired from the date of final approval of the application; and approve proposed use category changes on existing tenant departures/ closures, and/or completion of building modifications. Proposed use changes include office and restaurant spaces moving to high retail and jewelry.

In response to questions proposed by Madam Chair Keliher, Dallas Cothrum, who represents Masterplan, stated that the amendment, including the lease information, is being brought to the board now because they want to show a good-faith effort. With the approval of the Dior Café, there will be no outdoor seating, it will have a maximum of 41 seats, and will have limited hours of operation as compared to the previous tenant, Starbucks. By removing restaurants, such as Starbucks and YO! Lobster, this will increase parking. The space currently occupied by YO! Lobster will have either a fine fashion or high-end jeweler tenant in the next nine (9) months. This would reduce the level of use. Therefore, if the board approves the companion application, Highland Park Village would have to request approval to change the use of the spaces in the future.

Mr. Cothrum explained that there are plans to reduce the number of office spaces by roughly 7,000-10,000 square feet, which would make 30-35 parking spaces available. These spaces could be used as VIP shopping where an appointment is required.

In response to a question posed by Madam Chair Keliher, Steve Alexander, Assistant Town Administrator, explained that the Town of Highland Park and Highland Park Village views this

amendment as site changes and recommends the board take action on the items. Mr. Cothrum added that these changes are to balance the zoning for the Highland Park Village. With the remodel of the northwest entrance between Building C and D, this would increase the space from 63' 7" to 77' 10" and Building C would receive a cleaner presentation. These changes are within the site plan and are not a change of use request. For Building C, Suite 32, to become useable for retail, the old theater floor must be leveled and windows added. These changes and proposed use changes is an effort to compromise with surrounding neighbors by removing some of the restaurants.

In response to a question raised by Madam Chair Keliher, Michelle Smith from Highland Park Village, explained the moratorium has an estimated end date of March 4, 2025, but is dependent on when the final approval is given. In this nine (9) month period, Dior Café would open. Additionally, Rag and Bone will convert from fashion to retail furniture use. The permit and drawings will be submitted and will be under tenant construction. The vacant space will also have permits and drawings submitted and will be under construction. The Ralph Lauren space will have a permit submitted. Some of the YO! Lobster square footage will go to Hermes and a permit will be submitted and construction will start. Hadleigh's has already vacated, and Madison is currently being vacated. These spaces will become Carline Herrera and permits will be submitted and construction will start in the next nine (9) months. Reformation, James Perse, Beretta Gallery, and AG Hill will start construction in quarter three (3) of 2025.

In response to a question raised by Commission Member Rick Jones, Mr. Cothrum explained many of the parking issues will be solved with the type of retail that will be coming in versus the high turnover that accompanies restaurants, such as Starbucks.

Madam Chair Keliher asked if any letters in favor or opposition of the request were received, which Ms. Gordon replied there were none.

Madam Chair Keliher asked if anyone in the meeting wished to speak in opposition of the request.

Paul Schoonover, 4304 Livingston Avenue, stated that he is under the impression that that the Town of Highland Park does not want the board to approve the companion application. Mr. Alexander clarified that the Town of Highland Park does want the approval of the companion application. Mr. Schoonover referred to the parking study done in 2014 which results shows the Highland Park Village was short 300 parking spaces. He stated that the results of the study are based on current use and not the proposed use. Therefore, he asks the board to table the companion application until a new study can be completed. He also requests the board uses the already established residence committee to hear what other ideas could be used in Highland Park Village.

Tom Case, 4231 Potomac Avenue, reiterates what Mr. Schoonover stated.

The resident at 4300 Livingston Avenue, agreed with Mr. Schoonover and does not understand why the board would approve Highland Park Village to continue if the impacts on parking are unknown.

The Zoning Commission Members deliberated.

On a motion made by Brian Ficke, seconded by Madam Chair Keliher and Rick Jones, the Zoning Commission unanimously voted to approve the amendment to add six (6) additional windows to

the backside of Building C, and modifying Building C and D to accommodate seven (7) additional parking spaces.

Madame Chair Keliher stated she would like to see the parking study before moving forward anymore. Mr. Cothorn asked for nine (9) months for an end date, which would allow time to communicate to current tenants of the upcoming changes. Mr. Alexander stated while a 12-month timeframe is preferred, they feel confident the study can be completed in nine (9) months, which was previously agreed upon. He also added that the adoption of the regulatory study stems from Council approval.

A motion was made to approve a 10-month moratorium for all future zoning requests until new parking space requirements are established. The Zoning Commission voted unanimously in favor.

A motion was made to approve the proposed category changes upon existing tenant departures and closures based on the conditions and recommendations made by Mr. Alexander. The motion was seconded by Brian Ficke, the Zoning Commission unanimously voted to approve. Mr. Alexander stated the Certificate of Occupancy would police the issue by ensuring that there are no adverse impacts on parking.

### ***III. MINUTES***

The Zoning Commission voted unanimously to approve the minutes of the meeting held on February 28, 2024.

### **IV. ADJOURN**

Being no further items on the Agenda, Madam Chair Keliher asked for a motion to adjourn. The Zoning Commission voted unanimously to adjourn. The meeting was adjourned at 4:57 p.m.

APPROVED on this 18<sup>th</sup> day of December 2024.

BY:

Margaret Keliher  
Chair

ATTEST:

Jeff Armstrong  
Director of Community Development



# *Town of Highland Park Zoning Commission*

## *Staff Report*

**REQUEST:** Amend the Zoning Ordinance pertaining to certain height requirements in the “A” zoning district.

### **PUBLIC HEARINGS**

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Zoning Commission: Thursday, January 23, 2025  
Town Council: Tuesday, February 4, 2025

### **SUMMARY**

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The applicant represents property located at 4101 Beverly Dr. The owner of the property would like to build a new house on the property. The proposed house includes a cupula that would extend up to just under 65 feet in height. Cupulas and other architectural features are permitted to a maximum of 55 feet in height within the “A” zoning district. The applicant has requested the Zoning Ordinance be amended to allow these features up to 65 feet in height. If approved, the amendment would apply to all properties in the “A” zoning district.

The A zoning district is a single-family residential zoning designation that is intended for large lots. The minimum lot size in the A district is five acres. There are six properties in Highland Park that are zoned A, all of which are located on the east side of Preston Rd. between Armstrong Ave. and Beverly Dr. (See Attachment 2).

This proposed ordinance amendment would include additional requirements for architectural features that extend above 55 feet in height including larger setbacks, minimum lot size of five acres and maximum square footage of the feature to not exceed 20% of the area of the footprint of the building on which the architectural feature is attached. As proposed, the setback requirement for an architectural feature from any property line would be one and one-half (1½) times the height of the feature if the feature is 55 to 60 feet in height and two (2) times the height of the feature if the feature is 60 to 65 feet in height. As an example, the proposed cupula is 65 feet in height which would require the cupula to be a minimum of 130 feet (65’ ht. X 2) from any property line.

### **ORDINANCE**

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#### **SEC. 10-102: SPECIAL HEIGHT REGULATIONS (CURRENT ORDINANCE)**

(5) “Cooling towers, elevator bulkheads, and ornamental features including cupolas, domes, or spires shall not exceed thirty-five (35) feet in height in C, D, E, and F districts, or not more than ten (10) feet above the maximum permitted height in all other districts.



# *Town of Highland Park Zoning Commission*

## *Staff Report*

### **SEC. 10-102: SPECIAL HEIGHT REGULATIONS (PROPOSED ORDINANCE) \***

- (5) Cooling towers, elevator bulkheads, and ornamental features including cupolas, domes, and spires shall not exceed thirty-five (35) feet in height in C, D, E, and F districts, or not more than ten (10) feet above the maximum permitted height in all other districts, except in A district only, ornamental features may be a maximum of 65 feet in height if all of the following are met:
- A. Minimum lot size five (5) acres.
  - B. Minimum setback required from any property line for ornamental features greater than 55 feet in height:
    - a. 55.01 to 60 feet in height: One and one-half (1½) times the height of the feature.
    - b. 60.01 to 65 feet in height: Two (2) times the height of the feature.
  - C. The area of the ornamental feature shall be less than 20% of the area of the footprint of the building on which the feature is constructed.

\*See Attachment 3 for marked up version of the ordinance.

### **ANALYSIS**

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The large lot sizes, coupled with proposed setbacks and square footage limitations, reduces the potential negative effects of the additional height of certain architectural features on surrounding properties. Although the request is not limited to just the applicant's property, the ordinance amendment would apply to only six parcels in the Town. Two of those six parcels are less than five acres and could not meet the proposed restrictions, leaving four properties where a property owner could potentially utilize the additional height.

### **RECOMMENDATION**

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Staff recommends approval of the proposed Zoning Ordinance text amendment.

### **ATTACHMENTS**

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1. Letter of Request
2. Zoning Map
3. Proposed Ordinance Markup
4. Written Responses from Citizens



# *Town of Highland Park Zoning Commission*

## *Staff Report*

### **ATTACHMENT 1 – LETTER OF REQUEST**

November 25, 2024

**To the Highland Park Town Council,**

As the owner's representative for 4101 Beverly, I am writing to request an amendment to the Zoning Ordinance regarding maximum building heights in the A zoning district.

The provisions for A-lots have remained unchanged since 1965. Since that time, residential design standards and homeowner preferences have evolved significantly. For instance, ceiling heights in homes have risen dramatically, reflecting modern architectural trends and a desire for more open and airy interiors. Some of Highland Park's iconic homes were built with ceiling heights as low as eight feet—an approach that is no longer aligned with today's expectations.

Given the large sizes of the six A-lots (the 4101 Beverly lot is approximately seven acres) additional height is needed to design a home with the appropriate massing for lots of that size.

We believe that revising the height provisions in the A zoning district would not only reflect modern design preferences but also uphold the aesthetic and architectural integrity of Highland Park. Such an update would benefit homeowners and the community as a whole, ensuring that the town continues to evolve in line with its longstanding reputation for excellence.

Thank you for considering this request.

Sincerely,

Moshe Itzhakov



# Town of Highland Park Zoning Commission

## Staff Report

### ATTACHMENT 2 – ZONING MAP





*Town of Highland Park  
Zoning Commission*

*Staff Report*

**ATTACHMENT 3 – PROPOSED ORDINANCE MARKUP**

(5) Cooling towers, elevator bulkheads, and ornamental features including cupolas, domes, or spires shall not exceed thirty-five (35) feet in height in C, D, E, and F districts, or not more than ten (10) feet above the maximum permitted height in all other districts-, except in A District only, ornamental features may be a maximum of sixty-five (65) feet if all of the following are met:

- A. Minimum lot size five (5) acres
- B. Minimum setback required from any property line for ornamental features greater than fifty-five (55) feet in height:
  - a. 55.01 to 60 feet in height: One and one-half (1 ½) times the height of the feature.
  - b. 60.01 to 65 feet in height: Two (2) times the height of the feature.
- C. The area of the ornamental feature shall be less than 20% of the area of the footprint of the building on which the feature is constructed.



*Town of Highland Park  
Zoning Commission*

*Staff Report*

**ATTACHMENT 4 – WRITTEN RESPONSES FROM CITIZENS**

Written responses from citizens found on the following pages.

My understanding is the subject property owner is requesting a Town building height variance. Unless there is information unknown to me, I suggest no variance for the following reasons.

1. Variances should not be approved simply because the owner seeks more building height for the owner architectural design.
2. A precedent will be established if the variance is approved. How will the Town say no to the next request?
3. If a variance is approved and the Town is inconsistent in their variance decisions, the Town is open to the future legal challenge of an arbitrary and capricious decision process for a future variance requests.

40 years of residential community development experience leads me to this position.

Joel H. Robuck

1-6-25

Town of Highland Park City Council,

I am absolutely opposed to any  
variances to the property at the  
corner of Beverly and Preston Road.

The zoning should remain as it  
stands now. A 65 foot setback  
is unacceptable. Please NO  
rezoning of this property.

Sincerely,

Kay Schomaker

4304 Livingston



# Memorandum

To: Zoning Commission

From: Jeff Armstrong, AICP, Director of Community Development

Date: January 15, 2025

Subject: 2025 Commission Calendar.

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At your January 23, 2025, meeting, I have placed an item on the agenda to discuss next year's Zoning Commission meeting calendar.

It has been standard practice to schedule a Commission meeting the fourth Wednesday of each month. In November and December that schedule will nearly always conflict with the holidays. Commission Chair Keliher and I discussed the possibility of scheduling meetings on the fourth Wednesday of only the months of January through October. A meeting could be held in November and/or December on an as needed, called basis. Another item Ms. Keliher requested is to schedule the March meeting for the third week of March instead of the fourth week due to a conflict of which she is already aware.

Included with this memo, I have provided a proposed calendar based on my discussion with Ms. Keliher with respect to the months of November and December. For now, the attached shows March remaining on the fourth Wednesday, but we can certainly change that if it is the consensus of the Commission.

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Jeff Armstrong, AICP  
Director of Community Development

MAYOR  
*William C. Beecher*  
MAYOR PRO TEM  
*Don Snell*  
TOWN ADMINISTRATOR  
*Tobin E. Maples, AICP*



TOWN COUNCIL  
MEMBERS  
*Alan Friedman*  
*Marc Myers*  
*Lydia Novakov*  
*Leland White*

## ZONING COMMISSION (“ZC”) 2025 FILING AND MEETING SCHEDULE

All Zoning Commission meetings will begin at 4:00 p.m., unless otherwise noted.

**Location:**  
Town Council Chamber, Town Hall  
4700 Drexel Drive  
Highland Park, TX 75205

Application Deadline	Meeting Date
Dec 27, 2024	Jan 23, 2025
Jan 29, 2025	Feb 26, 2025
Feb 26, 2025	Mar 26, 2025
Mar 26, 2025	Apr 23, 2025
Apr 30, 2025	May 28, 2025
May 28, 2025	June 25, 2025
Jun 25, 2025	July 23, 2025
Jul 30, 2025	Aug 27, 2025
Aug 27, 2025	Sep 24, 2025
Sep 24, 2025	Oct 22, 2025
As needed	As needed
As needed	As needed
Dec 31, 2025	Jan 28, 2026

Note: Agendas are posted on the official bulletin board at the Department of Public Safety Dispatch Office, 4700 Drexel Drive, at the St. Johns Drive Library Entrance, and on the Town’s website 72 hours prior to meeting.