

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:00 A.M. ON TUESDAY, MAY 20, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Alan Friedman, Marc Myers, Lydia Novakov, and Leland White attended the meeting.

- I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.
- II. Mayor Will C. Beecherl gave the Invocation.
- III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

IV. PROCLAMATION

*A. Proclamation recognizing May 18–24, 2025, as National Public Works Appreciation Week.* Mayor Beecherl read the proclamation and thanked the Public Works staff on behalf of the Town Council for their hard work and dedication.

V. CONSENT AGENDA

On a motion made by Council Member Lydia Novakov, seconded by Council Member Alan Friedman, the Town Council voted unanimously to approve Items A. through B. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. Take action on the minutes of the Town Council study session held on May 6, 2025.*
- B. Take action on the minutes of the Special Town Council meeting held on May 6, 2025.*

VI. MAIN AGENDA

*A. Review, discuss, and take action authorizing the Town Administrator to execute a contract with Sunwest Communications for Public Relations and Strategic Corporate Communications Counsel.* Chelsey Gordon, Director of Policy Development and Strategic Initiatives, explained that as part of a new initiative to strengthen community engagement, Town staff is requesting the support of the third-party public relations firm, Sunwest Communications ("Sunwest"). Sunwest is a comprehensive public relations firm with private and public sector clients. Initially, Sunwest will support the Town by developing a communications strategy to support key initiatives and projects. This will include working with the Town to create clear and effective messaging for all public-facing activities, including events, newsletters, signage, etc., and

developing communications materials, such as talking points, FAQs, newsletters, and website content. Sunwest will also develop a proactive communications plan and a crisis communications plan for the Town. The overall communications plan will identify strategies, tactics, and best practices for creating and sustaining communication with the public, while the crisis communications plan will ensure the Town's readiness to manage potential crises. Sunwest will provide media training to the management team on best practices for working with the media and addressing other stakeholder interactions. On a motion made by Town Council Member Alan Friedman, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve the authorization of the Town Administrator to execute a contract with Sunwest Communications for Public Relations and Strategic Corporate Communications Counsel.

*B. Review, discuss, and take action to extend the construction time for a new single-family residence at 4200 Arcady Avenue from April 23, 2025, to June 2, 2025, a 40-day extension.* Jeff Armstrong, AICP, Director of Community Development, explained that the owners of 4200 Arcady Avenue received a Town Council extension for new home construction that extended the permit expiration from July 17, 2024, to April 23, 2025, a nine-month extension. The incomplete project exceeded the April 23, 2025, extension date. Town staff advised the applicant to request a new extension. The proposed extension would be an additional 40 days from the expiration of the first extension. Town staff and James Cox, Hawkins-Welwood Homes, believe the project will be completed before June 2, 2025, but the request would provide a buffer to accommodate any unforeseen circumstances. According to Mr. Cox, the delay was mainly due to rainy weather in the past month, which significantly delayed the remaining exterior work schedule. In October 2022, a complaint regarding mud on the sidewalk was received; however, the issue was resolved promptly, and there have been no additional complaints. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve extending the construction time for a new single-family residence at 4200 Arcady Avenue from April 23, 2025, to June 2, 2025, a 40-day extension.

*C. Review, discuss, and take action on a proposed ordinance amending the Code of Ordinances, Section 3.01, by adding a new Subsection, 3.01.005, "Reasonable Accommodations."* Jeff Armstrong, AICP, Director of Community Development, explained that the Federal Fair Housing Amendments Act of 1988 ("FHA") and the Americans with Disabilities Act ("ADA") impose the duty on local governments to provide reasonable accommodations (modifications or exceptions) to various rules, policies, and regulations related to land-use regulations when those accommodations are necessary to provide a disabled person an equal opportunity to enjoy and reside in a home of their choosing. The proposed ordinance provides procedures and policies for granting reasonable accommodations, including obtaining accommodation, an appeal process, and sets out the ordinance's applicability. Implementing such an ordinance is needed to ensure the Town is in compliance. These requests are inappropriate for the Board of Adjustment's consideration. Approval should be granted when they meet the standards of the ordinance. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve an ordinance amending the Code of Ordinances, Section 3.01, by adding a new Subsection, 3.01.005, "Reasonable Accommodations."

*D. Review, discuss, and take action authorizing the Town Administrator to execute a lease agreement with the Stewart Organization.* John Samford, Director of Finance, CFO, stated that in 2013, the Town transitioned from printers, scanners, and facsimile machines to departmental multi-function copiers, which reduced the number of devices being managed and streamlined

departmental costs and support. The agreement includes the lease of the equipment, ongoing maintenance, and replacement toner. The equipment lease price has increased by 4% compared to the previous four-year agreement. Under the proposed four-year lease agreement, the existing 13 copiers will be replaced with new equipment. No changes are being made to the number of copiers utilized by the departments. This agreement has been competitively bid by the State of Texas, Department of Information Resources ("DIR"), allowing the Town to take advantage of greater economies of scale. On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a lease agreement with the Stewart Organization.

## VII. PUBLIC HEARING & CONSIDERATION

*A. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lot 12R, Block 21, a replat of part of Lot 12 and all of Lots 13 and 14, Block 21, 2nd Installment of Highland Park, located at 3920 and 3924 Gillon Avenue.* Jeff Armstrong, AICP, Director of Community Development, explained that the applicant proposes to combine two existing building sites to create one lot to construct a new house. The proposed replat meets all requirements of the subdivision ordinance. The proposed new lot would be 36,080 square feet in area. The property is zoned "C", One-Family Residential, and the proposed plat meets all lot size requirements of the C district. Mayor Beecherl opened the public hearing and asked if anyone wanted to comment. No comment was made. Mayor Beecherl closed the public hearing. On a motion made by Council Member Marc Myers, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve a proposed replat creating Lot 12R, Block 21, a replat of part of Lot 12 and all of Lots 13 and 14, Block 21, 2nd Installment of Highland Park, located at 3920 and 3924 Gillon Avenue.

*B. Conduct a public hearing, review, discuss, and take action on a request to amend Planned Development Ordinance No. 1257 regarding new athletic fields and related facilities for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue.* Jeff Armstrong, AICP, Director of Community Development, stated that Highland Park Independent School District plans to develop athletic fields at the Intermediate School/Middle School campus, which is situated in both Highland Park and University Park. The portion in Highland Park is in a planned development district ("PD"). The proposed improvements would be located entirely within the Town of Highland Park and require an amendment to the PD ordinance. The proposed improvements include a football/soccer field, practice fields, a scoreboard, and track and field facilities. All new turf areas would be comprised of artificial turf. In response to a question raised by Council Member Novakov, Mr. Armstrong explained that there is no proposed lighting on the field, and it would need approval if requested in the future. Mayor Beecherl opened the public hearing and asked if anyone wanted to comment. William Chaffe, President and Chief Operations Officer of Paragon Sports Constructors, introduced himself to the Town Council for any questions. In response to a question raised by Mayor Pro Tem Snell, Mr. Chaffe explained that a 6-foot fence will surround the field. Broke Bass, 3461 Shenandoah Street, expressed her concern that the back of the scoreboard will face the front of her house. In response to a question raised by

Mayor Beecherl, Mr. Chaffe stated the scoreboard can be moved north to accommodate Ms. Bass's concerns and confirmed that there are no lights behind the scoreboard. Carrie Jewell, 3605 Shenandoah Avenue, inquired about the possibility of underground parking for games. Jeremy Gilbert, Principal of Highland Park Middle School, stated that underground parking will not be available for games due to safety concerns. With no further comments, Mayor Beecherl closed the public hearing. On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council unanimously voted to approve Planned Development Ordinance No. 1257 regarding new athletic fields and related facilities for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue, with the scoreboard moving north as much as possible.

*C. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lots 16R-1 and Lot 16R-2, Block 101, a replat of Lot 16R, Block 101, 8th Installment of Highland Park West, located at 4311 Rheims Place, and a subdivision variance to reduce the minimum lot depth requirement from 180 feet to 170 feet.* Jeff Armstrong, AICP, Director of Community Development, stated that in 2006, the property was replatted to create a combined lot of 54,985 square feet (1.263 acres). Since 2006, the lot has remained vacant. The applicant would like to divide the combined lot into two lots. The lot to the west (Lot 16R-2) would be 25,515 square feet (0.586 acres), and the lot to the east (Lot 16R-1) would be 29,470 square feet (0.677 acres) in area. The replat intends to create two lots on which to build new houses. The property is zoned "B" and is a single-family residential. Both new lots would meet the minimum size required in the B zoning district. However, proposed Lot 16R-2 would be 170 feet in depth, which does not meet the minimum lot depth of 180 feet required in the B district. However, the current combined lot does not meet the minimum lot depth, and there is no way to increase the depth. The proposed plat includes a subdivision variance to reduce the minimum lot depth to 170 feet. The Town has received three emails from neighbors of the Rheims property in support of the replat. In response to a question raised by Council Member Friedman, Mr. Armstrong stated that if more than 20% of residents in the 200-foot radius of the property opposed the replat, it would require 75% of the Town Council to approve the variance. Mayor Beecherl opened the public hearing and asked if anyone wanted to comment. Clark Johnson, the applicant, noted that the lot has been completely vacant for years. Two homes would be consistent with the lot sizes on this street. Restoring the lots would not be difficult since they have been vacant for a long time. Concerns have been raised about increased construction traffic and future precedence. Mr. Johnson believed two reasonably sized homes would be completed more quickly than one large home. He added that his lawyer, John Vincent, confirmed that the zoning code does not prohibit the division of the lots. In response to a question made by Council Member Myers, Mr. Johnson said that he plans to build two homes in each lot, one home he will live in and the other he will sell. John Wilson, 4343 Rheims Place, presented a petition to the Town Council that protested the consideration of the replat with 13 signatures (nine households) of residents residing near 4311 Rheims Place. Mr. Wilson expressed concerns that the two construction projects would increase traffic and affect safety on the street. He stated that he has been made aware that in the Town of Highland Park, no one can subdivide a lot that has been combined. Stacy McCord, 4340 Rheims Place, stated she believes Mr. Johnson

would build beautiful homes on the lots; however, she is concerned about the precedent that other applicants would be allowed to split combined lots in the future. Traci Owen, 4401 Rheims Place, stated that she was interested in combining two lots, 4401 and 4407 Rheims Place; however, she was made aware that she could not divide the lots in the future. Ms. Owen expressed concern about the precedent it would set for future homes in Highland Park. John Vincent, Zoning Attorney, stated he represents Mrs. and Mr. Johnson and noted that this lot has been vacant for several years, which could imply the feasibility of building a large home on the oversized lot. Mr. Vincent added that he could not locate anything in the Town's ordinance that would prevent their request to divide the lot. The Texas Local Government Code states that if the application meets the standards, it should be approved. Regarding the argument that approving the request would set a precedent, Mr. Vincent noted that each location can be approved on a case-by-case basis. Mr. Vincent respectfully requested that this request be approved. With no further comments, Mayor Beecherl closed the public hearing. Mayor Beecherl recessed the Town Council Meeting at 9:39 a.m. and convened in a closed session at 9:43 a.m. Mayor Beecherl ended the closed session at 10:12 a.m. and reconvened the Town Council Meeting at 10:14 a.m. No final action or vote was taken during the closed session. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve a proposed replat creating Lots 16R-1 and Lot 16R-2, Block 101, a replat of Lot 16R, Block 101, 8th Installment of Highland Park West, located at 4311 Rheims Place, and a subdivision variance to reduce the minimum lot depth requirement from 180 feet to 170 feet.

Mayor Beecherl adjourned the Town Council meeting at 10:15 a.m.

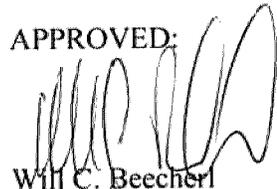
Approved on the 3<sup>rd</sup> day of June 2025.

ATTEST:



Joanna Mekeal  
Town Secretary

APPROVED:



Will C. Beecherl  
Mayor