



Town of Highland Park, Texas
ZONING COMMISSION MEETING
AGENDA

4:00 PM
August 28, 2025

4700 Drexel Drive Highland Park, TX 75205
Executive Conference Room, 2nd Floor

I. CALL TO ORDER

II. MINUTES

- A. Take action on Zoning Commission Minutes held on May 16, 2025.
- B. Take action on Zoning Commission Minutes held on January 23, 2025.

III. PRESENTATION

- A. Receive and discuss a presentation from Kendig Keast Collaborative that will provide an introduction to the Zoning Ordinance Rewrite.

IV. ADJOURNMENT

Pursuant to Section 551.127, Texas Government Code, one or more Commission members may attend this meeting remotely using video conferencing technology. The video and audio feed of the video conferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting. A quorum of the Zoning Commission will be physically present at the posted meeting location.

Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code.

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. - 4:30 p.m., Monday through Friday.



**Town of Highland Park
Zoning Commission
Thursday, August 28, 2025**

Item Coversheet

Take action on Zoning Commission Minutes held on May 16, 2025.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Zoning Commission minutes held on May 16, 2025.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

N/A

ATTACHMENTS

2025-05-16 - McCullough Intermediate-HP Middle School Minutes - Final

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 FRIDAY, MAY 16, 2025, AT 4:00 P.M. TO CONSIDER A REQUEST AND MAKE A RECOMMENDATION TO THE TOWN COUNCIL TO AMEND PLANNED DEVELOPMENT ORDINANCE 1257 (McCULLOCH INTERMEDIATE/HIGHLAND PARK MIDDLE SCHOOL) FOR ATHLETIC FACILITIES AND RELATED USES.

Present at the meeting were Chair Margaret Keliher and Commission Members Ralph Perry-Miller and Mike Tibbals. Commission Members Brian Ficke and Jordan Wallace were 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

- A. Consider a request and make a recommendation to the Town Council to amend Planned Development Ordinance 1257 (McCulloch Intermediate/Highland Park Middle School) for athletic facilities and related uses.

Staff presentation which displayed the Zoning map and concept plan. Staff supports this recommendation of approval.

Commissioner Tibbals raised a question to which Mr. Armstrong answered public access is located on the North side.

Commissioner Perry-Miller raised a question to which Mr. Armstrong answered that free standing light standards are not included in this concept plan, therefore, it would require an additional meeting for the Zoning Commission and Town Council approval.

With no further questions from the Commissioners, Chair Keliher opened the public hearing at 4:08 P.M.

Craig Clemmer, 3600 Normandy, questioned if this proposal included stadium lighting and bleachers. Chair Keliher confirmed lighting is not included in the concept plan. Mr. Armstrong displayed the concept plan again and showed that there are no permanent bleachers.

Carrie Jewel, 3605 Shenandoah, questioned if this proposed field will be used for practice purposes or games/events. Ms. Jewel expressed that this would add to the existing parking congestion issue. Mr. Armstrong is not sure if this is a practice field only and unsure if the public has access during non-school hours. Ms. Jewel confirmed that the underground teacher parking is not available during events, therefore parking fills the narrow streets quickly. Chair Keliher confirmed that this concept plan states it is a practice field with no permanent bleachers nor stadium lighting.

Greg Pillsbury, 3455 Shenandoah, stated that the underground parking can certainly be utilized. Mr. Pillsbury expressed his concerns regarding the importance of knowing the material of the synthetic turf for the children's health purposes, as well as the placement of the score board in

relation to residential homes and suggested amber tone lighting if the request was to come. Commissioner Tibbals suggested the item be placed on the school board's agenda to discuss these specific concerns.

With no further people to speak in favor or opposition, Chair Keliher closed the public hearing at 4:18 P.M.

Chair Keliher questioned whether any letters were received in favor or opposition of this request. Mr. Armstrong confirmed only one letter in favor that was provided in the staff report.

Commissioner Tibbals thanked all people in attendance. Mr. Armstrong reminded everyone that this will go before the Town Council on Tuesday, May 20, 2025 at 8 A.M.

Commissioner Tibbals, created a motion, seconded by Commissioner Perry-Miller, to approve a recommendation to Town Council to amend Planned Development Ordinance 1257 (McCulloch Intermediate/Highland Park Middle School) for athletic facilities and related uses. The motion passed by unanimous vote.

III. MINUTES

The Zoning Commission postponed the approval for the minutes to the next meeting.

IV. ADJOURN

With no further items on the Agenda, Madam Chair Keliher adjourned the meeting at 4:21 P.M.

APPROVED on this 28th day of August 2025.

BY:

Margaret Keliher
Chair

ATTEST:

Jeff Armstrong
Director of Community Development



**Town of Highland Park
Zoning Commission
Thursday, August 28, 2025**

Item Coversheet

**Take action on Zoning Commission Minutes held on January 23,
2025.**

PRESENTED BY:

BACKGROUND:

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS

2025-01-23 - 4101 Beverly - Final

MINUTES OF A MEETING OF THE ZONING COMMISSION OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS, 75205, AT 4:00 P.M. ON THURSDAY, JANUARY 23, 2025.

Present at the meeting were Chair Margaret Keliher, Commissioners Brian Ficke, Mike Tibbals, Ralph Perry-Miller, and Jordan Wallace. Susan Thomas, Town Attorney, was also present.

I. CALL TO ORDER

Chair Keliher called the meeting to order at 4:00 p.m.

II. MINUTES

On a motion by Brian Ficke, seconded by Ralph Perry-Miller, the Commission voted unanimously to approve the minutes of the Zoning Commission meeting held on May 14, 2024.

III. PUBLIC HEARING

- A. 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.

Jeff Armstrong, Director of Community Development, presented an overview of the case and displayed site renderings of the proposed house, including the ornamental feature, a cupola. The applicant, the property owner at 4101 Beverly Drive, submitted a request to amend the Zoning Ordinance to allow a cupola, a dome-like structure, to be built up to 65 feet high on top of their home. Mr. Armstrong explained that the proposed amendment would affect only the properties in the "A" zoning district, with only four of those properties meeting the criteria for the amendment. In response to questions from the Commissioners, Mr. Armstrong clarified that the request did not qualify for a variance from the Board of Adjustment because it failed to meet the hardship requirement outlined in the Texas Local Government Code. As an alternative, Town staff recommended pursuing an amendment to the Zoning Ordinance to address the height increase. In response to a question from Chair Keliher, Mr. Armstrong confirmed that the two largest lots in the "A" zoning district span seven acres. Commissioner Perry-Miller sought clarification regarding the size of an ornamental feature allowed under the proposed amendment. Specifically, if the largest lots in the "A" district were to include such a feature, it could cover up to 12,000 square feet, representing 20% of the building footprint. Mr. Armstrong confirmed this interpretation of the proposed amendment.

Moshe Itzhakov, a partner at Weinreb Venture, represented the property owner at 4101 Beverly Drive and was invited to comment. He emphasized that revising height provisions in the “A” district would align with modern design preferences and uphold Highland Park’s aesthetic and architectural integrity. He explained that the proposed amendment would enforce more stringent setbacks for properties that wish to build up to the maximum height. Mr. Itzhakov highlighted that the home’s architectural design, created by renowned traditional architect Peter Pennoyer, is intended to blend seamlessly with the historic character of the Town. He added that the property owner has support from adjacent neighbors, who would be most affected by the proposed cupola. Drone imagery taken at the proposed cupola’s height confirmed no privacy concerns, as there would be no direct views into neighboring lots. In response to a question from Chair Keliher, Mr. Itzhakov stated that the architects initially aimed to design the cupola within the 55-foot height limit but opted for an additional 10 feet for artistic reasons. In response to questions from Commissioner Perry-Miller, Mr. Itzhakov estimated the area of the proposed cupola to be approximately 2,500 square feet and clarified that the property owner was unaware of the need for additional height prior to obtaining a demolition permit. Addressing questions from Commissioner Wallace, Mr. Itzhakov explained that the cupola would be constructed of glass and steel, would not include mechanical components for opening, and would not feature lighting that could attract attention. Additionally, Mr. Armstrong addressed a related question, noting that the Zoning Ordinance currently provides minimal guidance on lighting restrictions, only specifying that lighting must not be directed toward or reflected onto adjacent properties.

The Town received six letters in support of this request and two letters in opposition.

During the meeting, two individuals spoke in support of the request:

Lynda Villarreal, 4515 Travis Street, stated that the height increase would enhance the area’s real estate value. She also noted that since a few lots would meet the criteria of the amendment, its impact would be minimal.

Peter Pennoyer of Peter Pennoyer Architects also spoke in favor of the request. He explained that the property owner was inspired by French architecture, which influenced the home’s design. He emphasized the meticulous attention to detail in the project, including landscape architecture, monumental trees, and the cupola design, ensuring it would not appear commercial. In response to a question from Commissioner Perry-Miller, Mr. Pennoyer stated he would be satisfied if the proposed amendment were to limit the area of ornamental features to 3,000 square feet.

During the meeting, five individuals spoke in opposition to the request:

Joel Robuck, 4816 Lakeside Drive, raised concerns about the long-term implications of zoning changes. He expressed specific worries about potential glare from the cupola materials, the use of floodlights, impervious cover, and whether the property’s landscape plan would meet Town standards. He also voiced concerns that approving the amendment could lead to five-story residential buildings and result in the Willow Wood Court area surrounded by tall structures.

Larry Good, 3601 Overbrook Drive, spoke on behalf of Preservation Park Cities members. He argued that the current maximum heights allowed in the “A” zoning district are already the most generous in the region, exceeding those in University Park, Dallas, and Southlake. He also stated that approving the amendment would reward the property owner for demolishing the historic

mansion previously located on the site. Furthermore, he stated that approving the amendment could set a precedent encouraging future demolitions of historic homes in favor of new developments.

Nancy Champion, 4329 Livingston Avenue, opposed the request, expressing concerns about the current property owner’s stewardship. She referenced another lot previously owned by the same individual within the same zoning district, where the trees were removed, the lot remained undeveloped, and it was eventually sold.

David Toomey, 4657 Edmondson Avenue, opposed amending the Zoning Ordinance for a single property and stated that the Dallas Country Club adheres to lower height restrictions of 40 feet.

Nancy Shelton, 3913 Miramar Avenue, stated that the trees depicted in the renderings of the home and proposed cupula were too high, obscuring the cupola.

BOARD DISCUSSION

Commissioner Perry-Miller made a motion, seconded by Commissioner Wallace, to recommend approval to the Town Council of the proposed amendments to the Highland Park Zoning Ordinance regarding maximum structure height in the “A” zoning district subject to the condition that the area of the ornamental feature must not exceed 3,000 square feet. The Zoning Commission voted 3-2 in favor.

IV. DISCUSS 2025 MEETING CALENDAR

This item was not discussed.

V. ADJOURNMENT

Chair Keliher adjourned the meeting at 5:32 p.m.

Approved on this ____ day of _____ 2025.

APPROVED:

Margaret Keliher
Chair

ATTEST:

Jeff Armstrong
Community Development Director



**Town of Highland Park
Zoning Commission
Thursday, August 28, 2025**

Item Coversheet

Receive and discuss a presentation from Kendig Keast Collaborative that will provide an introduction to the Zoning Ordinance Rewrite.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

On June 17, 2025, the Town Council approved a contract with Kendig Keast Collaborative ("KKC") to provide consulting services for a rewrite of the Town's Zoning Ordinance. At the Zoning Commission's August 28th special meeting, the consultants will share information about the rewrite process, receive feedback and discuss the Commission's responsibilities.

RECOMMENDATION

This is a presentation and discussion only. No action is required.

FINANCIAL IMPACT

N/A

ATTACHMENTS

None