



Town of Highland Park, Texas
BOARD OF ADJUSTMENT MEETING
AGENDA

8:30 AM
September 10, 2025

4700 Drexel Drive Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. MINUTES

- A. Take action on Board of Adjustment Minutes held on May 14, 2025.
- B. Take action on Board of Adjustment Minutes held on August 21, 2025.

III. PUBLIC HEARING

- A. Conduct a public hearing and consider a variance from Section 10-101(3)A of the Zoning Ordinance to allow a house with a flat roof to extend one and one-half feet (1.5') above the maximum allowed height of 26 feet, and variances from Section 8-601(1) to allow a house to extend two and one-half (2.5') feet above the maximum height of 25 feet allowed in the rear 40 feet of a lot and to allow a top plate to extend two and one-half (2.5') feet above the maximum top plate height of 12.5 feet allowed in the rear 40 feet of a lot, on property located at 4712 St. Johns Avenue.
- B. Conduct a public hearing and consider a variance from Section 8-601(1) of the Zoning Ordinance to construct a garage 3 feet above the required plate height, on property located at 4918 Abbott Avenue.

IV. ADJOURNMENT

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.

NOTE: The Board of Adjustment reserves the right to meet in Executive Session closed to the public at anytime in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas OpenMeetings Act, Texas Government Code, Chapter 551, including any one of the permitted exceptions to open meetings provided for in § 551.071 through § 551.076 and § 551.087. Any action taken on such matters will be conducted in Open Session following the conclusion of the Executive Session.

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, MAY 14, 2025.

Present at the meeting were Chair Stacey Furst, Board Members, Joan Clark, Jim Yoder, and Allison Hunsicker, as well as Alternate Louis Morrison. Absent from the meeting was Board Member Robert McCulloch and Alternate Nancy Rogers. Susan Thomas, Town Attorney, was also present.

I. CALL TO ORDER

Chair Furst called the meeting to order at 8:30 a.m.

II. MINUTES

On a motion by Board Member Hunsicker, seconded by Board Member Clark, the Board voted unanimously to approve the minutes of the Board of Adjustment meeting held on April 9, 2025.

III. PUBLIC HEARINGS

A. Conduct a public hearing and consider a variance from Section 15-101 of the Zoning Ordinance to construct a 10-foot-tall fence/wall along the West side property line (Armstrong) at 4331 Arcady Avenue.

Jeff Armstrong, Director of Community Development, provided an overview of the case, displaying the site plan, photos, and the 200' notification buffer. Mr. Armstrong stated that staff supports this request.

There were 6 letters in support of this request received by the Town.

There were no letters in opposition of this request received by the Town.

In response to a question raised by Board Member Morrison, Mr. Armstrong answered that the green line on the plan represents the elevation of the ground inside the fence once constructed.

Mr. Armstrong reassured the Board that this will not cause a precedent. There are at least five (5) other properties who have been granted a variance similar to this case; these are mentioned in the staff report.

Chair Furst requested that the applicant present their case.

Kirk Smith, 981 County Road 4918, stated he will be representing Mr. Brooks and Mrs. Brooks. An existing/proposed site plan and topographic survey were displayed. Upon filing an open

records request, there were a total of 53 fence variances records; 11 of them are similar to this case. The intent of this request is to have more privacy in the backyard.

In response to a question raised by Board Member Hunsicker, Mr. Smith answered that the issue was not remedied by the previous excavation work performed.

Mr. Smith confirmed that if the fence complied by Ordinance, the residents would have a fence height of 5'2" from within private property.

In response to a question raised by Board Member Yoder, Mr. Smith stated that about 50% of the fence is being proposed to be 10' tall. The proposed fence height is 8' tall as it approaches the street intersection.

In response to a question raised by Board Member Morrison, Mr. Smith answered that no modifications can be made to the pool due to the significant grading difference. Mr. Smith noted that the architect is in attendance to speak on design specifics.

In response to a question raised by Board Member Morrison, Mr. Smith answered that this is not a request for convenience, but to restore the property to the existing elevation.

The similarities between this case as well as the previous case were discussed.

Mr. Smith displayed a site plan/rendering and explained the proposed fence, excavation area, and pool location.

In response to a question raised by Board Member Morrison, Mr. Smith answered that the excavation of the current pool does interfere with the steps exiting from the terrace.

In response to a question raised by Board Member Yoder, Mr. Smith confirmed that the purpose of the portion of the 10' tall fence is to allow privacy for the pool.

In response to a question raised by Board Member Morrison, Mr. Smith stated that he is not sure if the alley neighbor has the same grading issue. The alley neighbor has an 8' tall fence.

Chair Furst requested that the architect speak on this case.

Robbie Fush, Fush Architects, stated that the pool will be constructed as close as possible to the original pool. The fence height of the main home's finished floor is 4.5' tall. There are currently two risers that go down from the main home finished floor to the pool deck.

In response to Board Member Yoder, Mr. Fush answered that the rear entry steps were designed, as well as lowering the slope of the garage driveway, due to the steep incline.

In response to a question raised by Board Member Clark, Mr. Fush replied that he does not believe this will cause any drainage issues. Mr. Smith stated that this would cause drainage issues,

however, the collected water would need to be pumped to the natural grade level and captured into area basins and/or runoff capabilities.

In response to a question raised by Board Member Morrison, Mr. Smith replied that rain water in the elevated areas would run off from the surface to the street. He further explained rain water may be collected in a collection pit where gravity drains it to the curb or if it were below the curb, a pump system would direct it towards the street.

Chair Furst opened the public hearing for those who would like to speak in favor of the request at 8:58 A.M.

With no one to speak in favor, Chair Furst opened the public hearing for those who would like to speak in opposition.

With no one to speak, Chair Furst closed the public hearing at 8:58 A.M.

BOARD DISCUSSION

Board Member Hunsicker stated that she has initial concerns that the issue was self-imposed by the applicant, however, the restoration of the initial grade level as well as the drainage suggestions are reasonable. She suggested that a stipulation be added regarding the fence height be limited to the proposed area only, not the full side length of the fence.

Board Member Yoder stated that given staff's recommendation as well as the number of previous cases, this request is reasonable.

Board Member Morrison suggested that a south side view elevation would have been more helpful to get a better feel about this proposal.

Board Member Clark expressed that this proposed fence height serves as a noise diffuser due to the pool.

MOTION

Board Member Hunsicker created a motion, seconded by Board Member Morrison, to approve this request as proposed. The motion passed by unanimous vote.

B. Conduct a public hearing and consider a variance from Section 15-101 of the Zoning Ordinance to construct a 9-foot-tall cedar wood fence at 4404 Lorraine Avenue.

Jeff Armstrong, Director of Community Development, provided an overview of the case, displaying the site plan, photos, and the 200' notification buffer. Mr. Armstrong stated that staff is not in support of this request.

In response to a question raised by Board Member Yoder, Mr. Armstrong answered that he is unsure what the protrusion area is. The current columns are over 8' tall, as well as other portions of the wall.

In response to a question raised by Board Member Yoder, Mr. Armstrong confirmed that the resident has the right to build an 8' tall fence.

Board Member Clark shared her personal and positive experience of painting her masonry fence/wall, rather than re-plastering.

Chair Furst asked the applicant to present their case.

Colby Craig, 7423 Greenbrier, purchased the subject property in January of 2024. Mr. Craig explained that after purchasing the property, the neighbor obtained a fence permit and built it over the allowed height. While he intended to build an 8' tall cedar fence, the neighbor has created this hardship due to the unsightly and non-compliant fence. Mr. Craig stated he takes full financial responsibility for this newly proposed fence.

In response to a question raised by Chair Furst, Mr. Craig confirmed that the current fence/wall is not on his property.

Board Member Clark confirmed that the neighbor has the right to construct a fence/wall, however, not at the above maximum height. She also noted that the neighbor is not required to apply finish touches on the neighbor's side of the wall.

Mr. Craig explained that this issue has surpassed the amount of time it would have taken to restore the fence/wall to compliance.

In response to a question raised by Board Member Morrison, Mr. Craig confirmed that a permit was issued by Town Staff, which states a compliant height.

Chair Furst opened the public hearing for those who wish to speak in favor at 9:12 A.M.

With no one to speak, Chair Furst opened the public hearing for those who wish to speak in opposition.

Rosanne May, 4400 Lorraine Ave., stated that she and the builder agreed to share a concrete footer so Mr. Craig could build a masonry wall, and she can re-build her masonry wall. This shared footer could not be possible, therefore, Ms. May suggested building a shared masonry wall and splitting the cost to which Mr. Craig did not agree and only agreed to pay for half of the footing area. Ms.

May and Mr. Craig agreed that she would rebuild her masonry wall, and he would build a cedar fence. She expressed that this meeting seems pre-mature as there is no current final grading to determine if her fence/wall is above the maximum allowed height. Ms. May noted that she was unaware that the sealant on the back of her wall was a blue color. She also noted that the existing metal belonged to the water fountain that was on the original fence from 1935, which she plans to keep. Ms. May confirmed that once a final grade is established, any areas of the fence over the allowed maximum height will be trimmed down to compliance.

With no one else to speak in opposition, the public hearing closed at 9:17 A.M.

BOARD DISCUSSION

In response to a question raised by Board Member Yoder, Mr. Armstrong answered that the fence height is measured from the non-owner's property grade, which is still under construction, thus, no final grade is established.

Board Member Clark expressed that this case is confusing and premature.

In response to a question raised by Board Member Yoder, Mr. Armstrong confirmed that the Board can table this case indefinitely.

Board Member Hunsicker stated that once the final grade is established, the current wall will comply or need to be made compliant, therefore, this request handles itself and does not need to be tabled.

Chair Furst stated that both owners have the right to construct an 8' tall fence.

MOTION

Board Member Hunsicker created a motion, seconded by Board Member Clark, to deny this request. The motion passed by unanimous vote.

C. Conduct a public hearing and consider a variance from Section 13-103 (D) of the Zoning Ordinance to construct a pool with a 57-foot setback instead of the required 65-foot setback from the front property line at 4636 Belclaire Avenue.

Jeff Armstrong, Director of Community Development, provided an overview of the case, displaying the site plan, photos, and the 200' notification buffer. Mr. Armstrong noted that this is a combined lot, therefore the requirement for a pool is a 65' setback from the front property line. Mr. Armstrong stated that staff supports this request.

Chair Furst asked the applicant to present their case.

Jennifer, 10465 San Claire, clarified that 5 letters in support were received. The homeowners invited the neighbors to their front lawn to explain their proposed plan and it went well. She was not aware nor provided a copy of the one letter in opposition. However, she believes this request is reasonable as it is a unique property size. The proposed pool will be fenced per current fence regulations. The homeowners are in attendance.

In response to a question raised by Board Member Yoder, Ms. Claire answered that the proposed fence will consist of a 4' tall wrought iron fence with professional landscaping.

In response to a question raised by Board Member Clark, Ms. Claire confirmed the fence is not of solid material and consists of the minimum safety openings per the current fence regulations.

In response to a question raised by Board Member Yoder, Mr. Armstrong confirmed that the maximum height allowed is 8' tall, however, 4' tall is sufficient for pools.

Chair Furst opened the public hearing for those who wish to speak in favor at 9:31 A.M.

With no one to speak, Chair Furst opened the public hearing for those who wish to speak in opposition.

With no one to speak, Chair Furst closed the public hearing at 9:31 A.M.

BOARD DISCUSSION

In response to a question raised by Board Member Yoder, Mr. Brian Murphy, applicant, answered yes. He also noted that landscaping and trees will be planted along the entire fence line.

Board Member Hunsicker expressed that the homeowner bought a known situation that a combined lot can impact the ability to construct a pool.

Board Member Clark expressed her concerns regarding the noise level due to an open material fence. Board Member Yoder agreed.

Board Member Clark also expressed that she agrees with Board Member Hunsicker's previous comment.

In response to a question raised by Board Member Yoder, Mr Armstrong confirmed that the lot was combined prior to the current homeowner purchasing this property.

MOTION

Board Member Hunsicker created a motion, seconded by Board Member Clark, to deny this request. The motion passed by unanimous vote.

IV. ADJOURNMENT

Chair Furst adjourned the meeting at 9:36 A.M.

Approved on this _____ day of _____ 2025.

APPROVED:

Stacey Furst
Chair

ATTEST:

Jeff Armstrong
Director of Community Development

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 THURSDAY, AUGUST 21, 2025.

Present at the meeting were Acting Chair Rober McCulloch, Board Members, Joan Clark, Jim Yoder, as well as Alternate Louis Morrison and Nancy Rogers. Absent from the meeting was Chair Stacey Furst and Board Member Allison Hunsicker.

I. CALL TO ORDER

Board Member McCulloch was appointed as Acting Chair in absence of Chair Furst. Acting Chair McCulloch called the meeting to order at 8:31 A.M.

II. PUBLIC HEARINGS

A. Conduct a public hearing and consider a variance from Section 8-601(1) of the Zoning Ordinance to create a second-story addition that would extend five feet six inches (5'6") further toward the rear of the lot than the existing second story, on property located at 4600 Edmondson Avenue.

Jeff Armstrong, Director of Community Development, provided an overview of the case, displaying the 200' notification buffer, site plan, elevation plan, floor plan, and photos. Mr. Armstrong noted that the first-floor addition does not require variance, however, the second story will exceed the 12.5' plate height requirement. The proposed addition will not exceed the maximum height of 25' tall. A photo of the neighboring house with an existing second story addition at the alley property line was displayed. Mr. Armstrong noted that there are 3 or 4 properties nearby that are non-confirming to Section 8-601(1). Staff supports this request.

There were no letters in support of this request received by the Town.

There were no letters in opposition of this request received by the Town.

Acting Chair McCulloch requested that the applicant present their case.

Kevin Dunman, Architect, stated that he is working with the property owners. Mr. Dunman stated that the residents are expecting their second child, therefore, this is the intent as to why they are expanding their home. Mr. Dunman reiterated that there are several properties along this block that are non-confirming.

Acting Chair McCulloch thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 8:45 A.M.

With no one to speak, Acting Chair McCulloch opened the public hearing for those who wish to speak in opposition of this request.

With no one to speak, Acting Chair McCulloch closed the public hearing at 8:45 A.M.

MOTION

Board Member Yoder created a motion, seconded by Board Member Clark, to approve this request. The motion passed by unanimous vote.

III. PRESENTATION

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

The Board heard a presentation from the consultants and had general discussion about the Zoning Ordinance rewrite.

IV. ADJOURNMENT

Acting Chair McCulloch adjourned the meeting at 10:00 A.M.

Approved on this _____ day of _____ 2025.

APPROVED:

Stacey Furst
Chair

ATTEST:

Jeff Armstrong
Director of Community Development



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 10, 2025

REQUEST: A variance from Section 10-101(3)A of the Zoning Ordinance to allow a house with a flat roof to extend one and one-half feet (1.5') above the maximum allowed height of 26 feet, and variances from Section 8-601(1) to allow a house to extend two and one-half (2.5') feet above the maximum height of 25 feet allowed in the rear 40 feet of a lot and to allow a top plate to extend two and one-half (2.5') feet above the maximum top plate height of 12.5 feet allowed in the rear 40 feet of a lot.

LOCATION: 4712 St. Johns Ave.

SUMMARY

The applicant proposes to demolish the existing house and construct a new house on the property. Three height variances are requested.

- By ordinance, height is measured by the establishment of “datum”, which is the average elevation of the ground at the front building line. The elevation is provided in mean sea level (msl).
- On this property the datum is 515.59 feet above msl.
- Much of the house is proposed to have a flat roof, which is allowed to have a maximum overall height of 26 feet. As proposed, the height would be 27.5 feet above the datum (1.5 feet above the maximum height allowed).
- In the rear 40 feet of the lot, the house is proposed to have a gable roof, which is allowed to have a maximum overall height of 25 feet. As proposed, the height would be 27.5 feet above the datum (2.5 feet above the maximum height allowed).
- Maximum top plate height in rear 40 feet of a lot is 12.5”. The proposed top plate height would be 15 feet (2.5 feet above the maximum allowed).
- The lot slopes upward from front to back. The location of the back wall of the proposed house has a ground elevation of 519.0 above msl, 3.5 feet higher than the datum established at the front property line.

ORDINANCE



Town of Highland Park Board of Adjustment

Staff Report

10-101 “In the following zoning districts the maximum height of buildings and structures shall be:”

(3) “C, D, and E, One-Family Residence Districts.”

A. “Two (2) stories not to exceed twenty-six (26) feet for mansard roofs, roofs with a flat surface, or roofs with a slope less than 3:12...”

8-601.(1) “...In the B, C, D, E, and F Districts, any structure, or portion thereof, located within forty feet (40') of the rear property line, shall not exceed twenty-five feet (25') in height, nor have a plate height exceeding twelve feet, six inches (12' 6”) ...”

The property is zoned “C”.

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: The property slopes upward from front to back. From the front setback where the datum is established to the proposed location of the rear wall of the house, the elevation increases by 3.5 feet. Therefore, to comply with the ordinance, the top plate at the rear of the house would only be permitted to be nine (9) feet above the adjacent ground and the structure height would be limited to 21.5 feet above the adjacent ground.

The ground elevation reaches 518 feet above msl in front of the rear 40 feet of the lot, which limits the overall height of a flat roof house to 23.5 feet. Note that even with a pitched roof that would be allowed up to 35 feet in height, the top plate would still have the 26-foot limitation by ordinance and 23.5 feet on this lot.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: Although there are some lots in town that have upward slope from front to back, fewer have as much increase, particularly on lots of similar depth as the subject property. From the front property line to the rear property line the ground slopes upward more than eight (8) feet.



Town of Highland Park Board of Adjustment

Staff Report

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: With the height measured from the datum, the allowed height in the rear 40 feet in particular is limited compared to most lots. The front setback is fairly large at 51.2 feet, increasing the need to utilize the rear 40 feet for the house. Outside of the rear 40 feet, the house height is also limited, which would require lower ceilings than are typical inside newer houses.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: The overall height of the house would be lower than the overall height of many nearby houses that have pitched roofs. Only the front few feet of the house would be more than 26 feet above the adjacent ground.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The intent of the ordinance is to limit building heights to reduce the possibility of a house looking awkward and not fitting in with the surroundings and to preserve privacy on neighboring properties. In this case, all the surrounding houses on the same block are two-stories and of similar or greater overall height than what is proposed. The required method of establishing the datum does not account well for lots with significant slope.

RECOMMENDATION

It is staff's opinion that the request meets the criteria for a variance and recommends approval.

ATTACHMENTS

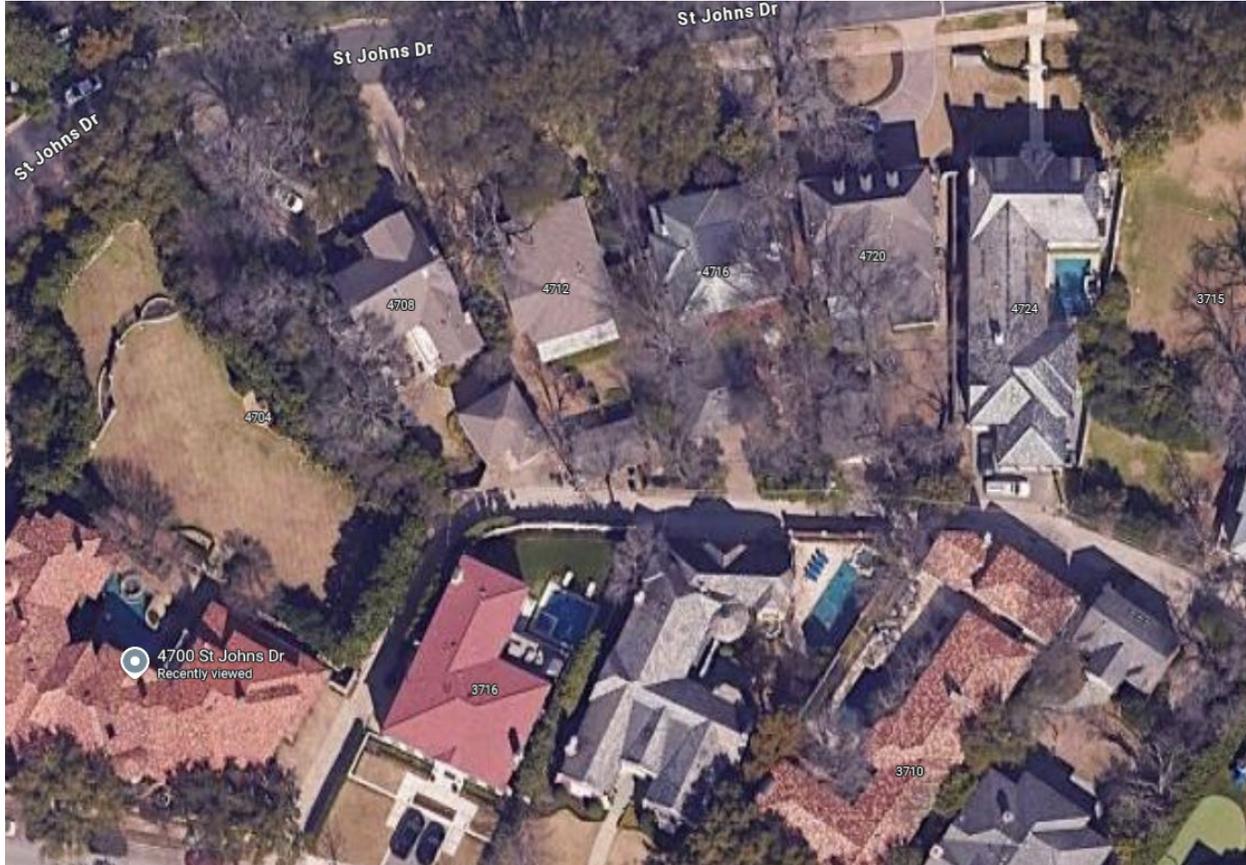
1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL MAP





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Subject: Variance Request – Definition of “Average Grade”
4712 St Johns, Highland Park TX 75205

Dear Planning/Board of Adjustment Staff,

Please see the attached document outlining my request regarding the definition of “average grade” for both the Main Building and the Rear 40’ structure on my property.

As you know, the current regulations establish “average grade” at the front yard setback building line. On this site, however, there is a 4’ elevation change from the front to the rear setback, which creates a hardship. Applying the front-only grade definition in this case would significantly and unnecessarily limit the allowable building height.

I am respectfully requesting that “average grade” instead be calculated using the average of the high and low points across the entire building site. This approach more accurately reflects the conditions of the property and provides a fair basis for determining height.

Additionally, because the design incorporates a low-slope roof with a parapet limited to 26’, the perceived height of the house will remain visually lower than nearby homes with pitched roofs, even with the requested adjustment.

Thank you very much for your consideration of this request. I appreciate your time and look forward to working with the City to achieve a thoughtful and contextually appropriate design.

Sincerely,

David Eitches

David Eitches

4712 St Johns

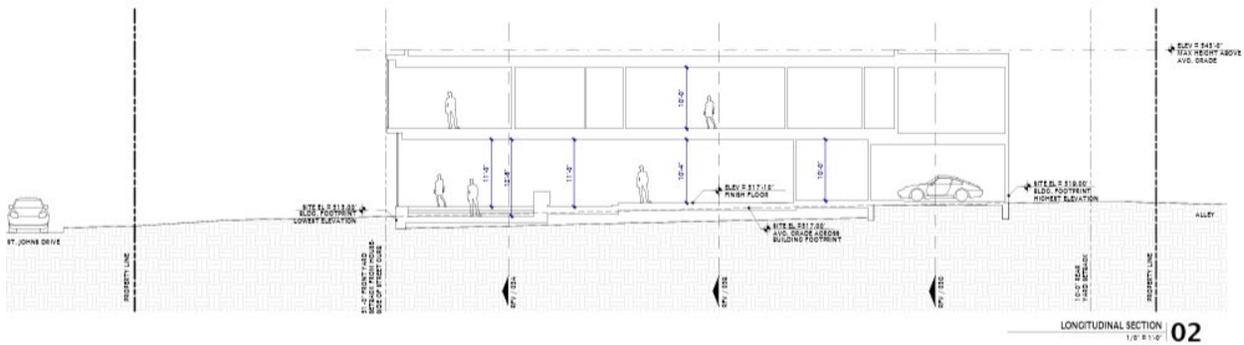
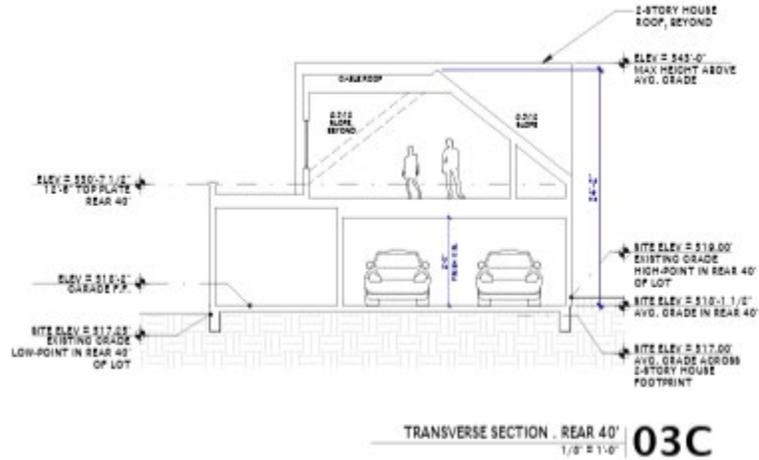
Highland Park Texas 75205



Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 4 – CONSTRUCTION PLANS





Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: September 10, 2025

REQUEST: A variance from Section 8-601(1) of the Zoning Ordinance to construct a detached garage 3 feet above the required plate height, on property located at 4918 Abbott Avenue. This section prohibits any structure, or portion thereof, located within forty feet (40') of the rear property line to exceed 25 feet in height or to have a top plate that exceeds 12.5 feet in height.

LOCATION: 4918 Abbott Ave.

SUMMARY

The applicant proposes renovations to a portion of the existing house and to the existing garage. The variance request is related to the garage, which is located near the rear of the property.

- The maximum top plate height in the rear 40 feet of a lot is 12.5". The proposed top plate height would be 15.5 feet (3 feet above maximum).
- The second floor of the garage would be remodeled to include a guest room with closet and bathroom, a playroom, a golf simulator room, and some small storage areas.

ORDINANCE

8-601.(1) "...In the B, C, D, E, and F Districts, any structure, or portion thereof, located within forty feet (40') of the rear property line, shall not exceed twenty-five feet (25') in height, nor have a plate height exceeding twelve feet, six inches (12' 6") ..."

The property is zoned "D".



Town of Highland Park Board of Adjustment

Staff Report

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: The property backs up to the Dallas city limit and Katy Trail. The other side of the trail includes commercial and apartment buildings, some of which are several stories in height. The minimum lot width in the D district is 60 feet, but the subject lot is only 50 feet in width, leaving no room to expand the footprint of the house.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: This lot and a handful of others along Abbott are substandard in lot width and they back up to a densely developed area of Dallas that continues to develop with larger urban buildings.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: Little to no room exists on the lot to accommodate any additional construction beyond the footprint of the existing home. The variance is necessary to accommodate the proposed uses of the second floor of the garage.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: Between Harvard Ave. and Abbott Park along the east side of Abbott Ave, there are at least five homes that have garages in the rear that are two stories in height and that have top plates that exceed the 12.5 feet maximum by several feet more than the three feet proposed. There are no known complaints or other issues with any of these homes due to their exceeding the plate height.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The intent of the ordinance is to limit building heights to reduce the possibility of a house looking awkward and not fitting in with the surroundings and to



Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 1 – AERIAL MAP

maintain privacy for neighbors. In this case, most of the surrounding houses on the same side of Abbott have two-story garages, at least five of which have top plates exceeding the maximum height. The proposal does not conflict with the intent of the ordinance due to the other existing homes and the adjacent high-density development in Dallas.

RECOMMENDATION

It is staff's opinion that the request meets the criteria for a variance and recommends approval.

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan
5. Site Photo



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL PHOTO





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Robert Clark and Associates, Inc.

August 15, 2025

Board of Adjustment
Town of Highland Park

RE: 4918 Abbott Ave. - Appeal to Board of Adjustment - Request for Variance

To Members of the Board of Adjustment,

This letter is an appeal to the Town of Highland Park Board of Adjustment to request a variance as part of a proposed remodel to the existing residence at 4918 Abbott Avenue.

The homeowner wishes to remodel the existing residence and requests for the proposed detached garage remodel to be built above the allowed zoning due to the lot's unique proximity to existing multistory buildings directly across the alley from their home.

The homeowner and our office both appreciate your time and consideration to review this proposed variance request.

Thank you,

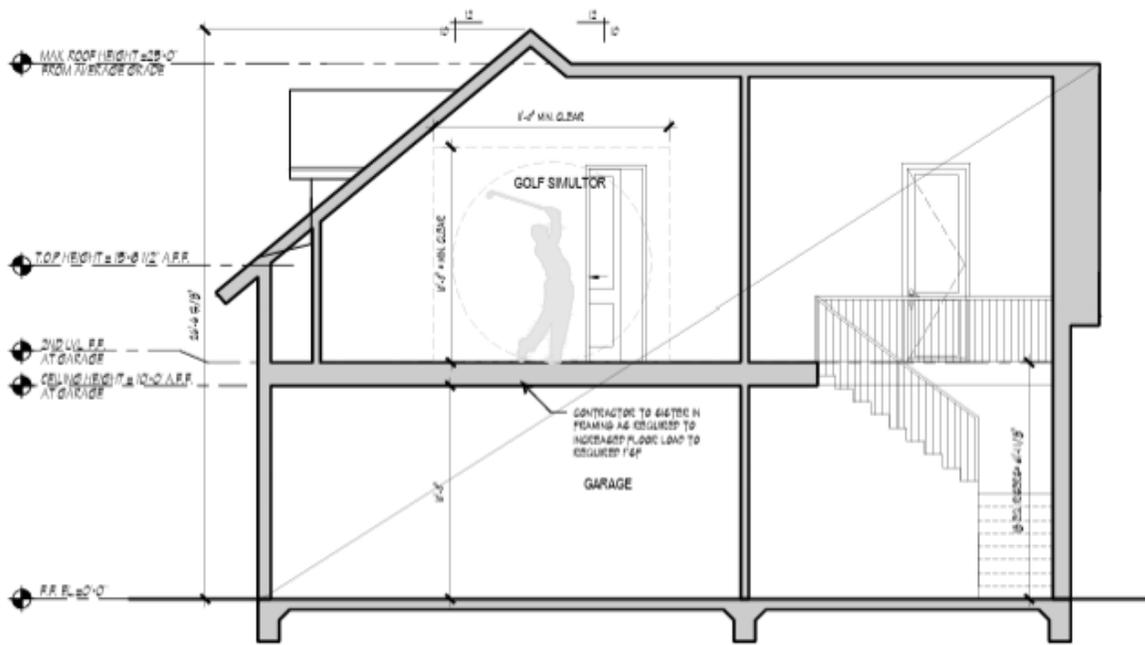
Ben H. Clark, AIA



Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 4 – CONSTRUCTION PLANS



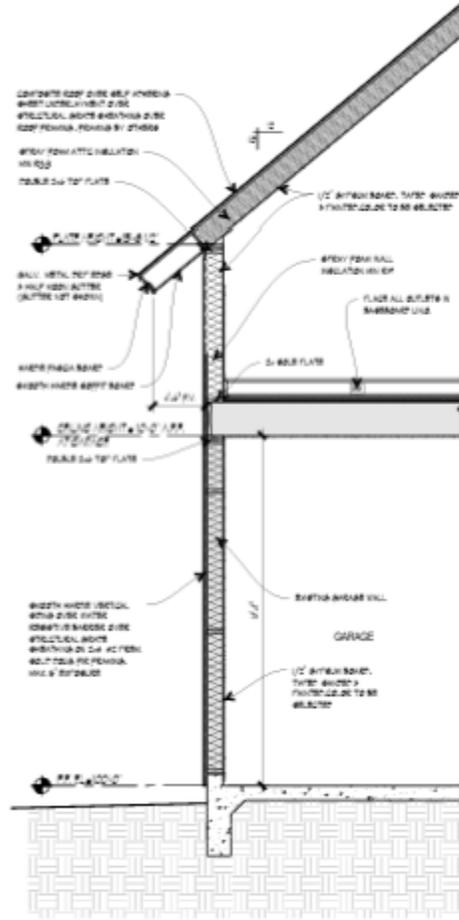
PROPOSED BLDG. SECTION AT GARAGE

SCALE: 1'-0" = 1/4"



Town of Highland Park Board of Adjustment

Staff Report

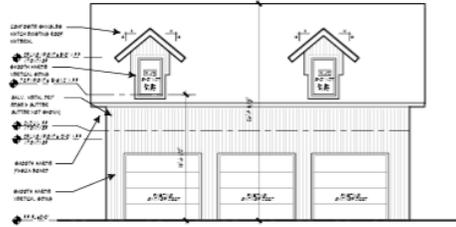


PROPOSED SECTION AT GARAGE
SCALE: 1/4" = 1'-0"

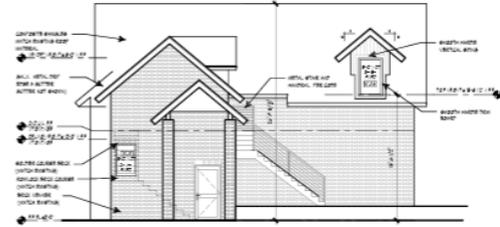


Town of Highland Park Board of Adjustment

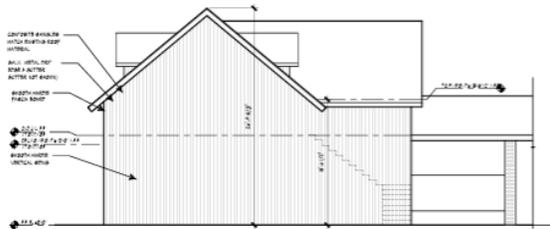
Staff Report



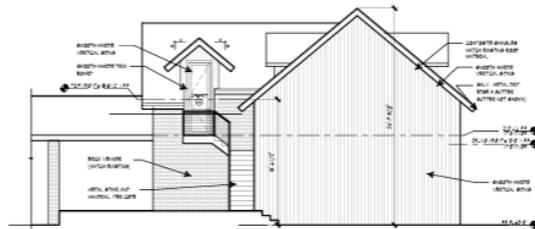
PROPOSED SOUTH ELEVATIONS (GARAGE)
SCALE: 1/4" = 3'-0"



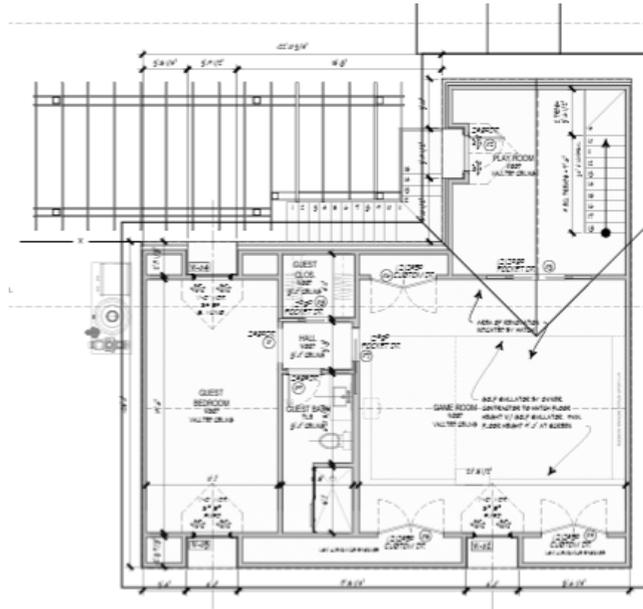
PROPOSED NORTH ELEVATIONS (GARAGE)
SCALE: 1/4" = 3'-0"



PROPOSED EAST ELEVATIONS (GARAGE)
SCALE: 1/4" = 3'-0"



PROPOSED WEST ELEVATIONS (GARAGE)
SCALE: 1/4" = 3'-0"

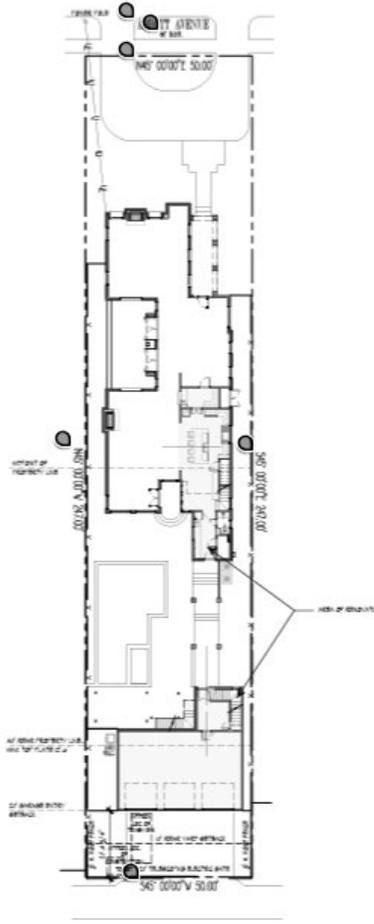
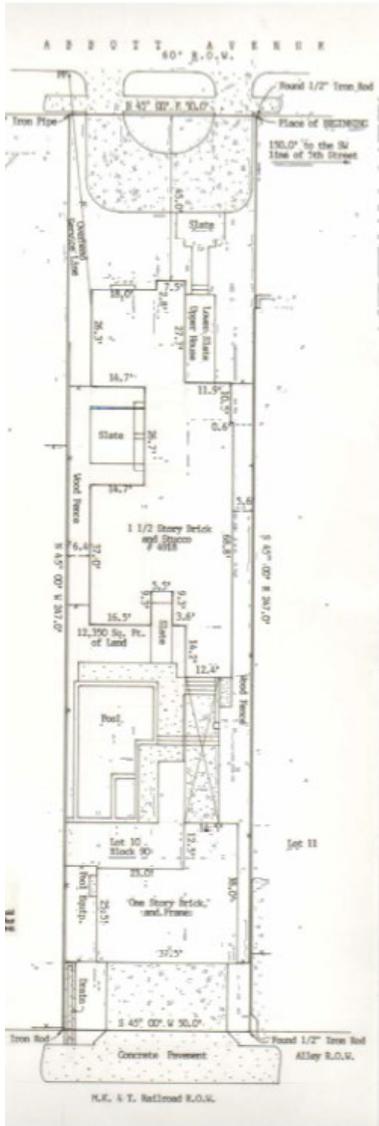


PROPOSED GARAGE 2ND LEVEL FLOOR PLAN
SCALE: 1/4" = 3'-0"



Town of Highland Park Board of Adjustment

Staff Report



SITE PLAN

AREA CALCULATIONS:

EXISTING:	
LEVEL 1 & 2:	5,352 S.F. CONDITIONED SPACE
GARAGE:	1,088 S.F. NON-CONDITIONED SPACE
TOTAL:	5,352 S.F. CONDITIONED SPACE (PER BCAD)
PROPOSED:	
LEVEL 1:	2,762 S.F. CONDITIONED SPACE
LEVEL 2:	2,688 S.F. CONDITIONED SPACE
GARAGE:	1,118 S.F. NON-CONDITIONED SPACE
FRONT PORCH:	192 S.F. NON-CONDITIONED SPACE
COVERED PATIO:	398 S.F. NON-CONDITIONED SPACE
COVERED WALKWAY:	393 S.F. NON-CONDITIONED SPACE
TOTAL:	5,457 S.F. CONDITIONED SPACE

LOT COVERAGE:	
LOT AREA:	12,359 S.F.
ALLOWABLE (40%):	4,944 S.F.
PROPOSED:	4,833 S.F.
MAX. LOT COVERAGE @ 40%:	4,940 S.F. $\geq 4,833$ S.F.

ZONING: DISTRICT D

LOT SIZE:	12,359 S.F.
REAR LOT COVERAGE:	3,038 S.F. 57% Max. Rear Lot Area (0.175 x L x W)
50% FROM MIDPOINT:	2,444 S.F.
BUILDING AREA:	3,038 S.F. $\geq 2,444$ S.F.
REAR LOT COVERAGE:	3,038 S.F. $\geq 2,444$ S.F.
FRONT YARD SETBACK:	30 FT.
SIDE YARD SETBACK:	10% LOT WIDTH (7 FT. MIN.)
REAR YARD SETBACK:	10 FT.
MAX. BUILDING HEIGHT:	35 FT.
MAX. ROOF PITCH:	12/12
MAX. ACCESSORY BLDG. HEIGHT:	25 FT.
MAX. REAR 40' PLATE HEIGHT:	12.5 FT.

LEGAL DESCRIPTION:

LOT 15, BLOCK 90 OF HIGHLAND PARK 4TH INSTALLMENT, AN ADDITION TO THE CITY OF HIGHLAND PARK, DALLAS COUNTY, TEXAS

SHEET INDEX

SHT No.	SHEET DESCRIPTION
ALAY	ALAY SITE PLAN, SURVEY, & SHEET INDEX
AL1	EXISTING SECOND FLOOR PLAN
AL2	EXISTING SECOND FLOOR PLAN / SCHEDULE
AL3	RENOVATED SECOND FLOOR PLAN
AL4	RENOVATED SECOND FLOOR PLAN
AL5	EXISTING / PROPOSED ROOF PLAN
AL6A	ELEVATIONS
AL6B	ELEVATIONS
AL6C	BUILDING SECTIONS
AL7	GROUND FLOOR / OVER PLAN
AL8	GROUND FLOOR / OVER PLAN
REVISION LOG	
REVISION No.	REVISION DESCRIPTION



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 5 – SITE PHOTO

