

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, AUGUST 5, 2025.

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

I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.

II. Mayor Pro Tem Don Snell gave the Invocation.

III. INTRODUCTION

Introduction of Sofia Shah and Rania Shah, Armstrong Elementary School students, "Mayor For a Day." Mayor Beecherl introduced Sofia Shah and Rania Shah, Armstrong Elementary School students and winners of "Mayor for a Day," a prize auctioned by a school fundraising event. Mayor for a Day Sofia and Rania Shah will assist Mayor Beecherl by reading out loud the agenda items throughout the Town Council Meeting.

IV. 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.

V. CONSENT AGENDA

On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve Items A. through E. 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 authorizing the Town Administrator to execute a contract with NewEdge Services, LLC to update the Town's Geographic Information System.*
- B. *Take action authorizing the Town Administrator to execute a professional services agreement for the 30" Wastewater Interceptor Improvement project between Wycliffe Avenue and Armstrong Avenue.*
- C. *Take action authorizing the Town Administrator to execute a construction contract for the Potomac Avenue/Auburndale Avenue Improvements.*
- D. *Take action on the minutes of the Town Council meeting held on July 1, 2025.*
- E. *Take action on the minutes of the Town Council study session held on July 1, 2025.*

VI. PUBLIC HEARING

A. Conduct a public hearing to receive comments from the public on the Proposed Budget and Plan of Municipal Services for Fiscal Year 2025-26 and take action to table approval until a future Town Council meeting. John Samford, Director of Finance, explained that the purpose of this public hearing is to provide a forum for public comments on the Proposed FY 2025-26 Combined Operating and Capital Budget ("Proposed Budget"). On June 27, 2025, the Town Administrator submitted the Proposed Budget to the Town Council and the Town Secretary, and it was also presented to the Finance and Audit Advisory Committee. The Texas Local Government Code requires that the Town hold a public hearing on the Proposed Budget. Mr. Samford presented a summary of the Proposed Budget. Mayor Beecherl opened the public hearing and invited comments. With no comments received, Mayor Beecherl closed the public hearing. On a motion made by Council Member Leland White, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to table approval of the Proposed Budget until the Town Council Meeting on Tuesday, September 2, 2025.

B. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lots 6A and 6B, Block 98, a replat of Lot 6, Block 98, Westpark, located at 4529 Fairway Street. Jeff Armstrong, AICP, Director of Community Development, explained that the applicant constructed a duplex structure at 4529 Fairway Street and sold the property to two different owners, essentially creating two attached single-family residences. However, the Zoning Ordinance still defines the structure as a duplex. Since the original lot is now under two separate ownerships, the proposal is to replat the property into two lots. Mr. Armstrong noted that nearly all properties along Fairway Avenue are duplexes, and the proposed replat would not alter the existing character of the area. Mayor Beecherl opened the public hearing and invited comments. Steve Noviello, 4545 Fairway Avenue, expressed concerns regarding the potential impact on density and inquired about the maximum number of unrelated individuals permitted to reside in the duplex in the proposed replat. In response, Mr. Armstrong explained that the duplex contains two dwelling units, with each unit allowing two unrelated individuals, for a total maximum of four. This limit would remain unchanged whether the replat is approved; therefore, the replat would have no effect on density. With no further comments, Mayor Beecherl closed the public hearing. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Leland White, the Town Council voted unanimously to approve a replat creating Lots 6A and 6B, Block 98, a replat of Lot 6, Block 98, Westpark, located at 4529 Fairway Street.

C. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lots 1A and 1B, Block 99, a replat of Lot 1, Block 99, Westpark, located at 4551 Westway Avenue. Jeff Armstrong, AICP, Director of Community Development, explained that the lot at 4551 Westway Avenue is currently vacant. The applicant proposes to construct a duplex and sell the property to two different owners, creating two attached single-family residences. However, the Zoning Ordinance still defines the structure as a duplex. Two separate ownerships require the lot to be replatted into two lots. Mr. Armstrong noted that the proposed replat would not alter the area's existing character or density. Mayor Beecherl opened the public hearing and invited comments. With no comments received, Mayor Beecherl closed the public hearing. On a motion made by Council Member Lydia Novakov, seconded by Council Member Leland White, the Town

Council voted unanimously to approve a replat creating Lots 1A and 1B, Block 99, a replat of Lot 1, Block 99, Westpark, located at 4551 Westway Avenue.

VII. MAIN AGENDA

A. Review, discuss, and take action on a resolution to approve a proposed property tax rate of \$0.199296 per \$100 of taxable assessed value and set a public hearing on the property tax rate to be held on Tuesday, September 2, 2025. John Samford, Director of Finance, explained that the Texas Property Tax Code requires a record vote by the governing body when a proposed tax rate exceeds the "no-new-revenue tax rate." Additionally, the governing body must also vote to place the proposal to adopt the rate on the agenda of a future meeting as an action item. Mr. Samford noted that this vote does not bind the governing body to adopt the proposed tax rate; however, should the Town Council later consider a different rate, it cannot be higher than the rate proposed in this vote. The Town's "no-new-revenue tax rate" is \$0.191974, and the "voter-approval tax rate" is \$0.199296 per \$100 taxable assessed valuation. The Town Council agreed that the voter-approved tax rate is sufficient. On a motion made by Council Member Leland White, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve the resolution proposing a property tax rate of \$0.199296 per \$100 of taxable assessed value and set a public hearing on the property tax rate, and consider its adoption at the regular Town Council Meeting to be held on Tuesday, September 2, 2025.

B. Review, discuss, and take action on a resolution designating certain named officials and employees of The Town of Highland Park, Texas as authorized signatories on all financial accounts of the Town. John Samford, Director of Finance, explained that the purpose of this resolution is to remove the prior Assistant Town Administrator from the Town's financial accounts, which include, but not limited to, depository (checking and savings), investment, financial, and trust accounts for the deposit and holding of Public Funds (collectively "Town Financial Accounts"). Certain financial institutions the Town does business with require a resolution from the governing body to update authorized signatories. Mr. Samford noted this resolution designates the Town Administrator and the Director of Finance as authorized signatories on all Town Financial Accounts. Further, it designates the Assistant Town Administrator or Interim Assistant Town Administrator as an authorized signatory should the Town Administrator appoint someone to either of those positions. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve the resolution designating certain named officials and employees of The Town of Highland Park, Texas as authorized signatories on all financial accounts of the Town.

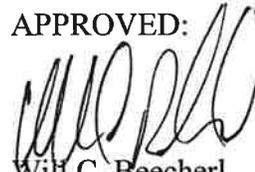
C. Review, discuss, and take action to approve a resolution appointing a Zoning Ordinance Advisory Committee for the purpose of assisting with the rewrite of the Zoning Ordinance of the Town of Highland Park. Jeff Armstrong, AICP, Director of Community Development, stated that at the October 20, 2024, Study Session, the Town Council authorized staff to retain a professional planning consultant to lead the Zoning Ordinance rewrite, and Kendig Keast Collaborative ("KKC") was selected. The Advisory Committee will support staff and KKC by evaluating key policy issues, offering feedback on draft materials, and providing community perspectives that reflect Highland Park's values and goals. Members will also help promote transparency, support community engagement, and ensure that the resulting ordinance reflects input from a broad range

of stakeholders. While their recommendations and feedback will inform Zoning Commission and Town Council deliberations, final authority for review, modification, and adoption of the new Zoning Ordinance will remain solely with the Town Council. The recommended committee membership, developed by the Mayor and Town Administrator, includes representatives from the Town Council, Zoning Commission, Board of Adjustment, residential and non-residential property owners, historic preservation interests, and the building and design community. The Town Council agreed that the proposed membership reflects a diverse range of interests and perspectives from across the community. On a motion made by Council Member Lydia Novakov, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve a resolution appointing a Zoning Ordinance Advisory Committee for the purpose of assisting with the rewrite of the Zoning Ordinance of the Town of Highland Park.

VIII. Mayor Beecherl adjourned the Town Council meeting at 8:43 a.m.

APPROVED on the 19th day of August 2025.

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Sofia Tarango
Administrative Assistant