

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, SEPTEMBER 10, 2025.

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

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 8:30 A.M.

II. MINUTES

Board Member Yoder, seconded by Board Member Hunsicker, created a motion to approve the May 14, 2025 and August 21, 2025 Minutes. The motion passed by unanimous vote.

III. PUBLIC HEARINGS

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 8601(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.

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. The subject property is Zoned C; Town's Zoning Ordinance limits flat/mansard roofs to 26-feet. The Town's Zoning Ordinance also specifies a maximum 25-foot height and 12.5-foot top plate height in the rear 40-feet of the property. Datum (height measurement reference) is average ground elevation at the front building line (515.59-feet above mean sea level). The lot has a substantial increase in elevation from front to back (approximately 3.5ft from building line to rear). Staff supports this request.

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

There was one letter in opposition of this request received by the Town.

Acting Chair McCulloch requested that the applicant present their case.

David Eitches, 4712 St. Johns, stated they have met with the neighbor to inform them of their request. The applicant emphasized the importance of ceiling heights for the home's marketability and family needs.

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.

Jordan Wallace, 3214 Dartmouth Avenue, expressed his appreciation for the consideration of the large oak trees with this design. Mr. Wallace does not believe this request is a disadvantage.

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

With no one to speak in opposition, Acting Chair McCulloch closed the public hearing at 9:02 A.M.

MOTION

Board Member Hunsicker created a motion, seconded by Alternate Board Member Rogers, to deny all three (3) requests. The motion passed by unanimous vote.

- 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.*

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. The property is Zoned D, which requires a minimum of 60-foot lot width, but the lot is currently 50-foot wide. The property borders the Dallas city limit line and the Katy Trail. The area across Katy Trail in Dallas is undergoing significant construction with taller buildings. The subject property is restricted to horizontal expansion due to setback and lot coverage requirements. At least five other lots on the block exceed the top plate height of 12.5-foot. Staff supports the 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.

Kaitlin & Zachary James, 4918 Abbott Avenue, displayed photos of the existing interior conditions as well as the proposed exterior height request. The applicant desires to add a guest suite/bedroom above the garage to mitigate privacy concern.

Acting Chair McCulloch thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 9:20 A.M.

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

With no one to speak in opposition, Acting Chair McCulloch closed the public hearing at 9:20 A.M.

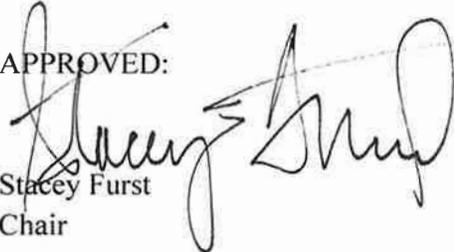
MOTION

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

IV. ADJOURNMENT

Acting Chair McCulloch adjourned the meeting at 9:23 A.M.

Approved on this 13 day of November 2025.

APPROVED:

Stacey Furst
Chair

ATTEST:

Serena Palomino
Permit Technician