



Town of Highland Park, Texas

TOWN COUNCIL MEETING A G E N D A

8:00 AM
April 23, 2024

4700 Drexel Drive, Highland Park TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. INTRODUCTIONS AND APPOINTMENTS

- A. Introduction of Alexander Drummer, Armstrong Elementary School student, "Mayor For a Day."
- B. Review, discuss, and consider approval of a resolution appointing a Town Attorney and authorizing the Town Administrator to execute an agreement for professional legal services.
- C. Administer Oath of Office to the Town Attorney.

IV. CITIZEN COMMENTS

This is an opportunity for the public to address the Town Council on any agenda or non-agenda items. In accordance with the Texas Open Meetings Act, the Town Council may not discuss issues raised or make any decision at this time on items that are not listed on the agenda. Issues raised may be referred to Town staff for research and possible future action.

V. PROCLAMATION

- A. The Mayor will read a proclamation recognizing April 14th - 20th, 2024, as National Public Safety Telecommunicator Week in the Town of Highland Park.

VI. PUBLIC HEARING

- A. Conduct a public hearing to receive public comments regarding a resident-initiated petition for designation of Resident-Only Parking on the 3500 block of Euclid Avenue.

VII. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- A. Consider approval of the minutes of the Special Town Council meeting held on April 1, 2024.

- B. Consider approval of the minutes of the Town Council meeting held on April 2, 2024.
- C. Consider approval of the minutes of the Town Council study session held on April 2, 2024.

VIII. MAIN AGENDA

- A. Review, discuss, and approve an ordinance designating "Resident-Only Parking" on the 3500 block of Euclid Avenue.

IX. CLOSED SESSION

- A. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

X. OPEN SESSION

- A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. above, shall be made, if any.

XI. 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. to 4:30 p.m., Monday through Friday.



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Administration

Presenter: Tobin E. Maples, AICP

TITLE

Review, discuss, and consider approval of a resolution appointing a Town Attorney and authorizing the Town Administrator to execute an agreement for professional legal services.

BACKGROUND

Section 6.01 of the Town Charter provides for the appointment of a Town Attorney to be the legal adviser of, and attorney for, all the offices and departments of the Town. The charter further provides for the Town Attorney to be appointed by the Mayor with the concurrence of the Town Council. Additionally, the Town Attorney shall serve at the discretion of the Town Council and shall receive for his or her services such compensation as may be fixed by the Town Council.

Earlier this year the Town solicited proposals from law firms to provide legal services to the Town on a regular basis. After evaluating the responses to the solicitation and conducting two rounds of interviews, the Town Administrator was authorized to negotiate the attached engagement agreement with Messer Fort, PLLC.

If the Town Council approves the resolution, Susan B. Thomas, PhD, and her firm Messer Fort, PLLC., will be appointed as the Town Attorney. Ms. Thomas will have the primary responsibility for providing and supervising legal services on behalf of the firm.

RECOMMENDATION

Staff recommends approval of the Resolution appointing Messer Fort, PLLC., as the Town Attorney and authorizing the Town Administrator to execute the agreement for professional legal services.

FINANCIAL IMPACT

The adopted 2023-24 Fiscal Year budget provides the necessary funding.

ATTACHMENTS:

File Name	Description
Res._004-24_-_Appointing_a_Town_Attorney__1.pdf	Proposed Resolution
Messer_Fort_Engagement_Letter_-_sig_SBT.pdf	Exhibit A

RESOLUTION NO. 004-24

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS APPOINTING A TOWN ATTORNEY.

WHEREAS, Section 6.01 of the Charter of the Town of Highland Park, Texas (the “Charter”) provides for the appointment of a Town Attorney to be legal adviser and to represent all offices and departments of the Town; and

WHEREAS, the Charter provides for the Town Attorney to be appointed by the Mayor with the concurrence of the Town Council; and

WHEREAS, the Charter further provides that the Town Attorney shall be an attorney licensed to practice in the State of Texas; and

WHEREAS, the Town Council of the Town of Highland Park believes that the appointed Town Attorney would best serve the interests of the Town of Highland Park if he/she specialized in the practice of municipal and local government law; and

WHEREAS, Susan B. Thomas, PhD, and the law firm of Messer Fort, PLLC., specialize in the practice of municipal and local government law;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Highland Park, Texas:

SECTION 1. THAT, pursuant to the provisions of Section 6.01 of the Charter, Susan B. Thomas is hereby appointed Town Attorney, and shall serve at the discretion of the Town Council.

SECTION 2. THAT, said Susan B. Thomas shall receive such compensation as determined by the Town Council in the official budget of the Town of Highland Park.

SECTION 3. THAT, the Town Council reserves the right to retain said law firm, Messer Fort, PLLC., to provide certain, additional legal services to the Town, with the Town compensating said law firm in accordance with the parties’ mutual agreement attached hereto as Exhibit A.

PASSED AND APPROVED by the Highland Park Town Council on the 23rd day of April 2024.

ATTEST:

APPROVED:

Joanna Mekeal
Town Secretary

Will C. Beecherl
Mayor



Exhibit A

April 16, 2024

VIA EMAIL: tmaples@hptx.org

Tobin E. Maples, Town Administrator
Town of Highland Park
4700 Drexel Drive
Highland Park, Texas 75205

RE: Town of Highland Park Legal Services Agreement

Dear Mr. Maples:

Messer Fort, PLLC (“M&F” or “Firm”) and I appreciate the opportunity to represent the Town of Highland Park in the capacity of Town Attorney. This letter outlines the specific terms of our engagement. If you have any questions about these matters, please call me.

1. **Client:** Our client will be the Town of Highland Park (“Town”). Our representation in this matter is limited to the Town and the term “Client” does not include, and we do not represent, any other entities or individuals. Throughout the term of this Agreement and at all times while performing services under this Agreement, the Firm will be a wholly independent contractor.
2. **Scope of Work:** The Town hereby engages M&F to perform Town Attorney services as may be requested by elected officials and employees of the Town; however, either party may request an addendum to this Agreement in a form mutually agreeable to the parties prior to the provision of additional services hereunder.
 - a. The Town Attorney will attend regular and special meetings of the Town Council, Zoning Commission, and the Board of Adjustment. From time to time, upon the request of the Town, the Town Attorney will attend a meeting of a committee of the Town Council.
 - b. The Town Attorney and Town Administrator will endeavor to meet weekly (in-person or by phone) to review the status and progress of all pending matters. The Town will only be charged for the time the Town Attorney spends on such meetings when the time exceeds three (3) hours per month. At the discretion of the Firm, such time may be included and described in invoices submitted to the Town; however, any such time, up to the three (3) hours, will be marked to indicate that there is no charge.
 - c. In connection with the meetings between the Town Attorney and Town Administrator and on other occasions, the Town Administrator may request from the Firm a written report that identifies the projects being handled for the Town by the Firm, describes the current status of each such project, sets interim dates by which significant phases or segments of

each project will be completed, and specifies a date by which each project will be fully completed.

- d. The Town Council or Town Administrator at any time may assign or reassign any legal matter to another firm or attorney in its and/or his/her discretion.

3. **Conflicts and Confidentiality:** M&F represents that it has reviewed its records and has no conflicts of interest involving the Town. M&F will do all within reason necessary to prevent and avoid any situation that might constitute a conflict. In the event a conflict arises, M&F shall promptly advise the Town of such, in writing, and shall notify the Town of M&F's proposal to resolve the conflict. Unless otherwise agreed to by the Town, the Firm

- a. will not represent (i) Dallas County, (ii) City of Dallas¹, (iii) City of University Park, (iv) Highland Park Independent School District, (vi) Dallas independent School District, or (vii) Dallas County Park Cities Municipal Utilities District.
- b. will not represent a client whose interest is adverse to the interest of the Town even if the matter in connection with which the Firm might represent that client is unrelated to any matter in which the Firm is representing the interest of the Town.
- c. will not disclose any confidential information of the Town to any other client even in a situation in which that information might have some bearing on that client's interests. Likewise, the Firm will not disclose confidential information of any other client to the Town, even in a situation in which that information might have some bearing on the Town's interest, and the Town agrees that the Firm is under no obligation to do so.

4. **Personnel:** M&F has over twenty attorneys, including six partners, in its North Texas office and three partners in its Austin office. Susan Thomas will have the primary responsibility for providing or supervising services for the Town. Other M&F lawyers and legal assistants may be involved when M&F believes it would be beneficial or is necessary to serve the Town, but Susan Thomas will be the primary contact on matters assigned to M&F under this Engagement Agreement. Attorney resumes can be viewed at www.txmunicipallaw.com.

5. **Results:** Any views M&F expresses about a likely outcome are only expressions of judgment, we do not make representations or guarantees to the Town as to the probability of ultimate success or any particular result. The Town acknowledges and agrees that M&F's entitlement to payment for fees and expenses shall not be contingent upon the results obtained or the final disposition of the services for which M&F has been retained.

6. **Records:** The Town should retain all originals and copies of documents the Town desires for future reference. At its expense, M&F will retain its file(s) for a period of seven (7) years from the date a client-matter is concluded, but ultimately the file will be destroyed in accordance with our record retention schedule. If for any reason M&F dissolves or stops its business activities, the Firm will notify the Town and provide it with an opportunity to take possession of its Client Files. Any charges presented to the Town in connection with the delivery of Client Files will not exceed the actual costs incurred for the delivery. The Town recognizes that working papers shall be assembled and

¹ Save and except for employment, employee defense, and Board of Adjustment Cases as periodically contracted by the City of Dallas.

accumulated by M&F in connection with this representation, and that same shall belong to and remain the property of M&F.

7. **Litigation Matters:** M&F will represent/defend the Town in lawsuits upon the request of the Town. Likewise, M&F will initiate litigation only at the request of the Town. Ashley Saenz will serve as the prosecutor in the Town's Municipal Court, unless directed otherwise by the Town. This Agreement does not obligate the Town to refer to M&F any legal matter in connection with which it seeks legal services. At all times the Town may refer any legal matter to whichever firm or attorney it may deem appropriate in its sole discretion.
8. **Fees:** M&F shall bill the Town monthly for services rendered and expenses incurred, in the manner agreed to herein, until such time as this Agreement has expired by its own terms or has been terminated. M&F shall separate invoices as requested by the Town. Attorney's fees are based upon a consideration of time and labor involved, the skill requisite to perform the services properly, the preclusion of other employment by M&F due to acceptance of the matters identified herein, time limitations imposed by the Town or other circumstances, results achieved, experience, reputation and ability, extraordinary time requirements, and M&F's hourly rates. The Firm will bill the Town at the following hourly rates:

	General Counsel	Prosecution	Employment	Litigation	Environmental²
Attorneys	\$250	\$200	\$325	\$325	\$325
Law Clerks & Planners	\$150	\$150	\$150	\$150	\$150
Paralegal Support	\$95	\$95	\$95	\$95	\$95

Time for legal work and travel³ is billed in tenth of an hour increments, as follows:

.1 = 6 minutes	.5 = 30 minutes	.9 = 54 minutes
.2 = 12 minutes	.6 = 36 minutes	1.0 = 60 minutes
.3 = 18 minutes	.7 = 42 minutes	
.4 = 24 minutes	.8 = 48 minutes	

Opinion letters for bonds are a flat fee paid from the bond proceeds, if requested. Market rates (non-governmental) will be charged when the Town is fully reimbursed for legal expenses, such as by a developer or a debt issuance, if applicable. The Town understands that the costs of services can be estimated in advance on a per case basis, but no particular amount is guaranteed as the amount of time necessary to spend on a legal matter can be influenced by the actions of third parties. The Town further understands that M&F may propose hourly rates be modestly increased from time to time, but that any annual increase shall be no more than six (6%) percent of the current rate. As directed by Town Council, the Town Administrator is hereby authorized to negotiate and agree to hourly rates on an annual basis.

² Includes attorney services requiring specialized expertise in matters governed by utility and environmental regulatory agencies of the state such as the Public Utility Commission of Texas (PUCT) and the Texas Commission of Environmental Quality (TCEQ).

³ Travel for regularly scheduled meetings of the Town Council, Zoning Commission, Board of Adjustment meetings, and meetings of a committee of the Town Council will not be billed.

9. **Billing Practices and Payment:** M&F bills for matters on a monthly basis, and payment is due within 30 days of receipt of the invoice. We do not bill for expenses associated with our representation except for filing and recording fees, litigation costs, copy costs, research database costs, and charges for extraordinary items which may be generated by the particular demands of the project involved. The amount charged, if any, by M&F for expenses it incurs will be the amount of the actual cost incurred without any mark-up.

If experts or consultants are retained or if other support services are required, e.g., mediators, engineers, court reporters, investigators, etc., these individuals or firms will be retained based upon the Town's consent or directly by the Town. The Town will be responsible for paying the fees of these individuals or firms, and such payments should be made within thirty days of receipt of their invoice or M&F's invoice containing the charges for the third party. We will advise these individuals or firms that they are being retained by and for the benefit of the Town and that the Town is responsible for payment of their fees.

If the Town has a question about M&F's billing procedures or statements, please ask Susan Thomas. M&F prefers that questions be raised as soon as possible so that we can address the concerns and be certain the Town understands our procedures and our statements and is fully satisfied with them.

10. **Term and Termination:** Unless terminated earlier as permitted in paragraph ten (10) herein, the term of this Agreement shall be for a term of two (2) years beginning from the date this Agreement is executed by the Town as directed by the Town Council. At the conclusion of the annual performance evaluation period provided for in Paragraph eleven (11) herein the parties may agree, in writing, to extend this Agreement for an additional period on the same terms and conditions. Either party may terminate our representation at any time by notifying the other in writing. In either case, M&F's withdrawal will be accomplished pursuant to applicable ethical requirements. Upon termination of the representation, the Town will be obligated to pay for all services rendered and expenses incurred to the date of termination.

11. **Performance Evaluation and Amendments/Modifications:** The Town Council shall review M&F's job performance at least once annually, and subsequent annual reviews as set by the Town Council. The Town Council shall provide M&F with a reasonable and adequate opportunity to discuss with the Town Council and/or respond to the Town Council's evaluation. The Town and M&F may amend or modify this Agreement so long as such amendment or modification is reduced to writing and is mutually agreed upon by the Town and M&F.

12. **Liability Insurance Coverage:** M&F will procure and maintain for the duration of this Agreement professional liability insurance coverage against claims and damages arising from or related to any services rendered by the Firm for the Town. Such coverage will have a limit of no less than \$1 million per occurrence or claim and aggregate coverage of no less than \$2 million.

- a. With respect to the Town, its officials, employees, and volunteers, the Firm's insurance coverage shall be primary insurance for any claims or damages arising from or related to this Agreement or services rendered pursuant thereto. Any insurance or self-insurance

maintained by the Town its officials, employees, or volunteers shall be in excess of the Firm's insurance and shall not contribute with it.

- b. M&F will arrange for professional liability insurance coverage required by this Agreement to include the Town as an additional insured for claims arising from, or related to any services rendered by M&F for the Town.
- c. Upon request by the Town, M&F shall furnish to the Town original certificates and amendatory endorsements or copies of the applicable policy language affecting coverage required by this Agreement. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

13. Independent Legal Review: M&F has written this engagement letter on its own behalf. Please feel free to seek independent legal advice from legal counsel of your choosing in order to review this engagement letter. M&F wishes to provide you ample opportunity to consult with independent counsel; we do not require that you return a signed copy of this letter immediately.

14. Attorney Complaint Information: M&F intends to maintain the highest standard of ethical conduct towards the Town and others as set out and enforced by the State Bar of Texas. If for any reason the Town believes an attorney in M&F has violated the written rules of professional conduct for lawyers and/or has questions prior to filing a grievance, the Town may either contact the Office of the Chief Disciplinary Counsel of the State Bar of Texas by calling 1-866-224-5999 (toll free) or writing to P.O. Box 12487, Austin, Texas 78711-2487. Please note that by signing the grievance form any attorney-client privilege, which would otherwise keep discussions between your attorney and you confidential, will be waived.

15. Press Inquiries: From time to time, we may receive media inquiries concerning the Town. Applicable ethical requirements may preclude or limit our response to those inquiries. Subject to ethical limitations, M&F will abide by your instructions concerning whether and in what manner we respond to media inquiries. In the absence of specific instructions, we will respond to such inquiries in accordance with our best judgment, revealing non-confidential information when it is ethical to do so and appears to advance the Town's interests. M&F will advise the Town Administrator of any and all media inquiries received pertaining to the Town.

16. Electronic Mail: In the course of our representation, we may have occasion to communicate with you or with others by electronic mail. Such communications will not be encrypted. Although interception of such communications by a third party would constitute a violation of federal law, we can offer no assurance that such interception will not occur. We will abide by any instructions you may give us concerning electronic mail communications; in the absence of such instructions, we will use our own judgment regarding the advisability of using such means of communication.

17. Miscellaneous: Duplicate counterparts of this Agreement may be or may have been executed by the parties hereto. Each such executed copy or counterpart shall have the full force and effect of an original executed instrument.

Any notice or communication required or permitted hereunder shall be in writing, and shall be sent by (a) personal delivery (provided that such delivery is confirmed by the courier delivery service), or (b)

expedited delivery service with proof of delivery, or by United States mail, postage pre-paid, registered or certified mail, or (c) pre-paid facsimile, addressed as follows:

If to the Town of Highland Park:

Town of Highland Park
Attn: Tobin E. Maples, Town Administrator
4700 Drexel Drive
Highland Park, Texas 75205
tmaples@hptx.org

If to M&F:

Messer Fort, PLLC
Attn: Susan B. Thomas, PhD
6371 Preston Road, Ste 200
Frisco, TX 75034
susan@txmunicipallaw.com

or to such other address or for the attention of such other person as thereafter shall be designated in writing by the applicable parties sent in accordance herewith. Any such notice or communication shall be deemed to have been given at either the time of personal delivery or, in the case of delivery service or certified or registered mail, as of the date of deposit or delivery to the United States Postal Service or expedited delivery service in the manner provided herein, or, in the case of facsimile, upon receipt. Any notice required by this Agreement shall be void and of no effect unless given in accordance with the provisions of this paragraph. Either party hereto may change the address for notice specified above for giving the other party two (2) days' advance, written notice of such change of address.

This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Dallas County, Texas. This Agreement is executed by the authorized agent of the Town and M&F, effective from the date executed by the Town as directed by the Town Council.

18. **Texas Lawyer's Creed:** On November 7, 1989, the Texas Supreme Court adopted the Texas Lawyer's Creed - a Mandate for Professionalism. Paragraph II, subparagraph 1 of the Creed requires us to advise you of its contents when we undertake representation. A copy of the Creed is available for your review at <https://www.legalethictexas.com/texas-lawyers-creed-details/>.

If the Town agrees with the foregoing, please sign and return one enclosed copy of this letter and retain the other copy for your records to be effective upon execution.

Again, we appreciate you engaging Messer Fort, PLLC to represent you and we look forward to working with you and establishing a mutually beneficial relationship.

Sincerely yours,

Messer Fort, PLLC



Susan B. Thomas, PhD

THE TOWN OF HIGHLAND PARK AGREES TO RETAIN MESSER FORT, PLLC ON THE FOREGOING TERMS.

Tobin E. Maples, Town Administrator
Town of Highland Park

Date



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Town Council

Presenter: Mayor Will C. Beecherl

TITLE

Administer Oath of Office to the Town Attorney.

BACKGROUND

Pending the approval of a resolution and an agreement for professional legal services, the Town Council will appoint Susan Thomas PhD, and her law firm, Messer Fort, PLLC, as the Town Attorney.

RECOMMENDATION

None.

FINANCIAL IMPACT

None.

ATTACHMENTS:

File Name	Description
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No Attachments Available



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Department of Public Safety

Presenter: Director Chuck McGinnis

TITLE

The Mayor will read a proclamation recognizing April 14th - 20th, 2024, as National Public Safety Telecommunicator Week in the Town of Highland Park.

BACKGROUND

Each year, the second full week of April is dedicated to those individuals who serve as Public Safety Telecommunicators. What was first conceived by Patricia Anderson of the Contra Costa County California Sheriff's Office in 1981, was observed only at that agency for three years. Members of the Virginia and North Carolina chapters of the Association of Public Safety Communications Officials ("APCO") became involved in the mid-1980s. By the early 1990s, the national APCO organization convinced Congress of the need for formal proclamation. Representative Edward J. Markey (D-Mass.) introduced H.J. Res. 284 creating "National Public Safety Telecommunicators Week." According to Congressional procedure, it was introduced twice again in 1993 and 1994, and then became permanent without the need for yearly introduction.

The official name of the week when originally introduced in Congress in 1991 was "National Public Safety Telecommunicators Week." In the intervening years, it has been known by several other names, including "National Public Safety Telecommunications Week," and "International Public Safety Telecommunicators Week." The Congressional resolution also stated that there were more than "500,000 telecommunications specialists" assisting first responders across the country. With all the work that first responders do daily, one may never know if a Telecommunicator will be recognized for their part in saving a life or talking to a person who is having the worst day of their life. Through everything, our Telecommunicators work diligently to provide the backup and services that our Public Safety Officers need, all while being that friendly, calm voice on the other end of that "911" call until help arrives.

Due to the timing of council meetings, this proclamation is being read one week after the dedicated week. However, our Telecommunication specialists were celebrated the entire week of April 14-20, with great appreciation. Also, on April 17, an appreciation lunch was hosted by SMU PD for area wide Telecommunicators. This is now an annual tradition that was started right here in Highland Park and will hopefully carry on to different jurisdictions in the future creating a network and a bond for area specialists.

RECOMMENDATION

None.

FINANCIAL IMPACT

None.

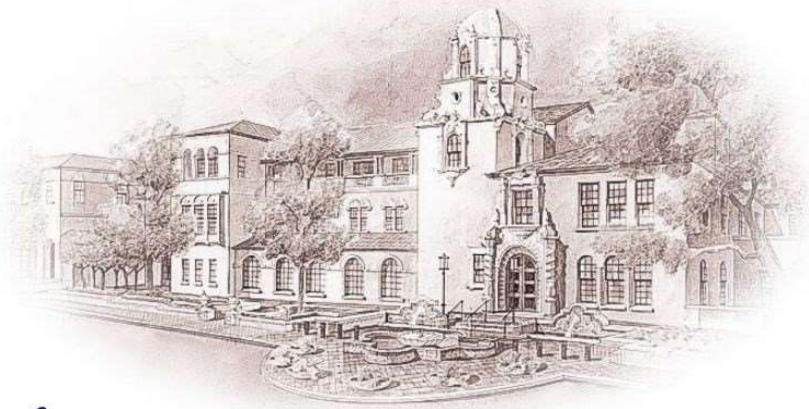
ATTACHMENTS:

File Name

Proclamation_-_Telecommunicators_Week_2024.pdf

Description

2024 Proclamation



Proclamation

Town of Highland Park, Texas

WHEREAS, emergencies that require police, fire, or emergency medical services can occur at any time; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and the preservation of property; and

WHEREAS, the Public Safety Telecommunicators of the Communications Division of the Highland Park Department of Public Safety has contributed substantially to the apprehension of criminals, suppression of fires, and the preservation of patients; and

WHEREAS, all of the Town's Public Safety Telecommunicators, the unseen first responders, have provided critical assistance to our residents in times of great need, and their specialized skills and calm presence are invaluable to the Town of Highland Park;

NOW, THEREFORE, on behalf of the Town Council of the Town of Highland Park, Texas, I hereby proclaim the week of April 14-20, 2024, as

"National Public Safety Telecommunicators Week"

in the Town of Highland Park, Texas, and encourage our citizens to consider the many ways in which our quality of life is enhanced through their efforts.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Highland Park, Texas to be affixed hereto on this the 23rd day of April 2024.

Will C. Beecherl
Mayor



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Department of Public Safety

Presenter: Assistant Director Wayne Kilmer

TITLE

Conduct a public hearing to receive public comments regarding a resident-initiated petition for designation of Resident-Only Parking on the 3500 block of Euclid Avenue.

BACKGROUND

The Town is in receipt of a petition for the 3500 block of Euclid Avenue to be deemed Resident-Only Parking. The Town Council will conduct a public hearing at 8:00 a.m. on April 23, 2024, at which time, interested parties and citizens will have the opportunity to comment on this matter.

RECOMMENDATION

None

FINANCIAL IMPACT

None

ATTACHMENTS:

File Name	Description
Public_Hearing_Flyer.docx	Mailer to surrounding area of 35 Euclid

MAYOR
Will C. Beecherl
MAYOR PRO TEM
Craig Penfold
TOWN ADMINISTRATOR
Tobin Maples



TOWN COUNCIL
MEMBERS
Marc Myers
Lydia Novakov
Don Snell
Leland White

The Town Council will conduct a public hearing at 8:00 a.m. on Tuesday, April 23, 2024, to consider a request to create a Resident-Only Parking Area in the 3500 block of Euclid Avenue. The agenda and online meeting details are available on the Town's website www.hptx.org/agenda.

The public may also email their comment to the Town Secretary by 3:00 pm on Monday, April 22, 2024, townsecretary@hptx.org. Please make sure to include your name and address in the body of the email, along with your comment pertaining to an item on the agenda.

Residents of the 3500 block of Euclid Avenue have petitioned the Town Council to establish a Residential-Only Parking Program under Sec. 12.07.149, Ordinance 1976, of the Town of Highland Park.

Sec. 12.07.153 of the Code of Ordinances includes the process for modifying a Resident-Only parking area; and the Town is in receipt of a petition to designate the 3500 block of Euclid Avenue as Resident-Only parking.

For additional information regarding this application, contact Assistant Director of Public Safety Wayne Kilmer at (214) 559-9411 or wkilmer@hpdps.org. All interested parties are invited to attend the public hearing, located at Town Hall, 4700 Drexel Drive.

Wayne Kilmer
Assistant Director of Public Safety



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Special Town Council meeting held on April 1, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-04-01_Special_Meeting_Minutes.pdf	Special Meeting Minutes 2024-04-01

MINUTES OF A SPECIAL MEETING OF THE TOWN COUNCIL OF THE TOWN OF
HIGHLAND PARK, TEXAS, HELD AT 5950 SHERRY LANE, SUITE 700, DALLAS, TEXAS
75225, AT 3:00 P.M. ON MONDAY, APRIL 1, 2024.

Present at the meeting were Mayor Will C. Beecherl, Mayor Pro Tem Craig Penfold, Town Council Members Marc Myers, Lydia Novakov, Don Snell, Leland White, and Town Administrator Tobin Maples, AICP.

Mayor Will C. Beecherl called the meeting to order at 3:00 p.m.

CLOSED SESSION

- 1. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into a closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.*

Mayor Will C. Beecherl recessed the special Town Council meeting at 3:00 p.m. and convened into a closed session pursuant to Section 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Will C. Beecherl ended the closed session at 4:55 p.m. and reconvened the special meeting in open session at 4:55 p.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. above shall be made. No action was taken.

Mayor Beecherl adjourned the meeting at 4:55 p.m.

APPROVED on this 23rd day of April 2024.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council meeting held on April 2, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-4-02_TC_Minutes.pdf	Minutes of the April 2, 2024 Town Council Meeting

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, APRIL 2, 2024.

Present at the meeting were Mayor Will C. Beecherl, Mayor Pro Tem Craig Penfold, and Town Council Members Marc Myers, Lydia Novakov, Don Snell, and Leland White.

Council Member White gave the Invocation.

Mayor Beecherl asked if anyone wished to address the Town Council and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Issues raised may be referred to staff for research and possible future action. There was no comment.

PROCLAMATION

Mayor Beecherl read and presented a proclamation to Mayor Thomas H. Stewart, City of University Park, recognizing April 12, 2024, as the City of University Park's Centennial anniversary. Mayor Stewart thanked the Mayor and the Town Council for the recognition.

Mayor Beecherl read and presented a proclamation to the Library Department recognizing April 23 - 29, 2024, as National Library Week in the Town of Highland Park. Mayor Beecherl thanked the Library staff for all their hard work. Kortney Nelson, Town Librarian, thanked the Town staff and Town Council for their support.

CONSENT AGENDA

On a motion by Mayor Pro Tem Craig Penfold, seconded by Council Member Marc Myers, the Town Council voted unanimously to approve Items A. through C. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that the Town Council reviewed these items prior to the meeting.

- A. Consider approval of the minutes of the Town Council meeting held on March 19, 2024.*
- B. Consider approval of the minutes of the Town Council study session held on March 19, 2024.*
- C. Consider approval of the minutes of the Special Town Council meeting held on March 26, 2024.*

RECOGNITION

Promotional recognition of officers in the Department of Public Safety. Chuck McGinnis, Director of Public Safety, explained that there are two occasions when an officer gets a new badge presented to them. The first is when they graduate from the police academy, and the second is when they receive a promotion. Josh Gonzales, Scott Ferguson, Jeff Ramos, and Adren Allen were promoted to the rank of sergeant. Aaron Wallace and Jason Findley were promoted to the rank of lieutenant. Randy Riddle and Chance Watson were promoted to the rank of captain. All officers were pinned by their spouses. Chief McGinnis added that each officer had demonstrated exceptional leadership and dedication to the Department of Public Safety and the community.

Mayor Beecherl adjourned the Town Council meeting at 8:13 a.m.

Approved on this the 23rd day of April 2024.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Town Secretary

Presenter: Joanna Mekeal

TITLE

Consider approval of the minutes of the Town Council study session held on April 2, 2024.

BACKGROUND

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS:

File Name	Description
2024-4-02_TCSS_Minutes.pdf	Minutes of the April 2, 2024 Town Council study session

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:18 A.M. ON TUESDAY, APRIL 2, 2024.

Present at the meeting were Mayor Will C. Beecherl, Mayor Pro Tem Craig Penfold, Town Council Members Marc Myers, Lydia Novakov, Don Snell, and Leland White.

Future Agenda Discussion

Review, discuss, and consider a request to extend the construction timeframe for a new single-family home currently under construction at 3801 Maplewood Avenue. Chelsey Gordon, Assistant Director of Development Services, explained that the property owner at 3801 Maplewood Avenue is requesting a six-month building permit extension for a total construction time of 30 months. The initial building permit was issued on April 18, 2022. Town staff completed progress checks throughout the project as required by the Town ordinance. At the 21-month progress inspection in January 2024, it was noted that the project was behind schedule. The contractor was notified that an extension would be necessary. Rather than granting an administrative extension, staff opted to schedule the request for a Town Council permit extension. In response to a question raised by Council Member Snell, Matt Cain, General Contractor of Tatum Brown Custom Homes, identified that the additional time is due to the unique construction requirements of the home, specifically its three-coat plaster interior walls that require the roof to be loaded prior to beginning. The roof was delayed due to weather, thus delaying the interior wall work. Additionally, there is a delay in the site work due to not receiving site work plans until February 2024, significantly later than anticipated. Ms. Gordon added that the Town had received one call from a neighbor who shared that they were concerned about the parking. Alan Vorwald, the property owner, said he would like this house completed as soon as possible and would contact the neighbor who called with the parking concern. On a motion made by Council Member Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve the request to extend the construction timeframe for a new single-family home currently under construction at 3801 Maplewood Avenue using the existing fee structure.

Review, discuss, and consider approval of a professional services agreement with Kimley-Horn and Associates Inc., to update the Town's Pavement Asset Management Program. Lori Chapin, P.E., Director of Engineering, explained that the Pavement Asset Management Program ("PAMP") helps facilitate decisions regarding where and when to invest the allocated capital funds to maintain the street system. Christiana Noskin, Project Manager at Kimley-Horn and Associates Inc., explained that in 2019, the Town and Kimley-Horn developed a PAMP to include the identification of the existing pavement network and condition of each roadway and recommend the types of improvements and anticipated cost. Staff has utilized this information for capital improvement, annual resurfacing, and preservation seal projects for the past five years. Ms. Noskin reviewed the five-step process of pavement with the end goal of keeping the roads in good condition. The five-step process includes: (1) Take inventory of all the roads or other assets to be included in the plan; (2) Gather data from the pavement segments to understand the condition of each segment; (3) Outline the work that needs to be completed; (4) Determine when the work needs to be finalized; and (5) Confirm the cost. In response to a question raised by Mayor Pro Tem Penfold, Ms. Chapin confirmed that funding would be derived from the Capital Improvement Plan ("CIP"), which includes \$75,000 for the PAMP update. The difference between the budgeted and actual amounts, \$14,500, will be absorbed within the CIP. The total cost of the update is \$89,500.

On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Craig Penfold, the Town Council unanimously voted to approve a professional services agreement with Kimley-Horn and Associates Inc., to update the Town's Pavement Asset Management Program.

Review, discuss, and consider approval of a contract for the FY 2024 Street Resurfacing project. Lori Chapin, P.E., Director of Engineering, explained that as part of the annual street resurfacing program, staff will select, review, and prioritize streets based on specific pavement evaluation criteria and its rating per the Pavement Asset Management Plan. Pavement Condition Index ("PCI") values indicate the types of problems on the road surface and offer guidance on the kind of work needed to fix the problem. A PCI value of '100' denotes a road in excellent condition, while '0' represents a wholly failed road. The streets identified for FY 2024 resurfacing include the 4200 block of Fairfax Avenue (Douglas Avenue to Preston Road), 5500-5800 blocks of High School Avenue (Mockingbird Lane to North Town Limits), 4400-4500 blocks of Southern Avenue (Roland Avenue to Armstrong Parkway), 3500-3700 blocks of Lexington Avenue (St. Johns Drive to Abbott Avenue), 3900-4000 blocks of Lexington Avenue (Lakeside Drive to Drexel Drive), and the 4300 block of Prescott Avenue (Oak Lawn Avenue to Lakeside Drive). Ms. Chapin added that staff recommends approval of a contract with Dustrol, Inc. for \$73,994.22 for milling asphalt surfaces and with TexasBit for \$257,133.44 for the asphalt overlay for a total resurfacing amount of \$331,127.66. In response to a question raised by Council Member Novakov, Ms. Chapin confirmed that residents who resided on the blocks would be notified of the construction. On a motion made by Mayor Pro Tem Craig Penfold, seconded by Council Member Don Snell, the Town Council unanimously voted to approve a contract for the FY 2024 Street Resurfacing project.

Review, discuss, and consider approval authorizing an annual amount of up to \$300,000 with the Pavement Doctor Corp., LLC for the preservation seal program. Lori Chapin, P.E., Director of Engineering, stated that as part of the ongoing work in extending the life of asphalt streets, Town staff researched various methods to preserve and extend the life of the asphalt pavement. Staff began using preservation seal on the Town's roadways in 2018. To date, the preservation seal has been utilized for 120 blocks, applying to newly resurfaced roadways and roadways with a PCI score near 80 and above. This year's seal includes approximately 260,000 square feet for Preston Road from Armstrong Avenue to the north Town limit line and Mockingbird Lane from Hillcrest Avenue to Airline Road. Staff recommends approval authorizing an increase in the annual amount of up to \$300,000, based on a unit price of \$0.23/square foot with the Pavement Doctor Corp., LLC for the pavement preservation seal program. On a motion made by Council Member Marc Myers, seconded by Council Member Leland White, the Town Council unanimously voted to approve authorizing an annual amount of up to \$300,000 with the Pavement Doctor Corp., LLC for the preservation seal program.

Review and discuss final design and construction timeline of Prather Park Pickleball Courts. Chelsey Gordon, M.P.A., Assistant Director of Development Services, explained that in February 2023, the Town engaged Kimley-Horn Associates, Inc. to provide design and bid package preparation for Phase I of the Hackberry Creek Corridor Improvements, which included redesigning Tennis Court #1. At the Study Session on August 15, 2023, the Town Council directed staff to design four pickleball courts where Tennis Court #1 is currently located. While slightly more extensive than required for a regulation court, this allows flexibility to revert the court to tennis should pickleball lose popularity. With the new footprint, additional retaining walls were needed to preserve the integrity of the rock slope and landscape in and around the court. In

addition, the final design provides a flagstone path to an additional seat wall area along the west side of the court. This pathway will be constructed along the court's northern edge to direct players waiting for a court. Due to the court's proximity to Hackberry Creek, this design includes wall and sidewalk improvements along and near the eastern edge of the court that were initially identified within the Hackberry Phase 2 Project. This will prevent future removals or disturbances to the court and adjacent sidewalk. The final design includes four individual pickleball courts, a ledge stone wall, ledge stone style bench seating, a flagstone path on the north side of the court, sidewalk improvements, a park bench and bench pad, an improved creek wall, and landscaping. The project was scheduled for completion in late summer/early fall 2024, but due to the addition of the retaining walls and creek walls, 100% of the design was completed later than anticipated. The project is scheduled to be completed by spring of 2025. In response to a question raised by Council Member Novakov, Ms. Gordon explained that the court is ADA-accessible. The Engineer's Opinion of Probable Construction Costs for the pickleball court is \$1,015,000. In response to a question raised by Council Member White, Steven Alexander, Assistant Town Administrator, explained that the creek wall improvements are estimated at \$275,000. The Fiscal Year 2024 Adopted Budget includes \$650,000 for Tennis Court Improvements. Additional funding for the project is available from cost savings in the Lakeside Park Project as well as from the Exall Dredging project which will be completed at a later date. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

Review and discuss a petition from residents requesting "Resident-only Parking" on the 3500 block of Euclid Avenue. Wayne Kilmer, Assistant Director of Public Safety, explained that the residents of the 3500 block of Euclid Avenue have requested that the Town Council designate the 3500 block of Euclid Avenue as "Resident-Only Parking." Residents have become increasingly concerned as the parking challenges have worsened. Construction activity and other parking restrictions in the area have caused residents to experience increased traffic and parking challenges as workers and patrons use the street for parking. All residents of the 3500 block of Euclid Avenue have petitioned the Town Council to establish a Resident-Only Parking Program under Sec. 12.07.183, Ordinance 1976, of the Town of Highland Park. The Town has received the petition to designate the 3500 block of Euclid Avenue as "Resident-Only Parking." In response to a question raised by Council Member Snell, Assistant Chief Kilmer stated that the Town Council has the authority to approve the request. The Town Council has the authority to revoke the "Resident-Only Parking" designation. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council meeting agenda. The Mayor asked if any Town Council Member would like to request an item be placed on a future Town Council study session agenda for discussion or consideration. No comment was made.

Reports

Review and discuss the management plan for the Westside Court apartment complex located at 5000 Holland Avenue, Highland Park, Texas. Tobin Maples, A.I.C.P., Town Administrator, introduced Seth Bame, President of Indio Partners, LP. On January 17, 2024, the Town entered into an agreement with Indio Partners to provide operation, direction, management, and supervision services to the Westside Court apartment complex. Mr. Bame explained that the Westside Court apartment complex is 56% occupied. Notices to vacate have been sent to the

tenants. One tenant is scheduled to move out this week, four are searching for a new place to live, and four have not indicated. The plan is to have the building empty by the end of the year, which is achievable and can be accelerated should that be desired. In response to a question raised by Mayor Pro Tem Penfold, Mr. Bame explained the tenants have all signed Texas-style leases. Mayor Beecherl asked the Town Council if they had any questions, to which there were none.

CLOSED SESSION

1. In accordance with Texas Government Code Chapter 551, Subchapter D Section 551.089 - DELIBERATION REGARDING TOWN SECURITY – the Town Council will convene into closed session to deliberate the deployment, or specific occasions for implementation, of security devices; specifically, the Town’s cyber security policies, procedures, and technology.
2. In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.071 - CONSULTATION WITH ATTORNEY - the Town Council will convene into closed session for consultation with and legal advice from the Town Attorney regarding pending or contemplated litigation (Highland Park Department of Public Safety).
3. In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Beecherl recessed the study session at 9:29 a.m. Mayor Beecherl convened a closed session at 9:32 a.m., pursuant to: (1) In accordance with Texas Government Code Chapter 551, Subchapter D Section 551.089 - DELIBERATION REGARDING TOWN SECURITY – the Town Council will convene into closed session to deliberate the deployment, or specific occasions for implementation, of security devices; specifically, the Town’s cyber security policies, procedures, and technology; (2) In accordance with the Texas Government Code Chapter 551, Subchapter D, Section 551.071 - CONSULTATION WITH ATTORNEY - the Town Council will convene into closed session for consultation with and legal advice from the Town Attorney regarding pending or contemplated litigation (Highland Park Department of Public Safety); and (3) In accordance with Texas Government Code Chapter 551, Subchapter D, Section 551.074 – PERSONNEL MATTERS – the Town Council will convene into closed session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Town Attorney.

Mayor Beecherl ended the closed session at 9:57 a.m., and reconvened the study session in open session at 9:57 a.m. No final action, decision, or vote was taken during the closed session.

OPEN SESSION

1. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 1. above shall be made, if any. No motion was made.
2. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 2. above shall be made, if any. No motion was made.

3. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item 3. above shall be made, if any. No motion was made.

Mayor Beecherl adjourned the meeting at 9:58 a.m.

APPROVED on this 23rd day of April 2024.

APPROVED:

ATTEST:

Will C. Beecherl
Mayor

Joanna Mekeal
Town Secretary



TOWN OF HIGHLAND PARK

Agenda Briefing

Council Meeting: April 23, 2024

Department: Department of Public Safety

Presenter: Assistant Director Wayne Kilmer

TITLE

Review, discuss, and approve an ordinance designating "Resident-Only Parking" on the 3500 block of Euclid Avenue.

BACKGROUND

Residents of the 3500 block of Euclid Avenue have requested that the Town Council designate the 3500 block of Euclid Avenue as "Resident-only parking."

Residents have become increasingly concerned as the parking challenges have worsened recently due to construction in the area. This construction activity, as well as other parking restrictions in the area, have caused residents to experience increased traffic and parking challenges as workers and patrons use their street for parking.

Residents of the 3500 block of Euclid Avenue have petitioned the Town Council to establish a Resident-only Parking Program under Sec. 12.07.183, Ordinance 1976, of the Town of Highland Park.

Sec. 12.07.182 of the Code of Ordinances includes the process for modifying a Resident-only parking area; and the Town is in receipt of the Petition to designate the 3500 block of Euclid Avenue as "Resident-only Parking."

RECOMMENDATION

This request is provided for Town Council at the direction of staff.

FINANCIAL IMPACT

Installation of four parking restriction signs will cost approximately \$800.00.

ATTACHMENTS:

File Name	Description
Ord._No._2128_3500_Block_Euclid.pdf	Proposed Ordinance

ORDINANCE NO. 2128

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, **CHAPTER 12, TRAFFIC AND VEHICLES, SECTION 12.07.086**; PROVIDING FOR INCORPORATION INTO THE CODE OF ORDINANCES; PROVIDING A PENALTY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Transportation Code, Section 542.202(a)(2) Powers of Local Authorities, grants the Town of Highland Park (the "Town") the authority to regulate parking generally; and

WHEREAS, the Town desires to implement those rules and regulations that protect health, life, and property and that preserve good government, order, and security of the Town and its inhabitants; and

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to protect the health, safety, and welfare of the residents of the Town of Highland Park.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That all matters stated above are found to be true and correct and are incorporated herein by reference.

SECTION 2. That, the Code of Ordinances of the Town of Highland Park, CHAPTER 12 TRAFFIC AND VEHICLES, ARTICLE 12.07 STOPPING, STANDING AND PARKING, Sec. 12.07.189 Parking regulations within a resident-only parking area is amended in part to read as follows:

DEFINITION: "Abbott Parking Zone" has the specific meaning in this ordinance of the geographical location of the east side of the 4600 block of Abbott Avenue, starting at the intersection of Abbott Avenue and Knox Street, and running northbound on 4600 Abbott Avenue for 241 feet. "Abbott Parking Zone" also, simultaneously, refers to the north side of 3400 Knox Street, starting at the intersection of Abbott Avenue and Knox Street, and running eastbound for 244 feet.

a) Except as provided in subsections (b) and (c), no vehicle shall be parked in a resident-only parking area between the hours of 5:00 a.m. and 6:00 p.m., Monday through Friday, without displaying a permit issued under this division. This subsection does not apply to the 4200 block of Livingston Avenue, the 4300 block of Livingston Avenue, the Abbott Parking Zone, or the 3500 block of Euclid Avenue, where resident-only parking is enforced Monday through Sunday, 24

hours a day. Except as provided in subsections (b) and (c) no vehicle shall be parked in any of the resident-only parking areas of the 4200 block of Livingston Avenue, the 4300 block of Livingston Avenue, the Abbott Parking Zone, or the 3500 block of Euclid Avenue, without displaying a permit issued under this division.

(b) Nonpermitted vehicles may be parked for no more than two (2) contiguous hours in the same location. This subsection does not apply to the 4200 block of Livingston Avenue, the 4300 block of Livingston Avenue, the Abbott Parking Zone, or the 3500 block of Euclid Avenue, where nonpermitted vehicles may never be parked except for delivery vehicles delivering to residents of the 4200-4300 blocks of Livingston Avenue, the Abbott Parking Zone, and the 3500 block of Euclid Avenue, and except for parking for no more than 5 minutes, and as provided in subsection (c) below.

SECTION 3. That, the Code of Ordinances of the Town of Highland Park, CHAPTER 12 TRAFFIC AND VEHICLES, ARTICLE 12.07 STOPPING, STANDING AND PARKING, Sec. 12.07.189(c) Issuance of a permit by Director is amended in part to read as follows:

(c) No more than two (2) residential parking permits, and not more than three (3) residential parking permits for residences in the 4200 block of Livingston Avenue, the 4300 block of Livingston Avenue, the Abbott Parking Zone, and the 3500 block of Euclid Avenue, shall be issued, at no cost, per residence.

SECTION 4. That, the Code of Ordinances of the Town of Highland Park, CHAPTER 12 TRAFFIC AND VEHICLES, ARTICLE 12.07 STOPPING, STANDING AND PARKING, Sec. 12.07.191(a) Issuance of guest and temporary permits is amended in part to read as follows:

(a) Two (2) guest permits, and five (5) for residences in the 4200 block of Livingston Avenue, 4300 block of Livingston Avenue, the Abbott Parking Zone, and the 3500 block of Euclid Avenue, shall be issued for each residence within the area. Guest permits are to be used at the discretion of the resident for vehicles temporarily parked within the resident-only parking areas. A permit holder shall be issued guest permits at no cost. Guest permits expire upon the expiration of the residential parking permit.

SECTION 5. That, this ordinance shall be deemed to be incorporated into the Code of Ordinances of the Town of Highland Park, Texas.

SECTION 6. That, the penalty provision of Chapter 1, Section 1. 01. 009 of the Code of Ordinances of the Town of Highland Park is hereby adopted for this ordinance.

SECTION 7. That, should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid, and the same shall not affect the validity of the Code of Ordinances of the Town of Highland Park as a whole.

SECTION 8. That, this ordinance shall take effect immediately following its passage, approval, and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED by the Town Council of the Town of Highland Park, Texas, on this the 23rd day of April 2024.

APPROVED AS TO FORM:

APPROVED:

Town Attorney

Will Beecher
Mayor

ATTEST:

Joanna Mekeal
Town Secretary