



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes

### Planning & Zoning Commission

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Thursday, June 15, 2023

6:00 PM

255 Parkway Blvd.

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Edmund Haas  
(Chair)

Glenn Portman  
(Vice Chair)

Cindy Bishop

Sue Blankenship

Freddie Guerra

Ed Maurer

**PRESENT:** Chairman, Edmund Haas; Vice Chair, Glenn Portman; Commissioner, Sue Blankenship; Commissioner, Ed Maurer; Commissioner, Freddie Guerra; and Commissioner, Cindy Bishop (virtually via Zoom).

Also present were Matt Steer, Development Services Administrator; Mary Paron-Boswell, Senior Planner; Cole Baker, E.I.T., Graduate Engineer; Shelby Fletcher, Senior Administrative Assistant; and Kami McGee, Board Secretary.

Notice was given that the Planning and Zoning Commission of the City of Coppell, Texas, met on Thursday, June 15, 2023, in Regular Called Session at 6:00 p.m. for Work Session, and Regular Session at 6:30 p.m., at Town Center, 255 Parkway Boulevard, Coppell, Texas.

As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

The City of Coppell reserves the right to reconvene, recess or realign the Work Session, or called Executive Session, or order of business, at any time prior to adjournment.

As authorized by Section 551.127, of the Texas Government Code, one or more commissioners or employees may attend this meeting remotely using videoconferencing technology.

The purpose of this meeting was to consider the following items:

1. Call to Order

Chairman Haas called the meeting to order at 6:00 p.m.

2. Work Session (Open to the Public)  
a. Discussion of agenda items

Staff briefed the commission on the cases listed on the agenda and answered questions.

### Regular Session (Open to the Public)

#### 3. Citizens Appearance

**Chairman Haas advised that no one signed up to speak at Citizens Appearance.**

Provide an opportunity for citizens to address the Planning and Zoning Commission on any matter. Anyone wishing to address the commission should register prior to the start of the meeting. There is a two (2) minute time limit for each citizen to speak however, additional time may be granted by the commissioners.

The Planning and Zoning Commission is not permitted to take action on any subject raised by a speaker during Citizens' Appearance.

#### 4. Consider approval of the May 18, 2023, Planning and Zoning meeting minutes.

**A motion was made by Vice Chairman Portman, seconded by Commissioner Maurer, to approve the minutes of the May 18, 2023, Planning and Zoning meeting. The motion passed unanimously, 6-0.**

#### 5. PUBLIC HEARING:

Consider approval of PD-295R4-HC, Popeyes Chicken Restaurant, a zoning change request from PD-295-HC (Planned Development-295-Highway Commercial) to PD-295R4-HC (Planned Development-295 Revision 4-Highway Commercial, to approve a Detail Site Plan for a Popeyes Chicken sit down/drive-thru restaurant on 0.97 acres of property located on the south side of SH 121 between Freeport Parkway and Northwestern Drive, just southwest of the proposed Tim Hortons, at the request of Archway 121 Coppell, LTD, being represented by Clay Cristy of Claymoore Engineering.

STAFF REP.: Mary Paron-Boswell

**Mary Paron-Boswell, Senior Planner presented the case with exhibits and stated that staff is recommending approval of the request subject to the following conditions:**

- 1. There may be additional comments during the Detail Engineering review.**
- 2. A plat will be required showing the revised fire lanes and easements.**
- 3. PD Conditions:**
  - a. To allow for the attached building signage of 62.3-sf as shown on the elevations.**
  - b. That all other signage shall comply with City regulations.**
  - c. The brick on the trash enclosure shall match the brick on the building and have a pedestrian opening.**
  - d. Plans for the linear park shall require staff approval.**
  - e. Future sidewalk to be constructed by property owner when deemed necessary by the City Engineer.**

Chairman Haas opened the Public Hearing and advised that no one wished to speak. Chairman Haas closed the Public Hearing.

A motion was made by Vice Chairman Portman, seconded by Commissioner Guerra, to approve the agenda item with staff conditions. The motion passed unanimously, 6-0.

6.

**PUBLIC HEARING:**

Consider approval of PD-295R5-HC, Tim Hortons Restaurant, a zoning change request from PD-295-HC (Planned Development-295-Highway Commercial) to PD-295R5-HC (Planned Development-295 Revision 5-Highway Commercial, to approve a Detail Site Plan for a Tim Hortons sit down/drive-thru restaurant on 0.76 acres of property located on the south side of SH 121 between Freeport Parkway and Northwestern Drive, southwest of the QT (northeast of the proposed Popeyes), at the request of Archway 121 Coppell, LTD, being represented by Clay Cristy of Claymoore Engineering.

STAFF REP.: Mary Paron-Boswell

Mary Paron-Boswell, Senior Planner presented the case with exhibits and stated that staff is recommending approval of the request subject to the following conditions:

1. There may be additional comments during the Detail Engineering review.
2. A plat will be required showing the revised fire lanes and easements.
3. PD Conditions:
  - a. To allow for the attached building signage of 49.8-sf as shown on the elevations.
  - b. All other signage shall comply with City regulations.
  - c. Plans for the focal point/linear park shall require staff approval.
  - d. Parking shall be allowed in the front yard as shown.
  - e. The brick on the trash enclosure shall match the brick on the building and have a pedestrian opening.
  - f. Future sidewalk to be constructed by property owner when deemed necessary by the City Engineer.

Clay Christie, 1903 Central Drive, Bedford, TX, Claymoore Engineering, was present to answer questions of the Commission regarding the ADA parking spots and stated he was in agreement with staff conditions.

Chairman Haas opened the Public Hearing and advised that no one wished to speak. Chairman Haas closed the Public Hearing.

A motion was made by Vice Chairman Portman, seconded by Commissioner Maurer, to approve the agenda item with staff conditions. The motion passed unanimously, 6-0.

7.

**PUBLIC HEARING:**

Consider text change amendments to the Code of Ordinances, Chapter 12, Article 35 - Accessory Structure Regulations; removing the verbiage of required materials and exception thereto; allowing for pool cabanas with a 3/4 bath (toilet, sink & shower), workshops with a 1/2 bath (toilet, sink), and other accessory structures with a utility sink or 3/4 bath;

specifically prohibiting sleeping chambers in all accessory buildings; amending the minimum setbacks and maximum heights of accessory structures; amending verbiage from pool "liner" to pool "shell"; requiring carports to be accessed only off the rear alley, and amending the minimum setbacks and maximum heights of carports.

STAFF REP.: Matt Steer

**Matt Steer, Development Services Administrator, presented the case with exhibits stating that staff is recommending approval of the Chapter 12, "Zoning", Article 35 "Accessory Structures Regulations" text amendments.**

**Chairman Haas opened the Public Hearing and advised that no one wished to speak. Chairman Haas closed the Public Hearing.**

**A motion was made by Vice Chairman Portman, seconded by Commissioner Guerra, to approve the agenda item with staff conditions. The motion passed unanimously, 6-0.**

8.

**PUBLIC HEARING:**

Consider text change amendments to the Code of Ordinances, Chapter 12, Article 29(B)(ii) Provisions for Business Zoning Districts, increasing the maximum allowable attached building sign area from 0.5 sq. ft. to 1 sq. ft. per aggregate linear foot of frontage for tenants with multiple facades that face two public streets.

STAFF REP.: Matt Steer

**Matt Steer, Development Services Administrator, presented the case with exhibits stating that staff is recommending approval of the Chapter 12, Article 12-29-4 (B)(ii) Sign Regulations, Provisions for Business Zoning Districts, text amendments.**

**Chairman Haas opened the Public Hearing and advised that no one wished to speak. Chairman Haas closed the Public Hearing.**

**A motion was made by Vice Chairman Portman, seconded by Commissioner Blankenship, to approve the agenda item with staff conditions. The motion passed unanimously, 6-0.**

9.

**PUBLIC HEARING:**

Consider text change amendments to the Code of Ordinances, Chapter 12, Article 31-3(2) (Off-street loading spaces all districts); amending the off-street parking requirements for kindergartens, day schools, and similar child training and care establishments; allowing for 3 parking spaces in lieu of the required circular drive.

STAFF REP.: Mary Paron-Boswell

**Mary Paron-Boswell, Senior Planner, presented the case with exhibits stating that staff is recommending approval of the Special Use Permit ordinance text amendments.**

**Chairman Haas opened the Public Hearing and advised that no one wished to speak. Chairman Haas closed the Public Hearing.**

A motion was made by Vice Chairman Portman, seconded by Commissioner Bishop, to approve the agenda item with staff conditions. The motion passed unanimously, 6-0.

**10. Update on City Council items**

Chairman Haas stated that the commission was updated on City Council items during Work Session.

**11. Adjournment**

There being no further business before the Planning and Zoning Commission, Chairman Haas adjourned the meeting at 7:24 p.m.

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**Edmund Haas, Chair**

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**Kami McGee, Board Secretary**