

GLENN A. PORTMAN  
SUSAN NEWELL PORTMAN  
1306 Bradford Drive  
Coppell, Texas 75019

November 8, 2024

Matthew Steer, AICP, LEED Green Associate  
Development Services Administrator  
City of Coppell, Texas

Re: Glenn A. Portman

Dear Mr. Steer:

I am stepping down from the City of Coppell, Texas Planning & Zoning Commission after the conclusion of the December 19, 2024 meeting because of an anticipated move to 304 Pioneer Trail, Northlake, Texas 76247. I understand that if I move out of Coppell prior to that time I am not eligible to serve as a non-resident. My present situation is my house in Coppell is for sale and I will be staying in my Coppell house to avoid vacancy insurance problems and premiums and not officially moving until sale of that house although my wife has moved to the new house as of today. I will notify you by phone if I close the sale of that house and move my residence to Northlake, Texas.

Very truly yours,



Glenn A. Portman