



Minutes

Planning & Zoning Commission

---

Thursday, September 21, 2023

6:00 PM

255 E. Parkway Blvd.

---

Edmund Haas  
(Chair)

Glenn Portman  
(Vice Chair)

Cindy Bishop

Sue Blankenship

Freddie Guerra

Kent Hafemann

Ed Maurer

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

Also present were Matt Steer, Development Services Administrator; Mary Paron-Boswell, Senior Planner; Cole Baker, E.I.T., Graduate Engineer; Steve Schubert, Chief Building Official; Vandana Sayegh, Senior Administrative Assistant; and Shelby Fletcher, Board Secretary.

Notice was given that the Planning and Zoning Commission of the City of Coppell, Texas, met on Thursday, September 21, 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:

Regular Session (Open to the Public)

1. Call to Order

Chairman Haas called the meeting to order at 6:01 p.m.

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

**Regular Session (Open to the Public)**

Chairman Haas called the Regular Session to order at 6:45 p.m

- 3. **Citizens Appearance**

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

- 4. Consider approval of the August 17, 2023, Planning and Zoning meeting minutes.

A motion was made by Vice Chair Portman, seconded by Commissioner Guerra, to approve the minutes of the August 17, 2023, Planning and Zoning meeting. Commissioner Blankenship abstained as she was not present for the meeting. The motion was approved unanimously, (6-0).

- 5. PUBLIC HEARING:

Consider approval of PD-134R2-SF-7, Coppell Greens Lot 11, Block F, a zoning change request to allow for a reduction in setbacks between a proposed pool and the existing residence on 0.17 acres of property located at 856 Mullrany Drive at the request of John Wittenberg, being represented by Tony Martin of Robertson Pools, Inc.

STAFF REP.: Matt Steer

Matt Steer, Development Services Administrator, presented the case with exhibits and stated that staff is recommending approval of the request subject to the following conditions:

- 1. An Engineered Plan or Letter from a registered professional engineer be submitted at time of permitting.

Anthony Martin of Robertson Pools, 569 S Coppell Rd., applicant, was present to answer questions of the commission.

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

Steve Schubert, Chief Building Official, was present to answer any remaining questions of the commission.

A motion was made by Vice Chair Portman, seconded by Commissioner Maurer, to approve the agenda item with staff conditions. The motion was approved unanimously, (7-0).

- 6. PUBLIC HEARING:

Consider approval of text change amendment to the Code of

Ordinances, Chapter 12, Article 35 "Accessory Structures" Section 3 "In-ground and above-ground swimming pools and spas" Subsection C - Distance from the main structure.

STAFF REP.: Matt Steer

**Matt Steer, Development Services Administrator, presented the case and stated that staff is recommending approval of the ordinance change.**

**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 Chair Portman, seconded by Commissioner Blankenship, to approve the agenda item with staff conditions. The motion was approved unanimously, (7-0).**

7.

**PUBLIC HEARING:**

Consider approval of S-1266-SF-7, 1334 Bradford Drive (STR), a zoning change request from SF-7 (Single-Family-7) to S-1266-SF-7 (Special Use Permit-1266 - Single-Family-7) to consider allowing a short-term rental on 0.22 acres of property located at 1334 Bradford Drive, at the request of Marcia and Steve Allen, the property owners.

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. PD Conditions:**

- a. To obtain a STR permit prior to their current one expiring.
- b. Notify staff of any change of property ownership.

**Marcia Allen, 1334 Bradford Dr. Coppell, TX, applicant, was present to answer questions of the commission.**

**Chairman Haas opened the Public Hearing and asked for those who wished to speak.**

**Dennis Morrow, 201 Longmeadow Dr. Coppell, TX, stated he was neither in favor nor opposed.**

**Chairman Haas closed the Public Hearing.**

**A motion was made by Commissioner Guerra, seconded by Commissioner Blankenship, to approve the agenda item with staff conditions. The motion was approved 6-1, with Vice Chair Portman in opposition.**

8.

**PUBLIC HEARING:**

Consider approval of PD-259R3-SF-7 & 9, Blackberry Farm, a zoning change request from PD-259R2-SF-7 & 9 (Planned Development 259-Revision 2 - Single-Family 7 & 9) to PD-259R3-SF-7 & 9 Planned Development 259-Revision 3 - Single-Family 7 & 9) to provide a new concept and detail plan that would allow for a gated community and private streets, over two phases (54 residential lots in Phase 1 and nine (9) residential lots in Phase 2 and associated common area lots)

with a change in the amenities provided (a pool and pickle ball courts in lieu of gardens for Lot 2X, Block C), on approximately 54.8 acres of land located on the north side of Sandy Lake Road, approximately 750 feet northeast of Starleaf Road (extended), at the request of Denton Creek Land Company, LTD and Blackberry Farms, LTD, being represented by Jon Dostert of Holmes Builders.

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. All of the previously approved PD conditions remain in place.
2. To allow for a gated community with private streets that must be maintained by the HOA, this would include maintenance of the bridge and street signs.
3. To prohibit any pole lighting of the pickle ball courts.
4. Any proposed lighting in the amenity center lot pool area must meet the lighting and glare requirements.
5. The CCR's must be updated to address the changes in the maintenance of the streets, bridge, amenity area, wall maintenance and entry feature maintenance.
6. The existing plats must be vacated, and new plats must be filed that show the streets as private and part of a Common Area, to be maintained by the HOA.
7. To approve the entry feature and sign.

Terry Holmes, 510 Country Ln. Coppell, TX, applicant, presented his case and informed the commission he would like to withdraw the amenity center aspect of this proposal for the time being. He was present to answer questions of the commission.

Chairman Haas opened the Public Hearing and asked for those who wished to speak.

Henry Tate, 1204 Sandy Lake Rd. Coppell, TX, was neither in favor nor in opposition of the case.

Jeff Varnell, 1601 E Sandy Lake Rd. Coppell, TX, stated he was in favor of the case.

Chairman Haas closed the Public Hearing.

A motion was made by Commissioner Maurer, seconded by Commissioner Haffeman, to approve the agenda item with the revised staff conditions. The motion was approved 6-1, with Commissioner Guerra in opposition.

**9. Update on City Council items**

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

**10. Adjournment**

There being no further business before the Planning and Zoning Commission,

Chairman Haas adjourned the meeting at 8:12 p.m.

---

Edmund Haas, Chair

---

Kami McGee, Board Secretary