



# City of Coppel, Texas

255 E. Parkway Boulevard  
Coppel, Texas  
75019-9478

## Meeting Agenda Board of Adjustment

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Thursday, June 3, 2021

6:30 PM

255 Parkway Blvd.

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Mark LeGros  
(Chair)

Michelle Anderson  
(Vice Chair)

Laura Ketchum

Kimberly Grubb

Rhett Hickey

Casey Smith  
(Alternate)

As authorized by Section 418.016(e) of the Texas Government Code, on March 16, 2020, Governor Greg Abbott suspended various provisions that require government officials and members of the public to be physically present at a specified meeting location.

The following requirements have been suspended by the governor:

1. A quorum of the Board of Adjustment need not be present at one physical location. Id. § 551.127(b).
2. In light of (1), above, the meeting notice need not specify where the quorum of the board will be physically present and the intent to have a quorum present. Id. § 551.127(e).
3. In light of (1) above, the meeting held by videoconference call is not required to be open to the public at a location where commission is present. Id. § 551.127(f).
4. The audio and video are not required to meet minimum standards established by Texas Department of Information Resources (DIR) rules, the video doesn't have to be sufficient that a member of the public can observe the demeanor of the participants, the members faces don't have to be clearly visible at all times, and the meeting can continue even if a connection is lost, so long as a quorum is still present. Id. § 551.127(a-3); (h); (i); (j).

Notice is hereby given that the Board of Adjustment of the City of Coppell, Texas, will meet in Regular Called Session at 6:30 p.m. on Thursday, June 3, 2021, at Town Center, 255 E. 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.

Letters and emails submitted by any party of interest to express his or her opinion concerning this agenda to the board members will be read into the record during the Citizens' Appearance portion of the meeting. Letters may be addressed to the City of Coppell Building Inspections Division, 255 E. Parkway Boulevard, Coppell, Texas, by email to [inspect@coppelltx.gov](mailto:inspect@coppelltx.gov), or by calling the Building Inspections Division at 972-304-3500. All interested citizens and other party of interest are also invited to attend this public hearing in person at Town Center, 255 E. Parkway Boulevard, Coppell, Texas.

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

1. Call To Order.
2. Work Session (Open to the Public)
3. Board training conducted by the City Attorney.

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

4. Citizens' Appearance.
5. Update regarding the resignation of Board Member, Laura Ketchum and recommendation to City Council of the appointment of Alternate Board Member, Casey Smith.
6. Consider approval of the May 6, 2021 Board of Adjustment meeting minutes.  
Attachments: [BOA Minutes May 6, 2021.pdf](#)
7. PUBLIC HEARING:  
Consider approval of a variance from Section 12-12-4 of the City of Coppell Zoning Ordinance to allow the conversion of a two-car garage into habitable space by eliminating the two required enclosed parking spaces on the property located at 800 East Parkway Blvd. (Meadows 4, Block L, Lot 22), as requested by owner, Jack Leathers.  
Attachments: [BOA Variance Memo & Exhibits - 800 E Parkway Blvd - VAR21-05-000508.pdf](#)

**8. Adjournment.****CERTIFICATE**

I certify that the above Notice of Meeting was posted on the bulletin board at the City Hall of the City of Coppell, Texas on this 28th day of May, 2021, at \_\_\_\_\_.

\_\_\_\_\_  
Kami McGee, Board Secretary

**PUBLIC NOTICE - STATEMENT FOR ADA COMPLIANCE AND OPEN CARRY LEGISLATION**

The City of Coppell acknowledges its responsibility to comply with the Americans With Disabilities Act of 1990. Thus, in order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to the City of Coppell sponsored public programs, services and/or meetings, the City requests that individuals make requests for these services seventy-two (72) hours – three (3) business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact Kori Allen, ADA Coordinator, or other designated official at (972) 462-0022, or (TDD 1-800-RELAY, TX 1-800-735-2989).

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.