



City of Coppel, Texas

255 E. Parkway Boulevard
Coppel, Texas
75019-9478

Minutes

Planning & Zoning Commission

Thursday, June 18, 2020

6:00 PM

Zoom Meeting

Edmund Haas
(Chair)

Glenn Portman
(Vice Chair)

Sue Blankenship

Freddie Guerra

Ed Maurer

Doug Robinson

Jim Walker

PRESENT: Chairman Edmund Haas, Vice Chairman Glenn Portman, Commissioner Freddie Guerra, Commissioner Sue Blankenship, Commissioner Ed Maurer, Commissioner Doug Robinson, and Commissioner Jim Walker.

Also present were Mary Paron-Boswell, Senior Planner; Matt Steer, Development Services Administrator; Kumar Gali, Engineering Assistant Director; Julian Coleman, Audio Video Technician; and Kami McGee, Planning Secretary.

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.

Notice is given that the Planning and Zoning Commission of the City of Coppel, Texas, met in Regular Called Session at 6:00 p.m. on Thursday, June 18, 2020, via Zoom Meeting.

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

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 Coppel 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.

The following requirements have been suspended by the governor:

1. A quorum of the Planning & Zoning Commission 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 Planning & Zoning Commission 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).

This meeting was closed to in person attendance by the public to reduce the spread of COVID-19. A temporary suspension of the Open Meetings Act to allow telephone or videoconference of public meetings has been granted by Texas Governor Greg Abbott. Letters and emails were submitted by citizens of the City or other party of interest to express his or her opinion concerning this agenda or other general comments to the Commission. Comments were read into the record during the Citizens Appearance portion of the meeting. Letters were addressed to the City of Coppell Planning Division, 255 Parkway Boulevard, Coppell, TX 75019, by email to planning@coppelltx.gov, or by calling the Planning Division at 972-304-3678.

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

1. Call To Order.

Chairman Haas called the meeting to order and convened into Work Session at 6p.m.

2. Work Session (Open to the Public)

3. Discussion regarding agenda items.

Regular Session (Open to the Public)

4. Citizen's Appearance.

Chairman Haas advised no one signed up to speak at Citizen's Appearance.

5. Approval of the April 16, 2020 Planning & Zoning minutes.

A motion was made by Commissioner Maurer, seconded by Commissioner Guerra, to approve the minutes as written. The motion passed unanimously, (7-0).

6.

PUBLIC HEARING:

Consider approval of PD-303-H, RVIS Office Expansion, a zoning change request from H (Historic) to PD-303-H (Planned Development-303-Historic), to approve a Detail Site Plan to allow for an approximate 1,782 square foot expansion and additional parking to an existing 1,548 square foot professional office on 0.65 acres of property located at 412 W Bethel Road, at the request of Tommy Watters, TWKW Enterprises, being represented by John Valentine, Valentine Premier Construction.

Matt Steer, Development Services Administrator, presented the case with exhibits and stated that staff is recommending **APPROVAL** of PD-303-H, RVIS Office Expansion (Lot 1R2R, Block 1, Vaughan Addition), subject to the following conditions:

1. Building Plans are not fully reviewed at this time. Comprehensive building plan review will take place with the building permit submittal.
2. On drainage plan, show the tie-in to the city's system. Detailed engineering review will be performed during engineering permit process. Plans will need to show sizes and slopes of proposed storm drains.
3. A 63 linear foot encroachment into the 10' landscape perimeter area on the western property line.
4. Allowing for the existing 8' fence in lieu of a brick wall screening requirement on the eastern and northern property lines.
5. Note the staining, maintenance and replacement responsibility of the fence is that of the property owner and will be performed annually and as needed.
6. Include a plant list outlining the quantity, size and species of all proposed landscaping.
7. The Landscape and Irrigation Plan shall be signed and sealed by a Landscape Architect.

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

John Valentine, President Valentine Premier Construction, LLC, 556 S. Coppel Road, Suite 100, Coppel, TX 75019, was present to answer questions by the Commission.

Tommy Waters, TWKW Enterprises, LLC, 520 Greenridge, Coppel, Texas 75019, applicant and owner, was present to answer questions by the Commission.

A motion was made by Commissioner Walker, seconded by Commissioner Robinson, to approve the request subject to a revision of staff condition #5 to read, "Note the staining, maintenance and replacement responsibility of the fence is that of the property owner and should be performed annually or more often, as needed." The motion passed unanimously, (7-0).

7. **Update on City Council Items.**

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

8. **Adjournment.**

There being no further business before Planning & Zoning Commission, the meeting was adjourned at 6:56 pm.

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 makes 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).

Edmund Haas, Chair

Kami McGee, Secretary