



# City of Coppel, Texas

255 E. Parkway Boulevard  
Coppel, Texas  
75019-9478

## Minutes

### Planning & Zoning Commission

---

Thursday, March 18, 2021

6:00 PM

Zoom

---

Edmund Haas  
(Chair)

Glenn Portman  
(Vice Chair)

Cindy Bishop

Sue Blankenship

Freddie Guerra

Ed Maurer

Jim Walker

**PRESENT:** Chairman, Edmund Haas; Vice Chair, Glenn Portman; Commissioner, Sue Blankenship; Commissioner, Cindy Bishop; Commissioner, Freddie Guerra; Commissioner, Ed Maurer; and Commissioner, Jim Walker.

Also present were Mary Paron-Boswell, Senior Planner; Matt Steer, Development Services Administrator; Mike Garza, Public Works Assistant Director; Cole Baker, E.I.T., Graduate Engineer; 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 was 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, March 18, 2021, 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 and 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 and 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 video conference 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 is 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 video conference of public meetings has been granted by Texas Governor Greg Abbott. Letters and emails may be submitted by any citizen 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 will be read into the record during the Citizens Appearance portion of the meeting. Letters may be addressed to the City of Coppell Planning Division, 255 Parkway Boulevard, Coppell, TX 75019, by email to [planning@coppelltx.gov](mailto: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 6:00 p.m.

2. Work Session (Open to the Public)

3. Discussion regarding agenda items.

Regular Session (Open to the Public)

Chairman Haas called the Regular Session to order at 6:31 p.m.

4. Citizens' Appearance.

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

5. Consider approval of the February 25, 2021 Planning and Zoning meeting minutes.

A motion was made by Commissioner Guerra, seconded by Commissioner

Blankenship, to approve the minutes of the February 25, 2021 Planning and Zoning meeting. The motion passed unanimously, (7-0).

6.

**PUBLIC HEARING:**

Consider approval of PD-280R-R, Coppell Sandy Lake Lift Station Addition, Lot 1, Block A, a zoning change request from PD-280-R (Planned Development-280-Retail) to PD-280R-R (Planned Development-280 Revised-Retail) to approve a Detail Site Plan for an improved Lift Station located on 0.756 acres of land located on the south side of Sandy Lake Road between S. MacArthur Blvd and Starleaf Street, at the request of the City of Coppell, the property owner, being represented by Adrian Dongell of Plummer Associates, Inc.

STAFF REP.: Mary Paron-Boswell

Mary Paron-Boswell, Senior Planner, presented the case with exhibits and stated that staff is recommending approval of PD-280R-R, subject to the following conditions:

1. There may be additional comments at the time of Building Permit and Detail Engineering Review.

Adrian Dongell, Plummer Associates, Inc., 14755 Preston Road, Suite 420, Dallas, TX 75254, was present to answer questions by the Commission.

Mr. Dongell 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 Walker, to approve the agenda item with the conditions presented by staff. The motion passed unanimously, (7-0).

7.

Consider approval of Coppell Sandy Lake Lift Station Addition, Lot 1, Block A, Minor Plat, a plat of Lot 1, Block A, for the Sandy Lake Lift Station project, on a lot containing 0.756 acres of land, located on the south side of Sandy Lake Road between S. MacArthur Blvd and Starleaf Street, at the request of the City of Coppell, the property owner, being represented by Adrian Dongell of Plummer Associates, Inc.

STAFF REP.: Mary Paron-Boswell

Mary Paron-Boswell, Senior Planner, presented the case with exhibits and stated that staff is recommending approval of Coppell Sandy Lake Lift Station Addition, Lot 1, Block A, Minor Plat, subject to the following conditions:

1. There may be additional comments during detailed engineering plan review.

Adrian Dongell, Plummer Associates, Inc., 14755 Preston Road, Suite 420, Dallas, TX 75254, was present to answer questions by the Commission.

Mr. Dongell stated he was in agreement with staff conditions.

A motion was made by Vice Chairman Portman, seconded by Commissioner

Maurer, to approve the agenda item with the conditions presented by staff. The motion passed unanimously, (7-0).

8. Consider approval of Blackberry Farm Addition PH-2, Lots 1-20 and 9X, Block D, Plat, being a plat containing approximately 9.21 acres of land located on the northside of E. Sandy Lake Road, approximately 1800-ft east of MacArthur Blvd, at the request of Denton Creek Land Company Ltd, being represented by Westwood Professional Services Inc.  
STAFF REP.: Mary Paron-Boswell

Mary Paron-Boswell, Senior Planner, presented the case with exhibits and stated that staff is recommending approval of the Final Plat, Phase 2, for Blackberry Farms subject to the following conditions:

1. There may additional comments generated upon detail engineering plan review.
2. Filing information for off-site easements must be filed and noted on this plat prior to filing this plat.
3. HOA documents must be filed prior to filing this plat.

Commissioner Blankenship inquired about building Phase 2 before building Phase 1. Assistant Director of Engineering, Michael Garza, stated that Phase 2 can not be built without the infrastructure from Phase 1.

Chairman Haas stated that the Commission discussed the ordinance and plat during Work Session and that no changes were made from the applicant's previous submittal.

Lynn Kadleck, Westwood Professional Services, Inc., 2740 Dallas Pkwy., Suite 280, Plano, TX 75093, was present to answer questions by the Commission and stated that he was in agreement with conditions outlined by staff.

Megan Lozano, Holmes Builders, 225 E. State Highway 121, Suite 120, Coppell, TX 75019, was present to answer questions regarding design, construction, and the construction start date.

A motion was made by Commissioner Maurer, seconded by Commissioner Blankenship, to approve the agenda item with the conditions presented by staff. The motion passed unanimously, (7-0).

9. Update on City Council.

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

10. Adjournment.

There being no further business before the Planning and Zoning Commission, the meeting was adjourned at 7:04 p.m.

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