



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes

### Planning & Zoning Commission

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Thursday, February 17, 2022

6:00 PM

255 Parkway Blvd.

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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, Cindy Bishop; Commissioner, Sue Blankenship; Commissioner, Freddie Guerra; Commissioner, Ed Maurer; and Commissioner, Jim Walker.

Also present were Mary Paron-Boswell, Senior Planner; Matt Steer, Development Services Administrator; and Ashley Owens, City Secretary.

**1. Call To Order**

Chairman Haas called the meeting to order and convened into Work Session at 6:03 p.m.

**2. Work Session (Open to the Public)**

**3. Training Overview with City Secretary.**

Discussed during Work Session.

**4. Discussion regarding agenda items.**

Discussed during Work Session.

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

**5. Citizens' Appearance**

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

**6. Consider approval of the December 16, 2021, Planning and Zoning**

Commission meeting minutes.

**A motion was made by Vice Chair Portman, seconded by Commissioner Blankenship, to approve the minutes of the December 16, 2021 Planning and Zoning meeting. The motion passed unanimously, (7-0).**

**7. Election of Officers**

**A motion was made by Commissioner Maurer, seconded by Vice Chair Portman, to nominate Edmund Haas as Chair of the Planning and Zoning Commission. The motion passed unanimously, (7-0).**

**A motion was made by Commission Guerra, seconded by Commissioner Blankenship, to nominate Glenn Portman as Vice Chair of the Planning and Zoning Commission. The motion passed unanimously, (7-0).**

**8. PUBLIC HEARING:**

Consider approval of the Stringfellow Addition, Lots 2A, 2B and 3A, Block A, Replat, being a Replat of Lots 2 and 3, Block A to create a total of three residential lots and associated easements on 0.936 acres of land located in the southwest quadrant of Sandy Lake Road and S. Moore Road at the request of Atwells Home Investors, LLC and Renovating Texas, LLC., being represented by Burns Surveying.  
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. Additional comments may be generated upon detail engineering permit reviews.**
- 2. A Tree Removal Permit will be required prior to the removal of any trees. Tree mitigation fees will be calculated and due at that time.**
- 3. Park fees in the amount of \$1,285 are due prior to filing the plat.**

**Wes Atwood, 603 Alder Ct, Coppell, was present to answer questions of the Commission.**

**Chairman Haas opened the Public Hearing and asked for anyone who would like to speak:**

**Geri Belt, 108 Nash, Coppell, spoke in regards to concerns she had regarding the case having a two story home backing up to her one story home.**

**Chairman Haas closed the Public Hearing.**

**A motion was made by Vice Chair Portman, seconded by Commissioner Blankenship, to approve the agenda item subject to staff conditions. The motion passed with the following vote (6-1) with Commissioner Bishop voting in opposition.**

**9. PUBLIC HEARING:**

Consider approval of a zoning change request from PD-260R3-R

(Planned Development-260-Revision 3-Retail) to PD-260R4-R (Planned Development-260-Revision 4-Retail) to revise the Planned Development to allow for an increase in the height/size and to allow for changeable letters on a proposed monument sign previously approved; on 1.49 acres of property located 1601 E. Sandy Lake Road.

**Matt Steer, Development Services Administrator, presented the case with exhibits and stated that staff is recommending approval with no outstanding conditions.**

**Aaron Duncan, 2001 Lamar Street, Dallas, TX, was present to address concerns from the Commission.**

**Chairman Haas opened the Public Hearing and asked for those who would like to speak:**

- 1) Donald Cameron, 108 Trinity Court, Coppell, TX, spoke in opposition to the case.**
- 2) Christopher Howard, 104 Trinity Court, Coppell, TX, had questions of the proposed sign and spoke in favor of the sign provided it does not conflict with utilities or visibility.**

**Chairman Haas closed the Public Hearing.**

**A motion was made by Vice Chair Portman, seconded by Commissioner Guerra, to approve the agenda item. The motion passed with the following vote (6-1).**

**10.**

**PUBLIC HEARING CONTINUATION:**

Consider approval of Section 12-29-1 & 12-29-4, Sign Ordinance Text Amendment, to amend the Code of Ordinances, Chapter 12, Article 29 (Sign Regulations), Section 12-29-1 (Definitions) and 12-29-4 (Provisions for business zoning districts), to define and allow for pylon signage adjacent to SH 121 and IH 635; and to allow public and private schools to use changeable letters on their monument signs; and provide for regulations and definitions; and to change “gasoline” to “fuel”.

STAFF REP.: Matt Steer

**Matt Steer, Development Services Administrator, presented the case with exhibits and stated that staff is recommending approval.**

**Chairman Haas reminded the Commission that this is a continued Public Hearing and asked for those who would like to speak:**

- 1) Chris Howard, 104 Trinity Court, Coppell, TX, spoke in regards to the proposed Ordinance.**
- 2) Donald Cameron, 108 Trinity Court, Coppell, TX, spoke in regards to the proposed Ordinance.**

**Chairman Haas asked for volunteers to serve on a subcommittee regarding the Text Amendments. Chairman Haas, Commissioner Guerra, and Commissioner Maurer volunteered to sit on the subcommittee.**

A motion was made by Chairman Haas, seconded by Commissioner Blankenship, to continue the Public Hearing to the April 21, 2022, meeting. The motion passed with the following vote (7-0).

**11. Update on City Council Items**

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

**12. Adjournment**

There being no further business before the Planning and Zoning Commission, the meeting was adjourned at 8:27 p.m.

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**Edmund Haas, Chair**

**ATTEST:**

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**Kami McGee, Board Secretary**