



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes

### Planning & Zoning Commission

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Thursday, June 16, 2022

6:00 PM

255 Parkway Blvd.

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#### Council Conference Room

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; Vandana Sayegh, Administrative Technician; Mike Garza, Assistant Director of Public Works; Cole Baker, E.I.T., Graduate Engineer; and Kami McGee, Board Secretary.

Notice was given that the Planning and Zoning Commission of the City of Coppell, Texas, met on Thursday, June 16, 2022, in Regular Called Session at 6:00 p.m. for Work Session, and Regular Session at 6:30 p.m., held in the Council Conference Room 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.

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 6:00 p.m.

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

Chairman Haas adjourned Work Session at 6:43 p.m.

**3. Discussion regarding agenda items.**

Staff briefed the Commission on the cases listed on the agenda and answered questions.

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

Chairman Haas call the Regular Session to order at 6:52 p.m.

**4. Citizens' Appearance.**

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

**5. Consider approval of the May 19, 2022, Planning and Zoning Commission meeting minutes.**

A motion was made by Commissioner Guerra, seconded by Commissioner Bishop to approve the minutes of the May 19, 2022, Planning and Zoning meeting. The motion passed with a vote of 5-0, as Commissioner Blankenship abstained and Commissioner Walker was not present during the vote.

**6. PUBLIC HEARING:**

Consider approval of a zoning change request from PD-259R-SF-7/SF-9 (Planned Development 259- Revised Single-Family-7/Single-Family-9) to PD-259R2-SF-7/SF-9 (Planned Development 259-Revision 2- Single-Family-7/Single-Family-9) to amend the PD conditions for the overall development and within Phase 2, reducing the number of residential lots from 20 to nine (9); shortening the cul-de-sac on Windmill Drive; and allowing Lot 5R, Block D to have an accessory dwelling unit and additional accessory structures, on 54.855 acres of land located on the northeast quadrant of Sandy Lake Road and MacArthur Blvd at the request of Terry Holmes of HBBL, Inc., being represented by Westwood Professional Services, Inc.

Chairman Haas excused himself from the meeting at 6:57 p.m.

Mary Paron-Boswell, Senior Planner, presented the case with exhibits and stated that staff is recommending approval of this request subject to the PD conditions, as shown on the plans and Site 5R Study exhibit.

Terry Holmes, 225 E. State Highway 121, Suite 120, Coppell, TX 75019, The Holmes Builders, applicant, was present to answer questions of the Commission.

Vice Chair Portman opened the Public Hearing and advised that no one wished to speak. Vice Chair Portman closed the Public Hearing.

The Commissioners discussed the conditions and made modifications to the pool cabana request by adding that it must be accompanied by a permitted swimming pool; the other change was to the windmill request, where it was changed to a decorative windmill instead of a windmill that produces energy.

A motion was made by Vice Chair Portman, seconded by Commissioner Maurer, to approve the agenda item subject to PD conditions, as shown on the revised site plan with the revisions to the pool cabana requiring a permitted pool, the windmill be decorative and the modifying language written addressing livestock and residential adjacency, and the Site 5R Study exhibit, with the following PD Conditions:

1. To allow for a minimum 2,700-sf house in Phase 1 (SF-9),
2. Early start building permits for up to 10 homes may be issued after infrastructure acceptance by the City, in advance of landscape acceptance by the City. No Certificates of Occupancy will be allowed prior to landscaping being accepted.
3. This subdivision must comply with the American Bald Eagle and Golden Eagle Act of 1940 and regulations promulgated hereunder. This is a federal requirement and serves to protect the habitat of the birds found nesting in a portion of Phase 2.

The following PD conditions pertain directly to Lot 5R, Block D:

1. Up to six (6) accessory structures with a combined sized not to exceed 8,500-sf.
2. The accessory structures include:
  - a. One (1) detached accessory dwelling unit with a secondary kitchen and bathroom, not to exceed 1,700-sf of living area, 500-sf garage and 300-sf of patio area.
  - b. One (1) shop/barn not to exceed 2,600-sf.
  - c. One (1) barn not to exceed 2,000-sf.
  - d. One (1) aviary not to exceed 600-sf.
  - e. One (1) decorative windmill
  - f. One (1) pool cabana not to exceed 800-sf.
3. Maximum accessory building height 25-ft to the peak.
4. Each accessory structure may be allowed to have a restroom and/or sink.
5. Any horse, cattle, sheep or goat or any other livestock may be allowed within 100-ft of any residence or occupied building on Lot 5R, Block D.
6. Any enclosure, pen, corral or other restrictive area for livestock may be located within 10 ft of any property used for residential purposes on Lot 5R, Block D.
7. Must meet all other livestock requirements.
8. If the Accessory Dwelling Unit were to be subdivided from the main lot, it must meet all residential requirements.

The motion passed unanimously, (6-0).

7.

PUBLIC HEARING:

Consider approval of a replat of Blackberry Farm Phase 2, reducing the number of residential lots from 20 to nine, and shortening the cul-de-sac on Windmill Drive, on 9.209 acres of land located on the northeast quadrant of Sandy Lake Road and MacArthur Blvd at the request of Terry Holmes of HBBL, Inc., being represented by Westwood Professional

Services, Inc.  
STAFF REP.: Mary Paron-Boswell

Mary Paron-Boswell, Senior Planner, stated that Mr. Holmes is withdrawing this request.

**8. Update on City Council Items.**

Vice Chair Portman stated that the Commission was updated on City Council items during Work Session.

**9. Adjournment.**

There being no further business before the Planning & Zoning Commission, Vice Chair Portman adjourned the meeting at 8:07 p.m.

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**Edmund Haas, Chair**

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**Kami McGee, Board Secretary**