



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes

### Planning & Zoning Commission

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Thursday, July 21, 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, Ed Maurer; and Commissioner, Jim Walker

**ABSENT:** Commissioner, Freddie Guerra

Also present were Mary Paron-Boswell, Senior Planner; Matt Steer, Development Services Administrator; and Shelby Fletcher, Board Secretary.

Notice was given that the Planning and Zoning Commission of the City of Coppell, Texas, met on Thursday, July 21, 2022, in Regular Called Session at 6:00 p.m. for Work Session, and Regular Session at 6:30 p.m., 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

Vice Chair, Portman, called the meeting to order at 6:00 p.m.

**2. Work Session (Open to the Public)****3. Discussion of agenda items.**

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

**4. Discussion regarding the Six Questions.**

Matt Steer, Development Services Administrator, stated that he would email the commissioners individually the bullet points for the six questions. Then, the commissioners were to edit the document and return to him. He would consolidate the document and bring it to the Commission at the next meeting.

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

Chairman Haas called the Regular Session to order at 6:40 p.m.

**5. Citizens' Appearance**

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

**6. Consider approval of the June 16, 2022, Planning and Zoning Commission meeting minutes.**

A motion was made by Vice Chair Portman, seconded by Commissioner Blankenship, to approve the minutes of the July 21, 2022, Planning and Zoning meeting. The motion passed unanimously, 6-0.

**7. PUBLIC HEARING:**

Consider approval of case PD-250R26-H, Old Town Addition, Lot 4R, Block D, a zoning change request from PD-250R8-H (Planned Development- 250 Revision 8- Historic) to PD-250R26-H (Planned Development-250-Revision 26 - Historic), to approve a Detail Site Plan for a 10,215-square-foot, two-story mixed-use building with retail on the first floor and two residential units on the second floor on 0.25 acres of land located on the west side of West Main Street between Houston Street and Travis Street, at 767 W. Main Street, at the request of Diana Ahmad being represented by Bill Peck, William Peck & Associates, Inc.

Matt Steer, Development Services Administrator, presented the case with exhibits and stated that staff is recommending approval of this request subject to the following conditions:

1. Detailed engineering review to take place with engineering permit submittal.
2. Include additional garage area to accommodate two vehicles for each of the residential units.
3. The Director of Community Development shall have the authority to administratively approve the proposed signage for this development in accordance with planned development regulations for PD-250R8-H and the Historic District.

4. The second-floor residences shall be developed in accordance with local ordinance and building codes; and shall be used for residential purposes only.

Bill Peck, William Peck & Associates Inc., 105 W. Main St., Lewisville, TX, 75057, was present to answer questions of the commission.

Matt Steer stated that all residences in the district have been required to have a two car garage. Mr. Steer also stated that if the first floor is a more intense use, such as a restaurant, it will need to go through the planning and zoning process.

Chairman Haas opened the Public Hearing.

Gary Cramer, Let it Shine owner, 529 Houston St., Coppell, TX 75019, stated his concerns regarding the two residential units on the second floor.

Chairman Haas closed the Public Hearing.

A motion was made by Vice Chair Portman, seconded by Commissioner Blankenship, to approve the agenda item with staff conditions. The motion passed unanimously, (6-0).

8.

**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, 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 updated and filed prior to filing this plat.

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

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 Commissioner Walker, seconded by Commissioner Blankenship, to approve the agenda item with staff conditions and to include an additional condition stating the HOA documents must be filed at the time of filing the plat. The motion passed unanimously, (6-0).

9. Update on City Council items.

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

Mary Paron-Boswell stated that the City of Coppell Boards and Commission appointment application process will begin in September 2022.

**10. Adjournment**

There being no further business before the Planning & Zoning Commission, Chairman Haas adjourned the meeting at 7:22 p.m.

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**Edmund Haas, Chair**

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**Kami McGee, Board Secretary**