

MINUTES
JOINT MEETING OF THE PLANNING AND ZONING COMMISSION AND CAPITAL
IMPROVEMENTS ADVISORY COMMITTEE

MAY 21, 2024

Item A: Call to Order and Announce that a Quorum is Present

With a quorum present, the Lewisville Planning and Zoning Commission meeting was called to order by Chair MaryEllen Miksa at 6:30 p.m. on Tuesday, May 21, 2024, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Members present: Chair - MaryEllen Miksa; Vice-Chair Erum Ali; Jack Tidwell; Karen Locke; and Ryan Conway

Members absent: Rick Lewellen, Francisca Al-waely

Staff members present: Michele Berry, Planning Manager; Jon Beckham, Senior Planner; Lauren Cook, Planner I; Grace Martin-Young, Planner I; Vincent Johnson, Planning Intern; Patty Dominguez, Planning Technician; Kelly Rouse, Assistant Director of Public Services; Aaron Russell, Director of Public Services; Roshan Chaudhary, Capital Improvements Project Manager.

Item B: Approval of Minutes

1. Consider the minutes from the May 7, 2024, Regular Meeting. *A motion was made by Karen Locke to approve the minutes as presented, seconded by Erum Ali. The motion passed unanimously (5-0).*
 2. Consider the minutes from the May 7, 2024, Joint Meeting with City Council. *A motion was made by Karen Locke to approve the minutes as presented, seconded by Erum Ali. The motion passed unanimously (5-0).*
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Item C: Regular Hearing

There were two items for consideration:

3. Regular Hearing: Final Plat of Huffines 35 Addition, Lots 1R, 2 & 3, Block A; on 18.8 Acres out of the William King Survey, Abstract Number 697, Located at 1300 South Stemmons Freeway, 1400 South Stemmons Freeway, and 360 Bennett Lane; Zoned Light Industrial (LI) District; Being a Replat of Huffines Chevrolet, Lot 1, Block A, Travis Boats Addition, Lot 2, Block A and Waters Ridge Phase 1, Lot 3, Block E. (24-04-2-RP)

Lauren Cook, Planner I, gave a brief overview of the proposed final plat with a recommendation to disapprove the final plat due to deficiencies and delegate to staff the authority to accept and approve the plat once the listed deficiencies are corrected. The approved plat will be brought to the chair for signature. There was no discussion on this item. *A motion was made by Karen Locke to disapprove the final plat due to deficiencies and delegate to staff the authority to accept and approve the plat once the listed deficiencies are corrected. The motion was seconded by Jack Tidwell. The motion passed unanimously (5-0).*

4. Regular Hearing: Preliminary Plat of Edmonds Cottages Addition; Lots 1-17, Block A; on 2.44 Acres, Out of the V.R. Sutton Survey, Abstract 1152; Located at 1720 Edmonds Lane; Zoned Planned Development - Estate Townhouse (PD-ETH) District. (24-03-2-PP)

Jon Beckham, Senior Planner, gave a brief overview of the proposed preliminary plat with a recommendation to disapprove the preliminary plat due to deficiencies and delegate to staff the authority to accept and approve the plat once the listed deficiencies are corrected. The approved plat will be brought to the chair for signature. There was no discussion on this item. A motion was made by Erum Ali to disapprove the preliminary plat due to deficiencies and delegate to staff the authority to accept and approve the plat once the listed deficiencies are corrected. The motion was seconded by Jack Tidwell. The motion passed unanimously (5-0).

Item D: Public Hearings

There was one item for consideration:

5. Public Hearing: Consideration of a Special Use Permit for a Bar and Food Truck Park and an Associated Alternative Standard Regarding Parking; on Approximately 0.648 Acres Legally Described as Salvation Army Addition, Lot 1 and 2, Block A, Located at 206 West Main Street and 207 Elm Street; Zoned Old Town Mixed Use 2 (OTMU2); as Requested by John Williams, of Old Town Craft, on Behalf of the City of Lewisville, the Property Owner. (Case No. 24-04-5-SUP)

Jon Beckham, Senior Planner, gave a brief overview of the proposed special use permit request an associated alternative standard regarding parking with a recommendation to recommend approval as presented. The applicant, John Williams, was present and available for questions. Staff addressed questions regarding the order of special use permit and Old Town Design Review Committee, landscaping, and trash receptable. Chair Miksa opened the public hearing. John Williams addressed the question regarding trash receptable and trash cans throughout the site, parking, and business model. With no one else indicating a desire to speak the public hearing was then closed. There was no discussion on this item. A motion was made by Karen Locke to recommend approval of the special use permit request and associated alternative standard regarding parking as presented. The motion was seconded by Erum Ali. The motion passed unanimously (5-0). Michele Berry, Planning Manager, stated that the item would appear before the Lewisville City Council on Monday, June 17, 2024 at 7:00 p.m. for a second public hearing and final decision.

Item E: Announcements

- Michele Berry, Planning Manager, stated there were no announcements just a reminder that the Capital Improvements Advisory Committee meeting will start after adjournment of the Planning and Zoning Commission meeting.

Item F: Adjournment

A motion was made by Jack Tidwell to adjourn the Planning and Zoning Commission meeting. The motion was seconded by Ryan Conway. The motion passed unanimously (5-0). There being no other business to discuss, the Planning and Zoning Commission meeting was adjourned at 6:45 p.m.

These minutes will be approved by the Planning and Zoning Commission at the next scheduled meeting.

Respectfully Submitted,

Approved,

Michele Berry, AICP
Planning Manager

MaryEllen Miksa, Chair
Planning and Zoning Commission

CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

Item G: Call to Order and Announce that a Quorum is Present

With a quorum present, the Capital Improvements Advisory Committee meeting was called to order by Chair MaryEllen Miksa at 6:46 p.m. on Tuesday, May 21, 2024, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Members present: Chair - MaryEllen Miksa; Erum Ali; Vice-Chair Jack Tidwell; Karen Locke; and Ryan Conway

Members absent: Rick Lewellen, Francisca Al-waely

Staff members present: Kelly Rouse, Assistant Director of Public Services; Aaron Russell, Director of Public Services; Roshan Chaudhary, Capital Improvements Project Manager; Michele Berry, Planning Manager; Jon Beckham, Senior Planner; Lauren Cook, Planner I; Grace Martin-Young, Planner I; Vincent Johnson, Planning Intern; Patty Dominguez, Planning Technician.

Item H: Approval of Minutes

6. Approve the Minutes of the October 17, 2023, Capital Improvements Advisory Committee Meeting. A motion was made by Karen Locke to approve the minutes as presented, seconded by Jack Tidwell. The motion passed unanimously (5-0).

Item I: Regular Hearing

7. Receive a Presentation on the Semi-Annual Report for the Period of October 1, 2023 – March 31, 2024, and Consider Acceptance of the Report and Forward it to the City Council for Review.

Kelly Rouse, Assistant Public Services Director, introduced Roshan Chaudhary, the new Capital Improvements Project Manager to the committee then presented the report to the committee. There was no discussion. A motion was made by Jack Tidwell to accept the report as presented and forward it to the City Council for review, seconded by Ryan Conway. The motion passed unanimously (5-0).

Item J: Adjournment

A motion was made by Jack Tidwell to adjourn the Capital Improvements Advisory Committee meeting. The motion was seconded by Erum Ali. The motion passed unanimously (5-0).

There being no other business to discuss, the Capital Improvements Advisory Committee meeting was adjourned at 6:53 p.m.

MINUTES
MAY 21, 2024

Page 5

These minutes will be approved by the Capital Improvements Advisory Committee at the next scheduled meeting.

Respectfully Submitted,

Approved,

Kelly Rouse
Assistant Director of Public Services

Jack Tidwell, Vice-Chair
Capital Improvements Advisory Committee