



City of Lewisville, TX

Planning and Zoning Commission

Agenda

151 W Church Street
Lewisville, Texas 75057

Tuesday, July 16, 2024

6:30 PM

Council Chambers

Regular Session - 6:30 P.M.

A. Call to Order and Announce that a Quorum is Present.

B. Approval of Minutes

1. [Consider the Minutes From the July 2, 2024 Joint Meeting With the Transportation Board.](#)

C. Regular Hearing

2. [Final Plat of Lovett Addition, Lot 1, Block A, on 6.56 Acres, Out of the Peter Harmonson Survey, Abstract 604, Zoned Light Industrial \(LI\) District, Located on the South Corner of State Highway 121 Business and Vista Ridge Mall Drive. \(24-06-6-FP\)](#)

D. Public Hearing

3. [Public Hearing: Consideration of a Special Use Permit for a Backyard Cottage on Approximately 0.3037-Acres; Legally Described as Lot 10, Block E, Vista Oaks - Phase II Addition, Located at 1353 Utica Lane; Zoned Single-Family Residential \(6,000 Square Foot Lot\) \(R-6\) District; as Requested by Coby Minton, on Behalf of Michael C. Burns, the Property Owner. \(24-06-11-SUP\)](#)

E. Announcements

F. Adjournment

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

The City will provide appropriate auxiliary aids and services, including sign language interpreters and assisted listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight or speech impairments, unless doing so would result in a fundamental alteration of its programs or an undue financial burden. A person who requires an accommodation or auxiliary aid or service to participate in a City program, service or activity, should contact the sponsoring Department, or the Human Resource Department at 972-219-3450 or by Fax at 972-219-5005 as far in advance as possible but no later than 48 hours before the scheduled event.

I do hereby certify that the above notice of meeting of the City of Lewisville Planning and Zoning Commission was posted at City Hall, City of Lewisville, Texas in compliance with Chapter 551, Texas Government Code on _____, 2024 at _____ AM.

Planning

MINUTES
JOINT MEETING OF THE PLANNING AND ZONING COMMISSION AND
TRANSPORTATION BOARD

JULY 2, 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 Vice-Chair Erum Ali at 6:30 p.m. on Tuesday, July 2, 2024, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Members present: Rick Lewellen, Karen Locke, Vice-Chair Erum Ali, Ainsley Stelling, Joshua Peterson and Francisca Al-waely.

Members absent: Jack Tidwell

Staff members present: Richard E. Luedke, Planning Director; Michele Berry, Planning Manager; Vincent Johnson, Planning Intern; Lauren Cook, Planner I; Sirwan Shahooei, Traffic Engineer; Duane Klosterman, Administrative Analyst.

Item B1: Approval of Minutes

Consider the minutes from the June 18, 2024, Regular Meeting. A motion was made by Karen Locke to approve the minutes as presented, seconded by Francisca Al-waely. The motion passed unanimously (6-0).

Item C: Regular Hearing

2. Regular Hearing: Final Plat Lewisville Business Park Addition; Lots 1-4, Block B; on 107.45 Acres, out of the Peter Harmonson Survey, Abstract 530, and the H. Turner Survey, Abstract Number 1248; Zoned Planned Development Light Industrial (PD-LI); Generally Located Along the South Side of Spinks Road, West of South Valley Parkway and East of Duncan Lane. (24-06-5-FP)

Vincent Johnson, Planning Intern, gave a brief overview and staff's recommendation. There was no discussion. A motion was made by Rick Lewellen to disapprove the final plat due to deficiencies and delegate to staff the authority to accept and approve the plat when deficiencies are corrected, seconded by Karen Locke. The motion passed unanimously (6-0).

3. Consideration of two Alternative Standards Associated With Window and Awning/Canopy Requirements for a Retail Store or Shop on an Approximately 3.29-Acre Lot, Legally Described as Blake C. Bowen Addition, Block A, Lot 2; Located at the on the North Side of Justin Road (FM 407) Approximately 400 Feet West of IH-35E; Zoned Light Industrial (LI) District, as Requested by Samuel Mortimer, the Architect, on Behalf of Lewisville 407 & 35, the Property Owner. (Case No. 24-08-9-AltStd)

Michele Berry, Planning Manager, gave a brief overview and staff's recommendation. There was no discussion. A motion was made by Francisca Al-waely to recommend approval of the alternative standards a) and b) as presented, seconded by Rick Lewellen. The motion passed unanimously (6-0). Richard E. Luedke, Planning Director, stated that the item would be considered by the City Council on August 5, 2024, at 7:00 p.m.

Item D: Public Hearings

4. Public Hearing: Consideration of a Special Use Permit for Automotive Repair (Minor); on Approximately 1.47 Acres, Legally Described as Lot 5R-1, Block A, Corporate Square Addition; Located at 1901 South Stemmons Freeway; Zoned Light Industrial (LI) District; as Requested by Moe Alsharif, Realty Austin, the Applicant, on Behalf of Christopher Goscha (et al.) Trust, the Property Owner. (Case No. 24-06-9-SUP)

Lauren Cook, Planner I, gave a brief overview of the subject property with a recommendation to recommend approval of the special use permit as presented. The applicant was present and available for questions. Vice-Chair Ali opened the public hearing. With no one indicating a desire to speak, the public hearing was then closed. Vice-Chair Ali asked staff if any calls or email were received on this item. Michele Berry stated none were received. There was no discussion on this item. A motion was made by Rick Lewellen to recommend approval of the special use permit as presented. The motion was seconded by Francisca Al-waely. The motion passed unanimously (6-0). Richard E. Luedke, Planning Director, stated that the item would appear before the City Council on August 5, 2024, at 7:00 p.m. for a second public hearing and a final decision.

5. Public Hearing: Consideration of a Zone Change From Agriculture Open Space (AO) District to Light Industrial (LI) District, on 6.364-Acres out of the Samuel M. Hayden Survey, Abstract Number 537; Located on the Southwest Corner of State Highway 121 Business and Holfords Prairie Road at 1898 East State Highway 121 Business; as Requested by Kaylie Flynn, Halff Associates, on Behalf of Clifton, & Claudia Juanita Myers et al., the Property Owners. (24-05-6-Z)

Lauren Cook, Planner I, gave a brief overview of the subject property with a recommendation to recommend approval of the zone change request as presented. Vice-Chair Ali opened the public hearing. With no one indicating a desire to speak, the public hearing was then closed. There was no discussion on this item. A motion was made by Ainsley Stelling to recommend approval of the zone change request as presented. The motion was seconded by Joshua Peterson. The motion passed unanimously (6-0). Richard E. Luedke, Planning Director, stated that the item would appear before the City Council on August 5, 2024, at 7:00 p.m. for a second public hearing and a final decision.

Item E: Other Business

6. Selection of Chair and Vice Chair.

A motion was made by Francisca Al-waely to select Karen Locke as Chair and Erum Ali as Vice Chair. The motion was seconded by Rick Lewellen. The motion passed unanimously (6-0).

Item F: Announcements

- Michele Berry, Planning Manager, welcomed the two new commissioners, Joshua Peterson and Ainsley Stelling.
- Michele Berry also reminded the commissioners about the upcoming training opportunities and asked them to please block those dates and times on their calendar if they have signed up and those that haven't responded yet to please do so to Patty Dominguez in Planning.

Item G: Adjournment

A motion was made by Karen Locke to adjourn the Planning and Zoning Commission meeting. The motion was seconded by Rick Lewellen. The motion passed unanimously (6-0). There being no other business to discuss, the Planning and Zoning Commission meeting was adjourned at 6:42 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

Karen Locke, Chair
Planning and Zoning Commission

MEMORANDUM

TO: Planning and Zoning Commission
FROM: Jon Beckham, AICP, Senior Planner
DATE: July 16, 2024
SUBJECT: **Final Plat of Lovett Addition, Lot 1, Block A, on 6.56 Acres, Out of the Peter Harmonson Survey, Abstract 604, Zoned Light Industrial (LI) District, Located on the South Corner of State Highway 121 Business and Vista Ridge Mall Drive. (24-06-6-FP)**

BACKGROUND:

Chapter 212 of the Texas Local Government Code specifies that the Planning and Zoning Commission (P&Z) or the official responsible for the approval of plat, shall approve, approve with conditions, or disapprove a plat application within 30 days after the date the plat was filed with the City. A public hearing is required for a replat with variances.

ANALYSIS:

Chapter 212 of the Texas Local Government Code requires a written list of reasons for disapproval to be provided for plats that are disapproved. Each reason specified in the written statement must be directly related to the requirements of the land development regulations and include a citation to the applicable law, including statute or municipal ordinance, that is the basis for the reason for disapproval.

The Final Plat of Lovett Addition Lot 1, Block A was submitted on June 17, 2024, and has been reviewed by staff. Staff recommends disapproval of the above plat for the following reasons based on the Lewisville Unified Development Code.

Article III – Ch. 5, Sec. 6 Final Plat

- Show all necessary easements
- Provide Property Owners Information
- List ROW and delineate ROW dedication correctly
- Ensure correct property owner is listed on signature block
- Show adjacent property information
- Provide signature blocks for both the City of Lewisville and the City of Coppel
- Use correct title block notation

RECOMMENDATION:

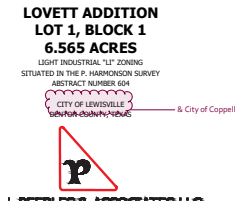
Staff recommends that the Planning and Zoning Commission disapprove the Final Plat of the of Lovett Addition Lot 1, Block A for the deficiencies listed above and delegate to staff the authority to accept and approve the plat once the listed deficiencies are corrected. The approved plat will be brought to the chair for signature.





Revised Comment Summary

Jon Beckham (8)



Author: Jon Beckham

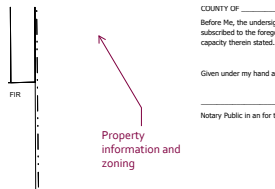
& City of Coppell

Author: Jon Beckham

You will need to add signature blocks for the City of Coppell as well on this plat

You will need to add signature blocks for the City of Coppell as well on this plat

1:1 prepared this plat from an actual and accurate survey of the land and

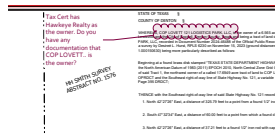


Author: Jon Beckham

Property information and zoning

Author: Jon Beckham

Tax Cert has Hawkeye Realty as the owner. Do you have any documentation that COP LOVETT.. is the owner?



Author: Jon Beckham

engineering comments to follow, if any

engineering comments to follow, if any



Author: Jon Beckham

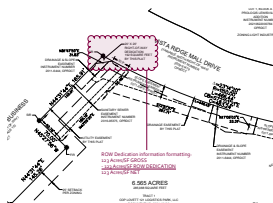
Contact name and number

Contact name and number

OWNER/DEVELOPER:
OSP LOVETT 121
LOGISTICS PARK, LLC
401 FRANKLIN STREET, SUITE 2555

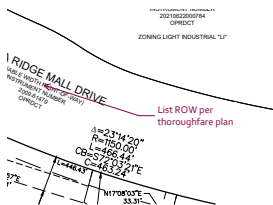
Author: Jon Beckham

ROW Dedication information
formatting:
123 Acres/SF GROSS
- 123 Acres/SF ROW DEDICATION
123 Acres/SF NET



Author: Jon Beckham

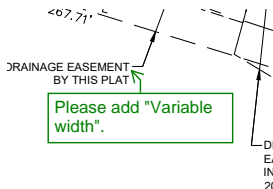
List ROW per thoroughfare plan



Michael (2)

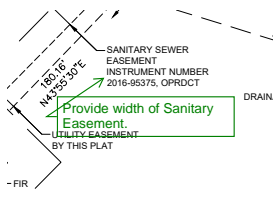
Author: Michael

Please add "Variable width".



Author: Michael

Provide width of Sanitary
Easement.





nrezaei (1)

Author: nrezaei

Provide the sidewalk easement

Provide the sidewalk
easement

NESS

Vincent Johnson (10)

Author: Vincent Johnson

City of Lewisville on the ____ day of ____
and there authorized the acceptance of the streets,
and sewer lines, as shown and set forth in and upon

Witness by my hand this ____ day of ____

City Secretary
City of Lewisville, Texas

ce of the streets, alleys, parks, easements public places and water
forth in and upon said plat.

y of ____, 20__.

Add City secretary's name

Author: Vincent Johnson

Add City secretary's name

Author: Vincent Johnson

City Secretary – Thomas Harris III

Author: Vincent Johnson

of Lewisville, T
CK 1 Can Additi
on or City Cour
20



Author: Vincent Johnson

Remove

Remove

r of Lewisville, Texas, hereby v
OCK 1, an Addition to the City
ion or City Council as required

Author: Vincent Johnson

Approved
Insert Name, Chair, Planning & Zoning Commission Date

This undersigned, the City Secretary of the City of Lewisville, Texas, hereby verifies that the
Resignation of the CITY SECRETARY, LOU BLOOM, is an Addition to the City of Lewisville as
to the appropriate Planning & Zoning Commission of the City of Lewisville as required by the statute
City of Lewisville on the ____ day of _____, 20____, and each body by formal
and there authorized the acceptance of the resignations, resignations public places
and sever lines, as shown and set forth in and upon said plan.

Author: Vincent Johnson

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This undersigned, the City Secretary of the City of Lewisville, Texas, hereby verifies that the
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and there authorized the acceptance of the resignations, resignations public places
and sever lines, as shown and set forth in and upon said plan.

Author: Vincent Johnson

Add Planning and Zoning
Commission Signature block
Chair Name: Karen Locke

Add Planning and Zoning
Commission Signature
block
Chair Name: Karen Locke

hereby verifies that the foregoing

OWNER'S

UTION
CK 1
IFS

Author: Vincent Johnson



LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

Author: Vincent Johnson

Change to Block A

DN

← Change to Block A

RVEY

MEMORANDUM

TO: Planning & Zoning Commission
FROM: Grace Martin-Young, Planner I
DATE: July 16, 2024
SUBJECT: **Public Hearing: Consideration of a Special Use Permit for a Backyard Cottage on Approximately 0.3037-Acres; Legally Described as Lot 10, Block E, Vista Oaks – Phase II Addition, Located at 1353 Utica Lane; Zoned Single-Family Residential (6,000 Square Foot Lot) (R-6) District; as Requested by Coby Minton, on Behalf of Michael C. Burns, the Property Owner. (24-06-11-SUP)**

BACKGROUND:

The owners of 1353 Utica Lane were pursuing a building permit through Eclipse Construction to build a backyard cottage. They aim to maximize the use of their property and allow a family member to have their own home.

ANALYSIS:

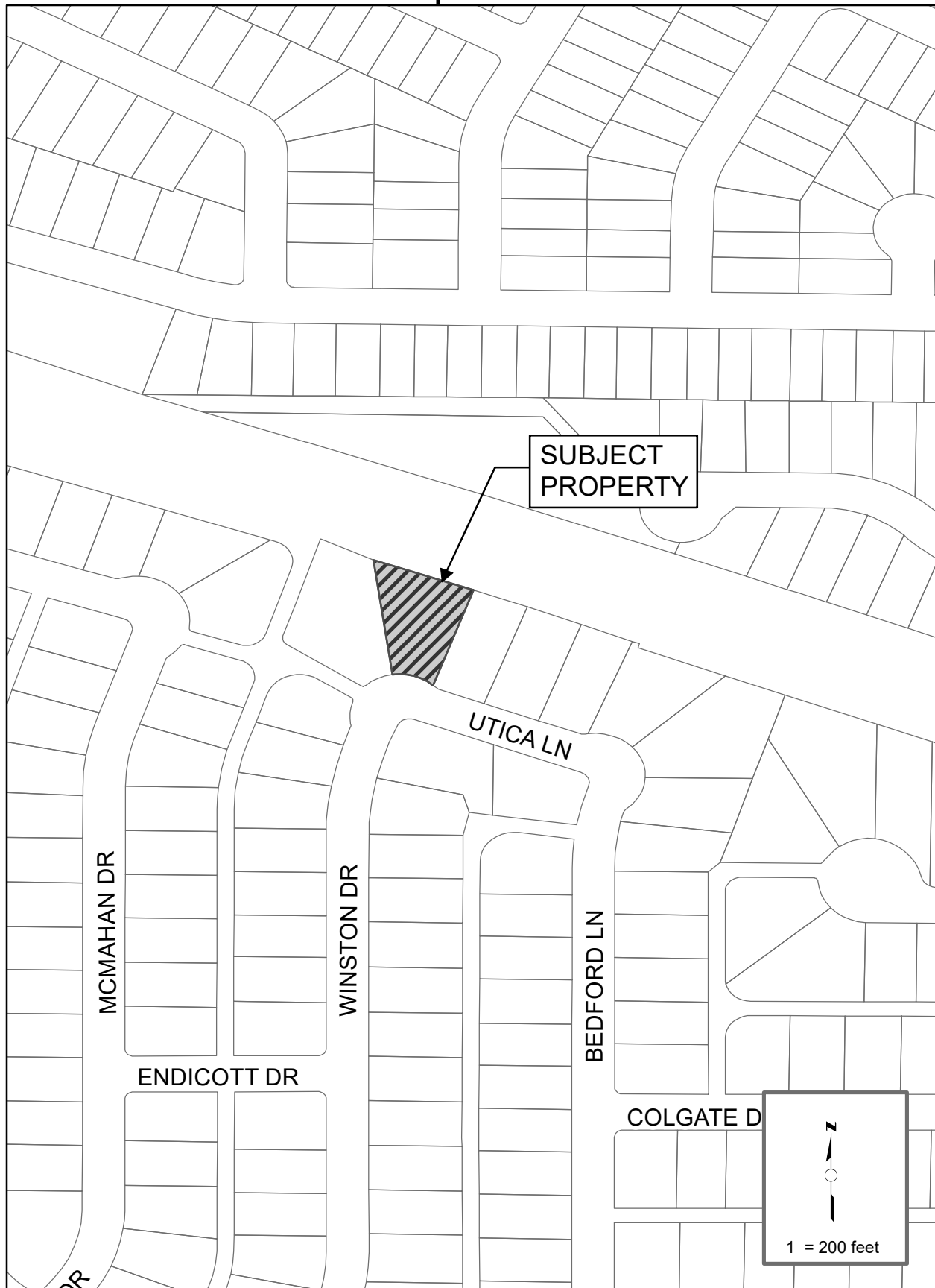
The City of Lewisville allows for backyard cottages by right on residential lots zoned R-7.5 and larger, though a special use permit is required on smaller lot sizes to ensure the site is not overcrowded. While 1353 Utica Lane is zoned R-6, the actual lot area is over 13,000 square feet. Even though the lot has ample space to accommodate this use, the current unified development code requirements which are based on zoning rather than literal lot area requires a special use permit to allow this use.

The proposed backyard cottage meets all supplemental use requirements for backyard cottages and staff finds this request consistent with the surrounding uses and is in alignment with the Lewisville 2025 Vision Plan call for the Big Move of Thriving Neighborhoods.

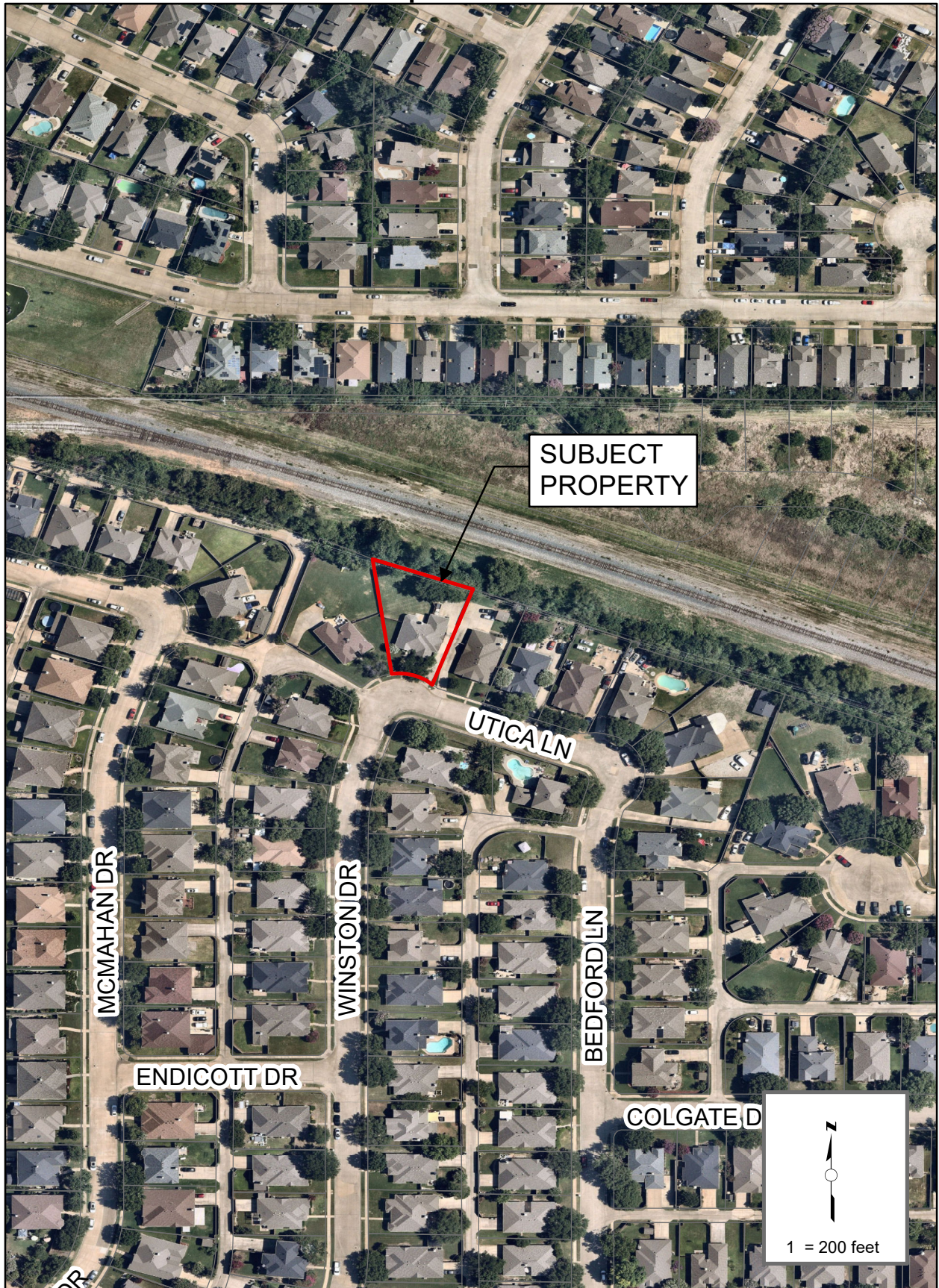
CITY STAFF'S RECOMMENDATION:

That the Planning and Zoning Commission recommend approval of the Special Use Permit, as set forth in the caption above.

Location Map - 1353 Utica Ln



Aerial Map - 1353 Utica Ln





ADU HOME FOR:

GRAHAM BLAYLOCK

1353 UTICA LANE
LEWISVILLE, TX 75077

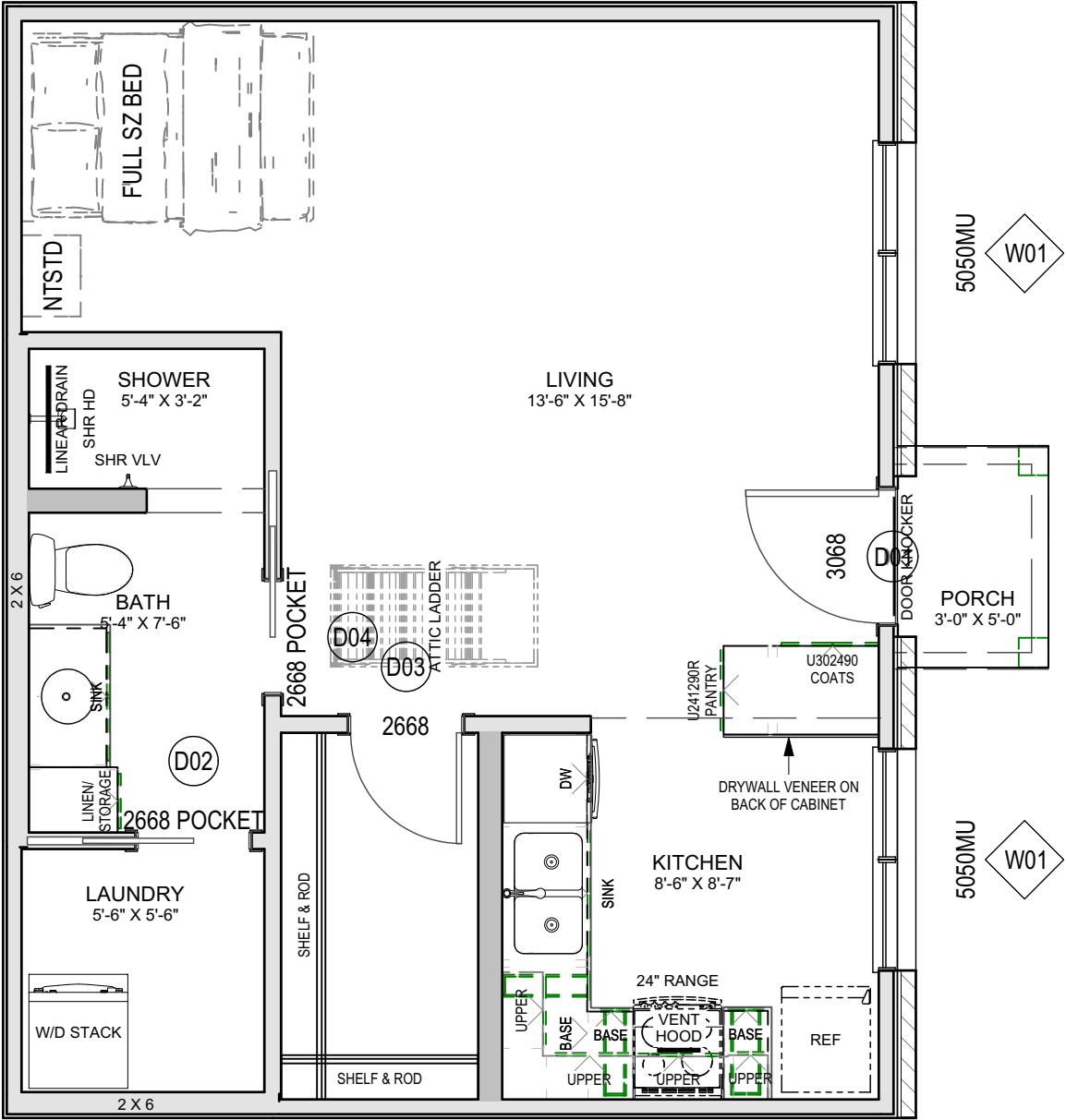
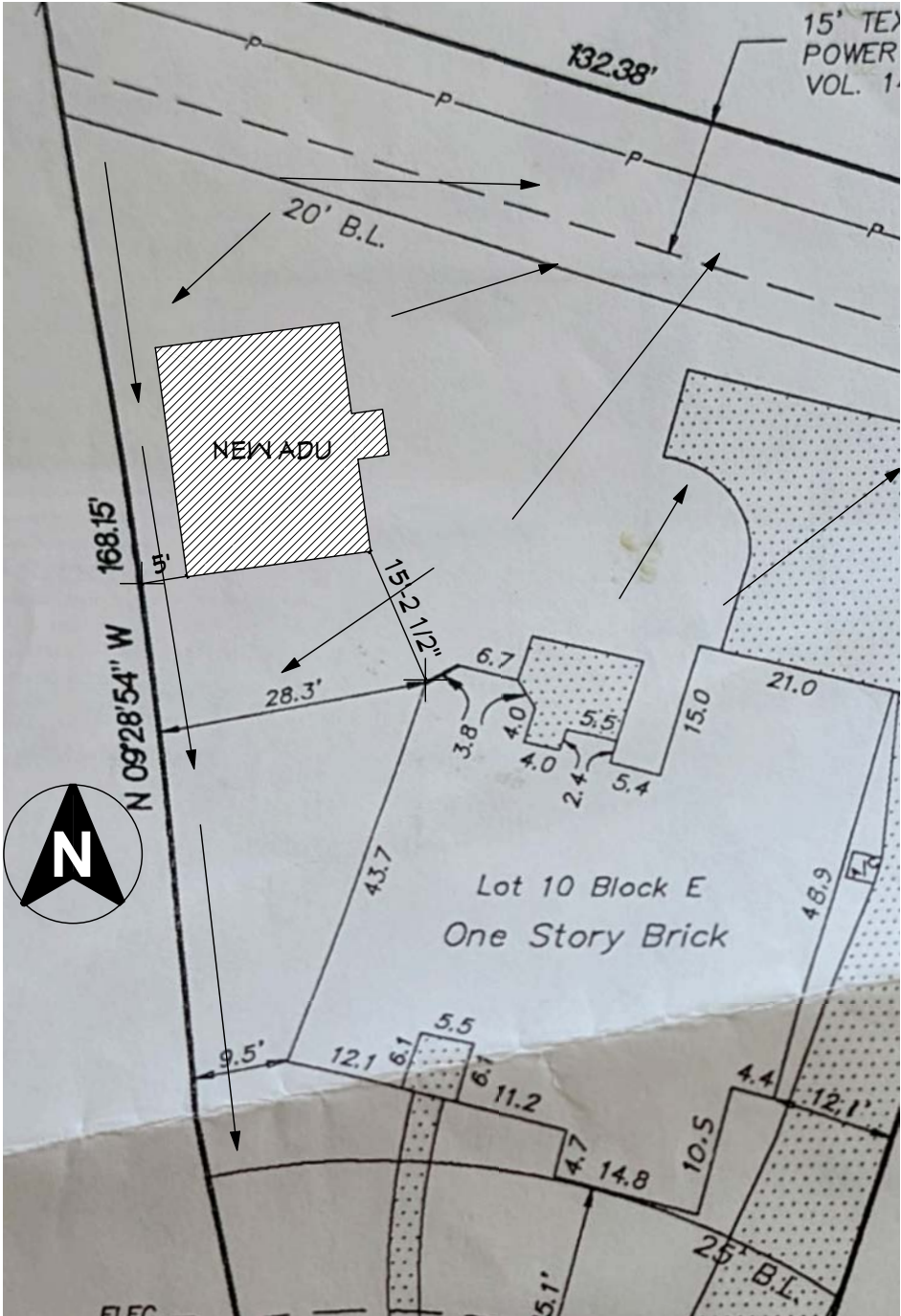
SHEET INDEX	
SHT	TITLE
1	COVER
2	SITE/DRAINAGE PLAN
3	FLOORPLAN/SCHEDULES
4	ELEVATIONS (SIDES)
5	ELEVATIONS (FRONT/REAR)
6	FLOORPLAN (DIMENSIONS)
7	FOUNDATION FORMS
8	ROOF PLAN
9	ELECTRIC PLAN

GRAHAM BLAYLOCK
1353 UTICA LANE | LEWISVILLE, TX 75077

COVER

REVISED
5/24/2024

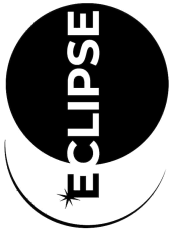
SHEET
1
of 9



LIVING AREA
518 SQ FT

DOOR SCHEDULE					
ELEVATION	NUMBER	LABEL	QTY	COMMENTS	HINGE SIDE
	D01	3068	1		R
	D02	2668 POCKET	1		L
	D03	2668	1		L
	D04	2668 POCKET	1		R

WINDOW SCHEDULE					
3D EXTERIOR ELEVATION	NUMBER	LABEL	QTY	FLOOR	COMMENTS
	W01	5050MU	2	1	



GRAHAM BLAYLOCK
1353 UTICA LANE | LEWISVILLE, TX 75077

FLOORPLAN/SCHEDULES

REVISED
5/24/2024

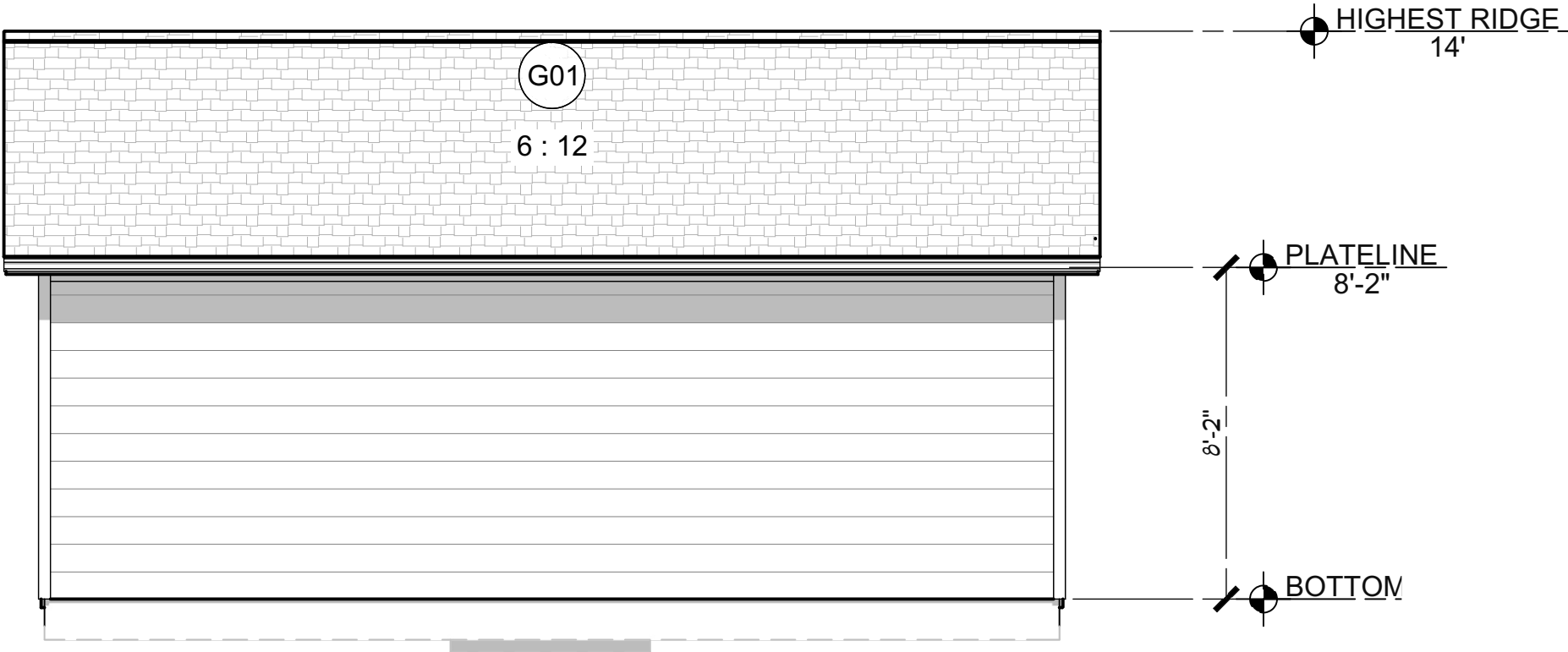
SHEET
3
of 9



DESIGN VIEW: 1ST FLOOR
1/4 IN = 1 FT

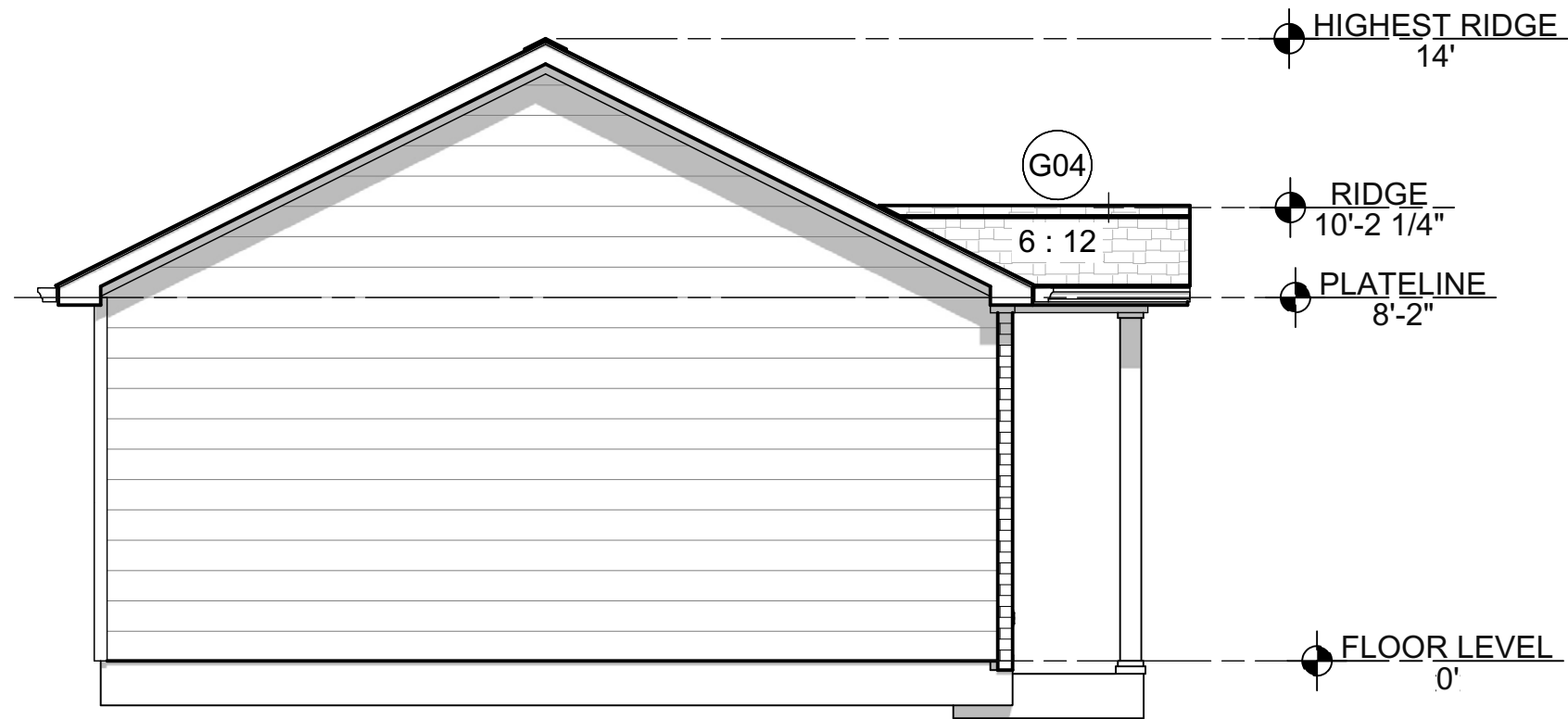


E3 RIGHT SIDE ELEVATION
1/4 IN = 1 FT

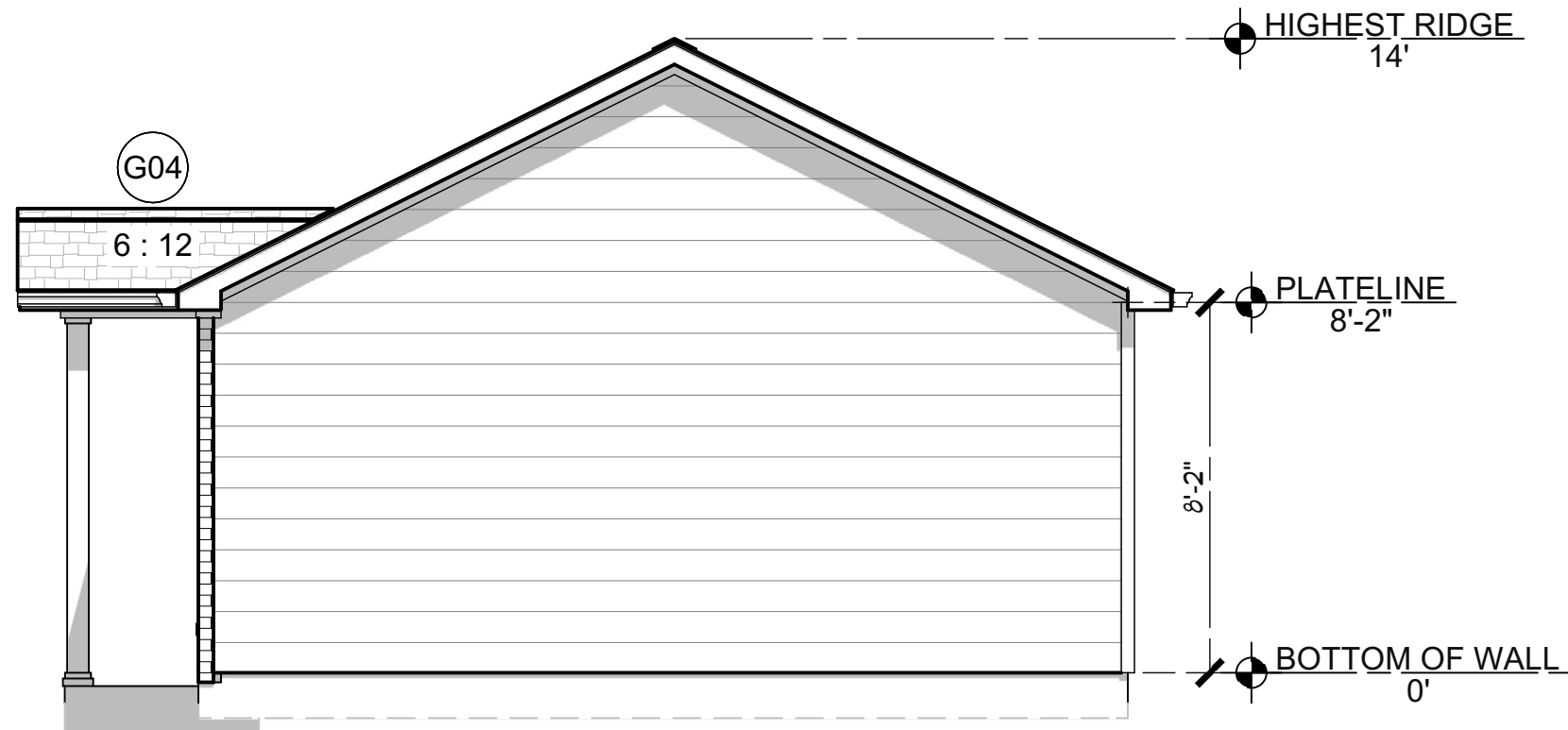


E4 LEFT SIDE ELEVATION
1/4 IN = 1 FT





E1 FRONT ELEVATION
1/4 IN = 1 FT



E2 REAR ELEVATION
1/4 IN = 1 FT



GRAHAM BLAYLOCK
1353 UTICA LANE | LEWISVILLE, TX 75077

ELEVATIONS (FRONT/REAR)

REVISED
5/24/2024

SHEET
5
of 9







Eclipse Custom Homes
2011 Northwest Hwy, Suite 100
Grapevine, Texas 76051
(817) 320-4536

Property Owner: Rachel Burns & Graham Blalock

Project Manager: Coby Minton

Property Address: 1353 Utica Lane, Lewisville TX 75077

Project Manager's Phone: 469-450-1031

Property Owner's contact: 972-765-1576

Project Manager's Email: cobym75@gmail.com

To whom it may concern,

We are seeking a permit to build a small cottage on the property located at 1353 Utica Lane in Lewisville for Mr. Graham Blalock who is [REDACTED] currently living with his parents in the home. The family is looking to add additional space for Graham to live independently with privacy but on site [REDACTED].

We are asking for a permit to build a small dwelling for Mr. Blalock to accommodate the family needs.

Please don't hesitate to reach out with any questions or concerns.

Thank you,

Coby Minton (Owner)
Eclipse Custom Homes
469-450-1031
Cobym75@gmail.com