

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

**JULY 2, 2024**

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**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.

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**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).*

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**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.

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**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, Half 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.

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**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).

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**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.

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**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,

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Michele Berry, AICP  
Planning Manager

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Karen Locke, Chair  
Planning and Zoning Commission

TRANSPORTATION BOARD  
July 02, 2024

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

With a quorum present, the Transportation Board meeting was called to order by Vice-Chair Erum Ali at 6:42 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.

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**Item I: Approval of Minutes**

7. Consider the Minutes of the December 19, 2023 joint meeting with the Planning and Zoning Commission. A motion was made by Karen Locke to approve the minutes as presented, seconded by Rick Lewellen. The motion passed unanimously (6-0).

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**Item J: Regular Hearing**

There were three items for consideration.

8. Consideration of Amending the Lewisville City Code, Section 15-87(C), Limitations on Turning Around, Prohibiting U-Turns at the Intersection of Garden Ridge Boulevard and Main Street and Intersection of Garden Ridge Boulevard and Evergreen at Lewisville Apartments Senior Living Driveway.

Sirwan Shahooei, Traffic Engineer, gave a brief overview of the subject property and recommended that the Transportation Board recommend approval of amending the Lewisville City Code, Section 15-87(C), prohibiting U-turns at the locations presented. Staff provided photos reflecting where there were safety concerns of vehicles making potentially hazardous U-turns. Staff addressed questions regarding adding stoplights and crosswalk lines. Staff indicated that the details of the studies did not warrant a stoplight and crosswalk lines would not be as effective. There was no further discussion on this item. A motion was made by Francisca Al-waely to recommend approval of amending the Lewisville City Code, Section 15-87(C) as presented. The motion was seconded by Joshua Peterson. The motion passed unanimously (6-0).

Item 10 was heard by the Transportation Board before item 9.

10. Consideration of Amending the Lewisville City Code Chapter 15, Section 15-126, Stopping, Standing, or Parking Prohibited on Specific Streets, by Prohibiting Parking on the East Side of McCarrt Drive From the Intersection of Country Ridge Road to 150 Feet South of the Intersection of Country Ridge Road.

Sirwan Shahooei, Traffic Engineer, gave a brief overview of the subject property and recommended that the Transportation Board recommend approval of the proposed Amending of Lewisville City Code Chapter 15, Section 15-126, Stopping, Standing or Parking on Prohibited on Specific Streets. Staff provided photos reflecting where there were safety concerns of vehicles parking on both side of McCarrt Dr. Staff addressed questions regarding who actually parked in that area and the details of overflow parking from nearby apartments. Staff indicated that child safety was the priority and would take precedent over overflow apartment parking. There was no further discussion on this item. *A motion was made by Rick Lewellen, to recommend approval of amending the Lewisville City Code Chapter 15, Section 15-126, Stopping, Standing, or Parking Prohibited on Specific Streets, by Prohibiting Parking on the East Side of McCarrt Drive From the Intersection of Country Ridge Road to 150 Feet South of the Intersection of Country Ridge Road, as presented. The motion was seconded by Ainsley Stelling. The motion passed unanimously (6-0).*

09. Consideration of Amending the Lewisville City Code Chapter 15, Section 15-127, Prohibited Parking on Specific Streets During Specific Hours, by Limiting Parking on the North Side of Southwest Parkway From 40 Feet East of the Centerline of Kia Drive to 240 Feet East of the Centerline of Kia Drive to Two Hours During the Hours of 6:00 A.M. to 11:00 P.M

Sirwan Shahooei, Traffic Engineer, gave a brief overview of the subject property and recommended that the Transportation Board recommend approval of the proposed amending of Lewisville City Code Chapter 15, Section 15-127, Prohibited Parking on Specific Streets During Specific Hours. Staff provided photos reflecting where there were concerns of vehicles extended parking in the spaces in front of Glory Park, potentially limiting access to and use of Glory Park to the maximum number of citizens. There was no further discussion on this item. *A motion was made by Karen Locke to recommend approval of amending Lewisville City Code Chapter 15, Section 15-127, Prohibiting Parking on Specific Streets During Specific Hours, as presented. The motion was seconded by Joshua Peterson. The motion passed unanimously (6-0).*

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**Item K: Other Business**

11. Selection of Chair and Vice Chair.

*A motion was made by Francis Al-waely to select Karen Locke as Chair and Erum Ali as Vice-Chair. The motion was seconded by Ainsley Stelling. The motion passed unanimously (6-0).*

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**Item L: Announcements**

- Planning Director Michelle Berry announced a reminder that the City of Lewisville was conducting the conclusion of its concert series with a concert and fireworks celebration called the Red, White and Lewisville, offering an open invitation to all present.

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**Item M: Adjournment**

*A motion was made by Rick Lewellen to adjourn the Transportation Board meeting. The motion was seconded by Ainsley Stelling. The motion passed unanimously (6-0).*

There being no other business to discuss, the Transportation Board meeting was adjourned at 06:55 p.m.

These minutes will be approved by the Transportation Board at the next scheduled meeting.

Respectfully Submitted,

Approved,

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Sirwan Shahoei  
Traffic Engineer

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Karen Locke, Chairman  
Transportation Board