

**MINUTES  
ZONING BOARD OF ADJUSTMENT  
SPECIAL-CALLED SESSION  
DECEMBER 11, 2024**

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

With a quorum present, the Lewisville Zoning Board of Adjustment meeting was called to order by Chair Pamela Goodwin at 6:30 p.m., in the Council Chambers, 1<sup>st</sup> Floor, City Hall, 151 West Church Street, Lewisville, Texas 75057.

**Board Members Present:** Chair Pamela Goodwin, John Deihl, Alternate Kimberly Turner (voting member), Audra Smolinski, Rick Lewellen

**Board Members Absent:** Alternate Ronke Abbey, MaryCarmen Estes

**Staff Members Present:** Michele Berry, Planning Manager; Grace Martin-Young, Planner I; Patty Dominguez, Senior Planning Technician.

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**Item B: Approval of Minutes**

1. Consider Corrections to the Minutes of the August 7, 2024 Meeting to Replace Two Erroneous References to the Planning and Zoning Commission with the Zoning Board of Adjustment. A motion was made by Audra Smolinski to approve the corrections to the minutes as presented by staff, seconded by John Deihl. The motion passed unanimously (5-0).
2. Consider Approval of the Minutes of August 28, 2024 Special-Called Meeting. A motion was made by Rick Lewellen to approve the minutes as presented by staff, seconded by John Deihl. The motion passed unanimously (5-0).

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**Item C: Public Hearing**

3. Public Hearing: Consideration of a Variance Request to Allow a Second Story Addition to an Existing Detached Garage to Encroach Approximately Seven Feet Into the Required 10-Foot Rear Yard Setback, Located at 1213 Holy Grail Drive, Legally Described as Castle Hills, Phase 1, Section A, Block A, Lot 1; Zoned Planned Development-Town Estate(PD-TE), as Requested by Dan Norfleet, the Property Owner. (Case No. 24-11-6-ZBOA)

Grace Martin-Young, Planner I, gave an overview of the proposed variance request. The property owner Dan Norfleet was present and available for questions. Chair Goodwin opened the public hearing. Dan Norfleet, the property owner, spoke in support of the request explaining the addition is to provide a place for his in-laws. He further stated the garage was already built when they

moved in. He has spoken to his neighbor, and they have no concerns. He also clarified he only has one neighbor on one side of his property. Patrick McGlone, 2401 Damsel Eve Drive, Lewisville, Texas 75056 spoke in opposition. His property is diagonally southeast from the subject property, and said he paid a lot premium for the greenbelt view. He suggested pushing the structure back to the property line to mitigate the impact on his view and create a break in the back elevation. He provided a sketch showing his suggestion. With no one else indicating a desire to speak, the public hearing was then closed. Board members had questions regarding the design and the impact on Mr. McGlone's view. A five-minute recess was called to allow city staff and property owner to view photos provided by Mr. McGlone. At 6:48 pm, Chair Goodwin called for a recess. The meeting reconvened at 6:53 pm. Discussion was help regarding the design and potential solutions. The property owner discussed the potential costs associated with redesigning the project. *A motion was made by Audra Smolinski to approve the variance request as presented, seconded by John Deihl. The motion passed unanimously (5-0).*

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#### **Item D: Announcements**

There were no announcements.

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#### **Item E: Adjournment**

*A motion was made by Kimberly Turner to adjourn the meeting, seconded by John Deihl. The motion passed unanimously (5-0).* The meeting adjourned at 7:00 p.m.

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These minutes approved by the Lewisville Zoning Board of Adjustment on April 2, 2025.

Respectfully Submitted,

Approved,

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Michele Berry, Planning Manager

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Pamela Goodwin, Chair  
Zoning Board of Adjustment