

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

**NOVEMBER 5, 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 Chair Karen Locke at 6:30 p.m. on Tuesday, November 5, 2024, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Members present: Chair – Karen Locke; Vice-Chair Erum Ali; Jack Tidwell; Joshua Peterson, Ainsley Stelling, Rick Lewellen, Francisca Al-waely

Members absent: none

Staff members present: Richard E Luedke, Planning Director; Michele Berry, Planning Manager; Lauren Cook, Planner I; Grace Martin-Young, Planner I; Patty Dominguez, Senior Planning Technician; Kelly Rouse, Assistant Director of Public Services; Aaron Russell, Director of Public Services; Roshan Chaudhary, Capital Improvements Project Manager, Roseann Davis, Senior Administrative Assistant; Jessica Freeman, Administrative Assistant.

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**Item B: Approval of Minutes**

1. Consider the minutes from the October 15, 2024, Regular Meeting. *A motion was made by Francisca Al-waely to approve the minutes as presented, seconded by Jack Tidwell. The motion passed unanimously (7-0).*
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**Item C: Regular Hearings**

There were two items for consideration:

2. Final Plat of Vista Ridge Village Addition, Lot 1A1 & Lot 1A2, Block B; on 6.796 Acres, out of the Juan Armendaris Survey, Abstract Number 28; Zoned Light Industrial (LI) District; Located at 420 Oakbend Drive; Being a Replat of Vista Ridge Village Addition, Phase 3, Lot 1A, Block B. (24-10-8-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 Erum Ali 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 Ainsley Stelling. The motion passed unanimously (7-0).*

3. Final Plat of Prologis Addition, Lot 3, Block A; on 6.364 Acres, out of the Samuel M. Haydon Survey, Abstract Number 537; Zoned Light Industrial (LI) District; Located at 104 Holfords Prairie Road and 1098 East State Highway 121 Business. (24-10-10-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 Rick Lewellen 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 Francisca Al-waely. The motion passed unanimously (7-0).*

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#### **Item D: Public Hearing**

There was one item for consideration:

4. **Public Hearing:** Consideration of a Special Use Permit for a Car Wash; on a 1.221-Acre Lot, Legally Described as Lot 3, Block A, The Corners at Valley Parkway Addition; Located at 1111 West Round Grove Road, Zoned Local Commercial (LC); as Requested by Hailey Peterson, Lonestar Builders, on Behalf of ROYSS, LLC, the Property Owner. (24-02-2-SUP)

Grace Martin-Young, Planner I, gave a brief overview of the proposed special use permit request. The applicant was present and available for questions. Chair Locke opened the public hearing. With no one indicating a desire to speak the public hearing was then closed. Staff addressed questions regarding the footprint of the building, surrounding properties, and the number of vehicles going through the facility per day. There was no discussion on this item. *A motion was made by Francisca Al-waely to recommend approval of the special use permit request as presented. The motion was seconded by Ainsley Stelling. The motion passed unanimously (7-0).* Richard E Luedke, Planning Director, stated that the item would appear before the Lewisville City Council on Monday, December 2, 2024 at 7:00 p.m. for a second public hearing and final decision.

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**Item E: Announcements**

- Michele Berry, Planning Manager, stated that Richard E Luedke, Planning Director, was awarded the Planning Icon Award for the State of Texas at the APA State Planning Conference. Michele also invited the commissioners to attend the backyard cottage celebration and awards ceremony on Monday, December 2, 2024 from 5:00 pm to 7:00 pm at City Hall, 3<sup>rd</sup> floor.

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**Item F: Adjournment**

*A motion was made by Rick Lewellen to adjourn the Planning and Zoning Commission meeting. The motion was seconded by Erum Ali. The motion passed unanimously (7-0). There being no other business to discuss, the Planning and Zoning Commission meeting was adjourned at 6:41 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

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## 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 Vice-Chair Jack Tidwell at 6:41 p.m. on Tuesday, November 5, 2024, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

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

Members absent: none

Staff members present: Kelly Rouse, Assistant Director of Public Services; Aaron Russell, Director of Public Services; Roshan Chaudhary, Capital Improvements Project Manager; Roseann Davis, Senior Administrative Assistant; Jessica Freeman, Administrative Assistant; Richard E Luedke, Planning Director; Michele Berry, Planning Manager; Lauren Cook, Planner I; Grace Martin-Young, Planner I; Patty Dominguez, Senior Planning Technician.

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### Item H: Approval of Minutes

5. Approve the Minutes of the May 21, 2024, Capital Improvements Advisory Committee Meeting. A motion was made by Karen Locke to approve the minutes as presented, seconded by Joshua Peterson. The motion passed unanimously (7-0).

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### Item I: Regular Hearing

6. Receive a Presentation on the Semi-Annual Report for the Period of April 1, 2024 – September 30, 2024, and Consider Acceptance of the Report and Forward it to the City Council for Review.

Roshan Chaudhary, Capital Improvements Project Manager, presented the report to the committee. Staff was asked to clarify why revenue was higher in the water sector despite the wastewater rate being higher than the water rate. Staff indicated the difference was due to irrigation meters not having a recoverable wastewater fee. Additionally, the question was asked whether growth factors drove the mentioned projects and staff confirmed that growth was the driver for these projects. A motion was made by Francisca Al-Waely to accept the report as presented and forward it to the City Council for review, seconded by Karen Locke. The motion passed unanimously (7-0).

7. Selection of Chair and Vice Chair.

A motion was made by Karen Locke to nominate Jack Tidwell as Chair and Joshua Peterson as Vice Chair, seconded by Rick Lewellen. The motion passed unanimously (7-0).

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**Item J: Adjournment**

*A motion was made by Erum Ali to adjourn the Capital Improvements Advisory Committee meeting. The motion was seconded by Rick Lewellen. The motion passed unanimously (7-0).*

There being no other business to discuss, the Capital Improvements Advisory Committee meeting was adjourned at 7:06 p.m.

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

Respectfully Submitted,

Approved,

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Roshan Chaudhary  
Capital Improvements Project Manager

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Jack Tidwell, Chair  
Capital Improvements Advisory Committee