



**City of Lewisville, TX**  
**Zoning Board of Adjustment**  
**Agenda**

151 W Church Street  
Lewisville, Texas 75057

---

**Wednesday, April 2, 2025**

**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 Approval of the Minutes of December 11, 2024 Meeting.](#)

**C. Other Business**

2. [Presentation by City Staff About Proposed City Charter Amendments on the May 3, 2025 Ballot.](#)

**D. 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 Zoning Board of Adjustment was posted at City Hall, City of Lewisville, Texas in compliance with Chapter 551, Texas Government Code on \_\_\_\_\_, 2025 at \_\_\_\_\_ AM.

---

Planning Department

---



**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.

---

**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).

---

**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).*

---

**Item D: Announcements**

There were no announcements.

---

**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.

---

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

Respectfully Submitted,

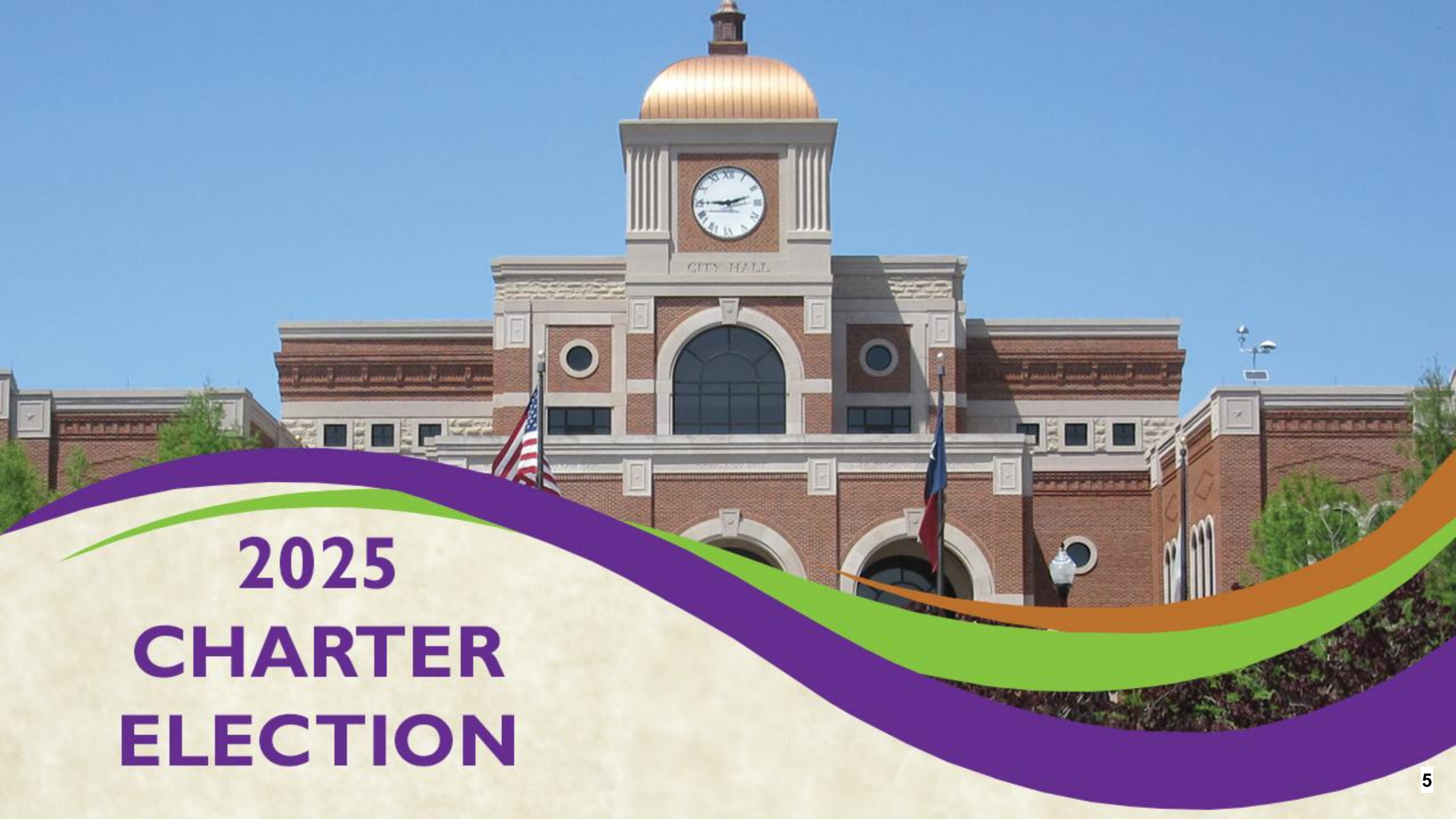
Approved,

---

Michele Berry, Planning Manager

---

Pamela Goodwin, Chair  
Zoning Board of Adjustment



CITY HALL

**2025  
CHARTER  
ELECTION**



# 2025 Lewisville Charter Election

Lewisville City Council has called a Charter Amendment election to be held Saturday, May 3, so voters can decide on six Propositions dealing with potential governance changes.



# 2025 Lewisville Charter Election

## General Information

### **What is the City Charter?**

The City Charter is the fundamental governing document for any home rule city in Texas. The City Charter specifies how the City will operate within the boundaries of State law. Any change to a City Charter must be approved through a local election.

### **How were these proposed amendments selected?**

The City Council appointed a five-member volunteer Charter Review Commission in 2024 to review the City Charter and identify potential amendments. The group met regularly through the fall, and reported back to the City Council in January with six proposed amendments.

### **Where can I find the full text of the proposed amendments?**

The full text of all six proposed amendments is available on the City's website, [cityoflewisville.com/2025charter](https://cityoflewisville.com/2025charter)





# 2025 Lewisville Charter Election

## General Information

### **When was the City Charter adopted?**

Lewisville's City Charter was adopted in 1963 by voters in a citywide election. Adopting the Charter made Lewisville a Home Rule City under Texas law and established Lewisville's current council-manager form of government.

### **When was the City Charter most recently amended?**

The Charter was most recently amended in May 2021. A Charter Review Commission must be appointed at least once every five years. Charter amendment elections can be held no more frequently than every two years.





# 2025 Lewisville Charter Election

## Proposition A

Should the charter be amended throughout to correct nonsubstantive errors such as capitalizations, punctuation and grammar; harmonize conflicting sections; and eliminate references to position titles that no longer exist?



# 2025 Lewisville Charter Election

## Proposition A details

### **What types of corrections are proposed for the City Charter?**

Non-substantive corrections primarily include punctuation changes, such as the consistent use of commas. References to the city assessor-collector, a position that no longer exists, would be removed since this function is now performed by the Denton County Tax Assessor. Harmonization clarifies that, consistent with another section of the City Charter, at least four council members must vote affirmatively for the City Council to take action.

Harmonization also clarifies, as per the results of a charter election in 2021, that the city manager is responsible for the management of city departments.

### **If Proposition A passes, will any of these changes affect city policies or operations?**

Proposition A would not change any current practices or operations.





# 2025 Lewisville Charter Election

## Proposition B

Should the charter be amended to eliminate the reading of ordinances at open meetings on three (3) separate days, allowing the passage of ordinances at a single meeting without the need to declare an emergency?



# 2025 Lewisville Charter Election

## Proposition B details

### **How does this City handle this situation currently?**

In most cases, the City Council declares an emergency, as construed by the Charter, so the captions of ordinances that they approve only have to be read at one meeting. An emergency declaration removes the requirement that the caption of approved ordinances be read at two more separate meetings.

### **If Proposition B passes, how will this change the process for approving an ordinance?**

If Proposition B passes, the City Council would no longer need to declare an emergency, as construed by the Charter, for ordinances to pass with a reading of the caption at a single meeting.





# 2025 Lewisville Charter Election

## Proposition B details

**If Proposition B passes, how will this change impact public input on new ordinances?**

If Proposition B passes, the public still would be able to provide input on proposed ordinances during the City Council meeting at which those ordinances are being considered.

**What process is used to pass ordinances in other cities?**

Among our 17 comparison cities, 88 percent require a single reading of an ordinance, 12 percent require two readings, and none require three readings.



# 2025 Lewisville Charter Election

## Proposition C

Should the charter be amended to allow the city manager, instead of the city council, to appoint, remove, and assign duties to the city secretary?





# 2025 Lewisville Charter Election

## Proposition C details

### **What is the current role of the City Secretary?**

Responsibilities assigned to the City Secretary by the City Charter are to give notice of City Council meetings; keep the minutes of each City Council meeting; keep an official record of meeting agendas, minutes, ordinances, and resolutions; and perform other duties assigned by the City Council or the City Charter.

### **If Proposition C passes, will this change impact the responsibilities of the city secretary?**

If Proposition B passes, the City Secretary would continue to perform all of the responsibilities assigned by the City Charter. The City Manager, not the City Council, could assign the City Secretary additional duties. Supervision and direction of the City Secretary would change from the City Council to the City Manager.

### **What is the practice in other cities?**

Among our comparison cities, 64 percent of City Secretaries are supervised by the City Manager.



# 2025 Lewisville Charter Election

## Proposition D

Should the charter be amended to require mayoral or councilmember candidates to submit a petition signed by qualified voters of the city eligible to vote for the candidate, equal in number to the number of signatures required for a candidate petition by state law, and to eliminate the requirement for a loyalty affidavit?





# 2025 Lewisville Charter Election

## Proposition D details

### **What are the current requirements to run for Mayor or City Council?**

Per the City Charter, a City Council member “shall be a qualified voter of the city; shall have resided for at least one year immediately preceding his election within the corporate limits of the City of Lewisville, or shall have been a resident for at least one year immediately preceding his election of any territory not formerly within the corporate limits of said city, but which has been annexed to the city under the provisions of [section 1.03](#) of this charter. Members of the city council additionally shall have resided continuously in their council district for six months prior to the regular filing deadline for a place on the ballot, or in the case of an annexation or redistricting, have resided continuously for six months in a location that is in the council district on the date of the regular filing deadline for a place on the ballot. Additionally, the mayor and each member of the city council shall not be in arrears in the payment of any taxes or other liabilities due to the city; and shall not hold any other office or employment under the city government while he is a member of said council.”



# 2025 Lewisville Charter Election

## Proposition D details

**If Proposition D passes, the loyalty affidavit requirement for candidates will be removed from the City Charter. What is a loyalty affidavit?**

Currently, residents who file to run for Mayor or City Council are required to sign a loyalty affidavit stating that they “will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct.” Much of this also is included in the sworn oath of office that is not proposed for removal and that is taken by all incoming City Council members prior to taking office.





# 2025 Lewisville Charter Election

## Proposition D details

**If Proposition D passes, what will be the petition requirement for mayoral and city council candidates?**

Future candidates would be required to submit a petition containing the number of signatures required for a candidate petition by State law. State law requires the number of signatures to be the greater of 25 or one-half of one percent of the total votes received by all candidates in the most recent mayoral general election. As of today, Lewisville candidates would be required to provide at least 27 signatures.

**What is the practice for candidate qualifications in other cities?**

The majority of our comparison cities, 59 percent, either require a petition in all cases or require a petition in lieu of a filing fee. None of the comparison cities require a loyalty affidavit.



# 2025 Lewisville Charter Election

## Proposition E

Should the charter be amended to increase the number of citizens serving on a charter review commission from five (5) to seven (7)?





# 2025 Lewisville Charter Election

## Proposition E details

### **What is the role of a Charter Review Commission?**

A Charter Review Commission is appointed at minimum every five years to consider the effectiveness of the City Charter and determine whether any charter provisions require revision. They can propose amendments to the City Charter to the City Council, which then decides whether to present proposed amendments to voters for consideration. The City Charter can only be amended by a citywide election.

### **How are members of the Charter Review Commission selected?**

City Council appoints engaged citizens to this Commission. A change from five to seven members would result in the Commission being the same size as the City Council.



# 2025 Lewisville Charter Election

## Proposition F

Should the charter be amended to increase the compensation for the mayor and councilmembers from \$50.00 for each meeting to \$400.00 per month for the mayor and \$300.00 per month for each councilmember?





# 2025 Lewisville Charter Election

## Proposition F details

**When was the current level of City Council compensation set, and when was it most recently increased?**

The current City Council compensation of \$50 per official meeting attended was added to the charter by Lewisville voters in a 2004 Charter Amendment Election. Prior to that, there was no compensation for Lewisville City Council members.

**How does the proposed compensation compare to similar cities?**

The Charter Commission based its recommendation on data from 15 comparable-sized cities that show a current average monthly compensation of \$697 for a mayor and \$469 for council members.

**If Proposition F passes, will this increase impact the city budget or raise taxes?**

The total cost would be \$26,400 per year, an increase of less than \$18,000 from the current budget.



# 2025 Lewisville Charter Election

## Early Voting – Denton County

Frederick P. Herring Recreation Center - 191 Civic Circle

Thrive – 1950 S. Valley Parkway

Castle Hills North Community Center – 201 Anna Avenue

Tuesday, April 22 – Saturday, April 26

8 a.m. – 5 p.m.

Sunday, April 27

11 a.m. - 5 p.m.

Monday, April 28 – Tuesday, April 29

7 a.m. – 7 p.m.

\* Early Voting can be done at any Denton County Early Voting Location



VOTE



# 2025 Lewisville Charter Election

## Early Voting – Dallas County

Coppell Town Center, 255 Parkway Blvd., Coppell

Monday, April 22 – Saturday, April 25  
8 a.m. – 5 p.m.

Saturday, April 26  
7 a.m. – 7 p.m.

Sunday, April 27  
Noon – 6 p.m.

Monday, April 28 – Tuesday, April 29  
7 a.m. – 7 p.m.

\* Early Voting can be done at any Dallas County Vote Center



VOTE

# 2025 Lewisville Charter Election

## Election Day

Saturday, May 3

Polling locations will be open from 7 a.m. – 7 p.m. Polling locations will be set and announced by each county.

If you having any questions about early voting, or election day voting locations, please contact the City Secretary's Office at 972.219.3648.



VOTE