

**MINUTES
OLD TOWN DESIGN REVIEW COMMITTEE
FEBRUARY 26, 2024**

Committee Members Present: Chair Randy Tetzlaff, Vice-Chair Amy Puckett, Kelly Blackall, Audra Smolinski

Committee Members Absent: Odin Clack

City Staff Present: Michele Berry, Planning Manager; Grace Martin-Young, Planner; Greg Johnston (Advising Architect)

Item 1: Call to Order and Announce That a Quorum is Present

With a quorum present, the Old Town Design Review Committee meeting was called to order by Chair Randy Tetzlaff at 4:00 p.m. on Monday, February 26, 2024, in the Development Services Conference Room, 2nd Floor, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Item 2: Approve the Minutes From the February 12, 2024 Meeting

The first item on the agenda was the approval of the minutes from the February 12, 2024 Meeting. *A motion was made by Audra Smolinski and seconded by Kelly Blackall to approve the minutes as presented. The motion passed unanimously (4-0).*

Item 3:

Consideration of a Letter of Design Approval for a Multi-Tenant Sign and Windows Signs for Arepas Street; Located at 190 East Main Street, Suite 106; as Requested by Alpha Graphics, the Applicant, on Behalf of Magyelin Valera de Fuenmayor, the Business Owner. (24-02-7-LDA)

Michele Berry, Planning Manager, gave a brief overview of the proposed multi-tenant sign and windows signs with a recommendation to approve with the modification to allow the larger sign area for the wall sign and larger coverage area for the window sign on the door. Advising Architect Greg Johnston was present and available for questions. *A motion was made by Kelly Blackall and seconded by Audra Smolinski to approve the multi-tenant sign and windows signs with the modification to allow the larger sign area for the wall sign and larger coverage area for the window sign on the door. The motion passed unanimously (4-0).*

Item 4:

Consideration of a Letter of Design Approval for a Patio Addition and Modifications to the Exterior of a Commercial Building; Located at 301 South Mill Street; as Requested by William Peck, the Architect, on Behalf of the Property Owner, TSMA Holdings LLC. (24-02-4-LDA)

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Grace Martin-Young, Planner I, gave a brief overview of the proposed patio addition and modifications to the exterior of a commercial building with a recommendation to approve as presented. Advising Architect Greg Johnston was present and available for questions. The applicant and property owner were both present and available for questions. *A motion was made by Kelly Blackall and seconded by Audra Smolinski to approve the modifications to the exterior of a commercial building and patio addition as presented. The motion passed unanimously (4-0).*

Item 5:

Consideration of a Letter of Design Approval for New Townhomes; Located at the Southeast Corner of the Intersection of Church Street and Harris Street; as Requested by Bill Peck, the Applicant, on Behalf of Zen Estates LLC, the Property Owner. (24-02-6-LDA)

Michele Berry, Planning Manager, gave a brief overview of the proposed new townhomes with a recommendation to approve as presented. Advising Architect Greg Johnston was present and available for questions. The applicant was present and available for questions. The applicant addressed questions regarding the roof and façade facing Church Street. *A motion was made by Audra Smolinski and seconded by Amy Puckett to approve the letter of design for new townhomes as presented. The motion passed unanimously (4-0).*

Item 6:

Consideration of a Letter of Design Approval for a Mixed-Use Building; Located at 300 North Mill Street; as Requested by Bill Peck, the Applicant, on Behalf of Matthew Shomer and Jeffrey Swartwout, the Property Owners. (24-02-5-LDA)

Michele Berry, Planning Manager, gave a brief overview of the proposed mixed-use building with a recommendation to approve as presented. Advising Architect Greg Johnston was present and available for questions. The applicant was present and available for questions. The applicant addressed a question regarding window glass replacement. *A motion was made by Amy Puckett and seconded by Kelly Blackall to approve the letter of design for a mixed-use building as presented. The motion passed unanimously (4-0).*

Item 7: Announcements

There were no announcements.

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Item 8: Adjournment

There being no other items to discuss, the meeting was adjourned at 4:31 p.m.

These minutes approved by the Old Town Design Review Committee on March 11, 2024.

Respectfully submitted,

Approved,

Michele Berry, Planning Manager

Randy Tetzlaff, Chair