

**MINUTES**  
**OLD TOWN DESIGN REVIEW COMMITTEE**  
**MARCH 25, 2024**

**Committee Members Present:** Chair Randy Tetzlaff, Kelly Blackall, Odin Clack, Vice-Chair Amy Puckett

**Committee Members Absent:** Audra Smolinski

**City Staff Present:** Michele Berry, Planning Manager; Grace Martin-Young, Planner I

**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, March 25, 2024, in the Development Services Conference Room, 2<sup>nd</sup> Floor, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

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**Item 2: Approve the Minutes From the March 11, 2024 Meeting**

The first item on the agenda was the approval of the minutes from the March 11, 2024 Meeting. *A motion was made by Kelly Blackall and seconded by Odin Clack to approve the minutes as presented. The motion passed unanimously (4-0).*

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**Item 3:**

**Consideration of a Letter of Design Approval for Twelve New Signs Associated With two Multi-Family Buildings, Located at 100 East Main Street and 151 South Mill Street; as Requested by Zach Roark, the Sign Contractor, on Behalf of the Business Owner, AMAC Holdings LLC. (24-03-9-LDA)**

Grace Martin-Young, Planner I, gave a brief overview of the proposed twelve new signs associated with two multi-family buildings with a recommendation to approve the signs with the modifications as presented. *A motion was made by Odin Clack and seconded by Amy Puckett to approve one monument sign; four directional signs with modifications to allow increased size, quantity, and acrylic material; four single-tenant wall signs with modifications to allow increased size and quantity; and three building markers with modifications to allow acrylic material. The motion passed unanimously (4-0).*

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**Item 4: Announcements**

- Michele Berry, Planning Manager, talked about Council Canines with Mayor Gilmore, stating that Mayor Gilmore will highlight a large dog for adoption during City Council meetings.
- Michele Berry, Planning Manager, reminded the committee members to please respond to email from staff to confirm their attendance when the Old Town Design Review Committee meeting agenda is sent out.

**Page 2**  
**Minutes - Old Town Design Review Committee**  
**March 25, 2024**

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**Item 5: Adjournment**

There being no other items to discuss, the meeting was adjourned at 4:09 p.m.

These minutes approved by the Old Town Design Review Committee on April 8, 2024.

Respectfully submitted,

Approved,

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Michele Berry, Planning Manager

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Randy Tetzlaff, Chair