

**MINUTES**  
**OLD TOWN DESIGN REVIEW COMMITTEE**  
**APRIL 8, 2024**

**Committee Members Present:** Kelly Blackall, Odin Clack, Vice-Chair Amy Puckett, Audra Smolinski

**Committee Members Absent:** Chair Randy Tetzlaff

**City Staff Present:** Richard Luedke, Planning Director; Lauren Cook, 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 Vice-Chair Amy Puckett at 4:01 p.m. on Monday, April 8, 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 25, 2024 Meeting**

The first item on the agenda was the approval of the minutes from the March 25, 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).*

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**Item 3:**

**Consideration of a Letter of Design Approval for A Multi-Tenant Wall Sign Located at 190 West Main Street Suite 104A; as Requested by Ali Azimimotlagh, the Business Owner. (24-04-11-LDA)**

Richard Luedke, Planning Director, gave a brief overview of the proposed multi-tenant wall sign with a recommendation to approve the sign with the modifications as presented. The applicant was present and available for questions. *A motion was made by Kelly Blackall and seconded by Audra Smolinski to approve a multi-tenant wall sign with the following modifications: a) to allow vinyl sign material; b) to allow a sign area of 24 square feet; and with a condition that the top of the sign be lowered below the bottom of the brick cornice and the bottom of the sign may encroach onto the flashing of the metal canopy. The motion passed unanimously (4-0).*

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**Item 4: Announcements**

There were no announcements.

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**Item 5: Adjournment**

There being no other items to discuss, the meeting was adjourned at 4:13 p.m.

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These minutes approved by the Old Town Design Review Committee on April 22, 2024.

Respectfully submitted,

Approved,

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Michele Berry, Planning Manager

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Randy Tetzlaff, Chair