



151 W. Church Street  
Lewisville, TX 75057

## A G E N D A

### OLD TOWN DESIGN REVIEW COMMITTEE MONDAY, AUGUST 26, 2024

LEWISVILLE CITY HALL  
DEVELOPMENT SERVICES CONFERENCE ROOM  
2<sup>ND</sup> FLOOR  
151 WEST CHURCH STREET  
LEWISVILLE, TEXAS

#### REGULAR SESSION MEETING – 4:00 P.M.

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1. **Call to Order and Announce That a Quorum is Present.**
  2. **Approve the Minutes from the August 12, 2024 Meeting.**
  3. **Consideration of a Letter of Design Approval for a Multi-Tenant Wall Sign and Window Sign; Located at 423 Elm Street; as Requested by Sara Higgins, the Applicant and Business Owner. (24-07-21-LDA)**
  4. **Announcements**
  5. **Adjournment**

I do hereby certify that the above notice of meeting of the City of Lewisville Old Town Design Review Committee was posted at City Hall, City of Lewisville, Texas in compliance with Chapter 551, Texas Government Code on \_\_\_\_\_, 2024 by \_\_\_\_\_ A.M.

\_\_\_\_\_  
Planning Department

#### NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

The Lewisville City Hall & Development Services Conference Room are wheelchair accessible. Access to the building and special parking are available at the front entrance along Church Street. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the Planning Department at (972) 219-3455 or by FAX (972) 219-3698 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

**MINUTES  
OLD TOWN DESIGN REVIEW COMMITTEE  
AUGUST 12, 2024**

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

**Committee Members Absent:** none

**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 4:03 p.m. on Monday, August 12, 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 July 22, 2024 Meeting**

The first item on the agenda was the approval of the minutes from the July 22, 2024 Meeting. A motion was made by Kelly Blackall and seconded by Amy Puckett to approve the minutes as presented. The motion passed unanimously (5-0).

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**Item 3:**

**Consideration of a Letter of Design Approval for an Exterior Modification of a Single-Family Home Located 396 Hickory Street; as Requested by Carolyn Goodwin, Zip Permits, on Behalf of the Property Owner, Marty P Hodge. (24- 08-23-LDA)**

Grace Martin-Young, Planner I, gave a brief overview of the proposed exterior modification for a single-family home with a recommendation to approve as presented. There was no discussion. A motion was made by Kelly Blackall and seconded by Jamie Kosich to approve the exterior modification for a single-family home as presented. The motion passed unanimously (5-0).

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**Item 4: Announcements**

- Committee member Blackall mentioned the Main Street Halloween Event coming up in October, stating more information to come.
- Staff talked about the Accessory Dwelling Unit (ADU) competition coming up, stating that the opening dates will be August 19, 2024 through October 31, 2024.

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**Item 5: Adjournment**

There being no other items to discuss, the meeting was adjourned at 4:14 p.m.

**Page 2**  
**Minutes - Old Town Design Review Committee**  
**August 12, 2024**

These minutes approved by the Old Town Design Review Committee on August 26, 2024.

Respectfully submitted,

Approved,

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Michele Berry, Planning Manager

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Randy Tetzlaff, Chair

**TO:** Old Town Design Review Committee

**FROM:** Lauren Cook, Planner I

**MEETING DATE:** August 26, 2024

**SUBJECT:** **Consideration of a Letter of Design Approval for a Multi-Tenant Wall Sign and Window Sign; Located at 423 Elm Street; as Requested by Sara Higgins, the Applicant and Business Owner. (24-07-21-LDA).**

### **BACKGROUND**

Vista Physical Therapy has moved from 475 Elm Street to 423 Elm Street, Suite 100. The new location is within the Old Town Design District and requires a Letter of Design Approval for a multi-tenant and window sign.

### **ANALYSIS**

The sign design includes the words “Vista” as the primary text and “Physical Therapy” as secondary text in sans serif font. The letters are blue to match the business’s brand standards. All letters are made from aluminum. The sign meets the design guidelines by use of sans-serif lettering at different scales, use of less than five colors, and positive contrast.

The sign standards for the Old Town Center Overlay District specify that there may be one multi-tenant wall sign with a maximum size of 20 square feet. This sign is the only secondary wall sign and measures a total of 66.75 inches wide and 24 inches tall. The total area of the sign is 11.12 square feet, meeting the area requirements. There is a temporary banner sign on the building today.

The tenant is also seeking an LDA for a window sign. The window sign matches font and style of the multi-tenant sign. Additional elements include lettering that details the business’s website, phone number, and operating hours. All letters are made from white vinyl graphic.

The window sign standards for the Old Town Design District specify that maximum area is 30% of the total glass area of the window on which the sign is placed. The area of the window sign is 20% of the total glass area of the window.

All signs are compliant with Old Town Design District standards.

### **RECOMMENDATION**

Staff recommends that the Old Town Design Review Committee approve the signs as presented.

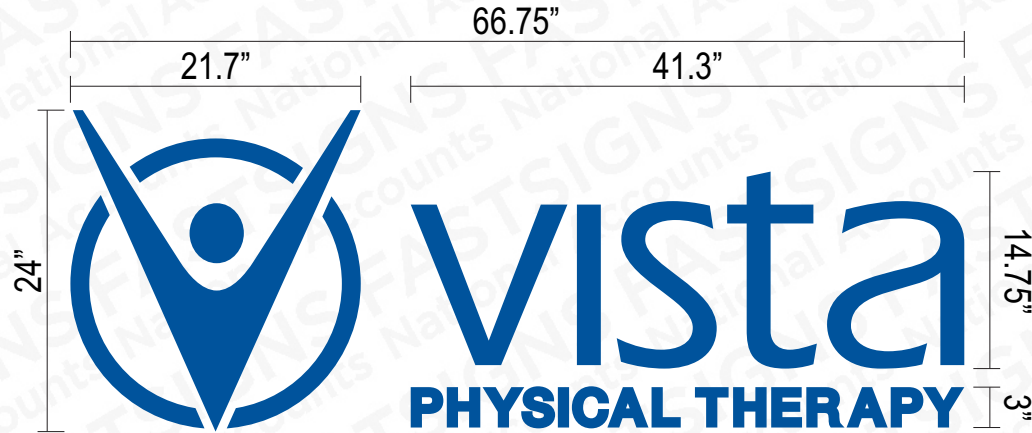
**\*\* SEE ART2 FOR \*\*  
DOOR VINYL DETAIL**



**FRONT ELEVATION - PROPOSED**



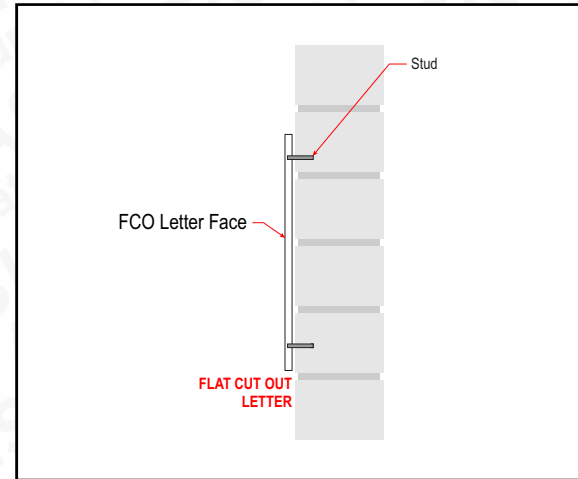
**FRONT ELEVATION - EXISTING**



**11.12 sq. ft.**

**FCO LETTERS**

- QTY. 1 SET
- .080" ALUMINUM LETTERS
- FACES AND EDGES PAINTED TO MATCH CMYK 100,69,0,11
- STUD MOUNTED
- PATTERN INCLUDED



**FCOs Stud Mounted**

**FASTSIGNS**  
NATIONAL ACCOUNTS

ACCOUNT:  
**PRN**

FILE:  
**249746-ART1b-01**

REPRESENTATIVE:  
Mary Conway

ADDRESS:  
423 Elm St Ste 100  
Lewisville TX 75057

ORIGINAL DRAWING DATE: 06/18/24

SCALE:  
NTS

REV. #1 BY: C.S.      REV. DATE: 07/25/24

REVISION NOTES:  
Changed to FCOs

REV. #2 BY: JL      REV. DATE: 08/05/24

REVISION NOTES:  
Changed material thickness

REV. #3 BY: JL      REV. DATE: 08/06/24

REVISION NOTES:  
Changed material

NOTES:

**REVISION-3**  
**08/06/24**

DRAWN BY: C. Sikora

REVISED BY: J.Lazo

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**LANDLORD  
OR AGENT  
SIGNATURE  
HERE**

Please sign & return drawing/s to **FASTSIGNS**  
Signature below indicates approval of **BOTH design & placement of sign/s**  
**X** \_\_\_\_\_ DATE \_\_\_\_\_

**\*DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE\***

**FIELD VERIFY ALL MEASUREMENTS BEFORE BEGINNING ANY WORK.  
INSTALLER TO VERIFY MOUNTING SURFACE PRIOR TO INSTALLATION.**



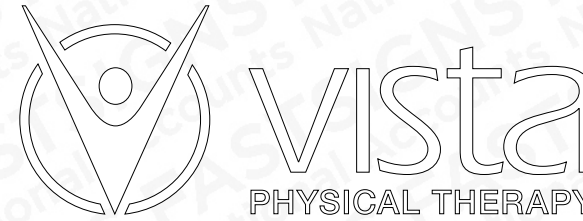
VARIABLES BY WIDTH OF NAME LINES

20"

VARIABLES BY LOCATION

7.25"

15.18"  
1.1"  
1.9"  
1.5"  
1.5"  
1.5"



www.vistarehab.com  
945.212.0050

HOURS  
MONDAY - FRIDAY 7AM - 7PM  
CLOSED SAT - SUN

**RTA DOOR VINYL**

- QTY 1
- PREMIUM WHITE VINYL GRAPHIC
- INSTALL TO FIRST SURFACE AS SHOWN

**\*\* SEE ART1 FOR \*\*  
INSTALL LOCATION**

**FASTSIGNS**  
NATIONAL ACCOUNTS

ACCOUNT:  
**PRN**

FILE:

**249746-ART2**

REPRESENTATIVE:  
Mary Conway

ADDRESS:  
423 Elm St Ste 100  
Lewisville TX 75057

ORIGINAL DRAWING DATE: 06/18/24

SCALE:  
NTS

REV. #1 BY: REV. DATE

REVISION NOTES:

REV. #2 BY: REV. DATE

REVISION NOTES:

REV. #3 BY: REV. DATE

REVISION NOTES:

NOTES:

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DATE \_\_\_\_\_

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