

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

Committee Members Present: Vice-Chair Amy Puckett, Kelly Blackall, Jamie Kosich

Committee Members Absent: Chair Randy Tetzlaff, Odin Clack

City Staff Present: Richard E. 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 4:06 p.m. on Monday, August 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 August 12, 2024 Meeting

The first item on the agenda was the approval of the minutes from the August 12, 2024 Meeting. *A motion was made by Kelly Blackall and seconded by Jamie Kosich to approve the minutes as presented. The motion passed unanimously (3-0).*

Item 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)

Lauren Cook, Planner I, gave a brief overview of the proposed multi-tenant wall sign and window sign with a recommendation to approve as presented. There was no discussion. *A motion was made by Jamie Kosich and seconded by Kelly Blackall to approve a multi-tenant wall sign and window sign as presented. The motion passed unanimously (3-0).*

Item 4: Announcements

- Lauren Cook, Planner I, gave an overview of the Backyard Cottage competition.

Item 5: Adjournment

There being no other items to discuss, the meeting was adjourned at 4:11 p.m.

These minutes approved by the Old Town Design Review Committee on September 9, 2024.

Respectfully submitted,

Approved,

Michele Berry, Planning Manager

Randy Tetzlaff, Chair