



151 W. Church Street
Lewisville, TX 75057

A G E N D A

OLD TOWN DESIGN REVIEW COMMITTEE MONDAY, OCTOBER 28, 2024

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

REGULAR SESSION MEETING – 4:00 P.M.

-
1. **Call to Order and Announce That a Quorum is Present.**
 2. **Approve the Minutes from the September 23, 2024 Meeting.**
 3. **Consideration of a Letter of Design Approval for a Monument Sign Located at 423 Elm Street; as Requested by Mary Conway, Fastsigns, the Applicant, on Behalf of Sara Higgins, Vista Physical Therapy Business Owner. (24-09-27-LDA)**
 4. **Consideration of a Letter of Design Approval for an Exterior Modification for a Single-Family Home, Located at 331 North Charles Street; as Requested by Cleve Joiner, the Property Owner. (24-09-29-LDA)**
 5. **Consideration of a Letter of Design Approval for a Monument or Gateway Entry Sign for Old Town in the Median of West Main Street, 70 Feet East of Hatcher Avenue; as Requested by Randy Simon, Parks Department, City of Lewisville. (24-10-31-LDA)**
 6. **Announcements**
 7. **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
SEPTEMBER 23, 2024**

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

Committee Members Absent: Kelly Blackall

City Staff Present: Michele Berry, Planning Manager; 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 Chair Randy Tetzlaff at 4:01 p.m. on Monday, September 23, 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 September 9, 2024 Meeting.

The first item on the agenda was the approval of the minutes from the September 9, 2024 Meeting. A motion was made by Jamie Kosich and seconded by Odin Clack 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 Wall Sign; Located at 190 West Main Street, Suite 101; as Requested by Madeline Cruz, the Applicant and Business Owner. (24-07-22-LDA)

Lauren Cook, Planner I, gave a brief overview of the multi-tenant wall sign with a recommendation to approve as presented. There was no discussion. A motion was made by Jamie Kosich and seconded by Amy Puckett to approve a multi-tenant wall sign as presented. The motion passed unanimously (4-0).

Item 4: Announcements

- Michelle Berry, Planning Manager, reminded everyone that Western Days Festival will be this weekend September 27 – 28, 2024 in Old Town Lewisville and further stated that the Planning Department will have a booth at the event talking about the Old Town Master Plan Update and Backyard Cottages.
-

Item 5: Adjournment

There being no other items to discuss, the meeting was adjourned at 4:10 p.m.

Page 2
Minutes - Old Town Design Review Committee
September 23, 2024

These minutes approved by the Old Town Design Review Committee on October 28, 2024.

Respectfully submitted,

Approved,

Michele Berry, Planning Manager

Randy Tetzlaff, Chair

DRAFT MINUTES

TO: Old Town Design Review Committee

FROM: Lauren Cook, Planner I

MEETING

DATE: October 28, 2024

SUBJECT: Consideration of a Letter of Design Approval for a Monument Sign Located at 423 Elm Street; as Requested by Mary Conway, Fastsigns, the Applicant, on Behalf of Sara Higgins, Vista Physical Therapy Business Owner. (24-09-27-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 monument. The applicant was previously granted a Letter of Design Approval for a multi-tenant and window sign on August 26, 2024.

ANALYSIS

The application is only for the tenant's sign, and not for the entire monument structure, which is pre-existing. The sign design includes the words "Vista" as the primary text and "Physical Therapy" as secondary text in sans serif font. The letters are white to match the business's brand standards. All letters are made from cut vinyl and applied to a 2" aluminum pan. 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 monument sign with a maximum area of 40 square feet. The monument structure is approximately 27 square feet, meeting the standards. The applicant's tenant sign which will be on the monument structure measures approximately 1.9 square feet in area.

The sign is compliant with Old Town Design District standards.

RECOMMENDATION

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

ACCOUNT:
PRN

FILE:
249746-ART4

REPRESENTATIVE:
Mary Conway

ADDRESS:
423 Elm St Ste 100
Lewisville TX 75057

ORIGINAL DRAWING DATE: 9/6/24

SCALE:
NTS

REV. #1 BY: SD REV. DATE: 09/13/2024

REVISION NOTES:
Change Detail Notes

REV. #2 BY: REV. DATE:

REVISION NOTES:

REV. #3 BY: REV. DATE:

REVISION NOTES:

NOTES:

REVISION-2
09/13/2024

DRAWN BY: E. Vazquez

REVISED BY: S. Dicks

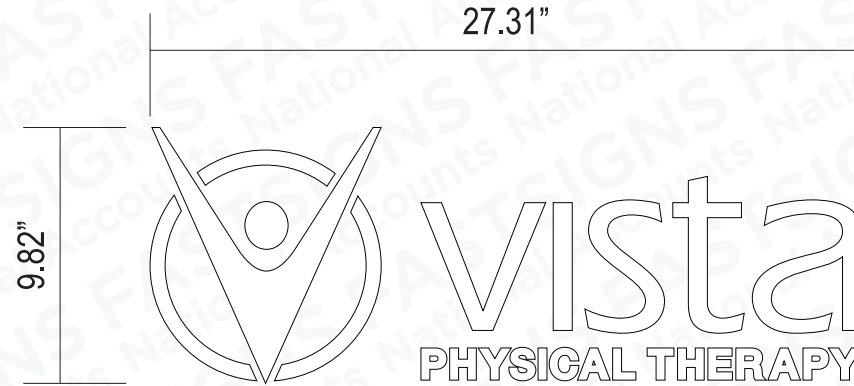
THIS DRAWING IS THE PROPERTY OF FASTSIGNS INTERNATIONAL, INC. THE BORROWER AGREES, IT SHALL NOT BE REPRODUCED, COPIED OR DISPOSED OF, DIRECTLY OR INDIRECTLY, NOR USED FOR ANY PURPOSE WITHOUT



D/S MULTI TENANT SIGN - PROPOSED



EXISTING



RTA VINYL

- QTY. 2 (ONE PER SIDE)
- GRAPHICS TO BE CUT FROM PREMIUM WHITE CUT VINYL
- FIRST SURFACE INSTALLATION
- GRAPHIC TO BE APPLIED TO 2" ALUMINUM PAN

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.

TO: Old Town Design Review Committee

FROM: Lauren Cook, Planner I

MEETING

DATE: October 28, 2024

SUBJECT: Consideration of a Letter of Design Approval for an Exterior Modification for a Single-Family Home, Located at 331 North Charles Street; as Requested by Cleve Joiner, the Property Owner. (24-09-29-LDA)

BACKGROUND

The applicant requires a Letter of Design Approval to make a modification to the front façade of their property. The applicant intends to remove two existing windows and recenter them on the wall they are on. The applicant believes that this will create a more visually appealing frontage, while also providing more light into the bedroom of which the windows face into.

ANALYSIS

A Letter of Design Approval for these windows was approved on January 28, 2019. According to the applicant, the windows were originally installed through the City's Property Enhancement Program (PEP). At the time of installation, the windows complied with building code standards. The standards were updated in 2021, making the windows no longer compliant. However, Assistant Building Official George Babineaux II has stated the applicant is fine to relocate the existing windows, since they were only installed a few years prior.

The applicant proposes taking two existing windows currently spaced apart on the same front façade and placing them side-by-side centered on the wall. The same siding that is used elsewhere on the house will be used to fill in where the windows used to be (Ply Gem Performance Collection, Traditional Lap 4-inch White Horizontal). The windows are Ply Gem 500 Series Single Hung 32" x 54". Around both windows will be a trim, painted Valspar – Pristine Green to match the other green architectural accents on the house. The windows are architecturally compatible with the house and surrounding neighborhood and therefore compliant with Old Town Design District standards.

RECOMMENDATION

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

331 N. Charles Street, Lewisville, TX 75057

To remove the two windows and center them on the exterior wall, at the moment one of the windows is jutting into the side of the patio, making an odd appearance. Centering the windows will create a more pleasing appearance from the outside. I may add a window box underneath the window to add seasonal flowers, this will add to the appearance. Moving the windows to the center will supply more light into the bedroom.

Thank you for your consideration.

Cleve Joiner
817=229-7137



Catalog Version 18



Call Width = Custom, Call Height = Custom, Frame Width = 32, Frame Height = 54, Sash Split = Equal

Line Number	Item Summary	Was Price	Now Price	Quantity	Total Savings	Total Price
200-1	500 Series Single Hung Rectangle 32 x 54 White	\$190.60	\$162.00	2	(\$57.20)	\$324.00
200-2	Screen LI	\$7.02	\$5.97	2	(\$2.10)	\$11.94
Unit 200 Total:		\$197.62	\$167.97		(\$59.30)	\$335.94

Begin Line 200 Descriptions

---- Line 200-1 ----

500 Series Single Hung 32 x 54
 Call Width = Custom, Call Height = Custom, Frame Width = 32, Frame Height = 54, Sash Split = Equal
 Unit Type = Complete Unit, Drywall Passage = No, Frame Type = Nailing Fin
 Rating Required = None, Required Thermal Performance = Southern, Performance Rating = H-R40, DP +40/-40
 Color / Finish = White
 Safety Vent Latch = None

Screen Option = Half Screen, Screen Mesh Type = Charcoal Fiberglass, Screen Shipping Method = Shipped Separately
 Room Location = Custom, Custom Location = south, Is this a Re-make? = No
 U-Factor = 0.35, Solar Heat Gain Coefficient = 0.21, Visible Light Transmittance = 0.39
 SKU = 1000012267, MVendorNumber = 60002261, Customer Service = (888) 759-4363,
 Catalog Version Date = 6/25/2018
 3/4" Flat GBG (Standard), Colonial, 3W2H

Unit 1: Glass Package = LE SC, Glazing Type = Double Glazed, Gas Filled = Air, Spacer Package = Warm Edge (WE), Common Glass Options = Match All Glass Panes
 Unit 1 Lower, 1 Upper: Glass Strength = Annealed, Pattern Glass = No
 Extended Siding Pocket Leg = No, Nail Fin Setback = 1 3/8", Frame Pre-Set Combos = 510, Fin Removal = None
 Jamb Extension = No Extension Jamb
 Clear Opening Width = 27.4375, Clear Opening Height = 23.875, Clear Opening Square Foot = 4.55

---- Line 200-2 Description is the same as line 200-1 ----

End Line 200 Descriptions

WINDOWS INSTALLED 2018-19 THROUGH City's PIP Program: Discussion with Asst. Building Official GEORGE BABINEAUX will Allow Relocation DUE to WINDOWS only FOUR YEARS OLD.

Window Relocate Area





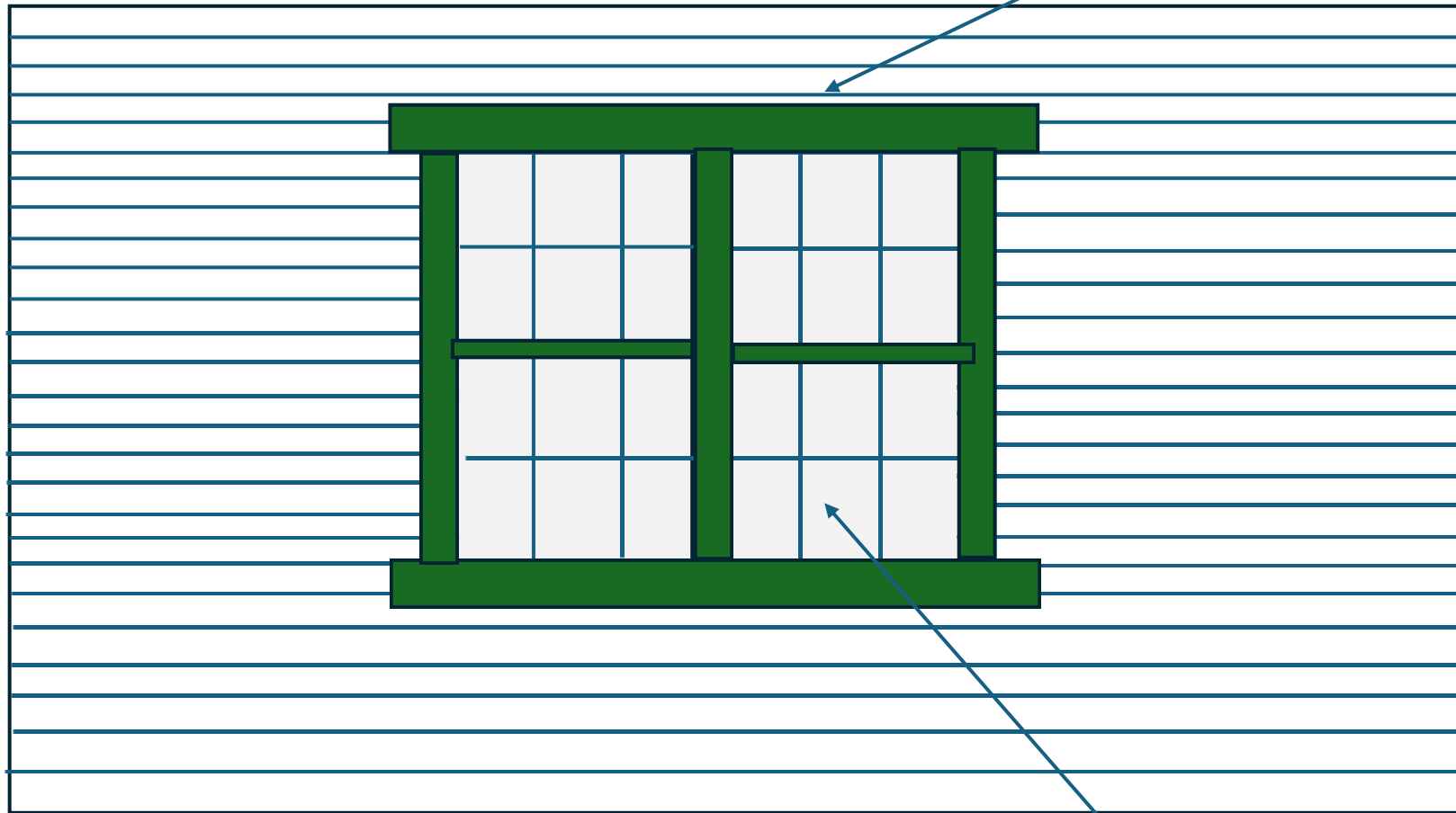
SIDING: Ply Gem Performance
Collection, Traditional Lap 4-Inch –
White Horizontal - 100256060543

PAINT :Valspar – Pristine Green
(Satin) HGSW6193

14 Feet

5.5 Feet

8 Feet



Council Variance Approved for
Siding to Previous Owner – Nina
Kinney Prior to 2011

6 Feet

WINDOWS: Ply Gem 500 Series
Single Hung – Two Each 32 X 54
(Specifications: See Attached PDF)

TO: Old Town Design Review Committee

FROM: Michele Berry, AICP, Planning Manager

MEETING

DATE: October 28, 2024

SUBJECT: Consideration of a Letter of Design Approval for a Monument or Gateway Entry Sign for Old Town in the Median of West Main Street, 70 Feet East of Hatcher Avenue; as Requested by Randy Simon, Parks Department, City of Lewisville. (24-10-31-LDA)

BACKGROUND

On March 20, 2023, staff presented the concept of entry features to Old Town and locations to City Council. On August 19, 2024, revised designs were presented to the City Council. That meeting and discussion can be viewed online [here](#) minute marker 11:51 of the video. Based on the discussion from both meetings more detailed plans were prepared for the option council preferred for the Old Town Design Review Committee to review.

ANALYSIS

The sign design is inspired by the heritage of Lewisville including the Lewisville Feed Mill, Huffines Car Dealership, commercial vernacular buildings brickwork and City Hall.

The proposed sign is a government sign as it is being installed by a governmental agency and therefore does not require a permit, however, it should still comply with Old Town Design District Sign Standards and Guidelines. The closest sign type to the proposed sign is a low-profile/monument sign. Sign standards for the Old Town Design District specify that there may be one low-profile/monument with standards for height, area, setback, materials, and lighting. The sign meets required clearances over the vehicular paths below and standards for building materials. Modifications are requested for height, setback, location, size, and lighting. The Old Town Design Review Committee is authorized to grant these modifications per Section VI.8.2, subsection C.7.c.

Standard	Proposed	Modification Required
4' height maximum	28'5"	Yes
3' from all property lines	The base is 4' from the curb. Arms project ~16' from base over traffic lanes	Yes
40 SF maximum area	185 SF (not including masonry post)	Yes
1 per premises	In the ROW	Yes
Neon or indirect lighting	LED "neon" tube lighting and downlighting	Yes

The sign materials are brick, cast stone, powder coated metal and perforated metal. These materials are all permitted.

The proposed lighting is a neon-like LED option and downlighting. Downlighting is permitted by the guidelines. LED strip light is like neon tube lighting, but light is not distributed the full way around the tube and can also be substantially brighter. Another difference is that the ends will appear different as they cannot be bent to terminate in the same way as true neon lighting. The previous Prototype IT sign used led strip light to illuminate the letters, they put the sign up and then requested the Letter of Design Approval. The sign has been removed. The Perc sign on the rear of the building using neon tube lighting, Alkey's old sign, since removed used neon tube lighting.

While LED lights use less energy, both types of fixtures would require complete replacement when/if they burn out. Neon signs are expected to last between 8 and 15 years. LED rope lights have a life expectancy of 50,000 hours or 11 years if used 12 hours a day. Neon lights are composed of glass tubes that contain noble gases. The specific gases depend on the color desired, for example, neon for red, helium for pink, argon for yellow, green, blue, or white and mercury for blue. LED lights are composed of plastic or epoxy and contain heavy metals and can have adjustable colors and brightness. Neon uses more energy and is estimated to cost 10% to 15% for the initial installation.

LED "neon" rope lighting has not been used in Old Town in this way. The overall look may be noticeable different than neon lighting. This concern is mitigated by the scale of this project and by the fact the tubes will be applied to resemble neon lighting in the context of a sign to the extent possible. It would also mean future proposals for LED "neon" rope lighting are likely. In some examples of this type of lighting in other applications, the look is very modern and not appropriate for Old Town. If a modification for LED rope "neon" light is approved, it should be noted that each modification is approved case by case based on the overall merits of the design and the project context.

RECOMMENDATION

Staff recommend that the Old Town Design Review Committee grant a letter of design approval for the sign with the dimension and location modifications requested.

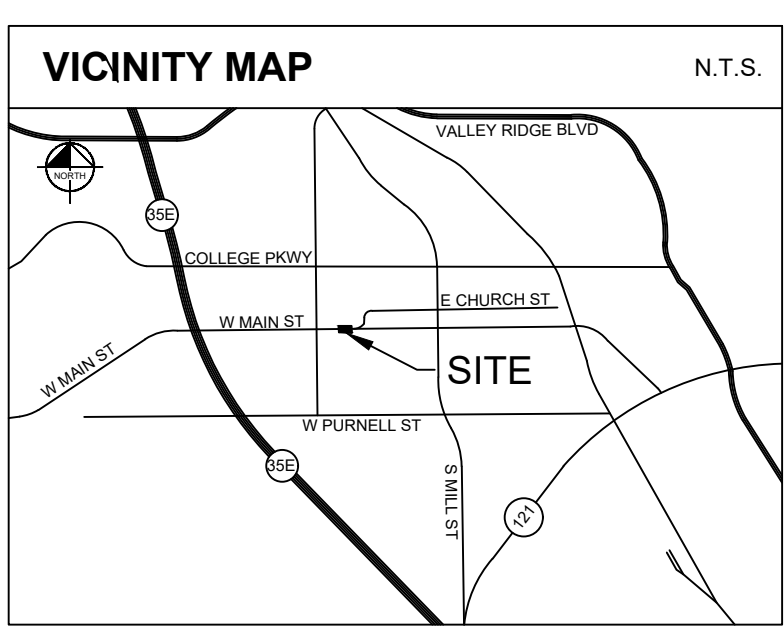
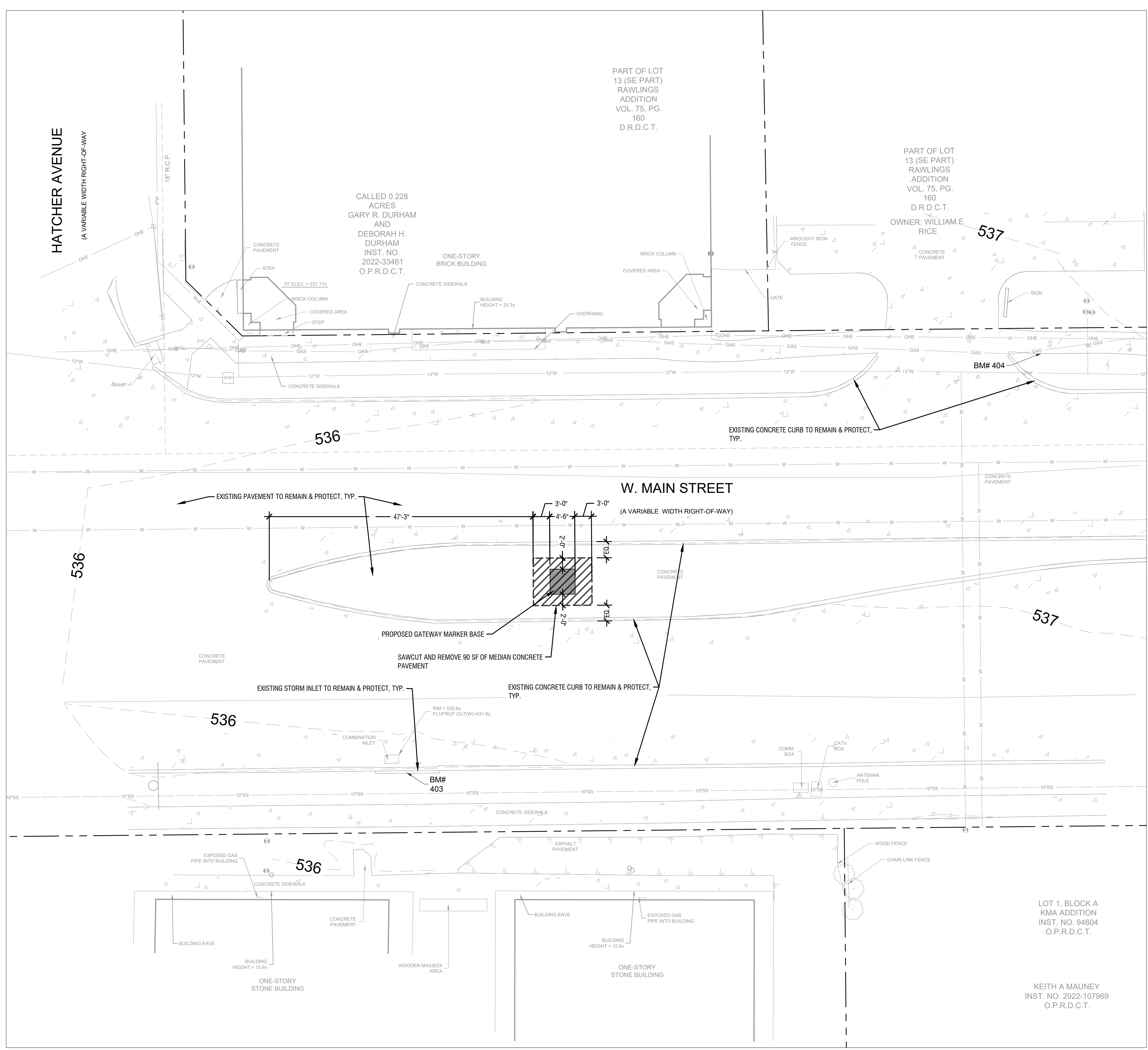
Neon Sign Examples



LED "Neon" Tube Examples



Plotted By: Urdiales, Katie, October 01, 2024, 05:49:18pm, K:\VCH-LA-F\Projects\063025049 - Old Town Lewisville Gateway CAD\Sheets\L1.06 DEMOLITION PLAN & PRESERVATION PLAN.dwg
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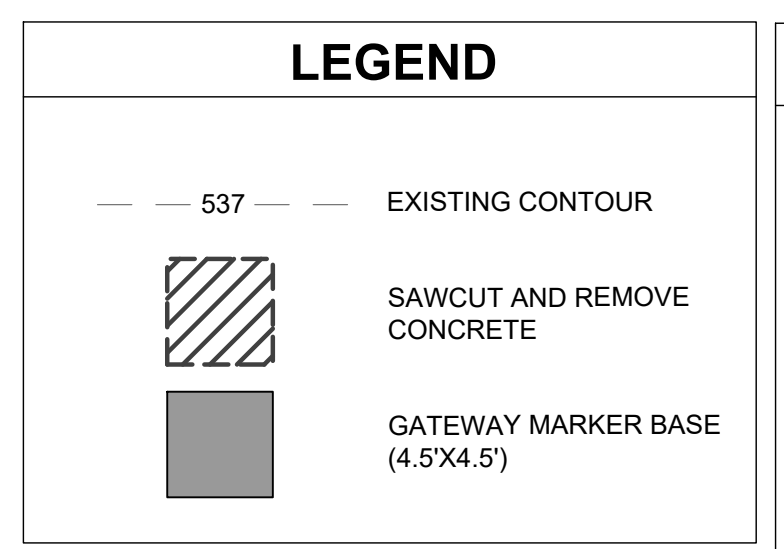


BENCHMARK LIST

BM #401xxx
 CITY BENCHMARK NO. 11 - 3 1/4" ALUMINUM DISK MONUMENT STAMPED #11, LOCATED APPROXIMATELY 191' EAST OF THE N. CHARLES STREET & W. CHURCH STREET INTERSECTION, APPROXIMATELY 3.3' NORTHEAST OF ELECTRIC VAULT & 3.4' NORTHEAST OF A BUS SIGN.
 ELEV = 525.15

BM #403xxx
 * [X] CUT SET ON THE SOUTH SIDE OF A COMBINATION INLET ON THE SOUTH SIDE OF W. MAIN STREET ±65' EAST OF THE INTERSECTION OF W. MAIN STREET AND HATCHER AVENUE, ±76' WEST OF AN ANTENNA POLE AND ±50' EAST OF A "NO PARKING" SIGN. ELEV = 536.38

BM #404xxx
 * [X] CUT SET ON THE SOUTH SIDE OF A CONCRETE SIDEWALK ON THE NORTH SIDE OF W. MAIN STREET ±175' EAST OF THE INTERSECTION OF W. MAIN STREET AND HATCHER AVENUE, ±57' SOUTHEAST OF A POWERPOLE WITH TRANSFORMER AND ±10' SOUTHEAST OF A "KUZMICH LAW FIRM" SIGN.
 ELEV = 536.77



REMOVAL NOTES

THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL EXISTING UTILITIES WITH THE CITY, AND THE VARIOUS UTILITY COMPANIES. ANY UTILITIES WHICH ARE DAMAGED BY THE CONTRACTOR SHALL BE PROMPTLY REPAIRED AT NO ADDITIONAL EXPENSE TO THE OWNER. SHOULD ANY MODIFICATIONS BE REQUIRED, CONTRACT THE OWNER IMMEDIATELY, PRIOR TO MAKING THE CHANGE. CALL TEXAS ONE TO MARK AND LOCATE UTILITIES

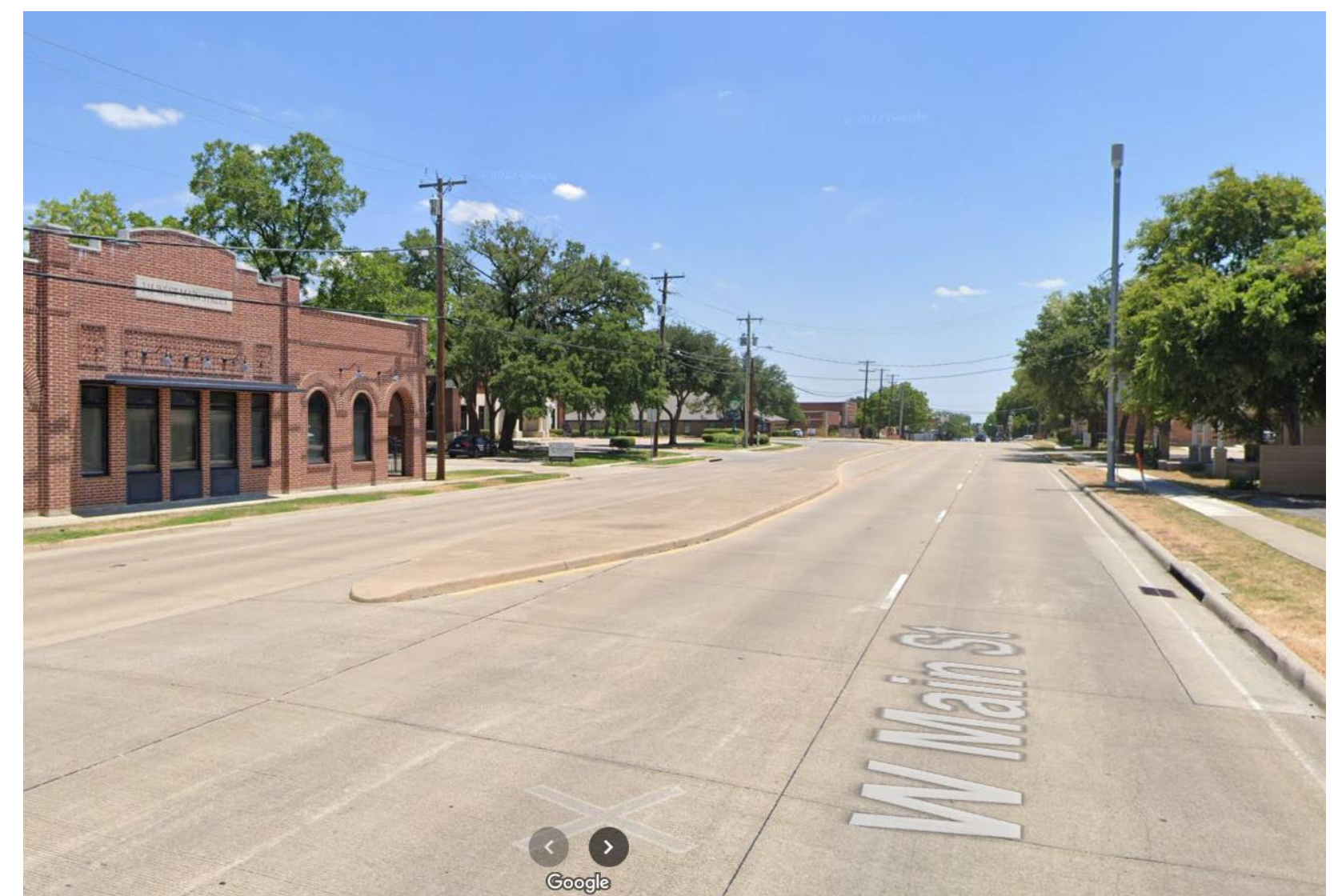
THE CONTRACTOR SHALL COORDINATE THE LIMITS OF REMOVAL WORK WITH THE OWNER

ALL REMOVAL ITEM DEBRIS (UNLESS OTHERWISE NOTED) BECOMES THE PROPERTY OF THE CONTRACTOR AND MUST BE REMOVED FROM THE SITE

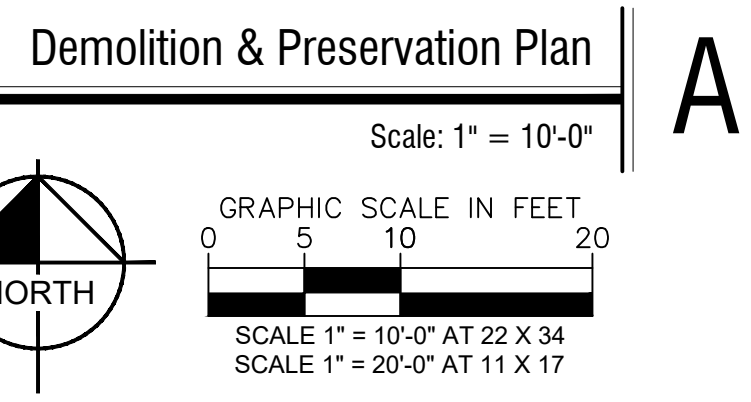
THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING THE EXISTING PAVING AND SAW CUTTING, AND REMOVAL OF EXISTING PAVING AS REQUIRED AT THE TIE-INS

QUANTITIES ARE APPROXIMATE AND PROVIDED ONLY FOR REFERENCE. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING ALL FINAL QUANTITIES AS REQUIRED TO COMPLETE THE PROJECT AS PER THE PLANS AND SPECIFICATIONS

CONTRACTOR WILL BE RESPONSIBLE FOR ANY UNDERGROUND UTILITY DEMOLITION AND MISCELLANEOUS SAW CUTTING AND TIE-INS AT EXISTING PAVING AND UTILITIES



Main Street to the East
 Scale: NTS



NO.	REVISIONS	DATE	BY

Kimley»Horn

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 SUITE 400, RICHARDSON, TX 75080
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Kimley»Horn

P.L.A. MARK BOWERS
 L.A. No. 01587
 Date 10/2/2024

KHA PROJECT	063025049
DATE	10/2/2024
SCALE	AS SHOWN
DESIGNED BY	IM
DRAWN BY	KU
CHECKED BY	MB

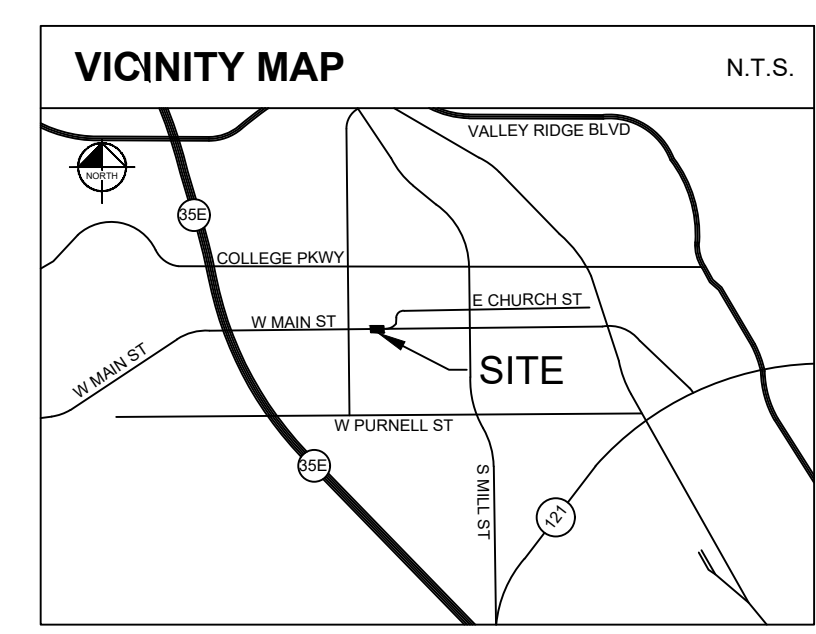
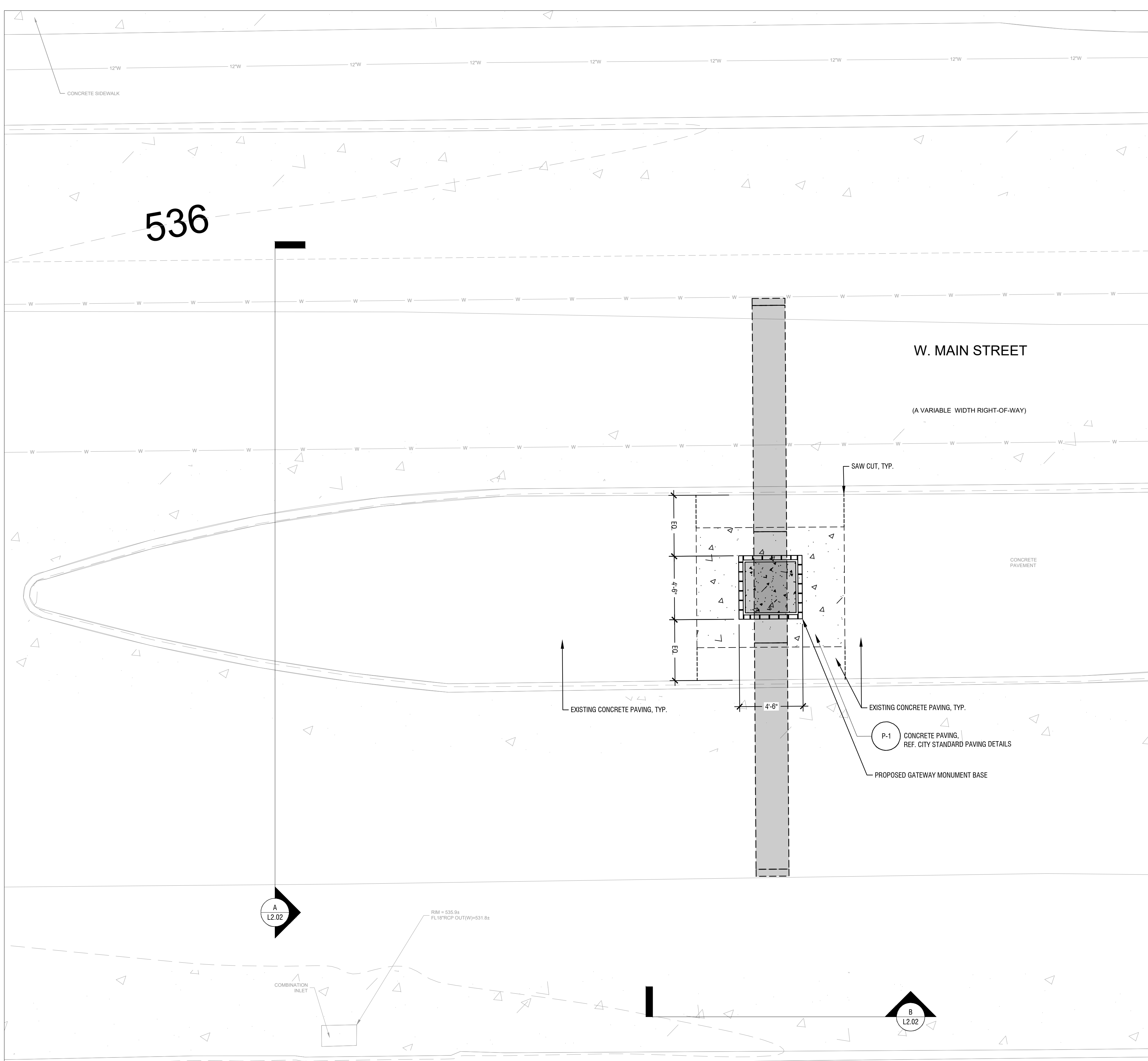
**CITY OF LEWISVILLE
 OLD TOWN
 LEWISVILLE GATEWAY**

DEMOLITION & PRESERVATION PLAN

SHEET NUMBER
L1.06

PROJECT NO. 063025049 / BID NO. XXX-XX

Plotted By: jrdiles, Katie, October 01, 2024, 05:49:31pm, K:\VCH-LA+P\Projects\063025049 - Old Town Lewisville Gateway\CAD\Sheets\L2.01 SITE PLAN.dwg
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LEGEND	
	PROP PAVEMENT

STATION COORDINATE POINTS	
PLACEHOLDER	

NOTES	
PLACEHOLDER	

No.	REVISIONS	BY		DATE	

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Kimley»Horn	
P.L.A.	MARK BOWERS
L.A. No.	01587
Date	10/2/2024

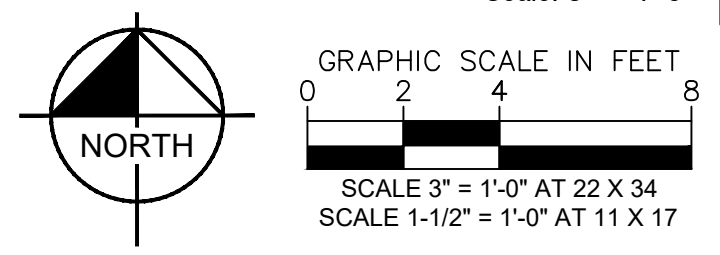
KHA PROJECT	063025049	DATE	10/2/2024	SCALE	AS SHOWN	DESIGNED BY	IM	DRAWN BY	KU	CHECKED BY	MB
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**CITY OF LEWISVILLE
 OLD TOWN
 LEWISVILLE GATEWAY**

SITE PLAN

SHEET NUMBER
L2.01

Site Plan
 Scale: 3" = 1'-0"

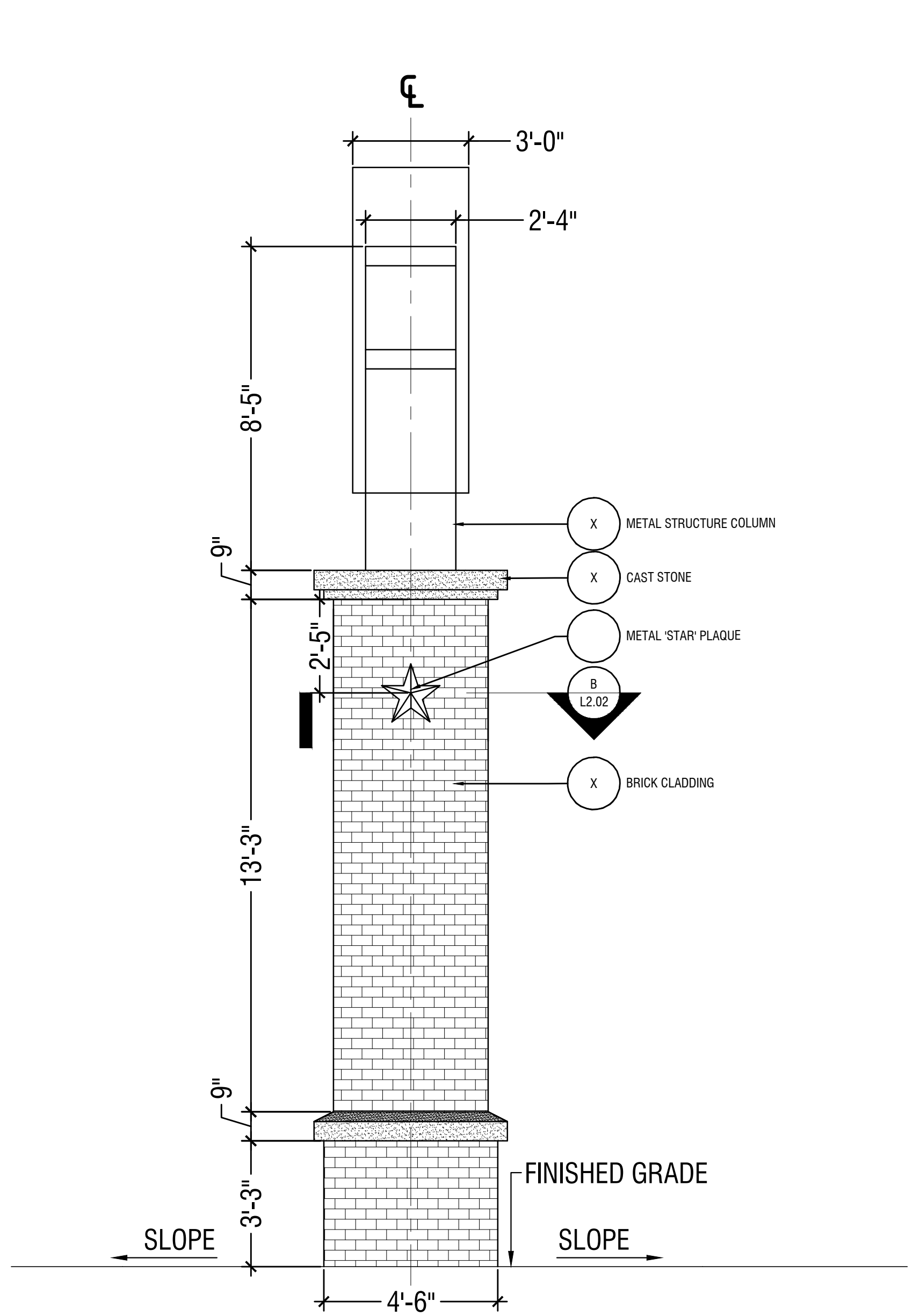


811
 Know what's below.
 Call before you dig.

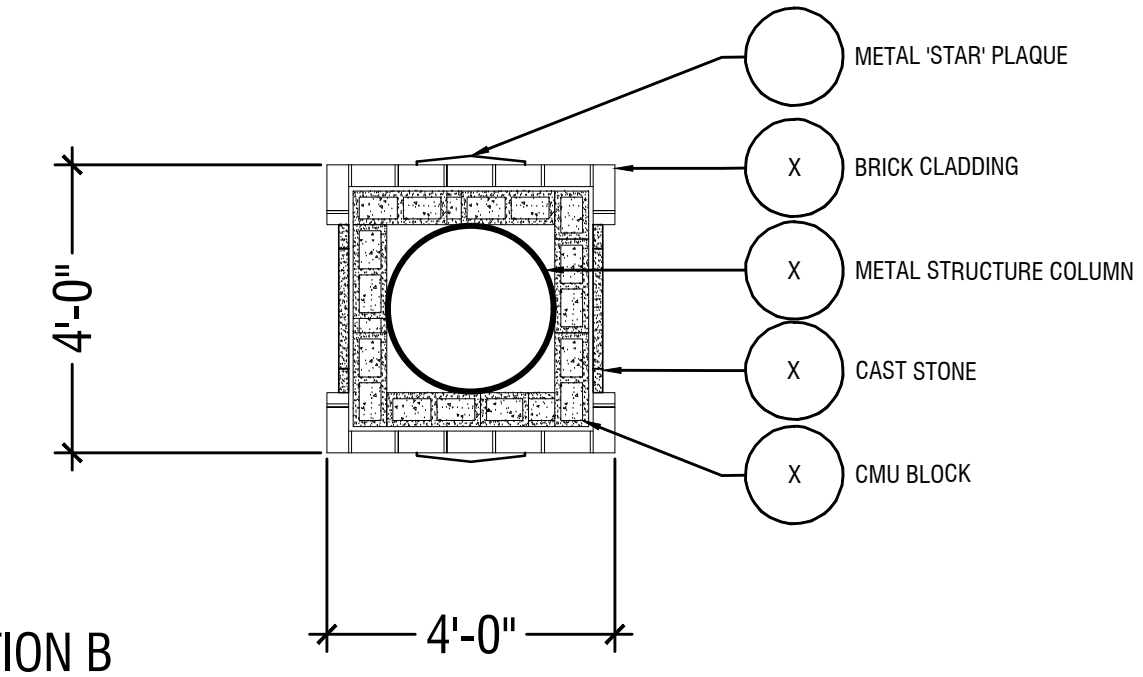


PROJECT NO. 063025049 / BID NO. XXXX-XX

Plotted By: Meja, Ignacio, October 02, 2024, 11:01:32am, K:\ARCH_LAMP\Projects\063025049 - Old Town Lewisville Gateway\CAD\Sheets\L2.02 SITE DETAILS.dwg - Old Town Lewisville Gateway\CAD\Sheets\L2.02 SITE DETAILS.dwg
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ELEVATION B

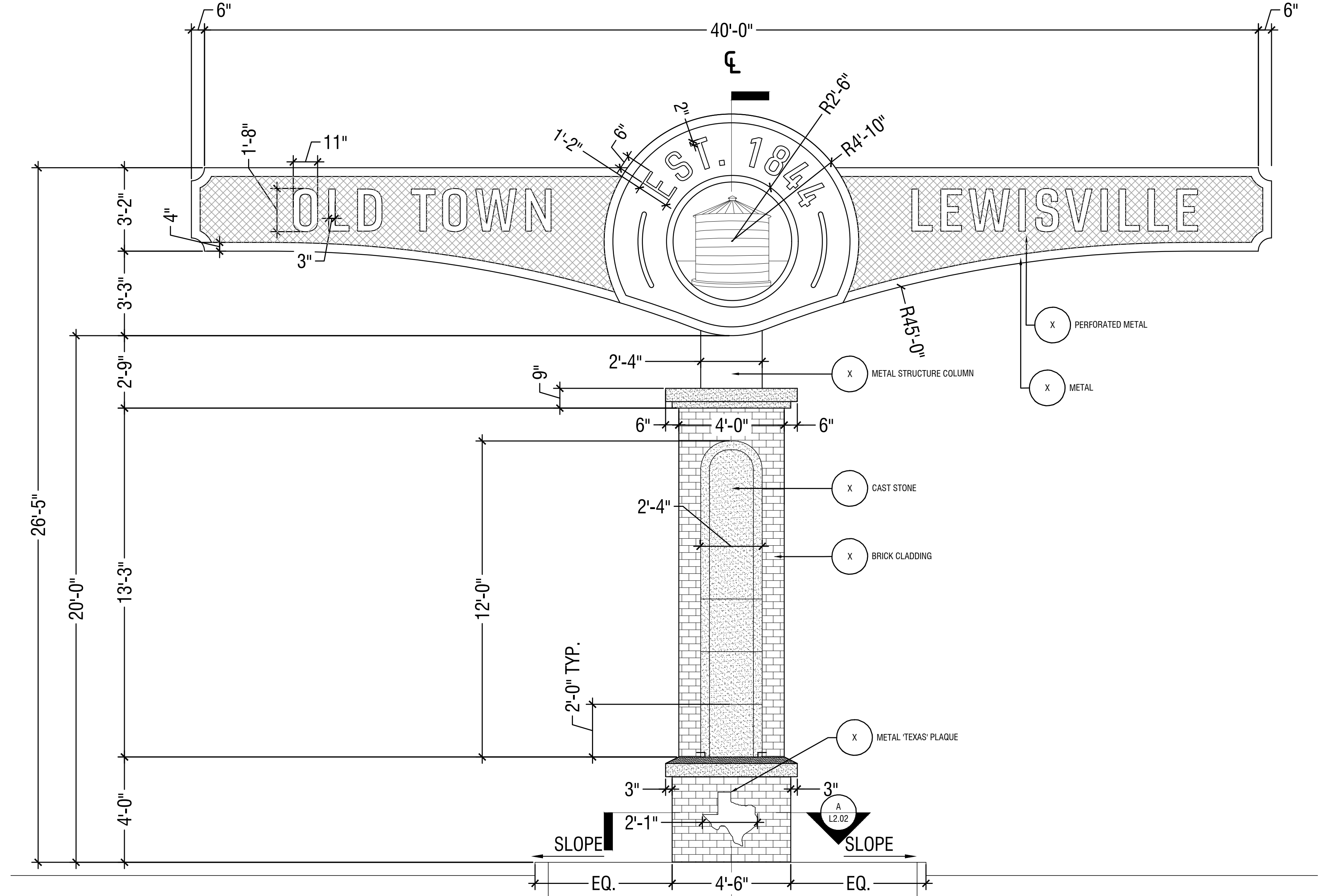


PLAN SECTION B

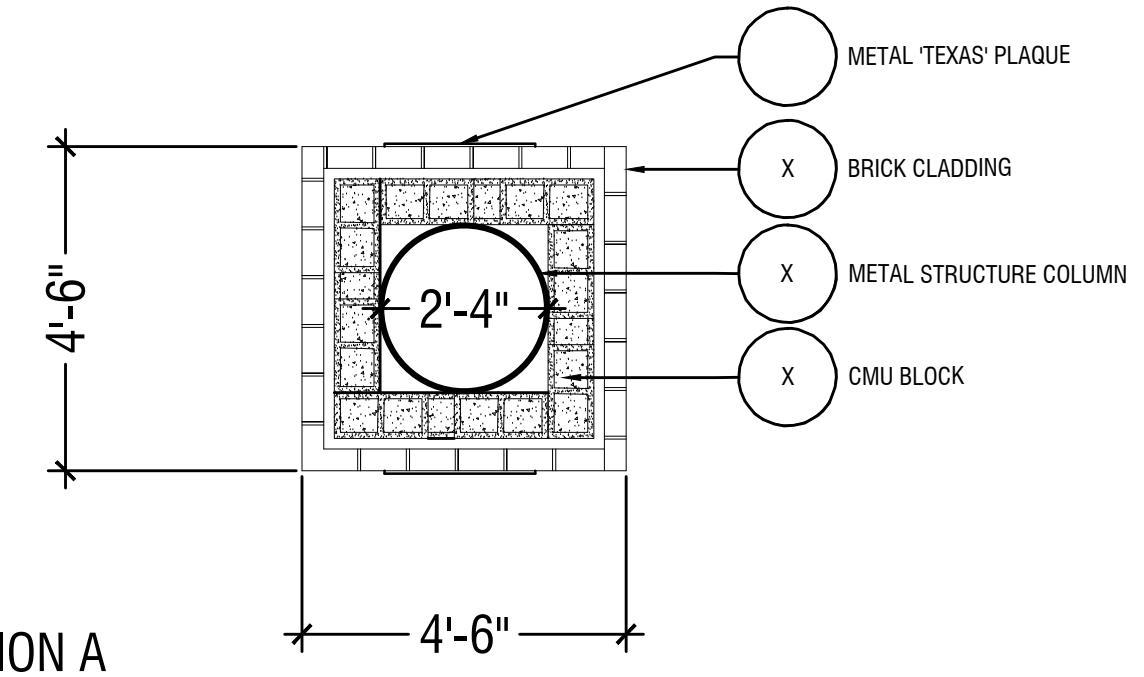
Gateway Monument Elevation B

Scale: 3/8" = 1'-0"

B



ELEVATION A



PLAN SECTION A

Gateway Monument Elevation A

Scale: 3/8" = 1'-0"

A

REVISIONS	DATE	BY
No.		

Kimley»Horn

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CHECKED BY	MB

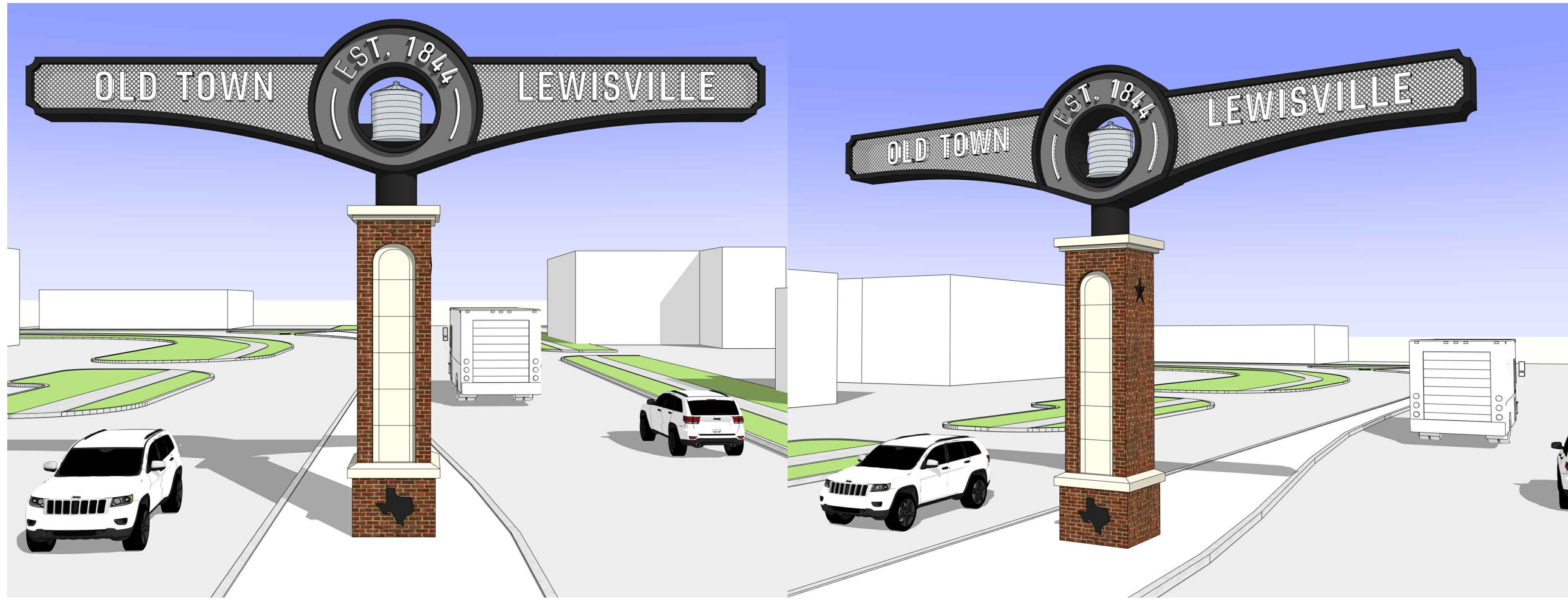
**CITY OF LEWISVILLE
 OLD TOWN
 LEWISVILLE GATEWAY**

SITE DETAILS

SHEET NUMBER
L2.02

PROJECT NO. 063025049 / BID NO. XXX-XXX

Plotted By: Meja, Ignacio, October 02, 2024, 11:02:23am, K:\ARCH_L\A\Projects\063025049 - Old Town Lewisville Gateway\CAD\Sheets\L2.03 SITE DETAILS.dwg, Sheets V2.02, SITE DETAILS.dwg, Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



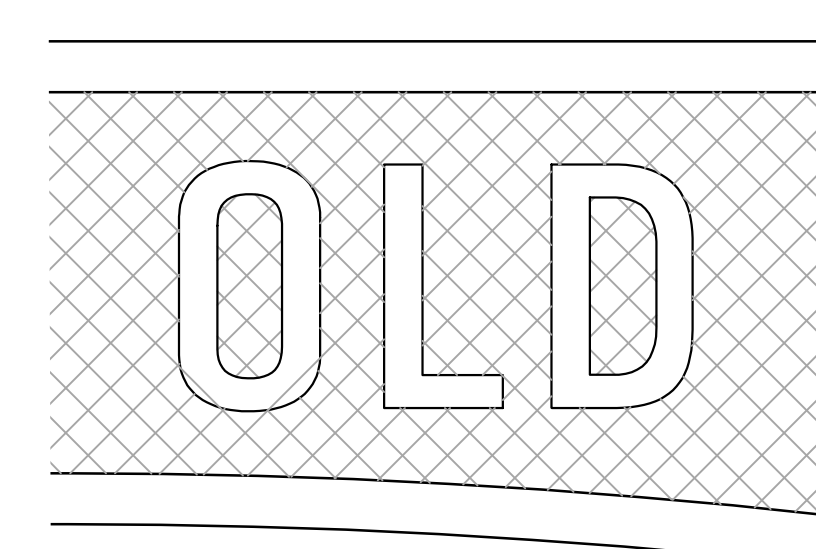
FRONT & BACK VIEW

PERSPECTIVE VIEW

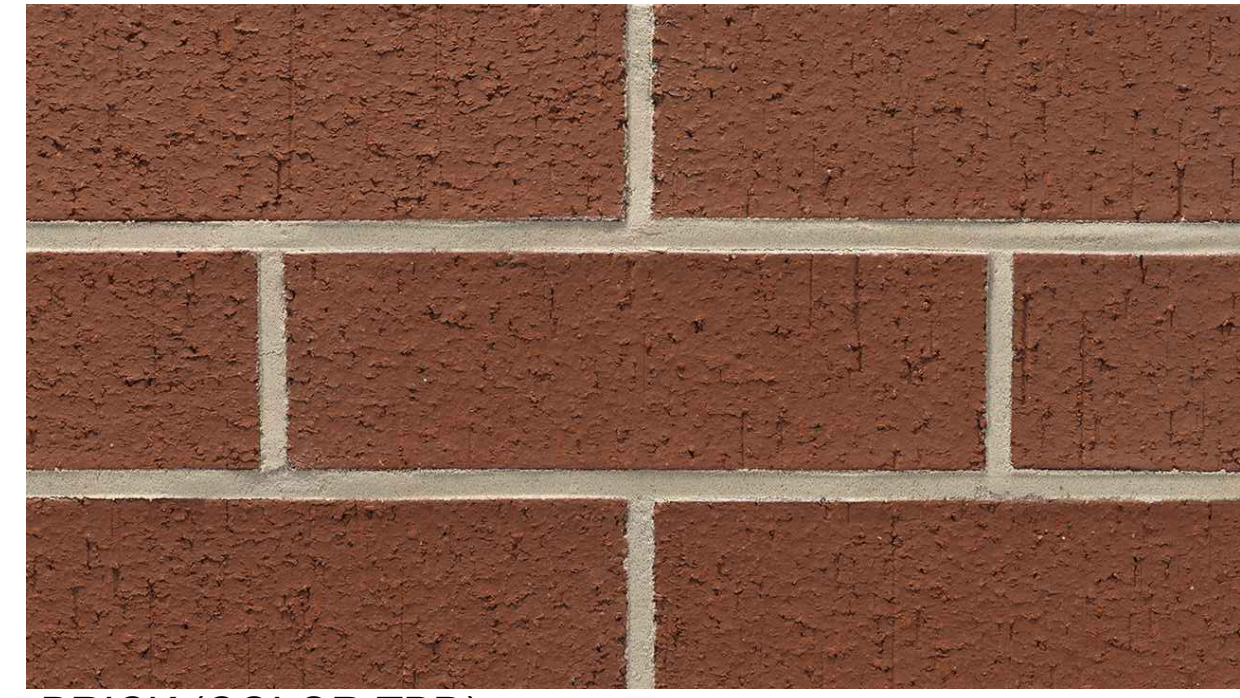
Gateway Monument Model Views

Scale: NTS

B



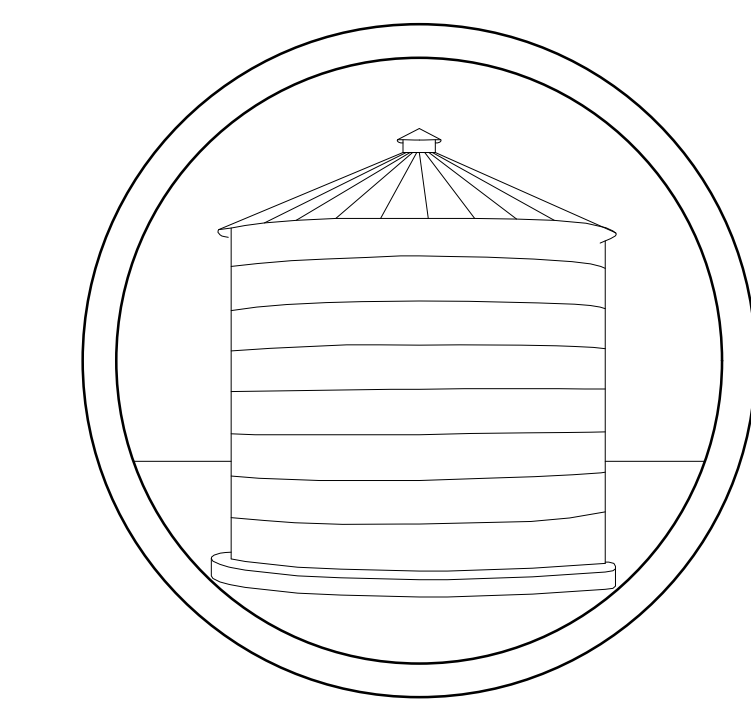
WHITE LETTERING
FONT: GINESO - CONDENSED BOOK



BRICK (COLOR TBD)



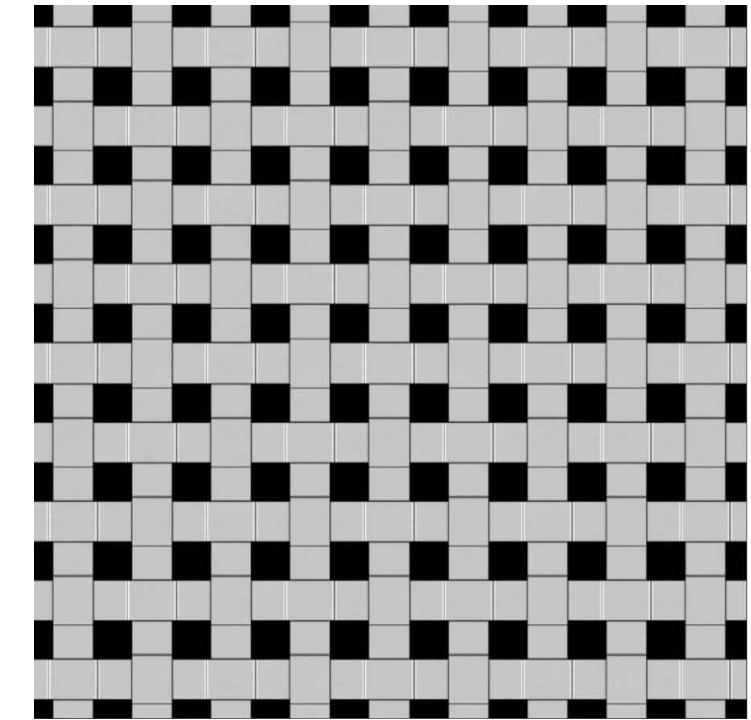
CAST STONE (BEIGE)



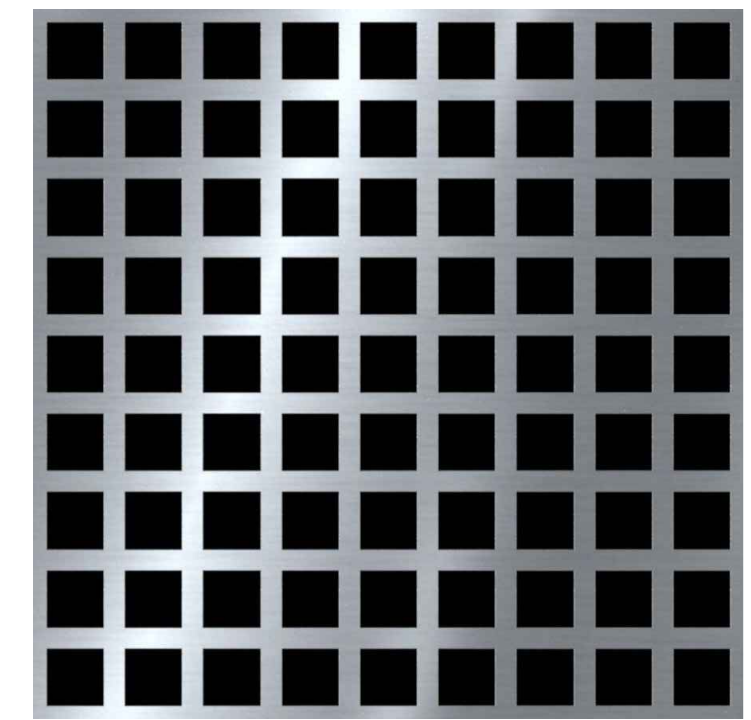
SILO (GALVANIZE)



POWDER COATED METAL (TRAFFIC BLACK)



OPTION 1
PERFORATED METAL (TRAFFIC BLACK)

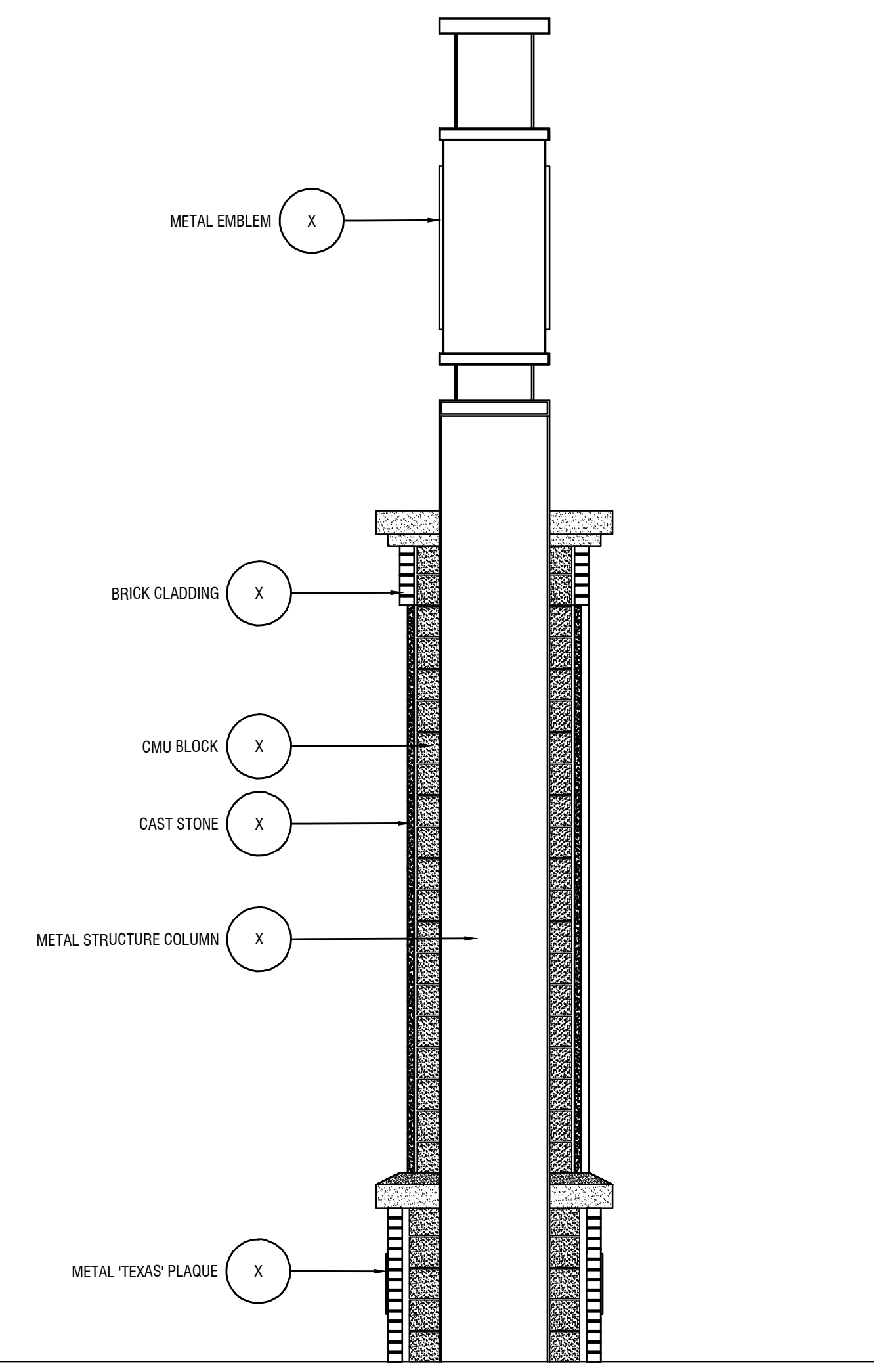


OPTION 2

Gateway Monument Materials

Scale: NTS

C



Gateway Monument Section

Scale: 3/8" = 1'-0"

A

No.	REVISIONS	DATE	BY

Kimley»Horn

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Kimley»Horn

P.L.A. MARK BOWERS
L.A. No. 01587
Date 10/2/2024

KHA PROJECT	063025049
DATE	10/2/2024
SCALE	AS SHOWN
DESIGNED BY	IM
DRAWN BY	KU
CHECKED BY	MB

**CITY OF LEWISVILLE
OLD TOWN
LEWISVILLE GATEWAY**

SITE DETAILS

SHEET NUMBER
L2.03

PROJECT NO. 063025049 / BID NO. XXX-XXX

