

**Lewisville Planning Board**  
**March 11, 2015**  
**Lewisville Town Hall Conference Room**

**I. Call to Order**

- A. Chair Kelly Reavis called the meeting to order at 7 p.m. Members present were Jeanne Marie Foster, Chester Patterson and David Spease. Also present were Planner Marty Myers and Attorney Bowen Houff. Also present was Elizabeth Jernigan, Piedmont Triad Regional Council.
- B. Adoption of Agenda
  - 1. Mr. Patterson moved for adoption and Mrs. Foster seconded. The vote was unanimous.

**II. Approval of Minutes**

- A. Mrs. Foster moved for approval of the February 11, 2015 minutes and Mr. Spease seconded. The vote was unanimous.

**III. Administrative Reports**

- A. Board seats
  - 1. Mr. Reavis advised Board members that there were five candidates for the two seats available for appointment.

**IV. Unfinished Business**

- A. Comprehensive Plan Update Community Meeting review
  - 1. Liz Jernigan reviewed the meeting from her perspective. She said she feels she has a good grasp on the priorities of the attendees based on the responses from the mini-survey and the topic questions. It was clear many people had particular areas of interest. The mini-survey was a good idea and a very useful tool that should be repeated at the next session. There appeared to be some confusion regarding the topic questions due to their being on each side of the page. Attendees tended to give the same (or very similar) answers in both places.
  - 2. Comments from Board members included thoughts on better clarifying the topics, getting people signed in faster and how the discussions are organized and captured.
    - a. Mrs. Foster provided handouts of her observations. This included random feedback she received - more orientation next time, more time for discussion and making sure that all of the ideas are captured for inclusion in the updated plan. She felt there was good enthusiasm among the Planning Board members and staff. She added that having all of the information in one packet would help speed things along at sign-in and also help to get participants organized. The pages should also be numbered so everyone can more easily find them during the meeting. Put the snacks in another place perhaps at the rear of the room to eliminate congestion near the presenter and have more chairs and tables ready if needed. Demographic sheets that were put together at the last meeting need to be a part of the packet given to the participants at sign-in. A copy of the agenda should be projected throughout the meeting to remind folks of the time allocated for each part of the work session.
  - 3. There was consensus to keep the format the same for the next meeting with some

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minor modifications. Another mini-survey will be conducted at the next meeting. Ms. Jernigan suggested that they break the discussion down into (1) what do people like and (2) what they would like to change. Instead of four questions, just have two. Having the Planning Board members at the tables was a good idea. They can explain the topic and what the town is looking for in the outcome.

4. In summary: Two sign-in tables, use different colored dots to locate their residence and work place, hand out packets at sign-in that include mini-surveys, topic questions, and demographic questionnaire. Planning Board members should arrive early and will be provided a sheet on their own roles and responsibilities. Have the hand-held microphone available if needed to help get the attention of the participants should they become too loud.
5. There was consensus that there was a very positive response from those who attended the first meeting. The facilitator will provide a compilation of the results from the surveys and the overall workshop results. There are three members not present at this meeting and the Board should make sure they are briefed if possible prior to the next work session. Another meeting may be necessary next Wednesday (March 18<sup>th</sup>.)

V. **Adjournment**

- A. Mr. Spease moved to adjourn the meeting and Mr. Patterson seconded. The vote was unanimous.

Respectfully submitted,

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Lynn W. Hall, Public Information Officer

Attest

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Joyce C. McWilliams Walker, Town Clerk

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Kelly Reavis, Chair