

Lewisville Planning Board Public Meeting Minutes
January 13, 2016
Town Hall Conference Room #201
7:00pm

I. Call to Order

- A. Planning Board Chair Jeanne Marie Foster called the meeting to order at 7:05 p.m. Planning Board members present were Katie Heath, Tom Lawson, and Michael Prince. Board members Randy Henning, Paul Hari and Chester Patterson were unable to attend. Staff members present were Town Manager Hank Perkins, Attorney Bowen Houff, Town Planner Marty Myers, and Town Clerk Joyce Walker.
- B. Approval of Agenda
 - 1. Mr. Lawson moved to approve the agenda. The motion was seconded by Mr. Prince and approved unanimously.

II. Guests and Presentations

- A. Mr. and Mrs. Michael Hansley were introduced and the agenda amended to include a presentation from the Hansleys regarding their request to change zoning amendment L-077.
 - 1. Mr. Myers provided background on the original amendment request which would add fencing to their property at 6606 Shallowford Road. He stated that the change had been reviewed by him and Attorney Houff and found the change to be more than just a minimal change.
 - 2. Mr. and Mrs. Hansley provided a new layout for the property which shows a second floor being added to a building in the rear of the main building.
 - a. An engineer has certified the building can handle a second floor.
 - b. The first floor will be used as a storage area and the second floor will be used as a carpet showroom.
 - 3. W-S/FC Inspections has reviewed the change and calculated that thirteen (13) parking spaces will be needed and that the building will not exceed the maximum downtown height. The roof pitch is 8/12.
 - 4. After reviewing the plans and discussion, Tom Lawson moved to set the public hearing for January 27, 2016 and seconded by Katie Heath.
 - a. It was noted that the needed paperwork has not been received by staff.
 - b. The motion was amended by Mr. Lawson and agreed to by Mrs. Heath, to set the public hearing pending submission of the application and engineering drawings with the amended site plan to staff in time for the newspaper posting.

Topic	Discussion	Next Steps	Time Frame	Responsible Party
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Amendment to L-077	See above.	Provide to staff: * Paperwork necessary to set public hearing * Copy of draft drawing for building * Copy of engineering report	01/14/2016 Prior to public meeting 01/14/2016	Mr. & Mrs. Hansley
		Receive: * Paperwork necessary to set public hearing * Copy of draft drawing for building * Copy of engineering report	01/14/2016 01/14/2016	Marty Myers

- c. The vote was 3-1 to set the public hearing with Mrs. Foster voting *no*.
- B. Victor Brown introduced himself as the chair of the Student Leadership Committee and said he was in attendance to observe.
- C. Mayor Mike Horn was present and thanked the members for all their work. He talked about the sewer feasibility study; land that might be “ripe” for development; approval of the school bond that, if approved, will provide the funds to build a school off Robinhood Road and which will provide Lewisville the opportunity to build neighborhoods around the school.

III. Approval of Minutes

- A. Board members agreed to review the minutes from the November 18, 2015 and December 2, 2015 minutes at the January 27th meeting.

IV. Public Hearings

- A. None

V. Reports

- A. Chair’s Report
 - 1. Mrs. Foster has been giving thought to what could be done different and better regarding communication. The Town Clerk will be capturing action items in table format.

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2. There was discussion on the application process for the Planning Board.
3. After discussion, there was consensus that the board review the application information before sending to the Town Manager for an interview. Members will provide individual opinions to the chair and vice chair. Also that the chair, vice chair, planner and manager would be the interview team.

Topic	Discussion	Next Steps	Time Frame	Responsible Party
Application process	Involvement of board and process	* Update application information	2/1/2016	Joyce Walker Hank Perkins
		* Update questions	???	???
		* Provide copies of applications to board members	1/27/2016	Joyce Walker

4. Mrs. Foster advised board members that she met with the Mayor and he will be meeting with all the board and committee chairs either on February 1st or 8th.
5. There will be a Town Council retreat on Sunday, January 31st to discuss visioning.
6. She also had an opportunity to meet with the Parks and Recreation Board to introduce herself and offered to work with their board. There was a question about the Parks and Recreation liaison to the Planning Board.
 - a. Mrs. Walker advised that there has not been a liaison since one of the Parks and Recreation member aged off their board.
7. Marty, Michael, Tom and Mrs. Foster met with Lang Wilcox who has advised that he is working with developers and property owners about the land off HWY 421. Sewer will be a defining factor and Mr. Wilcox has a private sewer plant. This would be a collaborative effort prior to bringing a project forward.
 - a. There was a comment that moving to the model of working with developers on projects prior to bringing a project to the Planning Board would be more beneficial and that Mr. Wilcox would be a good member for an economic development committee.

B. Staff Reports

1. Town Manager
 - a. A letter will be sent to 540 property owners along the Great Wagon Road corridor to explain what will be happening with the environmental

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assessment and to allow access to their property for surveying. He also explained what will be created (web site, stakeholder groups, Facebook, newsletter, etc.) to keep everyone informed. This is on the MPO project list for construction in 2023.

- (1) Members asked if there is any visual that might be available for posting.
 - b. Williams Road Bridge
 - (1) Signs at the bridge have been removed.
 - (2) There was discussion on placing arms for banners on the lights at the bridge.
 - (3) The DOT is still working on the medallions.
 - c. Four MPO *Call for Projects* will be presented to Council at its meeting on the 14th for their consideration which will include preliminary to final design to construction with possible land acquisition and utility re-location. Council will have to sign a letter of commitment for a 20% match of funds for these grants.
 - (1) Gateway (from HWY 421 ramp at gas station into Town with a description of how the area might look after it is built)
 - (2) Quadrants at the Williams Road Bridge
 - (3) Jack Warren Park to Styers Ferry Road connectivity
 - (4) Lowes Foods Shopping Center to Shallowford Reserve
 - (a) There was a comment that these sidewalk projects are consistent with the Susan Hatchell report that provides for the largest number of residents to access the downtown.
 - d. Oak trees at Shallowford Square have been removed and ideas are being reviewed to re-purpose the area by the Parks, Recreation and Cultural Development Board. So far the consensus is another type of pavilion.
 - e. This is an experiment by having the Town Clerk attend Planning Board meetings. The plan is to re-arrange her time during the week so that she can attend your meetings.
2. Planning Director
- a. In-progress ordinances, plans or other
 - (1) Draft Lighting Ordinance
 - (a) Duke Energy is reviewing the draft ordinance and updating to current lighting technology.
 - (2) Draft Drive-Thru Ordinance
 - (a) No report.
 - (3) Status of changes to Case L-077 - 6606 Shallowford Road
 - (a) Discussed earlier.
 - (4) Small Area Plan
 - (a) Draft copy should be ready by late March.

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- (b) Staff plans to meet with residents in the area to provide an update on plans for the area.
 - (c) Staff also plans to meet with representatives from the school system to review issues that arose with Meadowlark.
 - 3. Town Clerk
 - a. No report.
- C. Sub-committee Report(s)
 - 1. No report.
- D. Lewisville Utilities Committee
 - 1. No report.

VI. New Business

- A. Development of 2016 Plan of Work for the Planning Board
 - 1. Presentation of tallied results from Prioritization Exercise
 - a. Mr. Myers explained the color dot exercise and the results. A color-coded listing (rankings) of the results was provided to board members. (See attached.)
 - (1) The one item that garnered more support was actually a Town Council item (Explore public and private partnerships).
 - b. There was discussion of a few of the items which were identified as priority such as a new community center.
 - 2. Next steps
 - a. Get clarification on the community center and Vienna area (which might be folded into the Small Area Plan).
- B. Call meeting
 - 1. There was discussion on whether a call meeting was necessary to complete the plan of work to be presented to Council prior to the retreat on January 31st. It was determined that no meeting would be needed and the board meeting on January 27th will focus on the plan.
 - a. There was also consensus to only do reports at the first meeting of the month and use the work session for diving into the real work.
 - b. Some items for discussion at the meeting on the 27th are economic development, capital improvement, green environment, transportation, Small Area Plan, commercial development, bike plans, Vienna area, community center.

VII. Unfinished Business

- A. Addressed under reports.

VIII. For the Good of the Order

- A. Public Comments

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1. None.

IX. Board Discussion

- A. Miscellaneous
 1. No items.
- B. Next Meetings
 1. Next Regular Public Hearing meeting - **February 10, 2016** (2nd Wednesday of the month - no hearing scheduled)
 2. Next Regular Work Session meeting - **January 27, 2016**, (4th Wednesday of the month)

X. Adjournment

- A. Having no other business to discuss, Michael Prince moved to adjourn the meeting at 9:15 p.m. The motion was seconded by Katie Heath and approved unanimously.

Respectfully Submitted,

Joyce C. McWilliams Walker,
Town Clerk

Jeanne Marie Foster,
Chair