

Lewisville Planning Board Public Meeting Minutes
February 10, 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 7:01 p.m. Planning Board members present were Katie Heath, Randy Henning, Paul Hari, Michael Prince and Chester Patterson. Mr. Lawson was not able to attend. Staff members present were Attorney Bowen Houff and Town Planner Marty Myers..
- B. Approval of Agenda
 - 1. Mr. Henning moved to approve the agenda. The motion was seconded by Mr. Patterson and approved unanimously.

II. Guests and Presentations

- A. None

III. Approval of Minutes

- A. November 10, 2015
 - 1. Mr. Patterson moved to approve the November 10, 2015 minutes. The motion was seconded by Paul Hari and approved unanimously.
- B. January 27, 2016
 - 1. III.A.5.c.(1) was corrected to read, “Mrs. Foster commented that the inconsistencies pointed out by the members of the board should be **surfaced, addressed and clarified** prior to reaching the public hearing.”
 - 2. III.A.5.c.(2) was corrected to read, “The motion was amended by Mr. Prince to add another assumption that the drawings will meet the aesthetics of the sketch **with the understanding that the drawings will not include a concrete pad or enclosure.**”
 - 3. Delete III.A.5.c.(2)(a)I and change III.A.5.c.(2)(b) to III.A.5.c.(3) and change to read, “**Mr. Henning indicated that the motion on the floor.....**” and re-number the remaining items.
 - 4. Under Unfinished Business, change the table to read, “Organize results and email to Board members **before the Town Council retreat.**”
 - 5. Mr. Henning motioned to accept the minutes as amended. Paul Hari seconded and the vote was unanimous.

IV. Public Hearings

- A. None

V. Reports

- A. Chair’s Report
 - 1. Mrs. Foster and Mrs. Walker are looking at how to get the minutes to everyone earlier. Mrs. Foster asked that action items be made more explicit.
 - 2. Mrs. Foster met with the Mayor prior to the retreat. Many of the topics discussed by the Board are paralleling the topics discussed at the retreat.
 - 3. The Mayor had a meeting with the chairs of the various boards and committees to have cross communication. There will be another meeting in several months (to be determined).
 - 4. Mrs. Foster announced that Mr. Fred Moser has donated land to the Town and all

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Board members are invited to attend the Council meeting honoring Mr. Moser.

5. She also announced that the Mayor has met with the Masters Bike Race planning group. The race will be held on May 24th and 25th between 8:30 am to 5pm. There will be 1300 to 1800 cyclists with the start/finish in Lewisville and the remainder of the course outside the Town limits.
 6. Public Safety chair will be asking Council for a new speed trailer since it does not have the capability to collect traffic stats. The PSAC has reviewed stats from the Sheriff's Office. The committee needs more members.
 7. Mrs. Foster asked Board members to think of others that might be interested in joining other boards or committees.
 8. There was discussion on Mr. Henning's suggestion that feedback on Board applicants be emailed to Mrs. Walker and copied to the chair and vice-chair.
 - a. Mr. Houff clarified by stating anyone that did not want their comments to be made public, then it should be stated orally to whomever it is directed.
- B. Staff Reports**
1. Town Manager
 - a. Mr. Myers provided copies of the Manager's update for December and January and Mr. Houff provided additional information on the signs at the Williams Road Bridge.
 - (1) Mrs. Foster also has asked if some of the information being provided by the Manager could be in advance of the action rather than after it has been completed.
 2. Planning Director
 - a. In-progress ordinances, plans or other
 - (1) Draft Lighting Ordinance
 - (2) Draft Drive-Thru Ordinance
 - (3) Small Area Plan
 - (a) Goal at the next meeting is to have an update of the Plan.
 3. Town Clerk
 - a. No report.
- C. Sub-committee Report(s)**
- D. Lewisville Utilities Committee**
1. The meeting has been postponed to February 17th.

VI. Old Business

- A. There was discussion on how the case brought forward on January 27th was presented to the Board and the discrepancies that were found in the drawings provided. Board members were in agreement that information should be provided well in advance before going to public hearing.
- B. Mr. Henning asked that in the future remember that there is a building associated with cell towers and the aesthetics associated with them.
- C. Mrs. Foster asked everyone to think about additional education for a retreat.

VII. New Business

- A. 2016 PB Budget

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1. The charter requires a budget to be presented to staff by February 15th. Mrs. Foster recommended that she and Mr. Myers work on a budget which will be brought to the Board at the next meeting for their review. Mr. Patterson stated there should be a differentiation between the Planning Department and the Planning Board when discussing the budget. The Board will discuss whether to add a line item to the budget or whether it will be more appropriate to ask for a budget amendment on items being requested.

| Topic | Discussion | Next Steps | Time Frame | Responsible Party |
|----------------|-------------------------------|--|------------------------------|------------------------------------|
| 2016 PB Budget | Possible items to be included | Provide budget information | by February 24 th | Marty Myers Jeanne Marie Foster |
| Same | Same | Provide suggestions of items to be included and forward to Mr. Myers (for draft) | by February 24 th | All Board members |

VIII. Unfinished Business

- A. Finalization of the 2016 Plan of Work for the Planning Board
 1. Review Draft Plan of Work
 - a. Mrs. Foster provided a hand-out of the color-coded spreadsheet from Liz at PTRC that had been developed with information from the Comprehensive Plan. Mrs. Foster updated the sheet with information and topics from the Council's retreat relative to economic development, land use, strategic planning and planning processes. The items colored blue related to land use and the items colored yellow related to planning processes. After reviewing the patterns, it was evident that a land use plan was needed. She shared this information with the Mayor.
 - b. Mr. Myers provided additional information on working with PTRC to help with finalizing the Small Area Plan. There was also discussion on the possibility of using other entities to help the Board to complete the work as well as looking at other areas in comparison.
- B. Next steps
 1. Next meeting Mr. Myers will have draft information on best practices, budget concepts for consulting, site visits, draft of what it will take to get all of these things done.

IX. For the Good of the Order

- A. Public Comments
 1. Citizens should limit their comments to three (3) minutes.

X. Board Discussion

- A. Miscellaneous

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1. Mrs. Heath asked that the Board be involved in the vetting process for selecting an organization to work with the Board on land use.
- B. Next Meetings
1. Next Regular Public Hearing meeting **March 9, 2016** (2nd Wednesday of the month - no hearing scheduled - meet at the **Vienna Fire Department**)
 2. Next Regular Work Session meeting - **February 24, 2016**, (4th Wednesday of the month)

XI. Adjournment

- A. Having no other business to discuss, Chester Patterson moved to adjourn the meeting at 9:03 p.m. The motion was seconded by Katie Heath and approved unanimously.

Respectfully Submitted,

Joyce C. McWilliams Walker,
Town Clerk

Jeanne Marie Foster,
Chair