

Lewisville Planning Board
Meeting Minutes
Wednesday, January 9, 2019 - 6:30 P.M.
Town Hall - 6510 Shallowford Road - 2nd Floor Conference Room

I. Call to Order

- A. Chair Jeanne Marie Foster called the meeting to order at 6:34 p.m. Board members present were Tom Lawson, Jessica Higgins, Michael Sullivan and Bill Scantland. Meghan Flow arrived at 6:35 p.m. Joseph Hamby advised that he would be unable to attend. Also present were Attorney Bo Houff, Planner Stacy Tolbert and Town Clerk Joyce Walker.

II. Regular Business

- A. Approval of Agenda
1. Mrs. Walker asked to add the approval of the October 24, 2018 and November 3, 2018 joint meeting with Council to the agenda.
 2. With those amendments added, Mike Sullivan moved to approve the agenda. The motion was seconded by Bill Scantland and approved unanimously.
- B. Approval of Minutes
1. October 24, 2018
 - a. Tom Lawson moved to approve the October 24, 2018 minutes. The motion was seconded by Mike Sullivan and approved unanimously.
 2. November 3, 2018
 - a. Tom Lawson moved to approve the November 3, 2018 joint meeting minutes with the Lewisville Town Council. The motion was seconded by Meghan Flow and approved unanimously.
 3. November 7, 2018
 - a. Bill Scantland moved to approve the November 7, 2018 minutes. The motion was seconded by Mike Sullivan and approved unanimously.
 4. November 28, 2018
 - a. Jessica Higgins moved to approve the November 28, 2018 minutes. The motion was seconded by Meghan Flow and approved unanimously.
 5. December 12, 2018
 - a. Mike Sullivan moved to approve the December 12, 2018 minutes. The motion was seconded by Bill Scantland and approved unanimously.
- C. Comments
1. **Board needs to review all action items for completion.**
 2. **Obtain a copy of the presentation made by John Sangimino (at the meeting on September 28th) on his white paper and PowerPoint on population and the downtown.**
 3. There was a comment that there is a need for redundancy in key staff positions.

III. Public Hearings

- A. None

IV. Technical Review(s)

- A. None

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V. **Reports & Updates**

A. Chair

1. The budget will be coming soon. This will be discussed in a future meeting.
2. Council will be conducting a work session meeting on February 2nd; however, the topics provided do not mention budget.
3. No feedback has been received on the GWR.

B. Planner

1. Council has been updated on the following:
 - a. Conrad Farm
 - (1) Streets are in and the developer would like to record so that lots can be sold.
 - b. Reynolds Run
 - (1) The developer has started to break ground to build the streets.
 - c. Pegram Landing
 - (1) There has been no work so far.
 - d. Hazard Mitigation Plan update
 - (1) The update is expected to be completed in 2020. This plan is updated every five years and helps with insurance ratings, FEMA funding, etc.
2. **Budget information will be brought to the next meeting.**
3. There was discussion on who monitors construction at these developments.
 - a. A suggestion that a staff person is needed to monitor.
 - b. **The board needs to review the street standards at a future meeting.**
 - c. **The planner will be checking with the representative at the MPO to see if the *professional* is reviewing for the street standards established by the UDO.** (This is relevant when the TRC reviews plans.)

C. Clerk

1. Staff is working on getting Dropbox to work so that the planner can have packets for each meeting placed there (the Friday before each meeting).
2. The appointment/re-appointment process was reviewed.

VI. **Continued Business/Work Session**

A. 2019 Development Schedule

1. A copy of the master schedule (work flow) was provided with highlights that indicated changes, and/or additions, deadlines set and explanations discussed.
2. After discussion, Mike Sullivan moved to approve the Development Schedule. The motion was seconded by Meghan Flow and approved unanimously.
 - a. The planner advised that the internal information will be removed from the schedule and the lines pertinent to developers will be the only schedule posted on the web site.
3. There was a comment to proactively continue to watch for development in the Town's Area of Consideration.
 - a. **In consultation with the attorney, the planner will provide more**

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information on how information is received from CCUC and the notification process at a future meeting.

- B. Lewisville Citizen Survey
 - 1. Board members identified some of the following to assist in future growth and planning:
 - a. Better definition of some of the terms being used (rural, downtown, etc.?).
 - b. Ranking to be more explicit for preferences.
 - c. Better aggregated results for planning purposes (age associated with location for example).
 - d. Suggested using the NE, NW, SE, SW, and Downtown as identified in a previous meeting.
 - e. Use “As Lewisville develops” for number 6 on the survey.
 - f. Central commercial development location.
 - g. Eliminate “yes”/“no” questions.
 - h. Capture “big picture” and concerns of citizens.

VII. New Business

- A. Planning Board Priorities & Operations
 - 1. The 2018/2019 Plan of Work (shown on EdTV) was reviewed and discussed as the format to use for work flow and continuing the work for 2019. Some of the goals to accomplish:
 - a. Land use.
 - b. Great Wagon Road.
 - c. Town-wide transportation plan.
 - d. Enhance planning board processes.
 - e. Comprehensive Plan.
 - 2. The chair suggested breaking into smaller groups during the meetings to accomplish all of the goals set forth.
 - a. There was also discussion of conversations that might be occurring outside of the planning board meetings and whether the conversation is germane to planning board work.
 - b. Board members discussed the pros and cons of breaking into smaller groups.
 - 3. It was reiterated that the legalities and policies of the town must be considered.

VIII. Meeting Review

- A. Action items are noted above in bold.
- B. Mrs. Tolbert advised that there is a meeting on the 11th with the person doing the survey and the information discussed in this meeting will be provided to the contractor.
- C. The form used for the Plan of Work will be updated and provided to board members. If Dropbox is accessible, it will be placed there.

IX. Adjournment

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- A. Next Meetings
 - 1. Work Session meeting - January 23, 2019
 - 2. Public Hearing meeting - February 13, 2019
- B. Having no other business to discuss, Jessica Higgins moved to adjourn the meeting at 8:38 p.m. The motion was seconded by Mike Sullivan and approved unanimously.

Jeanne Marie Foster, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk