

Lewisville Planning Board
Meeting Minutes
Wednesday, January 23, 2019 - 6:30 P.M.
Town Hall - 6510 Shallowford Road - 2nd Floor Conference Room

1. Call to Order

- a. Chair Jeanne Marie Foster called the meeting to order at 6:30.

2. Roll Call

- a. Board members present were Tom Lawson, Jessica Higgins, Michael Sullivan and Joseph Hamby. Bill Scantland arrived at 6:42 p.m. Meghan Flow advised that she would be out of town. Also present were Attorney Bo Houff, Planner Stacy Tolbert and Town Clerk Joyce Walker.

3. Regular Business

- a. Approval of Agenda
 - i. Mike Sullivan moved to approve the agenda. The motion was seconded by Joseph Hamby and approved unanimously.
- b. Approval of Minutes
 - i. Jessica Higgins moved to approve the January 9, 2019 minutes. The motion was seconded by Joseph Hamby and approved unanimously.

4. Public Hearings

- a. None

5. Technical Review

- a. None

6. Reports and Updates

- a. Chair
 - i. Mrs. Foster updated board members on the meeting to be held on January 28th with the consultants for the Williams Road Gateway Project and the two property owners that are close to the project have also been invited.
 - (1) **Board members were asked to provide any comments or questions to Mrs. Foster** prior to the meeting date.
 - ii. Everyone was reminded of the Council planning meeting to be held on February 2nd here at Town Hall.
 - (1) One of the topics to be discussed is a new community center.
 - (a) Information had been forwarded to the manager and mayor in 2016 with the recommendations of the Planning Board.
 - (i) A copy of the information was provided to members and discussed.
 - (ii) **Prior to the meeting on the 2nd, there was consensus to advise the Mayor of the information forwarded in 2016; that no additional work has been done since; and if there is anything further needed, let the Planning Board know.**

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- iii. Board members were advised that the chair has been meeting with the planner on a number of items: Planning Board needs, follow-up with Craig Lewis, communicating with the other board and committee chairs on the Comprehensive Plan.
 - iv. The Piedmont Land Conservancy has information that might tie into the Comprehensive Plan.
 - b. Vice Chair
 - i. No report.
 - c. Planner
 - i. Conrad Farm is getting close to recording their final plat and selling lots.
 - ii. The Utilities Committee had a special meeting to review information on the lift station located behind the Food Lion that will be serving the Great Wagon Road.
 - (1) The PowerPoint was reviewed on EdTV and the alternatives noted.
 - (2) Mrs. Foster suggested this (replacement of the lift station) is an opportunity to clarify roles: Planning Board to plan for the downtown while Utilities is a technical committee.
 - (3) **After discussion, there was consensus to reactivate a liaison with the Utilities Committee in light of the current development.**
 - (a) **The recommendation is to be sent to Utilities and Council.**
 - (b) It was reiterated that continuity belongs to the staff, i.e. need for additional staff.
 - iii. Two plans have been submitted that will be coming to the board on February 13th with the actual briefing on February 26th.
 - (1) Lissara.
 - (2) Phase II of Pegram Landing.
 - iv. Board members were reminded that there is no public hearing required for major subdivisions, only a review for compliance and then sent to the elected body for approval.
 - (1) Board members discussed some of the processes that would keep the community “in the loop” on these matters.
 - (2) **After discussion, it was reiterated that whatever is decided needs to be built into ordinance or policy.**
 - d. Town Clerk
 - i. Board members whose terms were expiring were asked to submit in writing their desire to remain on the board.
7. **Continued Business/Work Session**
- a. Key Town Planning Assumptions
 - i. Area of Consideration
 - (1) Attorney Houff provided a copy of the Town’s agreement with CCUC and provided background on the agreement as well as an explanation on the past *Area of Consideration* (now known as the *Area of Influence*) as well as annexation information and agreements.

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- (a) **Staff was asked to provide a copy of the associated map in color.**
 - ii. Zoning
 - (1) Board members were provided a copy of all of the types of businesses allowed in **H**ighway **B**usiness (HB) to be reviewed as part of the Plan of Work in the review of downtown.
 - (a) With a quick calculation on vacant land, possible full build out in the future could be as much as 80,000 or 90,000 residents.
 - (b) Attorney Houff pointed out that developers could use current zoning by right without a rezoning request.
 - (c) **After discussion on reviewing by zoning and small area plans, it was agreed to review the types of businesses allowed in HB by right.**
 - iii. Small Area Plans
 - (1) Downtown
 - (a) The areas that have been defined by the board in past meetings are Northeast, Northwest, Southeast, Southwest and Downtown.
 - (b) Downtown is the next area plan for review.
 - (i) **For the next meeting, the Planner is to provide a report on the geographic “nodes” for each area.**
- 8. **New Business**
 - a. Plan of Work
 - i. Board members reviewed the Plan of Work that was provided.
 - b. 2020 Comprehensive Plan
 - i. Review items that can be tied to the Comprehensive Plan.
 - ii. Review the schedule to get input from residents, getting a consultant, providing information to residents, etc.
 - c. Planning Board budget
 - i. Mrs. Tolbert reviewed the items in the budget.
 - (1) Currently there is funding for the Comprehensive Plan and contract with Benchmark for services on overgrown lots.
 - (2) UDO enhancements are in the budget.
 - (3) Everyone was asked to think about what needs to be in the upcoming budget with support on why it is needed.
- 9. **Next Steps**
 - a. Board members reviewed the action items identified during the meeting. (See items above in bold.)
 - b. Next meetings
 - i. February 27, 2019 - Briefing
 - ii. March 13, 2019 - Public Hearing if needed.

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10. **Adjournment**

- a. Having no other business to discuss, Mike Sullivan moved to adjourn the meeting at 8:39 p.m. The motion was seconded by Jessica Higgins and approved unanimously.

ATTEST:

Jeanne Marie Foster, Chair

Joyce C. McWilliams Walker, Town Clerk