

**Regular Meeting Minutes**  
**Wednesday, February 13, 2019 at 6:30 P.M.**  
**Town Hall, 2<sup>nd</sup> Floor Conference Room**

**1. Call to Order**

- a. Chair Jeanne Marie Foster called the meeting to order at 6:37 p.m. Board members present were Tom Lawson, Joseph Hamby, Jessica Higgins, Michael Sullivan and Bill Scantland. Meghan Flow arrived at 6:45 p.m.

**2. Regular Business**

- a. Approval of Agenda
  - i. Mike Sullivan moved to approve the agenda. The motion was seconded by Bill Scantland and approved unanimously.
- b. Approval of Minutes
  - i. January 23, 2019
    - (1) Jessica Higgins moved to approve the January 23, 2019 minutes. The motion was seconded by Joseph Hamby and approved unanimously.

**3. Public Hearings**

- a. None

**4. Technical Review**

- a. None

**5. Reports & Updates**

- a. Chair
  - i. Mrs. Foster updated the board on the Council planning meeting that was held on January 2, 2019. Topics of discussion were:
    - (1) The Williams Road Gateway Project
      - (a) There was a meeting with adjacent property owners asking for consideration to redesign for a left turn lane off 421 or no median.
      - (b) Since this is a DOT project, it was determined the project will move ahead as planned since there is no current site plan for adjacent property.
    - (2) Community Center
      - (a) Discussions are on-going,
      - (b) Still looking at functionality,
      - (c) RFQ has been sent out.
      - (d) Participation of the Planning Board as part of the core committee.
    - (3) CIP
      - (a) Transportation projects
        - (i) JWP to Leons Way
        - (ii) Riverwood to Robinhood
        - (iii) Traffic circle at Lewisville-Vienna and Robinhood
        - (iv) Great Wagon Road
        - (v) Traffic circle at Lewisville-Vienna and Yadkinville
      - (b) Staffing needs

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- b. Planner
  - i. No report.
- c. Clerk
  - i. No report.

**6. New Business**

- a. L-086 The Lake at Lissara Phase II, Section V
  - i. Application has been received. There are five parcels, some of which are partials.
  - ii. Application is for a PRD and will be quasi-judicial at council level.
  - iii. Zoning is RS40.
  - iv. Briefing will be on the 27<sup>th</sup>.
  - v. The property is in the county and an annexation is being requested.

**ACTION:** *No Board Action at this time.*
- b. L-087 Pegram Landing Phase II
  - i. This is a rezoning.
  - ii. This project will connect to the plan that was approved in 2018 adjacent to this property.
  - iii. The planner has asked the applicant to speak to the DOT now about what will be allowed/ not allowed because of traffic concerns.
  - iv. The schedule for these two items were reviewed.

**ACTION:** *No Board Action at this time.*
- c. Citizen engagement for new development
  - i. Planning Board revisited the efforts made in the past to inform residents of development.
  - ii. Mrs. Tolbert explained that the School of Government suggested that state statutes should be followed; otherwise it becomes difficult to have changes to the statute supported.
  - iii. Attorney Houff will assist in making a determination.

**7. Continued Business/Work Session**

- a. Plan of Work
  - i. Land Use - Defining Map Sections
    - (1) Maps in the Comp Plan were reviewed.
      - (a) Preferred Land Use.
      - (b) Transportation Plan
        - (i) It was suggested that the Board should consider North/South roads to assist in funneling traffic since the majority of collector roads are East/West.
    - (2) The planner reviewed how consistency with the Plan is determined when reviewing a site plan or rezoning request.
    - (3) Board members discussed some of the items for input into the upcoming Comp Plan such as sewer impact in various areas; remaining mostly single family residential; impact of the school; determining non-residential standards for activity centers; etc.
  - ii. Dropbox
    - (1) **Mrs. Tolbert will send an email link to everyone to test and if it works, this will be the means to receive work packets.**
  - iii. Review of PDF presented by Mr. Hamby

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- (1) Maps were used as reference points using GIS data (for consideration when reviewing small area plans) in determining area(s).
- (2) Board members brainstormed what to take into consideration when determining areas for each plan.
  - (a) How much area should be considered and how much of the Area of Consideration should be included?
  - (b) Should the division be by sewer basins?
  - (c) For the future, will sewer change the look of the area?
  - (d) Land conservation?
- (3) **The board would like for basin maps to be available to assist in developing areas.**

**ACTION:** Review demographics / maps. Agree on sections or acquire more data.

- iv. Downtown Core Review
  - (1) LD1 / LD2 / Transportation Plans
  - (2) Ordinance Review

**ACTION:** Develop Recommendations

**8. Meeting Review**

- a. Action Item Consensus/Next Steps
  - i. **Everyone was asked to review Chapter 5 of the Comprehensive Plan in preparation for the 2020 update.**
  - ii. **Review deficiencies:**
    - (1) Transportation and collector roads.
    - (2) Multi-family
    - (3) PUT uses and conditions
  - iii. **Define specific locations and boundaries for area plans**
- b. Next Meetings
  - i. Public Hearing - March 13, 2019
  - ii. Work Session - March 27, 2019

**9. Adjournment**

- a. Having no other business to discuss, Bill Scantland moved to adjourn the meeting at 8:30 p.m. The motion was seconded by Mike Sullivan and approved unanimously.

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Jeanne Marie Foster, Chair

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk