

REGULAR MEETING MINUTES
Wednesday, April 24, 2019 at 6:30 P.M.
Town Hall, 2nd Floor Conference Room

1. **Call to Order**

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

2. **Roll Call**

- a. Board Members present were Tom Lawson, Joseph Hamby, Meghan Flow (6:32 p.m.), Michael Sullivan and Bill Scantland. Jessica Higgins was ill and could not attend. Also present were Planner Stacy Tolbert, Attorney Bo Houff and Town Clerk Joyce Walker.

3. **Regular Business**

- a. Approval of Agenda
- i. Michael Suggested changing items in 8 for discussion: a to c, b to a and c to b.
 - ii. With those changes, Bill Scantland moved to approve the amended agenda. The motion was seconded by Mike Sullivan and approved unanimously.
- b. Approval of Minutes
- i. April 10, 2019
 - (1) Joseph Hamby moved to approve the April 10, 2019 minutes. The motion was seconded by Tom Lawson and approved unanimously.

4. **Public Hearings**

- a. None.

5. **Technical Review(s)**

- a. None.

6. **Reports & Updates**

- a. Chair
- i. Mrs. Foster will provide updates in another section.
- b. Planner
- i. The site for the new community center has been identified and is 15 acres next to Jack Warren Park.
 - (1) The property will need to be rezoned.
 - (2) Uses for the property are not in the UDO.
 - ii. There was a 5' sliver of land that was included in the annexation approval for Lissara but was not included in the rezoning.
 - (1) That strip of land will need to go to public hearing for rezoning from county to Lewisville.
 - (2) Bill Scantland moved to set the public hearing for the Lake at Lissara Phase II Section V strip for May 22, 2019. The motion was seconded by Tom Lawson and approved unanimously.
 - iii. The Lake at Lissara Phase II Section VI will be going to Council for briefing in May on the 2nd
 - iv. The annexation and rezoning the single family home went to Council and was approved.

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- v. Staff support was discussed at the budget meeting and it was reiterated that the Planning Board needs consulting help and that a memo was sent to the town in November explaining the need.
 - (1) An audit of the UDO will show what needs to be updated or changed.
 - c. Clerk
 - i. None.
 - d. Attorney
 - i. None.
7. **New Business**
- a. L-090 7675 Yadkinville Road
 - i. This is a general use district rezoning of a 14 ½ acre property that has the majority in YR and a portion in RS40. The map shows the small area being requested to change to YR. Members were provided a copy of uses for comparison of the two types of zoning.
 - ii. Meghan Flow moved to set the public hearing for May 8, 2019. The motion was seconded by Mike Sullivan and approved unanimously.
 - b. L-091 Avendell Subdivision on Shallowford Road
 - i. This is a Planned Residential Development in the RS-9 Zoning District along Shallowford Road next to Shallowford Reserve. The property is already zoned RS-9 and the developer is requesting a PRD (Planned Residential Development). The Planning Board is tasked with the technical review. It will then move forward to the Elected Body for an evidentiary hearing for a Special Use Permit.
 - (1) There was a letter sent to adjoining property owners notifying of the technical review.
 - (2) The site plan was reviewed for connectivity and other factors.
 - (3) Mrs. Tolbert is in the process of reviewing the amended site plan to validate that all TRC comments have been noted.
 - (4) There was discussion on sidewalk ratio requirements for PRD's.
 - (a) **During discussion, Town Clerk Walker asked that the Planning Board review and update the wording regarding tree planting because the trees are being planted to close to sidewalks and roads and roots are destroying each per the town's maintenance personnel.**
 - ii. There is no action by the Board on this for this evening.
8. **Continued Business/Work Session**
- a. Discussion
 - i. Chair Foster identified a few items that the Board needed to accomplish, especially for codification.
 - (1) The scope for what is needed has not been provided to the consultant to move forward with the Northeast Area Plan.
 - (a) There was discussion on what is in the UDO but the NeAP has a complete different set of rules.

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- (i) It was noted that once something is in an ordinance, in order to change it, it must go through a statutory process. Ordinances protect.
- (b) The NeAP could be considered a sub-set of the Town's overall plan.
- (2) **Should the code be rewritten with visual aids?**
 - (a) **Yes, that is the long term goal.**
- (3) There was discussion on overlays and whether this would be good for the NeAP.

Chair Foster had to leave at 7:36 p.m and turned the meeting over to Vice Chair Tom Lawson.

- (4) Mr. Lawson suggested looking at the Davidson ordinances as examples.
- (5) Mrs. Tolbert reminded everyone that changes to the UDO will have dollar figures attached as well as long term dollar figures.
 - (a) When the ordinance is significantly changed, please keep in mind about inspections and code enforcement.
 - (b) Mr. Lawson suggested that at some point, the Town will need its own enforcement.
 - (c) After discussion, there was a suggestion for the **next meeting to have a map of the NeAP and determine where the overlay will best be concentrated and create requirements for the area and include preferred zoning.**
 - (i) The suggested area is the commercial area. The results would become a text amendment.
 - (ii) Next for review and consideration will be residential zoning.
 - (d) The audit would assist in formatting a UDO re-write.
- b. Highway Business/IP/Gateway/Trees/Drive Thrus/NEAP
 - i. Community Center
 - (1) IP - non-residential standards should work for the community center. Certain items would have to be added such as landscaping requirements and parking requirements.
 - (a) Uses for the Nissen House were discussed and will also need to be included in IP.
 - (b) **Staff was asked to bring in a draft of standards to review for the meeting on May 22nd.**
 - (i) **Everyone was asked to send ideas to Mrs. Tolbert.**
 - (2) Gateway
 - (a) Mr. Lawson suggested looking at a map where the sewer will be and to look at LD2 standards and also have the consultant look at the area.
 - (b) **Mrs. Tolbert will send a map of #1 sewer area to everyone by September.**

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- (3) Comprehensive Plan update
 - (a) **Board members agreed that a facilitator should be used to guide the process.**
 - c. Land Use - Defining Map Sections
 - i. Map sections should not be defined by the basins.
 - d. Neighborhood Outreach Requirements
 - i. **A document is to be drafted for review by Mr. Hamby.**
9. **Meeting Review**
- a. Action Item Consensus/Next Steps
 - i. Action items are bold above.
 - ii. Priorities for continued business for the next meeting are:
 - (1) Overlay.
 - (2) Community outreach.
 - (3) IP/Community Center.
 - b. Next Meetings
 - i. Public Hearing - May 8, 2019
 - ii. Work Session - May 22, 2019 (public hearing for Lissara 5' strip)
10. **Adjournment**
- a. Board Comments
 - i. Mr. Scantland will not be in attendance at the meeting on the 8th.
 - b. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 8:34 p.m. The motion was seconded by Meghan Flow and approved unanimously.

Tom Lawson,
Vice Chair

ATTEST:

Joyce C. McWilliams Walker,
Town Clerk