

**REGULAR MEETING MINUTES**  
**Wednesday, May 22, 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 Jessica Higgins, Michael Sullivan and Bill Scantland. Tom Lawson, Joseph Hamby and Meghan Flow were not present. Also present was Planner Stacy Tolbert and Attorney Bo Houff. Meghan Flow entered at 6:35 p.m.
3. **Regular Business**
  - a. Approval of Agenda
    - i. Jessica Higgins moved to approve the agenda. The motion was seconded by Bill Scantland and approved unanimously.
4. **Approval of Minutes**
  - a. Board members agreed to place the minutes for April 24<sup>th</sup> and May 8<sup>th</sup> on the June 12<sup>th</sup> agenda for approval.
5. **Public Hearings**
  - a. None
6. **Technical Review**
  - a. None
7. **New Business**
  - a. L-092 The Lake at Lissara 5ft. Portion of property being Rezoned from RS-40 (Forsyth County) to RS-40 (Lewisville)
    - i. Mrs. Tolbert asked everyone to review the staff report and explained that the annexation for Phase II Section of the Lake at Lissara that was approved in April was contiguous to the town. The 5' strip noted in case L-092 allowed the annexation to be contiguous. The advertisement for the annexation included the 5' strip but the ad for the rezoning did not. Until this strip is rezoned, there is no zoning.
    - ii. Jessica Higgins moved to set the public hearing for this rezoning for Wednesday, June 12, 2019. The motion was seconded by Bill Scantland and approved unanimously.
  - b. UDO L-159 Community Center Amendment
    - i. Initially, the board was to review the definition, permitted uses and parking requirements for the new community center; however, Mrs. Foster advised board members that this text amendment will not be reviewed at this time. Instead, she wanted everyone to know where the town stands on the project and until then, this amendment is not ready for a public hearing.
    - ii. Architects have met with various groups: stakeholders, advisory group and groups offering programs, one of which was the YMCA.
    - iii. Mr. Sullivan attended one of the meetings with ADW, the architects, and noted that the house on the property will be gone. There were representatives of various

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current users attending who voiced opinions about usage. He said people were all “all over the board” about what they envisioned.

- (1) What were the uses going to be?
  - (2) Why was the Y involved? What about access?
  - (3) Would revenue have to be generated to cover expenses?
  - (4) Was organized sports going to be a part?
- iv. There was a comment that programming will drive a lot of the design.
  - v. At this point, the Planning Board noted that Council still has all of these questions and decisions under discussion.
  - vi. Before the Board can make any decision on moving forward with definitions, they will need to know more.
    - (1) Everyone was asked to think about when this will come back to the Board.
  - vii. Board members also discussed some of the groups who have been asked to provide services since it looks like much of the space might have to have special dedicated spaces.

**8. Reports & Updates**

- a. Chair
  - i. Mrs. Foster announced she will not be in attendance at the meeting on the 12<sup>th</sup> but will be back on the 23<sup>rd</sup>.
  - ii. She asked everyone to start looking at the process for the Comprehensive Plan, especially the update to the Citizen Engagement chapter. She wants to be able to plug in the work the Board has been doing into each of the chapters.
- b. Planner
  - i. To make the briefings more efficient, information will be provided to each member in their packets (for homework) so that the briefing meetings take less time.
  - ii. Avendell subdivision
    - (1) The TRC comments and Planning Board comments have all been taken care of, including the postal kiosk, and this will be ready to start its journey through Council on June 13<sup>th</sup>.
  - iii. The Lake at Lissara Phase II Section VI will also be going to council on June 13<sup>th</sup> for public hearing.
- c. Clerk
  - i. No report.
- d. Attorney
  - i. No report.

**9. Continued Business/Work Session**

- a. Mrs. Foster reviewed past work on the Northeast Area Plan and the board’s contact with consultant Craig Lewis. She noted that there was a disconnect between the Planning Board and the information to staff in that no contract has been prepared to work with Mr. Lewis nor had a scope of his work been developed.
  - i. The board discussed the need to have an audit of the UDO and to decide a future course of action.
  - ii. The board discussed upgrading to Form Base Code, and after discussion, determined that they have possibly been using the incorrect terminology.

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- (1) It was explained that the board would need to be careful about stepping too far away from the existing format of the UDO based on training of the personnel in Inspections that provide service to the Town.
- iii. After further discussion, Bill Scantland moved to authorized Mrs. Tolbert to move forward to get an audit underway. The motion was seconded by Meghan Flow and approved unanimously.
- iv. There was discussion on codifying information from the NeAP vs. an overlay.
- v. Mr. Lewis was available by phone to answer questions:
  - (1) He explained overlay and how it would be applied.
  - (2) It was noted that an earlier conversation had the Board look at uses. Now that it is done, what should the next steps be?
    - (a) Look at set-backs.
    - (b) Architectural design standards.
    - (c) Parking standards.
    - (d) Street standards.
  - (3) After further discussion, it was also decided that a contract will needed for Mr. Lewis' services that will have to be written by the manager as an RFQ.
    - (a) Jessica Higgins moved to seek Council's approval to get an appropriate consultant to work on this project. The motion was seconded by Mike Sullivan and approved unanimously.

**10. Meeting Review**

- a. Action Item Consensus/Next Steps
  - i. Board members were asked to review with Mr. Lawson and Mr. Hamby what had transpired at this meeting.
  - ii. Mr. Scantland advised that he will not be able to attend the meeting on July 10<sup>th</sup>.
    - (1) Since this will be a public hearing night, Mrs. Tolbert asked everyone to let her know if they will not be able to attend the meeting. She needs to confirm that there will be a quorum.
- b. Next Meetings
  - i. Public Hearing - June 12, 2019
  - ii. Work Session - June 26, 2019

**11. Adjournment**

- a. Having no other business to discuss, Jessica Higgins moved to adjourn the meeting at 8:21 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