

Lewisville Planning Board
Regular Meeting Minutes - February 12, 2020
Lewisville Town Hall - 2nd floor Conference Room

1. **Call to Order**

- a. Chair Tom Lawson called the meeting to order at 6:30 p.m.

2. **Roll Call**

- a. Members present were Joseph Hamby, Jessica Higgins and Bill Scantland. Meghan Flow arrived at 6:38 p.m. and Michael Sullivan had advised that he might be late. Also attending were Attorney Bo Houff, Planner Stacy Tolbert and Town Clerk Joyce Walker.

3. **Regular Business**

- a. Approval of Agenda
- i. Ms. Tolbert asked to add 7.b. Stakeholders for UDO audit.
 - ii. With that amendment, Bill Scantland moved to approve the agenda. The motion was seconded by Jessica Higgins and approved unanimously.
- b. Approval of Minutes
- i. January 22, 2020
 - (1) Members concurred that Item 7.a.i.(1) should be deleted.
 - (2) With that amendment, Tom Lawson moved to approve the January 22, 2020 minutes. The motion was seconded by Joseph Hamby and approved unanimously.

4. **Public Hearing:**

- a. None.

5. **Technical Review(s):**

- a. None.

6. **Reports & Updates:**

- a. Chair/Vice Chair
- i. Mr. Lawson and Mr. Hamby attended the Council Planning meeting on February 1st and provided information on plans for the Comprehensive Plan update.
- b. Planner
- i. A 38-lot conventional sub-division will be coming to the board requesting a rezoning from HB and RS20 to RS-9 on Kaplan property. There will be a briefing on the request at the next meeting. Allied will be doing the site plan.
 - (1) Mr. Lawson noted that the current property is zoned as commercial.
 - ii. Ms. Tolbert advised that she has had a conference call with the UDO consultant.
 - iii. The Council is planning a volunteer appreciation luncheon for the boards and committees on May 2nd at Jack Warren Park.
 - iv. The budget process has started. The Comprehensive Plan is a big item for the Planning Board.
 - (1) Mr. Lawson suggested large budget items be done in chunks.
 - v. Ms. Tolbert advised that she has been working with MapForsyth to add layers for Lewisville to GIS in order to develop an app for Lewisville.

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- (1) ESRI has been updated so that the planner has access.
 - (2) **Mr. Lawson asked about a map for the next meeting to outline various areas of the town, overlays, etc., such as the Vienna Business District (VBD) so that an official map can be approved.**
 - c. Clerk
 - i. Nine applications have been received for the Planning Board with interviews being scheduled.
 - ii. Council is removing the term limits on the Planning Board, Zoning Board of Adjustment and Parks and Recreation Board.
 - d. Attorney
 - i. All board members of the board will be sworn in at the April meeting as a new requirement of 160D.
- 7. **New Business**
 - a. On Boarding of New Members
 - i. A draft handout was provided, for review, as suggestions to educate new board members.
 - (1) Ms. Tolbert will compile all of the information.
 - (a) Place references in Dropbox as well as educational and orientation material.
 - (i) Also include action items in the Comp Plan that pertain to the Planning Board.
 - (b) Invite the new member(s) to the last meeting in March.
 - (c) Ms. Tolbert will check on purchasing the book “*Suggested Rules of Procedure for a City Council*” by Trey Allen.
 - (d) Mrs. Walker will check on getting shirts for the board members.
 - b. Stakeholders for the UDO Audit
 - i. Tentatively on March 4th, stakeholders that use the UDO will be interviewed by the consultant.
 - ii. There are 6 user groups that will be invited such as developers, engineers, staff, business owners, residents, etc.
 - (1) Board members were asked to provide the names of anyone that would be able to provide information to the consultant.
 - iii. Ms. Tolbert will email the schedule to Planning Board members.
- 8. **Continued Business/Work Session**
 - a. PCO Text Amendment Alternative Compliance Draft
 - i. Board members were provided copies of the original and alternative drafts.
 - (1) **Attorney Houff suggested changing the language from “*In the instance*” to “*When*” on both documents.**
 - (2) Under PCO District Requirements (c), the wording has been added that will direct the person to Alternative Compliance, the idea keeping with walkability in the Town.

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- (3) Ms. Tolbert also gave an example of the DOT's plan to widen Lewisville-Clemmons Road, which is in the STIP, and that was discussed above, may ask for a waiver to not build a sidewalk.
 - (a) Board members discussed various scenarios that would work with alternative compliance.
 - (4) Mr. Lawson suggested that he and Mr. Hamby attend the Council briefing to ask if the current Council is interested in bringing this text amendment forward.
 - (5) There was discussion on options to adjust the fee noted in the ordinance.
 - (a) Mrs. Walker advised that there may have to be a reference in the UDO pointing to the fee schedule and vice versa.
 - (6) Board members continued to discuss providing an alternative text recommendation since it was the consensus of the board members that the existing ordinance should remain as is.
 - (7) Mr. Lawson commented that the PCO weighed heavily on sidewalk but there could be other alternatives beside sidewalk such as a greenway (pedestrian way) and moving toward an alternative compliance model will gain more for the Town.
 - (8) Mr. Hamby commented that alternative compliance allows the developer to be in charge of implementation rather than the Town when it comes to future connections.
 - (9) After discussion, Mr. Lawson suggested the possibility of exempting government but to provide alternative compliance for government units.
 - (10) **Members agreed to change language from *shall* to *may* under (4) Alternative Compliance.**
 - (11) **After additional discussion on fees and fee reduction, Ms. Tolbert will draft for the 2-26 meeting, the language changes proposed by Mr. Houff with a combination of fee and alternative compliance with fee reductions for government units.**
 - (a) **If, after reviewing the revised draft at the meeting on the 26th, the board members are in agreement with the amendments, a public hearing will be set for March 11th.**
- b. Comprehensive Plan
- i. Council Direction
 - (1) Discussed above.
 - ii. Ms. Tolbert advised the board that the Parks and Recreation Board have been tasked with updating their Master Plan.
 - (1) It was noted that Parks and Recreation information was scattered throughout the Comprehensive Plan and this would be an opportunity to bring that information together.
 - (2) There has been a suggestion to use the same consultant that will be doing the Comprehensive Plan, noting that the Comprehensive Plan will be the main focus.
 - (a) Funding for each would be separate.

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- (3) If the PARTF grant moves forward, the Master Plan would be needed.
 - iii. After discussion, there was consensus that using the same consultant would be beneficial for both plans.
 - iv. The Council would like to see a draft RFP for the consultant's work by April so that it can be placed in the 20-21 budget or a budget amendment for this budget so that the work can get started early.
 - (1) Mr. Hamby has started working on a draft.
 - c. Downtown Discussion
 - i. March meeting.
- 9. **Meeting Review**
 - a. Action Item Consensus/Next Steps
 - i. See above in bold.
 - b. Next Meetings
 - i. Public Hearing - March 11, 2020
 - ii. Work Session - February 26, 2020
- 10. **Adjournment**
 - a. Having no other business to discuss, Jessica Higgins moved to adjourn the meeting at 8:41 p.m. The motion was seconded by Meghan Flow and approved unanimously.

Tom Lawson, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk