

**Lewisville Planning Board
Regular Meeting Minutes
January 22, 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. Board members present were Joseph Hamby, Jessica Higgins and Michael Sullivan. Meghan Flow and Bill Scantland had advised that they 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. Jessica Higgins moved approval of the agenda. The motion was seconded by Joseph Hamby and approved unanimously.
- b. Approval of Minutes
i. January 8, 2020
(1) Mike Sullivan moved to approve the January 8, 2020 minutes. The motion was seconded by Jessica Higgins and approved unanimously.

4. Public Hearing:

- a. None.

5. Technical Review(s):

- a. None.

6. Reports & Updates:

- a. Chair
i. Mr. Lawson reported that Mr. Hamby and he will be attending the Council's planning meeting on February 1, 2020 to address the Comprehensive Plan.
- b. Planner
i. A subdivision on Kaplan property may be coming to the board. It is currently zoned HB. The request will be for a special use rezoning for 34 lots. Final submission date is February 5th.
(1) Mr. Lawson asked if this falls in a Community Activity Center (CAC); however, there is no CAC in the UDO.
- ii. A lengthy proposal from the LBC has been received regarding trees. Susan Linker and Cynthia Kiger met with the planner to discuss so that it can be on the agenda for February 12th.
- iii. Attorney Houff, Manager Perkins, Town Clerk Walker and the Planner will be attending training on planning Chapter 160D for the UDO that becomes effective on January 1, 2021.
- iv. Mrs. Tolbert has met with the UDO consultant. He has toured the town. Expectations from the audit will include incorporating §160D, re-organizing the UDO, more user friendly, streamlining the zoning classifications, reviewing the

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zoning districts, reviewing all the town's plans, and making sure the UDO supports the Comprehensive Plan.

- (1) Wednesday, March 4th has been earmarked for 3-4 stakeholder meetings for different categories of UDO users.
- v. The town's PARTF grant application is not strong based on information received from PTRC since currently there are no plans for outdoor recreation.
- c. Clerk
 - i. None.

7. New Business

- a. Briefing: Pedestrian Connections Overlay (PCO) Text Amendment
 - i. Board members were provided a draft of the PCO amendment to review.
 - (1) Board members discussed whether government entities should be exempt from paying the fee when sidewalks have been given a waiver from site plans or whether there should be a fee percentage.
 - (2) The language in the draft meets the request by the Council; however, members of the board agreed that the school system should not be exempt from paying the fee.
 - (a) One question was what standards determined the exemption of federal, state and local governments.
 - (3) Alternatives discussed were:
 - (a) Full exempt waiver.
 - (b) Fee reduction.
 - (c) Making the main road into the school a public road.
 - (d) Ask Council for clarification and advice.
 - (e) Build a sidewalk elsewhere in the general area.
 - (f) Provide for alternative compliance.
 - ii. **After discussion, staff is to amend the draft to provide the alternative language for the board's review at the next meeting.**
 - (1) Mr. Hamby will get his notes to Mrs. Tolbert for inclusion in the language.

8. Continued Business/Work Session

- a. 2020 Comprehensive Plan Process Discussion
 - i. The Planning Board discussed being the principals in driving the update but a consultant would lead all the discussions, review and make any changes deemed necessary to make it a better document.
 - (1) It was suggested that the same company doing the UDO also do the Comp Plan.
 - (2) Mr. Lawson, Mr. Hamby and Mrs. Tolbert will meet to discuss the supporting information and the need for a consultant to work on this project.

9. Meeting Review

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- a. Action Item Consensus/Next Steps
 - i. **Maps are the next area on which the group will focus. Mr. Lawson will work with Mrs. Tolbert on this.**
 - ii. **Provide orientation for new board members.**
 - (1) Board members were asked to send information (educational regarding planning) to Mrs. Tolbert to assemble.
 - iii. **Time permitting, review the Downtown as the board's next priority.**
 - iv. Any items noted above in bold.
 - b. Next Meetings
 - i. Public Hearing - February 12, 2020 (none scheduled)
 - ii. Work Session - February 26, 2020
10. **Adjournment**
- a. Having no other business to discuss, Mike Sullivan moved to adjourn the meeting at 8:32 p.m. The motion was seconded by Tom Lawson and approved unanimously.

Tom Lawson, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk