

**REGULAR MEETING MINUTES LEWISVILLE PLANNING BOARD**

**Wednesday, January 8, 2020 at 6:30 P.M.**

**Town Hall, 1<sup>st</sup> Floor Council Chambers**

**1. Call to Order**

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

**2. Roll Call**

- a. Board members present were Meghan Flow, Joseph Hamby, Jessica Higgins, and Bill Scantland. Michael Sullivan had advised that he would be late. Also present were Attorney Bo Houff, Planner Stacy Tolbert and Town Clerk Joyce Walker.

**3. Regular Business**

- a. Approval of Agenda

- i. Mrs. Walker asked to amend the agenda by adding Membership following Item 4 to select a chair and vice chair since the departure of the past chair and to renumber the other topics. She also asked to remove approval of the November 6<sup>th</sup> minutes since they were approved at the December 11<sup>th</sup> meeting.
- ii. With that addition and removal, Bill Scantland moved to approve the amended agenda. The motion was seconded by Joseph Hamby and approved unanimously.

- b. Approval of Minutes

- i. November 20, 2019

- (1) Bill Scantland moved to approve the November 20, 2019 minutes. The motion was seconded by Meghan Flow and approved unanimously.

- ii. December 11, 2019

- (1) Meghan Flow moved to approve the December 11, 2019 minutes. The motion was seconded by Bill Scantland and approved unanimously.

**4. Public Hearings**

- a. UDO L-159: Community Center Unified Development Ordinance Text Amendment

- i. This amendment will add to the UDO:

- (1) A 2 Definitions;  
(2) B 2-4.1 Table B.2.6 Permitted Uses; &  
(3) B 3 Table B.3.8 Off-Street Parking Requirements.

- ii. Board members were provided a handout with the information to be updated (see attached).

- (1) It was noted that these regulations would fall under non-residential standards.

- (2) There was discussion on the information provided for parking, i.e. clarification on how the ratio is calculated for the number of spaces needed.

- iii. Mr. Lawson opened the Public Hearing at 6:42 p.m.

- iv. Having no speakers, the Public Hearing was closed at 6:43 p.m.

- v. There was additional discussion on the 63 spaces maximum calculation, concerns about overflow parking, and the possibility of using materials that could be used for overflow parking on the grassy area.

- vi. Having no other discussion, Joseph Hamby moved to recommend approval of UDO L-159 to Council. The motion was seconded by Bill Scantland and approved unanimously.

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5. Membership
  - a. Chair
    - i. Joseph Hamby moved to nominate Tom Lawson as chair. The motion was seconded by Meghan Flow. Having no others, nominations were closed.  
(1) Mr. Lawson was declared chair by acclamation.
  - b. Vice Chair
    - i. Bill Scantland moved to nominate Mike Sullivan in absentia.
    - ii. Jessica Higgins moved to nominate Joseph Hamby.
    - iii. Tom Lawson moved to close the nominations which was seconded by Meghan Flow.
    - iv. Members voted by ballot electing Mr. Hamby:

Mr. Sullivan arrived at 6:59 p.m.

	Flow	Hamby	Higgins	Lawson	Scantland	Sullivan
Hamby		x	x	x		x
Sullivan	x				x	

6. **Technical Review(s)**
  - a. None.
7. **Reports & Updates**
  - a. Chair/Vice Chair
    - i. None.
  - b. Planner
    - i. Stewart's has been hired for the UDO Audit. The kick-off will be January 22<sup>nd</sup>. The project manager will tour the town and decide on when to hold public meetings.
    - ii. Briefing for the Pedestrian Connections Overlay (PCO) text amendment will be on January 22<sup>nd</sup>.
    - iii. January 29<sup>th</sup> is a tentative date for a public meeting so that residents can look at the community design and to look at levels of programming for the facility. This will also help with applying for a PARTF grant.
  - c. Clerk
    - i. No updates.
  - d. Attorney
    - i. There is a workshop on the new 160D development statutes given by PTRC on January 28<sup>th</sup>.
8. **New Business**
  - a. None.
9. **Continued Business/Work Session**
  - a. 2020 Development Schedule

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- i. Jessica Higgins moved to adopt the 2020 development schedule. The motion was seconded by Joseph Hamby and approved unanimously.
- b. Planning Board Projects - Prioritization
  - i. Board members discussed and identified the items to be accomplished in 2020
    - (1) The downtown.
    - (2) Trees and green space.
    - (3) The Comprehensive Plan.
    - (4) Types of growth in certain areas/density.
    - (5) Transportation (long and short range plans)
      - (a) Collector roads;
      - (b) Intersections and roundabouts;
      - (c) Connectivity.
  - ii. After discussion, board members agreed that the Comprehensive Plan was priority number 1.
    - (1) **Mrs. Tolbert was asked to bring information on the process for the update to the next meeting.**
    - (2) **At the next meeting, look at the remaining four items and decide the next item to tackle.**
    - (3) Mrs. Tolbert reminded everyone that the 160D will require a number of changes to the UDO.
    - (4) Mr. Lawson noted that board members could contact him or Mr. Hamby if they had anything they wished to discuss.

**10. Meeting Review**

- a. Action Item Consensus/Next Steps
  - i. See items above in bold.
- b. Board discussion
  - i. Board members reviewed the appointment process.
- c. Next Meetings
  - i. Public Hearing/Work Session - January 22, 2020
  - ii. Public Hearing - February 12, 2020

**11. Adjournment**

- a. Having no other business to discuss, Mike Sullivan moved to adjourn the meeting at 7:43 p.m. The motion was seconded by Jessica Higgins and approved unanimously.

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Tom Lawson, Chair

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk