

Lewisville Planning Board
Special Meeting Minutes - May 20, 2020 - 6:30 p.m.
Digitally originating in the Council Chambers 1st floor - Lewisville Town Hall
6510 Shallowford Road

1. **Call to Order**

- a. Chair Tom Lawson opened the meeting being simultaneously streamed electronically at 6:30 p.m.

2. **Roll Call**

- a. Board members attending electronically were Joseph Hamby, Jessica Higgins, Meghan Flow, Michael Sullivan, Bill Scantland, and Joseph Sloop. Also attending electronically were Town Manager Hank Perkins, Planner Stacy Tolbert, Attorney Bo Houff, and Town Clerk Joyce Walker.
- b. Joseph Sloop was welcomed as a new member of the Board.
- c. Guests acknowledged attending electronically were Jeff Zenger, site plan amendment requestor, and Luke Dickey, representing Stimmel.
- d. Attorney Houff advised that Session Law 2020-3 allowed electronic meetings; however, there were certain requirements that must be met for an electronic meeting:
 - i. Leaving a meeting without approval will still count as an automatic *YES* vote.
 - ii. If the person disconnects, it is not a *YES* but may affect quorum.
 - iii. **All** votes must be taken by roll call.
 - iv. A remote public hearing must provide at least 24 hours following the hearing to receive written comments. The meeting will be recessed to a future date in order to vote on the matter.

3. **Election of Officers**

- a. Chair
 - i. Bill Scantland nominated Tom Lawson for Chair. The motion was seconded by Meghan Flow.
 - ii. Having no other nominations, Bill Scantland moved to close the nominations. The motion was seconded by Mike Sullivan.

Jessica Higgins disconnected.

- iii. The motion to elect Tom Lawson for Chair was approved by six Board members with a roll call vote.
- b. Vice Chair
 - i. Tom Lawson nominated Joseph Hamby for Vice Chair. The motion was seconded by Bill Scantland.
 - ii. Having no other nominations, Tom Lawson moved to close the nominations. The motion was seconded by Meghan Flow.
 - iii. The motion to elect Joseph Hamby for Vice Chair was approved by six Board members with a roll call vote.

Jessica Higgins reconnected and also by roll call vote approved the vote for Tom Lawson as Chair and Joseph Hamby as Vice Chair.

4. **Regular Business**

- a. Approval of Agenda

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- i. Bill Scantland moved to approve the agenda. The motion was seconded by Tom Lawson and approved unanimously by roll call vote.
 - b. Approval of Minutes
 - i. February 26, 2020
 - (1) Tom Lawson moved to approve the February 26, 2020 minutes. The motion was seconded by Joseph Hamby and approved unanimously by roll call vote.
 - ii. March 11, 2020
 - (1) Jessica Higgins moved to approve the March 11, 2020 minutes. The motion was seconded by Bill Scantland and approved unanimously by roll call vote.
- 5. **Public Hearing:**
 - a. None.
- 6. **Technical Review(s):**
 - a. None.
- 7. **Reports & Updates:**
 - a. Chair/Vice Chair
 - i. No report.
 - b. Planner
 - i. The Longwood Development on the Kaplan property will be on the Council's June 11th agenda for a public hearing.
 - c. Clerk
 - i. No report.
- 8. **New Business**
 - a. L-096 - Zenger property across from Shallowford Square along the Great Wagon Road (Project) - Site plan amendment briefing
 - i. The existing zoning is PB-S approved for multi-family, office and restaurant.
 - ii. The only change for this existing zoning is the site plan. The zoning stays the same.
 - iii. The new site plan is three (3) stories with parking under the rear. (Drawing shows 4 stories.)
 - iv. The adjacent residential zoning portion is not changing but does allow for parking.
 - v. Letters have been sent to property owners in a 500' radius notifying of the site plan amendment and the public hearing.
 - vi. Board members were provided elevation drawings.
 - vii. Board members were reminded that the Great Wagon Road is a Department of Transportation Project and there is no time table yet for the start of the project; however, this project takes the DOT project into consideration.
 - viii. This project meets all downtown design standards.
 - ix. After review of the project, Tom Lawson moved to set the public hearing for June 1, 2020. The motion was seconded by Bill Scantland and approved unanimously by roll call vote.
 - (1) Under Session Law 2020-3, written comments are allowed for 24 hours

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following the public hearing. The date to allow for receipt of the comments and to vote on this matter has been set for June 3, 2020.

- b. L-097 - Town of Lewisville Warren Property Rezoning from RS-40 to IP
 - i. This is a General Use rezoning.
 - ii. All uses must be considered.
 - iii. This property is adjacent to Jack Warren Park which is zoned as IP.
 - iv. This site is to be for the new Community Center.
 - v. Before this property could be rezoned, the UDO had to be updated to include Community Center which is now complete.
 - vi. The public hearing will have a list of all the uses.
 - vii. Letters have been sent to property owners in a 500' radius notifying of the rezoning and the public hearing.
 - viii. After review of the project, Tom Lawson moved to set the public hearing for June 1, 2020. The motion was seconded by Meghan Flow and approved unanimously by roll call vote.
 - (1) Under Session Law 2020-3, written comments are allowed for 24 hours following the public hearing. The date to allow for receipt of the comments and to vote on this matter has been set for June 3, 2020.

9. **Continued Business/Work Session**

- a. None

10. **Meeting Review**

- a. Action Item Consensus/Next Steps
- b. Next Meetings
 - i. Work Session - May 27, 2020
 - (1) Board members decided to meet on their regular meeting date scheduled for May 27th to assess what may be on the schedule that needs their attention.
 - ii. Special Called Public Hearing - June 1, 2020
 - iii. Special Called Public Hearing Decision Meeting - June 3, 2020
- c. Board member Scantland and Chair Lawson acknowledged all the work that went into making this meeting happen.

11. **Adjournment**

- a. Having no other business to discuss, Jessica Higgins moved to adjourn the meeting at 7:12 p.m. The motion was seconded by Joseph Sloop and approved with a unanimous roll call vote.

Tom Lawson, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk