

MINUTES OF THE REGULARLY SCHEDULED MEETING

LEWISVILLE PLANNING BOARD

SEPTEMBER 10, 2025 at 6:00 PM

Lewisville Town Hall

2nd Floor Conference Room



Members Present: Mike Mulligan (Chair)
Philip May (Vice-Chair)
Lynn Fulton
Rob Herald
Don McClain
Sara Van Huis

Members Excused: Marc Maready

Members Absent: None

Staff Present: Lynn Cochran, Planning Director
Elliot Fus, Town Attorney

Applicants Present: Steve Causey, Allied Engineering
Nicole Ellis, Allied Engineering

1. Call to Order

Mr. Mulligan called the meeting to order at 6:00 pm. Roll call was performed and a quorum was confirmed with six board members present.

2. Regular Business

- a. Mr. May moved to approve the agenda as written and Mr. McClain seconded. The board voted unanimously to approve the agenda as written (6-0).
- b. Mr. Mulligan moved to table approval of the July 9, 2025 meeting minutes, pending needed corrections and Mr. Fulton seconded. The board voted unanimously to table the minutes to correct the order of pages and text. (6-0).

3. Public Comment

None

4. Technical Review

- a. L-PBR 2025-01, Brook Forest Phase II: a proposed 26-lot Major Subdivision to be located along Concord Church Rd, south of the US Hwy 421 Interchange.

Mr. Cochran introduced the project, a conventional Major Subdivision composed of 26 lots. The parent parcels measure approximately 31.24 acres, denoted by tax parcel IDs 5875-71-2659 & 5875-61-7353. The site is served by public water. Wastewater will be individual, private septic systems. This project will include new, internal streets. UDO requirements include sidewalks at 1 linear foot per linear foot of street centerline, street & lot trees, and a type III landscape buffer along Concord Church Rd.

Members of the Planning Board

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Lynn Fulton, Rob Herald, Marc Maready, Don McClain, Sarah Van Huis

Mr. Cochran explained discrepancies in the standards of measurements for landscaping and tree preservation that arose in Chapter B after the recent UDO update. After discussion, it was decided to standardize the method of tree size measurement to diameter at breast height (DBH) (4.5 feet above grade). Methods for ensuring preservation compliance were reviewed as were alternatives when desired trees cannot be preserved for good cause. Arbor Day principles of tree preservation will be reviewed as requested by Town Council members, as will other ordinances in towns/cities similar to Lewisville. Rewrites will be presented at the October Planning Board meeting.

Continuing, Mr. Cochran explained that the open space standards originally proposed in the UDO rewrite were removed by Town Council, primarily because it was felt the amounts of required open space resulting from the standards were not sufficient. The goal is to create reasonable standards for major subdivisions to dedicate passive and active open space and amenities. After discussion, it was decided that open space requirements should be based on residential density. Higher densities will result in larger amounts of open space. There was also consensus that neighborhoods below a certain density may not require any dedicated open space. The Board identified the open space standards of Monroe and Brevard as models for Lewisville to borrow from. Rewrites will be presented at the October meeting.

Continuing to the last topic of possible text amendments, Mr. Cochran explained to the Board that concerns had been presented about the possibility of tall, bulky structures in the Downtown Overlay located adjacent to smaller, single-family residential structures. After reviewing the current UDO standards and engaging in several points of discussion, the Board agreed to ask the Mayor and Councilman Tom Lawson to attend a special called meeting Monday, September 22 at 6:30 pm to discuss the topic in more detail.


8. Updates and Review

Upcoming regularly scheduled meetings of the Planning Board include:

- a. October 8, 2025
- b. November 12, 2025

9. Adjourn

With no further business, Mr. Mulligan call for a motion to adjourn. Mr. Fulton moved to adjourn and Mr. May seconded. The Board voted unanimously to adjourn at 8:02 pm (6-0).


Mike Mulligan, Chair

12/8/2025
Date


Lynn Cochran, Planning Director

12/8/2025
Date

(Minutes prepared by Lynn Cochran)

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