

Lewisville Planning Board Meeting Minutes
September 26, 2018
6510 Shallowford Road - 2nd Floor Conference Room
6:30 pm

I. Call to Order

- A. Chair Jeanne Marie Foster called the meeting to order at 6:32 p.m. Board members present were Joseph Hamby, Jessica Higgins, Tom Lawson, Meghan Flow and Bill Scantland. Michael Sullivan advised that he will be late. Also present were Attorney Bo Houff, Planner Josh Harrold, and Town Clerk Joyce Walker.
- B. Approval of Agenda
 - 1. Joseph Hamby moved to approve the agenda. The motion was seconded by Bill Scantland and approved unanimously.

II. Approval of Minutes

- A. August 8, 2018
 - 1. Bill Scantland moved to approve the August 8, 2018 minutes. The motion was seconded by Joseph Hamby and approved unanimously.
- B. August 22, 2018
 - 1. Bill Scantland moved to approve the August 22, 2018 minutes. The motion was seconded by Joseph Hamby and approved unanimously.
- C. September 12, 2018
 - 1. Bill Scantland moved to approve the September 12, 2018 minutes. The motion was seconded by Joseph Hamby and approved unanimously.

III. New Business

- A. Dr. Suzanne Newsome DDS 6350 Shallowford Rd Rezoning Conditions Change
 - 1. Dr. Newsome was present to present her request to change the special use condition and site plan regarding the connection of her parking lot to the parking lot to Upbeat music. Her request was **not** to make the connection.
 - a. The Planning Board reviewed the GIS map on-screen and photos that were taken from the Upbeat Music property which showed that both properties had stubs built.
 - b. Mr. Harrold reviewed the rezoning approval in 2001 which required a connection when the adjoining property became non-residential.
 - (1) In 2004 when the property first became non-residential, the connection was not made.
 - (2) Request from Upbeat Music called the Planning Board's attention to the connection not being completed.
 - c. Dr. Newsome provided the reasons why she did not want to connect:
 - (1) She was made aware by Inspections that she had to connect and she also thought she would have to pay for the connection.
 - (a) She was advised that the connection is supposed to be paid by Upbeat Music and that she is to *allow* the connection.
 - (b) There are no fines being collected until this situation is being sorted out.
 - (2) There are children in an out of cars.

Lewisville Planning Board Meeting Minutes
September 26, 2018
6510 Shallowford Road - 2nd Floor Conference Room
6:30 pm

- (3) There are cars backing out.
 - (4) There are people walking back and forth.
 - (5) There is a lot going on in the parking lot.
 - (6) She has spoken with the adjoining property owner and neither can see an advantage to making the connection to their customers or patients.
 - (7) There is a tree that provides a lot of shade.
 - (8) If there is overflow, people park on the grass.
- d. Planning Board members reviewed their discussion on the Upbeat Music request to provide additional parking and made a determination that the properties should connect.
- (1) Their conversation centered around safety and the access of vehicles such as fire and a better flow through connectivity.
 - (2) The connection was on the site plan and the original site plan stipulations should be carried out.
 - (3) Mr. Lawson also recapped the lengthy past discussions on driveway cuts and not having every business go onto a collector road in order to go next door. The original premise seems to continue to be valid. Also in the past, other businesses have been made to connect. Otherwise it would be inconsistent not requiring the connection. Properties that have been made to connect were also identified.
 - (4) Board members identified the property on the other side of the Doctor's property as residential and if the connection could be made at a later date when that property becomes non-residential or some other triggering event.
 - (5) There was discussion on ways to identify only the spaces for the Doctor's office.
 - (6) Mrs. Foster did advise Dr. Newsome that plans are already in the works and moving forward on the Great Wagon Road Project that makes sense to conform with the plan.
 - (7) Attorney Houff said that the connection should have been made in 2004 when the Upbeat property was first rezoned but the information to connect was on the Doctor's rezoning. The potential is that the same situation could happen in the future when the property on the other side becomes non-residential.
 - (8) Through discussion, Dr. Newsome acknowledged that a condition of the rezoning of the dental was to place the stub with the understanding that at some point there would be a connection in the future.
 - (9) Board members commented that this situation has now come to its attention that this is non-compliance of the site plan.
 - (10) Another comment was that an inspector is needed for the Town.

Lewisville Planning Board Meeting Minutes
September 26, 2018
6510 Shallowford Road - 2nd Floor Conference Room
6:30 pm

Michael Sullivan arrived at 7:02 p.m.

- (11) Additional discussion centered around connectivity in both subdivisions as well as between businesses and that connectivity needs to happen.
 - (a) Another related comment was only if there were a fundamental change in the Town's thinking would there be a change in connectivity.
- (12) Dr. Newsome's final comment was that the property on the other side would be the triggering event for the future that would cause connectivity to happen.
- e. Joseph Hamby made a motion to recommend to Council denial of the request to change the existing site plan. The motion was seconded by Bill Scantland and approved unanimously.
 - (1) Dr. Newsome asked to be placed on the Town Council's November agenda since she will be out of the country in October.
- f. Follow up comments:
 - (1) The Town needs a full time inspector.
 - (2) Dr. Newsome was part of the discussions on connectivity and was the first in the Town to have connectivity required.
 - (3) Any other communications being directed to Dr. Newsome by Inspections should be forwarded to Attorney Houff.

IV. Public Hearings

A. None

V. Technical Review

A. None

VI. Reports - Updates

A. Planner

- 1. Mr. Harrold said that the school system has submitted construction drawings; however, the site plan has not been submitted.
 - a. The school must adhere to UDO B 2-5.66 Use Conditions.
 - b. This is not a rezoning and is for Planning Board review only as noted in the Permitted Use Table. This does not go to Council for approval.
 - c. Part of Dexter Road will be closed and the two houses on that road will be accessed by easement from Robinhood Road.
 - d. Mr. Harrold will provide TRC written notes on his review.
 - (1) A representative from the school should be coming to the board's briefing meeting at which time TRC comments will be reviewed.
 - (2) This does not require notifications; however, after discussion on

Lewisville Planning Board Meeting Minutes
September 26, 2018
6510 Shallowford Road - 2nd Floor Conference Room
6:30 pm

citizen engagement vs. information and communication, the board, by consensus, decided to notify the school focus group by email with explicit information on what the meeting is about and that this is not a public hearing.

- (a) There was a comment that the law should be followed at all times for formal meetings unless the process is changed.
- (b) Moving forward, it would be prudent not to have special lists to send information since the information is readily available from other media sources.
- (c) Also moving forward, agendas will be posted on the web site and post to Facebook that information on Planning Board agendas can be found on the web site.

- B. Chair
 - 1. Mrs. Foster advised board members that the Beautification Committee's *Fall Clean Sweep* will be held on October 27th and asked members to participate.
- C. Manager
- D. Clerk

VII. Unfinished Business

- A. NeAP Overlay District
 - 1. Board members continued their discussion and clarification of the Permitted Use Table and Regulation of Uses
 - a. Items identified at a previous meeting were reviewed with Mr. Lawson since he was unable to attend the previous meeting.
 - (1) There was consensus to make the circle area on the NeAP map at Robinhood Road **Mixed Use Preferred**.
 - b. Rural and suburban lists were reviewed and updated on-line.
- B. Planning Board Actions FY 2018-2019 (Downtown Uses/Planning)
 - I. ACTION: Material/Map Review and Discussion**
- C. Development Schedule and Engagement
 - 1. **ACTION: Discussion**

VIII. Board Discussion

- A. Action Item Consensus/Next Steps
 - 1. Revisit churches.
 - 2. Review suburban.
 - 3. Finish the NeAP
 - 4. Work on the Downtown Area Plan.
 - 5. Review the Development Schedule
 - 6. Say *goodbye* to Mr. Harrold.
- B. Next Meetings
 - 1. Next Regular Public Hearing meeting - **October 10, 2018** (2nd Wednesday of the

Lewisville Planning Board Meeting Minutes
September 26, 2018
6510 Shallowford Road - 2nd Floor Conference Room
6:30 pm

- month)
2. Next Work Session meeting - **October 24, 2018** (4th Wednesday of the month)

IX. Adjournment

- A. Having no other business to discuss, Meghan Flow moved to adjourn the meeting at 8:43 p.m. The motion was seconded by Tom Lawson and approved unanimously.

Jeanne Marie Foster,
Chair

ATTEST:

Joyce C. McWilliams Walker,
Town Clerk