

Lewisville Planning Board
August 13, 2014
Lewisville Town Hall Conference Room

I. Call to Order

- A. Chair Kelly Reavis called the meeting to order. Members present were Jeanne Marie Foster, Randy Henning, Scott Mincey Michael Prince and David Spease. Also present were Town Manager Hank Perkins, Town Planner Marty Myers and Attorney Bowen Houff.
- B. Adoption of Agenda
 - 1. Mr. Henning moved adoption and Mr. Prince seconded. The vote was unanimous.

II. Approval of Minutes

- A. Mr. Henning moved approval of the July 23, 2014 minutes and Mrs. Foster seconded. The vote was unanimous.

III. Manager's Report

- A. Update on Council Business
 - 1. Town Manager Hank Perkins gave a short update on the status of the roundabout project at Shallowford Road and Williams Road. He also mentioned that the project to survey and design the Great Wagon Road (GWR) is also moving forward. The cost estimates for both projects have been determined to be too low due to higher than expected bids and required environmental impact studies, so additional funds are being sought from the MPO.

IV. Chair's Report

- A. Mr. Reavis reported on what happened at the last Liaison Committee meeting. Members of the committee asked for time-lines related to the update of the Comprehensive Plan. The Planning Board is currently working on the process for the 2015 plan update. There was dialogue where much information was shared. The meeting was very productive.

V. Committee Reports

- A. Mr. Mincey attended the August 6th Utilities Committee meeting. There was a presentation from CCUC that was intended to help both parties understand their roles in working together under the new Services Agreement.

VI. Board Discussion

- A. Miscellaneous
 - 1. Proposed façade change to a portion of the Oaks Shopping Center
 - a. Mr. Myers explained that the owner of Alex's Soda Shop wishes to enclose the outdoor patio for year-round use. The owner of the center approached Mr. Henning about creating a design that would accomplish this and make that corner of the building more attractive. This project does not constitute an expansion or renovation as defined by the Downtown Overlay ordinance and is therefore exempt. Staff was asked to review draft plans for the project anyway and determined that they do meet the minimum requirements of the DTO.
 - (1) Mr. Reavis moved to recuse Mr. Henning during discussion of his

Lewisville Planning Board
August 13, 2014
Lewisville Town Hall Conference Room

- project. Mr. Prince seconded the motion. The vote was unanimous.
- (2) Mr. Houff said this vote would be for all future discussions of this project.
- b. Mr. Henning reported that this is simply an enclosure of the existing patio with some modification of the exterior. The materials being used are in keeping with what is outlined in our codes and the renovation would look similar to other new buildings that have been built in the downtown. He provided elevations for the Board to review. It was the consensus of the Board that the project will benefit the shopping center and improve the gateway from Williams Road.
2. UDO Amendments
- a. Mr. Myers said he had a number of amendments to bring before the Board. State statutes require a primary fire district be designated by the Town. Lewisville does not have one. Several buildings have been studied. Given its significance to the Town, the Roller Mill has been suggested because of its historic significance and its former use as a grain processing mill.
- b. Estates at Lissara
- (1) There is a pending request to bring a portion of the Lissara subdivision into the town. The owners have proposed to redevelop this portion as a Planned Residential Development (PRD).
- (2) Town staff is working with the developer to resolve a couple of issues related to the interpretations of the PRD standards and requirements found in UDO Chapter D – Subdivisions. There are several inconsistencies between the PRD requirements and the subdivision regulations that require interpretation and possible amendment. Mr. Myers said he will put together a staff report and it should be ready for the Board's next meeting.
- (a) The developer, Lang Wilcox, was in attendance and explained the timing issue for the proposed annexation and rezoning. He said they are about to lose the entire marketing year if this doesn't happen soon.
3. Town Survey
- a. Staff met with a representative (Tolly Mitchell) from the company doing the town wide survey.
- b. Mr. Mitchell needs an explanation of what the term 'amenities' meant to members of the Board. Mr. Myers asked if it referred to amenities downtown. Mr. Reavis thought it was for amenities that might be provided throughout town to which the Board agreed.
- c. The second term needing clarification was alcohol sales. Their resolve was to encourage uses such as restaurants, bars and pubs within the downtown commercial area. Other thoughts should be provided to Mr. Myers before Friday.

There was a brief recess at 8:25 p.m. and the meeting resumed shortly thereafter.

Lewisville Planning Board
August 13, 2014
Lewisville Town Hall Conference Room

VII. Unfinished Business

- A. Discussion of Comprehensive Plan Update Process
 - 1. Mrs. Foster lead the group through a review of the thoughts and ideas presented by the Board members at the last meeting. It was noted that there is a lot of commonality for items such as enhanced noticing and advertisement of the update process, community engagement, Planning Board review and participation.
 - 2. Getting buy-in from Town Council
 - a. There was agreement that the Board would like to inform the Council about how they intend to move forward with the update. It is thought that the Board should finalize its update planning and present a completed idea to the Town Council. The plan update process could be presented to the Town Council at their briefing meeting. Mrs. Foster said she plans to meet with various Council members to get their thoughts on what needs to be reviewed and amended as part of this update.

VIII. For the Good of the Order

- A. Board Discussion
 - 1. Mr. Henning suggested that Mrs. Foster continue to be the Board's facilitator for the ongoing Comprehensive Plan update process. There was consensus.
- B. Adjournment
 - 1. Mr. Mincey moved to adjourn at 9:35 p.m. and Mr. Prince seconded. The vote was unanimous.

Respectfully Submitted:

Lynn W. Hall,
Public Information Officer

Attest:

Joyce C. McWilliams Walker,
Town Clerk

Kelly Reavis
Chair