

Lewisville Planning Board
November 19, 2014
Lewisville Town Hall Conference Room

- I. Call to Order
 - A. Chair Kelly Reavis called the meeting to order at 7:30 p.m. Members present were Jeanne Marie Foster, Randy Henning and David Spease. Also present were Planner Marty Myers, Attorney Bowen Houff, and Town Manager Hank Perkins.
 - B. Adoption of Agenda
 - 1. Mr. Henning moved for adoption and Mrs. Foster seconded. The vote was unanimous.

- II. Approval of Minutes
 - A. October 8, 2014 - Mr. Henning moved for approval and Mrs. Foster seconded. The vote was unanimous.

- III. Administrative Reports
 - A. Liaison Committee
 - 1. The committee met prior to this meeting and discussed the Comprehensive Plan going forward. It was considered a good meeting.
 - B. Survey
 - 1. Mr. Perkins was in attendance and was asked about the survey. He said they have received about 1200 surveys to date. This number was greater than the last survey. Factoring in the number mailed, those returned due to homes being vacant, this would be about 25 percent. The data is being analyzed. The results are expected by the end of December or early January.
 - a. Mr. Henning wanted the record to reflect that the survey was not sent to businesses in Lewisville and that leaves out an important segment of the community.

- IV. Guests and Presentations
 - A. John Stephens from the NC School of Government
 - 1. He provided information on the facilitation services offered for citizen participation. He explained that the Institute of Government has been providing local government assistance to municipal and county governments in North Carolina since the 1930's. The Institute of Government is a not for profit entity, but does charge a fee for professional services to local governments. Reimbursements are usually for mileage and other materials that may be needed for the project.
 - 2. Members of the Board asked questions regarding how future public engagement sessions may be conducted.
 - 3. There was also a lengthy discussion of possible questions to be answered as part of the Comprehensive Plan update, examples of which were sewer, new schools, preserving open space, the development of the Great Wagon Road, and drive-thru restaurants in downtown.
 - 4. There was a discussion of acknowledging input from the public meetings.
 - a. Mr. Stephens said it is more productive to limit the questions and time so that people will stay more engaged. He suggested focusing on five or six

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questions that relate to these subjects although other issues may be introduced by the public, and that's okay.

- b. He commented that the Board's plans for a core group sounds like a good idea. The core group would be viewed as a good first step to draw in other residents. He emphasized that the Planning Board needs to make sure the core group understands their role and importance. He also mentioned the inclusion of younger people.
5. Mr. Stephens summarized by saying the Planning Board seems to have a pretty good grasp of who they want to reach and what they want to know. Frequency of the public meetings, agenda setting and limiting topics were discussed.
- a. It was suggested that no matter what topics are selected for a meeting, there should be time at the end of each meeting to open the floor for other topics that could be introduced by the audience. Forms should be provided at the meetings so that residents may provide additional information or questions.

V. Old Business

- A. Mr. Myers provided copies of some ordinances and portions of the code for the Board to review on their own.

VI. For the Good of the Order

- A. Meetings
 - 1. The Board will meet twice in December... on the 3rd and the 17th.
- B. Board Discussion
 - 1. Board members talked about the session with Mr. Stephens. The Board will need to narrow their focus before bringing in a facilitator(s). Mr. Stephens will be asked for a summary of his presentation to the Board prior to the next meeting. Mrs. Foster also took notes and she will share those.
 - 2. There was discussion on when to set the first meeting with the public. Late winter or early spring was considered to be the most realistic options.
- C. Adjournment
 - 1. At 9:33 p.m. Mr. Spease moved to adjourn and Mr. Henning seconded. The vote was unanimous.

Respectfully Submitted:

Lynn W. Hall, Public Information Officer

Attest:

Joyce C. McWilliams Walker, Town Clerk

Kelly Reavis, Chair