

**Lewisville Planning Board  
December 3, 2014  
Lewisville Town Hall Conference Room**

**I. Call to Order**

- A. Chair Kelly Reavis called the meeting to order at 7:10 p.m. Members present were Jeanne Marie Foster, Randy Henning and Michael Prince. Also present were Planner Marty Myers and Attorney Bowen Houff.
- B. Adoption of Agenda
  - 1. Mr. Henning moved adoption and Mrs. Foster seconded. The vote was unanimous.

**II. Approval of Minutes**

- A. November 19, 2014 - Mrs. Foster asked for a change to the minutes regarding reimbursement for services by the School of Government in Chapel Hill. She felt that the statement as written was misleading and somewhat confusing. Mr. Houff recommended the following wording: "The Institute of Government is a not for profit entity, but does charge a fee for professional services to local governments." Mrs. Foster agreed with that change and moved for approval and Mr. Henning seconded. The vote was unanimous.

**III. Chair's Report**

- A. Mr. Reavis said he did not have a report for this meeting.
  - 1. Mr. Myers reported that two candidates for the current vacancy on the Planning Board have been interviewed by Mr. Perkins and Planning staff.

**IV. Old Business**

- A. Case L-O73
  - 1. The property is located at 6606 Shallowford Road and was originally rezoned from PB-S to LD1-S in July of 2005. The following uses were approved for the site at that time: Business Services A, Personal Services, Medical and Surgical Offices and Professional Offices. Michael Hansley and his wife purchased the property in 2006 and operated Chem-Dry of Lewisville from that location and also resided there. They would like for the Planning Board to consider adding the following uses to the site: Combined Use, Food and Drug, Furniture and Home Furnishings, General Merchandise Store, Restaurant without Drive Thru, Non-Store Retailer and Miscellaneous Office. The current zoning (LD1-S) allows an off-street parking reduction of thirty (30%) percent. There are roughly thirteen (13) spaces provided which is adequate to accommodate all of the requested uses for the site.
  - 2. Staff is generally in support of this request, but does recommend a number of conditions that are intended to address previous code violations that have occurred at the site. They are:
    - a. Applicant agrees to restrict company vehicles to available parking spaces located at the rear of the site.
    - b. Parking calculations for the site are based upon the general use of the first floor of the structure.
    - c. Any attempt to utilize the second floor area may require additional parking spaces to be created which will mandate a revision of the current site plan.

**Lewisville Planning Board  
December 3, 2014  
Lewisville Town Hall Conference Room**

Any revisions to this plan will need to be brought before the Planning Board for their review.

- d. Outdoor storage of materials related to (or generated by) the business is not allowed.
  - e. All plans for outdoor signage shall be submitted to town planning staff and WS/FC Inspections for review, approval and permitting before installation.
  - f. All pre-existing zoning violations are to be remedied to the satisfaction of town staff before Building Permits and/or Certificates of Occupancy will be issued.
  - g. All applicable building and public safety codes relative to the re-purposing/upfit of the structure shall comply with all local, state and federal requirements.
3. It was noted as part of the review that the proposed pet supply business (retail) is not permitted under the currently allowed uses. This rezoning (to add new uses) will rectify this situation should it be approved by the Town.
- a. Mr. Houff advised that the existing violations (if any) would have to be brought into compliance before a CO will be issued by Inspections.
4. After discussion, the Board agreed to set January 14, 2015 for the public hearing for Case L-073. Mr. Hansley was also present and approved of this date.
- a. Mr. Henning moved to set the hearing for the January 14th meeting and Mrs. Foster seconded. The vote was unanimous.

**V. Continue Review of Comprehensive Plan Update**

**A. Public Engagement Sessions**

1. A tentative town calendar with open dates in 2015 was provided.
  - a. Public meetings were discussed but no set dates established.
  - b. Board members were asked to take the 2015 town calendars and identify which dates would be best for the Public Engagement Sessions.
2. Also provided was a list of potential members of the *core* group.
  - a. Mr. Henning stated once again his belief that business owners who do not live in town should be included as part of the core group. He wanted that question directed to the Council and asked Mr. Reavis and Mr. Myers to ask Council.
  - b. There was considerable discussion, followed by a decision to take the following statement to the Council. "The Planning Board would like local Lewisville business owners, even those who are not citizens, to be able to participate in the Comp Plan update and during the public engagement meetings."
  - c. Mr. Myers was asked to provide more information about the names suggested for the core group and the Board members were asked to send in their own suggestions.
  - d. A summary of the presentation by John Stephens with the School of Government was provided to each Board member for their review.

**Lewisville Planning Board  
December 3, 2014  
Lewisville Town Hall Conference Room**

B. Plans for the December 17th meeting were also discussed.

**VI. For the Good of the Order**

A. Mr. Henning moved for adjournment 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