

**Lewisville Planning Board**  
**December 17, 2014**  
**Lewisville Town Hall Conference Room**

**I. Call to Order**

- A. Chair Kelly Reavis called the meeting to order at 7:40 p.m. Members present were Jeanne Marie Foster, Randy Henning, Katie Heath, Chester Patterson, Michael Prince and David Spease. Also present were Planner Marty Myers, Attorney Bowen Houff and Town Manager Hank Perkins.
- B. Adoption of Agenda
  - 1. Mrs. Foster moved for adoption and Mr. Prince seconded. The vote was unanimous.

**II. Approval of Minutes**

- A. December 3, 2014 - Mr. Henning moved to approve the minutes. Mrs. Foster seconded and the vote was unanimous.

**III. Chair's Report**

- A. Mr. Reavis said there was a discussion about business owners participating in the Comprehensive Plan Update. Council agreed that these individuals could participate even if they don't live in town. At the Public Engagement Sessions the speakers should identify themselves by name and address.

**IV. Membership**

- A. Chester Patterson was introduced as the newest member of the Planning Board.

**V. Guests and Presentations**

- A. Town Manager Perkins briefed the Board on the status of the roundabout project. The bid has been awarded. He also briefed the board on the Lewisville-Vienna sidewalk project and the status of the citizen survey.

**VI. Comprehensive Plan Review**

- A. The Board reviewed the list of suggested participants and suggested additional names. Mr. Myers said he would like to get the list finalized so that he may begin contacting the individuals. This group was defined as individuals who would agree to attend as many of the citizen engagement meetings as possible. These people will be encouraged to invite others adding to the attendance at each meeting.
- B. The dates for the meetings were set. They are February 17, February 28, March 19 and April 16 if needed.
- C. The next meeting will be to identify topics to be discussed at the upcoming public meetings. Mrs. Foster said she felt it was critical that the entire Board meet with the facilitator as soon as possible to go over these and other items. The plan as recommended is for each member to review the chapters and come up with their own questions. The topics and questions would then be reviewed by the facilitator allowing an agenda to be created for each session.
  - 1. Mr. Spease asked Mr. Myers if monies were available in the budget for the facilitator. Mr. Myers noted that hiring a facilitator has been mentioned to members of the Town Council at previous Liaison Committee meetings and it was suggested

**Lewisville Planning Board  
December 17, 2014  
Lewisville Town Hall Conference Room**

by members of the Planning Board during their presentation (of the revised Comp Plan process) to the Town Council on October 2, 2014.

- a. Mrs. Foster commented that having a facilitator to assist the Board was (and is) their recommendation.
- b. If the decision is not to hire a facilitator, Mr. Houff has agreed to act in this role.
- c. After discussion by the Board and staff, it was determined that a request for a budget amendment should be presented at the January 8<sup>th</sup> briefing meeting of the Town Council requesting a facilitator.

**VII. Public Hearings**

- A. There was a motion by Mr. Reavis to set a public hearing on the various UDO Amendments for January 14, 2015. The motion was seconded by Mr. Prince. The vote was unanimous.

**VIII. Adjournment**

- A. Mrs. Foster moved to adjourn at 9:30 p.m. and Mrs. Heath seconded. The vote was unanimous.

Respectfully Submitted:

\_\_\_\_\_  
Lynn W. Hall, Public Information Officer

Attest:

\_\_\_\_\_  
Joyce C. McWilliams Walker, Town Clerk

\_\_\_\_\_  
Kelly Reavis, Chair