

**Lewisville Planning Board Work Session Meeting Agenda**  
**May 25, 2016**  
**6510 Shallowford Road - Room #201**  
**7:00pm**

**I. Call to Order**

- A. Chair Jeanne Marie Foster called the meeting to order at 7:05 p.m. Board members present were Suzanne Fawley, Paul Hari, and Michael Prince. Tom Lawson has advised he will be late and arrived at 7:40 p.m. Members Katie Heath and Chester Patterson were not in attendance. Also present were Planner Marty Myers, Attorney Bo Houff and Town Clerk Joyce Walker. Student Leadership Committee member Emma Dull was present as well as past Planning Board chair Kelly Reavis. Parks, Recreation and Cultural Development Liaison Marci Gallman was also present.
- B. Guests
  - 1. Gary Dull
- C. Approval of Agenda
  - 1. Reports 3c1 had extra word to be removed.
  - 2. Paul Hari moved to approve the agenda. The motion was seconded by Suzanne Fawley and approved unanimously.

**II. Approval of Minutes**

- A. May 11, 2016
  - 1. Paul Hari moved to approve the minutes as corrected. Suzanne Fawley seconded and approved unanimously.

**III. Reports**

- A. Chair's Report - Since 5/11/16 Meeting
  - 1. Goals for the evening were identified and provided to the Board.
  - 2. Mrs. Foster advised members that Mr. Patterson will be attending the special called meeting for Utilities on the 26<sup>th</sup> even though the liaison issue has not been resolved.
  - 3. 25<sup>th</sup> Anniversary
    - a. Ms. Fawley gave an overview of her concept for the Planning Board table and that the Board would be the nucleus with the other board and committees in a supportive role.
      - (1) Ms. Fawley will need additional information on the boards or committees working with the Planning Board.
        - (a) The Zoning Board of Adjustment will be a part of the Planning Board setup.
        - (b) Chester Patterson will be doing Stormwater which will be close to or a part of Planning.
          - i) Mrs. Foster will contact Susan Linker and Sandra Mock to get the final layout of where the booths will be located.
      - (2) Signage needs to be addressed.
  - 4. The next meeting with the mayor, board and committee chairs will be on the 31<sup>st</sup>.
  - 5. The Board was updated on the CCUC meeting at which time technical items were reviewed and changes provided to Mr. Acquesta so that his report can be amended. The meeting for the Utilities Committee is to allow time for the committee member to be familiar with the information contained in the report.

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- a. Ms. Foster will contact Mr. Patterson in preparation for the meeting.
  - b. Mr. Myers reported that CCUC is asking that the Town provide priorities in the narrative of the report. Mr. Perkins will be providing that information to CCUC. There was discussion on priorities for the Board.
  - c. Mrs. Foster talked about roles and suggested a clarification: Utilities is technical. Planning Board is strategic planning.
    - (1) It was offered that the role of the liaison is to listen and bring back information.
- B. Planner/Manager's Report - Since 5/11/16 Meeting
- 1. Mr. Myers reported on the Metropolitan Planning Organization (MPO) meeting and advised that the Gateway Project has been approved. This is an 80 (state)/20 (town) match of money. Mr. Myers described a possible design for the project and how it may impact development of Area 4. *Complete Streets* is to be used in the design.
    - a. There was discussion on a driveway cut into Area 4 as it pertains to the DOT, traffic flow and access into the area.
    - b. Mr. Perkins and Mr. Myers will check on whether the area at the bridge where the DOT parks its vehicles will be addressed as part of the Gateway Project.
  - 2. Contracts have been signed with Paul Kron (Foothills Planning and Design) and Melinda Ford (PTRC). Base maps for the entire town are to be complete by June 15.

IV. **Public Hearings**

- A. None

V. **Presentations**

- A. None

VI. **Old Business**

- A. Small Area Plans - STATUS REPORT
  - 1. Base Maps - Summer 2016
- B. Mrs. Foster asked everyone to check their calendars for attendance since there are a number of important items to be covered.
- C. Proposed Changes to the Town's Sign Ordinance (Component of Downtown Small Area Plan (SAP))
  - 1. Definition of a Sign
    - a. Mr. Houff explained his process in making changes to the definition of a sign and other changes that referred to shopping centers. Regulations have yet to be amended.
    - b. Public art is to be more clearly defined.
    - c. Mr. Lawson suggested looking at windows that are now being used as a sign.
  - 2. Paul Hari moved to set a public hearing for June 8, 2016 for comments on the amendment on changes to the definition of signs. The motion was seconded by Tom Lawson and approved unanimously.
    - a. Next step in this process is to look at regulations. Ms. Fawley has agreed to research some "boiler plate" regulations.

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- b. There was a suggestion to look into internal signs at shopping centers, highway signs and window signs.

**VII. Unfinished Business**

- A. Draft Lighting Ordinance (Component of Downtown SAP) and Draft Drive-Thru Ordinance (Component of Downtown SAP) are ready for review; however, it was decided to complete all components of signs before bringing one or both forward.
- B. Robinhood Road Small Area Plan (SAP)
  - 1. This has been referred to consultants.

**VIII. New Business**

- A. Review - Downtown SAP/Overlay/Standards/Etc.
  - 1. In order to orient the Board, Mr. Myers reviewed the Town's land use map and the preferred land use map. He explained town and zoning boundaries along with business districts as well as some of the ridge lines that impact the Town's lack of sewer in certain areas. He also pointed out the location of the belt line and explained the annexation agreement between Lewisville and Winston-Salem.
    - a. There was discussion on the area around Lewisville-Clemmons Road/HWY 421/Styers Ferry Road.
    - b. It was suggested that strategic strengths identified several years ago be integrated into maps: agrarian heritage, downtown charm, green open space, the river and institutions (schools).
  - 2. Mr. Myers also reviewed the concept map of the downtown area.

**IX. Board Discussion**

- A. Action Item Consensus
  - 1. Everyone was asked to review the Design Guidelines which can be found on-line.
- B. Next Meetings
  - 1. Next Regular Public Hearing meeting **June 8, 2016** (2<sup>nd</sup> Wednesday of the month)
  - 2. Next Regular Work Session meeting - **June 22, 2016**, (4<sup>th</sup> Wednesday of the month)

**X. Adjournment**

- A. Having no other business to discuss, Michael Prince moved to adjourn the meeting at 9:26 p.m. The motion was seconded by Tom Lawson and approved unanimously.

Respectfully Submitted,

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Joyce C. McWilliams Walker,  
Town Clerk

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Jeanne Marie Foster,  
Chair