

Lewisville Planning Board Work Session Minutes
November 30, 2016
6510 Shallowford Road - Room #201
7:00pm

I. Call to Order

- A. Planning Board Chair Jeanne Marie Foster called the meeting to order at 7:04 p.m. Board members present were Suzanne Fawley, Paul Hari, Tom Lawson, Michael Prince, and Chester Patterson. Staff members present were Planner Marty Myers, Attorney Bo Houff and Town Clerk Joyce Walker. Parks and Recreation liaison was unable to attend. Student Leadership member Emma Dull was present with parent Gary Dull.
- B. Approval of Agenda
 - 1. Paul Hari moved to approve the agenda. The motion was seconded by Michael Prince and approved unanimously.

II. Approval of Minutes

- A. October 26, 2016
 - 1. Chester Patterson moved to approve the October 26, 2016 minutes. The motion was seconded by Tom Lawson and approved unanimously.
- B. November 9, 2016 (No meeting)
 - 1. Chester Patterson moved to approve the notice of no meeting for no quorum. The motion was seconded by Tom Lawson and approved unanimously.

III. Reports - Updates Since - 11/09/2016

- A. Chair's Report
 - 1. Mrs. Foster asked that all members give advance notice by email to the planner and clerk when he or she cannot attend a meeting so that quorum can be determined and the meeting cancelled if necessary.
 - 2. She also shared information discussed with Mayor Horn, Michael Prince, Marty Myers, and Hank Perkins on the board's time-line for its plan of work and what can be accomplished given the potential of development around the Robinhood Road site now that the school bond has passed.
 - a. She reviewed items to be completed at this meeting for deliverables to Council at their December 1st meeting, especially on the Great Wagon Road and Community Center.
 - (1) She shared a draft of her email to Mayor Horn reiterating the time-line of items to be accomplished by the board.
 - b. The board was advised of the name change from the Robinhood Road Area Plan to the Northeast Area Plan. The study area encompassed more than just Robinhood Road and included such items as sewer. The board agreed that the name change was appropriate.
- B. Planner's Report
 - 1. Mr. Myers updated the board on differentiating between the project referenced by the Planning Board as the Gateway Small Area Plan and the DOT Gateway Project. The DOT project will be referenced as the Williams Road Roadway Improvement Project in the future. The town is awaiting the official TIP project number. If all moves on

Lewisville Planning Board Work Session Minutes
November 30, 2016
6510 Shallowford Road - Room #201
7:00pm

target, the project should be completed around 2021.

2. The *Manager's Report* was reviewed.
 - a. Everyone was asked to fill out the survey regarding the redesign of the web site.
 - b. Chester Patterson has volunteered to be the person representing the Planning Board for web site changes.
3. Mrs. Walker updated the board on the replacement of their seventh board member.
 - a. Board members expressed a desire to have an opportunity to review any applicants for the position rather than fill the position over expediency.

C. Utilities Liaison

1. Mr. Patterson asked for information from the Utilities charter to assist him in being the liaison.
 - a. Ask question: Develop protocol for when something comes to Planning Board vs. Utilities or for when something comes to Utilities vs. the Planning Board.
 - (1) Mr. Patterson and Mr. Myers will collaborate on roles and responsibilities between the Planning Board and Utilities Committee.
 - b. Mr. Patterson will draft a paper for clarification and review by the board on the position of the *Liaison*.

IV. **Public Hearings**

- A. None

V. **Guest(s) and Presentations**

- A. None

VI. **Old Business**

A. Land Use Planning

1. Small Area Plans

a. Downtown/Gateway

(1) GWR Discussion/Alternative(s) Options

- (a) Board members reviewed the maps for Alternate #1 (2-way pair) and Alternate #2 (1-way pair).

- i) The cost for 1-way pair is more costly than the 2-way pair because of additional right of way purchase for Shallowford Road and updating of design.

(b) Recommendation to Council

- i) Michael Prince moved to recommend Alternate #1 (2-way operation) to Council. The motion was seconded by Tom Lawson and approved unanimously.

Lewisville Planning Board Work Session Minutes
November 30, 2016
6510 Shallowford Road - Room #201
7:00pm

- ii) After discussion, the motion was amended to include the following reasons: [1] it is consistent with the recommendation of the consultants; [2] it is true to the original intent of the downtown plan and [3] it is consistent with the Comprehensive Plan.
 - iii) The motion was passed with the amendment unanimously.
- b. Robinhood Road/Northeast Area Plan
- (1) Development Policy and Principles
 - (a) Board members reviewed the policy which spells out how development in the area should occur.
 - i) Mr. Lawson also suggested the physical boundary also be included as part of the recommendation as well as table 2 on page 4.
 - ii) Members amended several items in the policy:
 - a) Delete the second bullet item.
 - b) Amend the last bullet by substituting “Community Building Principals” with *sound building principles*.
 - (b) Attorney Houff provided additional information on subdivisions, rezonings and compliance with existing UDO ordinances.
 - (c) Tom Lawson moved to recommend the policy be forwarded to Council for inclusion into Chapter 5 of the Comprehensive Plan. The motion was seconded by Paul Hari and approved unanimously.
 - i) Mrs. Walker is to have the amendment to the Comprehensive Plan ready for the December 14th meeting.
 - ii) Members were satisfied that the conservation corridors were generally identified; further discussions by the Planning Board regarding topographical challenges/opportunities will be shared with Mr. Kron prior to the meeting on the 14th for inclusion in the next draft.
 - (2) Discussion of public meeting in Vienna area
 - (a) Mrs. Foster recommended that Mr. Patterson be tasked with developing a draft plan identifying ideas for community engagement for the Northeast Area Plan.
 - i) The board agreed.
 - ii) Mr. Patterson will be working with staff to

Lewisville Planning Board Work Session Minutes
November 30, 2016
6510 Shallowford Road - Room #201
7:00pm

strategize on communicating with the stakeholders in the northern area regarding potential development in the area.

a) The draft will be shared at an upcoming Planning Board meeting prior to the public meeting on January 25th.

- B. Facilities Master Plan Needs - Community Center
 - 1. Members were provided four general ideas regarding a new community center.
 - a. Mrs. Foster recommended that Mrs. Fawley assist in coordinating the programming assessment. She will work with Mr. Hari (previous Parks and Recreation member) and Marci Gallman, Parks and Recreation Chair liaison to the Planning Board. The Board agreed.
 - 2. Mrs. Fawley volunteered to review and revise the document as *options* so that it can be provided to Council.
- C. Continued review of the draft amendment to the UDO to add Distilleries and Micro-Breweries to the LD1-S, LD2-S, LB, PB and HB Zoning Districts
 - 1. Members reviewed the staff report.
 - 2. Michael Prince moved to set a public hearing for December 14, 2016. The motion was seconded by Tom Lawson and approved with a vote of 5-1 with Mrs. Foster voting no.

VII. New Business

- A. Case L-078 - Review of a request by Aher Builders, Inc. to rezone three (3) parcels located along Lalanda Drive, being Block 4433, Lot(s) 039B, 039H and 039G containing 9.07 acres. The parcels are currently zoned RS-20 and are being proposed for RS9-S Special Use zoning.
 - 1. Members reviewed the staff report for the rezoning.
 - a. Mr. Myers noted that the site more that likely cannot be developed until the Reynolds Creek has been updated which may not be until the end of 2017.
 - b. Attorney Houff suggested that conditions be added in the zoning context.
 - 2. This area is consistent with the land use map and Comprehensive Plan; however, there were concerns about the drawing that was presented such as driveway cuts and open space although it was pointed out that open space is not required in RS9.

Mr. Hari left.

- 3. After discussion, Tom Lawson moved to set a public hearing for December 14, 2016. The motion was seconded by Suzanne Fawley and approved unanimously.
 - a. Mr. Myers was asked to share with Mr. Aher the concerns about transportation and aesthetics on the project.
- B. Mrs. Foster advised the members that a resident has asked to speak to the board about the Great Wagon Road.
 - 1. She was asked to find out the objective for speaking to the board. With timing being

Lewisville Planning Board Work Session Minutes
November 30, 2016
6510 Shallowford Road - Room #201
7:00pm

an issue, there is a need to see where his request will fit on a future agenda.

VIII. Unfinished Business

- A. Draft lighting Ordinance (Component of Downtown SAP)
- B. Draft Drive-Thru Ordinance (Component of Downtown SAP)
- C. Planning Processes
- D. Signage - Phase 2 - Ordinance Changes

IX. Board Discussion

- A. Action Item Consensus/Next Steps
 - 1. There was a motion by Tom Lawson to start the meeting at 6:00 p.m. for the meeting on the 14th because there is a full agenda for that meeting, especially with the addition of two public hearings. The motion was seconded by Chester Patterson and approved unanimously. The meeting will start in Council Chambers and move to the second floor after the completion of the public hearings.
- B. Next Meetings
 - 1. Next Regular Public Hearing meeting - **December 14, 2016** (2nd Wednesday of the month)
 - 2. Next Regular Work Session meeting - **January 25, 2017** (4th Wednesday of the month)

X. Adjournment

- A. At 9:30 p.m., Tom Lawson moved to adjourn the meeting. The motion was seconded by Chester Patterson and approved unanimously.

ATTEST:

Joyce C. McWilliams Walker,
Town Clerk

Jeanne Marie Foster,
Planning Board Chair