

Lewisville Planning Board Special Meeting (Retreat) Minutes
February 18, 2017
6510 Shallowford Road - Room #201
8:00 a.m.

I. Call to Order

- A. Chair Jeanne Marie Foster opened the meeting at 8:09 a.m. Board members present were Suzanne Fawley, Paul Hari, Tom Lawson, and Michael Prince. Chester Patterson was ill. Also present were Attorney Bo Houff, Planner Marty Myers and Town Clerk Joyce Walker.
- B. Approval of Agenda
 - 1. Tom Lawson moved to approve the agenda. The motion was seconded by Paul Hari and approved unanimously.

II. Guest(s)

- A. Eric Stockburger

III. Administrative Information

- A. Everyone was reminded that everything is governed by state statutes, budget, policies, along with federal laws. Other subjects covered were:
 - 1. Open Meetings Law
 - 2. Reply all and how it applies to Open Meetings Law
 - 3. Town organization - exempt vs. non-exempt employees, staffing and overtime
 - a. Sheriff's Office deputies as indirectly reporting to manager.
 - b. Fire Department incorporated as their own entity and taxing district.
 - 4. Town's tax rate
- B. Legal responsibilities were reviewed.
 - 1. Members were provided a written list of some of the clerk's responsibilities.
 - 2. Preparing agendas and minutes.
 - a. Members agreed to make motions on true directives.

IV. Legislative Information

- A. Attorney Houff expanded on legal requirements
 - 1. Reply all and quorums were further explained.
 - 2. Background on the formation of the town's government was given and that citizen involvement was paramount to its formation.
- B. It was explained that municipalities are chartered by the State legislature and that the State can de-charter as well.
 - 1. He reiterated that municipalities can only do what is authorized by the legislature.
- C. Information in the charter was reviewed.
- D. Special Use zoning was explained and that special use in Lewisville is legislative and not quasi-judicial.
- E. Members were given copies of some of the municipal statutes stating what is authorized as it relates to planning boards.
- F. Annexations, roads and Powell Bill were covered.
- G. Building design elements under residential code were covered.

Break 9:45 a.m. to 10:00 a.m.

- H. Review of the "job" of the planning board was reviewed by example.

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- I. The planner indicated there have been contacts with developers but at this point he cannot divulge their plans.
 - J. There was a public safety issue that has been reviewed by Inspections but is being addressed by the Sheriff's Office.
 - K. Mr. Myers presented a PowerPoint on Zoning 101.
 - 1. The Development Review schedule was reviewed.
 - a. After discussion, there was consensus to have developers meet with the planner and Planning Board to review a proposed project prior to starting the development schedule.
 - 2. Because of time, the completion of this primer is to be completed at the meeting on February 22nd.
- V. **Other items of discussion**
- A. A guest from the DOT will be at the meeting on February 22nd to discuss the involvement in building the new school.
 - B. Members identified items for discussion at the meeting on the 22nd:
 - 1. Widening Robinhood Road to Peacehaven Road.
 - 2. Ketner Road extension.
 - 3. Curb cuts on Robinhood - stacking room.
 - 4. Post review of the traffic on Meadowlark
 - 5. More than two (2) ways into the school site.
 - 6. Have more discussions regarding transportation.
 - C. The consensus was to get input from the fourteen persons who volunteered to work on the school plan after the meeting with the representative from the DOT.
 - D. Mr. Lawson asked the board to look at:
 - 1. Amending the LRO.
 - 2. Overlays for the whole town.
 - 3. Pursuing tax breaks and incentives.
 - 4. A sliding scale on set-backs (alternative compliance).
 - 5. Incorporate all the suggestions into a housing concept.
 - a. He will work Michael Prince as a start on this project.
 - E. Budget
 - 1. Mr. Myers will send information from the previous budget so that the members will have suggestions for the upcoming 17-18 budget.
- VI. **Adjournment**
- A. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 11:35 a.m. The motion was seconded by Michael Prince and approved unanimously.

Jeanne Marie Foster, Chair

Joyce C. McWilliams Walker, Town Clerk