

Lewisville Planning Board Work Session Meeting Minutes
July 12, 2017
6510 Shallowford Road - Conference Room 201
7:00pm

I. Call to Order

- A. Chair Jeanne Marie Foster called the meeting to order at 7:02 p.m.. Board members present were Owen Calvert, Joseph Hamby, Paul Hari and Tom Lawson. Also present were Attorney Bo Houff, Planner Josh Harrold and Town Clerk Joyce Walker. Town Manager Hank Perkins arrived at 7:03 p.m.
- B. Approval of Agenda
 - 1. Joseph Hamby moved to approve the agenda. The motion was seconded by Paul Hari and approved unanimously.

II. Introductions, Guest(s) and Presentations

- A. None.

III. Approval of Minutes

- A. Minutes will be available after Town Council hears the Special Use Permit request for Conrad Farm.

IV. Technical Review

- A. None

V. Public Hearings

- A. None

VI. New Business

- A. None

VII. Unfinished Business

- A. Land Use Planning
 - 1. Small Area Plans
 - a. Downtown
 - (1) Council approved the amendment to the Preferred Land Use Map in the downtown core with the understanding that the Board is working on a comprehensive Preferred Land Use Map with a broader scope.
 - (a) Attorney Houff provided an update on the legislation effective October 1, 2017 regarding zoning changes and their affect on Comprehensive Plans.
 - b. Northeast Area Plan
 - (1) Meeting 7/12/17 with WSFC Schools Update
 - (a) The overarching conversation centered around three (3) items of coordination:
 - i) Annexation of the (Robinhood Road) properties owned by the school system that are in the county;

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- ii) Sewer; and
- iii) Facilities planning which included shared facilities.
- (b) A first phase (mini study) Transportation Impact Analysis (TIA) is being done and should be complete in about sixty (60) days. There will be a second study (macro) done to see how the school impacts Lewisville transportation but it will not be done until the first study is complete (October?).
- (c) The school board representatives will be meeting with three land owners to determine whether they will stay on their land or whether the school will be built around them.
- (d) There will be a meeting with the school board on August 8th to share information on tentative site plans and to determine what coordinated information might be shared with the public.
- (e) Mrs. Foster suggested that the August 23rd meeting be used to share some conceptual drawings with the public and to have the Planning Board meet at 6 p.m. to review the drawings before they are introduced to the public.
- (f) Attorney Houff reminded everyone that there is no rezoning for the school. The Board will be reviewing for compliance since schools are allowed in RS zoning districts.
- (2) Next key action steps for completing NE Area Plan
 - (a) Mr. Lawson suggested a scenario for a plan using the LRO, as an example, to modify density for the NEAP as an overlay district (Plan B alternative without Ketner Road [since it is not in the Town] which was in the plan by Paul Kron that was sent to Council earlier).
 - i) He suggested adding aesthetic standards as a part of the overlay using non-residential standards.
 - (b) Everyone was reminded that there may be additional work needed from Paul Kron that will have a budget impact.
 - (c) Mr. Perkins provided an update on the CMAQ request that had been forwarded to the MPO for approval as well as the time table for completion of the GWR project.
 - (d) Staff is to overlay the sewer study into the Town's lower density plan.
 - (e) Look at concepts for connectivity of greenways (from the Town's accepted greenway plan) into the NEAP.
- (3) The Board was advised that the focus group (on the school) has been meeting on their own; however, no feedback from those

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meetings has been provided to the Board.

- (a) The group will be asked to provide a list of concerns.
- (b) There was discussion on when to invite members of the focus group to review draft school plans and to get feedback from that group since the school representatives are looking to the Town to hold public meetings.
- (c) Board members agreed to the following for the upcoming meetings:
 - i) Send an email (ASAP) to the focus group to ask for feedback on concerns.
 - ii) July 26 - Get feedback from focus group before July 25th.
 - iii) August 9 - Have a meet and greet with the focus group to look at some strategic items before the Planning Board meeting on the 23rd to address the group's concerns.
 - iv) August 23 - Meet with the focus group to look at draft concepts for school plans.

B. Ordinance Development/Revisions

- 1. Subdivision-Stub streets
 - a. Stub streets in the UDO were reviewed with additional information provided by Attorney Houff.
 - (1) There was discussion on one suggestion for update which was to change from *shall* to *may* in instructions.
 - (2) Another suggestion was to have language that required at least one connection and not to leave up to the developer regarding the number of stubs to be connected.
- 2. Lighting-Dark Sky Compliant Examples
 - a. Draft information was provided to members so that the UDO can be updated.
 - (1) Comments from Board members are to be provided to the Planner.
- 3. Signage - Phase 2
 - a. No information at this time by the Planner.
 - b. Attorney Houff provided information on the Supreme Court's decision on signs.
- 4. Drive-thru's
 - a. Draft information was provided to members so that the UDO can be updated.
 - (1) Comments from Board members are to be provided to the Planner.
- 5. Mr. Lawson will speak to the Planner on street widths so the Board can look at a possible modification.

VIII. Reports - Updates Since - 06/28/2017

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- C. Chair
- D. Planner
 - 1. Mr. Harrold will be attending the Zoning conference and will bring back updates from the conference.
- E. Manager
- F. Clerk
 - 1. Legislative changes will be provided to the Board shortly.

IX. Board Discussion

- G. Action Item Consensus/Next Steps
 - 1. Based on items above for the next meeting, Paul Hari moved to approve those items for the next meeting's agenda. The motion was seconded by Tom Lawson and approved unanimously.
- H. Next Meetings
 - 1. Next Regular Public Hearing meeting - **August 9, 2017** (2nd Wednesday of the month)
 - 2. Next Regular Work Session meeting - **July 26, 2017** (4th Wednesday of the month)

VIII. Adjournment

- A. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 9:05 p.m. The motion was seconded by Joseph Hamby and approved unanimously.

Jeanne Marie Foster, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk