

Lewisville Planning Board Meeting Minutes
April 25, 2018
6510 Shallowford Road - 2nd Floor Conference Room
6:30 pm

I. Call to Order

- A. Chair Jeanne Marie Foster called the meeting to order at 6:32 p.m. Board members present were Joseph Hamby, Jessica Higgins, Tom Lawson, Meghan Flow, Michael Sullivan and Bill Scantland. Also present were Attorney Bo Houff, Planner Josh Harrold and Town Clerk Joyce Walker.
- B. Approval of Agenda
 - 1. Joseph Hamby moved to approve the agenda. The motion was seconded by Mike Sullivan and approved unanimously.

II. Approval of Minutes

- A. April 11, 2018
 - 1. Wording in item V.A.3.c. was corrected.
 - 2. Item VII.A.4.a. was added.
 - 3. With those amendments, Bill Scantland moved to approve the April 11, 2018 minutes. The motion was seconded by Joseph Hamby and approved unanimously.

III. Technical Review

- A. None

IV. Public Hearings

- A. None

V. New Business

- A. There was discussion on how and when to carve out time for planning discussions.
 - 1. After discussion, board members agreed to start the meeting on May 9th and May 23rd at 6:00 p.m.
 - 2. There was also discussion on project planning software being considered and, if approved in the upcoming budget, will be effective July 1st.
 - 3. Board members were advised that there is software that can be linked to the town's in-house system; however, there is an up-front cost as well as a monthly fee.
 - a. Staff will test to see if this will be a viable tool and bring to the board for review to help with visualization.
 - 4. Staff will look into the possibility of having an intern to assist in some of the work.
 - 5. The work session for May 23rd will be dedicated to planning.
- B. Budget Update
 - 1. Funding is in the budget for personnel to handle such complaints as overgrown lots, signage, etc. for four hours a week.
 - 2. The funding needed to start work on the Comprehensive Plan has been added.
 - 3. The request for Form Based Code, which is now being called UDO Enhancements (a hybrid), may not be in the budget; however, if council approves of the change, funding will be handled with a budget amendment.
 - 4. The funding for the Small Area Plan for Downtown is not in the budget. Council would like to have discussions with the Planning Board before proceeding with this plan.

Lewisville Planning Board Meeting Minutes
April 25, 2018
6510 Shallowford Road - 2nd Floor Conference Room
6:30 pm

VI. Unfinished Business

- A. Historic Overlay District Requirements (corrections for WS/FC)
 - 1. Members had copies of the updates emailed earlier (L-155 and L-156).
 - 2. The text amendment for the Historic Overlay has been set for public hearing on May 9th.
 - 3. The town is part of the Historic Resources Commission (HRC). This update formally includes the town as well as provides procedures.
- B. NeAP Overlay District
 - 1. There was a suggestion that this be called the Northeast Planning Area.
 - 2. Mr. Harrold prepared a spreadsheet list of uses in various categories and the board reviewed the list for residential.
 - a. Definitions of some of the items were reviewed to determine use.
 - b. As uses were discussed, Mr. Harrold updated the list with additions and/or deletions.
 - c. Residential uses were completed.
 - 3. The board started to work on commercial and will continue to amend the list at the next meeting.
 - a. There was discussion on how much commercial will be in the area.

VII. Board Discussion

- A. Action Item Consensus/Next Steps
- B. Next Meetings
 - 1. Next Regular Public Hearing meeting - **May 9, 2018** (2nd Wednesday of the month)
 - 2. Next Work Session meeting - **May 23, 2018** (4th Wednesday of the month)

VIII. Reports - Updates

- A. Chair
- B. Planner
- C. Manager
- D. Clerk

IX. Adjournment

- A. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 8:20 p.m. The motion was seconded by Meghan Flow and approved unanimously.

Jeanne Marie Foster, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk