

Lewisville Planning Board Meeting Minutes
October 10, 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 6:45 p.m. Board members present were Joseph Hamby, Jessica Higgins, Tom Lawson, Michael Sullivan and Bill Scantland. Meghan Flow was unable to attend. Also present were Attorney Bo Houff, Planner Josh Harrold and Town Clerk Joyce Walker.
 - 1. This is Mr. Harrold's last meeting with the board.
 - 2. PTRC Interim Planner Anna Leonard was introduced. She will be the Town's resource until a new planner is hired.
- B. Approval of Agenda
 - 1. The screen in the conference room would not work for viewing of item VII.A.1. and it was suggested to do an overview and general discussion to bring Ms. Leonard up-to-date and to do the review of the table at the next meeting.
 - a. Staff was asked to have this fixed by the next meeting.
 - 2. Mrs. Foster suggested that VII.B.1. be moved to discussion under Reports - Planner.
 - 3. With those amendments, Joseph Hamby moved to approve the agenda. The motion was seconded by Mike Sullivan and approved unanimously.

II. Approval of Minutes

- A. September 26, 2018
 - 1. Bill Scantland moved to approve the September 26, 2018 minutes. The motion was seconded by Joseph Hamby and approved unanimously.

III. New Business

- A. None

IV. Public Hearings

- A. None

V. Technical Review

- A. None

VI. Reports - Updates

- A. Chair
- B. Planner
 - 1. Overview of the Northeast Area Plan
 - a. The PUT table review is to provide uses for the Northeast Area Plan after which the information will be provided to Craig Lewis, consultant.
 - b. The Plan divided the area into four groups and the table is being reviewed for each of those groups:
 - (1) Rural residential with the (new) school component;
 - (2) Suburban residential;

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- (3) Activity Center (area to be fully defined); and
- (4) The Vienna Business District (VBD).
- c. The school has submitted a site plan and is scheduled to bring their plan to the board on October 24th.
 - (1) There was a suggestion to invite the DOT to a meeting to discuss transportation around the school.
 - (2) TRC comments are due on October 15th.
 - (a) Ms. Leonard will do the staff report and send info to the board.
 - (3) An email has been received from the residents that are still living in the middle of the property expressing their concerns about the plan in the event they will not be speaking at the meeting on the 24th.
 - (4) Everyone was reminded that this planning board review does not go to Council.
 - (a) There was a question about the streets within the school property being public and whether this topic has been discussed at Council level.
 - (b) After discussion, board members agreed that Mrs. Foster will check with the mayor, mayor pro tem, Ms. Leonard, Attorney Houff and Town Clerk Walker to see if this topic will be added to the Council's briefing agenda for discussion on November 1st.
 - (5) A letter to the focus group will be sent providing an update on the school plans by Planning Board Chair.

- C. Manager
- D. Clerk

VII. Unfinished Business

- A. NeAP Overlay District
 - 1. ACTION: Finalize PUT Table and Regulation of Uses and determine next steps**
- B. Planning Board Actions FY 2018-2019 (Downtown Uses/Planning/Vetting Process Debrief)
 - 1. DISCUSSION: Debrief Case L-085 after receiving feedback from Council
 - a. Five items were identified for review:
 - (1) Parking.
 - (a) LD1-S requires that parking should not exceed 125%; however the final plan submitted and approved by Council on the day of Council's meeting showed 175%.
 - i) It was noted that the amended site plan submitted to Council included the items identified by the Planning Board at their public hearing meeting in July.
 - (b) Board members stated their recollection of the conversation around parking which centered around the parking as it related

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to the orientation of the building (facing the new road associated with the Great Wagon Road which is to be built in five years) and not the number of parking spaces.

- (c) They were reminded that any alternative compliance should be stated at the pre-conference and should be a written request.
 - i) Notes on the plan indicate alternative compliance; however, this was not explicitly stated.
 - (2) Building orientation.
 - (a) Mr. Sullivan reviewed the minutes from the meeting on June 27th that discussed the layout/orientation and the access from Shallowford Road vs. Tom Voss Street and the decommissioning of access from Shallowford Road as determined by the DOT.
 - (3) Building material.
 - (a) After discussion, board members were of the opinion and will confirm that the materials to be used conform to the ordinance, paint has to be a primary color if used and that there is only a metal roof and not metal siding.
 - (4) Access Management Plan - connection to Textures business adjacent.
 - (a) The two spaces at Textures were thought to be the stub connection when the property to the east was developed for business; however, the board was advised that those two parking spaces were approved as a minor site plan change that made them required for handicapped parking.
 - (b) It was noted that Textures stub is on the opposite side of the property.
 - (5) Roof pitch.
 - (a) There was extensive discussion by the board on roof pitch with the architect when he pointed out a contradiction in the UDO on roof pitch. The architect understood there should be a parapet roof to hide the flat roof.
- b. There was a suggestion to have a report from the pre-conference.

Mr. Harrold had to leave.

- c. Mrs. Foster noted the statement on the site plan that states the petitioner will follow the process for LD1-S once the project is approved.
- d. After discussing the five items that were identified, board members felt that four out of the five items listed were discussed in detail and that the number of parking spaces was the only item that was missed.
 - (1) Mr. Lawson said that this is another example of the need to revamp the UDO because of the way that it is written.

Jessica Higgins made a motion to excuse Bill Scantland at 8:06 p.m. The motion was seconded by Joseph Hamby and approved unanimously.

- (2) There was also discussion by the board on the need for more staffing.
- (3) One item of discussion was having only one meeting a month but with the future work, it was decided to keep the meetings at two each month.

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- e. Mrs. Foster suggested that the Planning Board meet with the Town Council on November 3rd to discuss the Downtown Plan.
 - (1) Board members discussed conveying information on the five points back to Council prior to the meeting on November 3rd.
 - (2) Ms. Leonard will review all of the information and write a response for review by board members prior to sending to Council.
 - (3) Mrs. Foster also pointed out that this discussion identified some procedural problems.
 - (4) Agenda items for meeting:
 - (a) Introductions.
 - (b) Each person's expectations.
 - (c) Vision for the downtown.
- f. There was a discussion on suggesting a Public Engagement Committee; however, there was no conclusion drawn.
- 2. **ACTION: Material/Map Review and Discussion**
- C. Development Schedule and Engagement
 - 1. **ACTION: Discussion**

VIII. Board Discussion

- A. Action Item Consensus/Next Steps
- B. Next Meetings
 - 1. Next Regular Public Hearing meeting - **November 7, 2018** due to November and December holidays.
 - 2. Next Work Session meeting - **October 24, 2018** (4th Wednesday of the month)
 - a. School
 - b. PUT
 - c. Prepare for meeting on November 3rd.

IX. Adjournment

- A. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 8:40 p.m. The motion was seconded by Mike Sullivan and approved unanimously.

Jeanne Marie Foster,
Chair

ATTEST:

Joyce C. McWilliams Walker,
Town Clerk