

**Lewisville Planning Board Meeting Minutes**  
**November 7, 2018 - 6:30 p.m.**  
**Town Hall - 6510 Shallowford Road - Council Chambers - Room 110**

**I. Call to Order**

- A. Chair Jeanne Marie Foster called the meeting to order at 6:34 p.m. Board members present were Meghan Flow, Joseph Hamby, Jessica Higgins, Tom Lawson, Bill Scantland and Michael Sullivan. Also present were Attorney Bo Houff, and (PTRC) Interim Planner Anna Leonard.
- B. Visitors present were John Sangimino and Ed Rachlin.
- C. Approval of Agenda
  - 1. Mrs. Foster asked that the Planner's report come before the Chair's report.
  - 2. With that change, Tom Lawson moved to approve the agenda. The motion was seconded by Meghan Flow and approved unanimously.

**II. Approval of Minutes**

- A. Not available.

**III. Reports**

- A. Planner/Manager's Report
  - 1. Ms. Leonard reported that there has been a realignment of a road that was approved at staff level.
- B. Chair's Report
  - 1. Mrs. Foster reported that she met with the candidate for planner. She was well recommended and looks like a good match. She works for Forsyth County and is familiar with what the town is doing.
  - 2. There was some unfinished debriefing of the vet's plan. She advised that she met with Mrs. Mock. Council has instructed the previous planner to follow-up with the architect, which was done; however, no report was provided to Council. Ms. Leonard will follow-up with Mr. Perkins. The chair requested to be involved with any follow-up process.
  - 3. Joint meeting (November 3, 2018) debrief
    - a. Members discussed the drawings that they had not seen.
    - b. They also discussed the need to receive information about projects even if it is not directly involved so that the board has an idea of the big picture.
    - c. There was a suggestion that planning should be a department so that there are multiple planners and not just one. If that one person leaves or is on vacation, everything should move forward smoothly.
    - d. There was a suggestion that a checklist be prepared for board members when plans are being reviewed as well as providing acronyms and their meanings, i.e. fundamentals.
    - e. There was a comment that staff should be doing a lot of the work being done by the planning board.
    - f. Some board members expressed a desire to get more of Council's vision of downtown and what it will look like 10 years from now, especially with the impact of the Great Wagon Road.
    - g. As an advisory board, use this as an opportunity to advise Council on what

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is thought to make sense for the downtown and the town as a whole: growth, development, surveys, etc.

4. There was a discussion on the budget; how the budget works; and how the budget impacts work.
  - a. The board needs to make a recommendation on these to move forward (resources):
    - (1) Planner(s), i.e. staff.
      - (a) Mr. Sangimino suggested contracting a civil engineer to help with enforcement on projects.
      - (b) Members suggested that there is a need to have an additional person assisting the planner, whether it is a consultant, contractor or a hired member of staff, and would be valuable for continuity.
      - (c) Everyone agreed the planner is more than a one-person job.
        - i) Skill sets were discussed.
      - (d) Interns should also be considered.
      - (e) Board members agreed to recommend that at least two people are needed: a full time planner and one contractor up to a full time equivalent.
        - i) These recommendations will be written up by the chair and shared with the manager and mayor for submission to Council.
    - (2) Reformatting the UDO.
    - (3) Downtown.
    - (4) Finishing the Northeast Area Plan.
    - (5) Economic Development.
    - (6) Comprehensive Plan.

**IV. Public Hearings**

A. None

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

A. None

**VI. Old Business**

A.

**VII. New Business**

A.

**VIII. Board Discussion**

A. Action Item Consensus/Next Steps

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1. Northeast Area Plan next steps
  - a. Complete the PUT table.
  - b. Review the draft ordinance.
    - (1) Staff needs to send a copy of the draft ordinance to board members.
  - c. Add this discussion to the agenda for the 28<sup>th</sup>.
2. Downtown discussion needs to be added to the agenda for the 28<sup>th</sup>.

**IX. Adjournment**

- A. Having no other business to discuss, Bill Scantland moved to adjourn the meeting at 8:36 p.m. The motion was seconded by Mike Sullivan and approved unanimously.

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Jeanne Marie Foster, Chair

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk