

**Lewisville Planning Board Meeting Minutes**  
**November 28, 2018 - 6:30 p.m.**  
**Town Hall - 6510 Shallowford Road - Room 201**

I. **Call to Order**

- A. Chair Jeanne Marie Foster called the meeting to order at 6:33 p.m. Board members present were Meghan Flow (arrived at 6:35 p.m.), Joseph Hamby, Jessica Higgins, Tom Lawson, Bill Scantland and Michael Sullivan. Also present were Attorney Bo Houff, PTRC Interim Planner Anna Leonard and Town Clerk Joyce Walker.
- B. Approval of Agenda
  - 1. Joseph Hamby moved to approve the agenda. The motion was seconded by Bill Scantland and approved unanimously.

II. **Guest(s) and/or Presentations**

- A. John Sangimino

III. **Approval of Minutes**

- A. Minutes were not available

IV. **Public Hearings**

- A. None

V. **Technical Reviews**

- A. None

VI. **Reports - Updates**

- A. Chair's Report
  - 1. Mrs. Foster reported a reply (to the board's email) from the mayor that he will be working with the manager and newly hired planner on needs.
    - a. **Planning Board agreed that Mrs. Foster will ask to be included in the planning considerations and also that the document forwarded to the mayor has been forwarded to council.**
  - 2. The Comprehensive Plan is upcoming.
    - a. Other boards and committees are to be included.
      - (1) A notice needs to be sent to get them involved.
      - (2) A date needs to be set for a meeting with the other boards and committees and will be on the agenda for the 12<sup>th</sup> for discussion.
    - b. The survey to residents is being worked on.
    - c. **In the next meetings, the time-line for completion needs to be set.**
    - d. **Everyone was asked to review the 2015 Plan.**
- B. Planner
  - 1. Ms. Leonard reported a minor site plan amendment.
    - a. Reynolds Run site plan added a postal kiosk (as **required** by the federal postal service) on lot 20. This change still meets requirements. A letter will be sent to the town to officially approve the change.
  - 2. There *may be* a rezoning coming for a new area for Lissara. The annexation for this area will have to go to Council first.

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C. Clerk

1. Everyone was asked to look at the development calendar.
  - a. The clerk asked if it was okay to flip some dates to make everything flow properly since the stated dates (day of month) doesn't always match the date.
    - (1) **Members will review to assist in the revision.**
    - (2) There was also discussion to add review of revisions to the calendar (2 days prior to Planning Board public hearing): both revisions for the Planning Board and Council.
      - (a) **This item will be forwarded to the new planner for consideration as well as whether these calendar changes need to be a part of updating the UDO.**
        - i) *This discussion will be added to the December 12<sup>th</sup> agenda.*

VII. **New Business**

- A. The Town Plan - NeAP, Downtown and Beyond
  1. The Planning Board discussed plans for the entire town, i.e. reviewing certain assumptions, growth management, infrastructure (water/sewer), etc.
    - a. John Sangimino asked to contribute to the discussion and briefly described his white paper on the subject of suburban descriptors and how that describes growth parameters. He suggested that Lewisville is *outer suburbia*.
  2. Members continued discussions and felt the need to describe the town in manageable areas since each area of the town might be different (i.e. NeAP).
    - a. Generally there was agreement that the town will remain residential and discussion of where the lines of demarcation would be when densities change.
  3. After much discussion, the areas of town were defined as northeast, northwest, southeast, southwest and downtown.
    - a. **To help with future discussions, the board would like to have a list of large properties in and around Lewisville that are for sale and have it mapped in addition to the current zoning.**
    - b. **A list of items needed to assist the board needs to be made and forwarded to the new planner.**
      - (1) *The board would like to have this list for the December 12<sup>th</sup> meeting.*
        - (a) **The new planner is to be asked to send this list to board members for review and to scrutinize for anything that might have been missed.**
        - (b) Annexation agreements, areas of consideration and the town's agreement with CCUC were described.
        - (c) Mr. Lawson mentioned that it would be helpful to know what plans are underway by the Lewisville Utilities

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Committee and suggested a **joint meeting with the Utilities Committee** be considered.

- c. Mr. Sangimino presented some data based on square miles, population and current zoning as an example of how the town might grow to a certain point. This data should be vetted against desires of the town to keep its current character.
- d. Consistent with previous Plan of Work Small Area Plan priorities, budget requests and recent development activity downtown, the Planning Board will focus on its role in downtown planning considering the Great Wagon Road Project and the Williams Road Gateway Project.
  - (1) There was a question whether economic development will be pursued and if not, the downtown will more than likely continue as a service area.
  - (2) Density for the downtown would need to be considered to support retail in the downtown.
- e. John Sangimino presented key components of a previous PowerPoint presentation (*Concept 2015*) for a walkable downtown using strollways.
  - (1) **Mr. Sangimino was asked for permission to share his Powerpoint with board members.**

**VIII. Unfinished Business**

- A. NeAP District
  - 1. Review of assumptions: density, uses, open space, streetscape, and greenways
  - 2. Next steps - proposal from Craig Lewis for small area plan code and submittal to Council
    - a. Mr. Lawson indicated one of the items of discussion for the plan needs to be flexible lot lines.
    - b. Mrs. Foster and Mr. Scantland will work together to get information to Mr. Lewis so that he can prepare a document for review.

**IX. Board Discussion**

- A. Action Item Consensus/Next Steps
  - 1. See above in bold and/or italics.
- B. Next Meetings
  - 1. Next Regular Public Hearing meeting - December 12, 2018 (generally 2<sup>nd</sup> Wednesday of the month - change for November due to holiday)
  - 2. Next Work Session meeting - January 23, 2019 (4<sup>th</sup> Wednesday of the month)

**X. Adjournment**

- A. Ms. Leonard was thanked for all of her assistance while a search for a new planner was underway.
- B. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 8:38 p.m. The motion was seconded by Jessica Higgins and approved unanimously.

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Jeanne Marie Foster, Chair

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk