

Lewisville Planning Board Meeting Minutes
December 12, 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 Joseph Hamby, Jessica Higgins, Tom Lawson, Bill Scantland and Michael Sullivan. Meghan Flow arrived at 6:35 p.m. Also present were Attorney Bo Houff, Planner Stacy Tolbert and Town Clerk Joyce Walker.
- B. New planner Stacy Tolbert was introduced and everyone present introduced themselves, and provided background and stated why they were interested in being on the Planning Board.
- C. Approval of Agenda
 - 1. Joseph Hamby 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. Chair
 - 1. Northeast Area Plan
 - a. There was consensus by the board for the chair and planner to get information to Craig Lewis and to get information to board members. Funding will be requested at a later date.
 - 2. Great Wagon Road Steering Committee meeting
 - a. Representatives from the DOT and CDM Smith presented preliminary plans on the eastern end of the project near the Roller Mill. (Copies were provided to board members.)
 - (1) Tom Fowler, Roller Mill owner; Keith Vance, Lewisville Drugs owner; Harlan Cobert, PSAC chair; Susan Linker, LBC vice chair; and town staff members were present.
 - b. Mr. Fowler asked about the possibility of meeting with the planner about a future project.
 - c. There was much discussion on traffic movement, complete streets, slowing traffic and traffic flow.
 - d. The Steering Committee was asked for feedback.
 - (1) One suggestion was to make the area in front of the Roller Mill more traffic calming.
 - e. The board will address larger transportation at a later date.
- B. Planner
 - 1. The agenda will be tweaked in order to drive meetings.
 - a. Reports will be providing information, feedback from Council, etc. and will be on every agenda.
 - b. Board members were advised of development interests to be forthcoming.
 - c. More mapping will be forthcoming and the planner will be working closely with MapForsyth.

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- d. Geo-Data is retiring and there will be a new system to take its place.
 - e. Mrs. Tolbert would like to provide meeting material in packets and there was discussion on how board members would like the material presented.
 - (1) Members decided on receiving hard copies and electronic copies.
 - (2) Revisions are to be identified.
 - (3) **Staff will explore setting up Dropbox to receive information.**
 - (4) Keep the *Action to Be Taken* line on the agenda.
- C. Clerk
- 1. None.
- IV. **Public Hearings**
- A. None
- V. **Technical Review**
- A. None
- VI. **Continued Business/Work Session**
- A. 2019 Development Schedule
 - 1. Board members reviewed a copy of the 2019 schedule.
 - 2. Mrs. Tolbert reviewed the process for a site plan to move forward and the time frames involved.
 - a. **Mr. Houff will check on legislative and UDO deadlines.**
 - b. **Staff will have a report for the next meeting.**
- VII. **New Business**
- A. 2020 Comprehensive Plan Update
 - 1. Board members discussed general terms on next steps for the 2020 update.
 - a. Methodology from past updates were explained.
 - b. Input is requested from the other boards and committees.
 - (1) Board and committees will be asked to discuss in their meeting and provide information to the Planning Board through their chair/vice chair.
 - c. The public is invited to participate
 - (1) The town is preparing to send a survey to all the residents in preparation for the update.
 - d. A time-line to complete each step needs to be done.
 - e. **The planner, board chair and town clerk will work on the 2020 process and will bring to the board for the meeting on January 9th for feedback.**
 - 2. Transportation is big issue in the Comprehensive Plan.
 - a. There was discussion on how to provide recommendations to the DOT and how projects can be funded.
 - (1) Board members would like to know what projects are already in the works as part of the big picture.

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- (2) It was noted that densities play a part in looking at transportation needs.

B. Lewisville Citizen Survey

1. Members were provided a copy of the 2014 survey questions.
 - a. Everyone was asked to review the growth and development portion and to see what information Planning Board needs to know in order to better plan for the future.
 - b. Board members commented on the wording and suggested the wording could be better in order to get better information.
 - c. Some comments were:
 - (1) There were some references that should be defined, i.e. rural.
 - (2) Have different sections of the plan ranked.
 - (3) Number 5, 6, 7, 8 - more information.
 - (4) Trouble with 11 wording.
 - (5) Greenspace and recreation.
 - (6) Transportation questions such as whether sidewalks are near your home.
 - (7) Bicycle questions.
 - d. **Send comments to the planner and chair for compilation.**

VIII. Meeting Review

- A. Action Item Consensus/Next Steps
 1. **Review the Great Wagon Road plan and send comments to the chair.**
 2. **Secure a copy of the full Great Wagon Road layout for the January meeting.**
- B. Next Meetings
 1. Public Hearing - January 9, 2019
 2. Work Session - January 23, 2019

IX. Adjournment

- A. Having no other business to discuss, Bill Scantland moved to adjourn the meeting at 8:15 p.m. The motion was seconded by Mike Sullivan and approved unanimously.

Jeanne Marie Foster, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk