

Lewisville Town Council
Briefing and Action Meeting Minutes
March 9, 2015 - 6:00 p.m.
Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Pugh opened the meeting at 6:10 p.m. Council Members present were Robert Greene, Mike Horn, Sandy Mock, Ken Sadler, Ed Smith and Jeff Zenger. Others present were Town Manager Hank Perkins, Assistant Town Manager/Finance Director Kathy Bruce, Attorney Bo Houff, Planner Marty Myers, Public Information Officer/Event Supervisor Lynn Hall, Public Works Director George Hauser and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Mr. Perkins asked to add information on yard waste collection to Manager's Report.
 - ii. Council Member Zenger moved to approve the agenda as amended. The motion was seconded by Council Member Greene and approved unanimously.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the March 12, 2015 Meeting:
 - i. [Resolution 2015015](#) - Acceptance and Approval of Monthly [Financials for January, 2015](#)
 - ii. Approval of Council Retreat Meeting [Minutes - February 1 and 4, 2015](#)
 - iii. Approval of Council Briefing and Action [Minutes - February 5, 2015](#)
 - iv. Approval of Council Closed Session [Minutes - February 5, 2015](#)
 - v. Approval of Council Meeting [Minutes - February 12, 2015](#)
 - vi. Approval of Council Closed Session [Minutes - February 12, 2015](#)
 - vii. [Resolution 2015016](#) - accepting the resignation of David Spease from the Lewisville Planning Board
 - viii. [Resolution 2015017](#) - accepting the resignation of Kelly Reavis from the Lewisville Planning Board
 - ix. [Resolution 2015018](#) - accepting the resignation of Angela Choplin from the Lewisville Parks, Recreation and Cultural Development Board
 - x. [Resolution 2015019](#) - accepting the resignation of Julie Mackie from the Lewisville Parks, Recreation and Cultural Development Board
 - xi. [Resolution 2015020](#) - accepting the resignation of Mo Collette from the Willow Run Municipal Service District
 - xii. [Resolution 2015021](#) - accepting the resignation of Hobart Cawood from the Lewisville Zoning Board of Adjustment

3. **Guests and Presentations for March 9, 2015**

- a. Cpl. Chris Davenport, Forsyth County Sheriff's Office, provided an update on traffic since the Williams Road Bridge closure. He also advised Council that gunfire reports have been investigated and cannot substantiate any automatic or rapid fire in the Town. He will provide periodic crime statistics as they become available. In addition, he noted that Deputy Bonilla had been called to military duty and will be replaced by Chris Owens.

4. **Items That Require Council Direction**

- a. Regional stormwater
 - i. Council was provided information on the cost to update the 2009 stormwater study

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for the downtown area. Two proposals were received from StanTec for Council's consideration: (1) an update to the 2009 study for \$23,600.⁰⁰ and (2) an update to the 2009 study and financial considerations (such as grants, available loans, etc.) for \$35,000.⁰⁰.

- ii. After discussion, there was consensus to have a budget amendment in the amount of \$23,600.⁰⁰ and a contract for StanTec for approval at the meeting on March 12th since financial considerations could change in the future. New technology and updated BMP practices are to be included.
 - b. Yard Waste Collection
 - i. As a follow-up to an item from the retreat, Mr. Perkins provided information on yard waste collection from Waste Management and the State's burning ban statutes.
 - ii. Council discussed the pros and cons of offering this service and after discussion, determined that they were not interested in receiving additional information at this time.
5. **Items Requiring Action at Briefing**
- a. Clarification on user fee exemption for events open to the public
 - i. Staff presented items in Chapter 16-2 of the Town Code that were in conflict by the Exemption Policy and each of the Town's facilities. After review, staff was instructed to bring the amendments to Council at the March 12th meeting for approval.
 - b. **Ordinance 2015028** - amending Budget Ordinance 2014027 in the amount of \$35,000.⁰⁰ to increase funds needed for snow removal
 - i. Council Member Horn moved to approve Ordinance 2015028. The motion was seconded by Council Member Zenger and approved unanimously. Ordinance 2015028 is herein incorporated by reference into the minutes.
6. **Board and Committee Appointments for March 12, 2015 meeting**
- a. **Boards (Report)**
 - i. Parks, Recreation and Cultural Development - 3 positions available
 - (1) One person is asking for reappointment, two members are resigning and two applications have been received. The applicants have been interviewed.
 - ii. Planning - 2 positions available
 - (1) One member is terming out, one member has asked not to be reappointed and five applications have been received. All applicants have been interviewed.
 - iii. Willow Run Municipal Service District - 3 districts have 1 opening each
 - (1) The representative from District 1 has asked not to be reappointed while the other two representatives have asked to be reappointed. One application has been received for District 1.
 - iv. Zoning Board of Adjustment - 1 permanent position and 1 alternate position
 - (1) The permanent member has asked not to be reappointed. One application has been received for this position. The alternate has submitted his application to the Planning Board. No applications have been received to fill the alternate position.

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- b. There was consensus to acknowledge the longevity of service of three board members that will not be returning to their respective boards at the April meeting.

 - 7. **Unfinished Business:**
 - a. None

 - 8. **Administrative Reports:**
 - a. Manager's Report
 - i. Great Wagon Road (GWR) Design Survey Project
 - (1) Included in the \$745,000.00 design project is water, sewer and stormwater as part of the road construction. Also included will be side street connectivity, construction drawings and contract documents. Staff will be reviewing project costs with the DOT.
 - b. Staff Reports
 - i. Planning
 - (1) Mr. Myers updated Council on the February 28th Comprehensive Plan meeting and advised that more than 50 residents were in attendance. The discussions were on land development and services. Planning Board will be debriefing and preparing for the March 19th meeting.
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9. **For the Good of the Order:**
 - a. Council Discussion
 - i. Reminders:
 - (1) Town Hall Day - Wednesday, March 18, 2015 at the LGFCU Quorum Center, 323 W Jones St, Raleigh, NC 27603 - RSVP by Wednesday, March 11, 2015
 - (2) Clean Sweep - Saturday, March 14, 2015, 10:00 a.m., meeting at the Food Lion - Beautification Committee
 - (3) Creek Week - Saturday, March 14, 2015, 10:00a.m. - 1:00 p.m. - public will gather at the Shallowford Square Pavilion
 - (4) League Listening and Visioning Tour
 - ii. Agenda Items for Regular Meeting on **March 12, 2015**
 - (1) **Introductions, Presentations and/or Proclamations**
 - (a) **Proclamation 2015001** - Multiple Sclerosis Awareness Week
 - (b) Recognizing Joe Marion's 50 years in business - Joe's Landscaping
 - (c) Recognizing the Reagan Soccer Team - 4A State Champions
 - (2) Public Hearings:
 - (a) **Ordinance 2015017** - public hearing to receive comments on L-073 rezoning request by Michael Hensley to add uses to the existing LD1-S zoning at 6606 Shallowford Road: Combined Use, Food and Drug Store, Furniture and Home Furnishings, General Merchandise Store, Restaurant w/o Drive Thru, Non-Store Retailer and Offices Miscellaneous

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- (b) [Ordinance 2015004](#) - public hearing to receive comments on UDO L-145 modifying the Permitted Use Table (PUT) requiring final approval of PRD subdivisions by the Elected Body
- (c) [Ordinance 2015006](#) - public hearing to receive comments on UDO L-146 referencing private street sidewalk requirements in Planned Residential Developments (PRD's)
- (d) [Ordinance 2015003](#) - public hearing to receive comments on UDO L-147 creating public safety standards for subdivisions having private gates
 - (i) **Related Ordinances**
 - 1) [Ordinance 2015002](#) - Amending Chapter 19 of the Town Code by adding Sections 1 and 2 regarding Fire Prevention and Protection Standards for gated communities
 - 2) [Ordinance 2015005](#) - amending Chapter 19 of the Town Code by adding Section 19-3 which establishes the Lewisville Town Hall location, 6510 Shallowford Road, as the Town's Fire Limit as authorized by §160A-436 and §160A-437
 - (e) [Ordinance 2015008](#) - public hearing to receive comments on UDO L-148 requiring all new residential subdivisions to connect to a Town or State maintained roadway
 - (f) [Ordinance 2015009](#) - public hearing to receive comments on UDO L-149 clarifying public street acceptance by the Town
 - (i) **Related Ordinances and Resolutions**
 - 1) [Ordinance 2015010](#) - amending Chapter 31-4, Application for Street Acceptance of the Lewisville Town Code, clarifying street acceptance
 - 2) [Ordinance 2015015](#) - amending Chapter 31 of the Town Code by adding Section 31-13 referencing street naming and addressing
 - 3) [Resolution 2015013](#) - accepting the Forsyth County Addressing Policies and Procedures Manual, the "how-to" for street naming and addressing
 - (g) [Ordinance 2015020](#) - public hearing amending Chapter 39 of the Lewisville Town Code for the Willow Run Municipal Service District
 - (3) [Ordinance 2015027](#) - amending Budget Ordinance 2014027 fee schedule
- iii. Approval of agenda for regular meeting on [March 12, 2015](#)
 - (1) Council Member Zenger moved to approve the agenda for the March 12, 2015 meeting. The motion was seconded by Council Member Smith and approved unanimously.
- iv. Closed Session

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- (1) At 8:55 p.m., Mayor Pugh moved to go into Closed Session citing §143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease and §143-318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. The motion was seconded by Council Member Smith and approved unanimously.
 - (2) Council Members returned to Open Session at 10:45 p.m.
- b. Adjournment
- i. At 10:46, Council Member Zenger moved to adjourn the meeting. The motion was seconded by Council Member Smith and approved unanimously.

Dan R. Pugh,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk