

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**August 6, 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 6:04 p.m. Council Members present were Robert Greene, Mike Horn, Sandra Mock, Ed Smith, and Jeff Zenger. Others present were Town Manager Hank Perkins, Attorney Bo Houff, Assistant Town Manager/Finance Director Kathy Bruce, Planner Marty Myers, Public Works Director George Hauser, Public Information Officer/Events Supervisor Lynn Hall, and Town Clerk Joyce Walker.
- b. Adoption of Agenda
  - i. Council Member Horn moved to approve the agenda. The motion was seconded by Council Member Zenger and approved unanimously.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the August 13, 2015 Meeting:
  - i. [Resolution 2015049](#) - Acceptance and Approval of Monthly [Financials for June 2015](#)
  - ii. Approval of Council Briefing and Action [Minutes - July 2, 2015](#)
  - iii. Approval of Council Meeting [Minutes - July 9, 2015](#)
  - iv. Approval of Council Closed Session Minutes - July 9, 2015
  - v. Approval of Council Special Meeting [Minutes - July 14, 2015](#)
  - vi. [Appointment Order 2015003](#) - Student Leadership appointments for the 2015-2016 school year

3. **Guests and Presentations for August 6, 2015**

- a. Regional Stormwater Update - Janna Stewart, Stantec (See attached presentation for additional information.)
  - i. Mrs. Stewart reported that the same area was reviewed as in the 2009 review for regional stormwater. She advised Council that changes have been made to stormwater regulations and the BMP manual. This study focused on basins 2, 3, and 4. Wet ponds and green infrastructure were both evaluated and suggested that wet ponds were the best alternative since green infrastructure is not good for volume and therefore not great for regional stormwater.
  - ii. The State requires a management plan to be in place and the area platted.
  - iii. Placement of the ponds were identified.
  - iv. Funding strategy was not a part of the update; however, funding will be studied in the future.
- b. After discussion and by consensus, Council directed the Lewisville Utilities Committee to provide policy ideas and recommendations as a regional stormwater special project and to update the committee's charter as necessary.

4. **Items That Require Council Direction**

- a. Lights over new Lewisville-Vienna Road Sidewalk
  - i. Mr. Perkins discussed a lighting plan for the sidewalk along Lewisville-Vienna Road. He suggested using overhead Duke energy poles. Fifteen lights are needed from Shallowford Road to Riverwood Drive (7 lights from Shallowford Road to Tullyries

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Lane and 8 lights from Tullyries Lane to Riverwood Drive). The new highway LED lights are priced at approximately \$9.<sup>00</sup> per light at a cost of \$1,620.<sup>00</sup> to provide electricity for the year. Each light would be committed for three years.

- ii. There was discussion on whether to place pedestrian lights or Duke overhead lights. It was reiterated that the decorative lights would only be used on Shallowford Road with decorative lighting going to the Great Wagon Road.
- iii. Mr. Perkins also reviewed decorative light costs by Duke energy or the Town.
  - (1) After discussion, Council Member Horn moved to approve the \$1,620.<sup>00</sup> amount for LED lights. The motion was seconded by Council Member Mock.
  - (2) Information on providing the cost of decorative lighting was not available. It was suggested that a revised count of lights (minus the decorative needed) and cost be provided at the regular Council meeting and that this approval be tabled until then.
  - (3) Mr. Horn withdrew his motion to which Mrs. Mock agreed.

**5. Items Requiring Action at Briefing**

- a. **Ordinance 2015064** - amending Budget Ordinance 2015045 in the amount of \$2,225.<sup>00</sup> for **masonry work** at Shallowford Square: installation of brick markers removed from trees along Shallowford Road to be installed along back seating wall; repositioning of existing wall markers for conformity; installation of new markers; repair of damaged bricks along seating walls
  - i. Council Member Zenger moved to approve Ordinance 2015064. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015064 is herein incorporated by reference into the minutes.
- b. Williams Road Bridge enhancements
  - i. **Ordinance 2015065** - amending Budget Ordinance 2015045 in the amount of \$26,899.<sup>00</sup> for labor and materials to install four (4) 12' street lighting poles at the new Williams Road Bridge and **Resolution 2015051** - approving the **contract** for Lewisville Electric Inc for the installation of the lamp poles on the Williams Road Bridge at an amount not to exceed \$26,899.<sup>00</sup>
  - ii. After discussion which included purchasing the lights by the Town, there was consensus to bid the project. The ordinance and resolution were not used.
  - iii. Mayor Pugh advised Council that the railings for the bridge will not be delivered until August 14<sup>th</sup> and will need several days for installation. He also suggested postponing any "opening event" until the lights have been installed which was agreeable to all.
- c. **Ordinance 2015066** - amending Budget Ordinance 2015045 in the amount of \$2,100.<sup>00</sup> for par course **enhancements**
  - i. Council Member Horn moved to approve Ordinance 2015066. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015066 is herein incorporated by reference into the minutes.
- d. **Resolution 2015052** - awarding contract for road repairs related to stormwater repairs on Tullyries Lane to Hills Paving & Construction in an amount not to exceed \$12,900.<sup>00</sup>

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- i. Council Member Smith moved to approve Resolution 2015052. The motion was seconded by Council Member Zenger and approved unanimously. Resolution 2015052 is herein incorporated by reference into the minutes.
- e. Mr. Perkins advised Council that Country Boy Landscaping was asking that Supplemental Agreement #3 on the roundabout be amended to 15 days instead of the 6 days as approved by Resolution 2015048. The contractor would like to do a test of the herringbone design stamp and color test for approval after which the concrete will take time to cure.
  - i. Council Member Zenger moved to amend Supplemental Agreement #3 by changing the number of days from 6 to 15. The motion was seconded by Council Member Horn and approved unanimously.
  - ii. Staff will be working the DOT on a possible enhancement project to landscape the roundabout.

**6. Unfinished Business:**

- a. None

**7. Administrative Reports:**

- a. Manager's Report
  - i. The roundabout has been discussed.
  - ii. Sidewalk on Lewisville-Vienna Road
    - (1) There is a concrete top that needs to be replaced. The contractor will be taking care of the items on the punch list. There is a water issue near the duplex on Lewisville-Vienna Road that needs to be fixed. There is a grade to the sidewalk that needs a drain and might cost extra for this; however, the project seems to be running about \$5,000.<sup>00</sup> below the contract price at this point and the CEI seems to be rerunning below. There will be a budget amendment on the contract.
      - (a) There was discussion of the wooded area along the sidewalk that may have to be maintained by the Town at which time the contract with *Yards by Us* may have to be amended to include this location.
      - (b) An amendment to the *Yards by Us* contract may also have to be amended to include the center island of the roundabout and rights-of-way around the roundabout.
  - iii. Bridge already discussed.
- b. Staff Reports
  - i. Planning
    - (1) The draft ordinances for chickens and bees have been available in Dropbox. Council directed staff to set a public hearing at the meeting on the 13<sup>th</sup> for each ordinance in September.
      - (a) Council Member Zenger, who raises bees, will review the draft and provide additional information to Mr. Myers.
    - (2) Town Attorney Houff is working on the sign ordinances as related to the Supreme Court decision on signs.
  - ii. Town Clerk

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- (1) Annual Zoning Board of Adjustment [report](#) (included) was provided to Council.

**Lewisville Zoning Board of Adjustment**  
**Annual Report to Town Council**  
**July 1, 2014 - June 30, 2015**

<b>Date:</b>	<b>Attendance:</b>	<b>Activity:</b>	<b>Actions Taken:</b>
September 23, 2014	Lewisville Zoning Board of Adjustment Members; Enforcement Staff, Town Planner; Town Attorney	<b>Case #4822</b> Request permission to continue to place a Manufactured Home, Class C on a 1.01 acre tract of land located at 8342 Dull Road, approximately 100 feet east of Concord Church Road. Property is zoned RS20. Tax Block4405, Tax Lot 107E	Permit was approved for five years.
October 28, 2014	Lewisville Zoning Board of Adjustment Members; Enforcement Staff and Town Planner	<b>Case # 4853</b> Request a variance of side yard setback on a .22 acre tract of land located at 5790 Knoll Court, approximately 500 feet south of Shallowford Road. Property is zoned RM5-S. Tax Block 4425H, lot 010	Variance granted because existing requirements create a hardship and the plans meet all other requirements
April 28, 2015	Lewisville Zoning Board of Adjustment Members; Town Attorney; and Enforcement Staff	<b>Case # 4971</b> Request permission to continue to occupy a secondary dwelling (garage) on a .51 acre tract of land with an existing dwelling located at 912 Bouzeke Road, approximately 450 feet south of Holly Hedge Drive. Property is zoned RS-9, Tax Block 4426B, Tax Lot 7, PIN 5885-63-6772.	Permit approved for 5 years under conditions that the occupant be a blood relative.
	Oath of Office administered to new members		

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- (2) The cell tower application has been scheduled for the August meeting of the Zoning Board of Adjustment. Per UDO Chapter B 6-1.4, the Planning Board reviewed for compliance and findings have been forwarded.

**8. For the Good of the Order:**

a. Council Discussion

- i. Mayor Pugh shared that in a national ranking, the Town of Lewisville has been voted the 6<sup>th</sup> most boring town in North Carolina.
- ii. Council and staff have been invited to attend fire emergency management training in King on the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> of September. Council members decided to attend on the 10<sup>th</sup>. Staff members may attend any of the days but not all together so that there is coverage at Town Hall.
- iii. Agenda Items for Regular Meeting on **August 13, 2015**
  - (1) **Resolution 2015050** - setting a public hearing to receive comments on UDO L-076 rezoning request by Lewisville Baptist Church to rezone church properties from IP and RM8 to IP-S
  - (2) Items discussed previously will be added to the agenda.
- iv. Approval of agenda for regular meeting on **August 13, 2015**
  - (1) Council Member Horn moved to approve the agenda for the meeting on August 13, 2015. The motion was seconded by Council Member Mock and approved unanimously.

b. Adjournment

- i. Having no other business to discuss, Council Member Mock moved to adjourn the meeting at 8:23 p.m. The motion was seconded by Council Member Zenger and approved unanimously.

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Dan R. Pugh,  
Mayor

ATTEST:

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Joyce C. McWilliams Walker  
Town Clerk