

**Lewisville Planning Board**  
**Public Meeting and Work Session Minutes**  
**January 27, 2016**  
**Town Hall Council Chamber Room #110**  
**7:00pm**

**I. Call to Order**

- A. Planning Board Chair Jeanne Marie Foster called the meeting to order at 7:01 p.m. Planning Board members present were Katie Heath, Randy Henning, Paul Hari, Tom Lawson, Michael Prince and Chester Patterson. Staff members present were Town Manager Hank Perkins, Attorney Bowen Houff, Town Planner Marty Myers, and Town Clerk Joyce Walker.
- B. Approval of Agenda
  - 1. Mrs. Heath moved to approve the agenda. The motion was seconded by Mr. Patterson and approved unanimously.

**II. Guests and Presentations**

- A. Emma Dull, Student Leadership Committee Member and Gary Dull were present.

**III. Public Hearings**

- A. **Case L-077** - Proposed amendments to the approved site plan for 6606 Shallowford Rd. which includes proposed additions to an existing garage located behind the primary structure
  - 1. Staff presentation
    - a. Mr. Myers presented the amended Staff Report (see attached) for Case L-077 regarding the applicants request to amend the site plan.
      - (1) He provided a copy of the engineering report, a rendering of the building elevation included in the amended request and a site plan. The applicant is requesting permission to expand the existing garage located behind the residence/business by adding a second story.
      - (2) The existing garage is 600 square feet and the request is to add a second story with 600 + square feet which is to be used for miscellaneous office space.
        - (a) Mr. Myers noted that the engineer report supports the addition of the second story.
      - (3) The request also includes 160 square feet of covered storage behind the building (a lean to?) and overhang.
      - (4) Parking spaces available exceeds the UDO (13) requirement.
      - (5) Architecture is compatible with the character and scale of other structures close to this property.
      - (6) Minimal surface percent increase does not require an engineered BMP; however, there needs to be a dedicated area for the purpose of stormwater as a condition on the site plan as well as an operational maintenance agreement.
  - 2. Board discussion
    - a. When reviewing the drawing of the building, board members asked the applicants to provide information for clarification on the area referred to as a lean-to.
      - (1) Carrie Hansley, 617 Highway 67, East Bend, NC, explained that the area in question is not lean-to but a cantilever of 3-ft on each side and 10-ft in the rear.

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- b. During review and discussion, Board members found that the drawings contradicted each other.
  - (1) Michael Hansley, 6606 Shallowford Road, Lewisville, NC, explained that the upper floor will be for new business and the up-fit will require commercial permits. He also reiterated that the engineer says the foundation can support a second floor.
- c. Also during discussion, there was a thought that the area in the rear could possibly closed in and if so should be reflected on an amended plan.
- 3. The Public Hearing was opened at 7:30 p.m.
- 4. Having no speakers, the Public Hearing was closed at 7:31 p.m.
- 5. The Board further discussed the drawings that were presented.
  - a. Because there was such a large expanse of glass for the windows, there was a suggestion that mullions be added.
  - b. Board members advised the Hansleys any significant changes need to go back to the drawing board prior to going to Council and everything must be consistent for site plan approval.
    - (1) Mullions for windows should be addressed and clarified prior to the public hearing..
    - (2) Impervious surface percentage - related to stormwater - area must be identified on the site plan.
    - (3) Determine if the area in the rear is to be enclosed and if so, show the concrete pad on the drawing. No open storage is an existing condition.
  - c. After discussion, Michael Prince moved to recommend approval as presented on drawing S-1 and S-2, assuming the 8X20 structure on the rear is enclosed space, suggest that mullions be added to the windows. The motion was seconded by Tom Lawson.
    - (1) Mrs. Foster commented that the inconsistencies pointed out by members of the Board should be surfaced, addressed and clarified prior to reaching the public hearing. All of these should be vetted prior to going to Council.
    - (2) The motion was amended by Mr. Prince to add another assumption that the drawings will meet the aesthetics of the sketch and not include a concrete pad or enclosure.
    - (3) Randy Henning indicated that the motion on the floor is approving something that the board doesn't know what the final version will look like.
    - (4) The vote to approve as delineated was 5-2 with Mrs. Foster and Mr. Henning voting no.
    - (5) Mr. Hansley commented it would have been helpful if the items discussed would have been suggested prior to getting to the public hearing.
      - (a) Mr. Myers advised that staff did not receive a copy of the drawings in time for the Board to review before the meeting.

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- (6) It was pointed out that the drawings presented were engineering drawings and not architectural drawings.

Board recessed at 8:00 p.m. and reconvened to Room 210 at 8:20 p.m.

All Board members present except Katie Heath.

**IV. Discussion**

- A. Members of the Board reviewed how the information on L-077 was brought before the Board and what could be done better - be prepared.

**V. Approval of Minutes**

- A. November 18, 2015  
 1. Tom Lawson moved to approve the November 18, 2015 minutes. The motion was seconded by Randy Henning and approved unanimously.
- B. December 2, 2015  
 1. Tom Lawson moved to approve the December 2, 2015 minutes. The motion was seconded by Randy Henning and approved unanimously.
- C. January 13, 2016  
 1. Tom Lawson moved to approve the January 13, 2016 minutes. The motion was seconded by Paul Hari and approved unanimously.

**VI. Unfinished Business**

- A. Development of 2016 Plan of Work for the Planning Board  
 1. Town Council will be holding a retreat on January 31<sup>st</sup>. Planning Board Chair would like to present the Board's draft plan of work and a reflection of the Comp Plan's priorities.  
 2. Presentation of tallied results from Prioritization Exercise  
 a. Board members conducted an exercise to select their top five items from the tallied results of the "dot" exercise.

Topic	Discussion	Next Steps	Time Frame	Responsible Party
Summary of exercise		Organize results and email to Board members before the Town Council retreat	by January 31	Jeanne Marie Foster

3. There was a suggestion to discuss future studies and any budgetary implications.

**VII. New Business**

- A. None

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**VIII. Old Business**

- A. None

**IX. For the Good of the Order**

- A. Public Comments  
1. Citizens should limit their comments to three (3) minutes.

**X. Board Discussion**

- A. Miscellaneous  
B. Next Meetings  
1. Next Regular Public Hearing meeting **February 10, 2016** (2<sup>nd</sup> Wednesday of the month - no hearing scheduled)  
2. Next Regular Work Session meeting - **February 24, 2016**, (4<sup>th</sup> Wednesday of the month)

**XI. Adjournment**

- A. Having no other business to discuss, Paul Hari moved to adjourn the meeting at 9:26 p.m. The motion was seconded by Randy Henning and approved unanimously.

Respectfully Submitted,

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Joyce C. McWilliams Walker,  
Town Clerk

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Jeanne Marie Foster,  
Chair