

Lewisville Planning Board Public Meeting Agenda
March 9, 2016
Town Hall Conference Room 201
7:00pm

I. Call to Order

- A. Planning Board Chair Jeanne Marie Foster called the meeting to order at 7:00 p.m. Planning Board members present were Randy Henning, Tom Lawson, Michael Prince and Chester Patterson. Paul Hari arrived at 7:03 p.m. Staff members present were Town Manager Hank Perkins, Attorney Bowen Houff, Town Planner Marty Myers, and Town Clerk Joyce Walker. Planning Board member Katie Heath and Parks and Recreation liaison Marci Gallman were not present.
- B. Approval of Agenda
 - 1. Mrs. Foster suggested moving the Chair's Report as the last report.
 - 2. Mr. Henning moved to approve the agenda as amended. The motion was seconded by Mr. Patterson and approved unanimously.

II. Guests and Presentations

- A. Guests
 - 1. Bill Powell - Winston-Salem/Forsyth County School System
 - 2. Susan Linker - Lewisville Beautification Committee member

III. Approval of Minutes

- A. February 10, 2016
 - 1. There was discussion of changing the minutes for approval and that the minutes should reflect what was actually said. If there is a statement that members would like added, it should be added in another area such as a comment.
 - 2. There was a suggestion that the meetings be placed on YouTube.
 - a. Mr. Perkins commented that he is investigating upgrading the Council meeting room.
 - b. At some point in the future, the Manager's monthly report will be updated with the results of his investigation.
 - 3. There was also a suggestion to invest in equipment to broadcast the meetings.
 - 4. Tom Lawson moved to approve the February 10, 2016. The motion was seconded by Paul Hari and approved unanimously.
 - 5. There was additional discussion on capturing consensus and directives.
 - 6. There was consensus by Board members and agreed to by the Vice Chair that he would capture action items and type on the Sharpe. This will be ready for use at the next meeting.

IV. Public Hearings

- A. None

V. Reports

- A. Staff Reports
 - 1. Town Manager

Lewisville Planning Board Public Meeting Agenda
March 9, 2016
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- a. Mr. Perkins reported that budget preparations are underway. The new finance officer will be reporting the following week. She will be maintaining her CPA and the Town will support that.
 - (1) Mr. Myers will be looking at small items that are pertinent to the Board. Mr. Perkins reminded everyone that he must present a balanced budget and suggested that any major initiative should be discussed with all background information available well before it is time to prepare the budget.
 - (2) There was discussion on how large items could be presented to Council for funding. One consideration was a budget amendment. Another was splitting the cost over several budget years.
- b. The irrigation system is being installed at Jack Warren Park for the perennial gardens. The expected completion is March.
- c. The Town continues to plan for its 25th Anniversary Celebration. The anticipated celebration date is August 13th instead of August 20th. The next meeting is March 21st.
- d. The Town is working with the NCDOT Roadside Environmental Division for the installation of landscaping in the two islands at the Shallowford Road Roundabout. The plants and materials, including 1,500 daylilies, are anticipated to be installed at the end of March or the first of April. There is a conduit to place a waterline for watering.
 - (1) There was a suggestion to place some type of art in the roundabout.
 - (2) There was a suggestion to place arms on the lights at the new bridge so that banners can be placed.
- e. The final phase of tree replacements for Shallowford Road is anticipated to be completed in early April.
- f. The town-wide sewer feasibility study is continuing and nearing completion. The preliminary draft (additional information and maps have to be added) was reviewed by the Lewisville Utilities Committee.
 - (1) Mr. Patterson, liaison to the Utilities Committee, provided information to the Board on the components used by the contractor to do the study, how calculations were made, possible assessment values, costs covered by CCUC, and a recommendation to use 40' easements instead of 30' easements.
 - (2) Mr. Perkins reviewed the funding methodology and the areas to be served. The Town will only act as developer in the case of the downtown area as it relates to the building of the Great Wagon Road. In all other cases, the 51% rule prevails for residents to request sewer from CCUC.
 - (a) It was pointed out that from July 1, 2014 thru December 31, 2015, \$975,000.⁰⁰ is being held in trust by CCUC for the Town.

Lewisville Planning Board Public Meeting Agenda
March 9, 2016
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- (3) There was discussion on development and how to maintain the vision of the Town.
 - (a) Mr. Perkins advised that the most immediate growth at this time will be the Reynolds Creek line which is currently under design to increase capacity. Construction should take about one year.
 - (4) There was consensus that a map be available at the next meeting that will show all basins (with the ability to enter topo info).
 - (a) Mr. Myers was asked to investigate having ArcView on the Sharpe.
 - (5) There was consensus to have the liaison to the Utility committee and staff to explore the CCUC rules regarding hooking onto the system and/or paying the assessment.
2. Planning Director
- a. In-progress ordinances, plans or other
 - (1) Draft Lighting Ordinance
 - (a) Status: Being reviewed for prioritization in the 2016 Plan of Work
 - (2) Draft Drive-Thru Ordinance
 - (a) Status: Being reviewed for prioritization in the 2016 Plan of Work
 - (3) Small Area Plan (Robinhood Road)
 - (a) Continuing to compile data for the draft document.
 - (b) There are ongoing talks with a contractor to provide visual designs around the school site and to convey the Town's expectations.
 - i) The chair suggested that the contractor provide information on what is to be provided and a time-table.
3. Town Clerk
- a. Charter has been updated to change the budget date from February 15 to February 28 to be consistent with other charters.
 - b. The Council will be approving a calendar change that will show all boards and committees meeting in this building.
4. Chair's Report
- a. The chair proposed meeting once a month on the 4th Wednesday with only a meeting on the 2nd Wednesday if there is a case to be heard.
 - (1) After discussion, it was decided to leave the meeting schedule as is at this time.
 - b. The Yadkin River Keeper has volunteered to provide information to the Board.
 - (1) There was consensus for the Clerk to forward any information

Lewisville Planning Board Public Meeting Agenda
March 9, 2016
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received.

- (2) Mr. Lawson asked staff to investigate the plans of the County regarding the 22 acres they own on the Yadkin River and to have a report by the second meeting in April.
 - c. Randy Henning has been nominated to the Winston-Salem/Forsyth Art Commission.
 - d. Mr. Prince updated the Board on the interviews that were conducted for the open position(s) on the Board. Mr. Henning will be leaving the Board.
- B. Sub-committee Report(s)
 - 1. None.
 - C. Lewisville Utilities Committee
 - 1. This was covered earlier.

VI. Old Business

- A. None

VII. Unfinished Business

- A. Mrs. Foster recommended and was agreed to by the Board that the 2016 Plan of Work be discussed at the next meeting.

VIII. New Business

- A. Preparation for Vienna Work Session meeting on Wednesday, March 23, 2016
 - 1. Some ideas:
 - a. Bond referendum.
 - b. Small Area Plan as it relates to citizen engagement
 - c. Possible guest - Bill Powell
 - d. Items to be accomplished in 2016

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
 - 1. No items.
- B. Next Meetings
 - 1. Next Regular Public Hearing meeting **April 13, 2016** (2nd Wednesday of the month -
 - 2. Next Regular Work Session meeting - **March 23, 2016**, (4th Wednesday of the month no hearing scheduled - meet at the **Vienna Fire Department**)

XI. Adjournment

- A. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at

Lewisville Planning Board Public Meeting Agenda
March 9, 2016
Town Hall Conference Room 201
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8:55 p.m. The motion was seconded by Chester Patterson and approve unanimously.

Respectfully Submitted,

Joyce C. McWilliams Walker,
Town Clerk

Jeanne Marie Foster,
Chair