

Lewisville Town Council
Council Planning Meeting Minutes
Saturday, February 1, 2020 - 8:00 a.m.
Town Hall Conference Room 201

Refreshments

I. Call to Order

- A. Mayor Mike Horn called the meeting to order at 8:07 a.m. Council Members present were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also present were Town Manager Hank Perkins, Finance Officer Pam Orrell, Attorney Bo Houff, Planner Stacy Tolbert, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker.
- B. Guests present were Planning Board Chair Tom Lawson, Planning Board Vice Chair Joseph Hamby, Utilities Chair/WRMSD member Ed Rachlin and Beautification Committee Chair Susan Linker. Resident George Alheizer was also present.
- C. Approval of Agenda
 - 1. David Smitherman moved to approve the agenda. The motion was seconded by Fred Franklin and approved unanimously.

II. Introduction

- A. Day's Schedule
 - 1. No additions have been made to the change in the day's schedule of work.
- B. Day's Goals
 - 1. Strategic discussions.
 - 2. Learning about colleagues.
 - 3. Learning about past items that might be helpful on upcoming items and capital plans.
 - 4. An opportunity to provide the manager and staff direction.
 - 5. From staff's point of view, developing a sense of council as a unit, helping to set budget and also performance planning.

III. New Business

- A. Comprehensive Plan update
 - 1. Mrs. Tolbert introduced the Chair and Vice Chair of the Planning Board
 - 2. She noted that the Town generally updates its Comprehensive Plan every five years; however, there are no rigid rules about how often the plan should be updated.
 - 3. Vice Chair Joseph Hamby drafted a budget request for an update to the Comprehensive Plan, using a consultant, that would look at an enhanced, user friendly plan encompassing the new legislation in 160D, address community priorities, develop a detailed work plan as well as address anticipated growth while preserving the community character and that integrates into the UDO (and vice versa).
 - a. Attorney Houff provided some insight into the 160D legislation, noting that towns that do not have a plan as of January 2, 2021, will not have zoning.
 - b. There were suggestions to make the document more user friendly using focus groups as well as making it available to the visually impaired.
 - c. Council members were also advised that reports were provided to Council on a quarterly basis in the past that updated everyone on the progress of

Lewisville Town Council
Council Planning Meeting Minutes
Saturday, February 1, 2020 - 8:00 a.m.
Town Hall Conference Room 201

- action plans noted in the Comprehensive Plan.
- d. One point of discussion is the meaning of “*rural*” and having an outside party to help with the definition and provide a different perspective will be extremely helpful.
 - e. After discussion, it was noted that the RFP, once written, will be brought to Council.
 - f. There was a question whether the Comprehensive Plan is a strategic plan.
 - g. Economic development also needs to be clearly defined.
 - h. Mayor Horn summarized direction for the Comprehensive Plan RFP:
 - (1) Easy to understand and reference.
 - (2) Clarity of vision for incorporation into the UDO.
 - (3) Preserve the historical intent and direction established by previous plans.
 - (4) Continued emphasis of resident engagement.
 - (5) More visual representation of guiding principles.
 - (6) Better definition of key directional terms, i.e. rural vs. pastoral.
 - (7) Include actionable items that can be developed into a work plan for staff, council, boards and committees.
 - (8) Directed, but not overly restrained discussion of vision discussion by residents.
 - (9) Incorporate other studies and plans into the plan.
 - (10) Digital integration.
 - (11) Include diversity of resident participation.
 - (12) The plan should be resident and stakeholder driven and not consultant directed.
 - (13) Integrate resident survey information, but not overly rely on survey as the single reference of what to do or not to do.
 - (14) Caution on use of terms (rewrite vs. review vs. another term) when presenting to the public.
 - i. After discussion, Council members agreed that:
 - (1) The Town needed to retain a consult.
 - (2) The development of the RFP needs to include the appropriate boards, committees, staff and Council.
 - (3) The RFP should be available by the end of April.

Council took a break between 9:15 a.m. and 9:22 a.m.

B. Transportation planning

- 1. Mr. Perkins provided background on funding received from the DOT and their call for projects and the projects the Town currently has in the works.
 - a. He provided the benefits of corridor planning for future projects.
 - b. Studies for various areas provide the needed information to help determine where the Town would request a new transportation project be undertaken

Lewisville Town Council
Council Planning Meeting Minutes
Saturday, February 1, 2020 - 8:00 a.m.
Town Hall Conference Room 201

- by pro-active planning.
- c. A PowerPoint presentation provided additional information on possible locations that could be studied.
 - d. Corridor area concepts:
 - (1) Define an area of study.
 - (2) From the study, devise a plan.
 - (3) Have a list of study areas to submit at the next *Call for Projects*.
- 2. These studies are not particularly expensive since most of the information can be gained from existing reports, modeling and a needs assessment with data to back up the request.
 - 3. Mrs. Foster asked that the Planning Board look at transportation issues and how the future belt-line will impact future transportation.
 - 4. This topic will be on the agenda for discussion at the March meeting.
- C. Parks & Recreation Master Plan
- 1. Items J and K can be discussed under the Parks and Recreation Master Plan.
 - 2. Mr. Perkins noted that the most current approved master plan was in 2003 and that the draft plan of 2009 was never brought forward for approval.
 - 3. The plan will be stakeholder driven and is being worked on by the P & R board.
 - 4. The board will be coming to Council for assistance in updating the plan.
 - a. Included in the plan should be the donated property along Shallowford Road, the GWR, the donated property along Lewisville-Vienna Road.
 - b. Mr. Perkins provided information on the relocation of the park at the Square since funds for the park were provided through a PARF grant.
 - 5. Mr. Perkins advised that the new community center is not competitive for a PARTF grant.
 - a. The community center advisory group was to look at amenities outside of the building.
 - (1) Those amenities have not yet been identified as it was noted that past conversations were about the building.
 - (2) The contact at PTRC has advised that, at looking at the competitiveness of the grant, there is not a high threshold for points.
 - (3) It was noted that it is helpful to have a master plan.
 - b. There was discussion on using the land contribution for the grant which is the reason for receiving a waiver from PARTF.
 - c. Public meetings will need to be held specifically advertised for the PARTF grant.
 - d. After discussion, at the next briefing, staff was directed to provide a list of the boxes that need to be checked on the request to see the feasibility of moving forward with a grant request.
 - 6. Susan Linker, chair of the Beautification Committee, said that it was important that walking trails between JWP and the new property be established, green space be protected on other donated property, especially the Moser property.
- D. Staggered terms

Lewisville Town Council
Council Planning Meeting Minutes
Saturday, February 1, 2020 - 8:00 a.m.
Town Hall Conference Room 201

1. There was a short discussion on the pros and cons of staggered terms for the Council.
 2. Mr. Perkins provided some examples of how to get to staggered terms.
 3. Terms can be changed on the charter by ordinance.
 4. After additional discussion, it was decided to table the subject.
- E. Term limits (boards)
1. Mayor Horn provided historical background on why term limits were imposed on the Town's boards.
 2. After discussion, staff was instructed to amend the charters of Parks and Rec, Planning Board, and Zoning Board by removing term limits.
 - a. MSD is not to have term limits removed.
 - b. Staff will also look at any other changes as well as changing the report criteria to at least an annual reporting period for accountability.
 - c. The mayor and Mrs. Foster will work with staff on evaluating the boards and committees, their functions and the confluence between the groups.
 - d. Staff was asked to include Council (with PSAC) on distribution of the reports received from the Sheriff's Office.
- F. Traffic calming
1. Existing neighborhoods are concerned about connectivity between existing and new neighborhoods.
 - a. There was discussion on the use of traffic control devices as a method to discourage "cut-through" traffic between old and new neighborhoods.
 - b. The fire departments do not like speed humps because it causes the vehicles to slow down when responding to a call.
 - c. Mr. Franklin said there is a new product called a speed cushion that might be acceptable for use at a cost of \$2,000 to \$4,000 each.
 - (1) They can be placed to study their effect.
 - d. Mr. Perkins advised that the Town does have a policy on the web site that has information on traffic mediation.
 - e. There is already in place a policy for the Planning Board to forward to PSAC for review if there is a question about speeding in the new development.
 - f. A traffic study has already been done between Conrad Farm and the new adjacent subdivision.
 - g. Mrs. Tolbert clarified the discussions above between connectivity and speeding between existing and new neighborhoods, referencing connectivity as described in the UDO and Comprehensive Plan.
 - h. After discussion, staff was asked to provide guidelines addressing connectivity between existing and new neighborhoods with cut-through considerations, review of the Traffic Mediation Policy, use of a traffic impact analysis for new subdivisions as part of the technical review.
 - (1) This is to be on the agenda for March.
- G. Dog Park

**Lewisville Town Council
Council Planning Meeting Minutes
Saturday, February 1, 2020 - 8:00 a.m.
Town Hall Conference Room 201**

1. This will be addressed in the update to the P & R master plan.

Council took a break between 11:14 a.m. and 11:24 a.m.

- H. Board and Committee volunteer “thank you”
 1. This is an opportunity for new members of Council to meet the members of the boards and committees.
 - a. The luncheon will be held on Saturday, May 2, 2020 from 12 noon to 3:00 p.m. at Jack Warren Park.
 - (1) Invitations will be sent to current and past (back 2 years) members of the boards and committees.
 - (2) Council members will serve the members.
 - (3) There will be entertainment.
 - I. PEP (Police Educating the Public)
 1. Mr. Smitherman suggested that the Town do PREP or Public Resources Educate the Public as a means to provide information to the public.
 - a. Take resources (Sheriff’s Office, fire department, CCUC, NCDOT, Duke Energy, etc.) available to educate the public.
 - (1) Also include boards and committees in educational programming.
 - b. Provide the information in the newsletter.
 - c. This suggestion will be used for programming in the new community center.
 - J. Land donated to town in past 2 years (see note above)
 1. Long term plans
 2. Ideas from residents
 3. Do the parcels fit into the Comprehensive Plan, etc.?
 - K. Shallowford Square (see note above)
 1. Playground relocation (old oak tree area)
- IV. **For the Good of the Order**
- A. Adjournment
 1. Having no other business to discuss, Jeanne Marie Foster moved to adjourn the meeting at 11:46 a.m. The motion was seconded by Melissa Hunt and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk