

Lewisville Town Council
Briefing and Action Meeting Minutes
May 7, 2020 - 6:00 p.m.
Digitally originating in Council Chambers 1st floor - Lewisville Town Hall
6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:07 p.m. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker.
- b. Attorney Houff explained that under Session Law 2020-3 approved by the legislature on May 4, 2020, all votes require a roll call voice vote.
- c. Approval of Agenda
 - i. Mayor Horn noted that items 7.a.v. and 7.a.vi had been added to next week's agenda since this meeting's agenda was emailed.
 - ii. Council Member Franklin moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote.

2. **Guests, Introductions, Recognitions and Presentations for May 7, 2020**

- a. Presentation
 - i. UDO Assessment
 - (1) Consultant Chad Sary, representing Stewart Engineering, Inc., provided a PowerPoint presentation and summarized his firm's phased approach to the assessment:
 - (a) Review of existing plans.
 - (b) Updating the Comprehensive Plan before updating the UDO.
 - (i) Ensure that the UDO is representative of the Comprehensive Plan, that the recommendations coincide with the legislation for 160D (to be completed now by August 1, 2021), and that the Comprehensive Plan is the basis for the UDO development codes.
 - (c) Review and update definitions in the UDO.
 - (d) Review, update and compact the zoning districts and Permitted Use Table (PUT)
 - (e) Identify conflicting sections of the ordinance.
 - (f) Review stakeholder interviews.
 - (2) Mr. Sary noted that the Comprehensive Plan and UDO can take a year or more to complete.
 - (3) A PDF format of the presentation will be provided to staff.
 - ii. Recognitions
 - i. Aden and Desiree Moraes, members of the Town's Student Leadership Committee for their efforts in making face masks for health care workers.

3. **Items That Require Council Direction**

- a. **Draft** amendment to resolution on Remote Meetings
 - i. This resolution allows remote participation in meeting as authorized by Session Law 2020-3.

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- (1) In a State of Emergency declared by the Governor or Legislature, the question was whether to extend this ability to boards and committees. YES
 - (2) Council members decided to table a discussion if the State of Emergency is under different circumstances.
 - ii. Attorney Houff provided additional information authorized by SL 2020-3 when meeting electronically:
 - (1) All votes must be roll call votes.
 - (2) Simultaneous streaming must occur
 - (3) Quorum requirements must be met and may effect voting if communications are lost.
 - (4) Any public hearings conducted must wait at least 24 hours before voting to allow for written comments to be received.
 - (5) Although quasi-judicial hearings are allowed, Mr. Houff did not recommend because of logistics noted in the Session Law.
 - iii. Staff was instructed to place this resolution on the agenda for the meeting on May 14, 2020.
 - b. Purchase of PPE (Personal Protective Equipment) masks
 - i. There was a question whether the Town should purchase masks for the businesses but it was noted that businesses should be purchasing there own and that any purchases should be made available to everyone.
 - ii. It was also noted that the quality of the masks could not be determined by ordering on-line.
 - iii. After additional discussion, Council members decided not to make a purchase.
- 4. **Items Requiring Action at Briefing**
 - a. **[Ordinance 2020021](#)** - amending Budget Ordinance 2019001 in the amount of \$2,950.⁰⁰ for tree removal and cleanup at Moser property on Lewisville-Vienna road to include cut and take down of storm damaged trees at drive entrance
 - i. Council Member Franklin moved to approve Ordinance 2020021. The motion was seconded by Council Member Sadler and approved unanimously by roll call vote. Ordinance 2020021 is herein incorporated by reference into the minutes.
 - b. **[Resolution 2020030](#)** - authorizing the Town Manager to award the spring paving contract to Yadkin Valley Paving, Inc. of Winston-Salem in an amount not to exceed \$263,309.07 for specific treatments for each road as described in the attached contract for Sequoia Drive, Yakima Court, Conrad Circle and Jennings Road
 - i. Council Member Welch moved to approve Resolution 2020030. The motion was seconded by Council Member Smitherman and approved by roll call vote. Resolution 2020030 is herein incorporated by reference into the minutes.
 - ii. Staff was asked to provide a copy of the current street paving plan to Council members.
- 5. **Unfinished Business:**
 - a. None.

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6. **Administrative Reports:**

- a. Manager's Report
 - i. Vienna Village sign request (forwarded from meeting on April 9th.)
 - (1) Mr. Perkins started with going over the history of the sign request by Vienna Village and reviewing the basis for the denial of these signs by Mr. Couch of the NCDOT, Division 9.
 - (a) Mr. Perkins reported that he had another conversation with Mr. Couch on the issue of the placement of "pedestrian crossing" signs in the vicinity of Vienna Village on Yadkinville Road.
 - (b) Mr. Couch further explained that the NCDOT office gets numerous similar requests for these and similar signs.
 - (c) If he receives similar requests inside the town in the future as a result of signs placed at Vienna Village, he would probably direct them to make their request for these signs directly to the Town.
 - (d) Mr. Couch stated that if the Town would like to take the responsibility for the placement of these signs, he would allow it.
 - (i) The Town would only need to send him an email for his files indicating that the Town would be placing the signs.
 - (2) Council Member Foster moved to provide a letter in writing to the DOT.
 - (a) Council members discussed the cost and asked staff to price the cost of signs and any peripheral items needed for placement.
 - (b) Council also discussed the possibility of cost sharing if it is decided that the Town would place the signs.
 - (3) Mrs. Foster withdrew the motion pending information on the cost.
 - (4) Mr. Perkins suggested that a policy be established with criteria.
 - (a) Staff is to develop a policy which is to be forwarded to the Public Safety Advisory Committee for comment when meetings resume.
 - (b) Staff is to have costs available at the May 14, 2020 meeting.
 - ii. The Memorial Day Service provided by American Legion 522 has been cancelled.
 - iii. Initial information on the Memorial Day concert was that it had been cancelled; however, it was decided to wait on directions from the State.
 - iv. Play - Seussical the Musical
 - (1) This event has been postponed until next year because of State guidelines presently in place due to Covid-19.
- b. Staff Reports
 - i. Attorney
 - (1) No additional information.
 - ii. Public Works
 - (1) Staff is working on sidewalk repairs and there will be contracts and budget amendments for approval at the May 14, 2020 meeting.
 - iii. Planning
 - (1) Review RFP for Comprehensive and Parks, Recreation and Cultural Development Plans

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- (a) Mrs. Tolbert reminded Council members that copies of the draft RFP for the Comprehensive Plan and Parks, Recreation and Cultural Development Plan were emailed to everyone as requested.
- (b) She explained the process in selecting a firm by first requesting a RFQ (**R**equest for **Q**ualifications) and then narrowing the selection when the RFP is sent to those who qualify.
- (2) L-095 Longwood Village Subdivision - Rezoning from HB-S and RS-20 to RS-9-S for a single family residential development
 - (a) This request has been through the Planning Board process and a public hearing has been held. It has been on hold due to Covid-19.
 - (b) Staff was instructed to place on the agenda for May 11, 2020 to set the public hearing for June 11, 2020. Under SL 2020-3, the decision to vote must be 24 hours later.
 - (i) Council members decided to wait until June 11th to decide when to meet to vote on this matter.

iv. Finance

- (1) None.

v. Clerk

- (1) Update on the Town's participation with the [Historic Resources Commission](#) and the status of the County's historic book.
 - (a) This requested information has been placed in the Council's packet for review.

7. **Agenda Items for Regular Meeting on [May 14, 2020](#)**

a. Tentative Agenda

i. Consent Agenda

- (1) [Resolution 2020026](#) - Acceptance and Approval of Monthly [Financials for the eight months ending March 31, 2020](#)
- (2) Approval of Council Special Budget Meeting [Minutes - April 20, 2020](#)

ii. **Introductions, Recognitions, Presentations and/or Proclamations**

iii. Public Hearings

- (1) None.

iv. [Resolution 2020027](#) - setting a public hearing for Thursday, June 11, 2020 to receive comments on the 2020-2021 budget

v. [Ordinance 2020022](#) - Order to collect the 2020 taxes by the Forsyth County Tax Collector

vi. [Ordinance 2020023](#) - Order to collect the 2019 and prior years taxes by the Forsyth County Tax Collector

b. Approval of Tentative Agenda for regular meeting on [May 14, 2020](#)

- i. With the additions noted above, Council Member Smitherman moved to approve the agenda for the May 14, 2020 meeting. The motion was seconded by Council Member Hunt and approved with a unanimous roll call vote.

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

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- a. Council Discussion
 - i. Council Member Foster provided an update on the Board and Committee project.
 - b. Staff discussion
 - i. The Town has not received information from Waste Management on rescheduling a date for bulky item pickup.
9. **Adjournment**
- a. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 8:25 p.m. The motion was seconded by Council Member Sadler and approved unanimously by roll call vote.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk