

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**August 6, 2020 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**6510 Shallowford Road**

**NOTE:** There was an electrical storm taking place during the meeting which caused power outages for some of the electronic participants but who were eventually able to continue. The written minutes will follow the agenda while recorded minutes will move forward as needed and return to any missing subject.

**1. Call to Order:**

- a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:00 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. Approval of Agenda
  - i. Council Member Foster moved to approve the agenda. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

**2. Guests, Introductions, Recognitions and Presentations for August 6, 2020**

- a. None.

**3. Items That Require Council Direction**

- a. **Options** to be included in the final contract for the new Community Center
  - i. Council discussed and reviewed the list of options and by consensus, decided on the following:

**Community Center Options**

1	Rear canopy outside of multi purpose rooms	Yes	\$115,312.00
2	Sidewalks in entry circle * Leave in but seek a re-design that will not be detrimental to trees. * Negotiate on any alternate plan.	Yes *	\$39,803.00
3	Site lighting * Consensus is to maintain the decorator look. * Ask Duke Energy to design photometrics using Hagerstown street light design.	No *	\$55,001.00
4	Acoustical wall treatments	Yes	\$19,398.00
5	Interior finish upgrades	Yes	\$32,329.00

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6	Power shades in multi-purpose rooms	Yes	\$16,378.00
7	Faux wood soffits at front and rear porches	Yes	\$14,734.00
8	Natural gas generator * Council was advised that the County will be working on purchasing generators in the next relief package. * Municipalities may possibly be added to the County's request. * This is to wait and see.	No *	\$36,873.00
9	Enhanced landscaping plan * Exceeds code requirements.	Yes	\$7,551.00
	* = additional information		

- b. New Community Center funding considerations
    - i. Funding information was provided during the public hearing held in July.
    - ii. Staff recommends borrowing the full \$2,000,000.<sup>00</sup> at the low interest rate from the bank and using the funding in the following order for construction:
      - (1) Bank funds.
      - (2) Capital reserve funds.
      - (3) General funds.
    - iii. After discussion, Council agreed by consensus.
  - c. Finalize RFP for the Comprehensive Plan
    - i. Mrs. Tolbert asked to move forward with finalizing the RFP citing possible changes to the document, timing, virtual vs. in-person residential participation and the involvement of the Planning Board as well as the Parks, Recreation and Cultural Development Board.
    - ii. After discussion, Mrs. Tolbert was advised to move forward with the RFP.
      - (1) Mr. Perkins will contact the Parks and Rec Board at the appropriate time for their participation.
4. **Items Requiring Action at Briefing**
- a. [Ordinance 2020028 Amended](#) - Zoning Docket L-095 Longwood Village adding the metes and bounds to the ordinance legal description as requested by Winston-Salem Planning Department
    - i. Council Member Franklin moved to approve Ordinance 2020028 Amended. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
5. **Unfinished Business:**
- a. None.

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6. **Administrative Reports:**

- a. Manager's Report
  - i. Update on *Pedestrian Crossing Treatments Policy* - Public Safety Advisory Committee review
    - (1) The Public Safety Advisory Committee has reviewed and approves of the policy.
    - (2) Mr. Perkins reviewed highlights of the policy:
      - (a) For two (2) lane roads only.
      - (b) Can be applied to either DOT or town maintained roads.
      - (c) If a DOT road, must apply to DOT first and be denied.
      - (d) Uses guidelines found in the federal Manual on Uniform Traffic Control Signs (MUTCD)
    - (3) Staff was instructed to bring the policy forward to the meeting on August 13<sup>th</sup>.
      - (a) Council was advised that there will be an ordinance accompanying this policy updating the fee schedule of the Budget Ordinance to note this policy but dollar figures in schedule as each request will have a different cost.
    - (4) Consideration of the Vienna Village request will also be on the agenda for discussion on the 13<sup>th</sup>.
      - (a) There was a question whether the Vienna Village request should be "grand fathered" in.
  - ii. Tomahawk Sewer extension
    - (1) The project is under budget by \$51,451.<sup>00</sup>. Instead of the \$403,000.<sup>00</sup> originally projected, the project cost is \$351,651.<sup>00</sup>.
- b. Staff Reports
  - i. Attorney
    - (1) None.
  - ii. Public Works
    - (1) None.
  - iii. Planning
    - (1) None.
  - iv. Finance
    - (1) None.
  - v. Clerk
    - (1) Residents were asked to complete their Census if they have not done so. The date for completion has been changed from the end of October to the end of September.

The Mayor declared a break from 8:08 p.m. to 8:18 p.m.

7. **Agenda Items for Regular Meeting on August 13, 2020**

- a. Tentative Agenda

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- i. **Consent Agenda**
  - (1) [Resolution 2020057](#) - Acceptance and Approval of preliminary Monthly [Financials for the twelve months ending June 30, 2020](#)
  - (2) Approval of Council Debt Issuance Meeting Approval [Minutes - July 23, 2020](#)
- ii. **Introductions, Recognitions, Presentations and/or Proclamations**
  - (1) I'm One of the Reasons Lewisville Is A Great Place to Live
- iii. **Appointments**
  - (1) [Appointment Order 2020005](#) - appointing members to the Student Leadership Committee for school year 2020-2021
  - (2) [Appointment Order 2020006](#) - appointing Ronald H. Morris, Jr. to the Lewisville Public Safety Advisory Committee
- iv. **Public Hearings**
  - (1) [Ordinance 2020042](#) - Special Use District Permit for PINS 5875-97-8451 and 5875-97-7671 Case L-096 for Solomon Development
    - (a) Mrs. Tolbert provided a PowerPoint presentation.
    - (b) There was discussion on the height and scale of the building as noted in the Downtown Design Guidelines.
      - (i) Discrepancies were identified between the UDO and Downtown Guidelines regarding height.
      - (c) It was noted that the Preferred Land Use Map #9 is not definitive.
      - (d) Attorney Houff also advised Council that voting instruction given to the planning board regarding Petition L-096 did not include direction that any member voting to deny approval of the site plan was to provide a reason for denial to be stated at the time of the vote.
      - (e) Council was advised on what must be considered for approval or denial and if denied, reasons must be stated.
      - (f) An existing easement was found to be on the property and that needs to be investigated.
- v. **New Business**
  - (1) [Resolution 2020049](#) - disposition of public records
  - (2) [Resolution 2020052](#) - adopting the 2020 Northern Piedmont Regional Hazard Mitigation Plan
  - (3) [Resolution 2020053](#) - authorizing the interlocal agreement with Forsyth County for the grant of Coronavirus Relief Funds
  - (4) [Ordinance 2020038](#) - updating the Lewisville Unified Development Ordinances by adding **Supplement 10** (Ordinance 2019044 - UDO L-160 to

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- provide for additional notifications to property owners on zoning cases) and **Supplement 11** (Ordinance 2020014 - UDOL-159 adding Community Center to definitions, the Permitted Use Table and providing for off-street parking)
- (5) New Community Center (unknown amounts below may change for the meeting on the 13<sup>th</sup> after reviewing the additions and deletions of the options)
- (a) [Ordinance 2020039](#) - amending the Capital Project Ordinance Community Center in the amount of \$4,325,599.<sup>00</sup>
  - (b) [Ordinance 2020040](#) - amending Budget Ordinance 2020001 in the amount of \$997,788.<sup>00</sup> to transfer funds from the Municipal Buildings/Land Capital Reserve to the Community Center Capital Project to fund completion of the new Community Center construction
  - (c) [Ordinance 2020041](#) - amending Budget Ordinance 2020001 in the amount of \$1,327,811.<sup>00</sup> to transfer funds from the General Fund to the Community Center Capital Project to fund completion of the new Community Center construction
  - (d) [Resolution 2020054](#) - awarding construction contract to **xxx** for construction of the new Community Center in the amount of **xxx**
  - (e) [Resolution 2020055](#) - awarding contract to Terracon in the amount of **xxxx** to conduct materials testing and special inspections as required
  - (f) Set groundbreaking date
    - (i) Everyone was asked to hold the date of September 12<sup>th</sup> but would have to be confirmed with Fairwood, the contractor.
  - (g) Officially name the new Community Center
    - (i) Mary Alice Warren was the suggested name for the new Community Center.
    - (ii) Council Member Franklin suggested adding *Lewisville, North Carolina* under the name.
- (6) [Resolution 2020056](#) - granting a sidewalk easement to the Lewisville Historical Society from the Town Hall Annex rear parking lot to the Nissen House
- (a) Mr. Perkins will advise the Historical Society that an easement document will need to be prepared if the resolution is approved for which they will be responsible.
- vi. In addition to the items added noted above for the agenda on the 13<sup>th</sup>, a new deputy is to be introduced. Council Member Welch asked to add the Public Safety Report.
- b. Approval of Tentative Agenda for regular meeting on [August 13, 2020](#)
8. **For the Good of the Order:**
- a. Council Discussion
    - i. Council Members were advised that town building's accessibility will not work for learning independent from a school.

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9. **Adjournment**

- a. Having no other business to discuss, Council Member Hunt moved to adjourn the meeting at 10:00 p.m. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

\_\_\_\_\_  
Jeanne Marie Foster,  
Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
Joyce C. McWilliams Walker,  
Town Clerk