

Lewisville Planning Board Work Session Meeting Minutes
June 28, 2017
6510 Shallowford Road - Room 110
7:00pm

I. Call to Order

- A. Chair Jeanne Marie Foster called the meeting to order at 7:04 p.m. Board members present were Owen Calvert, Joseph Hamby and Tom Lawson. Paul Hari was unable to attend. Also present were Attorney Bo Houff, Planner Josh Harrold and Town Clerk Joyce Walker.
- B. Approval of Agenda
 - 1. Tom Lawson moved to approve the agenda. The motion was seconded by Joseph Hamby and approved unanimously.

II. Introductions, Guest(s) and Presentations

- A. None

III. Approval of Minutes

- A. Minutes will not be available until after Council has heard the Conrad Farm Special Use Permit request.

IV. Technical Review

- A. Stimmel & Associates
 - 1. [L-PBR 2017002](#) - Conrad Farm - subdivision review off Yadkinville Road
 - a. Mr. Harrold provided highlights of the staff report, read the answers to the Findings of Fact and recommendation.

FINDINGS OF FACT:

- 1. Is the development in conformity with Legacy?
Yes
- 2. Are water and sewer available in adequate capacity?
Water is but the development will be served by a septic system
- 3. If buildings greater than 35 feet are proposed, is there adequate access for aerial fire-fighting equipment? **There are no buildings proposed greater than 35 feet**
- 4. Will the streets and highways within and in the vicinity of the development be designed to carry traffic adequately and not create a traffic hazard? **NCDOT has requested the developer install a left turn lane with 50 feet of storage . They also suggested the radius be widened in order to accommodate for right turning movements. They requested negative access easements across all lots along Yadkinville Road. They may also need more ROW dedication along both sides of Yadkinville Road. The road inside of the development will be built to town and NCDOT standards.**
- 5. Does the general layout and design of the development meet all requirements of this

Lewisville Planning Board Work Session Meeting Minutes
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ordinance? **Yes**

6. Have adequate, safe, and convenient provisions been made for vehicular and pedestrian movement on the site with attention being paid to the needs of public safety equipment and personnel and service vehicles and personnel? **PB recommends to involve Public Safety committee. Fire department has requested no parking signage at end of Springwood Road to allow for emergency turnaround.**

RECOMMENDATION:

The site meets all the requirements of the subdivision except the block length requirements of 600 feet and 1,200 feet; however, given site specific circumstances the developer request these requirements be waived. Based on the recommendations of staff, TRC and PB the PRD should be approved.

2. Only the Council can approve the request to waive the block length requested by the developer.
3. There was discussion on the request that the Public Safety be involved in the speeding that was brought up at the previous meeting.
 - a. Everyone was advised that the Public Safety Committee did not have a meeting scheduled before the Council meets.
4. The floor was opened to Public Comment at 7:21 p.m.
 - a. Stephanie Holcomb, 2169 Benwicke Drive, who lives across from the stub street. Her concern is not about speeding on the stub street connection. Her concern was about people from the new development speeding in her neighborhood. She's afraid that the culture of her neighborhood will change since there are those who still walk their dogs and strollers, ride bikes, etc. She invited member present to drive in her neighborhood to see what she has been describing. She didn't know what to do about the speeding since the Public Safety is not yet meeting.
 - (1) Attorney Houff advised that the Public Safety Committee is still the committee that would look at and investigate her concerns for her neighborhood. They would look at traffic calming and other devices. She was advised to send a request to the Clerk.
 - (2) Mr. Lawson also suggested that Mrs. Holcomb address Council with her concerns and ask that the Public Safety look at your neighborhood.
 - b. Joan Loggins, 2128 Benwicke Drive, stated that she is concerned about the little girl across the street that rides her tricycle in her driveway. She spoke about the dog that was hit because of a speeder.
 - (1) Mr. Lawson encouraged everyone to participate in the citizens group looking at the plans for the school project and the northeast area plan.

Lewisville Planning Board Work Session Meeting Minutes
June 28, 2017
6510 Shallowford Road - Room 110
7:00pm

5. Public Comments were closed at 7:33 p.m.
6. Tom Lawson moved that the request meets the Findings of Fact as presented in the staff report and that the request move forward to Council. The motion was seconded by Owen Calvert and approved unanimously.
7. Staff was asked to have the safety issue referred to Council for direction to Public Safety.

At 7:35 p.m., Planning Board members recessed in order to reconvene in Conference Room 201. The Board reconvened at 7:50 p.m. in Conference Room 201.

V. Public Hearings

- A. None

VI. Reports - Updates Since - 06/14/2017

- A. Chair
 1. All interviews for the open positions have been completed and information given to Council. Council will appoint the members at their meeting on July 13th.
 2. There are a number of topics that can now move forward now that the planner has been hired.
- B. Planner
 1. If there is nothing pressing in the next month or two, updates to ordinances will be worked on.
 2. His intention is to provide agenda packets and to look at making the meetings more efficient.
- C. Manager
 1. None.
- D. Clerk
 1. The updated Development Schedule was provided with some of the dates amended.
 - a. The Board discussed the dates that would provide the most efficient way to handle meetings when developments are presented.
 - b. Staff will continue to review for efficiency and make changes as necessary.

VII. New Business

- A. None

VIII. Unfinished Business

- A. Comprehensive Plan Update
 1. Discussion of Preferred Land Use Map in downtown core area
 - a. Mr. Harrold indicated he found many maps on the computer; however, none of them were labeled as official.
 - b. The map that had been amended by the interim planners from PTRC had been referred to Council for review.
 - (1) Council would like for the Planning Board to review the entire

Lewisville Planning Board Work Session Meeting Minutes
June 28, 2017
6510 Shallowford Road - Room 110
7:00pm

downtown area rather than just a portion of the area.

- (2) Mr. Lawson advised the new members that the Planning Board has on its work plan to look at a draft comprehensive land use map that would rescind all the previous land use maps.
 - (a) There was discussion by the Board on information from the Council's minutes about whether there is a need for expansion of the downtown area on the Preferred Land Use Map.

B. Land Use Planning

1. Small Area Plans

a. Robinhood Road/Northeast Area Plan

- (1) Community engagement will be a big part of this plan.
- (2) The transportation study for the school is underway and when that information is received, the board will be able to move forward.
 - (a) Mr. Lawson suggested that there needs to be two plans:
 - i) One with Ketner Road as part of our plan.
 - ii) One if Ketner Road is not built.
- (3) Members were asked to think about how to engage the community on the Northeast Area Plan as a long range plan and not get hung up on plans for the school.
 - (a) A communication will need to be sent to the folks who have volunteered to be a part of the focus group to let them know that things are in the works but there is no information available as yet.
 - (b) Mrs. Foster explained all the "moving" parts and organizations that might have input into this project and how everything might have to be tied together.
- (4) Board members discussed using a plan that does not include Ketner Road as part of the plan and this would be an interim plan until such time as the complete NEAP is completed.
 - (a) Mr. Lawson will work on draft language to bring to the Board.
- (5) There was a question about whether the Town has the ability to control the portable buildings, such as their aesthetics, etc.
- (6) It was suggested that Joseph Hamby act as liaison to the focus group once more information is received.
 - (a) Mrs. Foster will work on getting a communication to the members of the focus group.

C. Ordinance Development/Revisions

- 1. Subdivision
- 2. Lighting
- 3. Signage - Phase 2
- 4. Drive-thru's

Lewisville Planning Board Work Session Meeting Minutes
June 28, 2017
6510 Shallowford Road - Room 110
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IX. Board Discussion

- A. Action Item Consensus/Next Steps
 - 1. Staff is to provide a copy of the Plan of Work to Board members.
 - 2. Staff is to remind Council at their next meeting that reviewing the entire Preferred Land Use Map is on the Board's plan of work.
 - 3. The Northeast Area Plan is to be emailed to the new Board members.
 - 4. Board members will let staff know if there is any other information they need.
- B. Next Meetings
 - 1. Next Regular Public Hearing meeting - **July 12, 2017** (2nd Wednesday of the month)
 - 2. Next Regular Work Session meeting - **July 26, 2017** (4th Wednesday of the month)

X. Adjournment

- A. Having no more business to discuss, Tom Lawson moved to adjourn the meeting at 8:59 p.m. The motion was seconded by Joseph Hamby and approved unanimously.

Jeanne Marie Foster, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk