

Lewisville Planning Board Meeting Minutes
December 13, 2017
6510 Shallowford Road - Conference Room 210
6:30 pm

I. Call to Order

- A. Chair Jeanne Marie Foster called the meeting to order at 6:30 p.m. Board members present were Owen Calvert, Tom Lawson, Michael Sullivan and Bill Scantland. Joseph Hamby and Meghan Flow had advised that they could not attend. Staff members present were Planner Josh Harrold, Attorney Bo Houff and Town Clerk Joyce Walker.
- B. Approval of Agenda
 - 1. Mrs. Foster asked to amend the agenda by adding under item IV. A. - Public Hearing for Glad Acres and moving VI.D. to Reports Chair.
 - 2. Tom Lawson moved to approve the agenda as amended. The motion was seconded by Bill Scantland and approved unanimously.

II. Approval of Minutes

- A. None available.

III. Technical Review

- A. None scheduled.

IV. Public Hearings

- A. Zoning Docket L-081 public hearing amending the Town of Lewisville Zoning Ordinance of the Unified Development Ordinances (UDO) and official Zoning Map of the Town of Lewisville changing 5940 Glad Acres Road from Forsyth County zoning jurisdiction to Town of Lewisville zoning jurisdiction for newly annexed area
 - 1. Staff Presentation
 - a. Council approved the annexation of this property at their meeting in November. Following annexation, the planning jurisdiction must be changed from the county to the annexing municipality.
 - b. Part of the property is zoned RS9 and the other part is zoned RS 20. There is no request to change the existing zoning.
 - c. Currently there is no plan in place for a project on this project.
 - 2. The Public Hearing was opened at 6:41 p.m.
 - a. Kathy Guarantano, 5850 Robinhood Road, Winston-Salem, would like to know what can be built next door since she has a special needs student that has problems with sound and light.
 - b. Melissa Dilger, 1158 Union Dale Ct, Winston-Salem, was interested in the types of homes that will be built. She was interested in the schools in Lewisville. She was also interested in what would be needed to get into the town limits.
 - 3. Having no other speakers, the Public Hearing was closed at 6:50 p.m.
 - 4. Tom Lawson moved to recommend approval to the Town Council. The motion was seconded by Bill Scantland and approved unanimously.

V. Reports - Updates

- B. Chair
 - 1. There was discussion on whether there should be a retreat just for the board or

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whether it should be joint with Council.

a. After discussion, chair summarized: (1) continuing education, (2) a strategic component on planning work, and (3) joint with council at some point in the future when needed.

(1) Mr. Harrold will work on this plan of action.

2. The Public Hearing on the amendment for *Schools, Public* in the UDO from November 29th was discussed.

a. There was a misunderstanding of what was to happen regarding the board's request to contact the legislature in Raleigh regarding mobile units.

b. Mrs. Foster reminded everyone that the board acts as a body and that the Council should not be contacted by individuals on subjects discussed at Planning Board.

(1) Questions should always be answered at the meetings so that the entire board can discuss the issue.

3. Plan of Work for 2018

a. Board members reviewed the plan of work and time lines for accomplishing each item that were outlined for 2018.

(1) Staff will send a copy of the plan to board members.

(2) Board members were asked to provide feedback to either the chair or planner.

C. Planner

1. There was a discussion on upcoming suggested budget needs.

a. Form Based Code (FBC).

(1) A contact has been made to a FBC "guru" and received information on where to start in order to transition from our existing code to FBC.

(a) The cost to examine the differences would be around \$30,000.⁰⁰ and would take 2-3 months.

(b) The next item is code structure (or outline). That would take about 6-7 months and would cost around \$70,000.⁰⁰.

i) Staff was asked to create a visual to provide the difference between the two types of documents.

b. Personnel

(1) Because staff has been busier than ever, there is a need for (at least) a part time position for enforcement.

(a) It was mentioned that if the Town chooses to implement FBC, then there will be a need for an inspector familiar with it since city inspections more than likely will not be interested in code outside their norm.

(b) There was also a comment that having a code enforcement officer that would be reviewing projects in the field as they are being developed rather than responding to complaints.

c. Smart board update.

d. Conferences - training for board members.

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- e. Site visits.
- f. Local training for board members (School of Government)

Owen Calvert exited the meeting.

- g. Volunteer luncheon (for all boards and committees at the invitation of Town Council).
- h. Consultants (other consultant proposals for assistance)
- 2. Project update
 - a. STP-DA funding has been received and staff has been working on the Williams Road Gateway project that has been taking the majority of time in the last few weeks.
 - b. Staff is waiting for the DOT to release the funds on the Lewisville-Clemmons Road Sidewalk Project.
 - c. The next project being submitted is for Lewisville-Vienna Road.
- 3. Update to the LRO
 - a. A map has been updated to coincide with the description in the UDO.
 - (1) The discussion by Council centered around package plants in the LRO.
 - (2) The decision by Council will be brought back to the Planning Board for any other updates if necessary.
- D. Manager
 - 1. None.
- E. Clerk
 - 1. None.

V. Unfinished Business

- A. Set Public Hearing for #L-082(School property zoning assignment) to be held on Wednesday, January 10, 2018 at 6:30 p.m.
 - 1. Tom Lawson moved to approve setting the Public Hearing. The motion was seconded by Bill Scantland and approved unanimously. (Since Owen Calvert left the meeting without asking to be excused, his vote counts as a yes.)
- B. Northeast Area Plan
 - 1. Board members reviewed the feedback from (only) seven of those present at the meeting in November.
 - 2. Next Steps
 - a. Feedback will be provided to the consultant for input into the final Northeast Area Plan document.
 - (1) There may be smaller groups (sub-committees) needed to stay on task for some of the items mentioned in the plan.
 - (2) Determine when the document will be placed on the web at the meeting on the 10th.
 - (3) After review by the board, the document will be forwarded to Council for approval.
 - (a) Staff will send a copy of the Planning Board timeline of

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work to member of the board.

- (4) The plan will be first and then the ordinance as discussed earlier.
3. Start work on the NeAP Overlay.
 - a. Staff recommended using the Davidson template for the NeAP Overlay and reviewed how everything would be laid out.
 - (1) Consensus by the board was to use this format for the meeting on January 10th.
- C. Lighting Ordinance
 1. Members were provided information from several municipals in order to make comparisons and to get ideas on what might be in the Town's lighting ordinance to minimize light trespass.
 - a. Staff will provide a hybrid of the Boone and North Wilksboro ordinances for the meeting on January 10th for review.

VI. Board Discussion

- A. Everyone was reminded that there is a Council meeting tomorrow night (December 14th)
- B. Action Item Consensus/Next Steps
 1. Next Meetings
 - a. Next Regular Public Hearing meeting - **January 10, 2018** (2nd Wednesday of the month)
 - b. Next Work Session meeting - **January 24, 2018** (4th Wednesday of the month)

VII. Adjournment

- A. Having no other business to discuss, Tom Lawson moved to adjourn the meeting at 8:15 p.m. The motion was seconded by Bill Scantland and approved unanimously.

Jeanne Marie Foster, Chair

Joyce C. McWilliams Walker, Town Clerk