

Lewisville Planning Board Meeting Minutes
February 28, 2018
6510 Shallowford Road - 2nd Floor Conference Room
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 Joseph Hamby, Tom Lawson, and Bill Scantland. Also present were Attorney Bo Houff, Planner Josh Harrold and Town Clerk Joyce Walker. Meghan Flow arrived at 6:35 p.m. and Michael Sullivan arrived at 6:40 p.m.
- B. Approval of Agenda
 - 1. Members were asked to make the following changes to the emailed agenda:
 - a. Add “Jurisdiction Change” under New Business;
 - b. Move Lighting Ordinance to item VI.E.;
 - c. Move Pedestrian Connections Overlay (PCO) to item VI.D.;
 - d. Move Reports to Item VII.; and
 - e. Board Discussion to Item VIII.
 - 2. Tom Lawson moved to approve the agenda as amended. The motion was seconded by Joseph Hamby and approved unanimously.

II. Approval of Minutes

- A. January 24, 2018
 - 1. Tom Lawson moved to approve the January 24, 2018 amended written minutes. The motion was seconded by Bill Scantland and approved unanimously.

III. Technical Review

- A. Village Crossing Rezoning Site Plan (RS-9 to RM-12-S)
 - 1. Attorney Houff is a follow-up to preliminary discussions for this project. This is a technical review for compliance, not a public hearing. Minor suggestions for modifications and questions will be discussed after which this will be sent to Town Council.
 - 2. Mr. Harrold reviewed the site plan for Village Crossing. Charlie Heritage of South Creek Development and Mr. Stewart were present to answer questions.
 - a. Input was received from other government entities and noted:

TRC Notes for Village Crossing Apartments

Chris Jones (Utilities)

My comments are as follows:

- Water and sewer interior to the site will be private.
- For water, 6" Octave Master meter will be purchased through the COWS. A double check assembly backflow preventer will be required. No bends in the water line till after the backflow preventer.
- Cost of 6" Octave master meter currently is \$3,800.00.

Jeff Moncus (NCDOT)

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- NCDOT Driveway Permit will be required. Two originally signed permits, five sets of plans, \$50 check made out to NCDOT. They will have to have the permit signed by the Town before we receive the packet.
- NCDOT Encroachment Agreement will be required for any utility tie's within NCDOT Right of Way.
- Proposed drive will be required to align across from Kinney Drive SR 1146.
- Left turn lane would be required into the proposed site from Styers Ferry Road. That would require re-striping a portion of the existing right turn lane onto US 421, we would need at least 50' of storage for the left turn with taper. This section of roadway through this project may need to be overlaid to get rid of the shadows left from the existing markings.
- NCDOT encourages cross connectivity with the church's parking lot to better serve both properties.

~~If these comments cannot be achieved, then no connection to Styers Ferry would be allowed, since they have access to Pegram Farm Road.~~ (This comment was removed when DOT was informed that Pegram Farm Road is private.)

Elizabeth Colyer (WSFC Planning)

I would point out to the applicant to review Table B.3.9 for drive aisle widths, etc. Some of the applicant's parking typicals are off by a foot or so, like 60ft for the standard 90 degree parking curb to curb width.

Michael King (Fire Marshall)

Plan meets fire code.

Matthew Osborne (WSFC Erosion Control)

If the proposed project creates more than 10,000 sq. feet of land disturbance, an Erosion Control/Grading Permit will be required prior to the start of work. In order to obtain this permit you must submit a professionally designed Erosion and Sedimentation Control Plan along with an original signed/notarized Financial Responsibility/Ownership (FRO) form for review and approval. Please submit the plan through the electronic plan review portal at the following link: <https://winston-salem.idtplans.com/secure/>

Linda Pass (Stormwater)

No comments at this time.

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- b. Parking for multi-family is usually in the rear and the parking on the site plan is different. Planning Board will have to determine if they will accept the parking as noted on the plan.
 - c. Mr. Heritage clarified:
 - (1) That there will **NOT** be access to Pegram Farm Road since it is private.

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- (2) The church may not allow access to its parking lot.
- (3) As many trees as possible will be kept.
- (4) Dumpster has been moved from location shown on original plan away from the Pegram property.
- (5) Parking is different because of lot size and set backs and a waiver will be requested.
 - (a) There is variety in the site layout.
- (6) These are five 3-story buildings with 1, 2 and 3 bedrooms, all under 45 feet with sprinkler systems in all buildings.
- (7) Any stub streets will be paved to the buffer line.
 - (a) Attorney Houff suggested that a condition be added that any property developing adjacent would be allowed to build to complete any stub connections.
- (8) There will be decorative lighting and lighting is shielded.
- (9) A traffic review is being conducted by Davenport.
- d. There was a suggestion for an easement off Styers Ferry rather than a sidewalk since there may be other development on that road by the Department of Transportation.
- e. The board asked to review the Greenway and Pedestrian Plan to see if there were any greenway connections that could be made.
- f. After discussion, Tom Lawson moved to set a public hearing for Wednesday, March 14, 2018 at 6:30 p.m. on the first floor. The motion was seconded by Bill Scantland and approved unanimously.

IV. Public Hearings

- A. None

V. New Business

- A. Jurisdiction Change for Twin Oaks Lake Drive
 - 1. A map was shown of the area that is being requested for annexation by a landowner who would like to have all of his land in the town. Council will have this annexation item on their agenda for the meeting on March 8th. If it is approved, State Statutes require that planning jurisdiction must change from the county to the municipality within sixty days. The property will remain RS40. You will be asked to set a public hearing date for April 11, 2018 at your meeting on March 14, 2018.

VI. Unfinished Business

- A. Public School Amendment L-153 (Pedestrian Connections)
 - 1. Council asked the Planning Board to reconsider some language for items F. and G. of L-153 on pedestrian connections .
 - a. There was concern about asking for an easement dedicated to the Town since that would leave it up to the Town to build (a sidewalk and/or greenway). The idea is to get the school system to build a sidewalk at the appropriate time.
 - (1) It was noted that neighborhoods should link to schools and not

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schools to neighborhoods.

- (2) It was also noted that enough property should be included in the easement that would allow for ADA standards.
 - b. There was discussion on having the road going into the school be public, aesthetics and buffer yards.
 - c. There was discussion on the main street.
 - d. Attorney suggested language that would assess site specific situations approved by the elected body.
 - e. After discussion, Item F. was left as is and item G. was amended on-line to include the verbiage, “connect to existing adjoining development where feasible, such feasibility to be determined by the Elected Body in its sole discretion”.
 - f. There was additional discussion on requiring a covered drop-off as a part of pedestrian connectivity.
 - g. Joseph Hamby moved to submit the revised items F and G to the Council as edited. The motion was seconded by Bill Scantland and approved by a vote of 5-1 with Mrs. Foster voting *no*.
- B. Northeast Area Plan-Action: Plan Recommendation to Council
1. Changes identified earlier had been updated.
 2. There were a few grammatical items on page 36 were identified.
 3. Bill Scantland moved to accept and approve the Northeast Area Plan with the corrections noted and to send to Council for their meeting on March 1st. The motion was seconded by Mike Sullivan and approved unanimously.
 4. Mrs. Foster advised that she is still working on the letter to go to those persons in the Northeast Area Plan focus group. She is still working on a draft that de-couples the NeAP from the school.
- C. Northeast Area Overlay Ordinance (Open Space and Streetscape)
1. Two items were selected for discussion: open space and streetscapes.
 2. The Board reviewed the overlay items provided by Mr. Harrold.
 - a. Under item E4, there would like to be a reference to sidewalk ADA standards.
 3. There was discussion on private vs. public roads in PRD’s.
 - a. Mr. Harrold will work on language for private roads that allows for discretion based on certain criteria based on the conversation at tonight’s meeting.
- D. Lighting Ordinance
- E. Pedestrian Connections Overlay (PCO)
1. The reason for doing this is to provide a method for getting sidewalks built with new construction.
- VII. **Board Discussion**
- A. Action Item Consensus/Next Steps
1. Items for next week’s agenda are finish Northeast Area Overlay, public hearing, the lighting ordinance and uses for the Northeast area.
- B. Next Meetings

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1. Next Regular Public Hearing meeting - **March 14, 2018** (2nd Wednesday of the month)
2. Next Work Session meeting - **March 28, 2018** (4th Wednesday of the month)

VIII. Reports - Updates

A. Chair

1. Owen Calvert has submitted his resignation due to other obligations.
2. Two people have been interviewed for the Planning Board.
3. The Beautification Committee has asked for volunteers for Creek Week cleanup.
4. Mrs. Foster has heard for the Winston-Salem Planning Department that they will be putting language into the West Suburban Area Plan under *General Land Use Recommendations* based on a request from the Lewisville Planning Board. That statement will read, "*In situation where parcel are in the Lewisville planning area, the Northeast Area Plan adopted in 2018 will supercede this plan.*"
 - a. Board members were asked to provide feedback on the plan to City/County Planning.

B. Planner

1. Budget:
 - a. \$40,000.⁰⁰ for Form Based Code;
 - b. Help for code enforcement;
 - c. \$20,000.⁰⁰ for the downtown small area plan;
 - d. \$10,000.⁰⁰ for the Comprehensive Plan update.
2. There is a training session on planning being provided by the School of Government to be held on April 10th in Kernersville at the PTRC from 1p-4:30p. Arrangements are being made for Planning Board members to attend via a budget amendment.

C. Manager

1. No report.

D. Clerk

1. No report.

IX. Other Discussion

- A. Paul Kron will be at the Council meeting to introduce the Plan and provide an executive summary. All Planning Board members are asked to attend at 6:00 p.m.

X. Adjournment

- A. Having no other business to discuss, Joseph Hamby moved to adjourn the meeting at 9:00 p.m. The motion was seconded by Meghan Flow and approved unanimously.

Jeanne Marie Foster,
Chair

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ATTEST:

Joyce C. McWilliams Walker,
Town Clerk