

Lewisville Planning Board Meeting Minutes
April 11, 2018
6510 Shallowford Road - 1st Floor Council Chambers
6:30 pm

I. Call to Order

- A. Chair Jeanne Marie Foster called the meeting to order at 6:33 p.m. Board members present were Joseph Hamby, Jessica Higgins, Tom Lawson, Meghan Flow and Bill Scantland. Also present were Attorney Bo Houff, Planner Josh Harrold and Town Clerk Joyce Walker. Board Member Michael Sullivan was not present.
- B. Approval of Agenda
 - 1. Bill Scantland moved to approve the agenda. The motion was seconded by Joseph Hamby and approved unanimously.
- C. Mrs. Foster advised members that she, Josh Harrold, Tom Lawson, Bill Scantland and Joyce Walker attended a planning meeting given by PTRC.
- D. Thanks were extended from the Mayor on the Northeast Area Plan.
- E. New member Jessica Higgins was welcomed and all members, attorney and staff introduced themselves and provided some background information.

II. Election of Officers

- A. Chair
 - 1. The floor was opened for nominations.
 - 2. Tom Lawson moved to nominate Jeanne Marie Foster as Chair. The motion was seconded by Bill Scantland.
 - 3. Having no other nominations, Tom Lawson moved that the nominations be closed. The motion was seconded by Megan Flow and approved by acclamation.
 - 4. Jeanne Marie Foster was elected Chair.
- B. Vice Chair
 - 1. The floor was opened for nominations.
 - 2. Bill Scantland moved to nominate Tom Lawson as Vice Chair. The motion was seconded by Meghan Flow.
 - 3. Having no other nominations, Meghan Flow moved to close the nominations. The motion was seconded by Joseph Hamby and approved by acclamation.
 - 4. Tom Lawson was elected Vice Chair.

III. Approval of Minutes

- A. March 28, 2018
 - 1. Tom Lawson moved to approve the March 28, 2018 minutes. The motion was seconded by Bill Scantland and approved unanimously.

IV. Technical Review

- A. None

V. Public Hearings

- A. UDO L-154 Lighting Ordinance - Public Hearing set on March 14th
 - 1. The UDO amendment was reviewed by Mr. Harrold.

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3-11 OTHER STANDARDS

3-11.1 LIGHTING

When a buffer yard is required pursuant to Section b.3-5, outdoor lighting shall be so shielded and oriented as to cast no direct light onto adjacent property.

(A) The purpose of this section is to regulate the intensity of exterior lighting and seek conformity with International Dark Sky Association recommendations. The intent is to prevent light from commercial and residential developments from excessively illuminating the property in question, other properties, or the night sky.

(B) Only light fixtures which are categorized as full cut-off (FCO) fixtures shall be permitted. The use of fully shielded (FCO) floodlights are permitted but not encouraged.

(C) The following are specific standards for lighting intensity based upon the land use involved. Values are presented in allowable foot-candles (fc) maintained (measured horizontally) at grade and are to be averaged throughout the site to avoid hot spots, i.e. areas of extreme light intensity relative to the remainder of the site:

Land use	Minimum	Maximum
Pedestrian areas/sidewalks	0.2 fc	1.0 fc
Building entries	1.0 fc	10.0 fc
Street lighting	0.2 fc	1.0 fc
Parking areas	2.0 fc	4.0 fc
Playgrounds		5.0 fc
Sports grounds		20.0fc
Site perimeter		0.5 fc

(D) Athletic fields must be illuminated with fixtures equipped with the manufacturer's glare control package. If the manufacturer does not offer a glare control package, the fixture specifications must be changed to a manufacturer that does offer a glare control package.

(E) Gas station canopies shall be illuminated at a maximum illuminance of 30 fc and individual fixtures shall be flush mounted or have the canopy edge below the lowest light-emitting point on the fixtures. All existing gas station canopies which exceed this standard shall be made compliant within seven (7) years of the date of adoption of this article.

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(F) Up-lighting may be used to illuminate a building, landscaping element or architectural feature, provided the lighting design has a maximum illuminance of 12 fc, measured in a vertical plane. Down lighting is preferred.

(G) Any replacements or changes to existing lighting on commercial or residential property shall follow the requirements as stated above. Lighting attached to single family residential structures and light poles less than eight (8) feet in height on residential property shall be exempt from this requirement.

2. All previous suggested changes have been addressed and made. (The old ordinance is in black and has a strike through. The new is in red and highlighted.)
 3. Discussion
 - a. Planning board members want to be comprehensive in providing background information to assist Council in how the changes were determined.
 - b. There was discussion on the length of the ordinance (i.e. short rather than long and a lot of definitions, educational information, etc.) and also that the Town relies on Winston-Salem/Forsyth County to enforce based on complaints.
 - c. There was a suggestion that the amortization of an existing fixture be taken into consideration if that fixture is out of compliance and requires replacement.
 4. Attorney Houff stated that no one was present to hold a public hearing.
 5. Tom Lawson moved to recommend UDO L-154 to Council for approval as submitted. The motion was seconded by Joseph Hamby and approved unanimously.
 - a. If Council approves this amendment, Duke Energy is to be advised.
- B. Zoning Assignment for Twin Oaks Lake Dr-County zoning (RS-40) to Town zoning (RS-40) - Public Hearing set on March 14th
1. This property was approved for annexation into the Town in March and State Statutes require that zoning on the property be changed from County to the town in which it was annexed.
 2. Attorney Houff stated that no one was present to hold a public hearing and explained why this is being done.

Michael Sullivan entered at 7:15 p.m.

3. Joseph Hamby moved to recommend this rezoning to the Lewisville Town Council. The motion was seconded by Bill Scantland and approved unanimously.

At 7:17 p.m., the board recessed downstairs and reconvened in the upstairs conference room at 7:25 p.m.

VI. New Business

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A. None

VII. Unfinished Business

A. Historic Overlay District Requirements

1. Copies of L-155 and L-156 were reviewed.
2. Board members were advised that this amendment updates the UDO by bringing the Town's ordinances into conformity with Winston-Salem and Forsyth County since the Town approved becoming a member of the Historic Resources Commission.
3. One ordinance creates the Historic Overlay District and the other provides for procedures of the commission.
4. Tom Lawson moved to set the public hearing for May 9, 2018. The motion was seconded by Mike Sullivan and approved unanimously.
 - a. Staff was asked to advise the Historical Society of this update.

B. LD1-S Permitted Uses Text Amendment

1. Mr. Harrold was reviewing the Permitted Use Table (PUT) because of a possible business that might be purchasing property along Shallowford Road.
2. Copies of the PUT were provided to members for reviewing LD1 also.
 - a. It was noted that there had been a change in the past to remove the funeral home as a permitted use. This means that the funeral home is now a non-conforming use.
 - (1) It was explained how removing a use makes a location non-conforming.
 - (2) There was discussion on whether this property should be brought into conformity.
 - b. *Veterinary Services* and *Retail* were also removed from the table and the table seemed exclusionary.
 - (1) Attorney Houff advised of other tools that would allow Veterinary Services to be allowed in LD1.
 - c. The differences and location of LD1 and LD2 were explained and the area around the "super block" were discussed.
 - d. The board also discussed whether the downtown would still be service or would retail be better for economic development and a destination location.
3. After discussion, staff was asked to research the changes that had previously been made to the PUT table to determine if they were errors.
4. Additionally, board members agreed on the following: If a petitioner requests a rezoning for a use not in the PUT for LD1, then the request would be to amend the use table in conjunction with the rezoning. There is no action in updating the PUT.

C. NeAP Overlay District

1. It was suggested that this be split into residential and commercial.
 - a. Discuss residential uses at the next meeting.

VIII. Board Discussion

A. Action Item Consensus/Next Steps

B. Next Meetings

1. Next Regular Public Hearing meeting - **May 9, 2018** (2nd Wednesday of the month)
2. Next Work Session meeting - **April 25, 2018** (4th Wednesday of the month)

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IX. Reports - Updates

- A. Chair
 - 1. Winston-Salem Planning will be having a public hearing on the West Suburban Plan and Chair Foster will be attending.
 - 2. Everyone was asked to provide availability dates to the chair so that a date could be set for a retreat.
- B. Planner
 - 1. No additional announcements.
- C. Manager
 - 1. No report provided.
- D. Clerk
 - 1. Members were asked to review the updated Charter information that was emailed earlier.

X. Adjournment

- A. With no other business to discuss, Joseph Hamby moved to adjourn the meeting at 8:45 p.m. The motion was seconded by Tom Lawson and approved unanimously.

ATTEST:

Jeanne Marie Foster, Chair

Joyce C. McWilliams Walker, Town Clerk