

Lewisville Planning Board Meeting Minutes
August 8, 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 6:32 p.m. Board members present were Joseph Hamby, Jessica Higgins, Tom Lawson, Michael Sullivan and Bill Scantland. Meghan Flow arrived at 6:40 p.m. Also present were Planner Josh Harrold, Attorney Bo Houff and Town Clerk Joyce Walker. Planning intern Josh Kimball was also present.
- B. Approval of Agenda
 - 1. Mike Sullivan moved to approve the agenda. The motion was seconded by Joseph Hamby and approved unanimously.

II. Guests

- A. Steve Causey and Greg Garrett

III. Approval of Minutes

- A. July 25, 2018
 - 1. Bill Scantland moved to approve the July 25, 2018 minutes. The motion was seconded by Joseph Hamby and approved unanimously.

IV. New Business

- A. Major Subdivision–Amber Forest Lane/Sedgewick Ridge Road (general introduction to the Board)
 - 1. This will be a new subdivision off of Grapevine Road that extends Amber Forest Lane and Sedgewick Ridge Road.
 - a. This is a standalone subdivision and is not part of Amber Forest or Sedgewick Ridge.
 - 2. Steve Causey, Allied Design, said that the developer is the Arden Group and that Justin Mendenhall, representing Arden, could not be in attendance.
 - a. There will be 21 lots on 28+ acres.
 - (1) Three lots are being proposed access by easement from Amber Forest.
 - b. This is a low density development and will not require stormwater.
 - c. There should be minimum tree disturbance.
 - d. Ribbon pavement is being proposed rather than sidewalks since the subdivisions to which these streets connect are also ribbon pavement.
 - (1) The developer is exploring a payment in lieu of sidewalks and will be determining its appropriateness.
 - e. Public water will be available but all lots will be on septic since sewer is not available.
 - 3. Planning Board members were advised that members of the Technical Review Committee (TRC) have not yet had a chance to review what is being shown at this meeting nor has the planner in any detail. This is just an introduction to the project.
 - 4. Board members discussed whether there was a way to connect the two extensions.
 - a. There were problems with topography in trying to make the connection.
 - b. There was also discussion on the three lots that would have a private access easement.

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- (1) If it becomes impractical, then those three lots could become one.
 5. Mr. Causey was asked to look at whether there could be a greenway as part of the project when he returns to the meeting on the 22nd.
- B. Major Subdivision Approval Process
 1. Board members discussed the appropriateness of providing information to residents on subdivisions that did not require a public hearing and which do not require notifications.
 - a. It was noted that adding these notifications would give the public an expectation that their comments or presence was the same as a rezoning that required a public hearing.
 - b. It was also noted that these notifications also placed extra work on the town's limited resources and staff.
 2. After discussion of the best way to communicate, it was determined that an informative sign would be the best way to advise the public.
 - a. The board will be investigating the best way to advise the public in the future that will be consistent.
 3. Mr. Harrold provided information on the process.
 - a. Someone will bring in a concept plan to meet with the planner at which time he will review the plan. (If something is *off*, he will let them know.)
 - (1) He also advised that the way subdivisions are being handled is not the way it is written in the UDO.
 - b. Next is the pre-submittal of the subdivision plan to the planner as noted on the development schedule.
 - c. The plan is then reviewed by the Technical Review Committee (TRC).
 - (1) There is no mention of the Planning Board at this point.
 - d. After the TRC, then it goes to the Elected Body.
 4. Mr. Harrold commented that the Development Review Schedule should be used for rezonings since they do go to the Planning Board.
 - a. Rezonings and PRD's solicit public input at both Planning Board and Council.
 - b. Subdivisions by Statute are administrative review.
 - (1) If they meet requirements, then they get their approval.
 5. This process is an item for future discussion and documentation.
 - a. Attorney Houff advised that there was suggested language (UDO-C2) that could be amended to reflect the current process.

V. **Public Hearings**

- A. None

VI. **Technical Review**

- A. Major Subdivision off Styers Ferry Road - Belle Grove
 1. Based on the discussion about the subdivision approval process, Greg Garrett commented that three (3) meetings with developers might be excessive and then provided information on the proposed subdivision.
 2. Information regarding Belle Grove:

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- a. There will be twenty-five (25) lots with homes that will probably range from about \$250-\$400 K.
 - b. Dreamwood, a public road, will be extended into the subdivision.
 - c. There will be an off-site/common septic system with only a few of the lots having their own system.
 - (1) The system being used for this development is being used in the eastern part of the state.
 - (2) The soil scientist indicated the area being used for the septic may not necessarily have to be clear cut where the septic is being placed.
 - d. The developers indicated they will need to meet with the Willow Runnymede board of directors about the possibility of a pedestrian connection and making a deal with the recreation association for the Belle Grove homeowners.
 - e. There was discussion on sidewalks.
 - (1) There will be sidewalks on both sides except where there is an existing home where the sidewalk will begin at lot 19.
 - f. While the site plan was being reviewed, it was noted that the TRC notes were incorrect: frontage should be 95' and not 100'.
 - g. There was discussion on a waiver for the lots that front Styers Ferry Road not having a Type III Buffer since Styers Ferry is a collector road.
 - h. This is a low density subdivision and does not require a stormwater BMP.
3. Residents present were invited to speak.
- a. Dave and Peggy Corey asked about a septic easement.
 - b. Ken Baker said he lives on Lake Marblehead and questioned the Woodview Estates process.
 - (1) He also asked about how much septic would flow into Lake Marblehead.
 - c. Tom Jellar asked how septic fields are constructed.
 - (1) He was advised that the off-site septic field is similar to an on-site field with a repair area.
 - (2) He was also advised that the town does not have jurisdiction over septic fields and it is the Health Department and State that have ultimate jurisdiction.
 - d. Tom Jellar also asked about the drainage from the Willow Run pool that drains onto the Songer property.
4. Mr. Harrold advised residents that they would need to contact the Health Department and/or developer to answer questions about septic.
5. Ed Rachlin thanked the board for having citizen communications and asked about where Ellison Creek terminates.
6. After discussion by the board, Tom Lawson made a motion to suggest that lots 20-25 that front Styers Ferry Road have a waiver from a Type III Buffer and if the sidewalk connection is made with the adjoining property it will constitute linear footage. The motion was seconded by Bill Scantland and approved unanimously.

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Board members recessed from 8:15 to 8:30 p.m.

VII. Reports - Updates

- A. Chair
 - 1. Everyone was asked to attend the school meeting on September 5th if possible.
 - 2. Preliminary subdivision for Belle Grove approval will be on the agenda for September 12th.
 - 3. Tom Lawson motioned to direct the planner to place a sign for Amber Forest/ Sedgewick Ridge subdivision and for staff to work on policies and process as an agenda item. The motion was seconded by Bill Scantland and approved unanimously.
 - 4. Mrs. Foster will send a copy of a PowerPoint for discussion on the 22nd.
- B. Planner
 - 1. At their August meeting, Council will be setting a public hearing for the PCO, PUT update (LD1-S) and the Vet's office for September.
- C. Manager
- D. Clerk

VIII. Unfinished Business

- A. NeAP Overlay District
 - 1. Continue update discussion of PUT Table and regulation of uses
 - a. Mr. Harrold will resend the table to everyone for discussion on the 22nd.
- B. Planning Board Actions FY 2018-2019
 - 1. ACTION: Discussion

IX. Board Discussion

- A. Action Item Consensus/Next Steps
- B. Next Meetings
 - 1. Next Regular Public Hearing meeting - **September 12, 2018** (2nd Wednesday of the month)
 - 2. Next Work Session meeting - **August 22, 2018** (4th Wednesday of the month)

X. Adjournment

- A. Having no other business to discuss, Bill Scantland moved to adjourn the meeting at 8:43 p.m. The motion was seconded by Mike Sullivan and approved unanimously.

Jeanne Marie Foster, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk