

**Lewisville Planning Board Meeting Minutes**  
**August 22, 2018**  
**6510 Shallowford Road - 2<sup>nd</sup> Floor Conference Room**  
**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, and Tom Lawson. Meghan Flow, Michael Sullivan and Bill Scantland were unable to attend. Also present were Attorney Bo Houff, Planner Josh Harrold and Town Clerk Joyce Walker.
- B. Guests present were Steve Causey, Allied; Justin Mendenhall, Arden Communities Project Manager; and residents Keith Quesinberry, Penny Bell, Owen Bell and Julie Burke.
- C. Approval of Agenda
  - 1. Joseph Hamby moved to approve the agenda. The motion was seconded by Jessica Higgins and approved unanimously.

**II. Approval of Minutes**

- A. August 8, 2018 - not available

**III. New Business**

- A. None

**IV. Public Hearings**

- A. None

**V. Technical Review**

- A. Major Subdivision–Amber Forest Lane/Sedgewick Ridge Road
  - 1. Mr. Harrold reminded everyone that a copy of the staff report (below) was previously mailed to board members and reviewed the Technical Review Committee (TRC) report (following the staff report).

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**MAJOR SUBDIVISION STAFF REPORT**

**DOCKET:** L-PBR 2018003  
**STAFF:** Josh Harrold, AICP

**Petitioner:** Allied Engineering, P.A.  
**Ownership:** Zeb Thompson

**REQUEST:** Preliminary Major Subdivision

A major subdivision in the RS-20 district. The meeting requires review by the planning board and approval by the Town Council. The subdivision is proposed to have 22 lots with 0.88 units per acre.

**PIN #'s:** 5876-52-9255  
**Acreage:** 28.55 acres

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**LOCATION:**

Street: Located off Sedgewick Ridge Rd and Amber Forest Lane.

Jurisdiction: Town of Lewisville

**PROPERTY SITE/IMMEDIATE AREA:**

Existing Structures on Site: The site doesn't appear to have any structures on the site.

Adjacent uses:

- \* North - Single family residential home and vacant on Fair Bluff Dr zoned RS-20
- \* East - Single family residential homes on Amber Forest Ln & Sedgewick Ridge zoned RS-20
- \* South - Vacant property on Deverow Ct zoned RS-20
- \* West - Single family residential homes on Red Maple Ln & Conrad Rd zoned RS-20

**GENERAL AREA:**

Character/Maintenance: The homes in this area are mainly single family RS20 medium lots. The existing subdivision east of the subject property is part of the Amber Forest Ln/Sedgewick Ridge Rd subdivision.

**PHYSICAL FEATURES:**

Topography: The site slopes from east to west and loses ~50 feet in elevation heading west.

Vegetation/habitat: The property is heavily wooded with deciduous and evergreen trees.

**WATER AND SEWER FACILITIES:**

Public water is available to the site. All lines are sized to provide domestic water service to the site and meet minimum fire protection requirements. Public sewer is not available. The site will be served by septic.

**TRANSPORTATION:**

Direct Access to Site: Sedgewick Ridge Rd & Amber Forest Ln

Street Classification(s): Sedgewick Ridge Rd & Amber Forest Ln are both town maintained roads

Interconnectivity: The proposed subdivision will connect with Sedgewick Ridge Rd & Amber Forest Ln.

Driveways: Lots 22-24 are proposed access from a private easement. All other lots will have access from the extended Sedgewick Ridge Rd and Amber Forest Ln.

**CONFORMITY TO PLANS:**

Lewisville Comprehensive Plan Update 2015 - The Plan describes this area as being single family residential

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and being used as low density. The minimum lot size is 20,000 square feet. The proposed subdivision does follow these standards

Legacy Development Guide - Legacy recognizes this area as being in GMA-3 Suburban Neighborhoods. Legacy states GMA-3 areas should be used for increasing overall residential density. GMA-3 areas are where most growth has occurred in recent decades. Subdivisions in GMA-3 cater to specific housing styles and price ranges. The proposed subdivision does fall into this category.

**ANALYSIS:**

The applicant is requesting a preliminary major subdivision approval in RS-20 zoning. The preliminary major subdivision plat does adhere to the RS-20 standards.

Town staff is of the opinion that the request is in general conformance with the Town's Comprehensive Plan and Legacy for the area. The developer has or will need to follow the major subdivision requirements in Chapter D Section 4 as shown below:

1. Sidewalks required on both sides of road.
2. Curb and gutter required.
3. Street names must be provided.
4. Street trees shall be provided every 45 linear feet of roadway.
5. Must follow stormwater runoff control as stated in Lewisville UDO 3-5.2 and low density requirements.
6. All lots shall be accessed by a public street.
7. All subdivisions must dedicate ROW and construct stub streets to any adjoining properties. This requirement can be waived by the Elected Body based on length, cost, & construction difficulties resulting from natural topographic features, constructed improvements, or existing or future location of streets or lots.

**RECOMMENDATION:**

The project does meet the overall density requirements of the RS-20 zoning district. Staff recommends approval of the Amber Forest Ln/Sedgewick Ridge Rd preliminary major subdivision subject to the requirements stated above.



**Technical Review**  
**August 20, 2018**  
**Lewisville Town Hall**  
**6510 Shallowford Rd, Lewisville, NC 27023**  
**9:00 AM**

Attendees: Josh Harrold, Lewisville Planning

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PRELIMINARY SITE PLAN REVIEW RECORD

1) SITE PLAN TITLE AND NUMBER: Amber Forest Sedgewick, L-PBR 2018003

2) TYPE OF DEVELOPMENT: Conventional Preliminary Subdivision Plan Review

3) ACREAGE: 28.55 Acres

4) ZONING: Existing: RS20  
Proposed Review: Preliminary Major Subdivision

5) # UNITS/LOTS: 25

6) DENSITY, IF RESIDENTIAL: 0.88 Units Per Acre

7) LOCATION OF DEVELOPMENT: Subdivision adjoins existing subdivisions off Sedgewick Ridge Road and Amber Forest Lane

8) SITE PLAN PREPARER: Allied Design, Inc.  
4720 Kester Mill Road  
Winston-Salem, NC 27103  
(336) 765-2377

9) OWNER AND/OR AGENT: Arden Group, LLC  
C/O Justin Mendenhall  
111 Brookstown Avenue  
Winston Salem, NC 27101  
(336) 774-8054

10) PRELIMINARY CONDITIONS: (Conditions on the following pages are additional requirements for development. All other city or county code regulations still apply.)

**NCDOT**- Jeff Moncus, Assistant District Engineer [jwmoncus@ncdot.gov](mailto:jwmoncus@ncdot.gov) , #336-747-7900

\* No foreseen issues from NCDOT.

**Planning and Zoning** - Josh Harrold, #336-945-1023

- \* Sidewalk required of both sides of road (D.4.B.1.j)
- \* Curb and gutter is required (D.4.B.1.d)
- \* Street names must be provided, (D.4.B.1.r)
- \* Street trees shall be provided every 45 linear feet of roadway (D.4.B.1.s)

**Jeff Hunter, WS/FC Planning**

- \* All lots should be accessed by a public street

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\* Install sidewalks

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2. Board members and the developers reviewed the TRC comment notes:
  - a. Flag lots 23,24, and 25 have been combined into one lot 22 and have been removed from the subdivision.
  - b. This is a low density development and it will be requested that the condition to approve curb and gutter be waived by the Elected Body.
    - (1) Mr. Lawson was of the opinion that the request seemed reasonable and asked that his remarks be in the record.
    - (2) Board members discussed the requirements for subdivisions having sidewalks and the waiver for *not* having sidewalks.
  - c. Streets will be 20' and connected to existing streets that do not have curb and gutter.
  - d. There will be a homeowners association and covenants for the subdivision.
  - e. Before asking for comments from residents, board members reminded everyone that this is not a public hearing.
3. Residents were invited to make comments.
  - a. Owen Bell, 7729 Amber Forest Lane, wanted to know why Fair Bluff isn't used as an entrance. (Private road)
    - (1) Mentioned that Lewisville's vision is to have connecting neighborhoods.
  - b. Keith Quesenberry, 7730 Amber Forest Lane, asked about flag lot 22 and the combination of lots 23, 24, and 25 into 22.
    - (1) He also asked about the cul-de-sac in the top portion and why it couldn't connect through or will it be land locked?
    - (2) He wanted to know if there is a minimum or maximum square footage on the houses. (No, just meet the setbacks.)
  - c. Julie Burke 7708 Amber Forest Lane, stated she was concerned about safety and the additional traffic and speeding on Amber Forest Lane. She mentioned a possible speed bump. (She was advised that traffic issues on the existing road should be referred to the town's Public Safety Committee.) The additional extension doesn't look like it needs traffic calming.
    - (1) She also asked about the extension of the top cul-de-sac.
      - (a) She was advised that NCDOT reviewed the project and didn't find any problems.
4. The developers indicated they will review the comments and address the residents' concerns.
5. After discussion and the staff report, Joseph Hamby moved to recommend approval of the subdivision with the seven (7) conditions as stated in the staff report. The motion was seconded by Tom Lawson and approved unanimously.
6. As a point of discussion for the future, board members would like to discuss what

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to do with existing subdivisions and requirements in order to be consistent.

**VI. Reports - Updates**

**A. Chair**

**1. Citizen engagement discussion**

- a. Board members discussed the process on getting citizens engaged in the development process, whether it is a rezoning or technical review of a preliminary subdivision without a rezoning.
- b. Non-rezonings - *Hi/Howdy meeting*
  - (1) Involve and educate the community.
  - (2) Facilitate dialogue to make the project better.
  - (3) Provide a sign (by staff) of different color to advise of subdivision action.
    - (a) Everyone agreed to place 10 days before the meeting.
  - (4) Attorney Houff advised that any process that is decided needs to be in ordinance depending on the level of citizen engagement.
    - (a) He also pointed out that posting a sign can be misleading because people think they can talk and the questions/ comments are usually irrelevant to the subject at hand.
  - (5) Determine the process before engaging citizens.
- c. At the conceptual meeting with the planner (who will provide comments to the developer), provide expectations to the developer about the upcoming process, i.e. a sign will be placed, a dialogue with the planning board, etc.
  - (1) The planner will develop a different schedule for non-rezoning meetings from the existing development schedule.
  - (2) The was discussion on whether questions brought forward by citizens would be answered immediately or just identified and noted.
    - (a) The consensus was that the citizens would be provided a “comment” period.
  - (3) Mrs. Foster provided the information/engagement sheet provided to Winston-Salem citizens prior to each meeting.
- d. In discussing and recapping the two meetings:
  - (1) The *Hi/Howdy meeting* would be the developer providing information on their plans.
    - (a) Citizens can provide comments but not engage in a dialogue and to speak with developers outside the planning board meeting.
  - (2) The second meeting would be for the Planning Board to review the TRC notes and staff report.
- e. The planner was asked to write the process for ordinance so the Planning Board can review.
- f. There will be additional discussion when the full board is available.

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- g. Three items were identified to be accomplished:
    - (1) Awareness.
      - (a) Use of signs.
    - (2) Education
      - (a) Provide policies and procedures.
    - (3) Citizen engagement.
      - (a) The board found they were hung on allowing the public to speak as a start.
      - (b) A suggestion was to add *Comments* to the Planning Board agenda on the first meeting after the developer's presentation.
  - h. Final consensus was to have two meetings versus three.
  - i. There were a few comments on ways to provide information to the residents on development processes.
- B. Planner
- 1. Mr. Harrold will be checking to see if Planning Board members will attend the planning conference to be held in Winston-Salem.
  - 2. The school meeting will be held at Town Hall on September 5<sup>th</sup> and will be hosted wholly by the school system.
    - a. Those residents involved in the Northeast Area Plan will also be notified of the school meeting.
- C. Manager
- 1. No report.
- D. Clerk
- 1. No report.

**VII. Unfinished Business**

- A. NeAP Overlay District
  - 1. ACTION: Continue and Update Discussion of PUT Table and Regulation of Uses
    - a. This is intended to be the only item for the agenda at the next meeting on September 12<sup>th</sup>.
    - b. The planner will provide the PUT table to members for review for concentration on the residential aspect.
- B. Planning Board Actions FY 2018-2019
  - 1. **ACTION: Discussion**

**VIII. Board Discussion**

- A. Action Item Consensus/Next Steps
  - 1. Next Meetings
    - a. Next Regular Public Hearing meeting - **September 12, 2018** (2<sup>nd</sup> Wednesday of the month)
    - b. Next Work Session meeting - **September 26, 2018** (4<sup>th</sup> Wednesday of the month)

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**IX. Adjournment**

- A. Having no other business to discuss, Jessica Higgins moved to adjourn the meeting at 9:08 p.m. The motion was seconded by Jeanne Marie Foster and approved unanimously.

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Jeanne Marie Foster,  
Chair

ATTEST:

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Joyce C. McWilliams Walker,  
Town Clerk