

**Lewisville Town Council/Planning Board
Special Joint Meeting Minutes
Saturday, November 3, 2018 - 8:00 a.m.
Town Hall - 6510 Shallowford Road - Room 110**

1. Call to Order

- a. Mayor Mike Horn called the meeting to order at 8:10 a.m. Council Members present were Fred Franklin, Marci Gallman, Sandra Mock and Jeff Zenger as well as Town Manager Hank Perkins, Attorney Bo Houff and Town Clerk Joyce Walker. Planning Board Members present were Chair Jeanne Marie Foster, Meghan Flow, Joseph Hamby, Tom Lawson, Bill Scantland and Mike Sullivan. Council Members Robert Greene and Ed Smith and Planning Board Member Jessica Higgins were unable to attend.
- b. Guests present were Susan Frey, Lynn Fulton, Ed Rachlin and John Sangimino.

2. Meeting Goals

- a. Introductions between Town Council and Planning Board
 - i. Members of the Planning Board and Town Council introduced themselves with background information and provided a brief summary of why they are interested in serving.
- b. Clarify roles/expectations between Town Council and Planning Board
 - i. Mrs. Foster stated one of the reasons for the joint meeting is to clarify what the Council expects from the Planning Board and what the Planning Board expects from Council as well as how those expectations tie back to staff. The other reason for the meeting is to review the vision/assumptions for Lewisville's downtown.

3. Discussion Items

- a. Review process of veterinary office rezoning
 - i. There were concerns expressed by members of Council on the site plan (L-085) that was approved at their September meeting. Planning Board addressed the concerns at a subsequent PB meeting and requested that the interim planner from Piedmont Triad Regional Council (PTRC) reviewed the concerns, reviewed the supporting material and prepared the following report:

Docket: L-085

Staff: Anna Leonard, Interim Planner

Background

The Shallowford Animal Hospital (L-085) was discussed in a pre-application conference with Josh Harrold in May 2018 and a preliminary site plan was submitted on May 16, 2018 with an LD1-S checklist. The Planning Board was introduced to project on June 13, 2018 and inclusion of veterinary services in the LD-1 Permitted Use Table (PUT) was discussed. The Technical Review Committee (TRC) submitted comments on June 18, 2018. The staff report was completed by Josh Harrold on June 22, 2018 and emailed to the Planning Board staff. The Planning Board Briefing meeting was held on June 27, 2018 and TRC and Staff reports were presented. The July 11, 2018 Planning Board Meeting heard public comments and approved the site plan. The Town Council briefing was held on August 9, 2018. The Town Council Public hearing was held on September 13, 2018 and approval was granted. Concerns were later raised regarding multiple areas

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of the site plan. These concerns have been reviewed by staff.

Key Concerns

Parking

The approved site plan shows 25 parking spaces. According to the UDO 3-3.2 Veterinary services are allowed 1 space per 400 sf gross floor area (GFA). The animal hospital is 5,526 sf which allows for 14 spaces.

The LD-1 zoning allows for the reduction of spaces by 30% (2-1.5(E)(8)(a)). The zoning officer may approve the installation of more than the maximum spaces if the property owner demonstrates that additional parking is necessary to meet the parking demand, cooperative use parking is not available or is not adequate, and the maximum number of compact cars size spaces has been used (3-3.2(D)).

The site plan states in the legend "due to the number of patrons and staff, there are 25 shown". The minutes do not reflect the discussion of the additional spaces allowed. The TRC and staff reports also do not mention the number of parking spaces.

Roof Pitch

A concern was raised about the allowance of a flat roof on the animal hospital. The animal hospital will use parapet walls to hide these sections. This is allowed in the UDO 2-1.5(E)(11)(c) "All roofs of new buildings shall be low sloped between 8:12 and 12:12 pitch or a combination thereof. All low sloped roofs shall be hidden by parapet walls capped with continuous masonry, stone or a decorative stucco element or with a concealing sloped roof. As appropriate, roof lines should be interrupted by the use of gables, dormers, and other roof features to create distinguishing architectural character. Overhanging eaves are encouraged. All rooftop utility structures and equipment shall be screened from view. Parapet walls may be used to screen roof top equipment."

Roof pitch was specifically discussed at the July 11, 2018 meeting.

Materials

The Animal Hospital will be constructed using CertainTeed Cementitious Horizontal Lap Siding and cementitious board and batten siding that will be stained or painted with a stacked stone base. The building will have a standing-seam metal roof. These materials are allowed in the UDO 2-1.5(E)(11)(b) "...All new building façades shall be constructed of pedestrian scaled brick, wood, stone, cast stone, decorative concrete masonry, exposed architectural concrete, stucco, complimentary non-vinyl siding, or a combination thereof. The combination of materials shall be done so that the materials and colors will complement each other. Exposed vinyl siding, exposed metal siding, painted concrete, painted brick, painted concrete masonry and standard gray concrete masonry are not acceptable exterior materials. Roofing materials exposed to view shall be standing seam metal or copper, concrete, slate or clay roof tile, or architectural dimensional asphaltic shingles..."

Cementitious Horizontal Lap Siding (aka Hardie Board) is a complementary non-vinyl siding and should not

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be classified as painted concrete.

Orientation

The orientation of the building has the front entrance is to the East, facing the future Tom Voss Street. Jeff Moncus, Sr. Assistant District Engineer with the NCDOT requested site access to be from the future Tom Voss or the Great Wagon Rd (GWR). "Temporary access to the site will be allowed from Shallowford Rd. Removal of this access is required upon construction of the GWR and Tom Voss Rd [sic] or the GWR".

This orientation was discussed at both the June 27 and July 11 Planning Board Meetings. Town Attorney Bo Houff suggested a wrap-around porch with shed roof in the July 11 meeting.

Connectivity

The connection to Textures Salon was not included in the preliminary plans presented to the Planning Board but is included in the final site plan presented to the Council. This connectivity meets the requirements in 2-1.5(E)(8)(d) "Interior parking areas shall accommodate connectivity with neighboring or planned neighboring parking areas."

Findings

The number of parking spaces does not meet the Town's UDO requirements for LD-1. The required number of parking spaces is typically determined during the TRC meeting or the staff report. A request for a variance does not appear to have been made. The remaining concerns meet all UDO requirements. The plan was submitted and went through all necessary steps for review by Planning Board and Town Council.

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- ii. Concerns
 - (1) One of the items that was not identified for the veterinary project was the Town's Access Management Plan.
 - (a) Mr. Zenger provided background on the history of how and why Access Management was developed.
 - (2) Changes identified by the Planning Board were made to the final site plan but were not identified on the plan that was presented to Council.
 - (a) Planning Board did not have an opportunity to see the site plan with changes.
 - (3) There was a discussion on the need for staffing to support planning and enforcement. There is no redundancy if the planner is on vacation, in training or out doing other assigned duties.
 - (4) There was one concern raised by a Council member regarding consistency and that at some point, exemptions become the rule.
 - (a) It was explained that alternative compliance was written into the UDO to provide alternatives to plans when there are physical problems with a site or when the requirement in the UDO doesn't "make sense" for the site.
 - iii. Improvement opportunities: Council/Planning Board

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- (1) Any material presented to the Planning Board should also be presented to Council.
 - (2) After discussion, there was agreement to identify minor changes by staff; however, a large number of changes should be reviewed by the staff and Planning Board before forwarding to Council.
 - (3) The Planning Board would like for the Council to protect and support its following prescribed and appropriate development review processes and standards.
 - (4) Mr. Perkins asked everyone to keep staffing resources in mind and that there are shared responsibilities of the nine (and one half) employees when it comes to duties and support of the other boards and committees. He also identified five DOT projects and three sewer projects in which the Town is involved.
- b. Ongoing Downtown development projects
- i. Mr. Perkins reviewed the GWR project and the updated map that has been provided by the DOT.
 - (1) The time-line for construction was provided.
 - (2) The two (2) sewer projects for downtown were reviewed: pump station behind the Food Lion and the inclusion of sewer in the Great Wagon Road project.
 - (3) There is a follow-up meeting with the stakeholders to review the
 - ii. Stormwater Pond #1
 - (1) Mrs. Mock did not participate in this conversation since she may have property and interest in this project.
 - iii. Stormwater Pond #2
 - (1) This is on hold.
 - iv. Williams Road Gateway Project
 - (1) A short vision of the project was reviewed.
 - v. Lewisville-Clemmons Road Project
 - (1) The Town's sidewalk project has been put on hold because the State of North Carolina is proposing a widening project for the length of the road that will include sidewalk and other amenities.
 - vi. There was discussion on the involvement of the current Planning Board in some of the projects mentioned above.
 - (1) It was generally thought that the vision/assumption(s) of the Planning Board(s) in the past provided a vision/assumption(s) through the Comprehensive Plan(s) and that helped to set the stage for the projects that are being accomplished today.
 - (2) The planner should play a key role and serve as communication liaison between the bodies of TC, PB and staff.
- c. Downtown vision - past, present, future
- i. The original vision had small shops; however, there was no formal economic development plan and instead there were services that developed.

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- (1) It was pointed out that the traffic patterns don't support retail; however, foot traffic should support retail.
- (2) Mayor Horn suggested that a topic of discussion at their retreat should be a discussion on the role of government since there are legal and political issues around this subject of land development.
- (3) It was also pointed out that changing technology's impacts should be considered (on-line retail, people working from home).
- (4) Question: Have the vision/assumption(s) of the downtown changed and what are the impacts to the Comprehensive Plan?
 - ii. After reviewing the map of the downtown, it was noted that there were a number of large properties; however, there was no sewer for development.

4. Wrap up

- a. Next steps
 - i. Check with the planner that just left on his insight into the positive, negative, needs, etc.
 - ii. Planning Board requested an opportunity to provide recommendations for Town Council consideration regarding staffing and resources to support planning for 2018/2019 and Council will be discussing staffing needs.

5. Adjournment

- a. Having not other business to discuss, the meeting adjourned at 10:25 a.m.

Jeanne Marie Foster, Chair

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk