

Lewisville Town Council
Briefing and Action Meeting Minutes
October 7, 2021 - 6:30 p.m.

Lewisville Town Hall 1st Floor Council Chambers - 6510 Shallowford Road

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83007378005?pwd=UU5aMXYYySU00VElZU3A2Rng5eHlOZz09>

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1. **Call to Order:**

- a. Mayor Horn called the meeting to order at 6:30 p.m. Council Members present were Jeanne Marie Foster, Melissa Hunt, and David Smitherman. Council Member Franklin had advised that he would not be able to attend and Council Members Sadler and Welch will be late. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Finance Office Pam Orrell, Planner Stacy Tolbert, Public Works Director Ryan Moser and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Mrs. Linker and Mrs. Frey were present for the architectural survey update.
 - (1) The HRC resolution was moved forward for discussion following Ms. McCullough's presentation.
 - ii. Council Member Smitherman moved to approve the agenda as amended. The motion was seconded by Council Member Foster and approved by a roll call vote of ayes from Council Members Foster, Hunt, Smitherman and Mayor Horn.

2. **Guests, Introductions, Recognitions and Presentations for October 7, 2021**

- a. Michelle McCullough was electronically admitted and introduced to provide an update on the Forsyth County Architectural Survey Project.
 - i. The first project encompassed the City of Winston-Salem and was done in 1980.
 - ii. This update will include historical properties in the county and other municipalities.
 - (1) The Lewisville Historical Society (LHS) assisted the consultant.
 - (2) Some of the information can be electronically accessed.
 - iii. There is an interlocal agreement to move to the last phases of the project.
 - (1) All details of the project are in the agreement, including costs.

Council Member Sadler was electronically admitted to the meeting at 6:38 p.m.

- iv. Susan Linker, LHS member, stated that this is a very important effort and a worthy investment.
- v. [Resolution 2021065](#) - approving Interlocal Agreement with Forsyth County for Historic Resource Commission's next phase of work for the Forsyth County architectural survey project was moved from the October 14th agenda for approval

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at this meeting.

- (1) Council Member Smitherman moved to approve Resolution 2021065. The motion was seconded by Council Member Melissa Hunt and approved by a roll call vote of ayes from Council Members Foster, Hunt, Sadler, Smitherman and Mayor Horn. Resolution 2021065 is herein incorporated into the minutes.

Parks and Recreation Chair Susan Frey was also admitted electronically to the meeting.

- b. Susan Linker, Beautification Committee chair, provided an update on the boxwood project for the Mary Alice Warren Community Center.

Council Member Welch was electronically admitted to the meeting at 6:49 p.m.

- i. The original location had irrigation lines that prevented the boxwoods from being placed at the first location that was chosen and which was concurred by council.
- ii. A drawing was provided to show the new location in the circle in the front of the building which will also include the donated heron sculpture.
- iii. After reviewing the drawing, Council Member Foster moved to okay the new location for the project. The motion was seconded by Council Member Hunt and approved by a roll call vote of ayes from Council Members Foster, Hunt, Smitherman and Mayor Horn.
 - (1) This will be taken to the Parks and Rec board for concurrence at their next meeting.

3. Items That Require Council Direction

- a. Architectural assessment of the G. Galloway Reynolds Community Center (GGR CC)
 - i. Mr. Perkins reminded everyone that this assessment was approved during the budget process.
 - (1) This assessment is to determine whether there should be a change in use of the building.
 - (2) One suggestion is to move members of the Sheriff's Office from the Annex to the building.
 - (3) Another part of the plan is to move public works to its own facility.
 - (4) Mayor Horn said he was not sold on moving the deputies behind the library because of visibility.
 - (a) Staff was asked to place this subject on council's retreat.
 - (i) The subject of moving deputies is a conversation that needs to be held with the Sheriff.
 - (ii) He also said if the most pressing item is a facility for public works, then the focus should be on public works.

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4. Items Requiring Action at Briefing

- a. None.

5. Unfinished Business:

- a. Board and committee update
 - i. The full report on this project will be at the November meeting since all council members are not present for this meeting and information is still being compiled.

6. Administrative Reports:

- a. Manager
 - i. The Gateway Project ad will again be published this month seeking applicants to contract for the project.
 - (1) A full ad will be placed on October 17th.
 - (2) There will be a non-mandatory pre-conference meeting.
 - (3) Bids will be opened on November 18th with a start of the project in February 2022.
 - (a) Even if there is only one bid, it may be accepted.
 - ii. Future of the plays
 - (1) Parks and Recreation concurred with delaying the plays to August 2023, not knowing what the state of the pandemic will be.
 - iii. Programming for the Mary Alice Warren Community Center
 - (1) There was discussion on reclassifying the coordinator's position and hiring a new receptionist or whether a program coordinator could be absorbed into the existing reception position.
 - (2) For now, Mrs. Howard will take on the responsibilities of programming for the facility.
 - (3) Council would like to be proactive instead of reactive and will watch this carefully.
 - iv. A new person has been added to public works.
 - v. Mr. Perkins announced interviews have been conducted for the clerk position held by Mrs. Walker who will be retiring.
- b. Attorney
 - i. None.
- c. Public Works
 - i. Duct system cleaning for Town Hall
 - (1) There has been no maintenance on the air system since moving into the building.
 - (2) There is a humidity problem on the third floor.
 - (3) The air handler needs to be cleaned. Mr. Moser is waiting on quotes and a contract will be on the agenda for next week.
- d. Planning
 - i. None.

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- e. Finance
 - i. None.
- f. Clerk
 - i. The annual ZBOA report has been sent to Council.

Lewisville Zoning Board of Adjustment
Annual Report to Town Council
July 1, 2020 - June 30, 2021

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| Date: | Attendance: | Activity: | Actions Taken: |
|---------------------|--|--|--|
| <p>May 25, 2021</p> | <p>Lewisville Zoning Board of Adjustment Members; Enforcement Staff; Town Attorney</p> <p>Scott Ayers and Rick Hermann reached their maximum 3-year, 3-term appointments which expired on March 31, 2020, which was already into COVID, and Susan Stevens asked not to be reappointed but this was before Council removed the 3-year term limits.</p> <p>As required by 160D, board members Fulton, Hill, Horner, Hunt and May were administered the Oath of Office.</p> <p>Ken Wernick was elected Chair and Jennifer Hill was elected Vice Chair</p> <p>Materials were provided on Chapter 160D of the General Statutes, the Open Meetings Law and Conflict of Interest.</p> | <p>Case Z2100248 Dwayne and Dinah Burnette were requesting permission to continue to place an accessory dwelling (Manufactured Home, Class B) on a 1.72-acre tract of land with an existing Manufactured Home, Class A located at 602 Ketner Road, (accessory address is 594 Ketner) approximately 1 mile north of Shallowford Road. Property is zoned RS9. Tax Block 4425, Tax Lot 035F, PIN 5896-01-5542.</p> <hr/> <p>Case Z2100264 Ruby Grimes was requesting permission to continue to place a Manufactured Home, Class C on a .48-acre tract of land located at 7730 Grapevine Road(north side of a private drive), approximately 650 feet northwest of intersection of Sedgewick Ridge Road and Grapevine Road. Property is zoned RS20. Tax Block 4612, Tax Lot 034L, PIN 5876-72-9421</p> <hr/> <p>Case Z2100270 Aaron and Kathy Crum were requesting permission to continue to occupy an accessory dwelling (Garage) on a .51-acre tract of land with an existing dwelling located at 912 Bouzeke Road, approximately 450 feet south of Holly Hedge Drive. Property is zoned RS9. Tax Block 4426B, Tax Lot 007, PIN 5885-63-6772</p> | <p>Permit was approved for another five years.</p> <hr/> <p>The Permit was granted for two (2) years in order to have the safety issues that were discussed reviewed by a professional to determine what needs to be done.</p> <hr/> <p>This special use permit was approved for five (5) years.</p> |

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| | | <p>Case# Z2000130 William and Candy Doomy were requesting a special use permit for a constructed oversize accessory structure on a 1.422-acre tract of land located at 3345 Clarice Avenue. Property is zoned RS30. Tax Block 4677, Tax Lot 120, PIN 5887-68-0300.</p> <hr/> <p>Case # Z2000117 William and Candy were requesting a variance of the required rear yard setback for a constructed accessory structure on a 1.422-acre tract of land located at 3345 Clarice Avenue. Property is zoned RS30. Tax Block 4677, Tax Lot 120, PIN 5887-68-0300.</p> | <p>Continued from January 25, 2020, this request was approved.</p> <hr/> <p>The variance was granted as built.</p> |
| <p>June 22, 2021</p> | <p>Lewisville Zoning Board of Adjustment Members; Town Attorney, and Enforcement Staff</p> | <p>Case # Z2100327 John Phipps requests permission to continue to place a Manufactured Home, Class A C on a 1.17-acre tract of land located at 8260 Lake Ridge Drive, approximately 1300 feet south of Dull Road. Property is zoned RS20. Tax Block 4405, Tax Lot 022C, PIN 5874-88-5816. (The class information was corrected - noted as a typing error.)</p> | <p>This case was continued to the October meeting.</p> |

October 7, 2021

Respectfully submitted:

Joyce C. McWilliams Walker

Joyce C. McWilliams Walker
Town Clerk

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7. **Agenda Items for Regular Meeting on [October 14, 2021](#)**
- a. Tentative Agenda
- i. **Consent Agenda**
- (1) [Resolution 2021066](#) - Acceptance and Approval of Monthly [Financials for the two months ending August 31, 2021](#)
- (2) Approval of Town Council Briefing Meeting [Minutes - September 2, 2021](#)
- (3) Approval of Town Council Meeting [Minutes - September 9, 2021](#)
- ii. **Introductions, Recognitions, Presentations and/or Proclamations**
- (1) Presentations
- (a) Sheriff's Office Report
- iii. **Appointments**
- (1) None.
- iv. **Public Hearings**
- (1) [Ordinance 2021057](#) - Public hearing to receive comments on UDO L-099 for Longwood Village's request for a site plan amendment
- (a) The original site plan had 38 lots.
- (b) Because of environmental concerns, the number of lots has been reduced to 34.
- (c) The site plan change must follow the same process as the original approval.
- (d) Planning Board has had its public hearing and has recommended approval to the Council.
- v. **Technical Review(s)**
- (1) None.
- vi. **Preliminary Site Plan Review(s)**
- (1) None.
- vii. **Evidentiary Hearings**
- (1) None.
- viii. **Old Business**
- (1) *Lewisville Tomorrow* update
- (a) The consultants will be available at the regular meeting to provide an update to the status of the Comprehensive Plan and the Parks and Recreation Master Plan.
- (b) There is some information available on the town's web site.
- (i) Mrs. Tolbert will check to see if there will be any material available for Council's review prior to next week's meeting.
- ix. **New Business**
- (1) [Resolution 2021065](#) - approving Interlocal Agreement with Forsyth County for Historic Resource Commission's next phase of work for the Forsyth County architectural survey project (See above for approval)

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- (2) [Ordinance 2021056](#) - declaring a road closure for a Christmas Parade
 - (a) Council decided to approve this at tonight's meeting.
 - (b) Council Member Smitherman moved to approve Ordinance 2021056. The motion was seconded by Council Member Hunt and approved unanimously by a roll call vote of ayes from Council Members Foster, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
 - b. Approval of Tentative Agenda for regular meeting on **October 14, 2021**
 - i. Council Member Foster moved to approve the tentative agenda for the October 14th meeting. The motion was seconded by Council Member Hunt and approved unanimously by a roll call vote of ayes from Council Members Foster, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
- 8. **For the Good of the Order:**
 - a. Council Discussion
 - i. Update on the Mary Alice Warren Community Center
 - (1) The slope has shown a vast improvement and the work should be finished by Wednesday at which time it will be hydro-seeded.
 - (2) The internal and external punch lists are being worked on;
 - (3) Chains for the gutters are going up.
 - (4) The ribbon cutting will be held on Sunday, November 14th at 2:00 p.m.
 - (5) Open house for residents will be from Tuesday, November 16th to Friday, November 19th 4:00 p.m. to 7:00 p.m. and on Saturday, November 20th from 9:00 a.m. to noon.
 - b. Closed Session
 - i. Attorney Houff read the reason for going into close session: §143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure.
 - ii. Council Member Welch moved to go into closed session at 7:52 p.n. The motion was seconded by Council Member Hunt and approved unanimously by a roll call vote of ayes from Council Members Foster, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
 - iii. Council Members returned from closed session at 8:15 p.m.

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9. **Adjournment**

- a. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 8:16 p.m. The motion was seconded by Council Member Sadler and approved unanimously by a roll call vote of ayes from Council Members Foster, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk