

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes - April 1, 2021 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**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 opened the meeting being simultaneously streamed electronically at 6:00 p.m. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, David Smitherman, and Jane Welch. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, and Town Clerk Joyce Walker. Council Member Sadler advised he would be late.
- b. Adoption of Agenda
  - i. Council Member Smitherman moved to approve the agenda. The motion was seconded by Council Member Foster and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Smitherman, Welch and Mayor Horn.

2. **Guests, Introductions, Recognitions and Presentations for April 1, 2021**

- a. Joint Comprehensive Plan and Parks, Recreation and Cultural Development Plan update - Kimley Horn

Jonathan Whitehurst was electronically admitted to the meeting at 6:04 p.m.

- i. Mr. Whitehurst reviewed the process to be used for *Lewisville Tomorrow, Foundation for the Future*, the joint planning & parks plans and the tentative schedule for gathering public input.
  - (1) There will be a single process for the two plans.
    - (a) The Parks and Recreation Master Plan document will be completed ahead of the Comprehensive Plan and will be folded into the Comprehensive Plan.

Council Member Sadler was electronically admitted to the meeting at 6:20 p.m.

- (b) All avenues and media will be used to advise residents of scheduled meetings for public input.
- (2) Everyone was advised that a steering committee has been formed and who has been selected.

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- (3) Additionally, there will be a stakeholder committee composed of members of board and committee members and residents representative of all areas of town.
  - (a) Mr. Whitehurst was asked to make sure members of the Black, Hispanic and Indian populations are included as well as members of the Vienna and Lewisville Civic clubs, HOA's, churches, scouts, etc.
- (4) Mr. Whitehurst was also asked about the specific time line for the completion of the Parks and Recreation Master Plan and whether a dog park could be pulled out of the Master Plan.
  - (a) Although that is a possibility, the consultants will need to look at the needs assessment and community input.
  - (b) Information should be available in about three (3) months.
- (5) Regarding the Comprehensive Plan, the consultants will be using land use maps and reviewing existing plans to determine where there are disconnects between all and where there should be residential, multi-family, etc. as well as what the market will support.
  - (a) Mayor Horn reminded the consultant that the process should be resident driven and that a significant number of residents must be included in the process. Just getting people to respond to a questionnaire was not good enough. We need to have personal involvement.

**3. Items That Require Council Direction**

- a. [Ordinance 2021017](#) - amending Town Code Chapter 43, Overgrown and Unkept Lots, and changing the name to *Nuisances*, adding definitions, and expanding the conditions and remedies
  - i. Council Members were advised that the current *Unkept Lots* ordinance is vague.
  - ii. The Town is working on a version that is similar to a version in Clemmons.
    - (1) A private firm will be used to enforce the ordinance.
  - iii. Staff was asked to provide a comparison of the old ordinance to the new ordinance, noting any new or additions.
    - (1) This is to be for the regular meeting agenda.

**4. Items Requiring Action at Briefing**

- a. Voting delegate for the CityVision conference 2021
  - i. The current delegate is Mike Horn.
  - ii. Council Member Smitherman moved to have Mike Horn remain as the Town's delegate to the CityVision conference. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
- b. [Ordinance 2021016](#) - amending Budget Ordinance 2020001 in the amount of \$4,306.<sup>00</sup> to fund a summer internship in the Planning Department for 400 hours at \$10.<sup>00</sup> per hour
  - i. The job description for the planning intern was sent to Council Members earlier.

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- ii. Council Member Hunt moved to approve Ordinance 2021016. The motion was seconded by Council Member Franklin and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. Ordinance 2021016 is herein incorporated by reference into the minutes.
  - (1) Staff was asked to provide an *after action* report.

5. **Unfinished Business:**

- a. Board and committee update
  - i. Council Member Foster advised of the meeting with a cross section of members from the boards and committees.
    - (1) Five (5) key components were identified; however, the key throughout all seemed to be communication.
    - (2) Only eleven persons participated in the meeting.
    - (3) The work group will be working on this in order to bring information back to Council
  - b. Communication protocols
    - i. Mrs. Foster will be working on protocols and processes to develop clarity on how to communicate with the boards and committees.

6. **Administrative Reports:**

- a. Manager
  - i. RFLOI update
    - (1) Gateway Project, Robinhood Road and Lewisville-Vienna roundabout
      - (a) Firms are being sought for CEI for the Gateway project and engineering for the Lewisville-Vienna roundabout and should be selected by May 31<sup>st</sup>.
      - (b) Construction should start in about 4 weeks once firms are contracted.
      - (c) Mayor Horn asked staff to find out if there is a way to accelerate the DOT process.
  - ii. Meeting in-person
    - (1) Council would like to do this right once started.
      - (a) Make sure the public is aware that meetings will be held in-person.
    - (2) Staff will bring a suggested process to start meeting in person, albeit it may be a hybrid process.
    - (3) Council Member Foster commented that there is a new standard now that meetings have been held on Zoom. She would like to keep making available in the future.
  - iii. Community Center update
    - (1) The community center is under roof.
    - (2) The Council community center committee has been reviewing furniture.
    - (3) Mayor Horn has requested funding from the State to assist with the audio visual.

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- b. Attorney
  - i. None.
- c. Public Works
  - i. None.
- d. Planning
  - i. Note: The Public Hearing set for next week will be moving to May. It was not advertised. This will provide an opportunity to provide more information to Council before the hearing is held.
- e. Finance
  - i. None
- f. Clerk
  - i. The Special Projects Review Committee will **NOT** meet following the adjournment of the Council briefing meeting, but will, instead, meet on April 8<sup>th</sup> following the adjournment of the regular Council meeting.

Council took a break between 8:01 p.m. and 8:09 p.m.

7. **Agenda Items for Regular Meeting on [April 8, 2021](#)**

- a. Tentative Agenda
  - i. **Consent Agenda**
    - (1) [Resolution 2021024](#) - Acceptance and Approval of Monthly [Financials for the seven months ending January 31, 2021](#)
    - (2) Approval of Town Council Briefing Meeting [Minutes - March 4, 2021](#)
    - (3) Approval of Town Council Meeting [Minutes - March 11, 2021](#)
    - (4) Approval of Town Council Special Meeting [Minutes - March 16, 2021](#)
    - (5) [Resolution 2021025](#) - accepting the resignation of Eric Hermanson from the Environmental Conservation and Sustainability Committee
  - ii. **Introductions, Recognitions, Presentations and/or Proclamations**
    - (1) Presentations
      - (a) Sheriff's Office Report
      - (b) Town Manager Hank Perkins - 2021-2022 Budget Message
  - iii. **Public Hearings**
    - (1) [Ordinance 2021018](#) - public hearing on April 8, 2021 to receive comments on UDO L-163 amending the UDO to create detailed requirements for the planting of street trees in residential developments
  - iv. **Technical Review(s)**
    - (1) [Resolution 2021021](#) - Lewisville Technical Review for Compliance (LTCR) for Solomon Development case L-PBR 2021001
      - (a) Staff will send a copy of the PowerPoint presentation to Council members.
      - (b) Council members had questions about parking compliance.
        - (i) There is a table of uses with calculations on parking.
      - (c) The total acreage is 1.56.

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- (d) Another question was regarding pedestrian scale and the definition of *story* in the building code.
      - (e) The revised version is of a 2-story building with lofts.
      - (f) The developer had asked for a meeting with the Planning Board to resolve issues with the plan; however, Planning Board members did not respond to questions about what needed to be done. (See attached presentation)
    - v. **Preliminary Site Plan Review(s)**
      - (1) None.
    - vi. **Evidentiary Hearings**
      - (1) None.
    - vii. **Old Business**
      - (1) None.
    - viii. **New Business**
      - (1) [Resolution 2021023](#) - accepting the *Declaration of Withdrawal of Road Dedication* for Aria Drive in Shallowford Lakes
      - (2) Mary Alice Warren Community Center amendments
        - (a) [Ordinance 2021019](#) - amending Capital Project Ordinance of the town of Lewisville Town Council Community Center Capital Projects Fund in the amount of \$68,354.<sup>00</sup> to provide for the installation of an irrigation system, kitchen appliances and kitchen shelving and for the expansion of the IT budget and for the increase in outdoor site lighting costs
          - (i) Everyone was reminded that equipment is being ordered from a local company and that Chef Don McMillan helped to review the plans and help with the selections.
        - (b) [Ordinance 2021020](#) - amending Budget Ordinance 2020001 in the amount of \$68,354.<sup>00</sup> to increase the new Community Center budget for appliances and shelving in the kitchen and for the installation of an irrigation system and for the expansion of the IT budget and for the increase in outdoor site lighting costs
        - (c) Contract for irrigation
          - (i) Staff will have the specifics for the irrigation contract at the meeting next week.
    - ix. **Appointments**
      - (1) None.
  - b. Approval of Tentative Agenda for regular meeting on **April 8, 2021**
    - i. Council Member Smitherman moved to approve the agenda for the April 8, 2021 meeting. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
8. **For the Good of the Order:**
- a. Council Discussion

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- i. The donor that purchased pieces from the metal artist has volunteered to hold onto the pieces (especially the dinosaur) until a location for placement is determined.
  - ii. Everyone was reminded that the Town is responsible for the *soft* costs of the community center.
    - (1) Mrs. Orrell will send a copy of the spreadsheet she maintains to Council members outlining expenditures.
  - iii. Council Member Smitherman wished everyone a *Happy Easter*.
  - iv. Security codes to enter the building are still being worked on and should be ok for use.
- b. Closed Session
- i. Attorney Houff read the reason for the Closed 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.
  - ii. Council Member Franklin moved to go into Closed Session at 9:15 p.m. The motion was seconded by Council Member Welch and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
  - iii. Council members returned from Closed Session at 9:56 p.m.
9. **Adjournment**
- a. Having no other business to discuss, Council Member Sadler moved to adjourn the meeting at 9:58 p.m. The motion was seconded by Council Member Foster and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk