

**Lewisville Town Council**  
**Briefing and Action Meeting Agenda**  
**February 1, 2024 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

- 1. Call to Order:**
  - A. Roll Call
  - B. Adoption of Agenda
  
- 2. Items Requiring Council Direction**
  
- 3. Items Requiring Action at Briefing**
  
- 4. Administrative Reports**
  - A. Manager
    - i. Council Retreat agenda
  - B. Clerk
    - i. Lewisville: The Town I Love art exhibit reception – February 9, 4:30-6:30 PM, MAWCC
    - ii. Council Retreat – February 16-17, MAWCC
    - iii. Essentials of Municipal Government – February 22-23, UNC SOG
    - iv. Board and committee appointments will be made in March.
    - v. Town & State Dinner – March 20, Winston-Salem
    - vi. NCLM Risk Management Spring Tour – March 28, MAWCC
    - vii. Budget Workshops – April 18 and 29
    - viii. CityVision – April 23-25 – Benton Convention Center, Winston-Salem
  
- 5. Tentative Agenda Items for Regular Meeting on February 8, 2024**
  - A. Consent Agenda
    - i. Resolution 2024-007 – Financial statements for six months ended December 31, 2023 – [\(Attachment #1\)](#)
    - ii. Approval of Agenda Briefing Minutes – January 4, 2024 [\(Attachment #2\)](#)
    - iii. Approval of Closed Session Minutes – January 4, 2024
    - iv. Approval of Regular Meeting Minutes – January 11, 2024 [\(Attachment #3\)](#)
  - B. Introductions, Recognitions, Presentations and/or Proclamations
    - i. Recognition
      - a. I’m One of the Reasons Lewisville is a Great Place to Live
        1. Judi Burkhart
    - ii. Presentations
      - a. Sheriff’s Office Monthly report
      - b. Lewisville Historical Society
  - C. New Business
    - i. Resolution 2024-008 – Solid Waste & Recycling Collection Contract [\(Attachment #4\)](#)
    - ii. Resolution 2024-009 – Setting public hearing for rezoning request – Michael Todd, Forge Way [\(Attachment #5\)](#)
  
- 6. For the Good of the Order**
  
- 7. Adjournment**



**RESOLUTION 2024-007 OF THE LEWISVILLE TOWN COUNCIL  
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

**WHEREAS**, the Finance Officer has presented the Town Council with the Revenue Statement Summary and the Encumbrances and Expenditure State Summary of figures for the six months ended December 31, 2023; and

**WHEREAS**, the Finance Officer did not report any unusual expenditures.

**NOW, THEREFORE BE IT RESOLVED THAT** the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the six months ended December 31, 2023 and incorporated herein.

Adopted this the 8<sup>th</sup> day of February 2024 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk

**Town of Lewisville  
Financial Budget to Actual Report - General Fund  
Six Months Ended December 31, 2023**

**General Fund**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 2,993,220.00	\$ 1,820,790.36	\$ (1,172,429.64)	60.83%
Sales Tax Revenue	1,272,770.00	432,566.17	(840,203.83)	33.99%
Other Revenues	1,515,280.00	807,569.05	(707,710.95)	53.30%
Transfer from ARPA Special Revenue Fund	-	343,578.50	343,578.50	-
<b>Subtotal</b>	5,781,270.00	<b>\$ 3,404,504.08</b>	<b>\$ (2,376,765.92)</b>	58.89%
Appropriation from Fund Balance	1,090,701.10			
<b>Total</b>	<b>\$ 6,871,971.10</b>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 365,052.00	\$ 121,608.65	\$ -	\$ 243,443.35	33.31%
Administration	955,200.00	420,797.36	24,475.79	509,926.85	46.62%
Finance	292,977.00	149,529.36	-	143,447.64	51.04%
Debt Service	228,800.00	228,800.00	-	-	100.00%
Planning & Zoning	466,340.00	143,390.28	132,481.85	190,467.87	59.16%
Beautification	115,407.00	55,096.72	48,284.26	12,026.02	89.58%
Community Policing	824,750.00	215,849.45	590,932.50	17,968.05	97.82%
Public Safety	15,075.00	1,303.36	3,700.00	10,071.64	33.19%
Public Works	557,091.00	208,994.17	33,291.02	314,805.81	43.49%
Streets	302,100.20	173,898.34	65.00	128,136.86	57.58%
Powell Bill	386,550.00	322,839.51	11,185.00	52,525.49	86.41%
Storm Water	152,642.00	27,067.49	88,758.32	36,816.19	75.88%
Solid Waste	1,077,790.00	396,836.81	-	680,953.19	36.82%
Recycling	9,215.00	352.06	-	8,862.94	3.82%
Parks and Recreation	350,623.00	153,898.17	25,440.98	171,283.85	51.15%
Transfers to Capital Projects Funds	647,358.90	647,358.90	-	-	100.00%
Transfers to Capital Reserves	125,000.00	125,000.00	-	-	100.00%
<b>Total</b>	<b>\$ 6,871,971.10</b>	<b>\$ 3,392,620.63</b>	<b>\$ 958,614.72</b>	<b>\$ 2,520,735.75</b>	<b>63.32%</b>

General Fund Balance 7/1/2023	\$ 6,021,921.94
Year-to-Date Increase (Decrease) FY 2023-2024	11,883.45
General Fund Balance 12/31/2023	<u><u>\$ 6,033,805.39</u></u>

**Town of Lewisville**  
**Financial Budget to Actual Report - Willow Run Municipal Service District**  
**Six Months Ended December 31, 2023**

***Willow Run Municipal Service District***

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 39,352.00	\$ 26,658.21	\$ (12,693.79)	67.74%
<b>Subtotal</b>	39,352.00	<b>\$ 26,658.21</b>	<b>\$ (12,693.79)</b>	<b>67.74%</b>
Appropriation from Fund Balance	-			
<b>Total</b>	<b>\$ 39,352.00</b>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 39,352.00	\$ 15,921.82	\$ 12,300.00	\$ 11,130.18	71.72%
<b>Total</b>	<b>\$ 39,352.00</b>	<b>\$ 15,921.82</b>	<b>\$ 12,300.00</b>	<b>\$ 11,130.18</b>	<b>71.72%</b>

MSD Fund Balance 7/1/2023	\$ 233,234.96
Year-to-Date Increase (Decrease) FY 2023-2024	10,736.39
MSD Fund Balance 12/31/2023	<u><u>\$ 243,971.35</u></u>

**Town of Lewisville  
December 31, 2023**

<b>Capital Reserve Funds</b>					
	Fund Balance <b>7/1/2023</b>	Transfers In	Transfers Out	Investment Earnings	Fund Balance <b>12/31/2023</b>
GWR ROW/Construction Capital Reserve	\$ 1,090,536.88	\$ -	\$ -	\$ 28,994.99	\$ 1,119,531.87
Sidewalks, Bike Paths, and Greenways Capital Reserve	163,166.47	25,000.00	(188,100.00)	1,286.01	1,352.48
Municipal Buildings/Land Capital Reserve	135,263.38	-	-	3,596.35	138,859.73
Public Works Facility Capital Reserve	855,960.81	-	-	22,758.11	878,718.92
Parks & Recreation Capital Reserve	414,845.38	100,000.00	(459,854.22)	2,984.74	57,975.90
<b>Total</b>	<b>\$ 2,659,772.92</b>	<b>\$ 125,000.00</b>	<b>\$ (647,954.22)</b>	<b>\$ 59,620.20</b>	<b>\$ 2,196,438.90</b>

<b>American Rescue Plan Act Special Revenue Fund</b>	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through September 30, 2023	(343,578.50)
Investment earnings	138,019.44
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 12/31/2023</b>	<b>\$ 1,505,141.73</b>

**Town of Lewisville  
December 31, 2023**

**Capital Projects Funds - Since Inception**

Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 12/31/2023	Budget
GWR ROW/Construction Capital Project	\$ 221,684.95	\$(1,093,360.03)	\$ 1,563,000.00	\$ -	\$ 92,570.48	\$ -	\$ 783,895.40	\$ 1,563,800.00
JWP Maintenance Facility/Playground Expansion Capital Project	-	(35,481.33)	55,000.00	(21,270.78)	1,752.11	-	(0.00)	\$ 55,000.00
Gateway Project Capital Project	1,813,588.60	(2,332,394.15)	1,810,901.90	-	70,246.39	-	1,362,342.74	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,795,266.19)	2,947,137.00	-	13,996.33	2,000,000.00	265,867.14	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	267,221.93	(402,675.14)	560,297.00	-	32,157.31	-	457,001.10	\$ 2,801,485.00
Jack Warren Park Improvements	-	(22,423.38)	481,125.00	-	10,675.80	-	469,377.42	\$ 520,645.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	6,967.97	-	360,258.97	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	1,859.95	-	264,792.95	\$ 1,446,134.00
<b>Total</b>	<b>\$ 2,402,495.48</b>	<b>\$(8,681,600.22)</b>	<b>\$ 8,033,684.90</b>	<b>\$ (21,270.78)</b>	<b>\$ 230,226.34</b>	<b>\$2,000,000.00</b>	<b>\$ 3,963,535.72</b>	<b>\$ 17,194,762.90</b>

**Lewisville Town Council**  
**Regular Meeting Minutes**  
**January 11, 2024 – 6:00 PM**  
**Lewisville Town Hall Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Ken Sadler, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Communications Specialist Veronica Leasure, and Town Attorney Elliot Fus. Council Member Julia Puckett was absent.
- B. Invocation – Council Member Monte Long
- C. Pledge of Allegiance – Council Member Ivan Huffman
- D. Adoption of Agenda – Council Member Huffman moved to approve the agenda as amended to reflect action taken at the January 4, 2024 agenda briefing. The motion was seconded by Council Member Welch and approved unanimously.

**2. Consent Agenda**

- A. Resolution 2024-001 – Financial statements for five months ended November 30, 2023
- B. Approval of Regular Meeting Minutes – December 14, 2023

Council Member Sadler moved to approve the consent agenda items. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. (*Resolution 2024-001 is herein incorporated by reference into the minutes.*)

**3. Presentations, Introductions and/or Proclamations**

- A. Recognition
  - i. I'm One of the Reasons Lewisville is a Great Place to Live – This item was tabled until the February 8, 2024 meeting.
- B. Presentations
  - i. Forsyth County Sheriff's Office – Sergeant Stringer shared current call statistics. Sergeant Stringer also shared NCGS 136-26 that addresses barricades. Barricades are erected for the public's safety and are placed so traffic can turnaround easily. Barricaded areas are consistently monitored. Sergeant Stringer also shared that the WAZE app is connected to the North Carolina Department of Transportation and it knows when a road is closed.

Sergeant Stringer then introduced the Town's newest Community Policing Officer, Lucas Manning. Officer Manning has eight years of law enforcement experience and has been in Lewisville for one month.

Council Member Huffman thanked the officers for their work during the recent storm.

2023													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	872	676	751	758	754	800	734	769	477	675	553	685	8504
Security Check	570	396	136	446	442	518	388	464	207	338	289	355	4549
Traffic Arrest / Violation	49	47	51	75	41	35	30	72	26	45	32	46	549
Alarm	17	23	23	22	15	16	20	7	9	12	20	22	206
Priority Call Response Time	5.2	3.6	5.2	5.3	5	5.5	5	4.1	6	6	5	5	60.9
2022													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	700	532	608	586	492	559	586	612	776	775	801	813	813
Security Check	258	253	275	297	177	245	285	293	517	494	498	556	556
Traffic Arrest / Violation	26	17	61	59	19	25	37	44	55	24	26	26	26
Alarm	15	21	14	22	21	15	23	26	14	17	12	7	7
Priority Call Response Time	6.4	5	5.5	5	5.2	5	5	5.7	5	6	6	5	5

4. **Public Forum**

- A. Christopher Smith, 889 Dalton Road, expressed opposition to the Forsyth County zoning proposal allowing billboards along HWY 421 believing it would set a dangerous precedence. Mayor Horn shared that Council took action last week opposing billboards along HWY 421.
- B. Nicholas ‘Cole’ Pollock, 8372 Tuscany Drive, shared information related to carbon monoxide poisoning. He also shared a petition requesting there be a state law requiring up-to-date carbon monoxide detectors in all K-12 schools.

5. **Old Business – None**

6. **New Business**

- A. Certificate of Sufficiency – Annexation request – Shallowford Road Driving Range – Mrs. Moore reported the recent annexation petition for the Shallowford Road Driving Range is sufficient and the property is in contiguous to the Town.
- B. Resolution 2024-003 – Setting public hearing for rezoning request – Shallowford Road Driving Range – Mrs. Tolbert shared that the applicant has requested the public hearing be postponed to March 14, 2024. Mayor Pro Tem Hunt moved to approve Resolution 2024-003 with the public hearing being March 14, 2024. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-003 is herein incorporated by reference into the minutes.)*
- C. Resolution 2024-004 – Setting public hearing for annexation request – Shallowford Road Driving Range – Mrs. Tolbert shared that the applicant has requested this public hearing be postponed as well to March 14, 2024. It was noted that generally, if rezoning is not granted, the annexation request is withdrawn. Mayor Pro Tem Hunt moved to approve Resolution 2024-004 with the public hearing being March 14, 2024. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolution 2024-004 is herein incorporated by reference into the minutes.)*
- D. Resolution 2024-006 – Personnel Policy revisions – Manager Ayers noted the Town’s current Personnel Policy lacks clarity on leave without pay. A proposed revision allows an employee to pay for base benefits to retain health, dental, vision, life, disability and others while on leave without pay. A second proposed revision is to align the Town’s holiday schedule with the State of North Carolina’s schedule. This would also align the Town’s schedule with Forsyth County and most surrounding municipalities. The alignment would give employees three days at Christmas versus two. Council Member Huffman moved to approve Resolution 2024-006. The motion was seconded by Council Member Long and passed unanimously. *(Resolution 2024-006 is herein incorporated by reference into the minutes.)*



**7. Administrative Reports**

**A. Upcoming events and closings**

- i. E-Cycle – January 13, 9 AM-1 PM, Shallowford Square
- ii. CPR Class – January 19, 1-5 PM, MAWCC
  - a. This class is full but there will be classes on April 27, 8 AM-12 PM and August 10, 8 AM-12 PM.
- iii. Art Reception – Lewisville: The Town I Love – February 9, 4:30-7:30 PM, MAWCC
  - a. The opening reception for the juried art show will February 9. The art show will run from February 9 through March 9.

**B. Manager’s Report**

- i. Update on Solid Waste & Recycling Contract
  - a. The Town received four requests for proposals with one non-responsive. Currently, staff is negotiating a contract with the highest-rated firm. Should negotiations fail, negotiations will begin with the next highest-rated firm. The contract is anticipated to be brought to Council in February.

**C. Clerk’s Report**

- i. Council Retreat – February 16-17, MAWCC
- ii. Essentials of Municipal Government – February 22-23, UNC SOG
- iii. Board and committee appointments will be made in March.

**D. Approvals at the Briefing and Action Meeting on January 4, 2024**

- i. Resolution 2024-002 – Directing Clerk to investigate annexation petition – Shallowford Road Driving Range
- ii. Resolution 2024-005 – Opposing Billboards on HWY 421
- iii. Authorization to use eminent domain to acquire two parcels for the Lewisville-Vienna and Robinhood Road Roundabout

**8. For the Good of the Order**

**A. Public comments – None**

**B. Council comments**

- i. Mayor Pro Tem Hunt thanked Manager Ayers for finding a way to say yes to a request by the LEADS group that meets weekly at the Galloway Building. She continued to express her gratitude for efforts taken by staff to embrace the community, residents and businesses.

**9. Adjournment** – Council Member Welch moved to adjourn the meeting at 6:35 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**January 4, 2024 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

1. **Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Julia Puckett, Ken Sadler, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Community Center Operations Manager Brian Moore, and Town Attorney Elliot Fus.
- B. Adoption of Agenda – Mayor Pro Tem Hunt moved to approve the agenda. The motion was seconded by Council Member Huffman and approved unanimously.

2. **Presentation & Update**

- A. Jack Warren Park Improvements (PARTF) – Carrie Cranwill, McGill & Associates, shared an updated layout for the Jack Warren Park improvements through the PARTF grant explaining aspects of the project. Two site visits have been conducted with the Parks & Recreation Board participating in the first. The outdoor amphitheater color scheme is designed to match the Mary Alice Warren Community Center (MAWCC) and it will have a grass terrace and seating capacity of 100-200. The first two holes of the disc golf will be made ADA accessible and the last few holes can be viewed from MAWCC. Discussion was held on whether to extend lighting to the outdoor theater.

3. **Items Requiring Council Direction**

- A. I'm One of the Reasons Lewisville is a Great Place to Live nomination - Council Member Welch nominated Judi Burkhart to receive the *I'm One of the Reasons Lewisville is a Great Place to Live* award for presenting the idea of CPR classes in Town. She stated this shows how one person can make a difference. Ms. Burkhart will be recognized at the January 11 meeting. *(A copy of Ms. Burkhart's nomination form is herein incorporated into the minutes.)*
- B. Updates to Personnel Policy – Manager Ayers shared two update proposals for the Town's Personnel Policy. The first is to clarify that an employee can choose to reimburse the Town for health, dental, and/or vision when on leave without pay. The second is a request to align the Town's holiday schedule with the State of North Carolina. Doing so would give Town staff three days at Christmas versus two. This item will be placed on the January 11 meeting agenda for consideration.

4. **Items Requiring Action at Briefing**

- A. Resolution 2024-002 – Directing Clerk to investigate annexation petition – Shallowford Road Driving Range - Mayor Pro Tem Hunt moved to approve Resolution 2024-002. The motion was seconded by Council Member Puckett and approved unanimously. *(Resolution 2024-002 is herein incorporated by reference into the minutes.)*
- B. Resolution 2024-005 – Opposing Billboards on HWY 421 – Council Member Welch moved to approve Resolution 2024-005. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-005 is herein incorporated by reference into the minutes.)*

5. **Old Business** – None

## 6. Administrative Reports

### A. Manager

- i. Capital Improvement Plan (CIP) update
  - a. In the last budget cycle, Manager Ayers requested engineering services for a Capital Improvements Plan (CIP) to plan and prepare cost estimates for capital projects. Since the fund balance dipped below 65% at 2022-2023 fiscal year end, staff has evaluated areas in which to save funds. Staff recommends foregoing the CIP and purchase of a Public Works vehicle plus bank the cost savings Ms. Tolbert achieved with the Unified Development Ordinance (UDO) rewrite. Manager Ayers shared the trend for larger projects has shown an increase in design, rights-of-way acquisition and construction. These cost increases affect the fund balance and, sometimes, the Town's ability to proceed with projects. Manager Ayers feels the numbers will not be good if a CIP is done now and projects are placed on hold. Therefore, Manager Ayers also recommends pausing the sidewalk improvements along Shallowford Road and the multi-use-path along Lewisville-Vienna Road. Staff will communicate with North Carolina Department of Transportation (NCDOT) to determine how long these projects can be placed on pause. Council consensus was given to: 1) forego funding of CIP; and, 2) forego purchase of Public Works vehicle. Council will discuss later in the meeting the potential of pausing the Lewisville-Vienna Road multi-use path.

### B. Clerk

- i. Christmas Tree collection – January 8
    - a. Only one pass through Town will be done. Trees must be placed at the curb, without lights and decorations, by 6 AM on January 8.
  - ii. E-Cycle – January 13, Shallowford Square
  - iii. CPR Class – January 19, 1-5 PM, MAWCC
    - a. This class is already full, with a waiting list. The next class will be April 27.
  - iv. Family Game Night by Lewisville-Clemmons Chamber of Commerce – January 27, MAWCC
    - a. Thus far, the Lewisville-Clemmons Chamber of Commerce only has two sponsors so it is likely this event will be canceled.
  - v. Local Government Day by Leadership Lewisville-Clemmons – February 1, Town Hall
  - vi. Lewisville: The Town I Love art exhibit reception – February 9, 4:30-7:30 PM, MAWCC
    - a. The Public Art Advisory Committee will host an inaugural art reception on February 9 with the art remaining on display through March 9 at MAWCC.
  - vii. Council Retreat – February 16-17, MAWCC
  - viii. Essentials of Municipal Government – February 22-23, UNC SOG
  - ix. Board and committee appointments will be made in March.
  - x. NCLM Risk Management Spring Tour – March 28, MAWCC
  - xi. CityVision – April 23-25 – Benton Convention Center, Winston-Salem
- ### C. Community Center Operations Manager
- i. Quarterly report
    - a. Mr. Moore shared rental and program usage at MAWCC for the last quarter. Mrs. Orrell shared the Town has collected 45% of the projected revenue for MAWCC for the current fiscal year. *(Mr. Moore's report is herein incorporated into the minutes.)*

## 7. Tentative Agenda Items for Regular Meeting on January 11, 2024

### A. Consent Agenda

- i. Resolution 2024-001– Financial statements for five months ended November 30, 2023
- ii. Approval of Regular Meeting Minutes – December 14, 2023

- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentations
    - a. Sheriff's Office monthly report
    - b. Introduction of Officer Lucas Manning
- C. New Business
  - i. Certificate of Sufficiency - Annexation request – Shallowford Road Driving Range
  - ii. Resolution 2024-003 – Setting public hearing for rezoning request – Shallowford Road Driving Range
    - a. Mrs. Tolbert shared details related to the rezoning request for a golf driving range on Shallowford Road. The property is outside Town limits. The proposed driving range is an established business currently located outside Town limits on Country Club Road. The applicant is requesting the property be rezoned from RS-40 Forsyth County jurisdiction to HB-C Lewisville jurisdiction. They are proposing a golf shop, putting area, chipping area and driving range. No food establishment is proposed. With the HB-C designation, only a driving range would be permitted on the property. Council asked several questions of Mrs. Tolbert regarding fencing, buffers, lighting, and more. Mrs. Tolbert noted the Planning Board is recommending approval. At the Planning Board hearing, two people spoke in opposition. One spoke against lighting and the other expressed concern about the septic system overflowing into their lake. Council can add conditions but the petitioner would have to agree to the conditions. Since this property is outside town limits, the Comprehensive Plan does not address rezoning; however, staff referred to Forsyth County's Legacy Plan for guidance.
  - iii. Resolution 2024-004 – Setting public hearing for annexation request – Shallowford Road Driving Range
    - a. If rezoning is approved, the petitioner will request annexation into the Town. This will be a noncontiguous annexation.
  - iv. Resolution 2024-006 – Solid Waste/Recycling Services Contract
    - a. The solid waste/recycling contract is the Town's largest contract. Staff received four proposals and one nonresponsive bid. The new contract, effective July 1, will be approximately \$500,000 higher, which is equivalent to three cents in the tax rate. This would be a five-year contract with up to two, two-year renewal options. Manager Ayers is still negotiating with the apparent low bidder and hopes to present a contract to Council next week or the February Council meeting, at the latest.
  - v. Resolution 2024-007 – Lewisville-Vienna Road Multi-Use Path Engineering Services Contract
    - a. After much discussion, Council consensus was to pause this project for now as well as the Shallowford Road project.

**8. For the Good of the Order – None**

A break was taken at 8:29 PM and Council reconvened at 8:39 PM.

**9. Closed Session per NCGS – 143-318.11(a)3 to consult with the Town Attorney**

- A. Council Member Puckett made a motion to enter into closed session per NCGS 143-318.11(a)3 at 8:40 PM. The motion was seconded by Council Member Monte Long and approved unanimously.
- B. Council returned from closed session at 9:11 PM.
- C. Council Member Puckett moved to authorize the Town Manager to proceed with the condemnation of the following parcels for Project U-6154 (Roundabout at Lewisville-Vienna Road and Robinhood Road: 1) Parcel 006 - CMC Family Enterprises, LLC - PIN 5886-56-2846; and, 2) Parcel 013 - Randy Duggins - PIN 5886-57-5027. The motion was seconded by Council Member Welch and approved unanimously.

10. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 9:12 PM. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT



**RESOLUTION 2024-008 OF THE LEWISVILLE TOWN COUNCIL  
AUTHORIZING CONTRACT FOR SOLID WASTE AND RECYCLING COLLECTION**

**WHEREAS**, the Town of Lewisville requested proposals for solid waste and recycling services; and,

**WHEREAS**, Waste Management submitted a contract proposal to provide solid waste and recycling services for five years, renewable for two, tow-year renewal options if agreed by both parties; and,

**WHEREAS**, the cost of the solid waste and recycling services contract is greater than \$50,000.00 (fifty thousand dollars) and requires formal approval; and,

**WHEREAS**, the newly contracted services become effective July 1, 2024.

**NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** approves the contract for Waste Management to provide solid waste and recycling services in the amount of \$1,432,145 for year one with subsequent years to be determined by the contract's terms and conditions and signing authority is granted to the Town Manager.

Adopted this the 8<sup>th</sup> day of February 2024 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**RESOLUTION 2023-009 OF THE TOWN OF LEWISVILLE  
SETTING PUBLIC HEARING TO RECEIVE COMMENTS ON  
UDO L-108 REZONING REQUEST BY MICHAEL TODD  
TO REZONE PROPERTY FROM RS-20 TO RS-9**

**WHEREAS**, the Lewisville Planning Board held its public hearing on January 10, 2024; and,

**WHEREAS**, Chapter 160D-601 of the North Carolina General Statutes (NCGS) provides that the public notices be given when adopting or amending ordinances pertaining to planning and development; and,

**WHEREAS**, NCGS 160D-601 requires that a notice of a public hearing be published twice in a newspaper having general circulation in the municipality not less than 10 days nor more than 25 days before the date fixed for the public hearing; and,

**NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** sets a public hearing to be conducted on March 14, 2024 at 6:00 PM in the Lewisville Town Hall located at 6510 Shallowford Road for the purpose of receiving public comment concerning this request.

Adopted this the 8<sup>th</sup> day of February 2024 by the Lewisville Town Council.

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

ATTEST:

\_\_\_\_\_  
Dora K. Moore, Town Clerk

## **GENERAL USE DISTRICT REZONING STAFF REPORT**

### **903 Forge Way**

**DOCKET:** L-108  
**STAFF:** Adam Barr, Planner  
**Petitioner:** Michael Todd  
**Ownership:** Marion Hinson & Dixie Walsh

#### **REQUEST:**

**From:** RS-20 (Residential Single Family, minimum lot size of 20,000 sq. ft.)  
**To:** RS-9 (Residential Single Family, minimum lot size of 9,000 sq. ft.)  
**PIN(s):** 5885-62-0658 (portion of)  
**Acreage:** 0.38 ac

#### **LOCATION:**

**Street(s):** Forge Way  
**Jurisdiction:** Town of Lewisville

#### **PROPERTY SITE/IMMEDIATE AREA:**

Existing Structures on Site: The site is currently occupied by a single family home.

#### Adjacent uses:

- \* North – Single family residences, zoned RS-9
- \* East - Single family residences, zoned RS-20
- \* South - Single family residences, zoned RS-20
- \* West - Single family residences, zoned RS-9

#### **GENERAL AREA:**

Character/Maintenance: The area is comprised entirely of single-family residence and lots.

#### **PHYSICAL FEATURES:**

**Topography:** The site slopes gently from south to north away from Forge Way  
**Vegetation/habitat:** The property is residential and open.  
**Watershed:** The property is currently within the Yadkin River WS IV watershed.

#### **WATER AND SEWER FACILITIES:**

The site is served by public water and septic.

#### **TRANSPORTATION:**

**Direct Access to Site:** Forge Way  
**Street Classification(s):** Forge Way – Dead end street

#### **CONFORMITY TO ORDINANCE/PLANS:**

Unified Development Ordinance - The RS-9 District is primarily intended to accommodate relatively high-density single family detached dwellings in urban areas. This district is intended for application in GMAs 2 and 3, and may be suitable in Metro Activity Centers where public facilities, including public water and sewer, public roads, parks, and other governmental support services, are available.



Lewisville Tomorrow Comprehensive Plan- The Comprehensive Plan’s Future Land Use Map identifies the property as Neighborhood Residential. Neighborhood Residential accounts for many of the suburban-style, lower-density residential areas that have been built during the past 20 years. While most of the existing neighborhoods have a uniform housing type, future Neighborhood Residential areas should promote a mixture of housing sizes and prices as well as efficient neighborhood design, where appropriate. Neighborhood Residential areas of the future could include single-family homes and townhomes in a clustered design.

Legacy Development Guide - Legacy recognizes this area as being in GMA-3 Suburban Neighborhoods. GMA-3 Suburban Neighborhoods consists of neighborhoods built after World War II, and is where most development has occurred in recent decades. The area has a more separated growth pattern of different land uses with subdivisions that cater to specific housing styles and price ranges, featuring curvilinear streets that often lack connectivity

**ANALYSIS:**

The applicant is requesting a change from RS-20 to RS-9 zoning as a general use request. The intent of the request is to allow for smaller lot dimensions. If approved a portion of the property would be sold and recombined with a neighboring property. The lot size and dimensions of the relevant zoning districts are summarized below:

	<u>RS-20</u>	<u>RS-9</u>
Minimum Lot Size -	20,000 sq. ft.	9,000 sq. ft.
Minimum Lot Width -	95 ft	65 ft
Minimum Front Setback -	30 ft	20 ft
Minimum Rear Setback -	30 ft	25 ft

The proposed RS-9 zoning would support the uses in the nearby properties which are currently zoned RS-9. Town staff is of the opinion that the request is consistent with the Town's *Comprehensive Plan* for the area and complements the uses in the surrounding neighborhoods and properties.

**FINDINGS:**

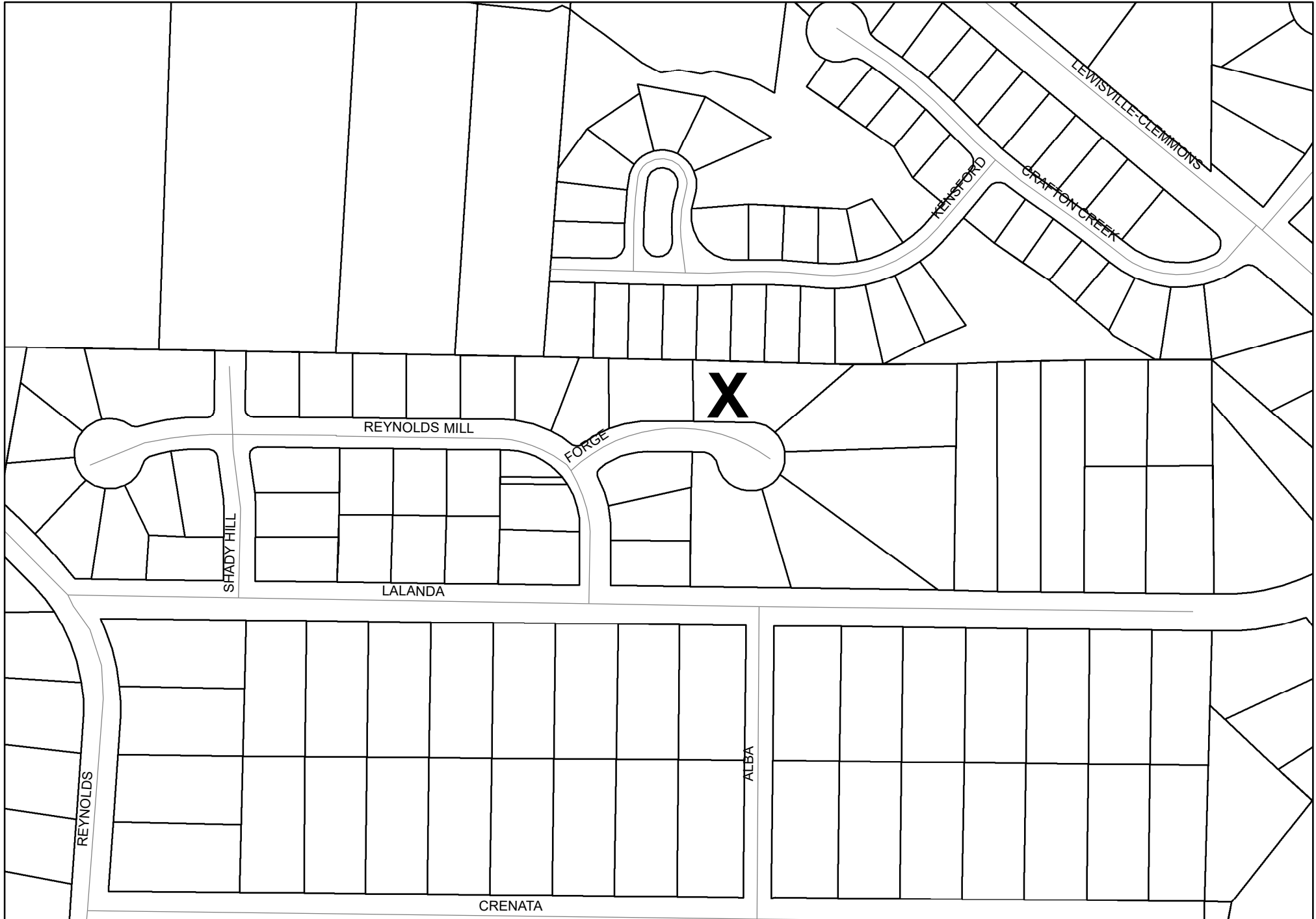
1. The request is for general use zoning. No site plan has been submitted and no specific use requested. If the property is later developed, the Planning Board and the Town Council will be required to review and approve the plan.
2. The uses allowed under either RS-20 or RS-9 are similar in that they are residential in nature.
3. The requested zoning would allow residential development at densities similar to surrounding properties and the requested density is supported by existing infrastructure and anticipated and encouraged by the Town's *Comprehensive Plan*.
4. The proposed zoning district would not introduce a use(s) or density of development incompatible with the existing nearby residential development.

**RECOMMENDATION:**

Statements found in both the Lewisville *Comprehensive Plan* and Forsyth County *Legacy Plan* encourages lower-density residential development. Given these findings and other supporting information found in this report, staff recommends the rezoning to the Planning Board.

**X = Subject Property of Request**

**1 inch = 200 feet**



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Created by: Stacy Tolbert