



**Lewisville Town Council**  
**Regular Meeting Agenda**  
**February 13, 2025 – 6:00 PM**  
**Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Roll Call
- B. Invocation – Council Member Monte Long
- C. Pledge of Allegiance – Council Member Ken Sadler
- D. Adoption of Agenda

**2. Consent Agenda**

- A. Resolution 2025-006– Financial statements for six months ended December 31, 2024 ([Attachment #1](#))
- B. Approval of Agenda Briefing Minutes – January 2, 2025 ([Attachment #2](#))
- C. Approval of Regular Meeting Minutes – January 9, 2025 ([Attachment #3](#))

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

- A. Presentations
  - i. Forsyth County Revaluation – John Burgiss, Forsyth County Tax Collector/Assessor
  - ii. Sheriff's Office
    - a. Introduction of new officer

**4. Public Forum**

- A. Residents should register with the Town Clerk and limit their comments to three (3) minutes.
- B. Written comments are also available.

**5. Public Hearing**

- A. Rezoning – L-111 – 7505 Franklin Road
  - i. Staff presentation
  - ii. Public Hearing
  - iii. Council discussion
  - iv. Council consideration – Ordinance 2025-002 – Change zoning from PB-C to RS-20 – 7505 Franklin Road ([Attachment #4](#))
- B. Rezoning – L-112 – 7035 Franklin Road
  - i. Staff presentation
  - ii. Public Hearing
  - iii. Council discussion
  - iv. Council consideration – Ordinance 2025-003 – Change zoning from RS-20 and GI to IP – 7035 Franklin Road([Attachment #5](#))

## **6. New Business**

- A. Ordinance 2025-004 – Amending the charter of the Town of Lewisville to implement four-year staggered terms for members of the Town Council ([Attachment #6](#))
- B. Resolution 2025-007 – Calling a special election for the purpose of submitting to a vote an ordinance implementing four-year staggered terms for the members of the Town Council ([Attachment #7](#))
- C. Ordinance 2025-005 – Amending Budget Ordinance 2024-001 – Snow and ice removal - \$47,550 ([Attachment #8](#))
- D. Resolution 2025-008 – Special Projects Review Committee - Revised ([Attachment #9](#))
- E. Ordinance 2025-006 – Amending Chapter 16 – Facility Use Exemptions ([Attachment #10](#))

## **7. Administrative Reports**

- A. Upcoming events and closings
  - i. Jack Warren Park PARTF ribbon cutting and dedication event – March 22, 9-11 AM
- B. Approvals at the Briefing and Action Meeting on February 6, 2025
  - i. Council approved proposed Mary Alice Warren Community Center mural.
  - ii. Council approved proposed Shallowford Square art.

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

- A. Public Comments
  - i. Residents should limit their comments to three (3) minutes.
  - ii. Written comment forms are also available.
- B. Council Comments

## **9. Adjournment**



**RESOLUTION 2025-006 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, 2024; 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, 2024 and incorporated herein.

Adopted this the 13<sup>th</sup> day of February 2025 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, 2024**

**General Fund**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ 2,260,488.24	\$ (1,509,676.76)	59.96%
Sales Tax Revenue	1,289,255.00	433,578.56	(855,676.44)	33.63%
Other Revenues	1,774,885.00	898,757.04	(876,127.96)	50.64%
Transfer from ARPA Special Revenue Fund	-	374,752.23	374,752.23	-
<b>Subtotal</b>	<b>6,834,305.00</b>	<b>\$ 3,967,576.07</b>	<b>\$ (2,866,728.93)</b>	<b>58.05%</b>
Appropriation from Fund Balance	420,225.00			
<b>Total</b>	<b>\$ 7,254,530.00</b>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 314,272.00	\$ 121,671.12	\$ 10,711.59	\$ 181,889.29	42.12%
Administration	1,027,766.00	447,762.26	43,406.03	536,597.71	47.79%
Finance	309,693.00	159,438.99	-	150,254.01	51.48%
Debt Service	225,200.00	225,200.00	-	-	100.00%
Planning & Zoning	383,876.00	103,950.05	74,729.18	205,196.77	46.55%
Beautification	130,956.00	70,795.66	55,578.32	4,582.02	96.50%
Community Policing	1,035,720.00	277,813.17	734,227.50	23,679.33	97.71%
Public Works	542,575.00	242,642.32	37,279.04	262,653.64	51.59%
Streets	325,107.00	86,446.06	63,780.86	174,880.08	46.21%
Powell Bill	466,430.00	18,200.00	9,750.00	438,480.00	5.99%
Storm Water	231,157.00	40,868.78	105,758.16	84,530.06	63.43%
Solid Waste	1,605,860.00	605,245.16	-	1,000,614.84	37.69%
Recycling	5,310.00	1,823.33	-	3,486.67	34.34%
Parks and Recreation	386,781.00	139,290.33	21,578.91	225,911.76	41.59%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 7,254,530.00</b>	<b>\$ 2,541,147.23</b>	<b>\$ 1,156,799.59</b>	<b>\$ 3,556,583.18</b>	<b>50.97%</b>

General Fund Balance 7/1/2024	\$ 7,426,640.07
Year-to-Date Increase (Decrease) FY 2024-2025	1,426,428.84
General Fund Balance 12/31/2024	<u>\$ 8,853,068.91</u>

**Town of Lewisville  
Financial Budget to Actual Report - Willow Run Municipal Service District  
Six Months Ended December 31, 2024**

***Willow Run Municipal Service District***

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 75,016.00	\$ 48,827.83	\$ (26,188.17)	65.09%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
<b>Subtotal</b>	338,843.00	<b>\$ 48,827.83</b>	<b>\$ (290,015.17)</b>	<b>14.41%</b>
Appropriation from Fund Balance	192,872.00			
<b>Total</b>	<b>\$ 531,715.00</b>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,715.00	\$ 22,765.00	\$ 17,500.00	\$ 491,450.00	7.57%
<b>Total</b>	<b>\$ 531,715.00</b>	<b>\$ 22,765.00</b>	<b>\$ 17,500.00</b>	<b>\$ 491,450.00</b>	<b>7.57%</b>

MSD Fund Balance 7/1/2024	\$ 249,781.03
Year-to-Date Increase (Decrease) FY 2024-2025	26,062.83
MSD Fund Balance 12/31/2024	<u><u>\$ 275,843.86</u></u>

**Town of Lewisville  
Decemer 31, 2024**

<b>Capital Reserve Funds</b>					
	<b>Fund Balance 7/1/2024</b>	Transfers In	Transfers Out	Investment Earnings	<b>Fund Balance 12/31/2024</b>
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	34.57	1,422.73
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	3,549.88	146,071.97
Parks & Recreation Capital Reserve	331.15	-	-	8.24	339.39
<b>Total</b>	<b>\$ 144,241.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,592.69</b>	<b>\$ 147,834.09</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 June 30, 2024	(1,335,948.56)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2024 through November 30, 2024	(374,752.23)
Investment earnings	172,628.96
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 12/31/2024</b>	<b>\$ 172,628.96</b>

**Town of Lewisville  
December 31, 2024**

<b>Capital Projects Funds - Since Inception</b>								
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 12/31/2024	Budget
Gateway Project Capital Project	2,883,206.28	(3,669,330.36)	1,810,901.90	-	128,593.59	-	1,153,371.41	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,804,462.80)	2,947,137.00	-	22,833.83	2,000,000.00	265,508.03	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	592,263.01	(914,719.24)	560,297.00	-	53,856.75	-	291,697.52	\$ 2,801,485.00
Jack Warren Park Improvements	125,526.24	(412,687.85)	672,049.00	-	37,864.93	-	422,752.32	\$ 672,049.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	25,679.48	-	378,970.48	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	15,613.04	-	278,546.04	\$ 1,446,134.00
Great Wagon Road Improvements	-	-	1,924,545.62	-	71,746.32	-	1,996,291.94	\$ 8,141,999.34
Public Works Facility	-	(710,630.36)	899,325.47	-	16,913.91	-	205,609.02	\$ 1,000,000.00
<b>Total</b>	<b>\$ 3,700,995.53</b>	<b>\$ (10,511,830.61)</b>	<b>\$ 9,430,479.99</b>	<b>\$ -</b>	<b>\$ 373,101.85</b>	<b>\$2,000,000.00</b>	<b>\$ 4,992,746.76</b>	<b>\$ 24,869,366.24</b>

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**January 2, 2025 – 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, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Operations Manager Brian Moore and Town Attorney Elliot Fus. Council Member Julia Puckett was absent.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

**2. Items Requiring Council Direction**

- A. Quarterly shred event – Staff shared the frequency of community shred events held by groups in town as well as fee-based shredding opportunities in the community. Council believes a shred event or shredding service would be beneficial to the community and could be considered sustainability. Staff was requested to explore options for the Town to offer community shredding services.
- B. Facility Use Exemption Request
- i. Lewisville Boy Scout Troop 752 (district event) – Boy Scout Troop 752 requested an exemption to use two rooms and the kitchen at Mary Alice Warren Community Center (MAWCC) on March 13, 2025 for a district scout event. Council consensus was to permit at half price and to add this to the regular meeting agenda.
  - ii. Staff was requested to look at incorporating facility use exemptions with the Special Grants Committee.
- C. Council Retreat topics – Topics for the Council Retreat were shared with Council. Committee chairs will be invited to speak 10-15 minutes each to share feedback about their respective committee.
- D. NCLM 2025-2026 Biennium Goals
- i. Voting delegate designation – Council consensus was for Mayor Horn to serve as the voting delegate.
  - ii. Legislative goals selection – Council selected the following as their requested NCLM goals:
    - Expand funding opportunities for disaster resiliency and recovery efforts.
    - Establish long-term funding streams that adequately address water, sewer, stormwater, transportation and other infrastructure needs.
    - Expand state transportation funding streams for construction and maintenance of municipal and state-owned secondary roads.
    - Create incentives that encourage and adequately fund regionalized water and sewer solutions.
    - Create an orphan road program whereby the state improves those roads to NC Department of Transportation standards before municipalities assume maintenance responsibilities.
    - Support technical assistance programs to assist municipalities with securing or maintaining grants or other necessary municipal resources.
    - Address the needs of a changing municipal workforce through state assistance that supports employee retention, including training and recruitment.



- Update the annexation petition thresholds to make voluntary annexations easier to initiate.
- Preserve authority for extraterritorial jurisdiction to ensure that growth is well-planned and investments by homeowners and business owners are protected.
- Protect the liability of municipal elected officials, acting on behalf of local voters, to determine election formats, districts and other election matters currently under their purview.

### 3. Items Requiring Action at Briefing – None

### 4. Administrative Reports

#### A. Town Manager

- i. Town survey – The Town survey will be available to residents early March and will be advertised in the March/April newsletter. This year, the survey will be done electronically only. Questions will be similar to those in the past to develop trends. Mayor Horn and Council Member Welch offered to assist staff on this endeavor.

#### B. Clerk

- i. Christmas tree pickup begins January 13
- ii. E-cycle January 18, 9am-1pm
- iii. Town offices closed January 20
- iv. Council retreat at Mary Alice Warren Community Center
  - January 31 beginning at 6 PM, meal at 5:30 PM
  - February 1 beginning at 9 AM, breakfast at 8:30 AM
- v. Applications to serve on Town boards and committees are being accepted until January 31. Appointments to be made March 13.
- vi. Winter Art Show February 7, 4:30-6:30 PM, MAWCC
- vii. CPR class February 8, 8 AM- Noon
- viii. Town & State Dinner February 26 – **RSVP by February 1**

#### C. Public Works Director

- i. PARTF/Jack Warren Park improvements – A work day was held in December with staff, Mayor Horn and several committee members participating. Final details for the project are being worked out with hopes of the dedication being held in the spring.
- ii. Paving update – Crack filling in Shallowford Lakes is underway and going well. Once this area is completed, the project will move to Sequoia, Arbor Run and Oak Grove areas. Mr. Hanna also shared he is developing a paving bid list and hopes to have information for Council next month.
- iii. Tree replacement update – Tree replacements in the Belgrove neighborhood has been completed. Mr. Hanna will share project details with the Ridgecrest Homeowners Association this month prior to beginning that tree replacement project.

- D. Community Center Operations Manager – Mr. Moore shared the quarterly report regarding rentals and programs at MAWCC.

### 5. Tentative Agenda Items for Regular Meeting on January 9, 2025

#### A. Consent Agenda

- i. Resolution 2025-001– Financial statements for five months ended November 30, 2024
- ii. Approval of Agenda Briefing Minutes – December 5, 2024
- iii. Approval of Special Meeting Minutes – December 11, 2024
- iv. Approval of Regular Meeting Minutes – December 12, 2024
- v. 2025 Meeting calendar, revised

- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentation
    - a. Sheriff's Office
- C. Public Hearing
  - i. Proposed Charter Amendment – Staggered Terms
- D. Old Business
- E. New Business
  - i. Resolution 2025-003 – Extending vested rights to Great Wagon Road Townhomes project –  
This resolution reaffirms the 5-year vested rights for the Great Wagon Road townhomes project. Manager Tolbert noted that the developer has been unable to begin their project due to awaiting the Great Wagon Road construction.
  - ii. Resolution 2025-004 – Setting public hearing for rezoning request – L-111 – 7505 Franklin Road – PB-C to RS-20 – This rezoning request is to eliminate the pedestrian business zoning to residential. The property owner is requesting the rezoning.
  - iii. Resolution 2025-005 – Setting public hearing for rezoning request – L-112 – 7035 Franklin Road – RS-20 and GI to IP – This request is from Temple Baptist Church so they can have all their properties under the same zoning.

6. **For the Good of the Order**

- A. Mayor Pro Tem Hunt thanked staff for going above and beyond with the cardboard recycling program. She also thanked Mayor Horn for his appropriate social media post addressing the issues at the site. Manager Tolbert concurred noting Mr. Hanna removed 4-5 truckloads of trash from the cardboard containers so there would be no contamination.
- B. Council Member Huffman was recognized for being on the local news channels during the Christmas season regarding the High Point soup kitchen.

7. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 8:11 PM. The motion was seconded by Council Member Long and approved unanimously.

ATTEST:

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

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

**Lewisville Town Council**  
**Regular Meeting Minutes**  
**January 9, 2025 – 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 Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Communications Specialist Veronica Leasure and Town Attorney Elliot Fus. Council Member Julie Puckett was absent.
- B. Mayor Horn recognized Miles Vanhius with Boy Scout Troop 911, working on his Citizenship merit badge.
- C. Invocation – Council Member Jane Welch
- D. Pledge of Allegiance – Council Member Monte Long
- E. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously.

**2. Consent Agenda**

- A. Resolution 2025-001– Financial statements for five months ended November 30, 2024
- B. Approval of Agenda Briefing Minutes – December 5, 2024
- C. Approval of Special Meeting Minutes – December 11, 2024
- D. Approval of Regular Meeting Minutes – December 12, 2024
- E. 2025 Meeting calendar, revised

Mayor Pro Tem Hunt moved to approve the consent agenda items. The motion was seconded by Council Member Welch and approved unanimously. *(Resolution 2025-001 is herein incorporated by reference into the minutes and the revised 2025 Meeting Schedule is included with the minutes.)*

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

**A. Presentations**

- i. Sheriff's Office – Sergeant Stringer shared recent call information. With the pending winter weather, Sergeant Stringer shared yellow marking tape (i.e. caution tape) on trees, vehicles, etc. shows the incident has been checked. Fire Chief Needham has requested downed trees be reported directly to Lewisville Fire Department. Sergeant Stringer also encouraged residents to check on their neighbors, especially during these cold temperatures.

2024														
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	
Total calls for service	575	657	715	682	605	591	621	698	708	684	770	699	8005	
Security Check	277	347	408	368	300	284	351	357	379	359	430	408	4268	
Traffic Arrest / Violation	34	38	24	30	25	41	36	32	25	29	34	25	373	
Alarm	11	1	19	14	16	8	19	12	16	14	15	17	162	
Priority Call Response Time	5.9	5	5	4.1	5.4	4.8	5	4.5	5	4.6	5	5	4.941667	
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	801	685	8752	
Security Check	570	396	136	446	442	518	388	464	207	338	498	556	4959	
Traffic Arrest / Violation	49	47	51	75	41	35	30	72	26	32	26	26	510	
Alarm	17	23	23	22	15	20	7	7	9	20	7	7	177	
Priority Call Response Time	5.2	3.6	5.2	5.3	5.9	5	4.1	4.1	6	6	5	4	4.95	

#### 4. Public Forum

- A. Susan Frey, 165 Will Austin Court, shared her concern about the unsightly mess left by residents at the cardboard holiday site. She suggested it was time to end this service since there are other cardboard recycling opportunities.

#### 5. Public Hearing

- A. Proposed Charter Amendment – Staggered Terms
  - i. Fred Franklin, 1421 Conrad Sawmill Road, expressed his opposition to staggered terms. *(Mr. Franklin's comments are included with the minutes.)*
  - ii. Steve Thompson, 737 Lewisville-Clemmons Road, echoed Mr. Franklin's comments.
  - iii. Manager Tolbert provided an overview of what action thus far has been taken by Council and next steps.

#### 6. New Business

- A. Resolution 2025-002 – Facility fee reduction – Wachovia District Banquet hosted by Boy Scout Troop 752 – Mayor Pro Tem Hunt moved to approve Resolution 2025-002 granting a facility fee reduction of fifty percent for Boy Scout Troop 752 to utilize two rooms and the kitchen at Mary Alice Warren Community Center on March 13, 2025. It was stated this is inline with what was permitted previously for the scouts. The motion was seconded by Council Member Long. Mayor Horn, Mayor Pro Tem Hunt, and Council Members Long, Sadler and Welch voted in favor. Council Member Huffman voted in opposition. Motion passed 5-1. *(Resolution 2025-002 is herein incorporated by reference into the minutes.)*
- B. Resolution 2025-003 – Extending vested rights to Great Wagon Road Townhomes project – In February 2023, Council approved rezoning for the Great Wagon Road townhomes project. The developer has been unable to attain any permits due to the Great Wagon Road construction postponement. This resolution affirms five-year vested rights as outlined in the Town's Unified Development Ordinance. Council Member Huffman moved to approve Resolution 2025-003. The motion was seconded by Council Member Sadler and motion passed unanimously. *(Resolution 2025-003 is herein incorporated by reference into the minutes.)*
- C. Resolution 2025-004 – Setting public hearing for rezoning request – L-111 – 7505 Franklin Road – PB-C to RS-20 – The property owner has requested a down zoning of their property from pedestrian business to residential. Council Member Welch moved to approve Resolution 2025-004. The motion was seconded by Council Member Long and motion passed unanimously. *(Resolution 2025-004 is herein incorporated by reference into the minutes.)*
- D. Resolution 2025-005 – Setting public hearing for rezoning request – L-112 – 7035 Franklin Road – RS-20 and GI to IP – The properties of Temple Baptist Church are currently mixed zoning. The church has requested a rezoning to institutional to meet their needs. Mayor Pro Tem Hunt moved to approve Resolution 2025-005. The motion was seconded by Council Member Sadler and motion passed unanimously. *(Resolution 2025-005 is herein incorporated by reference into the minutes.)*

#### 7. Administrative Reports

- A. Upcoming events and closings
  - i. Christmas tree pickup begins January 13
  - ii. E-cycle January 18, 9am-1pm
  - iii. Town offices closed January 20
  - iv. Winter Art Show February 7, 4:30-6:30 PM, MAWCC
  - v. CPR class February 8, 8 AM- Noon
  - vi. Blood Drive February 12, 1:00-5:30 PM, MAWCC

With the impending winter weather, Waste Management will be begin their route Friday at 5 AM instead of 6 AM.

- Mr. Hanna shared the Town's snow removal plan encouraging those who can to stay off the road, not park on the street and allow snow plows to do their job.

B. Town Clerk

- i. Council retreat at Mary Alice Warren Community Center
  - a. January 31 beginning at 6 PM, meal at 5:30 PM
  - b. February 1 beginning at 9 AM, breakfast at 8:30 AM
- ii. Applications to serve on Town boards and committees are being accepted until January 31. Appointments to be made March 13.
- iii. Town & State Dinner February 26 – **RSVP by February 1**

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

A. Public comments

B. Council comments

- i. Mayor Pro Tem Hunt welcomed Scout Vanhuis to the dais and expressed her passion for youth involvement in local government.
- ii. Mayor Horn encouraged residents to stay safe with the winter weather and to move their vehicles from the road.
- iii. Mayor Horn also extended thoughts to those impacted by the recent Los Angeles fires.

9. **Adjournment** – Council Member Sadler moved to adjourn the meeting at 6:42 PM. The motion was seconded by Council Member Long and motion passed unanimously.

ATTEST:

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

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



**ORDINANCE 2025-002 OF THE TOWN OF LEWISVILLE  
AMENDING THE TOWN OF LEWISVILLE'S ZONING ORDINANCE OF THE UNIFIED  
DEVELOPMENT ORDINANCE AND OFFICIAL ZONING MAP OF THE TOWN OF LEWISVILLE**

**7505 FRANKLIN ROAD (L-111)  
(PIN 5886-14-4123)**

**BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** as follows:

Section 1. The Town of Lewisville Zoning Ordinance (Section B 6-2) of the Lewisville Unified Development Ordinances and the official zoning maps of the Town of Lewisville and Forsyth County, North Carolina are hereby amended by changing from PB-C to RS-20 for the following described property as:

PIN 5886-14-4123 – 7505 Franklin Road  
.59 acres +/-

Section 2. This Ordinance shall be effective from and after its date of adoption.

Adopted and effective this the 13<sup>th</sup> day of February 2025 by the Lewisville Town Council with a vote of \_\_\_\_\_.

ATTEST:

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

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



## STAFF REPORT

ITEM:	REZONING L-111 HUTCHENS
SUBJECT:	REZONING A PARCEL OF LAND FROM PB-C TO RS-20
PREPARED BY:	LYNN COCHRAN, PLANNING DIRECTOR
DATE SUBMITTED:	DECEMBER 16, 2024

### BACKGROUND/SUMMARY:

Rezoning Case L-111, Hutchens. Rezoning a portion of a parcel of land located at 7505 Franklin Rd from PB-C to RS-20.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends approval of the request. The Planning Board voted unanimously (6-0) to recommend approval of this request during its regularly scheduled meeting December 12, 2024

### FISCAL IMPACT:

### ATTACHMENT(S):

Staff Report and zoning map for L-111

## **AGENDA ITEM**

### **LEWISVILLE PLANNING BOARD**

**L-111:** A request for rezoning from Pedestrian Business - Conditional (PB-C) to Residential Single-Family (RS-20).

**Applicant:** Karen Hutchens

**Tax PIN(s):** 5886-14-4123

**Location:** 7505 Franklin Rd



**Size and Location of the Parcel(s):** this property measures approximately 1.57 acres in total, with the portion to be rezoned being approximately .59 acres. The property is located at 7505 Franklin Rd.

**Property Site:** Currently, there is an existing single-family home on this property. In the area to be rezoned there are residential accessory structures.

**Immediate & General Area:** This property is located in an area featuring a mix of small and medium lot single-family residences. Adjacent properties are currently zoned Residential Single-Family (RS-20), with a small area zoned for Manufactured Housing (MH) directly adjacent to the property.

**Environmental Features:** This property is located within the Yadkin River WS IV Watershed.

**Utilities:** This property is currently served by public water and private septic facilities.

**Access:** This property features direct access to Franklin Rd, designated as a minor thoroughfare, according to the Winston-Salem Urban Area Metropolitan Planning Organization *Comprehensive Transportation Plan* (CTP) map.

**Previous Zoning History:** A (+/-) .59-acre portion of this property was zoned PB-C in 1997. As apart of that conditional rezoning the uses were restricted to the single use of Services, Business B, with the intent to store equipment for an existing landscaping business.

**Comprehensive Plan:** The *Lewisville Tomorrow Comprehensive Plan* indicates that this property is located in an area of the Neighborhood Residential place type. "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." (p. 75)

#### **Consistency & Reasonableness Considerations:**

1. *Consistency.* This application is found to be consistent with *the Lewisville Tomorrow Comprehensive Plan* because:
  - Single-Family residential uses are identified as a key component of the Neighborhood Residential place type.
  - This property is located in an area characterized almost exclusively by single-family residential uses.
  - Housing Objective 1.1 of the *Lewisville Tomorrow Comprehensive Plan* identifies preservation of single-family neighborhoods as a Town priority.
2. *Reasonableness.* This application is found to be reasonable and in the public interest, based on the following factors

#### Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair  
Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready



- Measuring (+/-) 1.57 acres in total, the size of this property is typical of the area.
- The proposed zoning will better align with current residential zoning patterns among adjacent and nearby properties.
- Rezoning from PB-C to RS-20 will allow uses that are more compatible with existing uses in this area, maintaining the current character of adjacent and nearby properties.

**Staff Analysis & Recommendation:** Staff finds the application to be complete and ready for board consideration. Staff finds the request to be consistent with the intents and descriptions of the *Comprehensive Plan* in the Neighborhood Residential place type. Additionally, staff finds the request to be reasonable when considering all relevant factors.

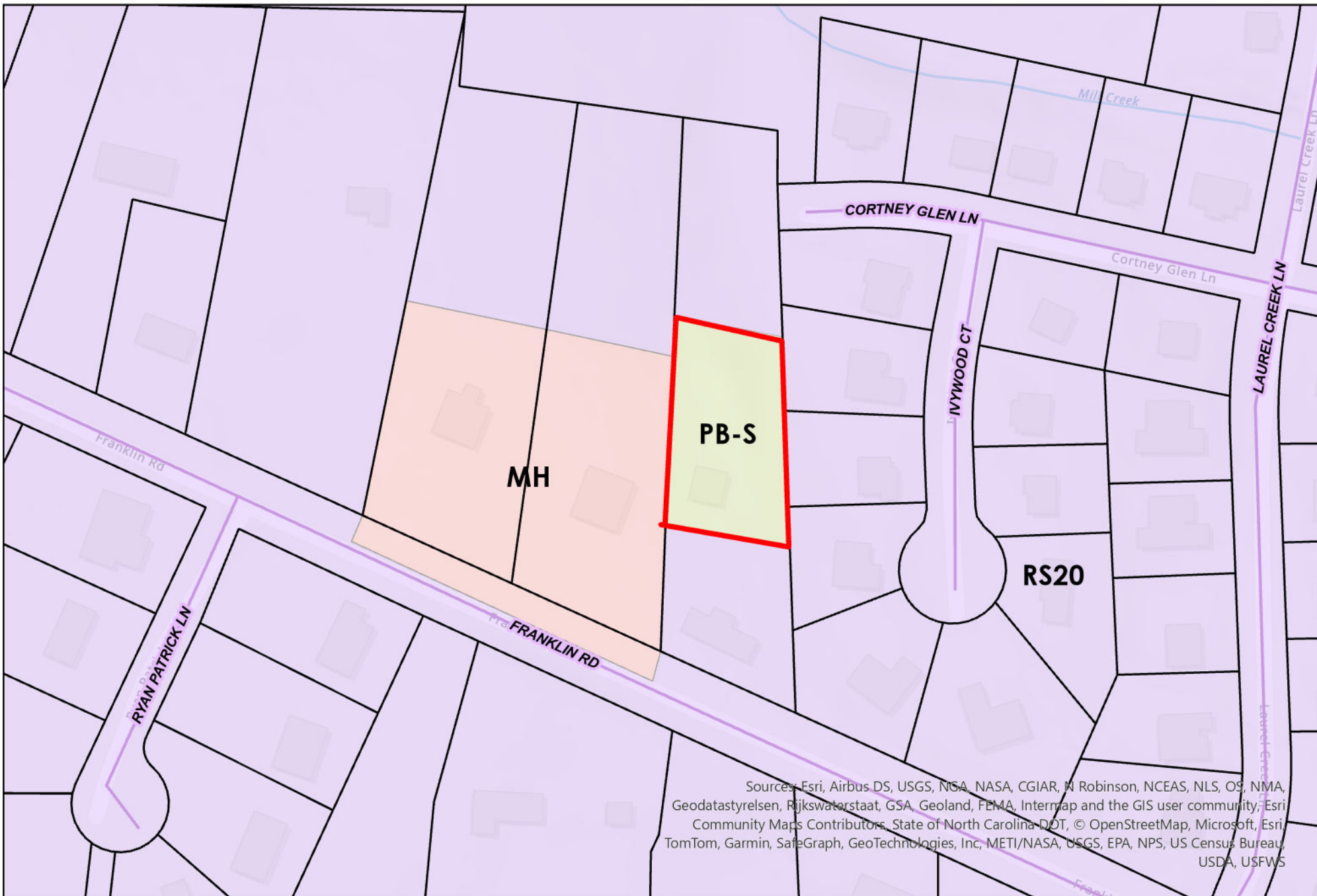
**Thus, staff recommends approval of zoning map amendment L-111, a request for rezoning from Pedestrian Business - Conditional (PB-C) to Residential Single Family (RS-20).**

**\*Town Council Recommendation:** The Lewisville Planning Board voted unanimously (6-0) to recommend approval of this request during its regularly scheduled December 12, 2024 meeting

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair  
Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready

# L-111 Zoning Map



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, J. Robinson, NCEAS, NLS, OS, NMA, Geodastystyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, State of North Carolina DOT, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Created by: Adam Barr



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### Legend

- MH
- PB-S
- RS20

## USES IN THE RS-20 ZONING DISTRICT (RS-20)

### **Uses permitted by-right within zoning district (zoning permit may be required):**

- Residential Building, Single Family
- Recreation Facility, Public

### **Uses permitted by-right that require development standards:**

- Family Care Home
- Swimming Pool, Private
- Adult Day Care Home
- Church or Religious Institution, Neighborhood
- Police or Fire Station

### **Uses permitted with Planning Board Review:**

- Golf Course
- Church or Religious Institution, Community
- Library, Public
- School, Private or Charter
- School Public
- Utilities

### **Uses requiring a special use permit from the Town Council:**

- Planned Residential Development
- Access Easement, Private Off-Site
- Parking, Off-Site for Multifamily or Institutional Uses

### **Uses requiring a special use permit from the Zoning Board of Adjustment:**

- Agricultural Production, Crops
- Bed and Breakfast
- Kennel
- Fishing, Fee Charged
- Riding Stable
- Child Day Care, Large Home
- Child Day Care, Small Home
- Dirt Storage
- Habilitation Facility A
- Nursing Care Institution
- Landfill, Land Clearing/Inert Debris
- Park and Shuttle Lot
- Transmission Tower



## TOWN OF LEWISVILLE PLANNING CONSISTENCY AND REASONABLENESS DETERMINATIONS

---

The Board has reviewed Zoning Map Amendment L-111, rezoning from Pedestrian Business-Conditional (PB-C) to Residential Single Family (RS-20). As required by NCGS § 160D, the Board makes the following findings:

1. The proposed action is found to be consistent with the adopted *Lewisville Comprehensive Plan* because:
  - Single-Family residential uses are identified as a key component of the Neighborhood Residential place type.
  - This property is located in an area characterized almost exclusively by single-family residential uses.
  - Housing Objective 1.1 of the Lewisville Tomorrow Comprehensive Plan identifies preservation of single-family neighborhoods as a Town priority.
  
2. The proposed action is found to be reasonable because:
  - Measuring (+/-) 1.57 acres in total, the size of the property is typical of the area.
  - The proposed zoning will better align with current residential zoning patterns among adjacent and nearby properties.
  - Rezoning from PB-C to RS-20 will allow uses that are more compatible with existing uses in this area, maintaining the current character of adjacent and nearby properties.



## TOWN OF LEWISVILLE PLANNING DRAFT MOTION TO APPROVE OR DENY

---

### **APPROVE**

"I motion to APPROVE this request based upon the Consistency & Reasonable Determinations Statements that are included in the Board agenda packet and as may be amended."

### **DENY**

"I motion to DENY this request based upon the Consistency & Reasonable Determinations Statements that are included in the Board agenda packet and as may be amended."



**ORDINANCE 2025-002 OF THE TOWN OF LEWISVILLE  
AMENDING THE TOWN OF LEWISVILLE’S ZONING ORDINANCE OF THE UNIFIED  
DEVELOPMENT ORDINANCE AND OFFICIAL ZONING MAP OF THE TOWN OF LEWISVILLE**

**7035 FRANKLIN ROAD (L-112)  
(PINS 5886-53-0107, 5886-53-1195, 5886-52-3973, 5886-53-3186,  
& 5886-53-3238)**

**BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** as follows:

Section 1. The Town of Lewisville Zoning Ordinance (Section B 6-2) of the Lewisville Unified Development Ordinances and the official zoning maps of the Town of Lewisville and Forsyth County, North Carolina are hereby amended by changing from RS-20 & GI to IP for the following described property as:

PINS 5886-53-0107, 5886-53-1195, 5886-52-3973, 5886-53-3186,  
& 5886-53-3238 – 7035 Franklin Road  
7.11 acres +/-

Section 2. This Ordinance shall be effective from and after its date of adoption.

Adopted and effective this the 13<sup>th</sup> day of February 2025 by the Lewisville Town Council with a vote of \_\_\_\_\_.

ATTEST:

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

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



## STAFF REPORT

ITEM:	REZONING L-112 TEMPLE BAPTIST CHURCH
SUBJECT:	REZONING A PARCEL OF LAND FROM RS-20 & GI TO IP
PREPARED BY:	LYNN COCHRAN, PLANNING DIRECTOR
DATE SUBMITTED:	DECEMBER 16, 2024

### BACKGROUND/SUMMARY:

Rezoning Case L-112, Temple Baptist. Rezoning five (5) parcels of land located at 7035 Franklin Rd from RS-20 and GI to IP.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends approval of the request. The Planning Board voted unanimously (6-0) to recommend approval of this request during its regularly scheduled meeting December 12, 2024

### FISCAL IMPACT:

### ATTACHMENT(S):

Staff Report and zoning map for L-112

## **AGENDA ITEM**

### **LEWISVILLE PLANNING BOARD**

**L-112:** A request for rezoning from Residential Single-Family (RS-20) & General Industrial (GI) to Institutional and Public (IP).

**Applicant:** Temple Baptist Church

**Tax PIN(s):** 5886-53-0107, 5886-53-1195, 5886-52-3973, 5886-53-3186,  
& 5886-53-3238

**Location:** 7035 Franklin Rd



**Size and Location of the Parcel(s):** these properties measure approximately 7.11 acres in total. The properties are located at 7035 Franklin Rd, at the intersection of Franklin Rd and Lewisville-Vienna Rd.

**Property Site:** Currently, there is an existing church on the two western most parcels. The three eastern most parcels are currently vacant.

**Immediate & General Area:** This property is located in an area featuring a mix of small and medium lot single-family residences. Adjacent property is currently zoned Residential Single-Family (RS-20), with a single adjacent property zoned Limited Business – Conditional (LB-C) on the other side of Lewisville-Vienna Rd.

**Environmental Features:** This property is located within the Yadkin River WS IV Watershed.

**Utilities:** This property is currently served by public water and private septic facilities.

**Access:** Two of the properties are currently served by direct access to Franklin Rd, a minor thoroughfare, with portions of the site having potential access to Lewisville-Vienna Rd, designated as a major thoroughfare, according to the Winston-Salem Urban Area Metropolitan Planning Organization *Comprehensive Transportation Plan* (CTP) map.

**Previous Zoning History:** The properties were designated as RS-20 and GI at the time the town incorporated.

**Comprehensive Plan:** The *Lewisville Tomorrow Comprehensive Plan* designates this property as the Neighborhood Residential place type. 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. (p. 75)

#### **Consistency & Reasonableness Considerations:**

1. *Consistency.* This application is found to be consistent with *the Lewisville Tomorrow Comprehensive Plan* because:
  - Institutional uses are identified as a key component of the Neighborhood Residential place type.
  - Land Use Objective 1 of the *Lewisville Tomorrow Comprehensive Plan* encourages land use patterns that allow convenient access to neighborhood amenities and protect property owners from incompatible land uses.

#### Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair  
Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready



2. *Reasonableness*. This application is found to be reasonable and in the public interest, based on the following factors
- Measuring (+/-) 7.11 acres in total, the size of this property is typical of the area.
  - Rezoning from RS-20 & GI to IP will allow uses that are more compatible with existing uses in this area, maintaining the current character of adjacent and nearby properties.
  - Since the property was previously rezoned GI, long range plans have not identified this area as appropriate for industrial type uses.

**Staff Analysis & Recommendation:** Staff finds the application to be complete and ready for board consideration. Staff finds the request to be consistent with the intents and descriptions of the *Comprehensive Plan* in the Neighborhood Residential place type. Additionally, staff finds the request to be reasonable when considering all relevant factors.

**Thus, staff recommends approval of zoning map amendment L-112, a request for rezoning from Residential Single-Family (RS-20) & General Industrial (GI) to Institutional and Public (IP).**

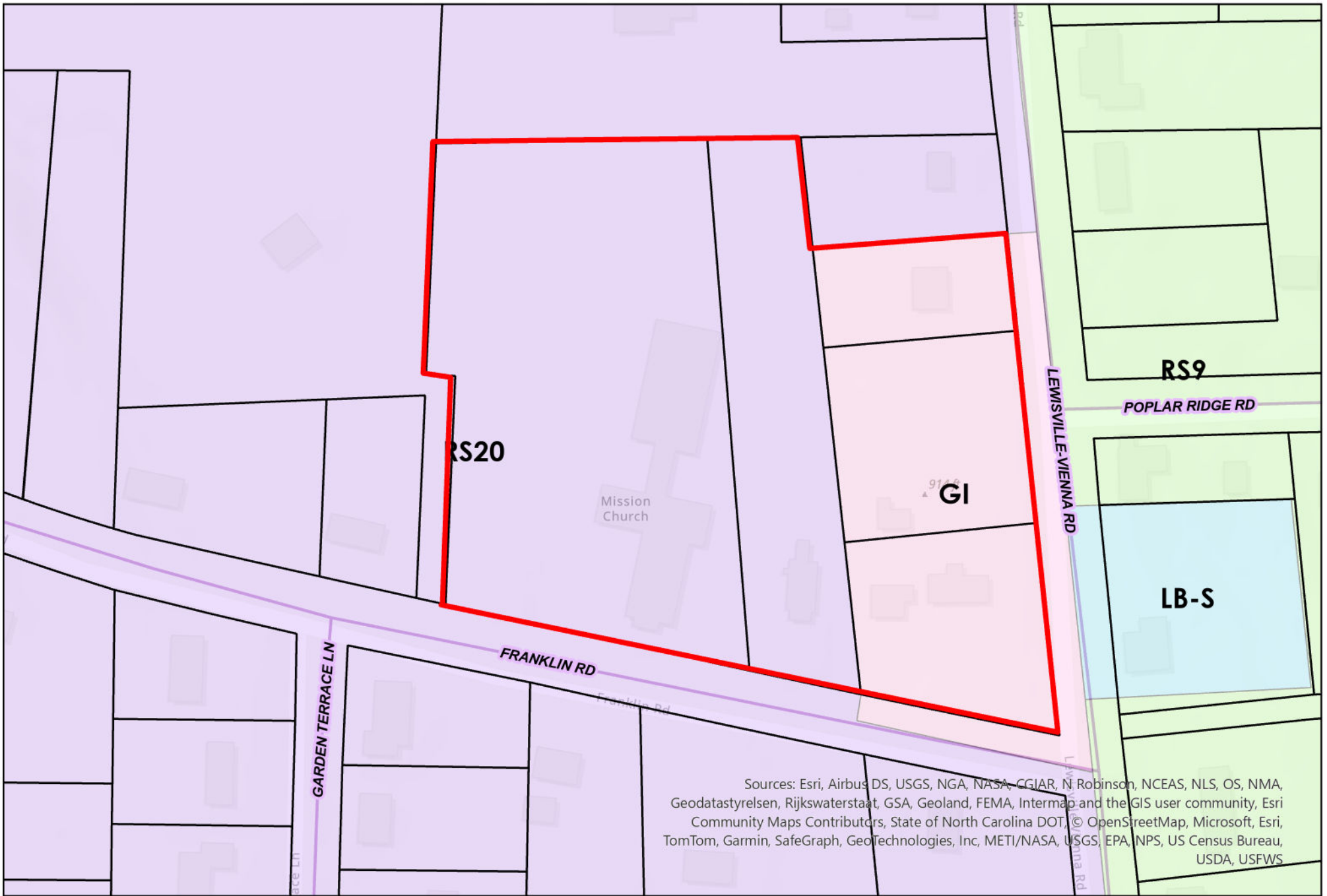
**\*Town Council Recommendation:** The Lewisville Planning Board voted unanimously (6-0) to recommend approval of this request during its regularly scheduled meeting December 12, 2024.

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair

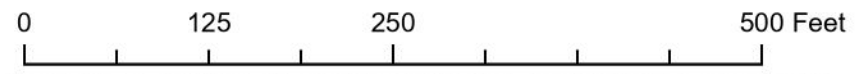
Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready

# L-112 Zoning Map



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, State of North Carolina DOT, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Created by: Adam Barr



Legend	
GI	RS20
LB-S	RS9

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## USES IN THE RS-20 ZONING DISTRICT (RS-20)

### **Uses permitted by-right within zoning district (zoning permit may be required):**

- Residential Building, Single Family
- Recreation Facility, Public

### **Uses permitted by-right that require development standards:**

- Family Care Home
- Swimming Pool, Private
- Adult Day Care Home
- Church or Religious Institution, Neighborhood
- Police or Fire Station

### **Uses permitted with Planning Board Review:**

- Golf Course
- Church or Religious Institution, Community
- Library, Public
- School, Private or Charter
- School Public
- Utilities

### **Uses requiring a special use permit from the Town Council:**

- Planned Residential Development
- Access Easement, Private Off-Site
- Parking, Off-Site for Multifamily or Institutional Uses

### **Uses requiring a special use permit from the Zoning Board of Adjustment:**

- Agricultural Production, Crops
- Bed and Breakfast
- Kennel
- Fishing, Fee Charged
- Riding Stable
- Child Day Care, Large Home
- Child Day Care, Small Home
- Dirt Storage
- Habilitation Facility A
- Nursing Care Institution
- Landfill, Land Clearing/Inert Debris
- Park and Shuttle Lot
- Transmission Tower

## USES IN THE GENERAL INDUSTRIAL ZONING DISTRICT (GI)

### **Uses permitted by-right within zoning district (zoning permit may be required):**

- Fish Hatchery
- Arts and Crafts Studio
- Building Materials Supply
- Bulk Storage of Petroleum Products
- Fuel Dealer
- Implement Sales and Service
- Restaurant (without drive-through service)
- Restaurant (with drive-through service)
- Storage Trailer
- Wholesale Trade A
- Wholesale Trade B
- Banking and Financial Services
- Building Contractors, General
- Building Contractors, Heavy
- Health Services, Miscellaneous
- Medical or Dental Laboratory
- Motor Vehicle, Rental and Leasing
- Non-Store Retailer
- Offices, Miscellaneous
- Professional Office
- Services, Business A
- Services, Business B
- Storage Services, Retail
- Recreation Facility, Public
- Shooting Range, Indoor
- Community Center
- Government Offices
- Post Office
- Postal Processing Facility
- Recycling Center
- Asphalt and Concrete Plant
- Manufacturing A
- Manufacturing B
- Recycling Plant
- Broadcast Studio
- Parking, Commercial
- Terminal, Bus or Taxi
- Terminal, Freight

### **Uses permitted by-right that require development standards:**

- Animal Farm Operation
- Bed and Breakfast
- Medical and Surgical Offices
- Repair and Maintenance
- Body or Paint Shop
- Storage Yard
- Signs, Off-Premises
- Veterinary Services
- Golf Course
- Golf Driving Range
- Recreation Services, Outdoor

- Animal Shelter, Public
- Child Care (Drop-in)
- Church or Religious Institution, Community
- Church or Religious Institution, Neighborhood
- Correctional Institution
- Police or Fire Station
- Solid Waste Transfer Station
- Storage & Salvage Yard
- Park and Shuttle Lot
- Utilities

### **Uses permitted with Planning Board Review:**

- Motor Vehicle Dismantling and Wrecking Yard
- Kennel
- Testing and Research Lab
- Landfill, Construction and Demolition
- Landfill, Land Clearing/Inert Debris
- Airport, Private
- Heliport

### **Uses requiring a special use permit from the Town Council:**

- Hazardous Waste Management Facility
- Mining, Quarry, or Extractive Industry
- Access Easement, Private Off-Site

### **Uses requiring a special use permit from the Zoning Board of Adjustment:**

- Dirt Storage
- Landfill, Sanitary
- Borrow Site
- Airport, Public
- Helistop
- Transmission Tower

## USES IN THE INSTITUTIONAL AND PUBLIC ZONING DISTRICT (IP)

### **Uses permitted by-right within zoning district (zoning permit may be required):**

- Funeral Home
- Recreation Facility, Public
- College or University
- Community Center
- Government Offices
- Museum or Art Gallery
- Neighborhood Organization
- Manufacturing C

### **Uses permitted by-right that require development standards:**

- Bed and Breakfast
- Golf Course
- Golf Driving Range
- Recreation Services, Indoor
- Recreation Services, Outdoor
- Animal Shelter, Public
- Cemetery, Licensed
- Cemetery, Unlicensed
- Child Care (Drop-in)
- Church or Religious Institution, Neighborhood
- Library, Public
- Nursing Care Institution
- Police or Fire Station
- Park and Shuttle Lot
- Utilities

### **Uses permitted with Planning Board Review:**

- Family Group Home B
- Family Group Home A
- Adult Day Care Center
- Child Care Institution
- Child Care (Sick Children)
- Child Day Care Center
- Child Day Care, Large Home
- Church or Religious Institution, Community
- School, Private or Charter
- School Public
- School, Vocational or Professional
- Meat Packing Plant

### **Uses requiring a special use permit from the Town Council:**

- Planned Residential Development
- Access Easement, Private Off-Site

### **Uses requiring a special use permit from the Zoning Board of Adjustment:**

- Landfill, Land Clearing/Inert Debris
- Helistop
- Transmission Tower



## TOWN OF LEWISVILLE PLANNING CONSISTENCY AND REASONABLENESS DETERMINATIONS

---

The Board has reviewed Zoning Map Amendment L-112, rezoning from Residential Single Family (RS-20) & General Industrial (GI) to Institutional and Public (IP). As required by NCGS § 160D, the Board makes the following findings:

1. The proposed action is found to be consistent with the adopted *Lewisville Comprehensive Plan* because:
  - Institutional uses are identified as a key component of the Neighborhood
  - Land Use Objective 1 of the Lewisville Tomorrow Comprehensive Plan encourages land use patterns that allow convenient access to neighborhood amenities and protect property owners from incompatible land uses.
  
2. The proposed action is found to be reasonable because:
  - Measuring (+/-) 7.11 acres in total, the size of this property is typical of the area.
  - Rezoning from RS-20 & GI to IP will allow uses that are more compatible with existing uses in this area, maintaining the current character of adjacent and nearby properties.
  - Since the property was previously rezoned GI, long range plans have not identified this area as appropriate for industrial type uses.



## TOWN OF LEWISVILLE PLANNING DRAFT MOTION TO APPROVE OR DENY

---

### **APPROVE**

"I motion to APPROVE this request based upon the Consistency & Reasonable Determinations Statements that are included in the Board agenda packet and as may be amended."

### **DENY**

"I motion to DENY this request based upon the Consistency & Reasonable Determinations Statements that are included in the Board agenda packet and as may be amended."



**ORDINANCE 2025-004 – AMENDING THE CHAPTER OF THE TOWN OF LEWISVILLE TO IMPLEMENT FOUR-YEAR STAGGERED TERMS FOR THE LEWISVILLE TOWN COUNCIL MEMBERS**

**BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that:

Section 1. Pursuant to GS 160A-101 and 160A-102, the charter of the Town of Lewisville, as set forth in Chapter 116 of the 1991 Session Laws of North Carolina (S.L. 1991-116), as amended, is hereby further amended to provide that the Lewisville Town Council Members shall hereafter be elected for four-year terms on a staggered basis as set forth below.

Section 2. Four-year staggered terms shall be implemented as follows:

- a. At the regular municipal election to be held in 2027, candidates for three Council seats receiving the highest number of votes shall be elected to serve for four-year terms. The three candidates for Council seats who receive the next highest number of votes shall be elected to serve for two-year terms.
- b. At the regular municipal election to be held in 2029, and every four years thereafter, three Council Members will be elected to serve for four-year terms.
- c. At the regular municipal election to be held in 2031, and every four years thereafter, three Council Members shall be elected to serve for four year terms.
- d. The mayoral seat will remain a two-year term.

Section 3. This ordinance shall be effective only upon approval by a vote of the people. A special election for the purpose of submitting the ordinance to a vote shall be held as provided by Resolution 2025-007 also adopted this day.

Adopted this the 13<sup>th</sup> day of February 2025 by the Lewisville Town Council.

ATTEST:

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

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

Approved as to Form:

\_\_\_\_\_  
Elliot Fus, Town Attorney





**RESOLUTION 2025-007 – CALLING A SPECIAL ELECTION FOR THE PURPOSE OF SUBMITTING TO A VOTE AN ORDINANCE IMPLEMENTING FOUR-YEAR STAGGERED TERMS FOR THE LEWISVILLE TOWN COUNCIL MEMBERS**

**WHEREAS**, pursuant to GS 160A-101 and 160A-102, the Lewisville Town Council enacted Ordinance 2025-004 on February 13, 2025 amending the Lewisville Town Charter as set forth in Chapter 116 of the 1991 Session Laws of North Carolina (S.L. 1991-116), as amended, to implement four-year staggered for the Lewisville Town Council Members; and,

**WHEREAS**, the mayoral seat will remain a two-year term; and,

**WHEREAS**, pursuant to GS 160A-102, the ordinance provides that it will become effective only if approved by a vote of the people.

**NOW, THEREFORE, BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** that:

1. An election is hereby called for Tuesday, November 4, 2025, for the purpose of determining whether the Lewisville Town Council Members shall be elected for four-year terms on a staggered basis as follows:
  - a. At the regular municipal election to be held in 2027, candidates for three Council seats receiving the highest number of votes shall be elected to serve for four-year terms. The three candidates for Council seats who receive the next highest number of votes shall be elected to serve for two-year terms.
  - b. At the regular municipal election to be held in 2029, and every four years thereafter, three Council Members will be elected to serve for four-year terms.
  - c. At the regular municipal election to be held in 2031, and every four years thereafter, three Council Members shall be elected to serve for four year terms.
  - d. The mayoral seat will remain a two-year term.
2. Question:  
 Shall the ordinance amending the Town of Lewisville Charter that changes the Lewisville Council Members term lengths from two-year to four-year staggered terms be approved?  
 Yes \_\_\_\_ No \_\_\_\_
3. The Town Clerk is directed to forthwith deliver a copy of this resolution to said Board of Elections, and pursuant to GS 160A-102, the Town Clerk shall coordinate with the Forsyth County Board of Elections and/or cause to be duly published in accordance with GS 163-287 a notice of the election hereby called.
4. The election shall be held in accordance with Article 23, Chapter 163 of the General Statutes of North Carolina.

Adopted this the 13<sup>th</sup> day of February 2025 by the Lewisville Town Council.

ATTEST:

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

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



## STAFF REPORT

ITEM:	1. ORDINANCE 2025-005
SUBJECT:	1. ORDINANCE 2025-005 - BUDGET AMENDMENT – TO INCREASE APPROPRIATIONS FOR SNOW AND ICE REMOVAL
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	2/6/2025

### BACKGROUND/SUMMARY:

The Town's annual operating budget began the Fiscal 2024-2025 year with a budget of \$75,000 for snow and ice removal of our town-owned streets. Expenditures have been made as follows from this appropriation.

Beginning budget	\$ 75,000
Contractor's training day	\$ (8,000)
Snow Event - January 10	\$ (39,550)
Remaining in budget	<u>\$ 27,450</u>

The amount remaining in the budget would not pay for another event similar to the one on January 10. In addition, the NC Department of Transportation will invoice us for the cost of the salt we used at the end of the winter season. Thus, staff requests that Council approve a budget amendment to increase the budget for snow and ice removal by \$47,550. This will bring the amount appropriated for snow and ice removal back up to its original budgeted amount of \$75,000.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

- Staff is requesting that Council approve Ordinance 2025-005 to amend the annual operating budget to increase appropriations for snow and ice removal.

**FISCAL IMPACT:**

Fund balance will be appropriated in the amount of \$47,550.

**ATTACHMENTS:**

1. Ordinance 2025-005 - Amendment to Budget Ordinance 2024-001



TOWN OF LEWISVILLE  
 Budget Amendment Ordinance 2025-005  
 Amending Budget Ordinance 2024-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 5
Pam Orrell, Finance Director

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-20-5600-6100	General Fund - Streets - Snow and Ice Removal	\$ 47,550.00	10-00-3990-9000	General Fund - Fund Balance Appropriated	\$ 47,550.00
		\$ 47,550.00			\$ 47,550.00

EXPLANATION: To increase the budget for snow and ice removal.

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RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 13th day of February, 2025 by the Lewisville Town Council.

ATTEST:

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

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



**RESOLUTION 2025-008 OF THE LEWISVILLE TOWN COUNCIL  
SPECIAL PROJECTS REVIEW COMMITTEE**

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** updates the Special Projects Review Committee’s charter:

1. **NAME OF THE COMMITTEE:** The Lewisville Special Projects Review Committee referred to herein as the Committee.
2. **TYPE OF COMMITTEE:** The Committee shall be an advisory committee to the Town Council.
3. **MISSION:** Review nonprofit projects submitted for funding, review facility use exemption requests and make recommendations to Council for consideration.
4. **MEMBERSHIP:** The Committee shall consist of three (3) members of Town Council, the Finance Director, Town Manager, Town Clerk and Town Attorney.
5. **TERMS OF APPOINTMENT:** Committee members are for two (2) years and are to be appointed by Council at the Organizational Meeting after Town elections are certified.
6. **MEETINGS:**
  - a. The Committee shall meet on an as needed basis following the Council’s Briefing and Action Meeting.
  - b. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations.

**BE IT FURTHER RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the Special Projects Funding Policy and application included herein.

Adopted this the 13<sup>th</sup> day of February 2025 by the Lewisville Town Council.

ATTEST:

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

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

**Town of Lewisville**  
**Special Projects Funding & Exemption Policy**  
**for Nonprofit Organizations**

**Purpose**

The purpose of this policy is to promote partnerships between the Town and general nonprofit organizations for the benefit of Lewisville residents.

**Coverage**

This policy shall be applicable to all requests for support and exemptions from nonprofit organizations.

**Procedures**

1. Eligibility: Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following:
  - a. Uses a location within Lewisville's corporate limits for its primary service place;
  - b. Has an office in Lewisville;
  - c. Has a majority of Lewisville residents in its service population;
  - d. Conducts a majority of its activities in Lewisville;
  - e. Is a regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

Funding and exemptions for any organization shall be considered only as allowed by the North Carolina General Statutes. For funding, organizations must meet the criteria for public purpose expenditures by tax paid dollars. Applications will be available at Town Hall.

2. General Funding Assistance: Organizations may apply to the Town of Lewisville for operating funding assistance, specific program costs, or capital items necessary for successful execution of their mission. As with all funding appropriations, Town Council action is required for approval of all nonprofit funding awarded.
3. Application Process: Completed applications will be reviewed by the Special Projects Review Committee at their monthly meetings held on the first Thursday in each month and following the Town Council's monthly briefing. The Special Projects Review Committee shall meet on an as needed basis each month. The Special Projects Review Committee reserves the right to hold any preliminary conferences with the applicants for questions prior to making a recommendation to the Town Council. Upon completion of the review by the Special Projects Review Committee, a recommendation shall be made to the Town Council. The Council shall either approve or disapprove the request and shall state the basis for disapproval of any request. All funding requests are subject to the availability of funds and shall only be provided after an approved budget amendment by the Town Council.
4. Notification: Each applicant will be notified whether the request has been granted or denied. For funding, payment to the organization shall be made based upon the project timeline and the type of project. Funds distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Within 30 days of completion of the project, the organization shall provide the Town with a written accounting of its expenditure of the funds described in the application request, and in such detail and with such backup information and certifications as deemed necessary by the Town, its Finance Director, in

accordance with the requirements or guidelines set forth by the General Accepted Accounting Principles. Proof of the respective expenditures including actual receipts may be requested as verification by the Town of Lewisville. Town funds may not be used by organizations for political activities. Pictures or other descriptions of the completed project may be requested by the Town. Funds shall be expended in the allotted time as stated in the application's estimated completion date.

5. Disclaimer: The Town of Lewisville reserves the right to deny any application. The previous approval of funding by the Town to the same or similar organization or for the same or similar project for which funds have been previously issued shall not entitle any organization to subsequent funding.

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## **TOWN OF LEWISVILLE NONPROFIT FUNDING & EXEMPTION REQUEST APPLICATION**

### **I. PURPOSE**

The purpose of this application is to ensure the Town fully understands the nature of the request being made by the organization serving Lewisville, and to equitably and efficiently allocate resources to strengthen community organizations providing a process fair to each request. Nonprofit organizations that have received exemptions or funding in a previous year must submit an application for current year. Whether or not an organization received an exemption or funding in a prior year will not be a determining factor in the recommendation process. Each year is evaluated independently of any prior year decisions. Therefore, an award one year is not a guarantee for future year(s).

### **II. Application Review**

Completed applications will be reviewed by the Special Projects Review Committee prior to presentation to Town Council with recommendations. Staff may recommend and Town Council may require annual reporting, submission of additional documentation or other items. As with all funding appropriations, Town Council is required for approval of all nonprofit funding awarded.

### **III. Funding Decisions**

Applications received are open to the public. All organizations requesting exemptions or funding will be notified of Town Council's final decisions following the regular meeting in which application is considered. Town Council reserves the right to deny any request for any reason.

### **IV. Funding Distribution**

Funds will be distributed by the Town of Lewisville.

### **V. Funding Usage**

Funds will be distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Proof of the respective expenditures including actual receipts may be requested as verification by the Town. Funds received from the Town of Lewisville are not to be used to fund political activities.





**TOWN OF LEWISVILLE  
NONPROFIT EXEMPTION & FUNDING REQUEST APPLICATION**

Organization Name: \_\_\_\_\_

Agent/Person Completing Form: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different from street): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**Eligibility: 501(c)(3) STATUS AND OTHER REQUIREMENTS**

Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following *(please check all that apply)*:

- \_\_\_\_ Uses a location within Lewisville’s corporate limits for its primary service place;
- \_\_\_\_ Has an office in Lewisville;
- \_\_\_\_ Has a majority of Lewisville residents in its service population;
- \_\_\_\_ Conducts a majority of its activities in Lewisville;
- \_\_\_\_ A regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

**Funding Request**

Organizations may apply to the Town of Lewisville for one or more of the following *(please check all that apply)*:

- \_\_\_\_ Operating/Operations funding assistance
- \_\_\_\_ Specific program costs
- \_\_\_\_ Capital items (necessary for successful execution of the mission)

Describe, in detail, what the requested funds will be used for and how the funds will be used to achieve the criteria outlined. You may attach additional sheet(s) if needed.

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Has your organization received funds from the Town of Lewisville in the past and, if so, how much and how were these funds utilized?

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**EXEMPTION REQUEST**

Is this a one-time request? \_\_\_\_\_

If so, what is the date(s)? \_\_\_\_\_

Is this request for recurring dates? \_\_\_\_\_

If so, what are the dates and frequency? \_\_\_\_\_

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What facility are you requesting:

\_\_\_ G. Galloway Building \_\_\_ Shallowford Square \_\_\_ Jack Warren Park

\_\_\_ Mary Alice Warren Center

*For the G. Galloway Building and Mary Alice Warren Center, what room(s) are you requesting:* \_\_\_\_\_

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Describe, in detail, what the requested exemption will be used for and how this achieves the criteria outlined. You may attach additional sheet(s) if needed.

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**RESIDENTS: HOW ARE THEY TO BE SERVED**

Describe, in detail, how the requested funds are being used to directly impact Town of Lewisville residents.

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Please give the number of Town of Lewisville residents directly served by your organization. (Generally, the larger the number of Town of Lewisville residents served, the greater the value to the community. Only benefiting a few individuals does not necessarily eliminate the request from the possibility to be considered for funding.)

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**MISSION & SERVICE ALIGNMENT**

Describe how your organization’s mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville.

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**HISTORY**

How long has your organization been in existence and how has it serviced the Town of Lewisville:

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**CHECKLIST OF DOCUMENTS FOR SUBMITTAL**

- Completed application
- Copy of most recent audited financial statements with the audit letter included (if funding is requested)
- List of current members and the presiding officer of your organization including names and titles
- IRS Status Documentation, if applicable to your organization
- Certificate of insurance
- Budget for this project showing revenues and expenditures
- Additional pertinent information you would like to be considered regarding your request

**SUBMITTAL INSTRUCTIONS**

Applications can be emailed, mailed or dropped off to the Town Clerk at: 6510 Shallowford Road, PO Box 547, Lewisville, NC 27023, townclerk@lewisvillenc.net.

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The organization agrees to protect, defend, indemnify and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from any and all willful or negligent acts or omissions of the Organization, its officers, agents, servants, and employees in the performance of any project for which funds from the Town of Lewisville are provided.

By signing this application, I understand and agree to the above statement. I have read and understand the attached Town of Lewisville policy regarding Nonprofit Funding and Exemption.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

*If you need guidance in completing this form, please contact Town Clerk Dora Moore at 336-945-1022 or [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).*

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**RESOLUTION ~~2024-048~~2025-008 OF THE LEWISVILLE TOWN COUNCIL  
SPECIAL PROJECTS REVIEW COMMITTEE**

~~WHEREAS, the Town Council supports service projects for the town; and,~~

~~WHEREAS, nonprofit organizations serving the town with an IRS designation 501(c)(3) regularly provide projects which enhance the town; and,~~

~~WHEREAS, the Town Council has determined that each project should be reviewed on its own merit and, therefore developed a funding policy.~~

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** updates the Special Projects Review Committee's charter:

1. **NAME OF THE COMMITTEE:** The Lewisville Special Projects Review Committee referred to herein as the Committee.
2. **TYPE OF COMMITTEE:** The Committee shall be an advisory committee to the Town Council.
3. **MISSION:** Review nonprofit projects submitted for funding, review facility use exemption requests and making make recommendations to Council for Council's approval consideration.
4. **MEMBERSHIP:** The Committee shall consist of three (3) members of Town Council, the Finance Director, Town Manager, Town Clerk and Town Attorney.
5. **TERMS OF APPOINTMENT:** Committee members are for two (2) years and are to be appointed by Council at the Organizational Meeting after Town elections are certified.
6. **MEETINGS:**
  - a. The Committee shall meet on an as needed basis following the Council's Briefing and Action Meeting.
  - b. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations.

**BE IT FURTHER RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the Special Projects Funding Policy and application included herein.

Adopted this the ~~10<sup>th</sup>-13<sup>th</sup>~~ day of ~~October 2024~~February 2025 by the Lewisville Town Council.

ATTEST:

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

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

**Town of Lewisville**  
**Special Projects Funding & Exemption Policy**  
**for Nonprofit Organizations**

**Purpose**

The purpose of this policy is to promote partnerships between the Town and general nonprofit organizations for the benefit of Lewisville residents.

**Coverage**

This policy, ~~upon adoption by the Town Council,~~ shall be applicable to all requests for support and exemptions from nonprofit organizations.

**Procedures**

1. Eligibility: Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following:
  - a. Uses a location within Lewisville's corporate limits for its primary service place;
  - b. Has an office in Lewisville;
  - c. Has a majority of Lewisville residents in its service population;
  - d. Conducts a majority of its activities in Lewisville;
  - e. Is a regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

Funding and exemptions for any organization shall be considered only as allowed by the North Carolina General Statutes. ~~For funding,~~ organizations must meet the criteria for public purpose expenditures by tax paid dollars. Applications will be available at Town Hall.

2. General Funding Assistance: Organizations may apply to the Town of Lewisville for operating funding assistance, specific program costs, or capital items necessary for successful execution of their mission. As with all funding appropriations, Town Council action is required for approval of all nonprofit funding awarded.
3. Application Process: Completed applications will be reviewed by ~~the Finance Director, Town Attorney and~~ the Special Projects Review Committee at their monthly meetings held on the first Thursday in each month and following the Town Council's monthly briefing. The Special Projects Review Committee shall meet on an as needed basis each month. The Special Projects Review Committee reserves the right to hold any preliminary conferences with the applicants for questions prior to making a recommendation to the Town Council. Upon completion of the review by the Special Projects Review Committee, a recommendation shall be made to the Town Council. The Council shall either approve or disapprove the request and shall state the basis for disapproval of any request. All funding requests are subject to the availability of funds and shall only be provided after an approved budget amendment by the Town Council.
4. Notification: Each applicant will be notified ~~in writing~~ whether the request has been granted or denied. ~~Payment For funding, payment~~ to the organization shall be made based upon the project timeline and the type of project. Funds distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Within 30 days of completion of the project, the organization shall provide the Town with a written accounting of

its expenditure of the funds described in the application request, and in such detail and with such backup information and certifications as deemed necessary by the Town, its Finance Director, in accordance with the requirements or guidelines set forth by the General Accepted Accounting Principles. Proof of the respective expenditures including actual receipts may be requested as verification by the Town of Lewisville. Town funds may not be used by organizations for political activities. Pictures or other descriptions of the completed project may be requested by the Town. Funds shall be expended in the allotted time as stated in the application's estimated completion date.

5. Disclaimer: The Town of Lewisville reserves the right to deny any application. The previous approval of funding by the Town to the same or similar organization or for the same or similar project for which funds have been previously issued shall not entitle any organization to subsequent funding.

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## TOWN OF LEWISVILLE NONPROFIT FUNDING & EXEMPTION REQUEST APPLICATION

### I. PURPOSE

The purpose of this application is to ensure the Town fully understands the nature ~~and amount~~ of the request being made by the organization serving Lewisville, and to equitably and efficiently allocate resources to strengthen community organizations providing a process fair to each request. Nonprofit organizations that have received exemptions or funding money in a previous year must submit an application for current year ~~funding~~. Whether or not an organization received an exemption or funding in a prior year will not be a determining factor in the recommendation process. Each year is evaluated independently ~~or of~~ any prior year ~~funding~~ decisions. Therefore, an award one year is not a guarantee ~~of funding~~ for future year(s).

### II. Application Review

Completed applications will be reviewed by ~~Town staff and~~ the Special Projects Review Committee prior to presentation to ~~the~~ Town Council with recommendations. Staff may recommend and Town Council may require annual reporting, submission of additional documentation or other items. As with all funding appropriations, Town Council is required for approval of all nonprofit funding awarded.

### III. Funding Decisions

Applications received are open to the public. All organizations requesting exemptions or funding will be notified of Town Council's final ~~funding~~ decisions following the regular meeting in which application is considered. Town Council reserves the right to deny any request for any reason.

### IV. Funding Distribution

Funds will be distributed by the Town of Lewisville.

### V. Funding Usage

Funds will be distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Proof of the respective expenditures including actual receipts may be requested as verification by the Town. Funds received from the Town of Lewisville are not to be used to fund political activities.





**TOWN OF LEWISVILLE**  
**NONPROFIT EXEMPTION & FUNDING REQUEST APPLICATION**

Organization Name: \_\_\_\_\_

Agent/Person Completing Form: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different from street): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**Eligibility: 501(c)(3) STATUS AND OTHER REQUIREMENTS**

Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following (*please check all that apply*):

- \_\_\_\_ Uses a location within Lewisville's corporate limits for its primary service place;
- \_\_\_\_ Has an office in Lewisville;
- \_\_\_\_ Has a majority of Lewisville residents in its service population;
- \_\_\_\_ Conducts a majority of its activities in Lewisville;
- \_\_\_\_ A regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

**Funding Request**

Organizations may apply to the Town of Lewisville for one or more of the following (*please check all that apply*):

- \_\_\_\_ Operating/Operations funding assistance
- \_\_\_\_ Specific program costs
- \_\_\_\_ Capital items (necessary for successful execution of the mission)

Describe, in detail, what the requested funds will be used for and how the funds will be used to achieve the criteria outlined. You may attach additional sheet(s) if needed.

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Has your organization received funds from the Town of Lewisville in the past and, if so, how much and how were these funds utilized?

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**EXEMPTION REQUEST**

Is this a one-time request? \_\_\_\_\_  
If so, what is the date(s)? \_\_\_\_\_

Is this request for recurring dates? \_\_\_\_\_  
If so, what are the dates and frequency? \_\_\_\_\_  
\_\_\_\_\_

What facility are you requesting:  
\_\_\_ G. Galloway Building \_\_\_ Shallowford Square \_\_\_ Jack Warren Park  
\_\_\_ Mary Alice Warren Center

*For the G. Galloway Building and Mary Alice Warren Center, what room(s) are you requesting:* \_\_\_\_\_  
\_\_\_\_\_

Describe, in detail, what the requested exemption will be used for and how this achieves the criteria outlined. You may attach additional sheet(s) if needed.

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**RESIDENTS: HOW ARE THEY TO BE SERVED**

Describe, in detail, how the requested funds are being used to directly impact Town of Lewisville residents.

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Please give the number of Town of Lewisville residents directly served by your organization. (Generally, the larger the number of Town of Lewisville residents served, the greater the value to the community. Only benefiting a few individuals does not necessarily eliminate the request from the possibility to be considered for funding.)

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**MISSION & SERVICE ALIGNMENT**

Describe how your organization’s mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville.

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**HISTORY**

How long has your organization been in existence and how has it serviced the Town of Lewisville:

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**CHECKLIST OF DOCUMENTS FOR SUBMITTAL**

- Completed application
- Copy of most recent audited financial statements with the audit letter included (if funding is requested)
- List of current members and the presiding officer of your organization including names and titles
- IRS Status Documentation, if applicable to your organization
- Certificate of insurance
- Budget for this project showing revenues and expenditures
- Additional pertinent information you would like to be considered regarding your request

**SUBMITTAL INSTRUCTIONS**

~~Include five (5) individually stapled copies of the completed application including all requested materials. Applications can be emailed, mailed or dropped off to the Town Clerk at: 6510 Shallowford Road, PO Box 547, Lewisville, NC 27023, townclerk@lewisvillenc.net.~~

Mail to:	<del>OR</del>	Bring to:
Town of Lewisville		Town of Lewisville
ATTN: Pam Orrell – Finance Director		ATTN: Pam Orrell
PO Box 547		6510 Shallowford Road

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The organization agrees to protect, defend, indemnify and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from any and all willful or negligent acts or omissions of the Organization, its officers, agents, servants, and employees in the performance of any project for which funds from the Town of Lewisville are provided.

By signing this application ~~for a request of funds~~, I understand and agree to the above statement. I have read and understand the attached Town of Lewisville ~~Policy~~ policy regarding Nonprofit Funding and Exemption ~~and agree to provide any information requested upon completion of the project or program for which the funds are requested.~~

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

*If you need guidance in completing this form, please contact ~~Finance Director Pam Orrell~~ Town Clerk Dora Moore at 336-945-10272 or [financetownclerk@lewisvillenc.net](mailto:financetownclerk@lewisvillenc.net).*



**ORDINANCE 2025-006 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 16 OF THE LEWISVILLE TOWN CODE FOR  
PARKS, RECREATION AND CULTURAL DEVELOPMENT**

**WHEREAS**, the Lewisville Town Council adopted Ordinance 2007006 enacting a code of ordinances which revised, amended, restated, codified and compiled existing ordinances on March 8, 2007 with the understanding that chapters will need to be updated; and,

**WHEREAS**, changes in the status of Town facilities necessitate amendments to the Parks, Recreation and Cultural Development policies; and,

**WHEREAS**, Town Code Chapter 16 is being amended to state facility use exemption requests will be reviewed by the Special Projects Review Committee as indicated below and in the attached redlined version:

E. *User fee exemptions.* Organizations may be exempted from the payment of user fees and deposits as approved by the Town Council. Exemption requests will be reviewed by the Special Projects Review Committee. Upon completion of review by the Special Projects Review Committee, a recommendation will be made to Town Council. Full exemptions shall be in the form of a Town ordinance and shall be included in the list of exempted organizations listed elsewhere in this policy. Organizations not listed in the Exemption Policy must pay all fees.

**NOW, THEREFORE BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that Chapter 16 Article 2 of the Lewisville Town Code is amended as noted. It is the intent of the Lewisville Town Council that the provisions of this ordinance shall be made a part of the Town of Lewisville Town Code; the sections of this ordinance may be re-numbered or re-lettered; and, the word 'ordinance' may be changed to 'section', 'article', 'chapter' or other appropriate designation to accomplish such intention as needed.

Adopted and enacted this the 13<sup>th</sup> day of February 2025 by the Lewisville Town Council.

ATTEST:

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

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

## § 16-14 FACILITY USE EXEMPTION POLICY.

A. *Purpose.* To establish uniform guidelines for use of town facilities to the benefit of the town, its residents and the operating staff.

B. *Basic policy.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.

D. *User fees.* User fees are established annually at the time the annual budget is adopted by the Town Council.

E. *User fee exemptions.* Organizations may be exempted from the payment of user fees and deposits as approved by the Town Council. Exemption requests will be reviewed by the Special Projects Review Committee. Upon completion of review by the Special Projects Review Committee, a recommendation will be made to Town Council. ~~The exemption~~ Full exemptions shall be in the form of a Town ~~Council~~ ordinance and shall be included in the list of exempted organizations listed elsewhere in this policy. Organizations not listed in the Exemption Policy must pay all fees.

1. Organizations located in the Town of Lewisville, that are defined by the Internal Revenue Code as § 501(c)(3) and § 501(c)(8) desiring recurring use may request to be exempted from user fees and deposits by submitting a request for exemption to the Town Council through the Town Manager or his or her designee. Requests for exemption shall be considered at the next regularly scheduled meeting of the Town Council.

2. Organizations serving the residents of the Town of Lewisville as defined below may request to be exempted from user fees and deposits by submitting a request for exemption to the Town Council through the Town Manager or his or her designee. Requests for exemption shall be considered at the next regularly scheduled meeting of the Town Council. An organization that meets one of the following may be approved by Council:

- a. Regularly comes together for the purpose of promoting, providing or supporting services to the town or its residents;
- b. Uses a location within the town for its primary service place;
- c. Has an office in the Town of Lewisville;
- d. Has a majority of town residents in its service population;
- e. Conducts a majority of its activities in the town; or
- f. Focus a significant program in the town.

3. Organizations grandfathered by the Town Council (Lewisville Garden Clubs and Homeowner Associations), non-profit organizations located in the town that are defined by the Internal Revenue Code as § 501(c)(3) and § 501(c)(8), and government organizations located in the town are exempt from the payment of user fees and deposits at Shallowford Square, G. Galloway Reynolds Community Center and Jack Warren Park. User fees for exempted users at the Mary Alice Warren Community Center are outlined in § [16-18\(F\)](#). Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost.

4. National or regional organizations located in the town associated with health, human services or educational issues involving public schools may use a town facility for an event once yearly for the purpose of fund raising and the event shall be exempt from user fees and deposits. These organizations are not exempt from cleaning and damage fees. If the facility is left unclean or damaged, the organization will be assessed a cost.

F. *Contracts.* All users of town facilities are required to execute the town’s standard rental application/agreement prior to their use of a facility. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user’s negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by staff. No sub-contracting is allowed.

G. *Reservations.* All users are required to reserve the use of town facilities through the Town Hall scheduling office. Reservations are to be approved by the Town Manager or his or her designated representative. Reservations are requested no later than 2 weeks in advance of the required usage. Exceptions may be granted by the Town Manager or his or her designee. Reservations made by an organization must name a responsible party.

H. *Recurring use.*

1. Groups requiring recurring uses may submit a request to the scheduling office (Town Hall Office Manager/Events Coordinator) stating the need for a recurring reservation and 3 choices of meeting days and times. The Town Manager or designee may approve recurring requests after considering the impact on the previously approved uses and future potential needs. Recurring uses may be approved for up to 1 year and may be renewed annually.

2. The regular request and approval cycle is as follows:

Requests submitted/received	June or November
Recurring use schedule approved	July or December
Recurring use schedule effective	August 1 through July 31 or January 1 through December 31

3. Out of cycle requests may be submitted at any time, however other pre-approved uses will not be altered to accommodate the out of cycle requests.

I. *Cancellations.* Non-use of dates by recurring users are to be reported to the scheduling office as early as possible so that the date will be available to other users.

J. *Terms of use.*

1. Exempted users follow the same rules for renters/users for each facility. All Shallowford Square, G. Galloway Reynolds Community Center, Jack Warren Park, and Mary Alice Warren Community Center rules apply. (See § [16-12](#), § [16-13](#), § [16-17](#), and § [16-18](#)).

2. Exemptions requested by organizations, of which the town is a member, may be approved by the Town Manager or his or her designee. Such exemptions shall be for one-time events and not for recurring use of one or more of the town's facilities.

3. Exempted organizations (for regular meetings and/or activities):

- a. Lewisville Civic Club.
- b. Winston-Salem/Forsyth County Schools (serving Lewisville; limited to 4/year/school).
- c. Lewisville Elementary School, Lewisville Middle School, Reagan High School, Vienna Elementary School, West Forsyth High School.
- d. Boy Scouts of America (local units sponsored by local organizations).
- e. Girl Scouts of America (local units sponsored by local organizations).
- f. Lewisville Garden Clubs.
- g. Lewisville Historical Society.
- h. Lewisville Area Arts Council (LAAC).
- i. Lewisville Branch Library (cooperative agreement with the Forsyth County Library System).
- j. American Legion.
- k. Homeowner Association (once yearly meetings).
- l. Vienna Civic Club.
- m. Shepherd's Center.
- n. Rotary Club of Western Forsyth County (events only).
- o. Forsyth Home Educators (limited to 4 activities/year, no classes).
- p. Shallow Ford Foundation.
- q. The American Red Cross (blood drives only).
- r. Lewisville-Clemmons Chamber of Commerce LEADS (weekly meeting at G Galloway Reynolds).

4. Exempt users are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national charitable organization recognized by the Internal Revenue Service under § 501(c)(3) or § 501(c)(8) of the Internal Revenue Code or are grandfathered from the original list.