

Lewisville Town Council
Regular Meeting Agenda
December 8, 2022 – 7:00 PM
Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

- 1. Call to Order:**
 - A. Roll Call
 - B. Invocation – Attorney Bo Houff
 - C. Pledge of Allegiance – Council Member Melissa Hunt
 - D. Adoption of Agenda

- 2. Consent Agenda**
 - A. Resolution 2022-066 – Financial statements for the four months ended October 31, 2022 – [\(Attachment #1\)](#)
 - B. Approval of Closed Session Minutes – October 6, 2022
 - C. Approval of Agenda Briefing Minutes – November 3, 2022 [\(Attachment #2\)](#)
 - D. Approval of Closed Session Minutes – November 3, 2022
 - E. Approval of Regular Meeting Minutes – November 10, 2022 [\(Attachment #3\)](#)
 - F. Resolution 2022-067 – Accepting resignation of Jennifer Haydon - Lewisville Beautification Committee [\(Attachment #4\)](#)
 - G. Revised 2023 Meeting schedule [\(Attachment #5\)](#)

- 3. Introductions, Recognitions, Presentations and/or Proclamations**
 - A. Presentations
 - i. Winston-Salem/Forsyth County Schools Performance Update – Superintendent Tricia McManus
 - ii. Sheriff’s Office

- 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. Appointment(s) – None**

- 6. Public Hearing(s) – None**

- 7. Technical Review(s) – None**

- 8. Preliminary Site Plan Approval(s) – None**

- 9. Evidentiary Hearing(s) – None**

- 10. Annexation Request(s) – None**

- 11. Old Business – None**

12. New Business

- A. Resolution 2022-068 – Appointment of Town Attorney Firm *(Attachment #6)*
 - i. Introduction of Elliot Fus
- B. Resolution 2022-069 - L-104 – To set public hearing for site plan amendment and amendment of uses - 771 Williams Rd from HB-C to HB-C requested by Stephen Long c/o Williams Rd HQ, LLC *(Attachment #7)*
- C. Ordinance 2022-066– Amending Budget Ordinance 2022-001 – Earth Day event - \$1,000 *(Attachment #8)*

13. Administrative Reports

- A. Upcoming events at Shallowford Square and Town holidays *(Attachment #9)*
- B. Manager’s Report
- C. Planning Report
- D. Attorney’s Report
- E. Clerk’s Report
 - i. Christmas Parade – Sunday, December 11 – Meet at Animal Hospital of Lewisville at 2:30 PM
- F. Community Center Facilities & Programming Manager Report
- G. Approvals at the Briefing and Action Meeting on December 1, 2022
 - i. Ordinance 2022-064– Amending Gateway Project Capital Project Ordinance \$2,364,080
 - ii. Ordinance 2022-065– Amending Budget Ordinance 2022-001 – Transfer to Gateway Project Capital Projects Fund - \$3,300,000
 - iii. Resolution 2022-070 – Gateway Project construction contract – Branch Civil, Inc. - \$2,848,572
 - iv. Resolution 2022-071 – Authorizing CEI services contract for Gateway Project – Kimley-Horn - \$448,514.79
 - v. Resolution 2022-072 – Preliminary design contract amendment #2 for Gateway Project - Kimley-Horn - \$21,828.10
 - vi. Letter of support – CMAQ funding request for Shallowford Road sidewalks

14. 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

15. Closed Session – Attorney-client pursuant to NCGS 143-318.11(a)(3)

16. Adjournment



**RESOLUTION 2022-066 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 four months ended October 31, 2022; 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 four months ended October 31, 2022 and incorporated herein.

Adopted this the 8th day of December 2022 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

**Town of Lewisville
Financial Budget to Actual Report - General Fund
Four Months Ended October 31, 2022**

General Fund

Revenues	Budget	Revenue Year to Date	Uncollected	Percentage Collected
Property Tax Collections	\$ 2,883,926.00	\$ 440,056.29	\$ 2,443,869.71	15.26%
Sales Tax Revenue	1,057,280.00	213,662.98	843,617.02	20.21%
Other Revenues	1,399,596.00	317,221.38	1,082,374.62	22.67%
Transfer from ARPA Special Revenue Fund	-	-	-	0.00%
Total	5,340,802.00	\$ 970,940.65	\$ 4,369,861.35	18.18%
Appropriation from Fund Balance	1,469,694.20			
	<u>\$ 6,810,496.20</u>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 311,623.00	\$ 72,455.14	\$ 75,774.50	\$ 163,393.36	47.57%
Administration	909,741.20	254,469.65	29,214.57	626,056.98	31.18%
Finance	266,245.00	97,131.34	1,707.96	167,405.70	37.12%
Debt Service	232,400.00	232,400.00	-	-	100.00%
Planning & Zoning	465,975.00	72,836.64	8,339.43	384,798.93	17.42%
Beautification	111,842.00	25,450.48	73,246.36	13,145.16	88.25%
Community Policing	785,495.00	194,029.56	-	591,465.44	24.70%
Public Safety	16,450.00	280.00	-	16,170.00	1.70%
Public Works	508,896.00	159,118.16	88,938.36	260,839.48	48.74%
Streets	250,585.00	7,567.14	-	243,017.86	3.02%
Powell Bill	385,357.00	7,392.60	-	377,964.40	1.92%
Storm Water	183,176.00	28,965.39	95,111.25	59,099.36	67.74%
Solid Waste	917,000.00	221,103.95	-	695,896.05	24.11%
Recycling	7,595.00	145.00	-	7,450.00	1.91%
Parks and Recreation	538,116.00	102,023.56	208,692.25	227,400.19	57.74%
Transfers to Capital Reserves	920,000.00	920,000.00	-	-	100.00%
Total	<u>\$ 6,810,496.20</u>	<u>\$ 2,395,368.61</u>	<u>\$ 581,024.68</u>	<u>\$ 3,834,102.91</u>	43.70%

General Fund Balance 7/1/2022	\$ 7,943,133.05
Year-to-Date Increase (Decrease) FY 6/30/2023	(1,424,427.96)
General Fund Balance 10/31/2022	<u>\$ 6,518,705.09</u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Four Months Ended October 31, 2022

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Uncollected	Percentage Collected
Revenues	\$ 36,610.00	\$ 6,258.59	\$ 30,351.41	17.10%
Total	<u>\$ 36,610.00</u>	<u>\$ 6,258.59</u>	<u>\$ 30,351.41</u>	17.10%
Appropriation from Fund Balance	\$ -			
	<u>\$ 36,610.00</u>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 36,610.00	\$ -	\$ -	\$ 36,610.00	0.00%
Total	<u>\$ 36,610.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,610.00</u>	0.00%

MSD Fund Balance 7/1/2022	\$ 192,445.34
Year-to-Date Increase (Decrease) FY 6/30/2023	6,258.59
MSD Fund Balance 10/31/2022	<u>\$ 198,703.93</u>

**Town of Lewisville
Other Funds
October 31, 2022**

Capital Reserve Funds					
	Balance 7/1/2022	Transfers In	Transfers Out	Investment Earnings	Balance 10/31/2022
GWR ROW/Construction Capital Reserve	\$ 1,051,083.99	\$ -	\$ -	\$ 8,001.49	\$1,059,085.48
Sidewalks, Bike Paths, and Greenways Capital Reserve	132,269.89	25,000.00	-	1,190.81	158,460.70
Municipal Buildings/Land Capital Reserve	130,369.89	-	-	992.45	131,362.34
Public Works Facility Capital Reserve	330,120.65	495,000.00	-	6,154.00	831,274.65
Parks & Recreation Capital Reserve	-	400,000.00	-	2,881.11	402,881.11
Total	\$ 1,643,844.42	\$ 920,000.00	\$ -	\$ 19,219.86	\$2,583,064.28

Capital Projects Funds							
	Balance 7/1/2022	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Balance 10/31/2022
GWR ROW/Construction Capital Project	\$ 735,968.24	\$ -	\$ -	\$ -	\$ -	\$ 5,602.64	\$ 741,570.88
JWP Maintenance Facility/Playground Expansion Capital Project	20,661.31	-	-	-	-	157.28	20,818.59
Gateway Project Capital Project	191,785.19	-	-	-	-	123.10	191,908.29
Community Center Capital Project	274,674.25	-	-	-	-	1,216.10	275,890.35
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	217,065.93	14,308.96	(17,886.20)	-	-	1,964.15	215,452.84
Total	\$ 1,440,154.92	\$ 14,308.96	\$ (17,886.20)	\$ -	\$ -	\$ 9,063.27	\$ 1,445,640.95

American Rescue Plan Act Special Revenue Fund	
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American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - Fiscal Year 2021-2022	(1,208,168.14)
Investment earnings	<u>20,777.06</u>
American Rescue Plan Act Special Revenue Fund - Cash Balance	<u><u>\$ 2,837,080.42</u></u>

Lewisville Town Council
Briefing and Action Meeting Minutes
November 3, 2022 – 6:30 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. **Call to Order:**
 - A. Mayor Horn opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman and Jane Welch. Also attending were Town Manager James Ayers, Planner Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Attorney Bo Houff, and Attorney Elliot Fus.
 - B. Adoption of Agenda – Council Member Smitherman moved to approve the agenda to include the addition of Ordinance 2022-058 under *Items Requiring Action at Briefing*. The motion was seconded by Council Member Hunt and approved unanimously.
2. **Introductions, Recognitions and Presentations for November 3, 2022**
 - A. Presentation
 - i. Christmas parade deputy coverage – Sergeant Stringer and Maureen Barton, Lewisville Civic Club, expressed concern related to the safety of the annual Christmas parade participants and spectators. Over the years, the parade has grown to be one of the largest in the area. Typically, eight officers are employed by the Town to work the event for four hours each. Sergeant Stringer and Ms. Barton requested four deputies be added and the hours increased to five hours per deputy. Mrs. Orrell reported this would be an increase of \$1,485. Council Member Smitherman moved to approve the four additional deputies for the Christmas parade and a total of 5 hours compensation for each deputy. The motion was seconded by Council Member Hunt and approved unanimously.
3. **Items Requiring Council Direction**
 - A. Establishing a Public Art Advisory Committee – Council consensus was to add this to the November 10, 2022 agenda.
 - B. Community policing contract for July 1, 2023-June 30, 2026 – Mrs. Orrell reported the Forsyth County Sheriff's Office has inquired if the Town may be interested in a set contract versus a true-up contract. The Town has a true-up contract right now. There are benefits to both. Council consensus was to keep a true-up contract and for a cushion to be placed in the budget. *(Mrs. Orrell's handout is included as part of the minutes.)*
 - C. Lewisville-Vienna Road CMAQ multi-purpose path – Mrs. Tolbert reported the Town was successful in receiving supplemental funding for this project. With the additional funding, the Town can begin the process which would be to request RFQs (request for qualifications) for engineering and design of the project. Council consensus was to move forward with RFQ requests for engineering and design.
 - D. Facility Use Exemption Policy
 - i. Wording clarification for E(2) – The proposed wording clarification for section E(2) of the Chapter 16 of the Town Code was shared with Council.
 - ii. One-time facility use exemptions – Council consensus was given for staff to develop wording for one-time facility use exemptions.
 - iii. Current exempt users – Council requested Brian Moore to evaluate existing users and make recommendations on frequency of use, inactive users, and other areas of staff concern.
 - iv. Facility use exemption requests – The requests for facility use exemption will be presented to Council at their November 10, 2022 meeting for consideration. The current applications are from West Forsyth Christian Preschool and Kiwanis Club of Clemmons.

4. **Closed Session - NCGS 143-318.11(a)(3)** – Council Member Sadler moved to enter into closed session related to attorney-client privilege pursuant to NCGS 143-318.11(a)(3) at 7:17 PM. The motion was seconded by Council Member Smitherman and approved unanimously.

Council returned to regular session at 7:49 PM.

5. Items Requiring Action at Briefing

- A. Resolution 2022-061– Interlocal agreement with Winston-Salem/Forsyth County Utilities for relocation of Lewisville lift station – Mr. Ayers reported Mrs. Tolbert and he met with Courtney Driver, Winston-Salem/Forsyth County Utilities Commission Director. Ms. Driver confirmed the users of the new lift station, whether inside or outside the town limits, will contribute to the Town’s capital project reserve fund. Mr. Ayers also confirmed the sewer line to be installed under the new Great Wagon Road will be paid from the capital project reserve fund. Council Member Smitherman moved to approve Resolution 2022-061. The motion was seconded by Council Member Welch and passed unanimously. *(Resolution 2022-061 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2022-058 – Circuit panels on new Duke Energy poles - \$7,460 – Manager Ayers reported seven utility poles were replaced by Duke Energy. Due to the replacement, the Town needs to install seven outlets and circuits to accommodate Christmas decorations. Council Member Sadler moved to approve Resolution 2022-058 as presented. The motion was seconded by Mayor Pro Tem Foster and passed unanimously. *(Ordinance 2022-058 is herein incorporated by reference into the minutes.)*

6. Unfinished Business – None

7. Administrative Reports

- A. Manager – Manager Ayers thanked Council and staff for a warm welcome. He shared that he will be requesting Council to name the manager as Deputy Finance Officer at the November 10 meeting. The former manager was also named deputy finance officer. Manager Ayers will also begin looking at the realignment of job titles.
- B. Attorney
- C. Public Works – Manager Ayers shared the public works director position has been advertised with three resumes received thus far.
- D. Planning
 - i. Voluntary Agricultural Districts - Mrs. Tolbert shared the Town cannot piggyback off of Forsyth County’s voluntary agricultural district program. If the Town wanted to grant approval of these districts, the Town would need to establish their own board, ordinances, etc. A voluntary agricultural district encourages farmland use, recognizes farmland use, provides some protection of farm property, prevents neighbors from complaining about farm-related nuisances, and promotes agritourism. Council requested those who have expressed an interest in the voluntary agricultural district be invited to share their thoughts with Council in December.
 - ii. Lewisville-Vienna/Robinhood Road roundabout update – Mrs. Tolbert shared the Town was recently approved to begin rights-of-way acquisition for the Lewisville-Vienna/Robinhood Road roundabout.
 - iii. Gateway project – The Technical Advisory Committee is scheduled to vote November 17 on the Town’s supplemental funding request for the Gateway project.

A recess was taken from 8:36 PM until 8:43 PM.

- E. Finance – Mrs. Orrell reported the Town’s June 30, 2022 financial audit has been submitted to the Local Government Commission. Monty Pendry with Gibson & Company PA will present the audit to Council at the November 10 meeting.
- F. Clerk
 - i. 2023 Schedules
 - a. 2023 Meeting schedule – This item will be placed on the November 10 agenda for consideration.
 - b. 2023 Council Retreat dates – Council selected January 27-28 2023 for their Council Retreat dates.
 - c. 2023 Budget calendar – This item will be placed on the November 10 agenda for consideration.
 - ii. Upcoming events
 - a. Holiday closings – Veterans Day (November 11), Thanksgiving (November 24,25)
 - b. Christmas Tree Lighting – December 2, 7 PM
 - c. Council and staff Christmas lunch – December 7, 12 PM at MAWCC
 - d. Christmas parade – December 11, 3 PM – Be at staging area by 2:30 PM
- G. Community Center Facilities & Programming Manager

8. Agenda Items for Regular Meeting on November 10, 2022

- A. Tentative Agenda
 - i. Consent Agenda
 - a. Resolution 2022-063– Financial statements for the three months ended September 30, 2022
 - b. Approval of Agenda Briefing Minutes – October 6, 2022
 - c. Approval of Closed Session Minutes – October 6, 2022
 - d. Approval of Regular Meeting Minutes – October 13, 2022
 - ii. Introductions, Recognitions, Presentations and/or Proclamations
 - a. Presentations
 - a. Sheriff’s office
 - b. June 30, 2022 Audit report – Monty Pendry, Gibson & Company PA
 - iii. Appointment(s)
 - iv. Public Hearings
 - a. UDO L-167 Lewisville Rural Overlay and Planned Residential Developments
 - i. Ordinance 2022-029 – UDO L-167 Lewisville Rural Overlay and Planned Residential Developments
 - 1. Mrs. Tolbert shared proposed changes for the Lewisville Rural Overlay (LRO) and Planned Residential Developments (PRD) that includes feedback from the planning board, citizens, engineers, developers, and staff. *(The staff report and proposed changes are included as part of the minutes.)*
 - v. Technical Review(s)
 - vi. Preliminary Site Plan Approvals
 - vii. Evidentiary Hearings
 - viii. Old Business
 - ix. New Business
 - a. Ordinance 2022-056– Declaring road closure for Christmas Parade
 - b. Ordinance 2022-057 – Budget amendment for security cameras - \$42,966.28

- c. Resolution 2022-064 – Security camera contract with Sage Security Solutions, LLC - \$42,966.28

9. **For the Good of the Order**

- A. Council Member Welch inquired about Council having access to the Mary Alice Warren Community Center after business hours.
- B. Council Member Hunt requested a status update on the Parks and Recreation Advisory Board’s recommendation for a dog park. Mrs. Tolbert shared the board has move forward evaluating the logistics of a dog park. She also noted the Vienna Civic Club has expressed interest in a community project and this may be of interest to the club. An update will be given at the Council’s January retreat.

10. **Closed Session - NCGS 143-318.11(a)(6)** – Mayor Pro Tem Foster moved to enter into closed session related to personnel pursuant to NCGS 143-318.11(a)(6) at 9:12 PM. The motion was seconded by Council Member Smitherman and approved unanimously.

Council returned to regular session at 9:26 PM.

11. **Adjournment** – Council Member Smitherman moved to adjourn the meeting at 9:27 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Lewisville Town Council
Regular Meeting Minutes
November 10, 2022 – 7:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 7:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore and Town Attorney Bowen Houff.
- B. Invocation – Attorney Bo Houff
- C. Pledge of Allegiance – Mayor Mike Horn
- D. Adoption of Agenda – Mayor Pro Tem Foster moved to approve the agenda as presented. The motion was seconded by Council Member Smitherman and approved unanimously.

2. Consent Agenda

- A. Consent agenda items
- A. Resolution 2022-063 – Financial statements for the three months ended September, 2022
- B. Approval of Agenda Briefing Minutes – October 6, 2022
- C. Approval of Regular Meeting Minutes – October 13, 2022
- B. Council Member Hunt moved to approve the consent agenda. The motion was seconded by Council Member Welch and approved unanimously.
(Resolution 2022-063 is herein incorporated by reference into the minutes.)

3. Presentations, Introductions and/or Proclamations

A. Presentations

- i. Forsyth County Sheriff's Office – Sergeant Stringer shared current call statistics. He cautioned residents to be mindful of the delivery drivers that will be working long hours during this peak delivery season.

2022													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	531	532	590	586	492	559	586	612	776	775			6039
Security Check	258	253	275	297	177	245	285	293	517	494			3094
Traffic Arrest / Violation	26	17	61	39	19	25	37	44	55	24			347
Alarm	15	21	14	22	21	21	23	26	14	17			194
Priority Call Response Time	6.4	5.5	7.6	5.6	5.3	4.9	5	5.7	5	4.7			55.7
2021													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	700	516	590	658	528	727	672	601	568	645			
Security Check	408	266	294	337	274	387	346	295	287	313			
Traffic Arrest / Violation	50	39	53	67	15	53	47	49	36	97			
Alarm	16	39	22	23	26	14	19	17	10	16			
Priority Call Response Time	5.2	5.7	4.8	5	5	5.5	5	5	5	4.5			

- ii. June 30, 2022 Audit report – Monty Pendry, Gibson & Company PA – Mrs. Orrell outlined key financial aspects of the 2021-2022 fiscal year. Mr. Pendry reported the Town received an unmodified (clean) opinion for the 2021-2022 fiscal year. It was noted the ARPA funds have to be encumbered or committed by December 31, 2024 and fully spent by December 31, 2026. *(Powerpoint presentation is herein incorporated into the minutes.)*

4. Public Forum

- A. Harry Colvin, 1203 Meadow Chase Drive – Mr. Colvin expressed concern about the large trees and roots along the rights-of-way in the Ridgecrest neighborhood that are damaging driveways, streets and sidewalks. Mr. Colvin asked 1) what can be done about the trees and 2) if the Town would provide leaf and/or yard waste pickup. Mr. Colvin also feels that burning is not good for the environment.
- B. Carol Scovera, 7320 Ridgecrest Trail – Ms. Scovera shared that her driveway and the sidewalk at her house have been damaged by tree roots. This was reported to the Town but she has not received a response. Ms. Scovera said she would support a tax increase for limb and debris service.
- C. Linda Campbell, 7330 Meadow Chase Court – Ms. Campbell also expressed concerns with leaf and debris disposal as well as environmental concerns with burning. Ms. Campbell shared the Town placed a protective border around a tree and damaged sidewalk area in July/August 2022 and the border still remains. Ms. Campbell also stated that she understands the trees need to be removed and replaced with a variety that would not cause damage. She suggested the homeowners association be allowed work more closely with the Town on issues such as this.
- D. Mayor Horn confirmed the Town is aware of the issues but he is unaware of the timeframe for tree replacement. Mayor Horn shared that the request for leaf service is expressed annually and the cost for the service would be equivalent to 1- 1.5 cents to the property tax rate.

5. Appointment(s) – None

6. Public Hearing(s)

- A. UDO L-167 Lewisville Rural Overlay and Planned Residential Developments
 - i. Mrs. Tolbert presented the staff report related to the proposed changes related to the Lewisville Rural Overlay (LRO) and Planned Residential Developments (PRD). PRDs are more restrictive and serve new developments while preserving what is important to Lewisville. Mrs. Tolbert commended the Planning Board for their hard work that included receiving feedback from residents, engineers and developers.
 - ii. No one spoke during the public hearing.
 - iii. Ordinance 2022-029 – UDO L-167 Lewisville Rural Overlay and Planned Residential Developments – Council Member Smitherman moved to approve Ordinance 2022-029. The motion was seconded by Council Member Sadler and approved unanimously. *(Ordinance 2022-029 is herein incorporated by reference into the minutes.)*

7. Technical Review(s) for Compliance – None

8. Preliminary Site Plan Approval(s) – None

9. Evidentiary Hearing(s) – None

10. Annexation Request(s) – None

11. Old Business

- A. 2023 Meeting Schedule – Council Member Hunt moved to approve the 2023 meeting schedule. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(2023 meeting schedule is herein incorporated into the minutes.)*

- B. 2023 Budget Calendar – Council Member Smitherman moved to approve the 2023 budget calendar. The motion was seconded by Council Member Hunt and approved unanimously. *(2023 budget calendar is herein incorporated into the minutes.)*
- C. Ordinance 2022-059 – Establishing a Public Art Advisory Committee – Council Member Sadler moved to approve Ordinance 2022-059. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Ordinance 2022-059 is herein incorporated by reference into the minutes.)*
- A. Ordinance 2022-060 – Amending Chapter 16 - Facility exempt user request - West Forsyth Christian Preschool – After some discussion, Council Member Franklin moved to approve Ordinance 2022-060 permitting facility use exemption for West Forsyth Christian Preschool in 2022 only. The motion was seconded by Council Member Hunt. Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler and Welch voted aye. Council Member Smitherman voted nay. Motion passed 6-1. *(Ordinance 2022-060 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2022-061 – Amending Chapter 16 - Facility exempt user request - Kiwanis Club of Clemmons – After some discussion, Council Member Smitherman moved to postpone action on Ordinance 2022-061 until further clarification on frequency of use could be obtained. The motion was seconded by Council Member Sadler. Mayor Horn, Mayor Pro Tem Foster and Council Members Hunt, Sadler, Smitherman and Welch voted aye. Council Member Franklin voted nay. Motion passed 6-1.
- E. Ordinance 2022-062 – Amending Chapter 16 - Facility exempt user request - Tim Sutton Ministries International, Inc. – Council Member Franklin moved to approve Ordinance 2022-062 permitting facility use exemption for Tim Sutton Ministries International, Inc. The motion was seconded by Council Member Hunt and motion passed unanimously. *(Ordinance 2022-062 is herein incorporated by reference into the minutes.)*
- F. Ordinance 2022-063 – Amending Chapter 16 - Facility exempt user request - Lewisville United Methodist Church – Council Member Welch moved to approve Ordinance 2022-062 permitting facility use exemption for Lewisville United Methodist Church. The motion was seconded by Council Member Smitherman and motion passed unanimously. *(Ordinance 2022-063 is herein incorporated by reference into the minutes.)*

12. New Business

- A. Ordinance 2022-056– Declaring road closure for Christmas Parade – Mayor Pro Tem Foster moved to approve Ordinance 2022-050. The motion was seconded by Council Member Smitherman and approved unanimously. *(Ordinance 2022-056 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2022-057 – Budget amendment for security cameras – Until the Town determines a definitive use of the G. Galloway Community Center, Council Member Sadler moved to remove the old community center (G. Galloway) quote from the budget amendment. Mrs. Orrell reported the budget amendment with that removal would be for \$34,973.78. The motion was seconded by Council Member Smitherman. Mayor Horn, and Council Members Hunt, Sadler, Smitherman and Welch voted aye. Mayor Pro Tem Foster and Council Member Franklin voted nay. Motion passed 5-2. Council Member Sadler moved to approve the revised Ordinance 2022-057 in the amount of \$34,973.78. The motion was seconded by Mayor Horn and motion passed unanimously. *(Ordinance 2022-057 is herein incorporated by reference into the minutes.)*
- C. Resolution 2022-064 – Security camera contract with Sage Security Solutions, LLC - Council Member Sadler moved to approve Resolution 2022-057 with consideration of the previously approved budget amendment less the old community center (G. Galloway). The motion was seconded by Council Member Hunt and approved unanimously. *(Resolution 2022-064 is herein incorporated by reference into the minutes.)*

- D. Resolution 2022-065 – Appointing Deputy Finance Officer – Council Member Hunt moved to approve Resolution 2022-065 appointing the town manager as deputy finance officer. The motion was seconded by Council Member Welch and approved unanimously. (*Resolution 2022-065 is herein incorporated by reference into the minutes.*)

13. Administrative Reports

- A. Upcoming Town events and holidays – Manager Ayers shared Town offices will be closed November 11 (Veterans Day), November 24-25 (Thanksgiving) and December 23-26 (Christmas). He also shared the Christmas Tree Lighting will be December 2 at 7 PM at Shallowford Square and the Christmas Parade will be December 11 at 3 PM.
- B. Manager’s Report – Manager Ayers announced that Stacy Tolbert has been promoted to Assistant Town Manager/Planning Director.
- C. Planner’s Report – None
- D. Attorney’s Report – None
- E. Clerk’s Report – None
- F. Community Center Facilities & Programming Manager’s Report – None
- G. Approvals at the Briefing and Action Meeting on November 3, 2022
- i. Ordinance 2022-055 – Budget amendment for four additional deputies and increased deputy hours for Christmas Parade - \$1,485
 - ii. Ordinance 2022-058 – Budget amendment for installation of circuit panels on new Duke Energy poles for Christmas decorations - \$7,460
 - iii. Resolution 2022-061– Interlocal agreement with Winston-Salem/Forsyth County Utilities for relocation of Lewisville lift station

14. For the Good of the Order

- A. Public comments – None
- B. Council comments
- i. Council Member Franklin shared that he liked the new staff report and requested that it be readily available at the Council’s seats.
 - ii. Council Member Smitherman shared a Thanksgiving message.
 - iii. Council Member Welch encouraged the community to visit the Mary Alice Warren community Center to see the Christmas lights.
 - iv. Mayor Horn inquired if the Council would like to host a holiday open house at the Mary Alice Warren Community Center on December 16. Council consensus was given.
 - v. Mayor Pro Tem Foster requested ARPA be discussed at the Council retreat.

- 15. Adjournment** – Council Member Franklin moved to adjourn the meeting at 9:21 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



**RESOLUTION 2022-067 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING RESIGNATION OF JENNIFER HAYDON
FROM THE LEWISVILLE BEAUTIFICATION COMMITTEE**

WHEREAS, the Town of Lewisville has received notification from Jennifer Haydon via email of her resignation from the Lewisville Beautification Committee; and,

WHEREAS, the Lewisville Beautification Committee appreciates the dedicated work of committee member Jennifer Haydon.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL accepts the resignation of Jennifer Haydon from the Lewisville Beautification Committee.

Resolved and effective upon adoption this the 8th day of December 2022 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



TOWN OF LEWISVILLE 2023 MEETING SCHEDULE

	TIME	PLACE	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Beautification Committee	07:00pm	TH	MON	N/A	20	20	17	15	N/A	N/A	N/A	18	16	20	4
LV Utilities Committee	06:30pm	TH	WED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Parks and Recreation Board	06:30pm	TH	MON	9	13	13	10	8	12	10	14	11	9	13	11
Planning Board Meeting <i>(Room 110)</i>	06:30pm	TH	WED	11	8	8	12	10	14	12	09	13	11	08	13
Planning Board Work Session	06:30pm	TH	WED	25	22	22	26	24	28	26	23	27	25	N/A	N/A
Public Safety Committee	05:30pm	TH	TUE	3	7	7	4	2	6	N/A	1	5	3	7	5
Environmental Committee	06:30pm	TH	TUE	10	14	14	11	9	13	11	8	12	10	14	12
Special Projects Review Comm	06:30pm	TH	THU	5	2	2	6	4	1	6	3	7	5	2	7
T C Briefing & Action Meeting	06:30pm	TH	THU	5	2	2	6	4	1	6	3	7	5	2	7
Town Council Meeting <i>(Room 110)</i>	07:00pm	TH	THU	12	9	9	13	11	8	13	10	14	12	9	14
Willow Run Mun. Svc. District Board	06:30pm	TH	TUE	17	N/A	21	N/A	16	N/A	N/A	15	N/A	17	N/A	N/A
Zoning Bd. of Adjustment <i>(Room 110)</i>	06:30pm	TH	TUE	24	28	28	25	23	27	25	22	26	24	28	N/A
Council Retreat		MAWCC	January 27 -5:30 PM; January 28 - 8:30 AM												

All meetings are held in conference room 201 unless otherwise noted. Room 110 is the Council Chambers.

Additional meetings and changes in the meeting schedule will be advertised on Channel 6 and the Town's website.

Special Projects Review Committee - Only meets when there is a request to be heard by the committee. The meeting follows the Town Council Briefing.

Zoning Board of Adjustment - Only meets as needed.

Planning Board Meeting - If no public hearing is scheduled, Planning Board meets in Town Hall conference room 201.

**DISABLED PERSONS REQUIRING SPECIAL ACCOMMODATIONS MAY CONTACT TOWN HALL AT LEAST 72 HOURS
IN ADVANCE OF THE MEETING TO REQUEST SPECIAL ASSISTANCE (336-945-5558).**

Location Legend: MAWCC - Mary Alice Warren Community Center; TH - Town Hall



STAFF REPORT

ITEM:	RESOLUTION 2022-068
SUBJECT:	APPOINTMENT OF TOWN ATTORNEY FIRM
PREPARED BY:	DORA MOORE, TOWN CLERK
DATE SUBMITTED:	NOVEMBER 9, 2022

BACKGROUND/SUMMARY:

Current, Town Attorney Bowen Houff will be retiring December 31, 2022.

Municipalities are required by NCGS 160A-173 to appoint a specific attorney or firm to serve as the municipal attorney.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends Resolution 2022-068 be approved by Council to appoint Blanco Tackabery & Matamoros, P. A. as the Town's municipal attorney firm and Elliot Fus serve as Town Attorney effective January 1, 2023.

FISCAL IMPACT:

ATTACHMENT(S):

1. Resolution 2022-068 – Appointing a Town attorney firm



**RESOLUTION 2022-068 OF THE LEWISVILLE TOWN COUNCIL
APPOINTING TOWN ATTORNEY FIRM**

WHEREAS, NCGS 160A-173 states the council shall appoint a city attorney to serve at its pleasure and to be its legal adviser; and

WHEREAS, the Town of Lewisville currently retains the services of Blanco Tackabery & Matamoros, P.A. in respect to the Town's general legal needs with Bowen Houff serving as Town Attorney; and

WHEREAS, Town Attorney Bowen Houff will retire on December 31, 2022; and

WHEREAS, the Town of Lewisville wishes to retain the services of Blanco Tackabery & Matamoros, P.A. in respect to the Town's general legal needs and Elliot Fus will serve as Town Attorney.

NOW, THEREFORE, BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that Blanco Tackabery & Matamoros, P.A. are appointed to serve as the Town's municipal attorney firm and Elliot Fus serve as Town Attorney.

Adopted this the 8th day of December 2022 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



Elliot A. Fus
eaf@blancolaw.com
336.293.9073

P.O. Drawer 25008
Winston-Salem, NC 27114-5008
404 North Marshall St.
Winston-Salem, NC 27101
phone 336.293.9000
fax 336.293.9030

November 8, 2022

Town Council
Town of Lewisville
6510 Shallowford Road
Lewisville, NC 27023

Re: Confirmation of Continued Engagement for Town Attorney Services

Dear Council Members:

We are pleased that the Town of Lewisville ("you") will continue to allow Blanco Tackabery & Matamoros, P.A. ("BTM") to represent you with respect to the Town's general legal needs following Bo Houff's retirement on December 31, 2022. Effective January 1, 2023, I will be prepared to serve as Town Attorney and BTM's other attorneys and staff will be available to provide additional expertise and resources, as needed. For example, I anticipate that Amy Lanning will assist with drafting real estate transactional documents.

You will be billed for these services at hourly rates. In appreciation of our longstanding relationship with the Town and to provide pricing that is competitive with other well-qualified firms, Ms. Lanning and I will discount our rate to \$260 per hour (which is the rate that BTM currently charges you for Mr. Houff's time). This rate is at least 20% less than our 2023 standard hourly rates. Any other attorneys will be billed at \$175 per hour, consistent with our current arrangement. Any paralegals will be billed at their standard rates.

I have enclosed for your review and reference a statement of BTM's billing policies. Please review these policies with care and let me know if you have any questions.

Please have an authorized Town representative sign below, add a pre-audit certification, and return a copy of this letter to me. Thank you!

Very truly yours,

Blanco Tackabery & Matamoros, P.A.

Elliot A. Fus

Enclosure

TOWN OF LEWISVILLE

By: _____

Print Name:

Print Title:

STATEMENT OF BILLING AND ENGAGEMENT POLICIES

CONFLICTS OF INTEREST

Blanco Tackabery is a firm with offices in Winston-Salem, North Carolina. It is possible that during the time we are representing you, some of our present or future clients will be engaged in transactions in competition with you or will encounter disputes with you. You agree that we may continue to represent, and may undertake in the future to represent, existing or new clients in any matter, including litigation, that is not substantially related to our work for you even if the interests of such clients in those matters are adverse to you provided such representation is not in violation of our professional obligations to you under the applicable rules of professional conduct. We agree however, that in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a non-public nature that, if known by such other client, could be used in such other matter to your material disadvantage, we will, as appropriate, construct a firewall to prevent BTM lawyers representing the other client in such other matter from learning that information.

INSURANCE

You should understand that, where the scope of our representation involves or may involve a claim or potential claim against you, you may have an insurance policy that may provide coverage of some sort for the claim or potential claim. Insurance companies are offering a wide variety of insurance products, and we urge you to consult with your insurance representative (or carrier), risk manager, or other appropriate persons about the potential for insurance coverage for any claim or potential claim. Unless you specifically request our advice and provide us with a copy of the policy, we assume no obligation to advise you with respect to insurance coverage for any claim or potential claim within the scope of our representation of you.

**LEGAL
SERVICE FEES**

Our rates are subject to periodic increases consistent with the firm-wide policy of reviewing all billing rates annually.

Our policy is to bill monthly, based on services performed in the previous month, including expenses incurred on your behalf. We reserve the right to record minimum charges equivalent to one tenth (.10) of an hour. BTM's Billing Committee must approve any changes in the billing arrangements and policies set forth in this Statement and the accompanying engagement letter.

EXPENSES

Expenses advanced by us for your benefit, at our cost and billed to you, include, but are not limited to, photocopying charges (at twenty cents (\$0.20) per copy), long distance telephone charges, recording and filing fees, court costs, specialized computer research charges (we do not charge for general computerized legal research), facsimile charges, out of town travel expenses at the applicable rate under the Internal Revenue Code, and postage.

EXPERTS

We may engage expert consultants and witnesses on your behalf, but you will be responsible for paying their costs and expenses directly to them. These experts and consultants will bill you separately.

**SCOPE OF
ENGAGEMENT**

Our engagement and the services that we will provide to you are limited to the matter identified in the accompanying letter. Any changes in the scope of our representation as described in this letter must be approved in writing.

**ESCROW
ACCOUNT**

If we receive advanced funds belonging to you that, in our best judgment, are large enough to earn a material amount of interest, we will discuss investment options with you. If in our best judgment the funds are not large enough or are not to be held long enough to earn

at least \$50 interest, we will place these funds in a pooled trust account, pursuant to local rules, any interest on which is payable to a charitable organization organized under the North Carolina State Bar.

PAYMENT

Payment is due on receipt of each invoice and, except as expressly agreed to otherwise, is not contingent or dependent on the outcome of the engagement, such as prevailing in a lawsuit or concluding a transaction. If an invoice remains unpaid after thirty (30) days, we will assess a carrying charge of eighteen percent (18%) per annum (1½% month) on the unpaid balance that will be added to the invoice. We reserve the right to end our work on this matter and any other matters for which we may be simultaneously engaged, and to withdraw from the representation on proper notice if we do not receive payment in full within sixty (60) days from the date of the invoice. If you have any special policies with respect to information you want to have included in our invoices, please advise us promptly. Please review our invoices when you receive them so that any questions you may have are raised in a timely fashion.

TERMINATION

Either of us may terminate the engagement at any time for any reason by written notice, subject on our part to our professional obligations to you under applicable rules of professional conduct. Unless previously terminated, our representation of you will terminate on our sending you our final statement for services rendered in this matter. Unless you engage us after termination of this matter, we will have no continuing obligation to advise you with respect to future legal developments, such as, changes in the applicable laws or regulations that could have any effect on your future rights and liabilities.

RECORDS AND FILES

Following the conclusion of our representation, we will keep confidential any non-public information you have supplied to us that we retain in accordance with applicable rules of professional conduct. At your request, we will return your papers and property to you promptly on receipt of payment for outstanding fees and costs. The firm will retain its own files pertaining to the matter in accordance with the firm's records retention policy. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such document or other materials after a reasonable time and without further notice after the termination of the engagement.

DRAFT



**RESOLUTION 2022-069 OF THE LEWISVILLE TOWN COUNCIL
SETTING A PUBLIC HEARING TO RECEIVE COMMENTS ON
UDO L-104 – SITE PLAN AMENDMENT AND AMENDMENT OF USES
771 WILLIAMS ROAD FROM HB-C TO HB-C
BY STEPHEN LONG C/O WILLIAMS RD HQ, LLC**

WHEREAS, the Lewisville Planning Board held a public hearing on November 9, 2022 related to a site plan amendment and amendment of uses for 771 Williams Road; and

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

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

WHEREAS, North Carolina General State 160D-601 provides for Methods for Procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL sets a public hearing for Thursday, January 12, 2023 at 7:00 PM for the purpose of receiving public comment concerning a site plan amendment and amendment of uses for 771 Williams Road.

Adopted this the 8th day of December 2022 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

SITE PLAN AMENDMENT STAFF REPORT

Williams Road

DOCKET: L-104
STAFF: Stacy Tolbert, Town Planner
Petitioner: Stephen Long c/o Williams Rd HQ, LLC
Ownership: Williams Rd HQ, LLC

REQUEST OF REZONING:

From: HB-S (Highway Business – Conditional)
To: HB-S (Highway Business - Conditional)
Uses: Professional Office; Restaurant (without drive-through service); Micro-Brewery or Micro-Distillery; General Merchandise Store & School, Vocational or Professional.
PIN#(s): 5874-64-3831
Acreage: 3.57 acres

LOCATION:

Street: 771 Williams Road
Jurisdiction: Town of Lewisville

PROPERTY SITE/IMMEDIATE AREA:

Existing Structures on Site: The site is currently vacant.

Adjacent uses:

- * North - Abuts NCDOT Right-Of-Way for US 421 off ramp/Williams Road Interchange.
- * East - Abuts NCDOT Right-of-way for US 421 off ramp/Williams Road Interchange.
- * South - Fronts Williams Road, Single Family Homes located across Williams Road, zoned RS-20.
- * West - Institutional Use, Collide Church, zoned RS-20.

GENERAL AREA:

Character/Maintenance: This area is a transition zone between commercial usage, institutional usage and residential usage.

PHYSICAL FEATURES:

Topography: The site slopes gently from the southeast to the northwest away from Williams Road.
Vegetation/habitat: The majority of the property is wooded.
Impact on Existing Features: Impacts are to be expected. The wooded areas are likely to be removed to construct commercial business.

WATER AND SEWER FACILITIES:

Public water is available to the site. The property will be served by a private septic system.

TRANSPORTATION:

Direct Access to Site: Williams Road
Street Classification(s): Williams Road Minor Thoroughfare

Average Daily Traffic Count/Estimated: no recent data found

HISTORY/RELEVANT ZONING CASES:

This property was approved on 01/13/2022 to be rezoned from RS-20 to HB-S. During the L-101 case, when this property was rezoned to HB-C, the 2015 Comprehensive Plan at the time designated this property as preferred commercial. The Plan also identifies this area around the US 421 interchange as properties within the Downtown Gateway Area (DGA). On January 14, 2021, the Town Council voted to re-define the Downtown Core Area and the Downtown Gateway Area. This property is no longer considered to be in the Downtown.

- * L-019; Property rezoned from RS-20 to LB-S for a car wash; approved 04/10/2001; located along Williams Road in the Downtown Gateway Area across from the Oaks Shopping Center driveway; Planning Board and staff recommended approval.
- * L-027; Property rezoned from RS-20 to LD2-S for a convenience store; approved 02/13/2003; located on the south side of US 421 at the roundabout of Concord Church & Williams Road; Planning Board and staff recommended approval.
- * L-042; Property rezoned from RS-30 to NB-S in 1999 then rezoned again from NB-S to NO-S for limited office uses; approved 05/12/2005; located at the northwest quadrant of the Lewisville-Vienna Road and Robinhood Road intersection.

CONFORMITY TO PLANS:

Lewisville Tomorrow Comprehensive Plan – The Comprehensive Plan’s Future Land Use Map identifies the subject property as a rural residential preferred place type. Rural Residential areas include mostly residential land uses and abundant open space.

Legacy Development Guide - The Legacy 2030 Update identifies the property as being in the Growth Management Area (GMA) 3 calling for suburban neighborhoods. The Legacy plan also identifies the property’s preferred land use to be commercial uses.

Lewisville Greenway and Pedestrian Connections Plan- This property is not identified in the Lewisville Greenway and Pedestrian Connections Plan as a property required to install sidewalks along the frontage. This portion of Williams Road is not recommended for a sidewalk or greenway.

ANALYSIS:

This request is for a site plan amendment/amendment of uses of the approved Williams Road property. The property was approved to be rezoned to HB-S on January 13, 2022. A site plan has been submitted for review by staff and the Board and includes an approximate 8,000 square foot commercial building with parking and landscaping and access off Williams Road. The HB (Highway Business) zoning district is intended to accommodate retail services and distributive uses. The district is not intended to encourage or accommodate strip commercial development. The district is also intended for application in GMAs 2, 3 and 4. The property is located within GMA 3 and the proposal is for a single commercial building, not strip commercial development.

Legacy designates the area within which the project lies as GMA-3 "Suburban Neighborhood." This acknowledges opportunities made available by having access to public water/sewer and proximity to

existing thoroughfares such as US421. The proposed HB-C zoning would support the uses in the nearby downtown area of Lewisville. The 2022 Lewisville Tomorrow Comprehensive Plan recommends developing Lewisville in accordance with the Future Land Use Map. It also recommends encouraging land use patterns that allow convenient access to neighborhood amenities and small-neighborhood scale commercial development outside Downtown and in Neighborhood Centers, while ensuring that existing housing is appropriately protected. The preexisting zoning of the property, along with the landscape buffering requirements would allow for the called for commercial development while ensuring appropriate residential protection.

Town staff is of the opinion that the request is consistent with the Town's *Comprehensive Plan and Legacy* for the area and complements the uses in the activity center. The developer has or will need to follow the non-residential requirements in Chapter B, Article 3, including but not limited to the requirements below:

1. Erosion control permits shall be obtained through The City of Winston-Salem.
2. Stormwater management permits, if required, must be obtained through the Town of Lewisville before issuing building or zoning permits.
3. TRC Comments must be remedied.

FINDINGS:

1. The request is for a site plan amendment/use amendment; a preliminary draft site plan has been submitted and specific uses requested. If the property is later changed or uses are to be added, the Planning Board and the Town Council will be required to review and approve the request for the change.
2. The zoning will not change for the property. The uses requested are allowed under the Highway Business zoning district.
3. The requested zoning would allow small commercial development that is supported by existing infrastructure and encouraged by the Town's Comprehensive Plan.
4. The proposed zoning district would introduce a use(s) or development that would not significantly impact the surrounding neighborhoods due to the low-density commercial development proposed. The proposal is not expected to cause an increase traffic.

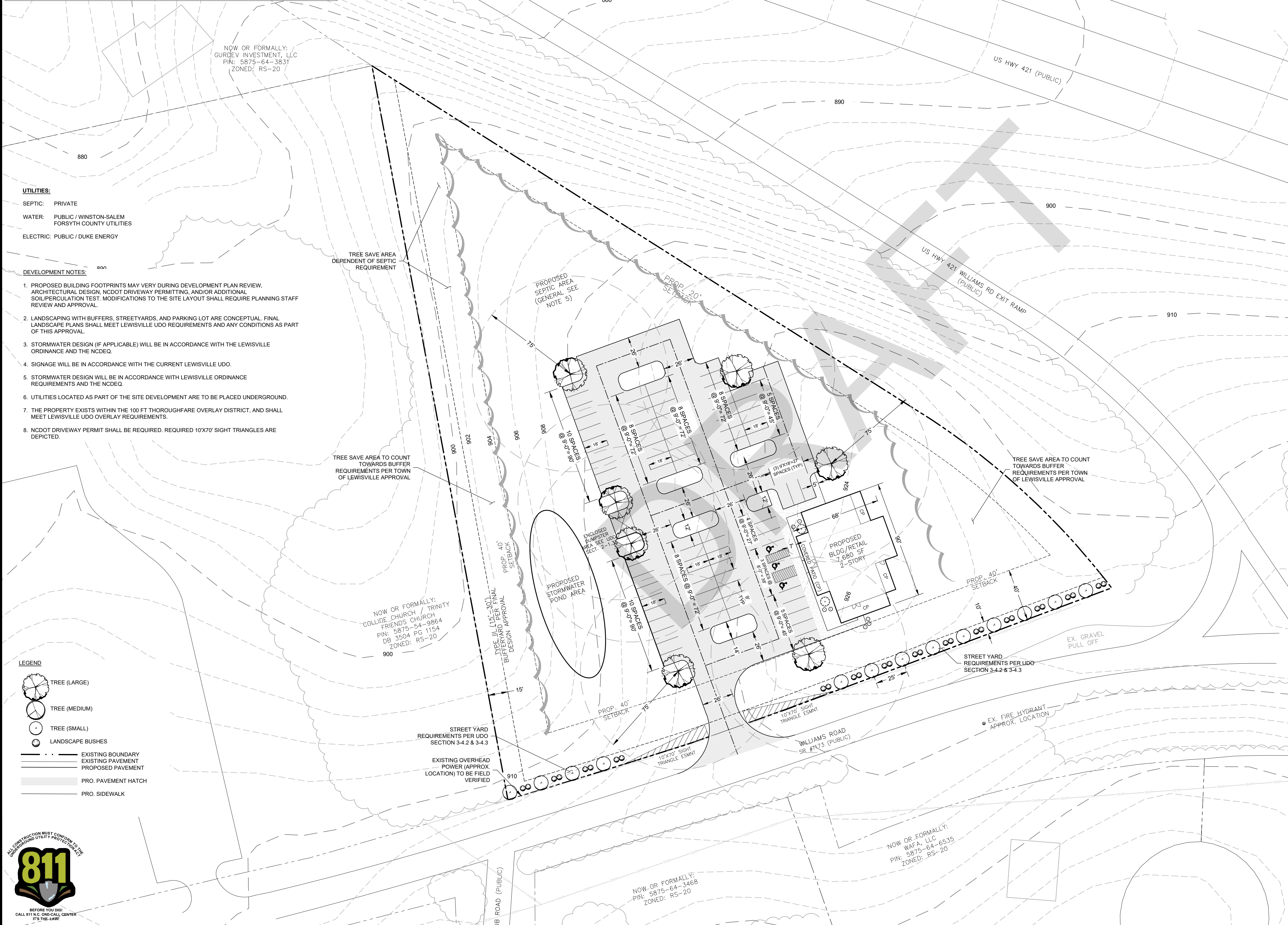
STAFF RECOMMENDATION:

The site has available infrastructure to support the density of development that is being proposed. Statements found in the *Lewisville Comprehensive Plan* calls for small-neighborhood scale commercial development with appropriate protection of existing housing. Given these findings and other supporting information found in this report, staff recommends the site plan amendment to the Planning Board.

THIS PLAN DOES NOT PURPORT TO SHOW ALL EXISTING UTILITIES, LINES, APPURTENANCES, ETC., AND THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES, PIPES, VALVES, ETC. AS SHOWN ARE IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR THE ENGINEER. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES, LINE, PIPE, ETC. BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT RESULT FROM THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES, PIPES AND VALVES. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS WITH EXISTING AND PROPOSED FACILITIES TO DETERMINE IF AN ITEM WILL NEED TO BE RELOCATED.

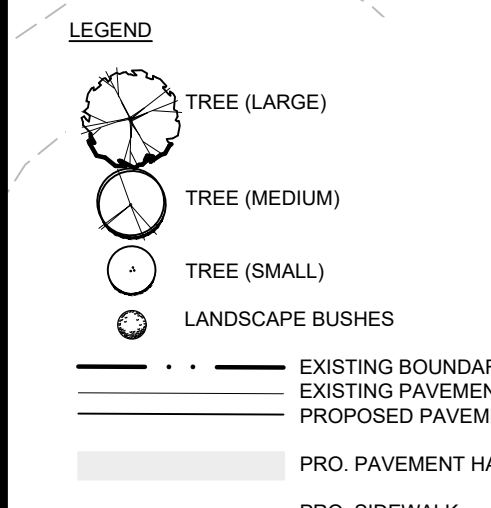
THE ENGINEER HAS MADE NO EXAMINATION TO DETERMINE WHETHER ANY HAZARDOUS OR TOXIC MATERIALS ARE PRESENT OR CONTAINED IN, UNDER OR ON THE SUBJECT PROPERTY OR ITS WATERS, OR IF ANY HAZARDOUS OR TOXIC MATERIALS HAVE CONTAMINATED THIS OR OTHER PROPERTIES OR ITS WATERS IN ANY WAY WHATSOEVER. NO SUBSURFACE EXAMINATION OF ANY TYPE HAS BEEN MADE BY THE ENGINEER, AND ACCORDINGLY, NO OPINION IS EXPRESSED OR IMPLIED ON ALL SUCH MATTERS. FURTHER, NO OPINION IS RENDERED AS TO ANY VIOLATION OF ANY ENVIRONMENTAL LAWS OR REGULATIONS, EITHER FEDERAL, STATE, OR LOCAL RELATED TO THE INFORMATION SHOWN ON THIS PLAN AND THE ENGINEER IS IN NO WAY LIABLE FOR ANY VIOLATION OF SUCH ENVIRONMENTAL LAWS SHOULD SUCH EXIST.

CHANGES MADE IN FIELD BY CONTRACTOR TO APPROVED CONSTRUCTION DOCUMENTS WITHOUT NOTIFICATION AND APPROVAL FROM ENGINEER OF RECORD IN WRITING PRIOR TO CONSTRUCTION OF FIELD CHANGE SHALL RELIEVE ENGINEER OF ANY LIABILITY FOR CONSTRUCTION ISSUES THAT MAY ARISE.



UTILITIES:
 SEPTIC: PRIVATE
 WATER: PUBLIC / WINSTON-SALEM FORSYTH COUNTY UTILITIES
 ELECTRIC: PUBLIC / DUKE ENERGY

- DEVELOPMENT NOTES:**
- PROPOSED BUILDING FOOTPRINTS MAY VARY DURING DEVELOPMENT PLAN REVIEW, ARCHITECTURAL DESIGN, NCDOT DRIVEWAY PERMITTING, AND/OR ADDITIONAL SOIL PERCOLATION TEST. MODIFICATIONS TO THE SITE LAYOUT SHALL REQUIRE PLANNING STAFF REVIEW AND APPROVAL.
 - LANDSCAPING WITH BUFFERS, STREET YARDS, AND PARKING LOT ARE CONCEPTUAL. FINAL LANDSCAPE PLANS SHALL MEET LEWISVILLE UDO REQUIREMENTS AND ANY CONDITIONS AS PART OF THIS APPROVAL.
 - STORMWATER DESIGN (IF APPLICABLE) WILL BE IN ACCORDANCE WITH THE LEWISVILLE ORDINANCE AND THE NCDEQ.
 - SIGNAGE WILL BE IN ACCORDANCE WITH THE CURRENT LEWISVILLE UDO.
 - STORMWATER DESIGN WILL BE IN ACCORDANCE WITH LEWISVILLE ORDINANCE REQUIREMENTS AND THE NCDEQ.
 - UTILITIES LOCATED AS PART OF THE SITE DEVELOPMENT ARE TO BE PLACED UNDERGROUND.
 - THE PROPERTY EXISTS WITHIN THE 100 FT THOROUGHFARE OVERLAY DISTRICT, AND SHALL MEET LEWISVILLE UDO OVERLAY REQUIREMENTS.
 - NCDOT DRIVEWAY PERMIT SHALL BE REQUIRED. REQUIRED 10'X70' SIGHT TRIANGLES ARE DEPICTED.

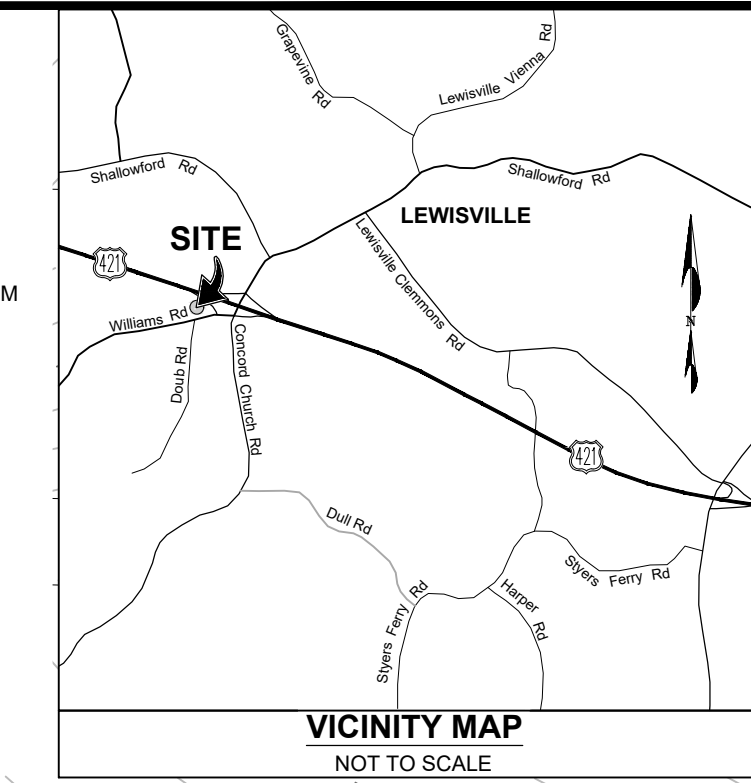


INFORMATION TABLE

ENGINEERING:
 KENNERLY ENGINEERING & DESIGN, INC.
 12133-F N NC HIGHWAY 150
 WINSTON-SALEM, NC 27127

CONTACT:
 TIMOTHY KENNERLY, PE
 EMAIL: TIMOTHY.KENNERLY@KENNERLYENGINEERING.COM
 PHONE: 336.775.2118 / FAX: 336.764.0797

OWNER / DEVELOPER:
 RODNEY BENTLEY
 SALEM COMMERCIAL CONTRACTING, LLC
 8008 RIVERVIEW DRIVE
 CLEMMONS, NC 27102
 EMAIL: RODNEY@SALEMCONTRACT.COM
 PHONE: 336.624.4695



SITE ADDRESS: 0 WILLIAMS ROAD, LEWISVILLE, NC / FORSYTH CO.

OWNER: NOW OR FORMALLY: WILLIAMS RD HQ, LLC

PARCEL I.D.: 5875-64-3831
3894 / 3854

DEED BOOK / PAGE:

PROPOSED USE: COMMERCIAL RETAIL / OFFICE / WINE TASTING OFFICE SPACE FOR REALTOR USE / TRAINING / RETAIL / SHOPPING WITH SOME WINE/FOOD

ZONING: EXISTING: HB-S (HIGHWAY BUSINESS)
PROPOSED: HB-C (HIGHWAY BUSINESS)

JURISDICTION: TOWN OF LEWISVILLE

ACREAGE: 3.57+- AC. (PUBLIC GIS)

MINIMUM LOT SIZE: 20,000 S.F.

MINIMUM LOT WIDTH: 100 FT.

MAXIMUM BUILDING HEIGHT: 60 FT.

MINIMUM SETBACKS: FRONT: EX: 30' / PROP: 40'
SIDE: EX: 7' MIN. (20' COMBINED)
PRO: 40' / RESIDENTIAL (MIN. 0.5 FT / 12 FT)
REAR: EX: 30' / PROP: 20'
STREET: EX: 20' / PROP: 20'

IMPERVIOUS COVERAGE ALLOWED:

TOTAL PROPOSED: PROPOSED: 85% OF 3.57 AC (155,509 SF) = 132,182 SF

MIN. VEHICULAR PARKING REQUIRED: COMM. RETAIL: 1 / PER 500 GFA (1,728 SF) = 4 SP
WINE TASTING: 1 / PER 100 GFA (960 SF) = 10 SP
OFFICE / MISC.: 1 / PER 400 GFA (4,992 SF) = 13 SP
TOTAL SPACES = 27 SP

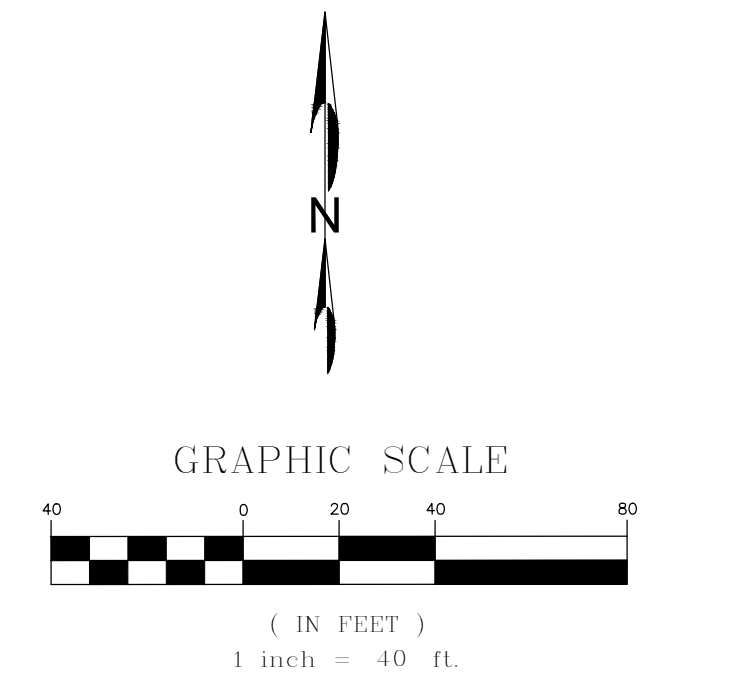
PROPOSED PARKING: SEVENTY-EIGHT (78) 9' X 18' (TYP) SPACES
INCLUDES THREE (3) ADA SPACES

WATERSHED INFORMATION:
 BASIN : YADKIN RIVER REGULATED WATERSHED AREA TYPE WS IV
 IN FLOOD PLAIN: NO
 FEMA MAP # : 3710587500J
 PANEL # : 370581
 DATE : 01/02/09

BUFFERYARD INFORMATION:
 1. BUFFERYARD TYPE III REQUIRED EACH ADJACENT RESIDENTIAL ZONED LOT IN ACCORDANCE WITH LEWISVILLE UDO TABLE B.3.13 UNLESS OTHERWISE INDICATED. USE OF EXISTING TREES FOR CREDIT MAY BE PERMITTED IN ACCORDANCE WITH UDO TABLE B.3.12 TO MEET BUFFERYARD STANDARDS.
 2. STREET TREES ALONG FRONTAGE SHALL BE INSTALLED AT A RATE OF ONE (1) LARGE VARIETY TREE EVERY FIFTY (50) FEET OR ONE (1) MEDIUM/SMALL VARIETY TREE EVERY TWENTY-FIVE (25) FEET.
 3. FRONT FACADE LANDSCAPING SHALL BE SIX (6) SQUARE FEET PER EACH ONE (1) FT. OF HORIZONTAL WALL. EXACT WIDTH SHALL BE DETERMINED AT TIME OF DEVELOPMENT PLAN APPROVAL.
 4. PARKING LANDSCAPING SHALL MEET REQUIREMENTS OF LEWISVILLE UDO SECTION 3-4.3 (C) (6); NO PARKING SPACE SHALL BE LOCATED MORE THAN 75 FT. FROM THE TRUNK OF A REQUIRED LARGE VARIETY TREE. NO PARKING SPACE SHALL BE LOCATED MORE THAN 50 FT. FROM THE TRUNK OF A REQUIRED SMALL OR MEDIUM VARIETY TREE.
 5. THIS CONCEPT HAS BEEN PREPARED USING PUBLIC FORSYTH COUNTY GIS INFORMATION FOR PICTORIAL PURPOSES. THE BOUNDARY AND EXISTING TOPOGRAPHY SHOWN WAS USED BASED FROM THIS COUNTY PUBLIC INFORMATION ONLY. A PHYSICAL BOUNDARY AND TOPOGRAPHICAL SURVEY WAS NOT COMPLETED FOR THIS PICTORIAL SITE PLAN. TO BE USED FOR THE REZONING PURPOSE.
 6. AN ENVIRONMENTAL REPORT WAS PERFORMED AND PROVIDED BY PIEDMONT ENVIRONMENTAL ASSOCIATES, P.A. ON SEPT. 6TH, 2002 UNDER PROJECT #3619 FOR SOIL / SITE EVALUATION AND USE OF SEPTIC LOCATION.
 7. DUMPSTER ENCLOSURE AREA IS TO FOLLOW UDO REQUIREMENT SECTION 2-1.3

GENERAL NOTES:

- PROPOSED BUILDING FOOTPRINTS MAY VARY DURING DEVELOPMENT PLAN REVIEW, ARCHITECTURAL DESIGN, NCDOT DRIVEWAY PERMITTING, AND/OR ADDITIONAL SOIL PERCOLATION TEST. MODIFICATIONS TO THE SITE LAYOUT SHALL REQUIRE PLANNING STAFF REVIEW AND APPROVAL.
- LANDSCAPING WITH BUFFERS, STREET YARDS, AND PARKING LOT ARE CONCEPTUAL. FINAL LANDSCAPE PLANS SHALL MEET LEWISVILLE UDO REQUIREMENTS AND ANY CONDITIONS AS PART OF THIS APPROVAL.
- STORMWATER DESIGN (IF APPLICABLE) WILL BE IN ACCORDANCE WITH THE LEWISVILLE ORDINANCE AND THE NCDEQ.
- SIGNAGE WILL BE IN ACCORDANCE WITH THE CURRENT LEWISVILLE UDO.
- STORMWATER DESIGN WILL BE IN ACCORDANCE WITH LEWISVILLE ORDINANCE REQUIREMENTS AND THE NCDEQ.
- UTILITIES LOCATED AS PART OF THE SITE DEVELOPMENT ARE TO BE PLACED UNDERGROUND.
- THE PROPERTY EXISTS WITHIN THE 100 FT THOROUGHFARE OVERLAY DISTRICT, AND SHALL MEET LEWISVILLE UDO OVERLAY REQUIREMENTS.
- NCDOT DRIVEWAY PERMIT SHALL BE REQUIRED. REQUIRED 10'X70' SIGHT TRIANGLES ARE DEPICTED.



KENNERLY ENGINEERING & DESIGN, INC.

12133 N. NC Hwy 150, Suite F
 Winston-Salem, NC 27127
 PH: 336.775.2118 FAX: 336.764.0797
 NC License: C-3605 / www.KennerlyEngineering.com

REGISTERED PROFESSIONAL ENGINEER
 STATE OF NORTH CAROLINA
 No. 370581
 EXPIRES 12/31/2029

WILLIAMS ROAD RETAIL / OFFICE BLDG
 LEWISVILLE, NORTH CAROLINA
 FOR
WILLIAMS RD HQ, LLC
 1100 S. STRATFORD RD BLDG. C, STE: 200
 WINSTON-SALEM, NC 27103

No.	Description	Date	By	LKH
1	PLANNING PRE-REVIEW COMMENT	10/17/22		

Technician: **DCS** Designer: **TSK**
 Project No: **22-039** Checked by: **NLK**

Drawing Name: **SITE PLAN**

Drawing Reference: 22-039 - Site Plan.dwg

Date: **AUGUST 2022** Drawing Number: **C-200**
 Scale: **1" = 40'**

File: P:\2022 Projects\22-039 - Williams Rd Comm. Bldg. - Town of Lewisville - Salem Commercial\Plan\22-039 - Site Plan.dwg
 Date: 08/17/2022 10:48:00 AM
 User: tkennery

L-104 771 Williams Road REZ

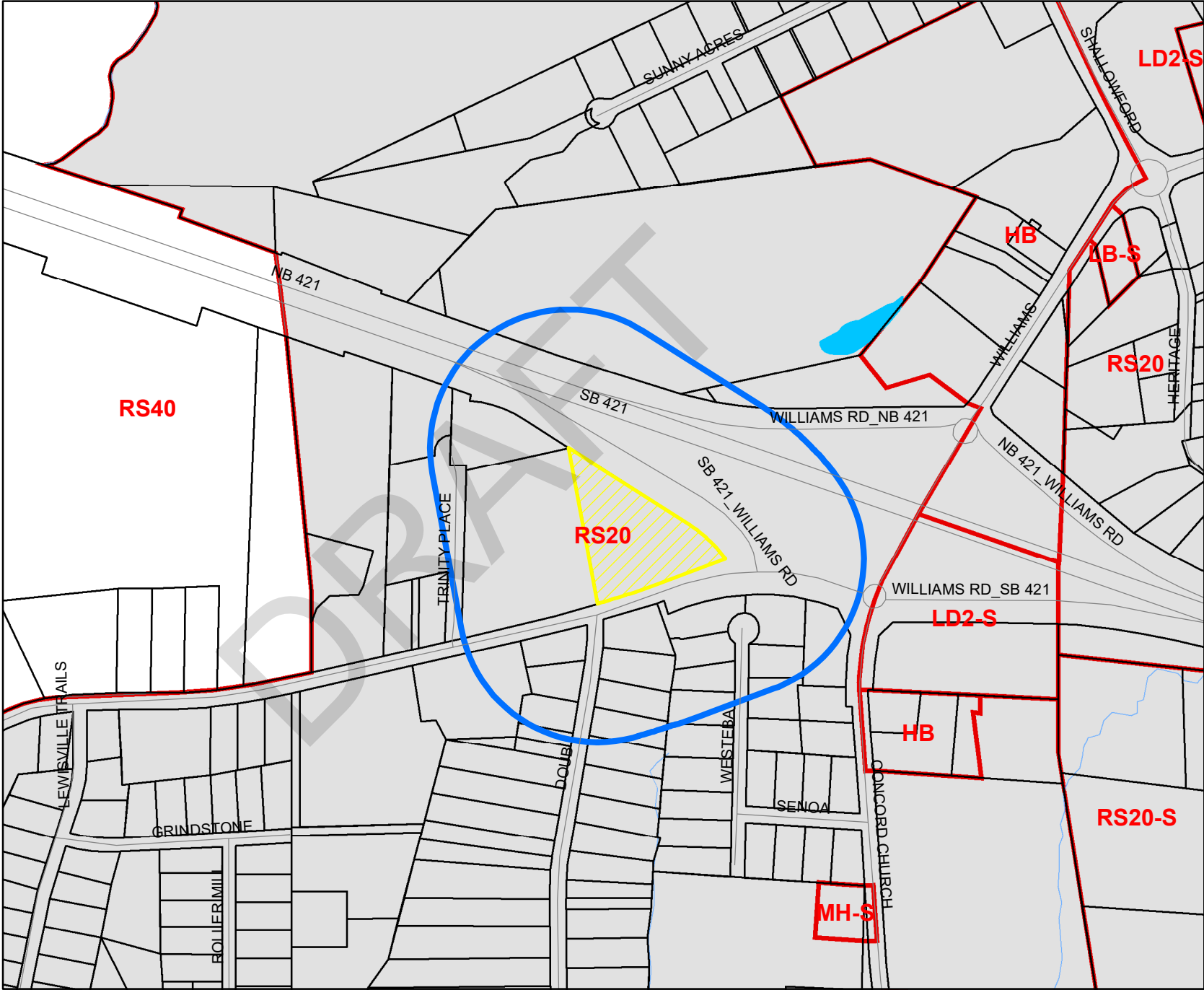
Legend

- CENTERLINES
- ▭ Legal Lot Lines
- Streams
- ▭ Pond / Lake
- ▭ Zoning
- ▭ Forsyth County
- ▭ Lewisville
- ▨ Property of Request
- 500 ft. Buffer

PIN #: 5875-64-3831



1 inch = 500 feet



This map and analysis are provided "As Is" without warranty of any kind, either express or implied. The information contained in this map is for informational purposes only and was not prepared for, and is not suitable for legal, engineering, or surveying purposes. Use of these materials constitutes acceptance of this disclaimer of liability.

Created by: Stacy Tolbert

Stephen Long

1100 S. Stratford Rd Building C Ste. 100
Winston Salem, NC 27103
(336) 283-8683
stephen@thecarolinacrew.com
6th October 2022

Stacy Tolbert

Town of Lewisville
6510 Shallowford Rd.
Lewisville, NC 27023

Mrs. Tolbert,

Firstly, I want to thank you and the town for your time and consideration of our proposed project on Williams Rd. It seems the large parking lot and the wine tasting venue needed further clarification per your administrative review..

The oversized parking lot is due to the nature of the businesses that plan to occupy the new building. The second story will be primarily office space for our real estate business. This type of industry does not require a lot of square footage to house a dense population of real estate brokers that come and go throughout the day. Additionally, we have a real estate school that could have as many as 30-40 students in the classroom at any given time. Therefore, the high number of cars for 25-35 brokers as well as for 25-35 students could consume a fair amount of parking at peak times. The lower level tenants will also need parking. Hence the justification for the 72 parking spaces.

Subsequently there was a request for more information about the wine tasting venue. Admittedly we do not have that tenant nailed down yet but we are in conversation with several local folks about the opportunity. Our vision would be a coffee shop style venue that serves light breakfast foods in the morning. At lunch and dinner times the venue would offer beer and wine along with deli foods and sandwiches. We have not ruled out a discussion with a local micro distillery as well that would possibly offer a tasting room for spirits if allowed.. We want this project to be an attractive value add to the town and the community and not just another stand alone office building.

Sincerely,


Stephen Long

Lewisville Technical Review Committee (TRC)

PRELIMINARY SITE PLAN REVIEW

- 1) SITE PLAN TITLE AND NUMBER: Williams Road, L-104
- 2) TYPE OF DEVELOPMENT: Rezoning
- 3) ACREAGE: 3.57 Acres
- 4) ZONING: Current zoning HB-S
Proposed Review: Rezone to HB-C
- 5) # UNITS/LOTS: n/a
- 6) DENSITY, IF RESIDENTIAL: n/a
- 7) LOCATION OF DEVELOPMENT: Property is located at 771 Williams Road
- 8) SITE PLAN PREPARER: Kennerly Engineering & Design, Inc.
12133 N. NC Hwy 150, Suite F
Winston-Salem, NC 27127
- 9) DEVELOPER: Rodney Bentley
Salem Commercial Contracting, LLC
8008 Riverview Drive
Clemmons, NC 27102
- 9) OWNER AND/OR AGENT: PIN: 5874-64-3831
Stephen Long
c/o Williams Rd HQ, LLC
1100 S. Stratford Rd, BLDG. C; Ste: 200
Winston-Salem, NC 27103
- 10) PRELIMINARY CONDITIONS: Conditions on the following pages are additional requirements for development. All other city or county code regulations still apply.

Lewisville Planning: Stacy Tolbert planner@lewisvillenc.net

- Development note #5 mentions both entrance points. Only one entrance is shown on the site plan.
- Ensure parking area landscaping meets motor vehicle surface area requirements.
 - UDO section 3-4.3 (C) (5): “No parking space shall be located more than seventy-five (75) feet from the trunk of a required large variety tree... no parking space shall be located more than fifty (50) feet from the trunk of a required small or medium variety tree...”
 - There is a possibility of needing more small to medium variety trees in the islands of the parking lots.
- Be prepared to justify 78 parking spaces being shown when only 27 are required.
- Push landscaping out of 10/70 sight triangle easement.
- Indicate any freestanding/ground signs.
- Show 100-foot thoroughfare overlay on the site plan.
- Need further clarification on the specifics of the wine tasting use.
- Existing zoning is HB-S. Proposed zoning is HB-C.
- Show dumpster location with required screening.
- List utilities.

Addressing: Matthew Hamby hambyme@forsyth.cc

- Address remains 771 Williams Road

Erosion Control: Matthew Osborne matthewo@cityofws.org

- If the proposed project creates more than 10,000 sq. ft. of land disturbance, a Grading/Erosion Control Permit will be required prior to the start of work. In order to obtain this permit you must submit a professionally designed Erosion Control Plan along with an original signed/notarized Financial Responsibility/Ownership (FRO) form for review and approval. Please submit the plan through the electronic plan review portal as application type **04.02 Grading/Erosion Control Permit** at the following link: <https://winston-salem.idtplans.com/secure/>

Fire: Mark Johnson johnsome@forsyth.cc

- Provide the required fire flow per Appendix B
- The hydrant shown on the site plan appears to not be an active hydrant per WS/FC Utilities.
- D104.1 **Buildings exceeding three stories or 30 feet in height.** Buildings or facilities exceeding 30 feet or three stories in height shall have at least two means of fire apparatus access for each structure.
- D104.3 **Remoteness.** Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the lot or area to be served, measured in a straight line between accesses.
- D105.4 **Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

Conditional Approval with the following requirements. Please ensure the following tasks are completed prior to the final inspection. Should you have any questions regarding these requirements, please call 336-703-2550.

No vertical combustible construction can begin without the fire department access roads and hydrants being in place.

1. At the time of the final fire inspection, provide documentation of measured fire flows from hydrants to demonstrate that available water flows meet or exceed the needed fire flow requirements cited in approved plans. You may schedule a hydrant fire flow test through the Utilities Field Operations Division by calling City Link (311 or 336-727-8000).
2. Post the address on the street side of the building in letters that are **6"** in height with a minimum stroke width of **3/4"**. If the business has a rear door in a strip mall-type application the address must also be placed there.
3. If the building is equipped with a fire alarm, sprinkler system, or special hazard, a Knox Box will be required. You can order one online at Knoxbox.com, just make sure you select the Forsyth County fire option. Contact our office if you have questions 336-703-2550.
4. When a building is equipped with an elevator, a Knox elevator key box shall be installed within the building. The elevator key boxes shall be installed at each elevator bank in the lobby nearest the lowest level of fire department access. These boxes shall be mounted to the right side of each elevator bank at a height of **five feet, six inches** above the finished floor. Elevator key sets shall be provided for installation within the box at the time of the final fire inspection. Please visit <https://www.knoxbox.com> for ordering information. **Do not purchase a normal Knox box or an oversized Knox box for this purpose. Fire code requires the use of a box designed specifically for elevator keys and associated items.**
4. Identify the room containing the sprinkler riser and Fire Alarm panel. The sign should be permanently installed and readily visible.
6. Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating Electrical Room if you have a separate room.
7. Utilities including gas shut-off valves, electric meters, and service switches shall be labeled, identifying which unit or space it serves.
8. **SPRINKLER AND STANDPIPE SYSTEMS:** If sprinkler/standpipe system work is performed, please submit plans to fcfdplans@gmail.com for review prior to performing work on the sprinkler/standpipe system. You must have a permit for the installation or upfit of the sprinkler system prior to any work being performed. You must also provide a letter of compliance for sprinkler/standpipe work prior to scheduling your final inspection. **If no work is performed on existing sprinkler/standpipe systems, you must provide a signed letter from a sprinkler system vendor indicating the installed system is compliant and serviceable prior to scheduling your final inspection.** Underground fire lines must be inspected by fire department personnel prior to covering, and flushing of these lines must be witnessed by fire department personnel. Please schedule these activities by contacting our office at 336-703-2550.
9. **FIRE ALARM SYSTEMS:** If fire alarm system work is performed, please submit plans to fcfdplans@gmail.com for review prior to performing work on the fire alarm system. You must also provide a record of completion for fire alarm system work prior to scheduling your final inspection. **If no work is performed on existing fire alarm systems, you must provide a signed letter from a fire alarm system vendor indicating the installed system is compliant and serviceable prior to scheduling your final inspection.**
10. **AUTOMATIC FIRE EXTINGUISHING SYSTEMS:** If automatic fire extinguishing system work is performed, please submit plans to fcfdplans@gmail.com for review prior to performing work on the fire extinguishing system. Documentation of system installation and certification must be provided at the time of final inspection. **If no work is performed on existing automatic fire extinguishing systems, you must provide a signed letter from a fire suppression system vendor indicating the installed system is compliant and serviceable prior to scheduling your final inspection.**
11. **Emergency Responder Radio Coverage:** The North Carolina Fire Code requires that the Local Public Safety Radio System be fully operable in the interior of all new buildings. Some

modern energy-efficient construction techniques and materials (such as Low-E glass, cementitious coatings, and steel roofs) tend to attenuate the radio signals penetrating the exterior of some new buildings. Per North Carolina 2018 Fire Code Section 510, all new buildings permitted after January 1, 2019 (except for one- and two-family residences) are required to ensure that the Public Safety Radio System has sufficient radio signal strength to be fully operable throughout the interior of the building. New building owners/developers/contractors are subject to the NC 2018 Fire Code Section 510, and are required to submit a Radio Signal Strength Study that demonstrates that existing Local Radio System signal levels meet the Code or they will be required to install an Emergency Responder Radio Coverage System (ERRCS) to boost the radio signals up to the required levels. All owners of new and remodeled buildings, as well as their general contractors and ERRCS vendors/installers, should be familiar with all provisions of the relevant codes and standards.

12. TANK INSTALLATION (If Applicable): A separate plan submittal is required for the installation of storage tanks for flammable or combustible materials (including generator base tanks, fuel dispensing systems, and other stationary tanks). Prior to submitting these plans, please review the tank plan submittal guidelines found at

<https://co.forsyth.nc.us/EmergencyServices/fire/assets/documents/tanks.pdf>

13. ACCESS CONTROL (If Applicable): A separate plan submittal is required for the installation or modification of electrified locking systems. Coordination between construction and access control contractors, including the scheduling of final inspections, is highly encouraged.

14. EXITS AND EMERGENCY LIGHTING: Provide exit signs to direct occupants to exits, interior emergency lighting to illuminate egress paths, and exterior emergency lighting to illuminate areas immediately outside each exit. These fixtures shall be provided with either battery backup or standby power via a generator.

15. EXTINGUISHERS: Portable fire extinguishers shall be provided in the path of travel to the exit(s), not to exceed **50 feet** of travel to an extinguisher. The minimum rating for these portable fire extinguishers is 2A:40B:C.

16. HIGH-PILED COMBUSTIBLE STORAGE: No combustible storage is allowed over **twelve feet** in height unless the approved plans include all required provisions for high-piled combustible storage.

17. FINAL FIRE INSPECTION: You **must** contact our office to schedule a final fire inspection 48 hours in advance. If other trades are involved, coordinate the inspection with the general contractor. Inspections may be scheduled by calling 336-703-2550. **At the time of the final fire inspection, the contractor or owner is responsible for having a temporary/permanent electrical current or providing a generator to power the electrical system.**

The Construction Document submission for this project has been reviewed for compliance with the North Carolina Fire Code (NCFC), and other portions of the Codes as appropriate for the project. These drawing and specifications are approved.

The designer is responsible for full compliance with all requirements of the Code, referenced Standards, and other criteria legally applicable to this project. While our reviews are intended to be thorough and accurate, they do not include all aspects of the Code, nor do they relieve the need for designers to thoroughly check their plans for Code compliance before submittal.

Any subsequent Addenda, Change Orders, selection of Alternates, or other actions that may have any possible bearing on Code Compliance or fire/life safety-related features must be submitted to us for review and approval, in accordance with General Statutes. These receive priority handling.

Inspections: Amy McBride amym@cityofws.org

- Need the specific landscaping details
- Submit for the commercial building review.

NCDOT: Victoria Kildea vrkildea@ncdot.gov

- The developer needs to verify that this driveway location is not within the Controlled Access (C/A) right of way for the interchange at US 421.
- NCDOT Driveway permit required. Randy Ogburn is the primary point of contact rogburn@ncdot.gov We prefer that the driveway permit be submitted on our online portal, and shall consist of the permit application (form TEB-65-04) and a detailed site plan showing the access points. Review of the permit package will begin after receiving the application, site plan, and Construction Inspection Fee. The Construction Inspection Fee is payable by check, and is \$50 per driveway connection.
- A 16.6 3-party encroachment agreement would be required for any utilities (water and sewer), and sidewalk where applicable.
- All encroachment agreements should be submitted through the online portal. Thomas Scott is the primary point of contact – ntscott@ncdot.gov
- If applicable, landscaping should follow the NCDOT Guidelines for Planting Within Highway Right-of-Way manual -- <https://connect.ncdot.gov/resources/roadside/AestheticEngineeringDocuments/PlantingGuidelines.pdf>

Public Works: publicworks@lewisvillenc.net

- No comments at this time.

Stormwater: Linda Pass linda.pass@stantec.com

- Provide Stormwater Management Plan in accordance with Town of Lewisville UDO
- Approx. 26% BUA (>24% BUA = HIGH DENSITY):
 - BMP to control the 2-year, 10-year, and 25-year storm (control post-development runoff to pre-development condition)
 - BMP to have volume control for the 25-year, 6-hour storm at a minimum.
- Protection at Point of Discharge:
 - The proposed stormwater pond is located at the west edge of the property adjacent to a church (cleared with limited vegetation). Avoid stormwater point discharge impacts to adjacent properties.

Utilities: Chris Jones charlesj@cityofws.org

- No public sewer is available for this parcel. Public water is available in Williams Road. NCDOT Encroachment agreement required for water connection in Williams Road. Water meters purchased through COWS. All water connections will require a backflow preventer matching the meter size. System development fees due at the time of meter purchase.

Lewisville Fire: Chief Darin Needham darinN@lewisvillefire.com

- No comments at this time.



STAFF REPORT

ITEM:	ORDINANCE 2022-066
SUBJECT:	BUDGET AMENDMENT TO FUND EARTH DAY EVENT
PREPARED BY:	PAM ORRELL, FINANCE OFFICER
DATE SUBMITTED:	12/8/2022

BACKGROUND/SUMMARY:

The Environmental, Conservation, and Sustainability Committee (ECSC) has approached staff and council with an idea to hold an Earth Day event in Shallowford Square on April 29, 2023. They are requesting a budget amendment in the amount of \$1,000 to cover the cost of the event. This amount will cover the cost of purchasing and distributing LED bulbs to those who attend the event. This amount will also cover the cost of a DJ and a banner to advertise the event. There is a built-in contingency as well for any unforeseen costs.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff is requesting that Council approve Ordinance 2022-066 in the amount of \$1,000 to fund an Earth Day event on April 29, 2023 to be organized by the ECSC.

FISCAL IMPACT:

The budget amendment is in the amount of \$1,000 to be appropriated out of General Fund Balance.

ATTACHMENT(S):

- 1) Ordinance 2022-066 - Amending Budget Ordinance 2022-001 – To fund Earth Day event on April 29, 2023 organized by the ECSC in the amount of \$1,000.



TOWN OF LEWISVILLE
 Budget Amendment Ordinance 2022-066
 Amending Budget Ordinance 2022-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 19
Pam Orrell, Finance Officer

<u>CODE</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>	<u>CODE</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
10-00-5801-4990	Recycling - Miscellaneous	\$ 1,000.00	10-00-3990-9000	General Fund - Fund Balance Appropriated	\$ 1,000.00
		\$ 1,000.00			\$ 1,000.00

EXPLANATION: To fund Earth Day event on April 29, 2023 organized by the Environmental, Conservation, and Sustainability Committee.

RECOMMENDED BY: Pam Orrell, Town Finance Officer

Approved and effective upon adoption this the 8th day of December 2022 by the Lewisville Town Council.

ATTEST:

 Mike Horn, Mayor

 Dora K. Moore, Town Clerk

Town Holidays & Events

December 11, 2022	Christmas Parade (Sponsored by Lewisville Civic Club)	3:00 PM
December 16, 2022	Holiday Open House Mary Alice Warren Community Center	4:00-8:00 PM
December 21-30, 2022	Cardboard Recycling Program Lewisville Elementary School	
December 23 and 26, 2022	Offices closed – Christmas holiday	
January 2, 2023	Offices closed – New Year holiday	
January 16, 2022	Offices closed – Martin Luther King, Jr holiday	