



Lewisville Town Council  
Regular Meeting Agenda  
**August 8, 2024 – 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 Jane Welch
- C. Pledge of Allegiance – Council Member Monte Long
- D. Adoption of Agenda

**2. Consent Agenda**

- A. Resolution 2024-035 – Financial statements for the year ended June 30, 2024 – PRELIMINARY AND UNAUDITED ([Attachment #1](#))
- B. Approval of Agenda Briefing Minutes – July 3, 2024 ([Attachment #2](#))
- C. Approval of Regular Meeting Minutes – July 11, 2024 ([Attachment #3](#))

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

- A. Presentations
  - i. Sheriff's Office monthly report
  - ii. Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 – "Certificate of Achievement for Excellence in Financial Reporting" ([Attachment #4](#))

**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 Hearings**

- A. Rezoning – L-107 – Shallowford Road Driving Range
  - i. Staff presentation
  - ii. Public Hearing
  - iii. Council discussion
  - iv. Council consideration – Ordinance 2024-002– Change zoning from Forsyth County RS-40 to Town of Lewisville HB-C – Shallowford Road Driving Range
- B. Annexation – Shallowford Road Driving Range
  - i. Staff presentation
  - ii. Public Hearing
  - iii. Council discussion
  - iv. Council consideration – Ordinance 2024-003 – Extend the Town of Lewisville corporate limits to include Shallowford Driving Range

**6. New Business**

- A. Ordinance 2024-025 – Facility use exemption policy ([Attachment #5](#))
- B. Resolution 2024-036 – Traffic mitigation policy ([Attachment #6](#))
- C. Ordinance 2024-012 – AMENDED – Change zoning from Forsyth County RS-30 to Town of Lewisville RS-30 – 2065 Glenn Ferry Court ([Attachment #7](#))
- D. Ordinance 2024-013 - AMENDED – Extend the Town of Lewisville corporate limits to include 2065 Glenn Ferry Court ([Attachment #8](#))

- E. Ordinance 2024-026 – Amending the Lewisville Beautification Committee Charter ([Attachment #9](#))
- F. Ordinance 2024-027 – Amending the Environmental Conservation Sustainability Committee Charter ([Attachment #10](#))
- G. Ordinance 2024-028 – Amending the Public Art Advisory Committee Charter ([Attachment #11](#))
- H. Ordinance 2024-029 – Amending the Parks, Recreation and Cultural Development Committee Charter ([Attachment #12](#))
- I. Ordinance 2024-030 – Dissolving the Public Safety Advisory Committee ([Attachment #13](#))
- J. Resolution 2024-037 – Facility Use Exemption – Forsyth County Fire Historical Society, Inc. ([Attachment #14](#))

## **7. Administrative Reports**

- A. Upcoming events and closings
  - i. CPR Class – August 10, 8 AM-12 PM, MAWCC
  - ii. Bourbon Revival Band – August 31, 7-9 PM
  - iii. Town offices closed – September 2

## **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 2024-035 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 year ended June 30, 2024 (preliminary and unaudited); 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 year ended June 30, 2024 (preliminary and unaudited) and incorporated herein.

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

ATTEST:

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

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

**Town of Lewisville  
Financial Budget to Actual Report - General Fund  
Fiscal Year Ended June 30, 2024**

**PRELIMINARY AND UNAUDITED**

**General Fund**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 2,993,220.00	\$ 3,085,316.96	\$ 92,096.96	103.08%
Sales Tax Revenue	1,272,770.00	1,123,240.72	(149,529.28)	88.25%
Other Revenues	1,556,288.00	1,655,013.37	98,725.37	106.34%
Transfer from ARPA Special Revenue Fund	-	1,335,948.56	1,335,948.56	-
<b>Subtotal</b>	<b>5,822,278.00</b>	<b>\$ 7,199,519.61</b>	<b>\$ 1,377,241.61</b>	<b>123.65%</b>
Appropriation from Fund Balance	1,222,889.10			
<b>Total</b>	<b>\$ 7,045,167.10</b>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 355,216.00	\$ 215,517.93	\$ -	\$ 139,698.07	60.67%
Administration	965,036.00	803,582.35	-	161,453.65	83.27%
Finance	292,977.00	283,590.53	-	9,386.47	96.80%
Debt Service	228,800.00	228,800.00	-	-	100.00%
Planning & Zoning	466,340.00	312,290.75	7,200.00	146,849.25	68.51%
Beautification	115,407.00	104,979.56	-	10,427.44	90.96%
Community Policing	824,750.00	618,826.30	196,977.50	8,946.20	98.92%
Public Safety	15,075.00	7,437.31	-	7,637.69	49.34%
Public Works	547,096.00	415,327.91	117.00	131,651.09	75.94%
Streets	302,100.20	195,485.48	-	106,614.72	64.71%
Powell Bill	427,558.00	381,264.51	-	46,293.49	89.17%
Storm Water	152,642.00	92,704.44	-	59,937.56	60.73%
Solid Waste	1,077,790.00	955,101.96	-	122,688.04	88.62%
Recycling	9,215.00	5,264.55	-	3,950.45	57.13%
Parks and Recreation	360,618.00	301,470.57	-	59,147.43	83.60%
Transfers to Capital Projects Funds	779,546.90	779,546.90	-	-	100.00%
Transfers to Capital Reserves	125,000.00	125,000.00	-	-	100.00%
<b>Total</b>	<b>\$ 7,045,167.10</b>	<b>\$ 5,826,191.05</b>	<b>\$ 204,294.50</b>	<b>\$ 1,014,681.55</b>	<b>85.60%</b>

General Fund Balance 7/1/2023	\$ 6,021,921.94
Year-to-Date Increase (Decrease) FY 2023-2024	1,373,328.56
General Fund Balance 6/30/2024	<u>\$ 7,395,250.50</u>

**Town of Lewisville**  
**Financial Budget to Actual Report - Willow Run Municipal Service District**  
**Fiscal Year Ended June 30, 2024**

**PRELIMINARY AND UNAUDITED**

**Willow Run Municipal Service District**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 39,352.00	\$ 47,510.73	\$ 8,158.73	120.73%
<b>Subtotal</b>	39,352.00	<b>\$ 47,510.73</b>	<b>\$ 8,158.73</b>	<b>120.73%</b>
Appropriation from Fund Balance	-			
<b>Total</b>	<b>\$ 39,352.00</b>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 39,352.00	\$ 30,625.25	\$ -	\$ 8,726.75	77.82%
<b>Total</b>	<b>\$ 39,352.00</b>	<b>\$ 30,625.25</b>	<b>\$ -</b>	<b>\$ 8,726.75</b>	<b>77.82%</b>

MSD Fund Balance 7/1/2023	\$ 233,234.96
Year-to-Date Increase (Decrease) FY 2023-2024	16,885.48
MSD Fund Balance 6/30/2024	<u><u>\$ 250,120.44</u></u>

**Town of Lewisville**  
**June 30, 2024**

**PRELIMINARY AND UNAUDITED**

<b>Capital Reserve Funds</b>					
	Fund Balance <b>7/1/2023</b>	Transfers In	Transfers Out	Investment Earnings	Fund Balance <b>6/30/2024</b>
GWR ROW/Construction Capital Reserve	\$ 1,090,536.88	\$ -	\$ (1,131,952.97)	\$ 41,416.09	\$ (0.00)
Sidewalks, Bike Paths, and Greenways Capital Reserve	163,166.47	25,000.00	(188,100.00)	1,321.69	1,388.16
Municipal Buildings/Land Capital Reserve	135,263.38	-	-	7,258.71	142,522.09
Public Works Facility Capital Reserve	855,960.81	-	(899,325.47)	43,364.66	0.00
Parks & Recreation Capital Reserve	414,845.38	100,000.00	(518,590.22)	4,075.99	331.15
<b>Total</b>	<b>\$ 2,659,772.92</b>	<b>\$ 125,000.00</b>	<b>\$ (2,737,968.66)</b>	<b>\$ 97,437.14</b>	<b>\$ 144,241.40</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)
Investment earnings	163,692.44
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 6/30/2024</b>	<b>\$ 538,444.67</b>

Town of Lewisville  
June 30, 2024

**PRELIMINARY AND UNAUDITED**

<b>Capital Projects Funds - Since Inception</b>									
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 6/30/2024	Budget	
GWR ROW/Construction Capital Project	\$ 221,684.95	\$ (1,093,360.03)	\$ 1,563,000.00	\$ (792,592.65)	\$ 101,267.73	\$ -	\$ (0.00)	\$ 1,563,800.00	
JWP Maintenance Facility/Playground Expansion Capital Project	-	(35,481.33)	55,000.00	(21,270.78)	1,752.11	-	(0.00)	\$ 55,000.00	
Gateway Project Capital Project	2,620,174.55	(3,347,870.55)	1,810,901.90	-	106,081.52	-	1,189,287.42	\$ 4,094,108.90	
Community Center Capital Project	100,000.00	(4,801,672.80)	2,947,137.00	-	18,483.99	2,000,000.00	263,948.19	\$ 4,947,137.00	
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	570,226.19	(767,005.40)	560,297.00	-	45,614.53	-	409,132.32	\$ 2,801,485.00	
Jack Warren Park Improvements	25,181.32	(85,858.11)	672,049.00	-	23,681.05	-	635,053.26	\$ 520,645.00	
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	16,469.62	-	369,760.62	\$ 1,766,453.00	
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	8,843.73	-	271,776.73	\$ 1,446,134.00	
Great Wagon Road Improvements	-	-	1,924,545.62	-	23,231.82	-	1,947,777.44	\$ 1,924,545.62	
Public Works Facility	-	(1,446.50)	899,325.47	-	1,801.18	-	899,680.15	\$ 1,000,000.00	
<b>Total</b>	<b>\$ 3,537,267.01</b>	<b>\$ (10,132,694.72)</b>	<b>\$ 11,048,479.99</b>	<b>\$ (813,863.43)</b>	<b>\$ 347,227.28</b>	<b>\$ 2,000,000.00</b>	<b>\$ 5,986,416.13</b>	<b>\$ 20,119,308.52</b>	

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**July 3, 2024 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman and Monte Long. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, and Town Attorney Elliot Fus. Council Members Julia Puckett, Ken Sadler and Jane Welch were 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. Traffic Mitigation Policy – Mr. Hanna shared proposed changes to the traffic mitigation policy including cost sharing, mitigation options, and forming a Public Safety Technical Review Committee to include the town manager, public works director, fire departments, and community policing. Council consensus was given to bring the final proposal to Council in August. *(Powerpoint is included with the minutes.)*
- B. Non-profit exempt facility users
  - i. Updated application – Mrs. Moore shared proposed changes to the facility use exemption request application. Council consensus was given to bring the final proposal to Council in August.
  - ii. User list review – Mrs. Tolbert reviewed the current user exemption list with Council with recommendations on who should remain on the list, be removed, or have limited use. Council consensus was given to bring the final proposal to Council in August.
  - iii. Town-affiliated organizations – Mrs. Tolbert requested language be included in the ordinance whereby staff could waive usage fees for Town-affiliated organizations such as North Carolina League of Municipalities, Piedmont Triad Regional Council, Winston-Salem/Forsyth County Planning Board, and other member organizations. Council consensus was given to bring the final proposal to Council in August.

**3. Items Requiring Action at Briefing**

- A. Resolution 2024-033 - Piedmont Natural Gas easement for Great Wagon Road - Mayor Pro Tem Hunt moved to approve Resolution 2024-033. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-033 is herein incorporated by reference into the minutes.)*

**4. Administrative Reports**

- A. Town Manager
  - i. Electric vehicle rebate – Manager Tolbert reported the Town requested the full \$20,000 rebate (\$5,000/port) for the two EV charging stations (equaling four ports) at Shallowford Square. Since the Town's spaces are part of handicap accessible spaces and are labeled "EV Optional," the state requested the signage to be removed or new spaces allocated for EV parking for reimbursement. Staff worked with the state whereby the parking can remain as is and the Town qualify for a slightly different rebate of \$16,000 (\$4,000/port).
  - ii. Public Works building purchase agreement execution – A purchase agreement in the amount of \$700,000 for the building adjacent to Town Hall, former US Post Office, with a 90-day



review period has been signed. The agreement specifies the seller must provide evidence that the US Postal Service lease agreement has been terminated. Closing is scheduled for 120 days from the agreement date.

- iii. Planning Director position – A conditional offer of employment has been extended to Lynn Cochran for the Planning Director position. Mr. Cochran currently works for Rockingham County and previously worked with the Piedmont Triad Regional Council. Upon successful completion of screening requirements, Mr. Cochran will begin on August 5.

B. Clerk

- i. Town offices closed – July 4
- ii. The Neon Queen – July 13, 7:15 PM
- iii. Gump Fiction – July 20, 7 PM
- iv. Chicago Rewired – August 3, 7 PM
- v. National Night Out – August 6, 6-8 PM
- vi. Blood Drive – August 7, 1-5 PM, MAWCC
- vii. CPR Class – August 10, 8 AM-12 PM, MAWCC

C. Public Works Director

- i. Request for Qualifications – Lake Marblehead Dam – Two request for qualifications were received. Staff is reviewing the proposal from Grimes Engineering for design and development at a cost of approximately \$30,000. In addition, the Town would have to pay all permitting costs. Staff hopes to have the agreement on the agenda next week for Council consideration. As the project progresses, the Town will keep the Willow Run neighborhood apprised by communications via the MSD, homeowner’s association, flyers, etc.

5. **Tentative Agenda Items for Regular Meeting on July 11, 2024**

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

7. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:36 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  
July 11, 2024 – 6:00 PM  
Lewisville Town Hall Council Chambers  
6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, and Council Members Ivan Huffman, Monte Long, Julie Puckett, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, and Town Attorney Elliot Fus. Mayor Pro Tem Melissa Hunt was absent.
- B. Invocation – Council Member Monte Long
- C. Pledge of Allegiance – Connor Lewis, Boy Scout Troop #752
- D. Adoption of Agenda – Council Member Long moved to approve the agenda as amended. The motion was seconded by Council Member Huffman and approved unanimously.

**2. Consent Agenda**

- A. Resolution 2024-032– Financial statements for the eleven months ended May 31, 2024
- B. Approval of Agenda Briefing Minutes – June 6, 2024
- C. Approval of Closed Session Minutes – June 6, 2024
- D. Approval of Regular Meeting Minutes – June 13, 2024

Council Member Sadler moved to approve the consent agenda items. The motion was seconded by Council Member Puckett and approved unanimously. *(Resolution 2024-032 is herein incorporated by reference into the minutes.)*

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

- A. Presentations
  - i. Monthly report – Sergeant Stringer shared recent call information. He encouraged residents to lock their vehicles noting that most crimes are of convenience. If residents will be out of town for an extended period, they were encouraged to call Town Hall or the Sheriff’s Office to request security checks by the Town’s officers.

2024													TOTAL
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								
Security Check	277	347	408	368	300								
Traffic Arrest / Violation	34	38	24	30	25								151
Alarm	11	1	19	14	16								61
Priority Call Response Time	5.9	5	5	4.1	5.4								25.4
2023													TOTAL
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								575
Security Check	570	396	136	446	442								
Traffic Arrest / Violation	49	47	51	75	41								
Alarm	17	23	23	22	15								
Priority Call Response Time	5.2	3.6	5.2	5.3	5								

**4. Public Forum – None**

5. **New Business**

- A. Resolution 2024-034 – Final Design/Permitting phase and contractor selection phase for Lake Marblehead Dam repairs - \$35,000 – Manager Tolbert reported the Town received two responses to the Request for Qualifications regarding repairs to Lake Marblehead Dam. Grimes Engineering was the most qualified. Staff requested Council approve a contract with Grimes Engineering Inc. for final design, permitting and contractor selection related to the Lake Marblehead Dam repairs in an amount not exceed \$35,000. Council Member Welch moved to approve the consent agenda items. The motion was seconded by Council Member Long and approved unanimously. (*Resolution 2024-034 is herein incorporated by reference into the minutes.*)

6. **Administrative Reports**

- A. Upcoming events and closings
- i. The Neon Queen – July 13, 7:15 PM
  - ii. Gump Fiction – July 20, 7 PM
  - iii. Chicago Rewired – August 3, 7 PM
  - iv. National Night Out – August 6, 6-8 PM
  - v. Blood Drive – August 7, 1-5 PM, MAWCC
  - vi. CPR Class – August 10, 8 AM-12 PM, MAWCC
    - a. This class is full. A waiting list is being compiled for the next class to be held November 1, 4-8 PM.
- B. Approvals at the Briefing and Action Meeting on July 3, 2024
- i. Resolution 2024-033 – Piedmont Natural Gas easement for Great Wagon Road

7. **For the Good of the Order**

- A. Public comments – None
- B. Council comments
- i. Council Member Welch inquired about the traffic mitigation policy. It was noted that proposed revisions were discussed at the briefing and an updated policy will be presented to Council in August for their approval.
  - ii. The new Gateway sign is in and once lighting is finished, the project will be complete.

8. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 6:16 PM. The motion was seconded by Council Member Puckett and approved unanimously.

ATTEST:

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

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



## STAFF REPORT

ITEM:	PRESENTATION
SUBJECT:	CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2023
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	8/1/2024

### BACKGROUND/SUMMARY:

The program for the Certificate of Achievement for Excellence in Financial Reporting was established by the Government Finance Officers Association of the United States and Canada in 1945 to encourage and assist state and local governments to go beyond the minimum reporting requirements of generally accepted accounting principles, and to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure, and then to recognize individual governments that succeed in achieving that goal.

The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

Reports submitted to the program are reviewed by selected members of the professional staff of the GFOA (Government Finance Officers Association) and the Special Review Committee (SRC), which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

We did enter our Annual Comprehensive Financial Report into the program for the fiscal year ended June 30, 2023 and I am pleased to report that we have been awarded the certificate.

This is the 19<sup>th</sup> year that the Town has been awarded this honor.

**STAFF RECOMMENDATION AND REQUESTED ACTION:**

No action required.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

1. Award package from the Government Finance Officers Association of the United States and Canada.



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

5/15/2024

Pam Orrell  
Finance Director  
Town of Lewisville, North Carolina

Dear Pam:

Congratulations!

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2023 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations, again, for having satisfied the high standards of the program.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to these comments and suggestions for improvement be included with your 2024 fiscal year end submission. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent annual comprehensive financial report. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). Plaques and medallions will be mailed separately.

As an award-winning government, we would like to invite one or more appropriate members of the team that put together your annual comprehensive financial report to apply to join the Special Review Committee. As members of the Special Review Committee, peer reviewers get exposure to a variety of reports from around the country; gain insight into how to improve their own reports; achieve professional recognition; and provide valuable input that helps other local governments improve their reports. Please see our website for [eligibility requirements](#) and [information on completing an application](#).

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in cursive script that reads "Michele Mark Levine".

Michele Mark Levine  
Director, Technical Services



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Town of Lewisville  
North Carolina**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2023

*Christopher P. Morrill*

Executive Director/CEO





The Government Finance Officers Association of  
the United States and Canada

*presents this*

## AWARD OF FINANCIAL REPORTING ACHIEVEMENT

*to*

**Pam Orrell**

Finance Director

Town of Lewisville, North Carolina



*The Award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.*

Executive Director

*Christopher P. Morrill*

Date: 5/15/2024



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

5/15/2024

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Town of Lewisville** for its annual comprehensive financial report for the fiscal year ended June 30, 2023. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



**ORDINANCE 2024-025 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 updated to address facility use exemptions as indicated in the attached redlined version.

**NOW, THEREFORE BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that Chapter 16 Article 2-14 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 8<sup>th</sup> day of August 2024 by the Lewisville Town Council.

ATTEST:

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

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



TOWN OF LEWISVILLE  
6510 SHALLOWFORD ROAD  
PO BOX 547  
LEWISVILLE, NC 27023

336-945-1022  
townclerk@lewisvillenc.net

## FACILITY USE EXEMPTION REQUEST APPLICATION

Please complete the information below. If guidance is needed or you have questions, please contact Town Clerk Dora Moore at 336-945-1022 or [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net). Completed applications can be mailed, dropped off, or emailed to the Town of Lewisville.

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Web Address: \_\_\_\_\_

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

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

3. 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: \_\_\_\_\_  
\_\_\_\_\_

4. What is the purpose of the request? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. 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;  
\_\_\_ Focuses a significant program in the town;

6. 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. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Describe the individuals and/or groups of residents that are served by your organization.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. How many years has your organization been providing its current service? \_\_\_\_\_
9. Date of organization’s formation. \_\_\_\_\_
10. If this request is approved for anything other than a one-time use, the organization will be required to submit an activity summary to [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net) by January 31 of each year for the prior calendar year. The report must contain the following: 1) organization’s background; 2) organization’s accomplishments for the calendar year ending; 3) organization’s community engagement for the calendar year ending; 4) certificate of insurance (must be sent directly to the Town by insurance carrier); 5) IRS documentation; 6) list of current and presiding officers; and, 7) upcoming activities.

**CHECKLIST OF DOCUMENTS FOR SUBMITTAL**

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ 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
- \_\_\_\_\_ Additional information you would like to be considered regarding your organization’s request

**Signature and Indemnity**

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 attorney’s fees resulting from any and all willful or negligent acts or omission of the Organization, its officers, agents, servants, and employees when utilizing Town facilities.

By signing this application for request of exemption, I understand and agree to the above statement. I have also read and understand the Facility Use Exemption Policy.

---

Signature of Authorizing Official	Title	Date
-----------------------------------	-------	------

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

---

STAFF USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Council Approval: YES \_\_\_\_\_ NO \_\_\_\_\_ Date of Council Action: \_\_\_\_\_

Notes (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## § 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. The exemption 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 of Lewisville or its residents;
- b. uses a location within the Town of Lewisville's for its primary service place;
- c. has an office in the Town of Lewisville;
- d. has a majority of Town of Lewisville residents in its service population;
- e. conducts a majority of its activities in the Town of Lewisville; or
- f. focus a significant program in the Town of Lewisville

3. Organizations grandfathered by the Town Council (Lewisville Garden Clubs and Homeowner Associations), non-profit organizations located in the Town of Lewisville that are defined by the Internal Revenue Code as § 501(c)(3) and § 501(c)(8), and government organizations located in the Town of Lewisville 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 of Lewisville 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 of Lewisville is a member, may be approved by the Town Manager or his/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)  
Lewisville Elementary School, Lewisville Middle School, Reagan High School, Vienna Elementary School, West Forsyth High School
  - c. Boy Scouts of America (local units sponsored by local organizations)
  - d. Girl Scouts of America (local units sponsored by local organizations)
  - e. Lewisville Garden Clubs
  - f. Lewisville Historical Society
  - g. Lewisville Area Arts Council (LAAC)
  - h. Lewisville Branch Library (cooperative agreement with the Forsyth County Library System)
  - i. American Legion
  - j. Homeowner Association (once yearly meetings)
  - k. Vienna Civic Club
  - l. Shepherd's Center
  - m. Rotary Club of Western Forsyth County (events only)
  - n. Forsyth Home Educators (limited to 4 activities/year, no classes)
  - o. Shallow Ford Foundation
  - p. The American Red Cross (blood drives only)
  - q. 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.



**RESOLUTION 2024-036 OF THE TOWN OF LEWISVILLE  
APPROVING AMENDED RESIDENTIAL TRAFFIC CONTROL POLICY**

**NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** approves the Residential Traffic Control Policy as attached hereto.

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

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

ATTEST:

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

DRAFT

## **TOWN OF LEWISVILLE: RESIDENTIAL TRAFFIC CONTROL**

### **MISSION STATEMENT**

The Town of Lewisville wishes to have a procedure whereby its' residents can petition the Town to incorporate traffic calming devices and systems in order to alleviate speeding, excessive traffic volume, dangerous intersections or other conditions that are of a public safety nature.

Residents who live on or near local town-controlled roads may perceive a danger to children playing, vehicle traffic, crime or hazards to walkers, joggers and bicycle riders. Such concerns can lead neighborhoods to organize in an effort to convince elected officials to take action to alleviate these situations.

The purpose of this document is to present ways in which residents can find solutions to residential traffic problems as approved by the Lewisville Town Council. Consideration is given to a variety of residential traffic concerns and to the characteristics of these concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be, found effective to alleviate the neighborhood traffic concern.

The following outlines these guidelines and procedures, which can be used to develop the optimum solution or solutions to each particular situation. There are many factors taken into consideration when reviewing residential traffic concerns, to determine the most feasible traffic control measure. These factors include; the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, neighborhood response and budget considerations.

Note: Public health and safety concerns are always the overriding consideration when installing or removing traffic control devices.

### **What is Traffic Calming?**

Traffic calming is a programmatic response to inappropriate speeds or volumes on residential streets.

#### **Purpose:**

The purpose of this Traffic Calming Policy is to provide guidance to the request, evaluation, approval, and application/installation of traffic calming measures such as chicanes, curb extensions, speed humps, speed tables, speed cushions (speed lumps), and median islands. The Town's Traffic Calming Policy was developed to guide town staff and to inform residents on the process for implementing traffic calming in residential areas. The policy is intended to address traffic issues not commonly addressed in the Manual on Uniform Traffic Control Devices (MUTCD), although the MUTCD will be used for traffic engineering reference.

This Policy addresses residential local streets and residential collector streets.

## Definitions:

Average Annual Daily Traffic (AADT): The actual traffic volume passing a point in both directions on an average day (24-hours) and measured during a period of less than one year.

Chicane: Chicanes are concrete islands that offset traffic, and create a horizontal diversion of traffic used to reduce the speed of vehicular traffic on local streets. Often, they are combined with curb extensions to exaggerate the vehicle movements.

Curb Extension: Curb extensions alternatively called chokers or bulb-outs, extend the sidewalk or curb line out into the parking lane, which reduces the effective street width and creates a pinch point along the street. They can be created by bringing both curbs in, or by more dramatically widening one side at a midblock location.

85th Percentile Speed: The 85th percentile speed is the speed exceeded by the fastest 15% of vehicles.

Local Residential Street: A local residential street is one that connects individual driveways to the roadway network. Often these streets contain subdivision type characteristics, contain cul-de-sacs, and are unstriped with curb and gutter.

Local Residential Collector: A residential collector street is one that connects individual driveways and local residential streets to connector roadways. Often these streets are striped, contain sidewalks, have a good alignment, and are of higher speed than local residential streets.

MUTCD: Manual on Uniform Traffic Control Devices. This is a nationally published standard that governs the use of all public street signs and pavement markings.

NCDOT Maintained Street: A street that is maintained by the North Carolina Department of Transportation. The Town cannot approve any Traffic Calming Devices on these streets.

Posted Speed Limit: The speed limit that is established by ordinance and posted on a street based on design criteria such as vertical and horizontal sight distances.

Public Safety Technical Review Committee (PSTRC): Hereinafter referred to as "the committee." A committee comprised of the Town Manager, Public Works Director, Public Works staff member, Community Policing Sergeant or his/her designee, Lewisville Fire Chief or his/her designee and the Vienna Fire Chief or his/her designee. The committee shall initiate traffic studies, review data and give recommendations based on collected information.

Raised Median: Medians are raised islands that separate opposing streams of traffic and limit turning movements. They are typically placed in the center of a roadway, and are separated from the travel lanes by a curb.

Speed Bump: A speed bump is an abrupt bump in a travel way (usually in parking lots), 3-4 inches high and 1-3 feet in length. These devices are not allowed on Town Maintained Streets and not addressed in this Policy.

Speed Cushion: A series of smaller humps (2 or 3, depending on street width) across a street design to slow normal vehicular traffic, but with breaks in the pattern as to allow for the passage of emergency vehicles with a wider wheelbase without hitting a hump. These are sometimes called speed lumps.

Speed Hump: A traffic calming device consisting of a raised hump in the roadway, generally 3 inches high and 12 feet wide, stretching across the entire roadway.

Speed Table: A speed table is a term used to describe a very long and broad speed hump, or a flat-topped speed hump, where sometimes a pedestrian crossing is provided in the flat portion of the speed table.

Town Maintained Street: A street that is currently on the Town's list of streets which it maintains.

Traffic Calming Measure: Measures, such as chicanes, curb extensions, speed humps, speed cushions, or raised medians. Intended to reduce the speed of the motorist and/or prevent or decrease neighborhood cut-through traffic.

#### Street Criteria:

In order to be considered for traffic calming measures, the following criteria should be met. Town Staff and/or the PSTRC may waive these thresholds for streets with a documented traffic problem.

- The Street must be a public street, owned and maintained by the Town.
- The Street shall be classified as a local residential or collector street.
- Arterials, thoroughfares, NCDOT maintained, or private roads will not be considered for traffic calming measures by the Town.
- The posted speed limit in the vicinity of the traffic calming device shall be 25 mph or less.
- The Street must not exceed 36 feet wide from curb to curb.
- The Street must not be more than two travel lanes wide (two lanes with a common left turn would not qualify).
- The grade of the street shall not exceed 8% for vertical traffic calming measures within 200 feet of the traffic calming device.
- The street must be at least one thousand (1,000) feet in length.
- The street must have at least 400 AADT and no more than 5,000 AADT.
- The speed of at least 15% of traffic must exceed posted speed limit by 10 mph.
- The Street shall have adequate horizontal and vertical sight distances as determined by the Public Works Director or his/her designee.

#### Initial Steps:

Before the Town decides on installing a physical traffic calming device, consideration should be given to low costs non-physical treatments. Non-physical measures are generally techniques that do not alter the physical path of travel. Non-Physical measures also normally do not require significant construction or alteration of the roadway. These measures typically require low cost materials such as line striping or signing. Examples of non-physical treatments could include:

Increased Speed Enforcement  
Additional or Oversized Signage  
High Visibility Crosswalks  
Streetscaping  
Intermittent Centerline Striping  
Painted Medians or Islands  
Flashing Beacons

Radar Trailers  
Pavement Marking Legends  
On-Street Parking  
Colored Pavements  
Indented Edgelines  
Rumble Strips or Stripes

Upon evaluation of these non-physical techniques, the Town may still decide to implement physical traffic calming devices.

### General Information

1. **What Roads are Covered in this Program?** The control measures provided in this document are specifically designed for neighborhood roads and streets that come under the control of the Town of Lewisville. Roads and streets, which are classified as State controlled or private, are not covered by this document.
  
2. **Defining the Traffic Concern** Upon receiving a request about traffic concerns on a residential street, the Town Manager will direct staff to perform an investigation to determine if the location meets the street criteria as determined by this policy. Based on findings from the initial investigation, additional traffic studies may be scheduled. The purpose of these additional studies is to determine if the traffic concern is related to speeding or volume and to quantify the severity of the traffic concern. These studies will indicate whether the traffic concern qualifies for traffic control measures.
  
3. **Standard Procedures for Implementation of Traffic Control Measures**
  - a. **STEP I:** Initiation: Traffic Control Measures can be requested by any of the following methods:
    - i. A written request from the Board of the Neighborhood Homeowners Association acting for the neighborhood or a minimum of five signatures from the owners of five separate properties in the neighborhood will be required before studies will be initiated.
    - ii. Staff Field Reviews.
    - iii. Request by the PSTRC.
  
  - b. **STEP II:** Committee Review/Town Staff Review/Traffic Engineering Analysis - Classification:
    - i. The PSTRC will review the concern(s) with the neighborhood group, homeowner association, or individuals initiating the request to assure that the scope and details of the concern are clearly identified. A review may

include any or all of the following, depending on the scope of the concern:

- (1) Traffic conditions at the location
- (2) Existing traffic signs and pavement markings
- (3) Motorist travel patterns
- (4) Effect of the roadway system in the vicinity
- (5) Traffic or roadway plans for the vicinity and contributing roadway system
- (6) Time of day, day of week relationship
- (7) Apparent causes of the concern
- (8) History of the location
- (9) Determination of roadway classification (local, collector, or arterial)
- (10) Emergency access concerns
- (11) Other considerations

c. STEP III: Traffic Study/Data Collection and PSTRC Recommendation:

- i. A traffic study will be conducted to obtain any of the following information:
  - (1) Average Annual Daily Traffic (AADT)
  - (2) Average speed of the top 15% of traffic
  - (3) Vehicle speed check
  - (4) Vehicle turning movement counts
  - (5) Origination/Destination study
  - (6) Pedestrian counts
  - (7) Accident report summary
  - (8) Collision diagram studies
- ii. The Town Staff shall analyze traffic data, field information and other available information generated by the traffic study pertaining to the particular area of concern in determining appropriate traffic control measures for recommendation to the committee. Should the staff determine that there are other potentially impacted local roads or streets in the area, additional traffic studies on those roads or streets may be conducted. As a result of the traffic studies, the PSTRC shall determine applicable measures to be taken provided that a "no further action" decision is not made by the appropriate authority (staff, committee, Town Council).

d. STEP V: Public Safety Technical Review Committee Recommendation and Canvass

- i. When traffic control measures are proposed, the Committee's recommendation will be stated on the canvass form. The canvass form

will then be distributed by the contact entity for signatures of property owners in the affected areas.

- ii. Temporary traffic control measures may be recommended at the discretion of the Committee. The objective of such an installation in a residential community would be to test the effectiveness and demonstrate the benefit of the traffic control measure. The use of temporary devices also may be advantageous when budget constraints delay the installation of the permanent device.
- iii. A canvass form to obtain neighborhood consensus for the recommended control measure will be issued by the Committee to the persons or homeowners association initiating the request. The contact person will receive a map highlighting the area to be canvassed. The area map will depict the residential property that is adjacent to or directly affected by any changes to the road in question. The Town Staff will determine the area of affected residents to be canvassed. Any expansion of the area to be petitioned other than the subject travel route will be determined by the Public Safety Technical Review Committee and the Town Staff.
- iv. The contact person is required to obtain signatures of 70 percent of all households in the affected area for or against consideration of traffic control measures. Each affected household shall be counted as one vote, regardless of the number of separate properties owned. In case of multiple owners, only one vote shall be counted for that property. A minimum of 65 percent of the households within the affected area must be in favor of the proposed traffic control measures before the PSTRC will forward a request with a recommendation for approval. A simple majority of the Town Council is required for implementation of residential traffic control measures. All vacant property within the affected area should be listed on the canvass form as vacant by the contact person. A sufficient number of non-resident owners must be contacted if the minimum petition threshold cannot be met because of an excessive amount of vacant properties.

Example:	Affected Area	=	26 lots
	Less: Vacant Lots	=	2 lots
	Less: Half of double lot owners	=	4 lots
	Number of households	=	20
	70 percent canvas required	=	14
	65 percent favorable required	=	13

- v. The contact person or homeowners association has 90 days to return



completed canvass forms. Canvass forms not received within the 90-day period will be deemed null and no further action will be taken. Prior to the expiration of the initial 90-day period, a one-time extension of the 90 days will be granted by the Public Safety Technical Review Committee. However, in no case will canvass forms be accepted later than 180 days from the beginning of the initial signature period. Positive identification may be required at the time of signature of the canvass forms. Signatures are final and may not be added or removed from a canvass forms once the canvass forms have been received by Town Staff.

- vi. If a location fails to achieve the necessary majority within the signature period, the location shall not be considered for a period of three years from the date the signature period expires unless conditions change significantly.
- e. STEP VI: Town Council Meeting: Upon receipt of a canvass form with the required minimum percentage of affirmative signatures, the Public Safety Technical Review Committee's recommendation will be scheduled for Town Council action at a regularly scheduled Town Council meeting.
- f. STEP VI: Notification: Notification shall be given to the property owners in the affected area. Notification shall in the form of a door hanger or letter and shall include information such as the control measure being installed, estimated time frame of installation and contact information of town staff.

#### 4. **Emergency Procedures**

- a. The Town of Lewisville may, at it's option, install traffic control measures in emergency situations as recommended by the Public Safety Technical Review Committee, the Sheriff's Department, the Department of Transportation or other agency or as supported by traffic studies.
- b. Recommendation by the Sheriff's Department or other agency as an emergency situation shall be in writing, and shall state that the imminent health and safety of the public are at risk. Emergency situations typically exist where bodily injury or severe property damage has occurred as a result of speed or volume on a street, which qualifies for consideration of Residential Traffic Control Measures. The recommendation must describe the nature of the emergency and its direct relation to an affected area's traffic speed, or volume concern. This recommendation must be signed by the Sheriff or his/her designated representative or a Department Head.

5. **Removal of Speed and Volume Traffic Control Measures**

- a. A petition for the removal of traffic control measures may be accepted if it alleges a public safety hazard or provided that the following conditions are met:
  - i. The traffic control measure to be removed must be in place for a minimum of a three-year period.
  - ii. The owners of five separate properties in the neighborhood must sign a request for a removal petition.
  - iii. The new petition must include the same affected area as the original petition.
  - iv. Approval of 65 percent of the property owners in the original affected area is required for the Public Safety Technical Review Committee to recommend approval of the requested removal.
  - v. Subsequent steps shall be the same as the current procedure to install traffic mediation devices.
  
- b. If a location fails to achieve the necessary petition majority within the signature period, the location shall not be reconsidered for a period of three years from the date the signature period expires unless conditions change significantly.



**ORDINANCE 2024-012 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**

**2065 GLENN FERRY COURT (L-109)**

**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-30 Forsyth County jurisdiction to RS-30 Lewisville jurisdiction for the following described property as:

PIN 5887-32-3982 – 2065 Glenn Ferry Court, Pfafftown, NC 27040  
Also known as ‘Tract A’ from Plat 62-108 as recorded with the Forsyth County Register of Deeds  
1.67 acres +/-, Tract A

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 June 2024 by the Lewisville Town Council with a vote of \_\_\_\_\_.

ATTEST:

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

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

THE UNDERSIGNED HEREBY ACKNOWLEDGE THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN AND SUBDIVISION WITH MY (OUR) FREE CONSENT AND UPON APPROVAL BY THE CITY-COUNTY PLANNING BOARD OF WINSTON-SALEM AND FORSYTH COUNTY AUTHORIZE THAT THIS PLAN BE RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS OF FORSYTH COUNTY.

6/5/14 SIGNED: *Patricia T. ...*  
DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_

Planning Department/Review Officer  
Final Subdivision Plat Approval

This is to certify that this plat meets the recording requirements of the Unified Development Ordinance Subdivision Regulations for Winston-Salem/Forsyth County.

I, AARON KING, Review Officer of Forsyth County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Approved: \_\_\_\_\_  
Director of Planning/Review Officer

This the 30th day of June, 2014  
Forsyth County, North Carolina

Surveyor Certification for Closure

I, WILLIAM FRANKLIN TATUM, certify that this plat was drawn under my supervision from an actual survey made under my supervision (description recorded in \*\*\*see notes #5 below\*\*\*), that the ratio of precision as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal:

Signature: *William Franklin Tatum* L-3163  
Registration Number: 2014

This the 30th day of June, 2014  
Forsyth County, North Carolina

Surveyor Certification for Subdivision

I, WILLIAM FRANKLIN TATUM, Professional Land Surveyor, Number L-3163, certify to one or more of the following as indicated by an X:

a. That the plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;

b. That this plat is of a survey that is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;

c. That this plat is of a survey of an existing parcel or parcels of land;

d. That this plat is of a survey of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to the definition of a subdivision;

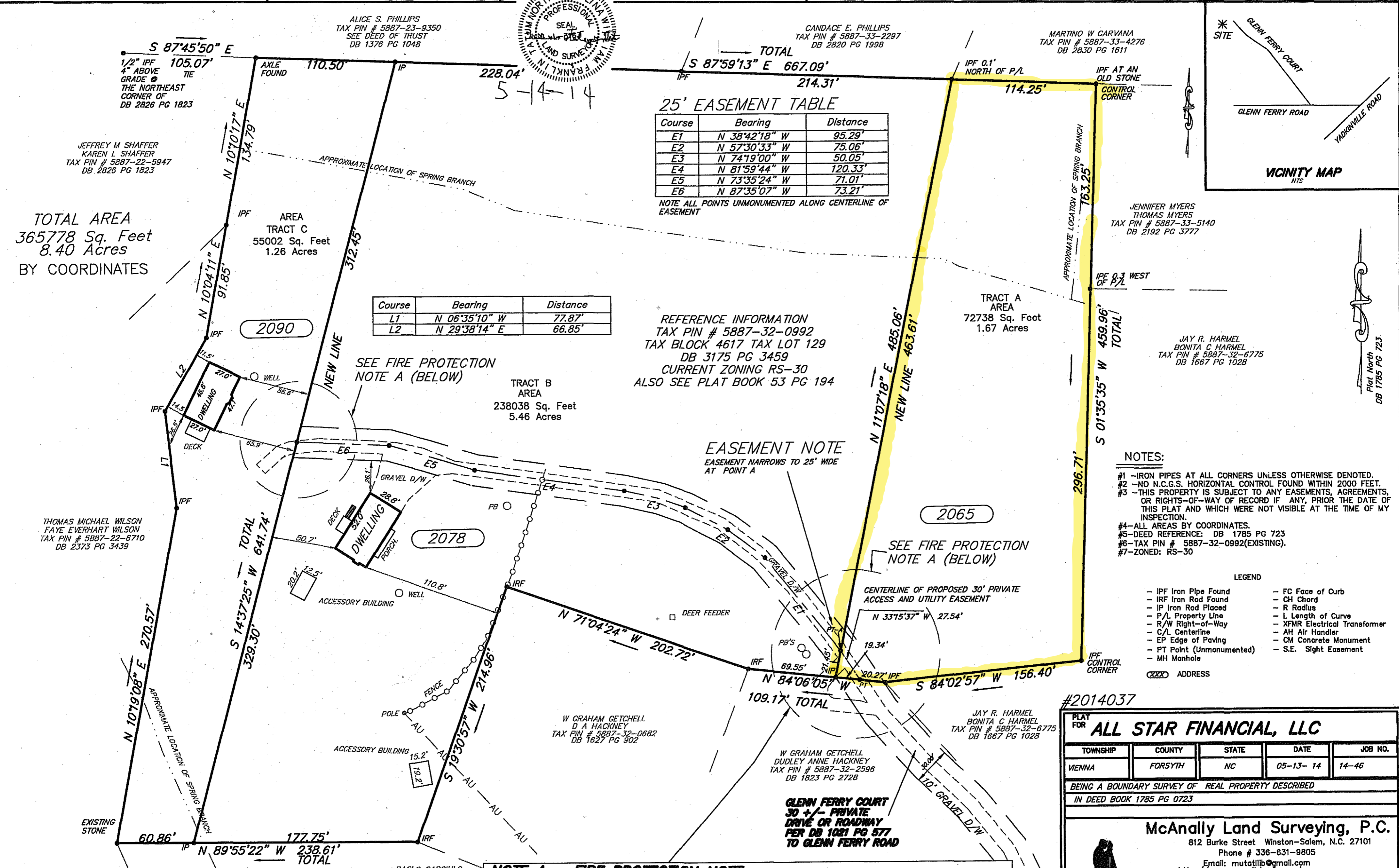
e. That the information available to this surveyor is such that I am unable to make a determination to the best of my professional ability as to provisions contained in a through d. above.

Signature: *William Franklin Tatum* L-3163  
Registration Number: \_\_\_\_\_

Forsyth County Register of Deeds  
Plat Registration

Filed for registration at 2:11 o'clock P.M. on 30 day of June, 2014  
and recorded in Plat Book 62, Page 108.

Filing Fee Paid: \_\_\_\_\_  
By: *Olivia Duff*  
Assistant/Deputy  
Forsyth County, North Carolina



FORSYTH COUNTY DIVISION OF ENVIRONMENTAL HEALTH  
The Forsyth County Health Department has not evaluated any of the lots represented on this plat for the purposes of issuing Improvements Permits.

PAOLO GARGIULO  
MELISSA M GARGIULO  
TAX PIN # 5887-22-9247  
DB 2213 PG 2096

#2014037  
PLAT FOR  
**ALL STAR FINANCIAL, LLC**

TOWNSHIP	COUNTY	STATE	DATE	JOB NO.
WENNA	FORSYTH	NC	05-13-14	14-46

BEING A BOUNDARY SURVEY OF REAL PROPERTY DESCRIBED  
IN DEED BOOK 1785 PG 0723

**McAnally Land Surveying, P.C.**  
812 Burke Street Winston-Salem, N.C. 27101  
Phone # 336-631-9805  
Email: mutatillb@gmail.com  
http://www.mcanallylandsurveyingpc.com

SCALE 1" = 50'  
50 25 0 50 100

C-806



**ORDINANCE 2024-013 OF THE TOWN OF LEWISVILLE  
EXTEND THE TOWN OF LEWISVILLE CORPORATE LIMITS TO INCLUDE  
2065 GLENN FERRY COURT**

**WHEREAS**, the Town of Lewisville has been petitioned under NCGS 160A-31 to annex the area described below; and,

**WHEREAS**, the Lewisville Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition requesting annexation of property known as 2065 Glenn Ferry Court into the Town of Lewisville; and,

**WHEREAS**, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at the Lewisville Town Hall, 6510 Shallowford Road, at 6 PM on Thursday, June 13, 2024 after due notice by the Winston-Salem Journal on Saturday, June 1, 2024;

**WHEREAS**, the Lewisville Town Council finds that the petition meets the requirements of NCGS 160A-31.

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

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described territory is hereby annexed and made part of the Town of Lewisville as of June 13, 2024:

2065 Glenn Ferry Court, Pfafftown, NC 27040

PIN 5887-32-3982

Also known as 'Tract A' Plat 62-108 as recorded with the Forsyth County Register of  
Deeds

1.67 acres +/-, Tract A

Section 2. Upon and after June 13, 2024, the above described territory shall be subject to all debts, laws, ordinance and regulations in force in the Town of Lewisville and shall be entitled to the same privileges and benefits as other parts of the of the Town of Lewisville. Said territory shall be subject to municipal taxes according the NCGS 160A-58.10.

Section 3. The Mayor of the Town of Lewisville shall cause to be recorded in the office of the Forsyth County Register of Deeds and the office of the North Carolina Secretary of State an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of the ordinance. Such map shall also be delivered to the Forsyth County Board of Elections as required by NCGS 163-288.1.

Adopted this the 13<sup>th</sup> day of June 2024 by the Lewisville Town Council.

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

ATTEST:

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

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

THE UNDERSIGNED HEREBY ACKNOWLEDGE THAT I AM (WE ARE) THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I (WE) HEREBY ADOPT THIS PLAN AND SUBDIVISION WITH MY (OUR) FREE CONSENT AND UPON APPROVAL BY THE CITY-COUNTY PLANNING BOARD OF WINSTON-SALEM AND FORSYTH COUNTY AUTHORIZE THAT THIS PLAN BE RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS OF FORSYTH COUNTY.

6/5/14 SIGNED: *Patricia T. ...*  
DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_

Planning Department/Review Officer  
Final Subdivision Plat Approval

This is to certify that this plat meets the recording requirements of the Unified Development Ordinance Subdivision Regulations for Winston-Salem, Forsyth County.

I, AARON KING, Review Officer of Forsyth County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Approved: \_\_\_\_\_  
Director of Planning/Review Officer

This the 30th day of June, 2014  
Forsyth County, North Carolina

Surveyor Certification for Closure

I, WILLIAM FRANKLIN TATUM, certify that this plat was drawn under my supervision from an actual survey made under my supervision (description recorded in \*\*\*see notes #5 below\*\*\*), that the ratio of precision as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal:

Signature: *William Franklin Tatum* L-3163  
Registration Number: 2014

This the 30th day of June, 2014  
Forsyth County, North Carolina

Surveyor Certification for Subdivision

I, WILLIAM FRANKLIN TATUM, Professional Land Surveyor, Number L-3163, certify to one or more of the following as indicated by an X:

a. That the plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;

b. That this plat is of a survey that is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;

c. That this plat is of a survey of an existing parcel or parcels of land;

d. That this plat is of a survey of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to the definition of a subdivision;

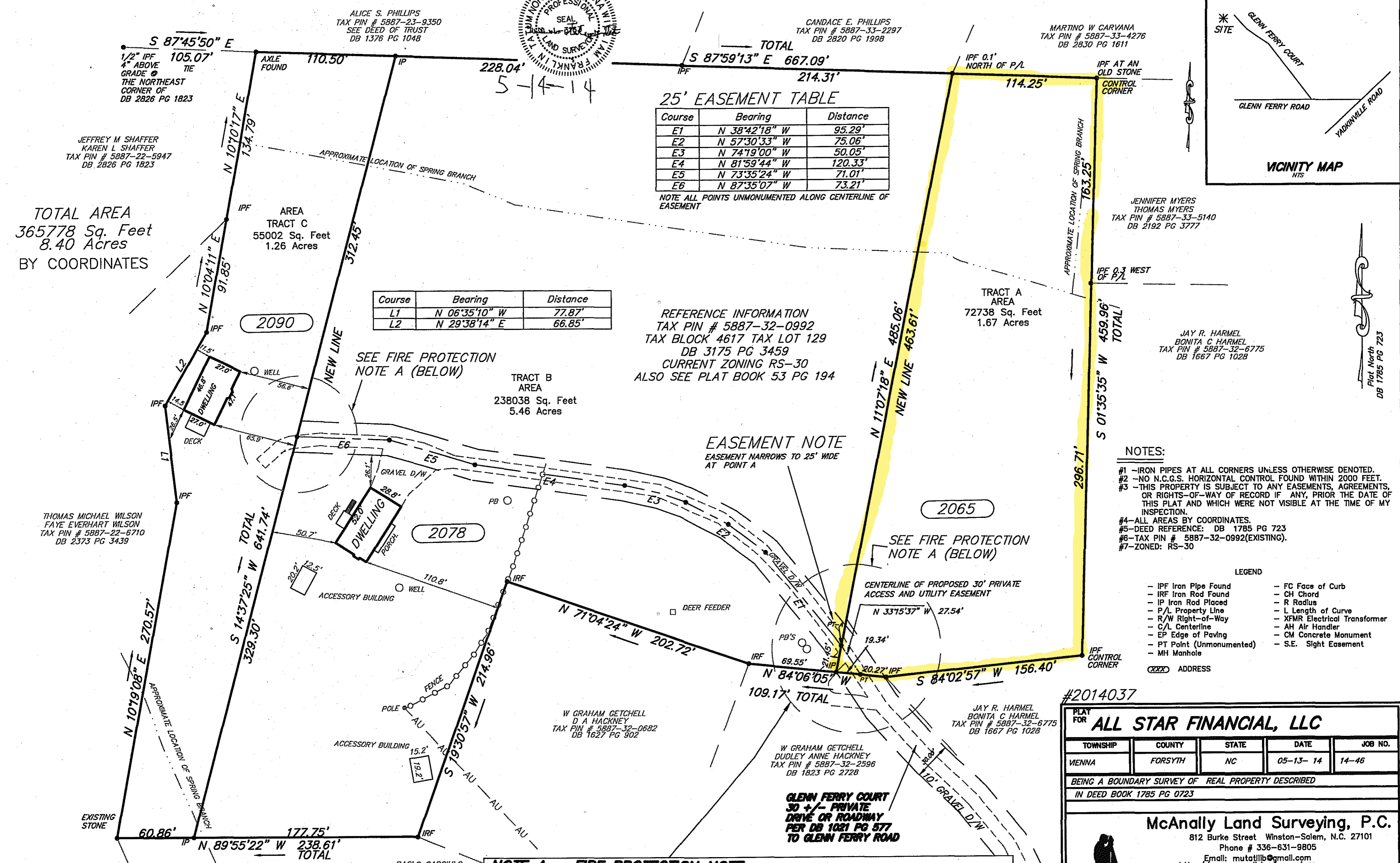
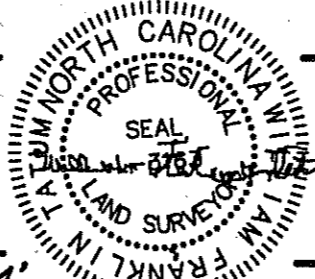
e. That the information available to this surveyor is such that I am unable to make a determination to the best of my professional ability as to provisions contained in a through d. above.

Signature: *William Franklin Tatum* L-3163  
Registration Number: \_\_\_\_\_

Forsyth County Register of Deeds  
Plat Registration

Filed for registration at \_\_\_\_\_ o'clock P on 30 day of June, 2014  
and recorded in Plat Book 62, Page 108.

Filing Fee Paid: \_\_\_\_\_  
By: *Olivia Duff*  
Assistant/Deputy  
Forsyth County, North Carolina



FORSYTH COUNTY DIVISION OF ENVIRONMENTAL HEALTH  
The Forsyth County Health Department has not evaluated any of the lots represented on this plat for the purposes of issuing Improvements Permits.

PAOLO GARGIULO  
MELISSA M GARGIULO  
TAX PIN # 5887-22-9247  
DB 2213 PG 2096

#2014037  
PLAT FOR **ALL STAR FINANCIAL, LLC**

TOWNSHIP	COUNTY	STATE	DATE	JOB NO.
WENNA	FORSYTH	NC	05-13-14	14-46

BEING A BOUNDARY SURVEY OF REAL PROPERTY DESCRIBED  
IN DEED BOOK 1785 PG 0723

**McAnally Land Surveying, P.C.**  
812 Burke Street Winston-Salem, N.C. 27101  
Phone # 336-631-9805  
Email: mutatillb@gmail.com  
http://www.mcanallylandsurveyingpc.com

SCALE 1" = 50'

50 25 0 50 100

C-806

**2022036931 00107**

FORSYTH COUNTY NC FEE \$26.00  
STATE OF NC REAL ESTATE EXT  
**\$550.00**

PRESENTED & RECORDED  
08/08/2022 01:01:26 PM

**LYNNE JOHNSON**  
REGISTER OF DEEDS  
BY: ANGELA M THOMPSON, DPTY  
**BK: RE 3711**  
**PG: 1111 - 1113**

**GENERAL WARRANTY DEED**

Excise Tax:   **\$550.00**    
Tax Parcel ID No.   **5887-32-3982.000**   Verified by \_\_\_\_\_ County  
on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ By: \_\_\_\_\_

Mail/Box to:   **Grantee**  

This instrument was prepared by:   **Thomas G. Jacobs, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.**  

Brief description for the Index:   2065 Glenn Ferry Court  

THIS DEED, made this the   **8th**   day of   **August**  ,   **2022**  , by and between  
**GRANTOR:**   Charles Barton Wilkerson and wife, Sabrina Lou Wilkerson    
whose mailing address is \_\_\_\_\_  
(herein referred to collectively as **Grantor**) and

**GRANTEE:**   Brady Allen, an unmarried man    
whose mailing address is   2065 Glenn Ferry Ct., Pfafftown, NC 27040    
(herein referred to collectively as **Grantee**) and

*[Include mailing address for each Grantor and Grantee; marital status of each individual Grantor and Grantee; and type of entity, e.g., corporation, limited liability company, for each non-individual Grantor and Grantee.]*

**WITNESSETH:**

For valuable consideration from Grantee to Grantor, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby gives, grants, bargains, sells and conveys unto Grantee in fee simple, subject to the Exceptions and Reservations hereinafter provided, if any, the following described property located in the County of Forsyth, State of North Carolina, more particularly described as follows:

**See attached Exhibit A**

Said property having been previously conveyed to Grantor by instrument(s) recorded in Book   3493  , Page   766-767  , and being reflected on plat(s) recorded in Map/Plat Book   62  , page/slide   108  .

All or a portion of the property herein conveyed   x   includes or \_\_\_\_\_ does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD unto Grantee, together with all privileges and appurtenances thereunto belonging, in fee simple, subject to the Exceptions and Reservations hereinafter and hereinabove provided, if any.

submitted electronically by "Law Office of Thomas G. Jacobs"  
in compliance with North Carolina statutes governing recordable documents  
and the terms of the submitter agreement with the Forsyth County Register of Deeds.



And Grantor hereby warrants that Grantor is seized of the premises in fee and has the right to convey same in fee simple, that title is marketable and is free and clear of encumbrances other than as set forth herein, and that Grantor will forever warrant and defend the title against the lawful claims of all persons or entities whomsoever.

Subject to easements, restrictions and rights of way of record, and ad valorem taxes for the current year.

All references to Grantor and Grantee as used herein shall include the parties as well as their heirs, successors and assigns, and shall include the singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

By: \_\_\_\_\_ (SEAL)  
Print/Type Name & Title: \_\_\_\_\_ Charles Barton Wilkerson

By: \_\_\_\_\_ (SEAL)  
Print/Type Name & Title: \_\_\_\_\_ Sabrina Lou Wilkerson

By: \_\_\_\_\_ (SEAL)  
Print/Type Name & Title: \_\_\_\_\_

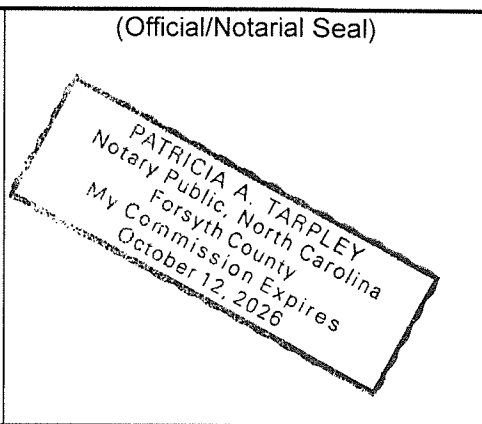
By: \_\_\_\_\_ (SEAL)  
Print/Type Name & Title: \_\_\_\_\_

State of NC  
County of Forsyth

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:  
Charles Barton Wilkerson and Sabrina Lou Wilkerson  
\_\_\_\_\_ [insert name(s) of principal(s)].

Date: 8/8/2022  
Patricia A Tarpley Notary Public  
Notary's Printed or Typed Name

My Commission Expires:  
10/12/2026

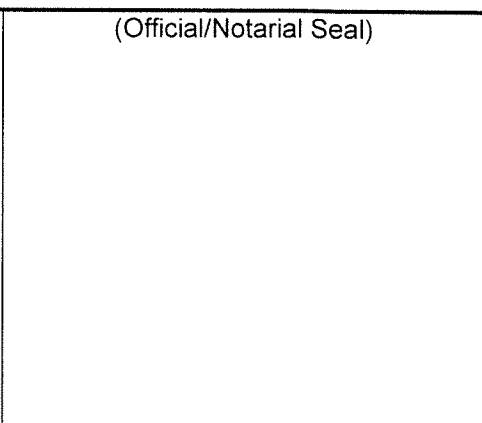


State of \_\_\_\_\_  
County of \_\_\_\_\_

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:  
\_\_\_\_\_ [insert name(s) of principal(s)].

Date: \_\_\_\_\_  
\_\_\_\_\_ Notary Public  
Notary's Printed or Typed Name

My Commission Expires:  
\_\_\_\_\_



“Exhibit A”

BEING all of Tract A as shown on a map thereof recorded in Map Book 62 Page 108 Forsyth County Public Registry.

Deed reference: out of Book 3175 Page 3459

**ORDINANCE 2024-026 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING TOWN CODE CHAPTER 13-1  
THE LEWISVILLE BEAUTIFICATION COMMITTEE CHARTER**

---

**WHEREAS**, the Town Council established the Community Beautification Committee by resolution on October 22, 1991; and

**NOW THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the charter as follows and updates Town Code Chapter 13-1:

1. **NAME OF COMMITTEE**: The Community Beautification Committee shall now be titled the *Lewisville Beautification Committee* referred to herein as the Committee.
2. **TYPE OF COMMITTEE**: The Committee shall be an advisory committee to the Town Council.
3. **MISSION**: Report on methods and concepts to improve the general appearance and ambiance of the Town of Lewisville.
4. **DEPARTMENT FUNDING**:
  - a. The Committee shall coordinate an annual budget for the Beautification Committee with the Town Manager by February 28 of each year.
  - b. Expenditures must follow the town's financial procedures.
5. **MEMBERSHIP**:
  - a. The Committee shall be comprised of eight (8) members.
  - b. Members are appointed by the Town Council. Individuals interested in serving on the Committee should submit a completed application form to the Town Clerk requesting appointment. The Town Clerk forwards information to Council.
  - c. Members serve without compensation.
  - d. Only one person per household/family shall serve on the Committee.
6. **TERMS OF APPOINTMENT**:
  - a. Appointments shall be made by the Town Council in March, following municipal elections. Terms are two years commencing April 1 and expiring on March 31. Terms are renewable without limitation to the number of consecutive terms.
  - b. Members who wish to resign their appointment shall submit their resignation in writing to the Town Clerk. Vacancies on the Committee shall be filled for the unexpired term by

**ORDINANCE 2024-026 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING TOWN CODE CHAPTER 13-1  
THE LEWISVILLE BEAUTIFICATION COMMITTEE CHARTER**

---

Town Council.

- c. The Committee shall have a meetings attendance policy such that a member failing to attend three (3) consecutive, regularly scheduled Committee meetings without notification to the Chair or Town Clerk, shall have their membership subject to review and possible replacement by the Town Council.
- d. Committee members who wish to resign their position shall submit any such request to the Town Clerk.

**7. COMMITTEE STRUCTURE**

- a. Chair: The committee membership shall select from among themselves a chair.
  - i. The Chair shall serve for 2 years with eligibility of reelection.
  - ii. The Chair shall be selected at the next scheduled committee meeting April 1 or later, following March appointments.
- b. Vice-Chair: The Committee membership shall select from among themselves a vice-chair.
  - i. The Vice Chair shall serve for 2 years with eligibility of reelection.
  - ii. The Chair shall be selected at the next scheduled committee meeting April 1 or later, following March appointments.

**8. PROJECTS:**

- a. Projects may be assigned by the Town Council or suggested by the Committee; however, project implementation shall be subject to approval of the Town Council.

**9. MEETINGS**

- a. The Committee shall establish its own regular meeting schedule.
- b. All Committee meetings are subject to the North Carolina Open Meetings Law.
- c. The Committee meetings schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
- d. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, and posting.
- e. Five (5) members, one of which must be the Chair or Vice-Chair, constitute a quorum.

**ORDINANCE 2024-026 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING TOWN CODE CHAPTER 13-1  
THE LEWISVILLE BEAUTIFICATION COMMITTEE CHARTER**

---

**10. REPORTS:**

- a. The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.

**11. REQUESTS**

- a. All official requests should be in writing from the committee chair and must be presented to the Town Manager.

Chartered October 22, 1991

Amendment 1 December 1, 1994

Amendment 2 December 12, 2002

Amendment 3 December 11, 2003

Amendment 4 June 8, 2006

Amendment 5 October 9, 2008

Amendment 6 October 9, 2014

Amendment 7 February 12, 2015

Amendment 8 Ordinance 2016007 - March 10, 2016

Amendment 9 Ordinance 2018021 – March 8, 2018

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

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

ATTEST:

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

**ORDINANCE 2024-027 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE CHARTER OF TOWN CODE CHAPTER 13-4  
THE ENVIRONMENTAL CONSERVATION AND SUSTAINABILITY COMMITTEE**

**WHEREAS**, resident participation in helping to determine the priorities and direction of the Town of Lewisville is a fundamental tenant of town government; and

**WHEREAS**, to implement resident participation, the Town of Lewisville has established boards and committees to carry out specific duties, specified in their charters, to make recommendations to the Town Council; and

**WHEREAS**, on March 2, 1995, the Lewisville Town Council established *The Environmental Issues Committee, The Recycling Committee, The Environmental Education Committee, and The Special Environmental Projects Committee*; and

**WHEREAS**, these four committees were intended to be a coordinated environmental concerns effort led by *The Environmental Issues Committee*; and

**WHEREAS**, from time to time it may be necessary for the Town Council to revise the purpose and scope of such charters; and

**WHEREAS**, in 2001, the Lewisville Town Council rescinded the charters of the four afore mentioned committees and combined all into the Lewisville Recycling Committee who were charged with monitoring the Town's curbside recycling program, coordinating recycling events, providing other recycling opportunities in the community and actively working with schools on recycling; and

**WHEREAS**, the Lewisville Town Council has again seen the need to revise the charter.

**NOW, THEREFORE, BE IT ORDAINED THAT THE LEWISVILLE TOWN COUNCIL** amends the charter as follows and updates Chapter 13-4 of the Town Code:

1. **NAME OF COMMITTEE**: *The Environmental Conservation and Sustainability Committee* referred herein as the Committee.
2. **TYPE OF COMMITTEE**: The Committee shall be an advisory committee to the Town Council.
3. **PURPOSE**: To preserve, enhance and protect our environmental resources to produce a high quality of life and a sustainable community model for the future.
4. **MISSION**:
  - a. To investigate, implement, publicize or assist recycling and sustainability opportunities in the community.
  - b. To assist in the review of Town policies and practices to determine potential opportunities for increased cost-effective sustainability in areas such as conservation, waste reduction, recycling, energy efficiencies and alternatives.
  - c. To advise on ways to encourage environmental stewardship on existing or proposed initiatives.

**ORDINANCE 2024-027 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE CHARTER OF TOWN CODE CHAPTER 13-4  
THE ENVIRONMENTAL CONSERVATION AND SUSTAINABILITY COMMITTEE**

- d. To identify potential resources, grants, and programs that can reinforce sustainability goals within the town and community.
  - e. To propose, encourage, promote, and coordinate local recycling and sustainability projects, events and initiatives.
  - f. To engage in public awareness and education with area schools, organizations, businesses and residents to encourage environmental stewardship, recycling and ecological practices.
  - g. To engage in special projects as specifically directed by Town Council.
5. **DEPARTMENT FUNDING:**
- a. The Committee shall coordinate an annual budget for the Committee with the Town Manager by February 28 for approval by Town Council.
  - b. Expenditures must follow the town's financial procedures.
6. **MEMBERSHIP:**
- a. The Committee shall consist of eight (8) members, each serving without compensation.
  - b. Members are appointed by the Town Council. Individuals interested in serving on the Committee should submit a completed application form to the Town Clerk requesting appointment. The Town Clerk forwards information to Council.
  - c. Members serve without compensation.
  - d. Only one person per household/family shall serve on the Committee.
7. **TERMS OF APPOINTMENT**
- a. Appointments shall be made by the Town Council in March, following municipal elections. Terms are two years commencing April 1 and expiring on March 31. Terms are renewable without limitation to the number of consecutive terms.
  - b. Members who wish to resign their appointment shall submit their resignation in writing to the Town Clerk. Vacancies on the Committee shall be filled for the unexpired term by Town Council.
  - c. The Committee shall have a meetings attendance policy such that members failing to attend three (3) consecutive regular Committee meetings, without notification to the Chair or Town Clerk, shall have their membership subject to review and possible

**ORDINANCE 2024-027 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE CHARTER OF TOWN CODE CHAPTER 13-4  
THE ENVIRONMENTAL CONSERVATION AND SUSTAINABILITY COMMITTEE**

replacement by the Town Council.

- d. Committee members who wish to resign their position shall submit a resignation to the Town Clerk.

**8. COMMITTEE STRUCTURE**

- a. Chair: The committee membership shall select from among themselves a Chair.
  - i. The Chair shall serve for 2 years with eligibility for reelection.
  - ii. The Chair shall be selected at the next scheduled committee meeting April 1 or later following March appointments.
- b. Vice-Chair: The Committee membership shall select from among themselves a vice chair.
  - i. The Vice Chair shall serve for 2 years with eligibility for reelection.
  - ii. The Vice Chair shall be selected at the next scheduled committee meeting April 1 or later following March appointments.

9. **PROJECTS:** The Committee shall obtain project approval of the appropriate Department Director, Town Manager, or Town Council depending on the project cost and the current budget and expenditure authority of the appropriate town official.

**10. MEETINGS:**

- a. The Committee shall establish its own regular meeting schedule.
- b. All Committee meetings are subject to the North Carolina Open Meetings Law.
- c. The Committee meeting schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
- d. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing and posting
- e. Five (5) members, one of which must be the Chair or Vice-Chair, constitute a quorum.

**11. REPORTS:**

- a. The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.

**12. REQUESTS**

- a. All official requests should be in writing from the committee chair and must be



**ORDINANCE 2024-027 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE CHARTER OF TOWN CODE CHAPTER 13-4  
THE ENVIRONMENTAL CONSERVATION AND SUSTAINABILITY COMMITTEE**

presented to the Town Manager.

Recycling Committee Chartered April 12, 2001

AMENDMENTS - October 11, 2001; December 11, 2003; June 8, 2006; October 9, 2008; October 9, 2014;  
Ordinance 2015023 - February 12, 2015; Ordinance 2018017 - March 8, 2018; Ordinance 2021014 - March  
11, 2021

**Adopted this the 8<sup>th</sup> Day of August 2024 by the Lewisville Town Council.**

ATTEST:

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

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

DRAFT



**ORDINANCE 2024-028 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 13-2 OF THE LEWISVILLE TOWN CODE  
ESTABLISHING A PUBLIC ART ADVISORY COMMITTEE**

**WHEREAS**, there is a desire to showcase public art within the Town of Lewisville; and

**WHEREAS**, the Town Council recognizes the value of resident inclusion.

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** establishes a Public Art Advisory Committee.

1. Committee Name – Public Art Advisory Committee (herein referred to as “Committee”).
2. Committee Type – The Committee will serve in an advisory role to Town Council.
3. Mission – The Committee may suggest and recommend actions pertaining to the acquisition, loan, placement, maintenance, display, and/or disposal of the Town’s public artworks. The Committee shall consult with and advise Town staff and Town Council in matters affecting public art policies, resources, and acquisitions related to the total Town public arts program.
4. Public Art Definition
  - a. Photography, paintings, sculptures, murals, pottery, ceramics, tapestry, fabric, and other media.
  - b. Visually and physically accessible to community.
  - c. Indoor or outdoor.
  - d. Temporary or permanent.
5. Department Funding
  - a. The Committee shall coordinate an annual budget, if needed, with the Town Manager by February 28 for approval by Town Council.
  - b. Expenditures must follow the Town’s financial procedures.
6. Membership
  - a. The Committee shall be comprised of seven (7) members, effective with 2025 appointments. Five of the members should have an art background. Examples of art professionals include, but are not limited to: visual arts, art nonprofit workers, design professionals, art educators, architects, art collectors, artists, craftsperson, and other professions in visual arts. Two of the members do not need an art background.
  - b. Members are appointed by Town Council. Residents interested in serving on the Committee shall submit a Public Art Advisory Committee application form to the Town Clerk requesting appointment. The Town Clerk forwards information to Council.
  - c. Members serve without compensation.



**ORDINANCE 2024-028 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 13-2 OF THE LEWISVILLE TOWN CODE  
ESTABLISHING A PUBLIC ART ADVISORY COMMITTEE**

7. Terms of Appointment

- a. Appointments shall be made by the Town Council in March. Terms are two years commencing April 1 and expiring on March 31. Terms are renewable without limitation to the number of consecutive terms.
- b. Effective with 2025 appointments, terms shall be staggered. Four members (three artists and one non-artist) will be appointed to a two-year term and three members (two artists and one non-artist) will be appointed to a three-year term. Upon term expiration, all members will be appointed to two-year terms.
- c. Members who wish to resign their appointment shall submit their resignation to the Town Clerk who shall provide to Town Council for their acceptance. Vacancies on the Committee shall be filled for the unexpired term by Town Council.

8. Committee Structure

- a. Chair
  - i. The Committee shall select from among themselves a Chair.
  - ii. The Chair shall serve for one (1) year with eligibility of reelection.
  - iii. The Chair shall be selected at the next scheduled committee meeting April 1 or later, following March appointments.
- b. Vice Chair
  - i. The Committee shall select from among themselves a Vice Chair.
  - ii. The Vice Chair shall serve for one (1) year with eligibility of reelection.
  - iii. The Vice Chair shall be selected at the next scheduled committee meeting April 1 or later, following March appointments.

9. Meetings

- a. The Committee shall establish its own regular meeting schedule. Schedule to be provided to the Town Clerk for appropriate filing and posting.
- b. The Committee shall meet as needed.
- c. All Committee meetings are subject to the North Carolina Open Meetings Law.
- d. Minutes of all meetings shall be maintained in accordance with public records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for appropriate filing and posting.
- e. Four (4) members, one of which must be the Chair or Vice Chair, constitute a quorum.
- f. The Committee shall have a meeting attendance policy such that members failing to attend three (3) consecutive regular Committee meetings, without notification to the Chair or Town Clerk, shall have their membership subject to review and possible replacement by the Town Council.

10. Reports – The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.



**ORDINANCE 2024-028 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 13-2 OF THE LEWISVILLE TOWN CODE  
ESTABLISHING A PUBLIC ART ADVISORY COMMITTEE**

11. Requests – All official requests should be in writing from the Committee Chair and must be presented to the Town Manager.

Adopted this the 8th day of August 2024.

ATTEST:

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

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

DRAFT



**ORDINANCE 2024-029 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 16 OF THE LEWISVILLE TOWN CODE  
PARKS, RECREATION AND CULTURAL DEVELOPMENT COMMITTEE CHARTER**

**WHEREAS**, Town Code Chapter 16 is being updated to amend the Parks, Recreation and Cultural Development charter.

**NOW, THEREFORE BE IT RESOLVED, THAT THE LEWISVILLE TOWN COUNCIL** amends the charter as follows and updates Town Code Chapter 16:

**§ 16-1 NAME OF COMMITTEE.**

Lewisville Parks, Recreation and Cultural Development Committee, referred to herein as the Committee.

**§ 16-2 TYPE OF COMMITTEE.**

Advisory to the Town Council with defined authority as may be established by the Town Council.

**§ 16-3 MISSION.**

- A. The Committee shall be responsible for preparing, presenting to the Town Council, and maintaining a parks and recreation master plan, outlining the long and short range priorities for the Town of Lewisville which reflect the recreational priorities of the residents of Lewisville.
- B. The Committee shall advise on operating policies for Town Council consideration and approval.

**§ 16-4 DEPARTMENT FUNDING.**

The Committee shall coordinate an annual budget for the Parks, Recreation and Cultural Development Committee with the Town Manager by February 28 for approval by Town Council. Expenditures must follow the Town's financial procedures.

**§ 16-5 MEMBERSHIP.**

- A. The Committee shall consist of 7 members, who shall be residents of the town, each serving without compensation.
- B. Applications for membership shall be forwarded to the Town Clerk upon public announcement of Committee vacancies or anticipated vacancies.
- C. Committee members shall be appointed by and serve at the pleasure of the Council, each to serve an unlimited number of 2-year terms.
- D. Members who wish to resign shall submit a resignation to the Town Clerk.

**§ 16-6 TERMS OF APPOINTMENT.**

- A. Appointments shall be made by the Town Council in March, following municipal elections. Terms are two years commencing April 1 and expiring on March 31. Terms are renewable without limitation to the number of consecutive terms.
- B. Appointments to fill vacancies occurring on the Committee, other than by expiration of term, shall be filled upon appointment by the Town Council for the unexpired term. The filling of vacancies shall not require election of officers unless the vacancy was an officer position.



**ORDINANCE 2024-029 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CHAPTER 16 OF THE LEWISVILLE TOWN CODE  
PARKS, RECREATION AND CULTURAL DEVELOPMENT COMMITTEE CHARTER**

- C. The Committee shall have a meeting attendance policy such that members failing to attend 3 consecutive Committee meetings, without the consent of the Chair or Town Clerk, shall have their membership subject to review and possible replacement by the Town Council.
- D. Any Committee member who wishes to resign his or her position shall submit any such request to the Town Clerk.

**§ 16-7 COMMITTEE STRUCTURE.**

- A. *Chair.* The Committee membership shall select from among themselves a Chair.
  - 1. The Chair shall serve for two (2) years with eligibility for reelection.
  - 2. The Chair shall be selected at the first scheduled meeting after April 1 following March appointments.
- B. *Vice-Chair.* The Committee membership shall select from among themselves a Vice-Chair.
  - 1. The Vice-Chair shall serve for two (2) years with eligibility for reelection.
  - 2. The Vice-Chair shall be selected at the first scheduled meeting after April 1 following March appointments.

**§ 16-8 MEETINGS.**

- A. The Committee shall establish its own regular meeting schedule.
- B. All Committee meetings are subject to the North Carolina Open Meetings Law.
- C. The Committee meeting schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
- D. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing and posting.
- E. Four members, one of which must be the Chair or Vice-Chair, constitute a quorum.

**§ 16-9 REPORTS.**

The Committee Chair shall submit a report of its activities and other important matters to the Town Council upon request.

Adopted and effective this the 12<sup>th</sup> day of October 2023 by the Lewisville Town Council.

ATTEST:

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

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



**ORDINANCE 2024-030 OF THE LEWISVILLE TOWN COUNCIL  
DISSOLVING THE PUBLIC SAFETY ADVISORY COMMITTEE**

**WHEREAS**, the Public Safety Advisory Committee was established in 1996; and,

**WHEREAS**, the Public Safety Advisory Committee was formed to examine ideas and report on methods and concepts to improve citizens' safety and well-being of our community; and,

**WHEREAS**, North Carolina General Statute 160A-146 authorizes the Lewisville Town Council to create, consolidate, change and abolish Town volunteer boards and committees, and to organize the Town government in order to promote orderly and efficient administration of own affairs; and,

**WHEREAS**, the committee has completed their work and the Lewisville Town Council believes the Public Safety Advisory Committee should be dissolved; and,

**WHEREAS**, the Council expresses their appreciation to the committee members for their efforts and achievements since the formation of the committee.

**NOW, THEREFORE, BE IT RESOLVED** that the Lewisville Town Council hereby dissolves the Public Safety Advisory Committee.

Approved and effective this the 8th day of August 2024.

ATTEST:

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

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



**RESOLUTION 2023-054 OF THE LEWISVILLE TOWN COUNCIL  
FACILITY FEE EXEMPTION FOR LEWISVILLE-CLEMMONS CHAMBER OF COMMERCE**

**WHEREAS**, a Facility Use Exemption Policy for parks and recreation facilities is outlined in Town Code Chapter 16-14; and,

**WHEREAS**, the Forsyth County Fire Historical Society, Inc. holds an annual fundraiser to preserve the history of all Forsyth County fire departments; and,

**WHEREAS**, Forsyth County Fire Historical Society, Inc. has reserved multiple rooms at the Mary Alice Warren Community Center for their annual fundraiser on October 5, 2024.

**NOW, THEREFORE BE IT RESOLVED, THAT THE LEWISVILLE TOWN COUNCIL** approves a one-time reduced rate for facility use at the Mary Alice Warren Community Center on October 5, 2024 per Town Code Chapter 16-14 for the Forsyth County Fire Historical Society, Inc.

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

ATTEST:

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

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