



Lewisville Town Council  
Briefing and Action Meeting Agenda  
**September 5, 2024 – 6:00 PM**  
Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room  
6510 Shallowford Road

1. **Call to Order:**
  - A. Roll Call
  - B. Adoption of Agenda
  
2. **Items Requiring Council Direction**
  - A. Resident recognitions criteria ([Attachment #1](#))
  - B. Staggered terms
  - C. Shallowford Square art installation
  - D. Programming instructor fees
  - E. Facility use exemption request – West Forsyth Christian Preschool ([Attachment #2](#))
  
3. **Items Requiring Action at Briefing**
  - A. Reaffirm vote for Resolution 2024-037 – Facility Use Exemption – Forsyth County Fire Historical Society, Inc. by Council Members Puckett and Sadler per Resolution 2022-055:  
***A Council, Board or Committee Member participating remotely shall be able to vote on matters allowed under the policy. One or more Council, Board or Committee Members may cast the deciding vote(s) on a matter. In this event, the vote(s) shall be ratified by the remotely attending Council, Board or Committee Member(s) at the next meeting at which the member(s) are physically present.***
  
4. **Administrative Reports**
  - A. Town Manager
    - i. Public Works building purchase
    - ii. UDO rewrite
    - iii. Classification and compensation study
  - B. Town Clerk
    - i. Andrew Thielen Big Band – September 7, 7-9 PM
    - ii. Public Art and Parks & Recreation collaboration event – September 9, 6 PM, Shallowford Square
    - iii. Paw Patrol The Mighty Movie – September 13
    - iv. Clean Sweep – September 14
    - v. Coconut Grove Band – September 21, 7-9 PM
    - vi. The Wildflowers – September 28, 7-9 PM
    - vii. The Kruger Brothers, October 5, 4:30-6:30 PM
  - C. Public Works
    - i. PARTF/Jack Warren Park improvements
    - ii. Lake Marblehead Dam
    - iii. Tree replacement program
  
5. **Tentative Agenda Items for Regular Meeting on September 12, 2024**
  - A. Consent Agenda
    - i. Resolution 2024-038– Financial statements for month ended July 31, 2024 ([Attachment #3](#))
    - ii. Approval of Agenda Briefing Minutes – August 1, 2024 ([Attachment #4](#))
    - iii. Approval of Regular Meeting Minutes – August 8, 2024 ([Attachment #5](#))

- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Introduction
    - a. Lynn Cochran, Planning Director
  - ii. Recognition
    - a. Public Safety Advisory Committee
  - iii. Presentations
    - a. Sheriff's Office
  - iv. Proclamation
    - a. 2024-003 – Constitution Week ([Attachment #6](#))
- C. Old Business
- D. New Business
  - i. Ordinance 2024-031 – Declaring road closure for Christmas parade ([Attachment #7](#))
  - ii. Resolution 2024-039 – Setting public hearing for Unified Development Ordinance amendment – Golf Driving Ranges ([Attachment #8](#))
  - iii. Resolution 2024-040 – Setting public hearing for rezoning request – L-110 – 7825 Shallowford Road (PIN 5865-98-6697) and 0 Shallowford Road (PIN 5865-98-5943) ([Attachment #9](#))
  - iv. Resolution 2024-041 – Setting public hearing for annexation request – 7825 Shallowford Road (PIN 5865-99-6697, 5865-98-5943) ([Attachment #10](#))

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

**7. Adjournment**



**RESOLUTION 2024-XXX OF THE LEWISVILLE TOWN COUNCIL  
AUTHORITY FOR RESIDENT RECOGNITIONS**

**BE IT RESOLVED** by Lewisville Town Council as follows:

Proclamations

Proclamations are ceremonial documents issued by the Mayor to recognize, celebrate and honor extraordinary achievements or events. They may include but are not limited to Town of Lewisville residents, certain organizations' occasions of importance or significance, days that are noteworthy or historically significant and special events. Proclamations will not be issued for matters of political controversy, ideological or religious beliefs or individual conviction, or campaigns or events contrary to Town policies, espousing hatred, violence or racism. Proclamations are strictly honorary. They are not legally binding and do not constitute endorsement by the Town of Lewisville. Proclamations are issued by the Mayor.

I'm One of the Reasons Lewisville is a Great Place to Live

The "I'm One of the Reasons Lewisville is A Great Place to Live" award is presented to selected individuals who make Lewisville a great place to live. An individual may be nominated for any reason as long as it can be clearly demonstrated their activities or other contributions have improved the quality of life for residents or the town in general. Nominations are submitted to the Town Clerk who will validate the nominee's information and present the information to Town Council at its next scheduled briefing. This award is bestowed by the entire Council.

Certificates of Recognition and/or Achievement

Certificates of Recognition and/or Achievement, which are inclusive of any other similar type of recognition, are honorary documents that may be used to honor special events or individuals. These may include but are not limited to conferences, conventions, seminars, award ceremonies, graduations, significant birthdays, significant anniversaries and other achievements deemed appropriate for special recognition. Certificates can be given by the Mayor, Town Council or staff as deemed appropriate for the circumstance.

Adopted this the 12<sup>th</sup> day of September 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 Dara 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: WEST FORSYTH CHRISTIAN PRESCHOOL  
 Contact Person: LeAnna M. Cardwell, Director  
 Mailing Address: 125 Lewisville Clemmons Road, Lewisville, NC 27023  
 Phone Number: 336 766 0301 Email Address: lcardwell@wfcpreschool.com  
 Web Address: www.westforsythchristianpreschool.org

1. Is this a one-time request? YES
  - a. If so, what is the date(s)? April 4, 2025
2. Is this request for recurring dates? NO
  - 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: entire building
4. What is the purpose of the request? Annual Fundraiser - Gallery Hop and Silent Auction
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. \_\_\_\_\_  
SEE ATTACHED LETTER  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Describe the individuals and/or groups of residents that are served by your organization.  
FAMILIES NEEDING A QUALITY CHRISTIAN PRESCHOOL FOR THEIR 2-5 YEAR OLDS  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. How many years has your organization been providing its current service? 16 YEARS
9. Date of organization's formation, 2008
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.

Leanna Cardwell Director 8/13/24  
 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: Moore Date: 8-21-24

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

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_



125 Lewisville-Clemmons Road  
A Ministry of Lewisville Baptist Church  
Mailing: PO Box 670  
Lewisville, NC 27023  
Phone 336.766.0301  
[www.wfcpreschool.com](http://www.wfcpreschool.com)

August 13, 2024

Town of Lewisville/Town Council:

West Forsyth Christian Preschool is Lewisville's only all-day Christian preschool.

We are a year-round facility and licensed by the NC Department of Child Development and a Non-Profit 501 (c)(3) Organization. Our experienced staff teaches children ages 2 through 5 during the school year and we have a Summer Fun Camp in the summer months. During our 16 years of teaching preschool, we have had over 4,500 children graduate from our preschool and attend Lewisville Elementary and other area schools.

Our outreach to the community includes Second Harvest Food Bank, the Cereal and Diaper drives, and many more.

We have an annual Grandparents' Day Program, Christmas and Graduation programs that bring in over 100-150 families each year to celebrate with us.

We participate in the Lewisville Christmas Parade with Lewisville Baptist Church and many of the church community activities throughout the year.

We also enjoy writing to Mary Alice Warren and sending her lots of love cards, photos, paintings, and well wishes.

Sincerely,

*LeAnna M. Cardwell*  
LeAnna M. Cardwell, Director



**2024-2025**  
Rev. 7/2/2024

## BOARD OF DIRECTORS

### OFFICERS

<b>President</b>	Alex Smith (8/15) 901 Loblolly Drive Lewisville, NC 27023 336.391.1775 natsmith77@yahoo.com	<b>Vice President</b>	Juan Abreu (8/15) *3150 Ashton Grove Court Winston-Salem, NC 27127 336.493.3958 jpabreu0721@gmail.com
<b>Treasurer</b>	Austin Westmoreland (8/21) 9361 Concord Church Road Lewisville, NC 27023 336.816.4829 austinw@omegaconstruction.com	<b>Secretary</b>	Gina Daugherty (8/20) 170 Eagles Landing Lane Mocksville, NC 27028 336.416.4345 Ginacdaugherty@gmail.com

### MEMBERS

Candice Babusiak (8/20) 969 Montrachet Court Lewisville, NC 27023 336.473.4422 cbabustak@icloud.com	Eleanor Russell (SPC) (12/14) 7598 Rinehart Lane Clemmons, NC 27012 336.766.7777 eirussell@360health4u.com	Glenda Cornatzer (LBC Liaison) (8/22) 1025 Glenn Ferry Drive East Bend, NC 27018 336.749.9815 gmcornatzer@yadtel.net
Lora Myers (4/24) 6785 Forest Oaks Drive Clemmons, NC 27012 336.408.5567 lorsncsu@hotmail.com	Katlyn Mothorpe (4/24) 130 Pine Hill Drive Clemmons, NC 27012 828.775.0430 katlynrita@gmail.com	

### EX-OFFICIO'S

Pastor Rob Evans 1937 Butner Mill Road East Bend, NC 27018	Heather Walsh 305 Slater Road Lewisville, NC 27023	Andrea Rice 1364 Meadow Gate Lane Lewisville, NC 27023
Walt Mooney 260 Lake Dale Court Clemmons, NC 27012	Andrea Branscome 5423 Carrington Oaks Drive Lewisville, NC 27023	Grover Gore 3080 Williams Road Lewisville, NC 27023
Cheryl Grant 1501 Royal Ridge Drive Pflattown, NC 27040	Allen Johnson 4160 Briar Creek Road Clemmons, NC 27012	Lindsay Voss 522 Bridge Pointe Drive Clemmons, NC 27012

**Rosemary Drinkuth, Financial Advisor of West Forsyth Christian Preschool- Holds Current Membership 24-25**  
**LeAnna Cardwell; Director of West Forsyth Christian Preschool-Holds Current Membership 24-25**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 7 2009**

WEST FORSYTH CHRISTIAN PRESCHOOL  
PO BOX 670  
LEWISVILLE, NC 27023-0670

Employer Identification Number:  
22-3980976  
DLE#: 17053214306038  
Contact Person: JAMES T DUMAS ID# 31547  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
509(a) (2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
July 1, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

**RECEIVED**  
8-7-09

Letter 947 (DO/CG)

WEST FORSYTH CHRISTIAN PRESCHOOL

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive style with a large, prominent "R" and "C".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)



WESTFOR-01

MPLESZ

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

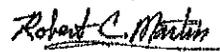
<b>PRODUCER</b> American Church Group of North Carolina, LLC 401 E Antietam St., Ste B Hagerstown, MD 21740	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (877) 766-7981      FAX (A/C, No): (877) 281-9040 E-MAIL ADDRESS: service@bitnerhenry.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : Brotherhood Mutual Insurance Company      13528 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
<b>INSURED</b>  West Forsyth Christian Preschool, Inc. PO Box 670 Lewisville, NC 27023		

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: <b>General Aggregate</b>	X		32MNA0403843	9/2/2024	9/2/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Avr one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB    OCCUR EXCESS LIAB    CLAIMS-MADE DED    RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY    Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Mary Alice Warren Community Center is named as an additional insured on the policy in relation to the fundraiser event being held on April 4th, 2024.

<b>CERTIFICATE HOLDER</b>  Mary Alice Warren Community Center 7632 Warren Park Dr Lewisville, NC 27023	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--



**RESOLUTION 2024-038 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 one month ended July 31, 2024; and

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

**NOW, THEREFORE BE IT RESOLVED THAT** the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the one month ended July 31, 2024 and incorporated herein.

Adopted this the 12<sup>th</sup> day of September 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  
One Month Ended July 31, 2024**

**General Fund**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ -	\$ (3,770,165.00)	0.00%
Sales Tax Revenue	1,289,255.00	-	(1,289,255.00)	0.00%
Other Revenues	1,774,885.00	25,912.24	(1,748,972.76)	1.46%
Transfer from ARPA Special Revenue Fund	-	-	-	-
<b>Subtotal</b>	<b>6,834,305.00</b>	<b>\$ 25,912.24</b>	<b>\$ (6,808,392.76)</b>	<b>0.38%</b>
Appropriation from Fund Balance	387,586.00			
<b>Total</b>	<b>\$ 7,221,891.00</b>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 305,072.00	\$ 35,638.83	\$ 46,613.74	\$ 222,819.43	26.96%
Administration	1,027,257.00	130,850.71	65,131.99	831,274.30	19.08%
Finance	309,693.00	43,165.87	-	266,527.13	13.94%
Debt Service	225,200.00	-	-	225,200.00	0.00%
Planning & Zoning	383,876.00	7,720.41	18,000.00	358,155.59	6.70%
Beautification	130,956.00	7,968.00	109,788.64	13,199.36	89.92%
Community Policing	1,035,720.00	11,064.79	978,970.00	45,685.21	95.59%
Public Works	519,645.00	43,514.44	61,309.10	414,821.46	20.17%
Streets	325,107.00	2,630.36	-	322,476.64	0.81%
Powell Bill	466,430.00	2,500.00	19,500.00	444,430.00	4.72%
Storm Water	231,157.00	7,312.00	80,778.32	143,066.68	38.11%
Solid Waste	1,605,860.00	-	-	1,605,860.00	0.00%
Recycling	5,310.00	190.00	-	5,120.00	3.58%
Parks and Recreation	386,781.00	40,680.67	48,936.80	297,163.53	23.17%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 7,221,891.00</b>	<b>\$ 333,236.08</b>	<b>\$ 1,429,028.59</b>	<b>\$ 5,459,626.33</b>	<b>24.40%</b>

General Fund Balance 7/1/2023	\$ 6,021,921.94
Increase (Decrease) FY 2023-2024 (Preliminary)	1,245,461.00
Year-to-Date Increase (Decrease) FY 2024-2025	(307,323.84)
General Fund Balance 7/31/2024	<u>\$ 6,960,059.10</u>

**Town of Lewisville**  
**Financial Budget to Actual Report - Willow Run Municipal Service District**  
**One Month Ended July 31, 2024**

***Willow Run Municipal Service District***

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 75,016.00	\$ 764.81	\$ (74,251.19)	1.02%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
<b>Subtotal</b>	338,843.00	<b>\$ 764.81</b>	<b>\$ (338,078.19)</b>	<b>0.23%</b>
Appropriation from Fund Balance	192,872.00			
<b>Total</b>	<b>\$ 531,715.00</b>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,715.00	\$ 17,500.00	\$ 17,500.00	\$ 496,715.00	6.58%
<b>Total</b>	<b>\$ 531,715.00</b>	<b>\$ 17,500.00</b>	<b>\$ 17,500.00</b>	<b>\$ 496,715.00</b>	<b>6.58%</b>

MSD Fund Balance 7/1/2023	\$ 233,234.96
Increase (Decrease) FY 2023-2024 (Preliminary)	16,546.07
Year-to-Date Increase (Decrease) FY 2024-2025	(16,735.19)
MSD Fund Balance 7/31/2024	<u><u>\$ 233,045.84</u></u>

**Town of Lewisville**  
**July 31, 2024**

<b>Capital Reserve Funds</b>					
	Fund Balance <b>7/1/2024</b>	Transfers In	Transfers Out	Investment Earnings	Fund Balance <b>7/31/2024</b>
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	6.16	1,394.32
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	632.44	143,154.53
Parks & Recreation Capital Reserve	331.15	-	-	1.47	332.62
<b>Total</b>	<b>\$ 144,241.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 640.07</b>	<b>\$ 144,881.47</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	166,081.79
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 7/31/2024</b>	<b>\$ 540,834.02</b>

**Town of Lewisville  
July 31, 2024**

<b>Capital Projects Funds - Since Inception</b>								
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance <b>7/31/2024</b>	Budget
Gateway Project Capital Project	2,758,646.45	(3,487,143.58)	1,810,901.90	-	110,092.24	-	1,192,497.01	<b>\$ 4,094,108.90</b>
Community Center Capital Project	100,000.00	(4,801,672.80)	2,947,137.00	-	19,258.95	2,000,000.00	264,723.15	<b>\$ 4,947,137.00</b>
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	592,263.01	(767,005.40)	560,297.00	-	47,082.95	-	432,637.56	<b>\$ 2,801,485.00</b>
Jack Warren Park Improvements	42,929.06	(85,981.29)	672,049.00	-	26,208.03	-	655,204.80	<b>\$ 672,049.00</b>
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	18,110.44	-	371,401.44	<b>\$ 1,766,453.00</b>
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	10,049.74	-	272,982.74	<b>\$ 1,446,134.00</b>
Great Wagon Road Improvements	-	-	1,924,545.62	-	31,875.10	-	1,956,420.72	<b>\$ 1,924,545.62</b>
Public Works Facility	-	(1,521.50)	899,325.47	-	5,799.94	-	903,603.91	<b>\$ 1,000,000.00</b>
<b>Total</b>	<b>\$ 3,493,838.52</b>	<b>\$ (9,143,324.57)</b>	<b>\$ 9,430,479.99</b>	<b>\$ -</b>	<b>\$ 268,477.39</b>	<b>\$2,000,000.00</b>	<b>\$ 6,049,471.33</b>	<b>\$ 18,651,912.52</b>

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

**1. Call to Order:**

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

**2. Items Requiring Council Direction**

- A. Landmark indicator sign – Nissan House – The Nissan House is requesting a directional sign to be placed at Shallowford Road. Council consensus was for the Town to develop the sign so that it is consistent with Town policies and state markers.
- B. Board and committee charter changes – Mrs. Moore shared with Council proposed charter changes for the Beautification, Public Art, Environmental Conservation and Sustainability, and Parks and Recreation committees/board. The revisions reflect membership caps, quorum clarifications, multiple family members, and general cleanup. The Parks and Recreation Board will become a committee with full appointment every two years versus staggered. Revisions to the Public Art charter includes requests by the committee for staggered terms and two, non-art members. Council consensus was to place on the August 8 agenda for consideration.

Council and staff also discussed the dissolution of the Public Safety Advisory Committee noting the committee was formed when the Town had very little staff. Tasks charged to the committee are now handled by Town staff and/or county agencies. Council consensus was to place on the August 8 agenda for consideration.

- C. Special grants committee – The special grants committee will review proposed changes to the special grants policy and application. Once reviewed, they will present proposed changes to Council.
- D. Facility Use Exemption Request – Forsyth County Fire Historical Society, Inc. – Council consensus was given for a one-time, reduced rate of half price to the Forsyth County Fire Historical Society, Inc. to use the Mary Alice Warren Community Center (MAWCC) on October 5 for a fundraising event. The Society will utilize three rooms and the kitchen. This will be on the August 8 agenda for Council consideration.
- E. Holiday Open House – Council consensus was given to hold an annual Holiday Open House at MAWCC. Staff will coordinate the event with the Shallowford Foundation.

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

**4. Administrative Reports**

- A. Town Manager
  - i. Public Works building purchase – Manager Tolbert reported inspection of the former post office building is scheduled for August 5. The pesticide inspection has been completed. Minor treatment for termites is needed initially with normal treatment after purchase.

- ii. Great Wagon Road update – Commencement of the Great Wagon Road project has been postponed until February 25 due to additional water and sewer easements needed. Manager Tolbert noted the Town did donate to the project the rights-of-way purchased by the Town. It was also noted the playground relocation at Shallowford Square will be at the Town’s expense with no assistance from North Carolina Department of Transportation (NCDOT). With the new right-of-way, the existing playground would be too close to the road. Manager Tolbert shared the Parks and Recreation and Public Art committees will host a community collaboration event on September 9 at Shallowford Square regarding the playground relocation and public art installation.
  - B. Clerk
    - i. Andrew Flannigan has resigned from the Zoning Board of Adjustment
    - ii. Chicago Rewired – August 3, 7 PM
    - iii. National Night Out – August 6, 6-8 PM
    - iv. Blood Drive – August 7, 1-5 PM, MAWCC
    - v. CPR Class – August 10, 8 AM-12 PM, MAWCC
    - vi. Bourbon Revival Band – August 31, 7-9 PM
    - vii. Town offices closed – September 2
    - viii. A food drive for Lewisville Community Assistance Program (LCAP) will be held at the October 5 concert. This will be an annual event held at the last concert of the season.
  - C. Public Works Director
    - i. PARTF/Jack Warren Park improvements – The PARTF/Jack Warren Park improvements project has begun with mulching, mapping nature trails, surveying disc golf course, and more. The anticipated project completion is December 23.
    - ii. Lake Marblehead Dam – The contract with Grimes Engineering for design and development of improvements to Lake Marblehead Dam was signed in July. This will be a 6-month project. Design and permit request submittals are anticipated to be submitted mid-October.
  - D. Community Center Operations Manager – Mr. Moore shared the quarterly report for MAWCC. *(Report is included with the minutes.)*
- 5. **Tentative Agenda Items for Regular Meeting on August 8, 2024**
  - A. Consent Agenda
    - i. Resolution 2024-035 – Financial statements for the year ended June 30, 2024 – PRELIMINARY AND UNAUDITED
    - ii. Approval of Agenda Briefing Minutes – July 3, 2024
    - iii. Approval of Regular Meeting Minutes – July 11, 2024
  - B. Introductions, Recognitions, Presentations and/or Proclamations
    - i. Presentations
      - a. Sheriff’s Office monthly report
      - b. Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 – “Certificate of Achievement for Excellence in Financial Reporting”
  - C. Public Hearings – Manager Tolbert shared public hearings related to rezoning and annexation of property for the Shallowford Road Driving Range were postponed so the applicant could acquire environmental permits, which have been issued. Town staff has been discussing the rezoning with the applicants since there has been concern about the proposed highway business (HB) zoning. In the Town’s Unified Development Ordinance (UDO), a golf course in certain zoning districts can be approved by review of compliance. The Planning Board is considering a text amendment whereby a driving range would also be permitted in some zoning districts. Due to the proposed text amendment, the applicants are considering withdrawing their petitions at the August 8 meeting. If the text amendment is approved, the applicants will resubmit a rezoning and annexation

request. Manager Tolbert will meet with those who have expressed concern during this process to let them know of the Town's and applicant's intentions.

- i. Rezoning – L-107 – Shallowford Road Driving Range
    - a. Staff presentation
    - b. Public Hearing
    - c. Council discussion
    - d. Council consideration – Ordinance 2024-002– Change zoning from Forsyth County RS-40 to Town of Lewisville HB-C – Shallowford Road Driving Range
  - ii. Annexation – Shallowford Road Driving Range
    - a. Staff presentation
    - b. Public Hearing
    - c. Council discussion
    - d. Council consideration – Ordinance 2024-003 – Extend the Town of Lewisville corporate limits to include Shallowford Driving Range
  - D. Old Business
  - E. New Business
    - i. Ordinance 2024-025 – Facility use exemption policy
    - ii. Resolution 2024-036 – Traffic mitigation policy
    - iii. Ordinance 2024-012 – AMENDED – Change zoning from Forsyth County RS-30 to Town of Lewisville RS-30 – 2065 Glenn Ferry Court
    - iv. Ordinance 2024-013 - AMENDED – Extend the Town of Lewisville corporate limits to include 2065 Glenn Ferry Court
6. **For the Good of the Order**
- A. Mayor Horn recognized Amy Taylor North, candidate for North Carolina House District 74.
7. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:53 PM. The motion was seconded by Council Member Puckett and approved unanimously.

ATTEST:

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

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



- ii. Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023 – “Certificate of Achievement for Excellence in Financial Reporting”
  - a. Mrs. Orrell shared the Town has received the Certificate of Achievement for Excellence in Financial Reporting for fiscal year ended June 30, 2023. She stated this is the 19<sup>th</sup> year the Town has received the honor. *(Certificate is incorporated into the minutes.)*

**4. Public Forum**

- A. Lisa Glunt, 310 Fox Ridge Circle, expressed opposition to the additional homes being built in Shady Brook. Manager Tolbert noted this is a development by right and only a review of compliance is required. There will be no rezoning public hearing.
- B. Joe Wilson, 151 Strupe Road, expressed concern about the process and transparency of information related to the Shallowford Road driving range.
- C. Neil Burchette, 6932 Harper Valley Lane, expressed support of the Shallowford Road driving range.
- D. Burke Wilson, 320 Graydon Court, expressed support of the Shallowford Road driving range.
- E. Paul Spicer, 925 Williams Road, expressed support of the Shallowford Road driving range.
- F. Brian Sieck, 3571 Robinwest Drive, expressed support of the Shallowford Road driving range.
- G. Alan Nealeans, 7817 Grapevine Road, expressed support of the Shallowford Road driving range.
- H. Robert Robinson, 140 Sedgewick Ridge Court, expressed support of the Shallowford Road driving range.

**5. Public Hearings**

- A. Rezoning – L-107 – Shallowford Road Driving Range – Applicant Ricky Lyons formally withdrew the application while they work towards a resolution for the future.
  - 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 – Applicant Ricky Lyons formally withdrew the application while they work towards a resolution for the future.
  - 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

Mayor Horn noted the petition was initially submitted for HB-C (highway business) zoning. The Town and community are not comfortable with that designation. With some research, it has been determined a text amendment can be approved allowing a driving range under RS40 with no rezoning requirements. The petition will be resubmitted in the future under RS40, whereby there is a lot of latitude for conditions. Manager Tolbert noted the public hearing would only be for the text amendment and annexation, not rezoning. Manager Tolbert has a contact list related to this project and will be happy to add additional names to the list. She will notify these contacts when the project is scheduled to come before Council again.

## 6. New Business

- A. Ordinance 2024-025 – Facility use exemption policy – Over the last several months, Council and staff have reviewed the Town’s facility use exemption policy focusing on the exempt user list. Staff is recommending changes to the exempt user list that would remove some exempt users and limit the use of other exempt users. Mayor Pro Tem Hunt moved to approve Ordinance 2024-025. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-025 is herein incorporated by reference into the minutes.)*
- B. Resolution 2024-036 – Traffic mitigation policy – Mr. Hanna presented a revised traffic mitigation policy simplifying the application process, eliminating fees and establishing a public safety technical review committee (PSTRC). Furthermore should PSTRC identify an issue, it can be addressed without a neighborhood petition. Council Member Long moved to approve Resolution 2024-036. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-036 is herein incorporated by reference into the minutes.)*
- C. Ordinance 2024-012 – AMENDED – Change zoning from Forsyth County RS-30 to Town of Lewisville RS-30 – 2065 Glenn Ferry Court – Mrs. Moore requested Council to amend Ordinance 2024-012 to reflect a description clarification. Council Member Sadler moved to amend Ordinance 2024-012. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-012 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2024-013 – AMENDED – Extend the Town of Lewisville corporate limits to include 2065 Glenn Ferry Court – Mrs. Moore also requested Council to amend Ordinance 2024-013 to reflect a description clarification. Council Member Long moved to amend Ordinance 2024-013. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-013 is herein incorporated by reference into the minutes.)*
- E. Ordinance 2024-026 – Amending the Lewisville Beautification Committee Charter – Council Member Huffman moved to approve Ordinance 2024-026. The motion was seconded by Council Member Puckett and approved unanimously. *(Ordinance 2024-026 is herein incorporated by reference into the minutes.)*
- F. Ordinance 2024-027 – Amending the Environmental Conservation Sustainability Committee Charter – Council Member Long moved to approve Ordinance 2024-027. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-027 is herein incorporated by reference into the minutes.)*
- G. Ordinance 2024-028 – Amending the Public Art Advisory Committee Charter – Council Member Huffman moved to approve Ordinance 2024-028. The motion was seconded by Council Member Sadler and approved unanimously. *(Ordinance 2024-028 is herein incorporated by reference into the minutes.)*
- H. Ordinance 2024-029 – Amending the Parks, Recreation and Cultural Development Committee Charter – Council Member Long moved to approve Ordinance 2024-029. The motion was seconded by Council Member Puckett and approved unanimously. *(Ordinance 2024-029 is herein incorporated by reference into the minutes.)*
- I. Ordinance 2024-030 – Dissolving the Public Safety Advisory Committee – Council Member Huffman moved to approve Ordinance 2024-030. The motion was seconded by Council Member Sadler and approved unanimously. Mayor Horn stated Public Safety was one of the Town’s first committees. Tasks originally given to the committee are now staff driven. He stated the dissolution of the committee does not diminish the committee’s role over the years. *(Ordinance 2024-030 is herein incorporated by reference into the minutes.)*
- J. Resolution 2024-037 – Facility Use Exemption – Forsyth County Fire Historical Society, Inc. – The Forsyth County Fire Historical Society, Inc. has requested a fee exemption for use three rooms and the kitchen at Mary Alice Warren Community Center on October 5 for a fundraising event. Per Council direction, the resolution reflects a one-time price reduction of fifty percent. Mayor Horn and Council Members Long, Puckett and Sadler voted in favor. Mayor Pro Tem Hunt and

Council Member Huffman voted in opposition. Resolution 2024-037 was approved on a 4-2 vote.  
*(Resolution 2024-037 is herein incorporated by reference into the minutes.)*

**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 – None
- B. Council comments
- i. Council Member Huffman expressed appreciation to the public works department for their work during today's storms as well as for what they do every day. Mayor Horn echoed these comments and also extended thanks to the local fire departments, community policing, Duke Energy and Waste Management.

9. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:09 PM. The motion was seconded by Council Member Sadler and approved unanimously.

ATTEST:

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

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



**PROCLAMATION 2024-003  
CONSTITUTION WEEK  
SEPTEMBER 17-23, 2024**

**WHEREAS**, the Constitution of the United States of America embodies the principles of limited government in a republic dedicated to rule by law, and not by individuals; and,

**WHEREAS**, September 17, 2024, marks the 237<sup>th</sup> anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention of 1787; and,

**WHEREAS**, in celebrating the anniversary of this significant document, we honor and preserve the foundations of liberty and justice for every American citizen.

**NOW, THEREFORE**, the Mayor and Town Council in Lewisville do hereby proclaim

**September 17-23, 2024 as Constitution Week**

in Lewisville. All citizens are urged to reaffirm the ideals established by the Framers of the Constitution as we work with each other to “secure the blessings of liberty to ourselves and or posterity.”

Proclaimed this the 12<sup>th</sup> day of September 2024.

---

Mike Horn, Mayor



**ORDINANCE 2024-031 OF THE LEWISVILLE TOWN COUNCIL  
DECLARING ROAD CLOSURE FOR CHRISTMAS PARADE**

**WHEREAS**, the Lewisville Town Council acknowledges a long tradition of an annual Christmas parade provided by the Lewisville Civic Club for the pleasure of its residents; and

**WHEREAS**, the Lewisville Town Council acknowledges a parade requires approximately one and one half (1.5) hours to install signs and traffic control, and also requires approximately one and one half (1.5) hours for removing signs, traffic control, and minimal litter pickup; and,

**WHEREAS**, full litter removal will be completed by contract the following day; and

**WHEREAS**, roads will close to through traffic at 2:30 PM on the day of the parade; and,

**WHEREAS**, law enforcement agencies and emergency services have been notified of the closure; and,

**WHEREAS**, roads will be reopened at the conclusion of the parade; and

**WHEREAS**, the North Carolina Department of Transportation has reviewed the route cited below and determined there are no NCDOT projects or maintenance activities scheduled for the date of the parade.

**NOW, THEREFORE BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** pursuant to the authority granted by NCGS 20-169, that they do hereby declare a temporary road closure during the day and times set forth below on the following described portion(s) of a State Highway System Route:

**Date:** Sunday, December 8, 2024

**Time:** 1:30 PM until 5:30 PM

**Route Description:** Lewisville-Vienna Road (SR 1308) from the Great Wagon Road to Shallowford Road (SR 1001); from Shallowford Road (SR 1001) to the Williams Road/Shallowford Road Roundabout; right onto continuation of Shallowford Road (SR 1001) to right onto Belnette Drive (local); right onto David McKee Street (local); and left onto the Great Wagon Road (local)

**Closures:**

- Shallowford Road (SR 1001) from Lewisville-Vienna Road (SR 1308) to the Williams Road/Shallowford Road roundabout
- Shallowford Road (SR 1001) from the Williams Road /Shallowford Road roundabout to Belnette Drive
- Lewisville-Vienna Road (SR 1308) from Jennings Road/Grapevine Road (SR 1307) to the Great Wagon Road at Lewisville-Vienna Road for emergency services staging
- Streets along Shallowford Road: Great Wagon Road, Esso Lane, Conrad Circle, Shallowford Village Court, Styers Street, Lewisville-Clemmons Road, North Street and inclusive neighborhood, Lucy Lane, Arrow Leaf Drive, David McKee Street, Mock Garden Lane, Sunny Acres Drive, Belnette Drive and Brookside Drive and inclusive neighborhood



**ORDINANCE 2024-031 OF THE LEWISVILLE TOWN COUNCIL  
DECLARING ROAD CLOSURE FOR CHRISTMAS PARADE**

This ordinance is to become effective when signs are erected giving notice of the limits and times of the parade and implementation of adequate traffic control to guide through vehicles around the parade route.

Adopted and enacted this the 12th day of September 2024 by the Lewisville Town Council.

ATTEST:

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

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

DRAFT



**RESOLUTION 2024-039 OF THE LEWISVILLE TOWN COUNCIL  
SETTING A PUBLIC HEARING TO RECEIVE COMMENTS ON  
UDO L-168 AMENDING THE UNIFIED DEVELOPMENT ORDINANCES (UDO)**

**WHEREAS**, the Lewisville Planning Board held a public hearing on September 11, 2024 on the draft to amend the UDO section related to Downtown Overlay; and,

**WHEREAS**, recommends approval to the Lewisville Town Council; and,

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

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

**WHEREAS**, North Carolina General Statute 160D-601(a) provides for Methods of Procedure.

**NOW, THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** sets a public hearing at the Lewisville Town Hall, 6510 Shallowford Road, for Thursday, October 10, 2024 at 6:00 PM for the purpose of receiving public comment concerning this request.

Adopted this the 12<sup>th</sup> day of September 2024 by the Lewisville Town Council.

ATTEST:

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

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

## **STAFF REPORT**

**DOCKET #** UDO-168

### **REQUEST**

This UDO text amendment was drafted by staff at the request of the Lewisville Town Council to amend the *Unified Development Ordinances* (UDO) to modify regulations for the use of Golf Driving Ranges. The amendment applies to UDO Chapter B, Article II Table B.2.6 Permitted Uses; Chapter B, Article II Section 5.32 Golf Driving Range; & Article III Section 2.1 Sign Regulations.

### **BACKGROUND**

The Town's Unified Development Ordinances (UDO) already has Golf Driving Range as a specified use in the permitted use table and specific use conditions or regulations. Golf Driving Ranges are currently permitted by right with a permit from the zoning officer in three zoning districts: Highway Business, General Industrial, and Mixed Use – Conditional.

Golf Courses are a use in the permitted use table with its own specific use conditions as well. This use is permitted by right in the same zoning districts as golf driving ranges, with the inclusion of the Institutional and Public zoning district. Golf Courses are also permitted with Planning Board Review in every residential zoning district of the UDO, both single-family and multifamily, and including the Yadkin River Conservation, Agricultural, and Manufactured Housing Development districts. Overall golf courses are permitted in some fashion in 20 different zoning districts compared to golf driving ranges 3 permitted districts.

These uses have strong similarities in character (driving ranges are often even an accessory component of golf courses), making the disparity in district availability appear exceedingly arbitrary. Given this, Council has requested staff to review the regulation of these uses.

### **ANALYSIS**

Staff proposes changes to the regulations of golf driving ranges that will bring them more in line with the regulations concerning golf courses. Primarily this includes allowing it in the same zoning districts and in the same capacity as golf courses. Driving ranges would then be permitted by right in the Institutional and Public zoning district, as well as permitted with Planning Board Review in all residential zoning districts.

The current use conditions of golf driving ranges center on establishing minimum dimensions of the range and orienting lighting away from adjacent residential properties. Staff proposes incorporating all of the use conditions established for golf courses in addition to the conditions for

driving ranges. These additions would include a 100-foot setback for buildings, limited hours of operations in residential districts, eliminating nighttime lighting in residential districts, and a provision on water quality protections in the YR district. An additional adjustment would be made to the sign regulations to allow for golf driving ranges to have signage in residential districts in the same capacity that golf courses are permitted. Staff is also proposing a requirement for a type II bufferyard in the side and rear yards when adjacent to residentially zoned properties to further mitigate any negative externalities the use could exude towards those areas.

## **SUMMARY**

This UDO text amendment will allow golf driving ranges to be permitted in the all of the same zoning districts as golf courses, as the character of these uses are aligned. Additional standards will be added to the use conditions of golf driving ranges to further standardize and reconcile these similar uses. Staff believes the proposed use regulations, size limitations and other standards is reasonable as it will ensure the proper placement of these businesses and the protection of the community around them.



**RESOLUTION 2024-040 OF THE TOWN OF LEWISVILLE  
SETTING PUBLIC HEARING TO RECEIVE COMMENTS ON  
UDO L-110 REZONING FOR  
7825 SHALLOWFORD ROAD  
(PINS 5865-99-6697, 5865-98-5943)  
TO REZONE ANNEXED PROPERTY FROM  
RS-40 FORSYTH COUNTY JURISDICTION TO RS-40 LEWISVILLE JURISDICTION**

**WHEREAS**, the Lewisville Planning Board held its public hearing on September 11, 2024; and,

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

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

**NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** sets a public hearing to be conducted on October 10, 2024 at 6:00 PM in the Lewisville Town Hall located at 6510 Shallowford Road for the purpose of receiving public comment concerning this request.

Adopted this the 12<sup>th</sup> day of September 2024 by the Lewisville Town Council.

---

Mike Horn, Mayor

ATTEST:

---

Dora K. Moore, Town Clerk

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

### **7825 Shallowford Rd**

**DOCKET:** L-110  
**STAFF:** Adam Barr, Planner  
**Petitioner:** Richard Lyons  
**Ownership:** Dump the Stump, LLC  
**Applicant:** Ricky Lyons

#### **REQUEST:**

**From:** RS-40 (Residential Single Family, minimum lot size of 40,000 sq. ft.) Forsyth County Zoning  
**To:** RS-40 (Residential Single Family, minimum lot size of 40,000 sq. ft.) Lewisville Zoning  
**PIN(s):** 5865-99-6697 and 5865-98-5943  
**Acreage:** 16.76 ac

#### **LOCATION:**

**Street(s):** Shallowford Rd  
**Jurisdiction:** Town of Lewisville (pending annexation)

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

Existing Structures on Site: The site is currently vacant aside from an existing cell tower.

#### Adjacent uses:

- \* North – Large lot single family residences, zoned RS-40
- \* East - Large lot single family residences, zoned RS-40
- \* South - Large lot single family residences, zoned RS-40
- \* West - Large lot single family residences, zoned RS-40

#### **GENERAL AREA:**

Character/Maintenance: The homes in this area are mainly single-family medium to large lots.

#### **PHYSICAL FEATURES:**

Topography: The site slopes gently from south to north away from Shallowford Rd.

Vegetation/habitat: The property is predominately wooded and open field.

Watershed: The property is currently within the Yadkin River WS IV watershed.

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

The site is to be served by public water and private septic.

#### **TRANSPORTATION:**

**Direct Access to Site:** Shallowford Rd  
**Street Classification(s):** Shallowford Rd – Major Thoroughfare  
**Average Daily Traffic Count:** Shallowford Rd at 18,000 adt (source: NCDOT AADT 2021)

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

Lewisville Tomorrow Comprehensive Plan- The Comprehensive Plan's Future Land Use Map identifies the areas in the town that is closest to the property as Rural Residential. Rural Residential areas include mostly residential land uses and abundant open space. The limited infrastructure (utilities and street),

low-density development pattern, and occasional agricultural activities in these areas contribute to their rural character and, for many people, help define Lewisville. While homes may be widely separated with larger lots, cluster developments or conservation-based subdivisions that set aside large areas for permanent open space may be appropriate to minimize environmental impacts and disruption of the landscape.

*Legacy Development Guide* - Legacy recognizes this area as being in GMA-5 Rural Area. The GMA-5 Rural Area is located at the fringes of Forsyth County and is beyond the area that can be provided with public sewer and other services in a cost-effective manner. This area is intended to remain very low-density residential and agricultural in character. Legacy states GMA-5 includes development goals encouraging subdivisions that conserve open space and not zoning property to more intense districts.

**ANALYSIS:**

*As described in NC § 160D-202(g): When a city annexes, or a new city is incorporated in, or a city extends its jurisdiction to include, an area that is currently being regulated by the county, the county development regulations and powers of enforcement shall remain in effect until (i) the city has adopted such development regulations or (ii) a period of 60 days has elapsed following the annexation, extension, or incorporation, whichever is sooner. Prior to the transfer of jurisdiction, the city may hold hearings and take any other measures consistent with G.S. 160D-204 that may be required in order to adopt and apply its development regulations for the area at the same time it assumes jurisdiction.*

The zoning district classifications contained in the Zoning Ordinances of Forsyth County and the Town of Lewisville are very similar and the permitted uses and development standards are in most cases equivalent, if not identical. The purpose of this zoning map amendment is to continue a similar type of zoning within the Town of Lewisville as previously applied under Forsyth County jurisdiction.

This request is a general use rezoning for the purposes of accepting a Lewisville zoning district due to annexation.

**RECOMMENDATION:**

The proposal is consistent with both the Lewisville Comprehensive Plan and Forsyth County Legacy Plan. Given these findings and other supporting information found in this report, staff recommends the rezoning to the Planning Board.

**X = Subject Property of Request**

**1 inch = 500 feet**



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

Created by: Stacy Tolbert



**RESOLUTION 2024-041 OF THE TOWN OF LEWISVILLE  
FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION  
PURSUANT TO NCGS 160A-58**

**WHEREAS**, a petition requesting annexation of the area described herein has been received; and,

**WHEREAS**, the Lewisville Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and,

**WHEREAS**, certification by the Town Clerk as to the sufficiency of the petition has been made.

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

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Lewisville Town Hall located at 6510 Shallowford Road on October 10, 2024 at 6:00 PM.

Section 2. The area proposed for annexation is described as follows:

PIN 5865-99-6697 – 7825 Shallowford Road  
PIN 5865-98-5943 - 0 Shallowford Road

Section 3. Notice of the public hearing shall be published in the Winston-Salem Journal, a newspaper having general circulation in the Town of Lewisville, at least ten (10) days prior to the date of the public hearing.

Adopted this the 12<sup>th</sup> day of September 2024 by the Lewisville Town Council.

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

ATTEST:

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

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, \_\_\_\_\_, 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 \_\_\_\_\_ Day of \_\_\_\_\_  
Forsyth County, North Carolina

OWNERS ACKNOWLEDGEMENT AND ACCEPTANCE

The undersigned hereby acknowledge that I am (we are) the owners of the property shown and described herein 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 plat be recorded in the office of the Register of Deeds of Forsyth County.

Date signed \_\_\_\_\_  
Date signed \_\_\_\_\_  
Date signed \_\_\_\_\_

Certificate of Global Positioning Systems Surveys

I, Jason C. Morehead, certify that the site control (grid tie only) shown hereon was established under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the GPS survey:

- 1) Class of survey: Class A
  - 2) Positional accuracy: does not exceed 0.10'
  - 3) Type of GPS field procedure: RTK-Network VRS
  - 4) Date of survey: 12/14/2023
  - 5) Datum/Epoch: NAD 83 (NSRS 2011)
  - 6) Published/Fixed control: NCSS Network VRS
  - 7) Geoid model: GEOID12A
  - 8) Combined grid factor: 0.99998749
  - 9) Units: U.S. Survey Foot
- and that this map was prepared in accordance with the standards and practice for land surveying as outlined by the NC Administration Code Title 21, Chapter 56.1607.  
Witness my hand and official seal  
this 14TH day of DECEMBER, 2023.

L-4584 Professional Land Surveyor  
License No. \_\_\_\_\_

I, Jason Morehead, Professional Land Surveyor, L-4584, certify to one of the following as indicated thus,  or :

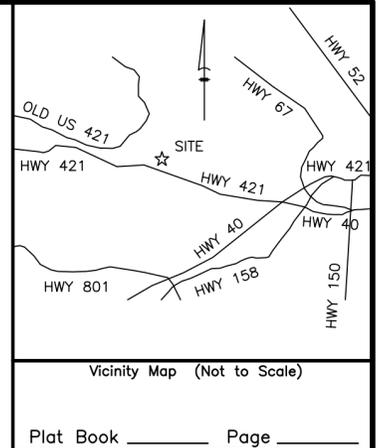
- a. That this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- b. That this plat is of a Survey that is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- c. That this plat is of a survey of an existing parcel of parcels of land; 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 subdivision;
- e. That the information available to this surveyor is such that the surveyor is unable to make a determination to the best of my professional ability as to provisions contained in (a) through (d) above.

**PRELIMINARY**  
**NOT FOR RECORDATION,**  
**DEEDS, OR BUILDING**

Professional Land Surveyor, L-4584

Forsyth County Register of Deeds

Plat Registration  
Filed for registration at \_\_\_\_\_ o'clock \_\_\_\_\_ m  
This the \_\_\_\_\_ Day of \_\_\_\_\_  
and recorded in Plat Book \_\_\_\_\_, Page \_\_\_\_\_  
Filing Fee Paid: Lynne Johnson, Register of Deeds  
By: \_\_\_\_\_  
Assistant/Deputy  
Forsyth County, North Carolina



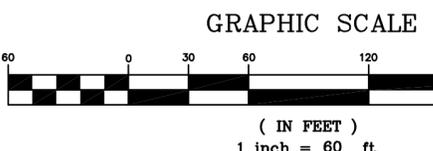
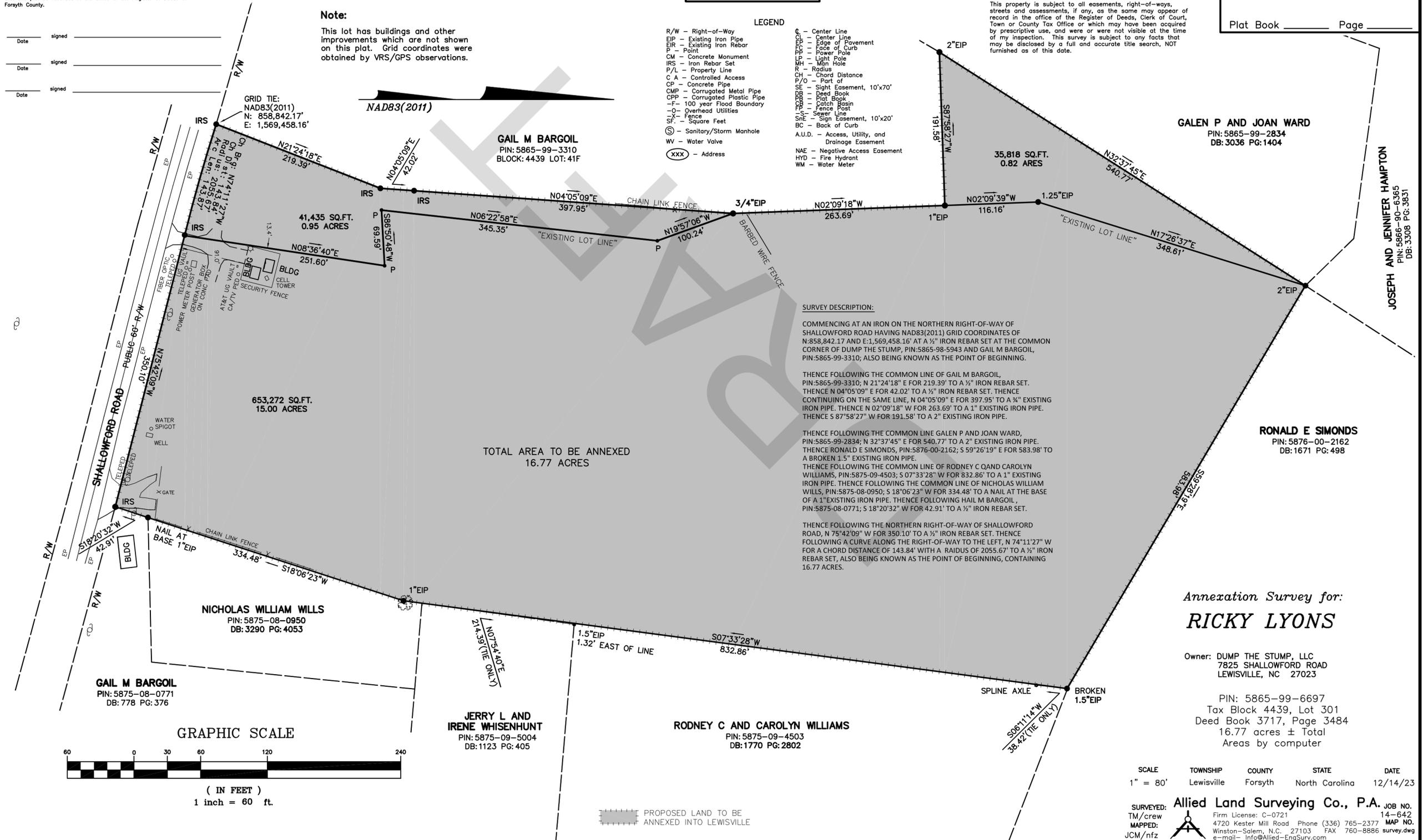
NOTE:  
This property is subject to all easements, right-of-ways, streets and assessments, if any, as the same may appear of record in the office of the Register of Deeds, Clerk of Court, Town or County Tax Office or which may have been acquired by prescriptive use, and were or were not visible at the time of my inspection. This survey is subject to any facts that may be disclosed by a full and accurate title search, NOT furnished as of this date.

Note:

This lot has buildings and other improvements which are not shown on this plat. Grid coordinates were obtained by VRS/GPS observations.

LEGEND

- R/W - Right-of-Way
- EIP - Existing Iron Pipe
- EIR - Existing Iron Rebar
- P - Point
- CM - Concrete Monument
- IRS - Iron Rebar Set
- P/L - Property Line
- C/A - Controlled Access
- CP - Concrete Pipe
- CMP - Corrugated Metal Pipe
- CPP - Corrugated Plastic Pipe
- F - 100 year Flood Boundary
- U - Overhead Utilities
- SF - Square Feet
- SM - Sanitary/Storm Manhole
- WV - Water Valve
- XXX - Address
- CL - Center Line
- CE - Center Line
- EP - Edge of Pavement
- FC - Face of Curb
- FP - Face of Pavement
- LP - Light Pole
- MH - Man Hole
- R - Radius
- CH - Chord Distance
- P/O - Part of
- SE - Sight Easement, 10'x70'
- DB - Deed Book
- PB - Plat Book
- CB - Catch Basin
- FR - Fence Post
- SL - Sewer Line
- SE - Sign Easement, 10'x20'
- BC - Back of Curb
- A.U.D. - Access, Utility, and Drainage Easement
- NAE - Negative Access Easement
- HYD - Fire Hydrant
- WM - Water Meter



PROPOSED LAND TO BE ANNEXED INTO LEWISVILLE

#2023