

Lewisville Town Council
Briefing and Action Meeting Minutes
March 7, 2024 – 6:00 PM
Lewisville Town Hall 2nd 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, Julia Puckett, Ken Sadler and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, and Town Attorney Elliot Fus. Council Member Monte Long was absent.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Puckett and approved unanimously.

2. Items Requiring Council Direction

- A. Nissen House property conveyance – Manager Ayers reported the Lewisville Historical Society would like for the Nissen House property to be conveyed to the Historic Nissen House, Inc. Council consensus was to place this item on the March 14 agenda.
- B. Robinhood Road Roundabout property donation – The property owners of a parcel at the Robinhood Road Roundabout are proposing to accept the right-of-way proposal and to donate the remainder of the property to the Town. The property has five heirs and there are no apparent environmental issues. Council consensus was to add this item to the March 14 agenda.
- C. BAC update
 - i. Council and staff discussed ways in which Council can be more involved with the interview process for board appointments next year. It was also discussed that a committee could share information with Council quarterly allowing face-to-face interaction between Council and the committee members.
 - ii. Manager Ayers reported the Environmental and Beautification committees continue to collaborate on events. Staff will continue evaluating the committees and merging of the two will be discussed at the end of the season.
 - iii. In terms of the Public Safety Advisory Committee, Manager Ayers reiterated that most tasks charged to the committee are now handled by Town staff or other professional agencies. Council had suggested the committee serve in a more educational role. It was noted that all educational materials can be obtained from other agencies and that Lewisville Fire Department has offered to submit safety articles for the newsletter since they already have this information. Staff was asked to research what other municipalities are doing in terms of a public safety committee. Council consensus was to pause the Public Safety Committee.
 - iv. Council consensus was to change Parks & Recreation Advisory Board to a committee when charter changes are done.
 - v. Also during charter reviews, staff will develop membership cap recommendations; address family and same household members on the same committee; and, develop a more defined attendance policy. It was noted that a grandfather clause related to membership will be needed.
- D. Volunteer Appreciation event – A collaboration and appreciation event will be scheduled.

3. Items Requiring Action at Briefing

- A. Resolution 2024-010 – Directing Clerk to investigate annexation petition – 2065 Glenn Ferry Court – Mayor Pro Tem Hunt moved to approve Resolution 2024-010. The motion was seconded by

Council Member Puckett and approved unanimously. *(Resolution 2024-010 is herein incorporated by reference into the minutes.)*

4. **Administrative Reports**

A. Manager/Assistant Town Manager

- i. Unified Development Ordinance (UDO) project update – Mrs. Tolbert updated Council on the UDO rewrite process. The rewrite is to clarify areas and make the ordinance user-friendly. Tree ordinance regulations are also being researched. The Planning Board will begin reviewing changes at their April 10 meeting. Once they have reviewed and made recommendations, the information will be shared with Council. Since the ordinance is law, public involvement is different. The information will be shared with the public in ways to explain and educate.
- ii. Cybersecurity – The agreement with North Carolina League of Municipalities has been updated and the Town will begin receiving training soon.

B. Clerk

- i. Town & State Dinner – March 20, Winston-Salem
- ii. NCLM Risk Management Spring Tour – March 28, MAWCC
- iii. Budget Workshops – April 18 and 29
- iv. CityVision – April 23-25 – Benton Convention Center, Winston-Salem

5. **Tentative Agenda Items for Regular Meeting on March 14, 2024**

A. Consent Agenda

- i. Resolution 2024-011 – Financial statements for seven months ended January 31, 2024
- ii. Approval of Agenda Briefing Minutes – February 1, 2024
- iii. Approval of Regular Meeting Minutes – February 8, 2024

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentations
 - a. Sheriff's Office monthly report
- ii. Proclamation
 - a. Proclamation 2024-001 – March for Meals Month

C. Public Hearings

- i. Rezoning – L-108 – Michael Todd, 903 Forge Way
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-001 – Change zoning from RS-20 to RS-9 – Michael Todd, 903 Forge Way
 1. Mrs. Tolbert reported this is a general use rezoning request. The applicant is requesting a rezoning from RS-20 to RS-9. A portion of the property is being sold to the adjoining property owner. This transfer of property would result in the lot size falling below 20,000 square feet. The property on the other side of this lot is currently RS-9.
- ii. 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
 1. The applicant is requesting this property be rezoned for a golf driving range with a 4,500 square foot shop/maintenance/retail space, chipping tee, and putting area.

The proposal shows possible lighting but the applicant is willing to remove the lighting and operate only during daylight hours. There is a creek on the property and the applicant is working with the Army Corps of Engineers but they have not received approval yet. Due to this, the applicant is requesting a continuance because if they are unable to obtain a permit, there will be no driving range. Since the public hearing has been advertised and letters mailed per North Carolina General Statutes, the public hearing will have to be opened and Council consider the applicant's request for continuance. This rezoning request is contingent upon annexation.

- iii. 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
 - 1. This request is for a non-contiguous annexation.

Break 8:09 PM to 8:17 PM.

- D. Appointment(s)
 - i. Boards
 - a. Parks, Recreation and Cultural Development (Appoint 3)
 - b. Planning (Appoint 3)
 - c. Willow Run Municipal Service District
 - i. Area 1 (Appoint 1)
 - ii. Area 2 (Appoint 1)
 - iii. Area 4 (Appoint 1)
 - d. Zoning Board of Adjustments
 - i. Permanent Member (Appoint 1)
 - ii. Alternate Member (Appoint 1)
 - ii. Committees
 - a. Beautification
 - i. Appointment Order 2024-001
 - b. Environmental Conservation & Sustainability
 - i. Appointment Order 2024-002
 - c. Public Art Advisory
 - i. Appointment Order 2024-003
 - d. Public Safety Advisory – This item was removed from the agenda.

E. New Business

- i. Resolution 2024-012 – Plemmons Road (a portion) Abandonment Request
 - a. Mrs. Tolbert explained this portion of Plemmons Road is part of the Lissara property annexed in 2023. The developer had already begun the abandonment process with Forsyth County and North Carolina Department of Transportation (NCDOT). Since the road is now in the town, NCDOT is requesting the Town to concur with Forsyth County's approval for abandonment.

6. **Closed Session – NCGS 143-318.11(a)(6)**

- A. Mayor Horn moved to enter into closed session for personnel pursuant to NCGS 143-318.11(a)(6). The motion was seconded by Council Member Welch and approved unanimously.
- B. Council returned from closed session at 9:26 PM.

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

A. Mayor Horn discussed soliciting financial assistance from Representative Zenger regarding the Shallowford Square Area Redevelopment & Preservation Plan. Council Members Sadler and Huffman volunteered to assist.

8. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 9:36 PM. The motion was seconded by Council Member Puckett and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk