

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**December 5, 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, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Operations Manager Brian Moore and Town Attorney Elliot Fus. Council Member Julia Puckett was absent.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

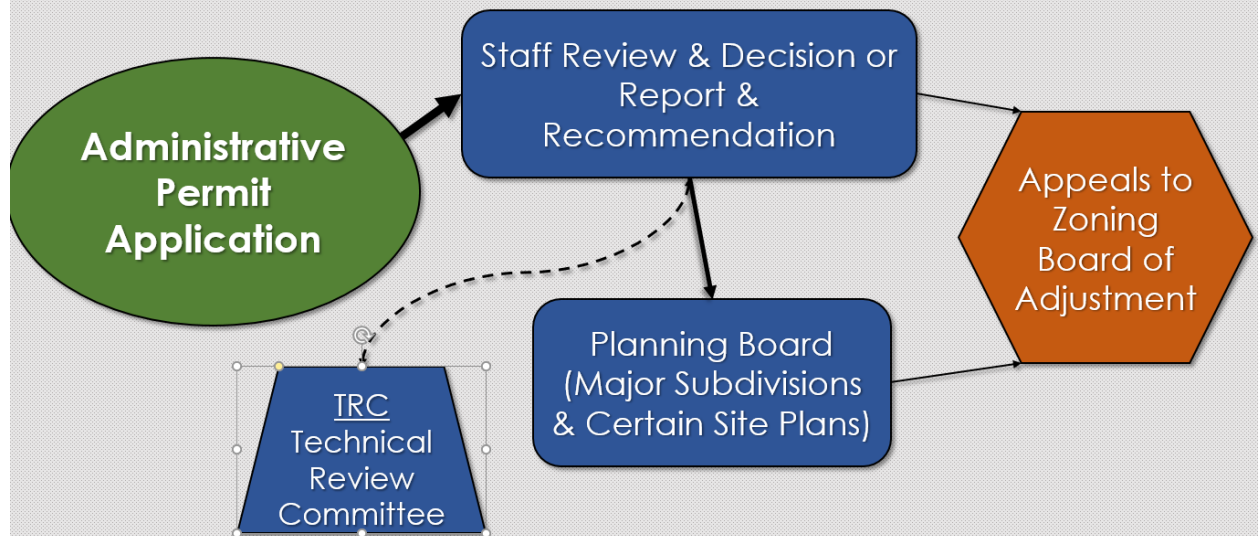
**2. Items Requiring Council Direction**

- A. Mary Alice Warren Community Center mural – On behalf of the Public Art Advisory Committee (PAAC), Clerk Moore shared information related to the Mary Alice Warren Community Center (MAWCC) mural. The submission deadline was December 1 and, per Council direction, only Lewisville residents were permitted to submit proposals. One proposal was received; however, it did not have a visual conception. PAAC has requested the artist parameter be extended to Forsyth County. It was noted four artists living in Forsyth County did express interest to submit a proposal. Council consensus was given to expand the artist submittals to Forsyth and Yadkin Counties.
- B. Facility Use Exemption Request
  - i. Forsyth County Fire Historical Society, Inc. – Forsyth County Fire Historical Society, Inc. requested a facility fee exemption to utilize MAWCC on October 4, 2025 for their annual fundraiser and banquet with hopes of an annual exemption. The reservation is for use of the three connecting rooms and kitchen. Council consensus was to place this on the regular agenda for consideration of a one-time, half-price fee.
  - ii. Sri Mata Hindu Temple – Sri Mata Hindu Temple requested a one-time exemption for a Bollywood Night utilizing two rooms at MAWCC on December 29, 2024. During discussion, some inconsistencies with the reservation and the request were noted. Mr. Moore will attain clarification from the renter. It was also noted the church is located in Clemons and some members may live in Lewisville. Council consensus was to not grant a fee exemption.
  - iii. Staff was requested to evaluate the policy parameters to define more clarity and consistency.
- C. Inclement weather policy for facility rentals – In an effort to accommodate renters during inclement weather events, Manager Tolbert proposed the parks and recreation code have a provision outlining when and how renters can request a refund or voucher. Council consensus was given for the following wording to be considered at the regular meeting:

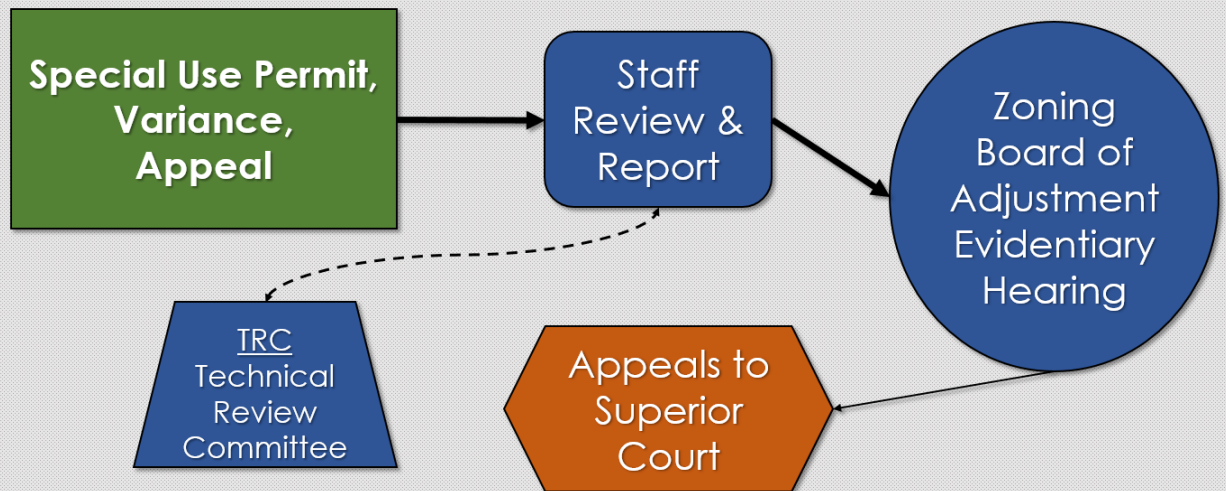
*If a reservation is interrupted by inclement weather, the renter may choose to receive a full refund or request a reservation voucher. A reservation voucher must be requested within 5 business days of the original rental date to be used within one year. The voucher is only applicable to a rental of similar nature including the facility/rooms to be rented, number of hours of original rental, number of attendees, etc. Inclement weather days will be confirmed by the National Weather Service declaring an emergency or severe warning, or by the Town Manager or his/her designee.*

- D. Unified Development Ordinance (UDO) procedure changes – Mr. Cochran shared procedural recommendations that would make the planning and zoning process more efficient and effective. The recommendations align with the Town’s Comprehensive Plan and minimizes chances of inadvertent errors and undo liability. Council consensus was given for these procedures to be included with the UDO.

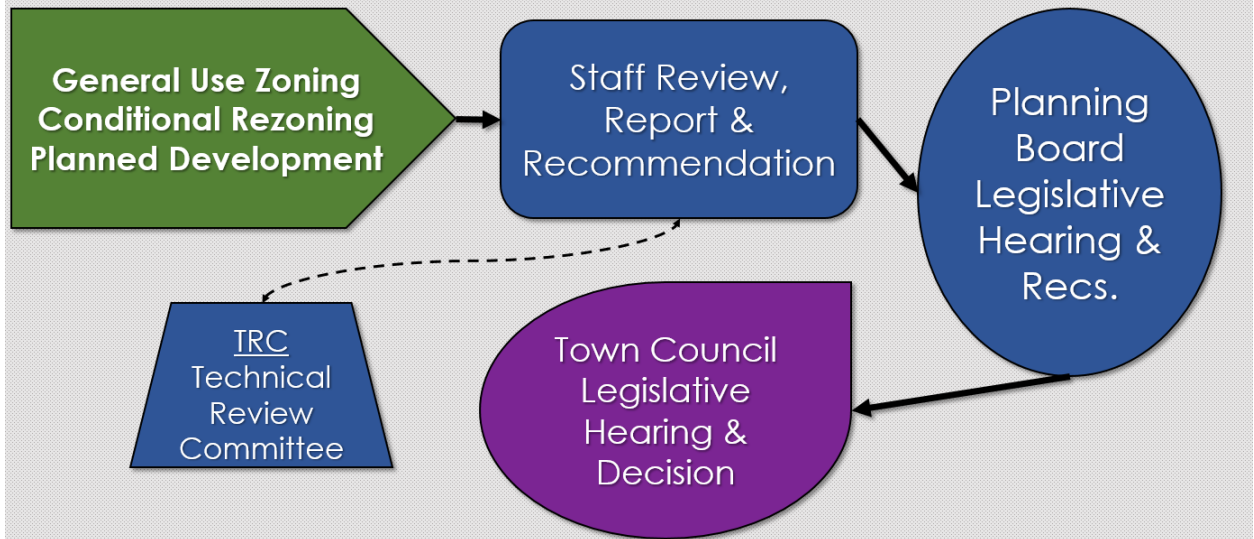
## Administrative Decision Process



## Quasi-Judicial Decision Process



# Legislative Decision Process



- E. Potential reallocation of Locally Administered Projects (LAP) funds – Manager Tolbert explained the call for projects process, the scoring process and how current Town projects were initiated. Due to the rising costs of the Shallowford Road CMAQ Sidewalk (BL-0114) and Lewisville-Vienna Multipurpose Path (C-5705) projects and the shortfall in the Lewisville-Vienna/Robinhood Road Roundabout (U-6154), Manager Tolbert recommended the Town request reallocation of the BL-0114 and C-5705 projects to U-6154. Reallocation of funds, if approved by North Carolina Department of Transportation (NCDOT), would keep the Town in good standing with the Metropolitan Planning Organization (MPO) and permit funding requests of these projects in the future, if desired. It is anticipated the reallocation of the funds is sufficient to complete the U-6154. Council consensus was given for staff to request reallocation.

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

### 4. Administrative Reports

#### A. Clerk

- i. Holiday Open House, December 6, 4:30-6:30 PM, MAWCC
- ii. Christmas Tree Lighting, December 6, 7 PM
- iii. Christmas Parade, December 8, 3 PM
- iv. Blood Drive, December 11, 1-6 PM
- v. Called Meeting, December 11, 6 PM, MAWCC
- vi. How the Grinch Stole Christmas, December 13, 6 PM, MAWCC
- vii. Tree planting at Jack Warren Park, December 14, 9AM-Noon
- viii. Staff & Council holiday lunch, December 17, 11:30 AM, MAWCC
- ix. Cardboard recycling, December 20-January 3
- x. Town offices closed, December 24-26 and January 1

#### B. Public Works Director

- i. PARTF/Jack Warren Park improvements – Mr. Hanna updated Council on the progress of the PARTF improvements at Jack Warren Park. He noted the disc golf baskets have been installed and the pavilion was delivered today. Parks and Recreation Committee members will assist Town staff on December 7 with clean up along the trails and disc golf course. On December

14, members of the Beautification, Environmental and Parks & Recreation committees will assist staff with tree plantings. A soft opening of the facilities will be January 2025 with dedication in Spring 2025.

**5. Tentative Agenda Items for Regular Meeting on December 12, 2024**

- A. Consent Agenda
  - i. Resolution 2024-060– Financial statements for four months ended October 31, 2024
  - ii. Approval of Agenda Briefing Minutes – November 7, 2024
  - iii. Approval of Regular Meeting Minutes – November 14, 2024
- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentation
    - a. Sheriff’s Office
- C. Old Business
- D. New Business
  - i. Resolution 2024-061 – Staggered terms – A resolution of intent, which is the first step, for Council to consider an ordinance amending the Town Charter for staggered terms was shared with Council. Per the resolution, a public hearing will be held January 9, 2025 at 6 PM. The Council would then consider an ordinance to amend the charter February 13, 2025 at 6 PM effective upon a voter referendum in November 2025. The proposed resolution outlines how staggered terms would be implemented:
    - At the 2025 municipal election, the Mayor and three Council Members receiving the highest number of votes will serve four-year terms. The remaining three Council Members will serve two-year terms; and,
    - At the 2027 municipal election, the three elected Council Members will serve four-year terms.
  - ii. Ordinance 2024-039 – 2024-2025 fee schedule revisions – The proposed fee schedule changes reflect \$10 instructor fees, zoning fees, and language cleanup to mirror UDO. The zoning fees are required to bring the zoning board of adjustments process fully in-house.
  - iii. Resolution 2024-063 – City of Winston-Salem agreement – The Town’s current agreement with the City of Winston-Salem needs to be amended to reflect the zoning board of adjustments process being done by the Town. Manager Tolbert believes Lewisville residents will be better served because they can come by Town Hall versus downtown Winston-Salem and they can talk with Town staff who are familiar with the Town’s zoning. It is hoped the new process will be effective January 1, 2025. When the process has been transitioned, residents will be notified via the Town’s website and by the City of Winston-Salem should they call or visit their offices.

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

- A. Council discussed an email from a resident expressing concern about the distance in which a firearm can be discharged from an occupied building.
- B. Council Member Huffman shared that January is Human Trafficking Awareness Month.

**7. Adjournment** – Council Member Long moved to adjourn the meeting at 8:20 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk