



Lewisville Town Council
Briefing and Action Meeting Minutes
August 6, 2026 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Carter opened the meeting at 6:00 PM. In attendance were Mayor Billy Carter, Mayor Pro-Tem Stacy Howard and Councilmembers Brady Allen, Fred Franklin, Gerry Gallagher, and Suzanne Newsome. Councilmember Mack Wilder was absent. Also attending were Town Manager Stacy Tolbert, Assistant Town Manager / Public Works Director Jon Hanna, Town Clerk Angie Lord, Finance Director Pam Orrell and Planning Director Lynn Cochran.
- B. Adoption of Agenda – Moved by Councilmember Allen, seconded by Councilmember Newsome to adopt the agenda. The motion carried unanimously.

2. Items Requiring Council Direction

- A. Lewisville Business Support – Town Manager Stacy Tolbert shared information regarding the next small business roundtable meeting on Wednesday, August 12th; and highlighted ideas for sponsorships to include newsletter ad inserts and a tiered event approach. Discussion took place regarding small business interests; postal and printing costs; and directory responses.
- B. Notary Service Fees – Town Manager Tolbert explained current unlimited notary services provided by the Town; there are three staff members with notaries in which all associated costs are covered by the Town; outlined the volume of notarizations in the past year; and explained staff recommendation to set a fee schedule for the following:
- Any commercial documents or documents for commercial business.
 - Any other document needing notarization for someone who is not a Lewisville resident.
 - Any Lewisville resident needing notarization for personal items such as car title, power of attorney, wills, etc. would not be charged.

Town Manager Tolbert stated banks no longer offer the service; explained the United Parcel Service (UPS) store fees; staff capacity and burdens from excessive notarizations; and requested feedback from Council.

Discussion ensued regarding amendments to the fee schedule; inclusion or exclusion of resident businesses within and outside town limits; and avenues of payment. It was the consensus of Council for staff to provide parameters at the September briefing for further review.

- C. Drug Testing Policy – Town Manager Tolbert explained an extension to the current personnel policy; referenced a drug free workplace; stated Town Attorney Al Andrews had worked in collaboration with staff to draft a Substance Abuse policy; explained the policy covered definitions, procedures, employee and employer responsibilities, reasonable suspicion, and training; and stated Council would be provided a draft to review tomorrow. Council discussed clarification on the guidelines for new or current employees; legalization of and framework around marijuana testing; and mirroring the North Carolina Department of Transportation regulations for Commercial Drivers License (CDL) drivers. Town Manager Tolbert stated the policy would be on the August 13th Town Council Regular meeting agenda for Council consideration.

3. Items Requiring Action at Briefing

- A. Resolution 2026-029 – Directing Clerk to Investigate Annexation Petition Chickasha HR, LLC – O Chickasha Drive PID 5896-16-5840 – Town Clerk Angie Lord stated staff had received an annexation request on June 25th for 0 Chickasha Drive from Chickasha HR, LLC; and requested Council to approve the resolution to direct the clerk to investigate the petition for sufficiency.

Moved by Councilmember Franklin, seconded by Councilmember Allen to adopt Resolution 2026-029. The motion passed unanimously.

- B. Ordinance 2026-015 – Budget Amendment for Shallowford Square Playground Completion – Assistant Town Manager/Public Works Director Jon Hanna distributed proposed budget amendment financials; provided aerial images of the Shallowford Square playground; an overview of the installed equipment; proposed landscaping and structural additions; and outlined projected costs.

Discussion took place regarding sun shade options; liability concerns; curb appeal; construction timelines; estimation of completion; and resident communications.

Moved by Councilmember Newsome, seconded by Councilmember Franklin to adopt Ordinance 2026-015. The motion passed unanimously.

(A copy of the Handout and Images are filed in Exhibit Folder August 2026, which is hereby referred to and made a part of these minutes.)

4. Administrative Reports

A. Town Manager

- i. Great Wagon Road – Town Manager Tolbert spoke to weather interruptions; to delays due to utility relocations; highlighted the project was ahead of schedule; explained work on the new roadway to accommodate the Shallowford Road detour; stated there were concerns with pedestrians in the work zone; and explained the awareness for the upcoming start of school.
- ii. Lewisville-Vienna/Robinhood Road Roundabout Update – Town Manager Tolbert spoke to continued construction for water line relocations and storm drain installations; to the start of an asphalt base within the next month; and explained the awareness for the upcoming start of school.
- iii. Lewisville Lift Station Update – Town Manager Tolbert spoke to the continued construction; and shared the project was moving at a good pace.

B. Town Clerk

- i. Board and Committee Vacancies – Art, MSD, and ZBOA – Town Clerk Lord provided information for the current openings; and stated staff received a resignation from Amy Archambault from the Art Committee due to a job opportunity out of town.
- ii. Special Projects Review Committee Annual Facility Exemption Open Application – August 1 – August 31 – Town Clerk Lord provided a brief history of the requirement for annual applications; and outlined the process for review of applications.
- iii. Censure Resolution 2026-028 – Town Clerk Lord explained the adoption of a Non-Binding Resolution at the July 13, 2026 Special meeting; and stated a copy of the resolution had been provided for Council review.

iv. Black Pearl Band, August 15

v. Town Offices Closed, September 7

Town Clerk Lord shared a donation had been made to the SPCA in memory of Councilmember Wilder's mother on behalf of Council and staff.

(A copy of Resolution 2026-028 is filed in Exhibit Folder August 2026, which is hereby referred to and made a part of these minutes.)

C. Planning Director

- i. Town Code Violation /Junk Vehicle Update – Planning Director Lynn Cochran explained the concern had been resolved as the owner had removed the vehicle that was in violation. Mayor Carter spoke to consistency for Town Code enforcements.

5. Tentative Agenda Items for Regular Meeting on August 13, 2026

A. Consent Agenda

- i. Approval of Town Council Regular Meeting Minutes – June 11, 2026
- ii. Approval of Town Council Briefing & Action Meeting Minutes – July 2, 2026
- iii. Approval of Town Council Regular Meeting Minutes – July 9, 2026

- iv. Approval of Town Council Special Meeting Minutes – July 13, 2026
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. Sheriff's Office
 - C. Public Hearings
 - i. Rezoning – L-117 – Conrad Farm North – Planning Director Lynn Cochran provided an overview of the project; and maps and site plans. Discussion took place regarding septic systems concerns; a detailed property history; a 2003 annexation; approved development in 2017; and traffic concerns.
 - a. Staff Presentation
 - b. Public Hearing
 - c. Council Discussion
 - d. Council Consideration – Ordinance 2026-013 – Rezone Conrad Farm North (Tax Parcel ID 5877-90-5057) from Agricultural (AG) to Agricultural Conditional (AG-C) Planned Residential Development
 - ii. Rezoning – L – 118 – Marian's Landing – Director Cochran provided an overview of the project; and maps and site plans. Discussion continued regarding traffic concerns; and lot sizes.
 - a. Staff Presentation
 - b. Public Hearing
 - c. Council Discussion
 - d. Council Consideration – Ordinance 2026-014 – Rezone Marians Landing (Tax Parcel ID 5886-56-4784) from Residential Single-Family Conditional (RS-9-C) for a Planned Residential Development
 - D. Old Business – None
 - E. New Business – None
6. **For the Good of the Order** – Discussion took place regarding 2026-2027 Budget Books; oversize truck concerns; and a Work Equanimity Day Proclamation in which Council did not wish to pursue. Mayor Carter spoke to a moratorium for data centers; and requested Attorney Andrews to send information on moratoriums. Councilmember Newsome requested Attorney Andrews to provide a summary from the Legislative Laws referenced at the July 9th Council meeting.
7. **Adjournment** – Moved by Mayor Pro-Tem Howard, seconded by Councilmember Franklin to adjourn the meeting at 8:50 PM. The motion passed unanimously.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk