Lewisville Town Council
Briefing and Action Meeting Minutes
September 3, 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, and Councilmembers Fred Franklin, Gerry Gallagher, Suzanne Newsome and Mack Wilder. Mayor Pro-Tem Stacy Howard and Councilmember Brady Allen were 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 – Mayor Carter made a motion to amend the agenda to include discussions on a Data Center Moratorium and Flock Cameras under Council Direction. The motion was seconded by Councilmember Newsome and carried unanimously.
   Moved by Councilmember Franklin, seconded by Councilmember Wilder to adopt the agenda as amended. The motion carried unanimously.
2. **Items Requiring Council Direction**
   A. Notary Fees Update – Town Manager Stacy Tolbert outlined research from the North Carolina Department of Motor Vehicles; recommended notarizations remain free for personal notary needs for Lewisville residents; and reviewed proposed fees for non-residents and commercial business needs at the rate of $9, $10 & $11 based on notarizations required. Discussion took place regarding fee structures. Mayor Carter voiced the need for free personal and commercial resident services. It was direction of Council for staff to provide a red-lined fee schedule at the September 10, 2026 meeting of Council as proposed by Town Manager Tolbert.
   B. Lewisville Business Update – Town Manager Tolbert provided a review of the August 12th Lewisville Business Roundtable; explained interest in newsletter advertisements; outlined the approximate town associated costs; proposed fees for advertisement space; and spoke to a once a year advertisement insert. Town Manager Tolbert also explained business sponsorship opportunities for movie and concert events effective in 2027; reviewed potential sponsorship fees; and spoke to communication and educational information for the remainder of 2026. Town Manager Tolbert concluded with an update on the Lewisville Business Directory process; and spoke to the website redesign. Discussion ensued regarding support for local businesses; and publicity and promotion of business roundtables.
   C. Speed Limits – North Carolina Department of Transportation (NCDOT) Roads – Town Manager Tolbert explained resident requests for lower speed limits on Franklin Road and Lewisville-Clemmons Road; North Carolina Department of Transportation (NCDOT) authority; and the process for and previous requests for additional signage. Discussion continued regarding the effectiveness of signage; driving habits; additional law enforcement support; pedestrian cross walks; and previous struggles with traffic concerns.
   Council directed staff to research additional traffic saturation by the Forsyth County Sheriff Office; and NCDOT signage requests, speed humps and lower speed limits.
   D. Flock Cameras – Mayor Carter referenced an email sent to Town Council; and a presentation by Forsyth County Sheriff's Office Sergeant PJ Stringer. Discussion continued regarding an appropriate presentation date; resident concerns; privately owned cameras in Lewisville; and assistance in crime solutions. It was the consensus of Council for staff to place a presentational item on the October Briefing and Action agenda.
   E. North Carolina League of Municipalities Legislative Summit – Mayor Carter outlined the purpose of the Summit; invited Council to attend; and referenced cost associated with attendance. Town Manager Tolbert stated the event would take place on September 30th at 11am – 4pm in

Winston Salem. Discussion ensued regarding legislative concerns to address such as zoning controls and partisan elections; and the need to register Councilmembers. Town Clerk Angie Lord was directed to register Mayor Carter and Councilmembers Gallagher and Wilder.

F. Data Center Moratorium – Mayor Carter referenced an email sent to Council; guidance from Town Attorney Al Andrews; and spoke to a proactive approach. Discussion took place regarding other municipality's moratoriums; previous guidance from Attorney Andrews; and an upcoming presentation for the Environmental Conservation & Sustainability Committee (ECSC) on the Unified Development Ordinance (UDO). Councilmember Wilder expressed interest in attendance for the University of North Carolina Chapel Hill School of Government Data Center webinar; and explained the participation cost of $75. Town Manager Tolbert explained the design of the course for planning professionals and continued educational credits; and stated Planning Director Lynn Cochran would participate and would provide an update to Council. Mayor Carter voiced the need to utilize staff to obtain information; and spoke to empowerment of staff. Following additional discussion it was the consensus of Council for Town Clerk Lord to register Councilmembers Newsome and Wilder for the webinar.

3. Items Requiring Action at Briefing – None

4. Administrative Reports

A. Town Manager

i. Lewisville-Vienna/Robinhood Road Roundabout Update – Town Manager Tolbert shared the project was on schedule; spoke to utility relocations; to a temporary light signal; and to addressing traffic concerns. Discussion took place regarding trash clean up; and grass growth at the Post Office and Great Wagon Road area.

ii. Great Wagon Road – Town Manager Tolbert reported the project to be at 64% completion; explained street signage and pavement striping would be forthcoming; spoke to an anticipated partial opening in mid-September; to water and sewer night work; and referenced a meeting regarding road closures.

iii. Lewisville Lift Station Update – Town Manager Tolbert explained the project was on schedule and on budget.

B. Town Clerk

i. Special Project Review Committee Annual Facility Exemption Application Portal Closed - Town Clerk Lord stated the application portal for facility exemption requests had closed on August 31st; staff received a total of 16 applications; and explained Town Manager Tolbert would provide additional information later in the meeting.

ii. Town Offices Closed, September 7

iii. Gump Fiction, September 12

iv. Starlight Movie Night, Moana 2, September 18

v. Lewisville Beautification Committee Clean Sweep, September 26

C. Public Works Director

i. Shallowford Square Playground Update – Public Works Director Jon Hanna shared the status of the project; and recommended a ribbon cutting ceremony prior to the September 10th Town Council meeting. Discussion ensued regarding a 5:15 PM Ribbon Cutting ceremony and Kaplan photo shoot on September 10, 2026 at the Shallowford Square playground.

5. Tentative Agenda Items for Regular Meeting on September 10, 2026

A. Consent Agenda

i. Resolution 2026-031 – Financial Statements for One Month Ended July 31, 2026

ii. Approval of Town Council Briefing & Action Meeting Minutes – August 6, 2026

iii. Approval of Town Council Regular Meeting Minutes – August 13, 2026

B. Introductions, Recognitions, Presentations and/or Proclamations

i. Recognition

a. North Carolina Senior League Softball State Champions / Northwest Forsyth American Little League – Discussion took place regarding the attendance of the senior girls softball team.

ii. Proclamation
   a. 2026-004 – Constitution Week Proclamation

iii. Presentation
   a. Sheriff's Office

C. Old Business

i. Resolution 2026-030 – Adopt Substance Abuse Policy *Note: this item was tabled from the August 13, 2026 Town Council meeting.* Councilmember Newsome inquired for clarification on blood alcohol levels language. Discussion ensued regarding NCDOT requirements; incidents or reasonable suspicions; recommendations by the policy holder, the North Carolina League of Municipalities; tetrahydrocannabinol (THC) testing; criminal and employment standards; and manager authorities. Mayor Carter voiced concern regarding the THC active and inactive levels in the blood stream; and referenced a Farm bill.

D. New Business

i. Certificate of Sufficiency – Annexation Request - 0 Chickasha Drive – Town Clerk Lord explained direction of Council to investigate the annexation request; stated the investigation had been completed and found adequate; and the certificate of sufficiency would be presented at the September 10th meeting of Council for consideration.

ii. Resolution 2026-032 – Call Public Hearing for Annexation Request – 0 Chickasha Drive – Planning Director Cochran shared a parcel image; and explained the need to hold a public hearing for the requests.

iii. Resolution 2026-033 – Call Public Hearing for Rezoning Request – 0 Chickasha Drive

iv. Ordinance 2026-016 – Amend Chapter 16 Park, Recreation and Cultural Development Facility Use Exemption Policy - Town Manager Tolbert spoke to email communications with current exempt entities; explained differences with facility use exemption and grant requests; highlighted the history of the exemption policy; the need for an annual review; and spoke to the recommendation to grandfather entities in the Town Code Chapter 16 A - K (as listed below); and explained the continued need for entities to provide certificate of insurance. Discussion took place regarding the removal of the Shepard's Center and American Red Cross from the list, as they would not be charged to hold town events; and manager authority to grant usage for organizations/agencies. Town Manager Tolbert highlighted recommendations to strikethrough Chapter 16-14 Section 4 as it conflicted with language regarding school usage; spoke to the Special Projects Review Committee review of additional applications received; and to recommendations to the full governing body. Discussion continued regarding opportunities for other governing bodies on a case by case basis.

Recommended organizations to be Grandfathered:

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), and
k. Vienna Civic Club.

i. **For the Good of the Order –** Discussion ensued regarding the Fall Bulky pick up starting October 12, 2026; illegal dumping around town; current news regarding the City of Greensboro; future celebrations of the Town of Lewisville incorporation date on August 13th; and the opening of the buried time capsule.

6. Adjournment – Moved by Councilmember Franklin, seconded by Councilmember Newsome to adjourn the meeting at 8:14 PM. The motion passed unanimously.

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Billy Carter, Jr., Mayor

ATTEST:

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Angela Lord, Town Clerk