



**Lewisville Town Council
Regular Meeting Agenda
August 13, 2026 – 6:00 PM
Lewisville Town Hall 1st Floor Council Chamber
6510 Shallowford Road**

1. Call to Order:

- A. Roll Call
- B. Invocation – Councilmember Allen
- C. Pledge of Allegiance – Councilmember Newsome
- D. Adoption of Agenda

2. Consent Agenda

- A. Approval of Town Council Regular Meeting Minutes – June 11, 2026 ([Attachment #1](#))
- B. Approval of Town Council Briefing & Action Meeting Minutes – July 2, 2026 ([Attachment #2](#))
- C. Approval of Town Council Regular Meeting Minutes – July 9, 2026 ([Attachment #3](#))
- D. Approval of Town Council Special Meeting Minutes – July 13, 2026 ([Attachment #4](#))

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Presentations
 - i. Sheriff's Office
 - ii. Service Opportunities

4. Public Forum

- A. Residents should register with the Town Clerk and limit their comments to three (3) minutes.
- B. Written comments are also available.

5. Public Hearing

- A. Rezoning – L-117 – Conrad Farm North ([Attachment #5](#))
 - i. Staff Presentation
 - ii. Public Hearing
 - iii. Council Discussion
 - iv. 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
- B. Rezoning – L – 118 – Marian's Landing ([Attachment #6](#))
 - i. Staff Presentation
 - ii. Public Hearing
 - iii. Council Discussion
 - iv. 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

6. Old Business – None

7. New Business

- A. Resolution 2026-030 – Adopt Substance Abuse Policy ([Attachment #7](#))

8. Administrative Reports

- A. Upcoming events and closings
 - i. Black Pearl Band, August 15
 - ii. Town Offices Closed, September 7

- B. Clerk Report
 - i. Board and Committee Openings – Art, ZBOA and MSD (Area 2)
- C. Approvals at the Briefing and Action Meeting on August 6, 2026
 - i. Resolution 2026-029 – Directing Clerk to Investigate Annexation Petition Chickasha HR, Inc – 0 Chickasha Drive PID 5896-16-5840
 - ii. Ordinance 2026-015 – Budget Amendment for Shallowford Square Playground Completion

9. For the Good of the Order

- A. Public Comments
 - i. Residents should limit their comments to three (3) minutes.
 - ii. Written comment forms are also available.
- B. Council Comments

10. Adjournment



Lewisville Town Council
Regular Meeting Minutes
June 11, 2026 – 6:00 PM
Lewisville Town Hall 1st Floor Council Chamber
6510 Shallowford Road

1. Call to Order:

A. Roll Call

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, Suzanne Newsome, and Mack Wilder. Also, in attendance were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Finance Director Pam Orrell, Assistant Town Manager / Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Town Attorney Al Andrews.

B. Invocation – Councilmember Wilder

C. Pledge of Allegiance – Mayor Carter

D. Adoption of Agenda

Moved by Councilmember Allen, seconded by Councilmember Gallagher to approve the agenda. The motion carried unanimously.

2. Consent Agenda – Town Manager Stacy Tolbert read the consent agenda items into the record. Moved by Councilmember Newsome, seconded by Councilmember Franklin to approve the consent agenda. The motion to approve the consent agenda carried unanimously.

A. Resolution 2026-016 – Financial Statements for Ten Months Ended April 30, 2026

RESOLUTION 2026-016 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 ten months ended April 30, 2026;

WHEREAS, the Finance Officer did not report any unusual expenditures; and

NOW, THEREFORE BE IT RESOLVED THAT the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the ten months ended April 30, 2026 and incorporated herein.

Adopted this the 11th day of June 2026 by the Lewisville Town Council.

(Signed) Mayor Billy Carter, Jr.

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

B. Approval of Budget Workshop Minutes – April 16, 21, and 30, 2026

Motion to adopt the Budget Workshop Minutes of April 16, 21, and 30, 2026 were approved.

C. Approval of Draft Agenda Briefing Minutes – May 7, 2026

Motion to adopt the May 7, 2026 Town Council Briefing and Action Minutes were approved.

D. Approval of Draft Town Council Minutes – May 14, 2026

Motion to adopt the May 14, 2026 Town Council Regular Meeting Minutes were approved.

3. Introductions, Recognitions, Presentations and/or Proclamations

A. Presentation – Sergeant PJ Stringer shared updated call stats; and extended a caution regarding phone, text, and email scams.

Governing Body	\$ 344,708
Administration	\$ 999,521
Finance	\$ 374,430
Debt Service	\$ 218,000
Planning	\$ 291,350
Beautification	\$ 136,592
Community Policing	\$ 1,145,730
Public Works	\$ 677,368
Streets	\$ 467,912
Powell Bill	\$ 867,500
Stormwater	\$ 243,923
Solid Waste	\$ 1,620,862
Recycling	\$ 6,750
Parks and Recreation	\$ 559,478
Total Departmental Appropriations	\$ 7,954,124

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Ad Valorem Property Tax	\$ 4,798,867
Tax Penalties & Interest	\$ 5,000
Local Sales and Use Tax	\$ 1,331,495
Alcoholic Beverage Tax	\$ 53,775
Electricity Sales Tax	\$ 495,075
Piped Natural Gas Sales Tax	\$ 29,885
Telecommunications Sales Tax	\$ 19,810
Video Programming Sales Tax	\$ 89,365
Solid Waste Disposal Tax	\$ 11,670
Powell Bill Allocation	\$ 463,060
ABC Board Revenue	\$ 241,510
Occupancy Tax	\$ 57,200
Investment Revenue	\$ 162,000
Miscellaneous Revenue	\$ 99,585
Transfer from WRMSD Special Revenue Fund	\$ -
Fund Balance Appropriated	\$ 95,827
Total Revenues	\$ 7,954,124

Section 3: The following amounts are hereby appropriated in the Special Revenue Fund for the operation and activities of the Willow Run Municipal Service District for the fiscal year beginning July 1, 2026 and ending June 30, 2027, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$ 1,000
Supplies	\$ 2,000
Contracted Services	\$ 68,597
Transfer to General Fund	\$ 150,032
Total	\$ 221,629

Section 4: It is estimated that the following revenues will be available in the Willow Run Municipal Service District Special Revenue Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Ad Valorem Property Tax	\$ 105,105
Investment Revenue	\$ 4,000
Fund Balance Appropriated	\$ 112,524
Total	\$ 221,629

Section 5: The following amount is hereby appropriated in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	<u>\$ 100,000</u>
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Section 6: The following revenue will be available in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Transfer from General Fund	<u>\$ 100,000</u>
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Section 7: The following amount is hereby appropriated in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	<u>\$ 25,000</u>
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Section 8: The following revenue will be available in the Municipal Buildings/Land Capital Reserve Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Transfer from General Fund	<u>\$ 25,000</u>
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Section 9: The following amount is hereby appropriated in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures \$ 100,000

Section 10: The following revenue will be available in the Parks and Recreation Capital Reserve Fund for the fiscal year beginning July 1, 2026 and ending June 30, 2027:

Transfer from General Fund \$ 100,000

Section 11:

- (A) For the Town of Lewisville, there is hereby levied a tax rate of eighteen cents (\$.18) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue as “Ad Valorem Property Tax” in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$2,720,445,905 and an estimated rate of collection of 98%.

- (B) For the Willow Run Municipal Service District, there is hereby levied a tax rate of ten cents (\$.10) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue as “Ad Valorem Property Tax” in the Willow Run Municipal Service District Special Revenue Fund in Section 4 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$107,249,773 and an estimated rate of collection of 98%.

Section 12: The Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund is included as a part of this budget ordinance.

Section 13: The Great Wagon Road Improvements Capital Projects Fund is included as a part of this budget ordinance.

Section 14: The Public Works Facility Capital Projects Fund is included as a part of this budget ordinance.

Section 15: Events expenditures are calculated at \$6.50 per resident using the estimated population count of 13,851. The budget for events is \$90,032.

Section 16: Travel Per Diem Rates and Fee Schedules are hereby established in accordance with Appendix A and C attached hereto.

Section 17: Salary range minimums and maximums for Town staff are hereby established in accordance with Appendix B attached hereto.

Section 18: The Town Manager shall have the authority per G.S. 159-15 to transfer appropriations from one-line item to another line item within a departmental budget. These changes should not result in increases in recurring obligations such as salaries and benefits. The Town Manager is further authorized to transfer funds from one appropriation to another in a different department within the same fund with a maximum of \$10,000. No transfers shall be made between funds, except as approved by the Town Council in the Budget

Ordinance as amended. The Town Manager shall have the authority to approve and execute contracts and contract amendments in amounts not to exceed \$50,000.

Section 19: The Town Manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 13 full time permanent employees.

Section 20: Appendix A Lodging Plus Per Diem Rates Fiscal Year 2026-2027 is herein incorporated into this ordinance.

Section 21: Appendix B Salary Ranges by Pay Grade is herein incorporated into this ordinance.

Section 22: Appendix C Fiscal Year 2026-2027 Fee Schedule is herein incorporated into this ordinance.

Section 23: Copies of this Budget Ordinance shall be furnished to the Finance Director, the Budget Officer, and the Town Clerk, to be kept on file by them for their direction in the disbursement of funds.

ADOPTED THIS THE 11TH DAY OF JUNE, 2026 BY THE LEWISVILLE TOWN COUNCIL.

APPENDIX A

LODGING PLUS PER DIEM RATES FISCAL YEAR 2026-2027

1. Reference the Town of Lewisville Personnel Policy Article XII Section 3 Seminars and Training.
 - a. Authorized travelers will be reimbursed for the full cost of overnight lodging accommodations plus the current per diem for breakfast, lunch, dinner, and incidentals as published by the United States General Services Administration (GSA).
 - b. Following is an exception to 1.a. above. When the Town Council and/or Town staff dine together as part of a group function, one (1) Town credit card will be used for payment and total meal expenses will be equally divided among all participants and posted accordingly to the appropriate departmental expense. Individual meal rates for this function may be over or under per diem rates. No reimbursement shall be made for these expenses.
2. Partial day per diem will be based on meal rate deductions which will be determined by the time of departure from and return to Lewisville. Departure from Lewisville or the traveler's regular place of business prior to the next application time will qualify the traveler for the appropriate meal rate. Return to Lewisville or the traveler's regular place of business prior to the application time will result in non-payment of the corresponding meal rate.
3. Meals provided by the sponsor of a conference or meetings will result in the corresponding meal rate deduction. The traveler is required to report meals provided or consumed in flight when traveling by air, if meals are included in the hotel/motel room rate, or if meals are provided as a part of the attended program. Meals provided by the hotel/motel in which the traveler resides may be optional. For example, should a continental breakfast be inadequate the traveler may have the option not to consume the provided meal and obtain a meal from an alternate source and be reimbursed at the corresponding per diem rate.

4. The traveler must complete a Town Travel Reimbursement claim form in order to receive payment for official travel, including local official travel mileage reimbursement claims. Lodging receipts, airline tickets, and other claims for reimbursement must be attached to the claim form. Receipts for meal expenses are not required except when using Town credit cards.
5. During FY 2026-2027 use of privately-owned vehicles (POV) while conducting official Town business will be reimbursed at the same rate established by the IRS. Employees and other Town officials receiving an automobile allowance will not be reimbursed mileage when using their POV for official travel within the State.

**APPENDIX B
SALARY RANGES BY PAY GRADE**

Grade	Job Position	Salary Range		Exempt or Non-Exempt
		Minimum	Maximum	
50	Public Works Maintenance Worker	\$ 36,221	\$ 57,953	N
51	Public Works Maintenance Technician	\$ 38,031	\$ 60,849	N
52		\$ 39,932	\$ 63,891	
53	Customer Service Representative	\$ 41,929	\$ 67,085	N
54		\$ 44,024	\$ 70,438	
55	Accounting Technician	\$ 46,225	\$ 73,961	N
56	Building Maintenance Mechanic	\$ 48,537	\$ 77,659	N
57	Recreation Center Manager	\$ 50,963	\$ 81,541	N
58	Communications Specialist Stormwater Technician	\$ 53,511	\$ 85,616	N
59	Planner	\$ 56,185	\$ 89,898	N
60	Town Clerk	\$ 58,995	\$ 94,391	N
61		\$ 61,943	\$ 99,110	
62		\$ 65,040	\$ 104,064	
63		\$ 68,292	\$ 109,267	
64		\$ 71,707	\$ 114,730	
65	Planning Director	\$ 75,291	\$ 120,465	E
66		\$ 79,055	\$ 126,487	
67	Public Works Director	\$ 83,006	\$ 132,809	E
68	Finance Director	\$ 87,156	\$ 139,450	E
69		\$ 91,513	\$ 146,421	
70	Assistant Town Manager	\$ 96,088	\$ 153,742	E
71		\$ 100,892	\$ 161,428	
72		\$ 105,936	\$ 169,499	

APPENDIX C
FEE SCHEDULE

Resource			Account Number
Town Code Chapter 16			
Facility Rental and Associated Fees			
G. Galloway Reynolds Community Center	Fees for 4 Hours	Surcharge	
Comm Ctr: Flr 1 or 2 - Resident	\$35		10-00-3343-4002
Comm Ctr: Flr 1 or 2 - Non-Resident	\$35	\$100	10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Resident	\$55		10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Non-Resident	\$55	\$100	10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Resident	\$85		10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Non - Resident	\$85	\$100	10-00-3343-4002
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			

Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Hank Chilton Pavilion at Shallowford Square	Fees for 4 Hours	Surcharge	
Town Square Pavilion - Resident	\$35		10-00-3343-4003
Town Square Pavilion - Non-Resident	\$35	\$100	10-00-3343-4003
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		

Jack Warren Park Pavilion	Fees for 4 Hours	Surcharge	
Jack Warren Park Pavilion - Resident	\$35		10-00-3343-4004
Jack Warren Park Pavilion - Non-Resident	\$35	\$100	10-00-3343-4004
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Mary Alice Warren Community Center	Fees for 4 Hours	Surcharge	
Shallow Ford Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Shallow Ford Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			

Lewisville Multi-Purpose Room - Resident	\$300		10-00-3343-4005
Lewisville Multi-Purpose Room - Non-Resident	\$300	\$100	10-00-3343-4005
(Additional hours are priced at \$75 per hour.)			
Vienna Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Vienna Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Shallow Ford Multi-Purpose Room w/ Kitchen - Resident	\$275		10-00-3343-4005
Shallow Ford Multi-Purpose Room with Kitchen - Non-Resident	\$275	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Magnolia Activity Room - Resident	\$100		10-00-3343-4005
Magnolia Activity Room - Non-Resident	\$100	\$100	10-00-3343-4005
(Additional hours are priced at \$25 per hour.)			
Great Wagon Conference Room - Resident	\$25 per hour (no minimum hour requirement)		10-00-3343-4005
Great Wagon Conference Room - Non-Resident	\$25 per hour (no minimum hour requirement)	\$100	10-00-3343-4005
Kitchen	\$75		10-00-3343-4005

Refundable cleaning deposit (per room)	\$300		10-00-2160-1000
Amenities requested as needed - EXTRA - to be determined per rental			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Mike Horn Amphitheater	Fees for 4 Hours	Surcharge	
Mike Horn Amphitheater - Resident	\$35		10-00-3343-4007
Mike Horn Amphitheater - Non-Resident	\$35	\$100	10-00-3343-4007
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			

Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Event Fees			
Parks and Recreation Program Fees			
Fee to be determined by cost of program			10-00-3302-3001
Instructor fees		\$10 per class (when instructor charges a participant fee)	10-00-3343-4006
Planning & Zoning Fees			
Rezoning - General District	\$1,200		10-00-3352-4000
Rezoning - Conditional District	\$1,500		10-00-3352-4000
UDO Text Amendment	\$900		10-00-3352-4000
Amending Conditional Zoning Uses	\$900		10-00-3352-4000
Planning Board Review (Other than Rezoning)	\$600		10-00-3352-4000
Special Use Permit by Elected Body	\$1,100		10-00-3352-4000
ZBOA Special Use Permit	\$500		10-00-3352-4000

ZBOA Variance	\$350		10-00-3352-4000
ZBOA Appeal of Administrative Decision	\$350		10-00-3352-4000
Major Site Plan Amendment - Board Review	\$500		10-00-3352-4000
Minor Site Plan Amendment - Administrative	\$150		10-00-3352-4000
Zoning Certification Letter	\$25		10-00-3352-4000
Subdivision Fees			
Subdivision Major (final plat)	\$1,500		10-00-3352-4000
Subdivision Minor (final plat)	\$500		10-00-3352-4000
Exempt Plat (Final Plat)	\$175		10-00-3352-4000
Planning Staff Sub-Division Denial Appeal	\$50		10-00-3352-4000
Driveway Permit Fees			
Residential	\$50		10-00-3352-4000
Commercial	\$250		10-00-3352-4000
Map Printing & Other Planning & Zoning Fees			
Zoning Board of Adjustment Fees & Inspection Fees (See Winston-Salem Fee Schedule)			

Land Use, Zoning, and Special Map Copies	\$25		10-00-3352-4000
Miscellaneous Planning & Zoning Publications:	<i>Per Page</i>		
Black & White	\$0.05		10-00-3352-4000
Color	\$0.10		10-00-3352-4000
Outside Vendor Copy	Cost		10-00-3352-4000
Street Name Change (resident initiated)	\$200 + Cost		10-00-3352-4000
Street Closing Request (resident initiated)	\$400		10-00-3352-4000
Temporary Sign Permits	\$35		10-00-3328-0000
Storm Water Fees			
Review - No BMP Required			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000

Review - BMP Required			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Non-Review Administration Fee Less Than 1 acre	\$200		10-00-3329-0000
Miscellaneous Fees			
MSD Fishing License for other Lewisville Residents	\$100		10-00-3839-8000
Town Code Chapter 17			
Abandoned, Hazardous, Junked Vehicles (see towing company fees)			
Town Code Chapter 43			

Tall Grass Nuisances (mowing) administrative fee	\$50		10-00-3839-8000
Tall Grass Nuisances (mowing) contractor abatement			
Operator	\$100 per hour		10-00-3839-8000
Equipment	\$100 per hour		10-00-3839-8000
Nuisances - Attorney Fees (per incident)			
Bulky Item Removal			
Long Bed Pick-Up Truck Load	\$100		10-00-3839-8000
6'x12' Trailer	\$275		10-00-3839-8000
Combined Use of Truck and Trailer	\$375		10-00-3839-8000
Photo Copies:	<i>Per Page</i>		
Black & White	\$0.05		10-00-3839-8000
Color	\$0.10		10-00-3839-8000
Outside Vendor Copy	Cost		10-00-3839-8000
Comprehensive Plan Copy (1 copy per household for residents - free)	\$25		10-00-3839-8000
Lewisville Street Map	\$3		10-00-3839-8000

Paver Bricks (Shallowford Square)	\$150		10-00-3841-8000
Tree Honoraries/Memorials (Jack Warren Park)	\$300		10-00-3841-8000
Bench Honoraries/Memorials (Jack Warren Park)	\$600		10-00-3841-8000
Check Returned for Insufficient Funds	\$36		10-00-3839-8000
Thumb Drive Fee	\$10		10-00-3839-8000
Budget Copies (1 copy per household for residents - free)	\$3		10-00-3839-8000
Permit Application Fee for Itinerant Merchants and Peddlers	\$10		10-00-3125-0001
<i>A Gardner's Guide to Landscaping and Plants</i> by the Beautification Committee	\$5		10-00-3839-8000
Board of Election filing fee for the offices of Mayor and Council Member payable to the Forsyth County Board of Elections	\$5		
Traffic Control Measures (See Policy)			10-00-3303-3000
Pedestrian Crossing Treatments (See Policy)			10-00-3303-3000

* Fee includes posting of signs on the property, legal advertising and, if applicable, the mailing of letters to adjoining property owners.

Adopted this the 11th of June, 2026.
(Signed) Mayor Billy Carter, Jr.

B. Ordinance 2026-011 – Order to Collect 2026 Taxes

Moved by Councilmember Franklin, seconded by Councilmember Allen to adopt Ordinance 2026-011. The motion passed unanimously.

ORDINANCE 2026-011 - ORDER OF THE COUNCIL OF THE TOWN OF LEWISVILLE IN ACCORDANCE WITH G.S.105-321 AND G.S. 153A-156 FOR THE COLLECTION OF 2026 TAXES

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2026 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2026 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobaccoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District, Walkertown (NE) Fire and Rescue Protection District, West Bend Service District, Downtown Winston-Salem Business Improvement District, Lewisville Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law. You are hereby authorized and directed to use any method of collections authorized by law to collect such taxes including, without limitation, the in-rem method of foreclosure authorized by NCGS § 105-375, the mortgage style of foreclosure authorized by NCGS § 105-374.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

You are also hereby authorized, to the full extent permitted by law, to collect liens that attach to real property under NCGS chapters 160D, 160A, or 153A, including but not limited to those that arise by reason of removal of a structure to the extent authorized by state and local law, and sanitation liens that arise under § 160A-193 or 153A-140.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions at the discretion of the Tax Collector.

WITNESS my hand and official seal, this the 11TH day of June, 2026.
(Signed) Mayor Billy Carter, Jr.

C. Ordinance 2026-012 – Order to Collect 2025 and Prior Year Taxes

ORDINANCE 2026-012 ORDER OF THE COUNCIL OF THE TOWN OF LEWISVILLE IN ACCORDANCE WITH G.S.105-373, G.S.105-321, AND G.S. 105-330.3 FOR THE COLLECTION OF 2025 AND PRIOR YEARS' TAXES

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2017 through 2025 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2017 through 2025 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobaccoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District, Walkertown (NE) Fire and Rescue Protection District, West Bend Service District, Downtown Winston-Salem Business Improvement District, Lewisville Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions in the discretion of the Tax Collector.

Taxes on registered classified Motor Vehicles for 2022 and prior years are deemed uncollectible; therefore, the Forsyth County Commissioners, pursuant to G.S. 105-373(h) do hereby relieve the tax collector of the charge of collecting taxes on registered classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) for 2022 and prior years.

WITNESS my hand and official seal, this the 11th day of June, 2026.
(Signed) Mayor Billy Carter, Jr.

- D. Resolution 2026-017 – Award Lawn Masters of the Triad, Inc. Contract - Finance Director Pam Orrell provided an overview of resolutions 2026-017, 2026-018, 2026-019, 2026-020, and 2026-021. Councilmember Wilder made a motion to adopt Resolution 2026-017. The motion was seconded by Councilmember Allen and passed unanimously.

RESOLUTION 2026-017 OF THE TOWN OF LEWISVILLE AWARDING GROUNDS MAINTENANCE SERVICE CONTRACT

WHEREAS, Lawn Masters of the Triad d/b/a Yards by Us has been chosen for a one-year contract to provide grounds maintenance for the Town of Lewisville;

WHEREAS, the grounds maintenance has been reviewed and itemized for fiscal year 2026-2027;

WHEREAS, the cost for grounds maintenance for fiscal year 2026-2027 is as follows:

Area 1 – Municipal grounds/rights-of-way: \$6,387.91 x 12 months =	\$76,654.92
Area 2 – MSD dams: \$2,500 x 3 times =	\$ 7,500.00
Area 3 – MSD guardrails: \$75 x 8 times=	\$ 600.00
Area 4 – Unkempt lots as service required: \$75 per man hour	\$ 75.00/hour
Extra services as requested: \$75 per man hour	\$ 75.00/hour

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Lawn Masters of the Triad d/b/a Yards by Us in the amounts as identified in the contract for fiscal year 2026-2027 effective July 1, 2026.

Adopted this the 11th day of June 2026 by the Lewisville Town Council.

(Signed) Mayor Billy Carter, Jr.

- E. Resolution 2026-018 – Award Hauser Horticulture, Inc. Contract – Mayor Pro-Tem Howard made a motion to adopt Resolution 2026-018. The motion was seconded by Councilmember Gallagher and passed unanimously.

RESOLUTION 2026-018 OF THE TOWN OF LEWISVILLE AWARDING HORTICULTURAL CONTRACT

WHEREAS, Hauser Horticulture, Inc. has been chosen to horticulturally maintain the Town's shrubs, trees and flower beds and to provide all the peripheral materials associated with the maintenance;

WHEREAS, the cost for fiscal year 2026-2027 is for an amount not to exceed \$96,632; and

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Hauser Horticulture, Inc. in an amount not to exceed \$96,632 for fiscal year 2026-2027 effective July 1, 2026.

Adopted this the 11th day of June 2026 by the Lewisville Town Council.

(Signed) Mayor Billy Carter, Jr.

- F. Resolution 2026-019 – Award McCoy's Services, Inc. Street Sweeping Services Contract – Councilmember Franklin moved to adopt Resolution 2026-019. The motion was seconded by Councilmember Allen and passed unanimously.

RESOLUTION 2026-019 OF THE TOWN OF LEWISVILLEAWARDING STREET SWEEPING CONTRACT

WHEREAS, McCoy's Services, Inc. has been chosen to provide Downtown and residential street sweeping;

WHEREAS, the cost for street sweeping for July 1, 2026 through June 30, 2029 is as follows:

Downtown street sweeping: \$2,150 x 12 months =	\$25,800 per year
Residential street sweeping: \$4,950 x 4 months =	\$19,800 per year

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with McCoy’s Services, Inc. in the amounts as identified in the contract for period July 1, 2026 through June 30, 2029.

Adopted this the 11th day of June 2026 by the Lewisville Town Council.
(Signed) Mayor Billy Carter, Jr.

- G. Resolution 2026-020 – Award Forsyth County Sheriff’s Office Community Policing Contract – Councilmember Franklin made a motion to adopt Resolution 2026-020. The motion was seconded by Mayor Pro-Tem Howard and passed unanimously.

RESOLUTION 2026-020 OF THE LEWISVILLE TOWN COUNCIL COMMUNITY POLICING CONTRACT WITH FORSYTH COUNTY SHERIFF’S OFFICE

WHEREAS, Town of Lewisville utilizes deputies employed by the Forsyth County Sheriff’s Office;

WHEREAS, the Town of Lewisville requires the service of seven (7) deputies consisting of one (1) sergeant and six (6) deputies;

WHEREAS, the Forsyth County Sheriff’s Office agrees seven (7) deputies shall be dedicated to the Town of Lewisville;

WHEREAS, the Community Policing contract is for FY 2026-2027, FY 2027-2028, and FY 2028-2029;

WHEREAS, the Forsyth County Sheriff’s Office shall perform law enforcement duties within the Town of Lewisville at an agreed upon lump sum fee that is agreed upon before the beginning of each of the three fiscal years; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the Lewisville Town Council approves and authorizes the Community Policing contract with Forsyth County on behalf of the Forsyth County Sheriff’s Office not exceed \$1,133,920 for FY 2026-2027.
BE IT FURTHER RESOLVED that the effective date of this contract is July 1, 2026.
(Signed) Mayor Billy Carter, Jr.

- H. Resolution 2026-021 – Award Harris Local Government Finance Software Contract – Councilmember Gallagher made a motion to adopt Resolution 2026-021. The motion was seconded by Councilmember Allen and passed unanimously.

RESOLUTION 2026-021 OF THE LEWISVILLE TOWN COUNCIL HARRIS LOCAL GOVERNMENT

WHEREAS, Town of Lewisville needs to update the software used in the Finance Office for general ledger, budgeting, accounts payable, cash receipts, purchase orders, capital assets, and payroll;

WHEREAS, Harris Local Government produces software called Smart Fusion that will meet these needs;

WHEREAS, Harris Local Government is proposing a three-year contract that will include the following components;

Conversion of data to Smart Fusion	
(current year and prior year) and training	\$24,189
1 st year – annual software maintenance support	\$14,045
2 nd year – annual software maintenance support	\$14,045
3 rd year – annual software maintenance support	\$14,045

Estimate for travel (as needed)	\$ 4,000
TOTAL	\$70,324

NOW THEREFORE, BE IT HEREBY RESOLVED that the Lewisville Town Council approves and authorizes the Harris Local Government contract for Smart Fusion software not exceed \$70,324 for FY 2026-2029.
BE IT FURTHER RESOLVED that the effective date of this contract is July 1, 2026.

Adopted this the 11th day of June 2026.
(Signed) Mayor Billy Carter, Jr.

- I. Resolution 2026-022 – Special Projects Review Committee Grant Funds for Fiscal Year 2026-2027 – Town Manager Tolbert explained the grant requests and recommendations by the Special Projects Review Committee. The following organizations and amounts have been recommended. Historic Nissen House, LLC (\$675); Lewisville Community Assistance Program (LCAP) (\$2,000); and West Forsyth Christian Preschool (\$2325). Councilmember Wilder voiced concerns with the recommendations; and the grant review process. Discussion took place regarding eligibility criteria; 501c designations; and assistance being specific to Lewisville residents. Councilmember Allen made a motion to adopt Resolution 2026-022. The motion was seconded by Councilmember Franklin and passed by a vote of 6 -1 with Councilmember Wilder voting 'No'.

RESOLUTION 2026-022 OF THE LEWISVILLE TOWN COUNCIL SPECIAL PROJECTS REVIEW COMMITTEE GRANT FUNDS FOR FISCAL YEAR 2026-2027

WHEREAS, general funding assistance is available for Organizations which meet eligibility qualifications as outlined in the Special Projects Review Committee Charter;

WHEREAS, following the adoption of the Town of Lewisville Town Budget on June 11, 2026, allocations were adopted in the amount of \$5,000 for grant funding distributions for fiscal year 2026-2027;

WHEREAS, upon consideration by the Special Projects Review Committee, recommendations for funding allocations are as follows:

Historic Nissen House, LLC	\$ 675
Lewisville Community Assistance Program (LCAP)	\$2,000
West Forsyth Christian Preschool	<u>\$2,325</u>
TOTAL	\$5,000

WHEREAS, the Lewisville Town Council, in agreement with the Special Projects Review Committee approve the recommendations as submitted and support the assistance efforts by the above-mentioned organizations and their work for the Town of Lewisville residents; and

NOW, THEREFORE BE IT RESOLVED, THAT THE LEWISVILLE TOWN COUNCIL approves the distribution of \$5,000 grant funding to the aforementioned organizations at the beginning of the Fiscal Year 2026-2027 budget on July 1, 2026.

Adopted and effective this the 11th day of June 2026 by the Lewisville Town Council.
(Signed) Mayor Billy Carter, Jr.

- J. Resolution 2026-023 – Supplemental Nutrition Assistance Program (SNAP) Funding Assistance – Mayor Carter spoke to recent Federal changes with the SNAP program. Councilmember Newsome read the resolution into the record. For the record, Councilmember Allen voiced opposition to local government involvement in Federal and State issues. Councilmember Newsome made a motion to adopt Resolution 2026-023. The motion was seconded by Councilmember Wilder and passed by a 5 -2 vote with Mayor Pro-Tem Howard and Councilmember Allen voting ‘No’.

RESOLUTION 2026-023 TOWN OF LEWISVILLE REQUEST FOR STATE GOVERNMENT FUNDING FOR FORSYTH COUNTY, NORTH CAROLINA SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AND MEDICAID SERVICES

WHEREAS, the Supplemental Nutrition Assistance Program (SNAP) program in North Carolina is facing funding changes due to House Resolution 1 (HR1) also referred to as the “One Big Beautiful Bill Act” which introduces a \$187 billion cut to the program;

WHEREAS, there are approximately 748 Lewisville and Pfafftown residents who receive SNAP benefits;

WHEREAS, there are approximately 1,500 Lewisville and Pfafftown residents who receive Medicaid benefits;

WHEREAS, the Town of Lewisville supports a request to the State of North Carolina via the adoption of this resolution to provide necessary funding to cover the Federal Government shortfall and provide funding to Forsyth County to administer SNAP and Medicaid benefits; and

NOW, THEREFORE BE IT RESOLVED, that the Town of Lewisville Town Clerk is directed to forward this resolution to Representative Jeff Zenger and Senator Dana Jones, as well as to all members of the North Carolina General Assembly and The North Carolina League of Municipalities requesting the State of North Carolina to fill the gap of Federal funding for SNAP and Medicaid benefits.

Adopted this the 11th day of June 2026.
(Signed) Mayor Billy Carter, Jr.

- K. Resolution 2026-024 – Social Media Policy Update – Councilmember Wilder voiced opposition to a Social Media Policy. Mayor Carter voiced concerns regarding the disclaimer. Councilmember Franklin moved to adopt Resolution 2026-024. The motion was seconded by Councilmember Allen and passed on a vote of 5 – 2 with Mayor Carter and Councilmember Wilder voting ‘No’.

RESOLUTION 2026-024 OF THE LEWISVILLE TOWN COUNCIL POLICY FOR USING PERSONAL AND PROFESSIONAL SOCIAL MEDIA PLATFORMS

WHEREAS, the use of social media is prevalent in today’s society;

WHEREAS, the Town of Lewisville must maintain the trust and respect of residents;

WHEREAS, in May 2022, the Town Council adopted Resolution 2022-035 to establish a social media policy which took into consideration public records requirements, freedom of speech protection and more;

WHEREAS, the Town of Lewisville has revised said adopted policy for clarification on social media engagement, including a disclaimer statement to be included on personal social media pages to provide guidelines for elected officials and appointed members of Town boards and committees when engaging in social media; and

NOW, THEREFORE BE IT RESOLVED THAT the Lewisville Town Council hereby adopts the attached updated Policy for Using Personal or Professional Social Media Platforms.

Resolved, approved and effective upon adoption this the 11th day of June 2026 by the Lewisville Town Council.
(Signed) Mayor Billy Carter, Jr.

7. Administrative Reports

- A. Upcoming events and closings – Town Manager Tolbert outlined the upcoming events.
 - A. CPR Class, June 20, 8 AM – 12 PM, MAWCC
 - B. Street Party & Food Truck Festival, The Entertainers, June 20, 6-9 PM
 - C. Independence Day Tribute Concert, On the Border, June 27, 7-9 PM
 - D. Town Offices closed – July 3
- B. Clerk Report –
 - i. Public Art Committee Quarterly Art Exhibit (July) - Town Clerk Angie Lord explained The Town of Lewisville Public Art Committee would host the first ever Quarterly Art Exhibit beginning July 1st at the Mary Alice Warren Community Center; stated Maria Senkel would have works displayed July – September; spoke to an Artist Talk on Wednesday, July 8th at 4:30; and invited residents to visit the community center during hours of operation to view the works of Ms. Senkel.
 - ii. ZBOA Alternate Seat Opening – Town Clerk Lord reminded Council of the Zoning Board of Adjustment (alternate seat) vacancy; stated an updated application had been uploaded to the website; and that staff had contacted previous applicants.

8. For the Good of the Order

- A. Public Comments
 - i. Deborah Thompson spoke to traffic calming measures; voiced concern with comments by Councilmember Wilder; and spoke to dirt bikes.
Roger Sham reiterated dirt bike and noise concerns.
Steve Thompson spoke to spending tax payer funds.
Jennifer Hutchins inquired about an abandoned building.
Cody Stimson spoke to the use of dirt bikes by his kids.
 - ii. Written comment – There were no written comments.
- B. Council Comments – Council highlighted an upcoming Lewisville Civic Club Golf Tournament, Shallowford Square, Memorial Day and Fourth of July events. Discussion took place regarding noise concerns; the Special Project Review Committee processes; and residents contacting State Legislatures.

9. Adjournment

Moved by Mayor Pro-Tem Howard, seconded by Councilmember Allen to adjourned the meeting. The Town Council adjourned at 7:35 P.M.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk



Lewisville Town Council
Briefing and Action Meeting Minutes
July 2, 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 6:03 PM. In attendance were Mayor Billy Carter, Mayor Pro-Tem Stacy Howard and Councilmembers Brady Allen, Fred Franklin, Gerry Gallagher, Suzanne Newsome and Mack Wilder. Also attending were Town Manager Stacy Tolbert, Assistant Town Manager / Public Works Director Jon Hanna, Finance Director Pam Orrell and Planning Director Lynn Cochran.
- B. Adoption of Agenda – Councilmember Newsome made a motion to adopt the agenda. The motion was seconded by Councilmember Allen and carried unanimously.

2. Items Requiring Council Direction

- A. Lewisville Business Support – Mayor Carter shared there would be a roundtable event to take place on August 12; and referenced staff to research business sponsorships. Town Manager Stacy Tolbert explained common practices in other municipalities. Discussion took place regarding a tiered approach; a Lewisville business focus; budgetary allocations of funds; food truck fees; current fiscal year allocations; and sponsorships for free waters at town events. It was a consensus for staff to research sponsorship options. Town Manager Tolbert highlighted the potential to research the cost of selling business ad spaces for the Lewisville Citizen; referenced an up-front town cost; and the need to research cost involved with an insert. Discussion ensued regarding a Lewisville business magnet; inserts in line with recycling inserts; advertisement space to businesses to assist with marketing; and business ownership to provide design images. It was the consensus of Council for staff to research Lewisville business advertisement inserts. Mayor Carter provided an updated on the Lewisville Business Directory; and inquired about a request for residents working independently from companies being included. Councilmember Allen expressed a preference to only include those with a facility (brick and mortar) businesses. Discussion continued regarding self-employed residents; businesses with a “doing business as” name; and independent realtors. Councilmember Gallagher expressed the desire to keep it limited to Lewisville. It was the consensus of Council to limit the Lewisville Business Directory to businesses in Lewisville proper. Mayor Carter distributed data from the North Carolina of Commerce; spoke to a local Discover Lewisville organization; and members of the group working with State for free services. Town Manager Tolbert spoke to strategic plans; to incentives for economic growth; to opportunities following the opening of the Great Wagon Road; highlighted the revitalization of downtown main street; and spoke to possible programs to benefit Lewisville. Mayor Carter referenced grant availabilities through the State; and explained a future presentation to learn about more options. Discussion ensued regarding a walkable downtown goal; the Comprehensive Plan; and specific goals of a strategic plan.
(A copy of the Data is filed in Exhibit Folder July 2026, which is hereby referred to and made a part of these minutes.)

3. Items Requiring Action at Briefing – None

4. Administrative Reports

A. Town Manager

- i. Lewisville-Vienna/Robinhood Road Roundabout Update – Town Manager Tolbert stated construction was underway; and explained the relocation of water lines and overhead utilities.
- ii. Great Wagon Road Update – Town Manager Tolbert spoke to base asphalt; to work on sidewalks; highlighted the removal of the road plates; and explained the status of the project at about 50% complete. Town Manager Tolbert included information about project updates on the Town website. Discussion took place regarding lane closures during road constructions; and Shallowford Road traffic shifts. Staff to research the closure of the ABC Store gate during construction.
- iii. Lewisville Lift Station Update – Town Manager Tolbert explained the project status was at approximately 37% completion; highlighted the installation of PVC pipe, manholes and wet wells; spoke to continued erosion control maintenance; and stated the 420-day project was currently at about day 140.

B. Town Clerk

- i. ZBOA Opening – Town Manager Tolbert stated the vacancy had been posted to the website.
- ii. Town Office Closed, July 3
- iii. Camel City Yacht Club Concert, July 11
- iv. Town Council Special Meeting, July 13
- v. Crystal Aria Band, July 25
- vi. National Night Out, August 4

C. Public Works Director

- i. Shallowford Square Playground – Public Works Director Jon Hanna shared the playground work was underway; commended the installation progress; referenced plans for shaded areas; spoke to completion in a couple of weeks; and to a potential upcoming ribbon cutting and photo op. Director Hanna voiced appreciation to Council for Street Party volunteers. Council requested clarification on future additions to which Director Hanna explained shaded areas, tree coverage, and possible additional play structures.

D. Planning Director

- i. Town Code Violation Update/Junk Vehicle – Planning Director Lynn Cochran provided a history of case; referenced attempts to communicate with the property owner; and spoke to next steps. Discussion took place regarding communication from Town Attorney Al Andrews; Council contact with the property owner and complainants; additional violations in town; enforcement consistency; review of the Town code; nuisance issues; “knee-jerk” reactions; consequences of violations; options to remove the ordinance; fair and consistent review of cases; and additional research of the code.
It was the consensus of Council for Director Cochran and Town Attorney Andrews to send a letter to all properties in violation of the Town Code.

E. Operations Manager Update – Operations Manager Brian Moore shared the recent quarterly report for usage at the Mary Alice Warren Community Center (MAWCC). Discussion took place about Shallow Ford Foundation sponsored events at the MAWCC.

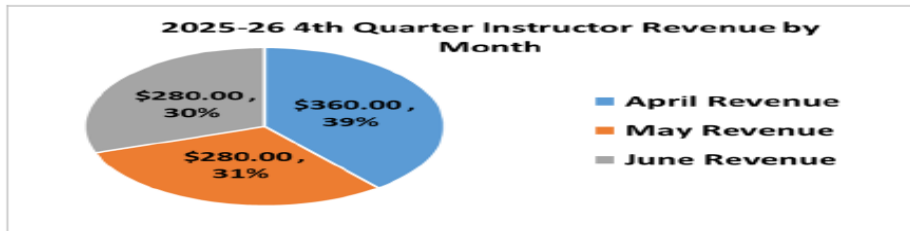
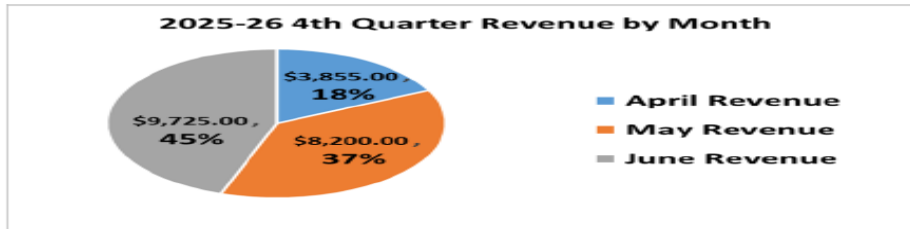
Programs	Schedule	Time	Room(s)	Shallow Ford Grant	Charge
4th Quarter 2025-2026					
Adult Acting-Improv	April 9, May 14	6:00pm-7:00pm	Shallow Ford	No	\$10 per class
American Mahjong	Monday's in April, May, & June	1:00pm-4:30pm	Vienna	No	Free
Beginner Hand Embroidery Class	April 25, May 23, June 27	10:00am-11:30am	Magnolia	No	\$45 per class
Blood Drive	April 8, June 3	1:00pm-5:30pm	Shallow Ford/Lewisville	No	Free
Chess Group	Sunday's in April, May, & June	2:00pm-4:00pm	Magnolia	No	Free
Colored Pencil Explorers	April 11, May 9	11:00am-1:00pm	Magnolia	No	Free
Colored Pencil Open Draw	Monday's in April, May, & June	10:00am-1:00pm	Magnolia	No	Free
CPR Class	June 20	8:00am-12:00pm	Lewisville/Vienna	No (LFD and Town of Lewisville)	Free
Creating Dynamic Oil Paintings	May 16	1:00pm-4:00pm	Magnolia	Yes (Associated Artists of W-S)	\$30 for members/\$35 for non-members
Florals in Oil and Cold Wax	June 12	8:30am-4:30pm	Magnolia	No	\$100
Flowers with Style	April 9, 16, 23, & 30	1:00pm-3:30pm	Magnolia	No	\$78 for the 4 classes
Grown Up and Me Class - Music & Movement	Tuesday's and Thursday's in April, May, & June	10:00am-11:00am	Lewisville	No	\$55 for the month of classes
Impressionistic Florals in Pastel	Thursday's in April, May, & June	9:00am-10:00am	Lewisville	No	\$55 for the month of classes
Ink Sessions with Sandra Wimish	April 18	1:00pm-4:00pm	Magnolia	Yes (Associated Artists of W-S)	\$18 for members/\$23 for non-members
Jewelry Making Class	April 2	1:00pm-3:30pm	Magnolia	No	\$45 for the 3 classes
Jewelry Making Class	June 10	9:00am-11:00am & 11:30am-1:30pm	Magnolia	No	\$20 per class
Learn to Play Euchre	May 19, 26, June 2, & 9	1:00pm-3:00pm	Vienna	No	Free
Let's Play Pennies!	Wednesday's in April, May, & June	1:00pm-4:00pm	Vienna	No	Free
Line Dancing	Tuesday's in April, May, & June	3:30pm-7:00pm	Lewisville/Vienna	No	\$7 per class
Mobility and Flexibility for Seniors	Monday's and Wednesday's in April, May, & June	11:00am-12:00pm	Lewisville	No	\$100 for the month of classes
Tai Chi Class	Friday's in April, May, & June	9:00am-10:00am	Lewisville/Vienna	No	\$2 donation suggested
The Singing Circle	April 2, May 7	6:00pm-7:00pm	Shallow Ford	No	Free
Watercolor Doodles: Playing with Watercolor	June 6	1:00pm-4:00pm	Magnolia	Yes (Associated Artists of W-S)	\$10 for members/\$15 for non-members
Winston-Salem Symphony Serenades	May 24, June 28	3:00pm-4:00pm	Lewisville	Yes (Winston-Salem Symphony)	Free
Writing Stories for Your Life	April 13, May 11, June 8	10:00am-12:00pm	Great Wagon	No	Free
Yoga Class	Tuesday's in April, May, & June	6:00pm-7:00pm	Shallow Ford	No	Free
Zumba Class	Monday's in April & May	5:30pm-6:30pm	Lewisville	No	\$10 per class

Non-Profit	Type of Event	Date	Time Reserved	Room(s) Reserved	Fee
4th Quarter 2025-2026					
Girl Scout Troop 40052	Bi-weekly meeting	April 2, 16, 30, May 14, & 28	6:30pm-7:30pm	Vienna	\$ -
American Legion Post 522	Monthly Meeting	April 2, May 7, June 4	7:00pm-9:30pm	Lewisville	\$ -
Girl Scout Troop 10231	Bi-weekly meeting	April 6, 20, May 4, & 18	6:30pm-8:00pm	Shallow Ford	\$ -
Lewisville Civic Club	Monthly Meeting	April 16, May 21, June 18	5:00pm-8:30pm	Shallow Ford/Kitchen	\$ -
West Forsyth Christian Preschool	Gallery Hop	April 17	12:00pm-10:00pm	Entire Building	\$ -
Piedmont Flyers	Monthly Meeting	April 27, May 18, June 29	6:00pm-7:30pm	Great Wagon	\$ -
WSFC Planning Directors	Luncheon	May 1	11:00am-2:00pm	Great Wagon	\$ -
NCAMC District 9	Clerk Week Event	May 1	2:00pm-4:00pm	Shallow Ford	\$ -
Lewisville Historical Society	Membership Meeting	May 11	4:00pm-9:00pm	Shallow Ford/Kitchen	\$ -
Tuscany HOA	Annual Meeting	June 3	5:00pm-9:00pm	Vienna	\$ -
LEADS	Weekly Meeting	June 4, 11, 18, & 25	8:00am-10:30am	Vienna	\$ -
Rotary Club of Western Forsyth	Fundraiser	June 7	2:00pm-6:00pm	Vienna	\$ 100.00
Non-Profit Revenue					\$ 100.00

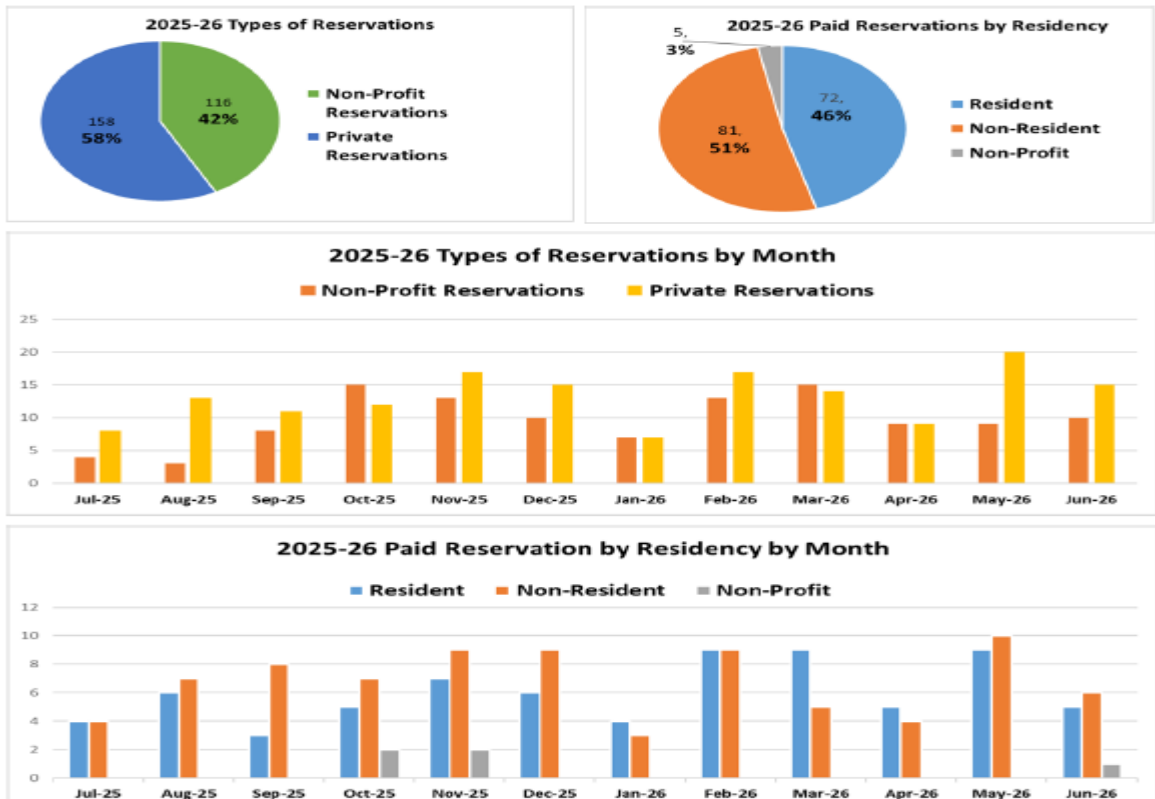
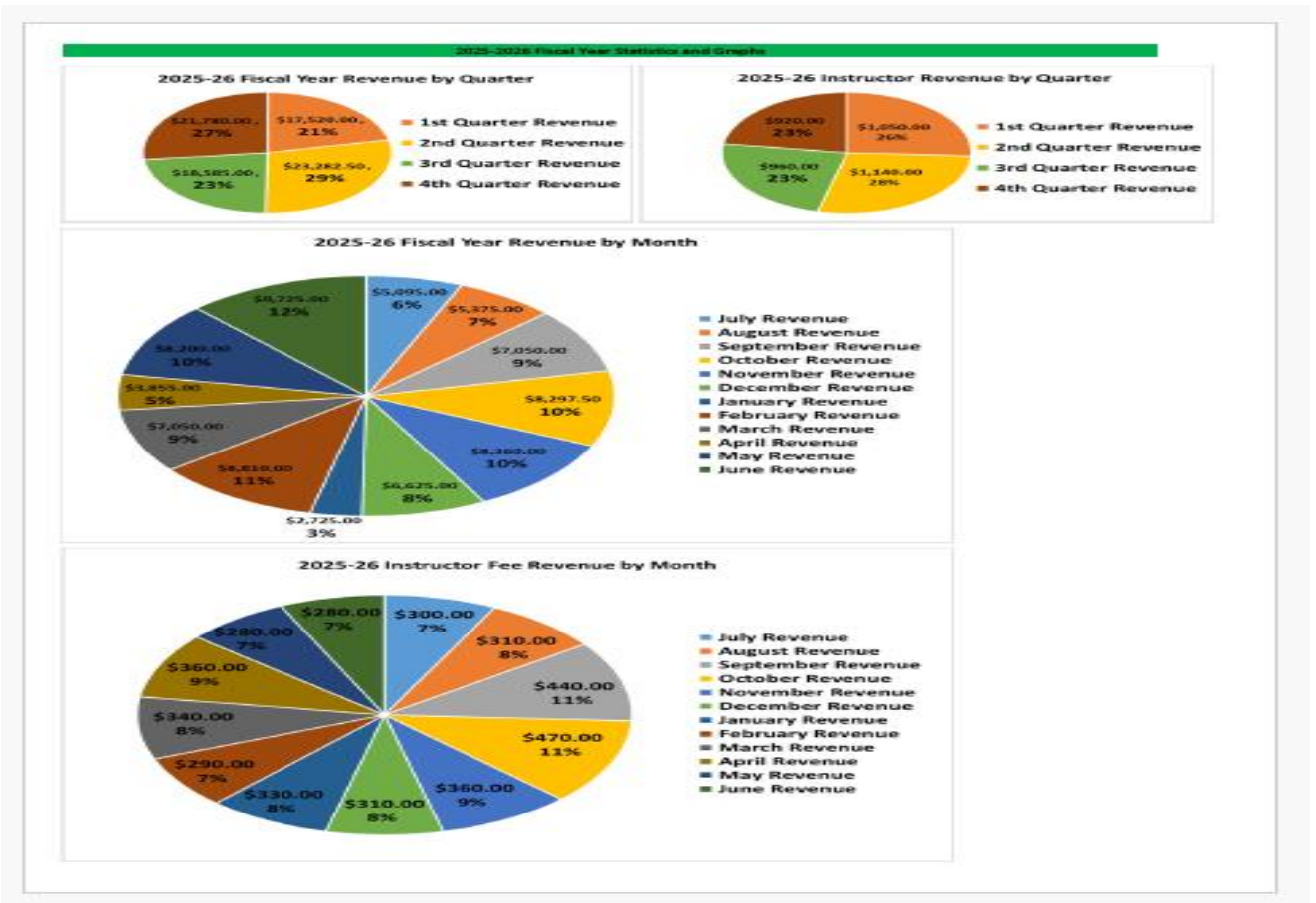
Type of Reservation	Date	Time Frame	Room(s) Rented	Revenue	Resident
Work Meeting	April 7, 2026	10:00am-12:00pm	Great Wagon	\$ 150.00	N
Wedding Shower	April 11, 2026	12:00pm-4:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Birthday Party	April 11, 2026	4:30pm-9:30pm	Lewisville/Vienna	\$ 825.00	N
<i>withheld for staying 1 hour past reservation time, extra cleaning, carpet cleaning fee</i>				\$ 580.00	
Wellsprings HOA	April 14, 2026	6:30pm-8:30pm	Magnolia	\$ 100.00	Y
Baby Shower	April 18, 2026	10:00am-2:00pm	Shallow Ford/Kitchen	\$ 275.00	Y
Birthday Party	April 18, 2026	12:00pm-4:00pm	Vienna	\$ 200.00	Y
Baby Shower	April 18, 2026	2:00pm-7:00pm	Lewisville	\$ 375.00	Y
Birthday Party	April 19, 2026	2:00pm-6:00pm	Lewisville	\$ 300.00	Y
Women's Church Event	April 25, 2026	9:30am-4:30pm	Shallow Ford/Kitchen/Great Wagon	\$ 675.00	N
April Revenue				\$ 3,855.00	
Baby Shower	May 3, 2026	12:00pm-5:00pm	Shallow Ford/Lewisville/Kitchen	\$ -	Staff One-Time
Baby Shower	May 3, 2026	1:00pm-5:00pm	Vienna	\$ 300.00	N
Clemmons Gymnastics End of Season Banquet	May 8, 2026	4:00pm-8:00pm	Vienna	\$ 300.00	N
Family Gathering	May 10, 2026	1:00pm-5:00pm	Lewisville	\$ 300.00	Y
Graduation Party	May 15, 2026	4:00pm-9:00pm	Shallow Ford/Kitchen	\$ 325.00	Y
Birthday Party	May 16, 2026	10:00am-2:00pm	Lewisville	\$ 300.00	Y
Graduation Party	May 16, 2026	10:00am-2:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Graduation Party	May 16, 2026	12:00pm-4:00pm	Vienna	\$ 200.00	Y
Anniversary Party	May 16, 2026	4:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen	\$ 825.00	Y
<i>Withheld for staying past reservation time</i>				\$ 125.00	
Graduation Party	May 16, 2026	6:00pm-10:00pm	Vienna	\$ 300.00	N
<i>Withheld for staying past reservation time</i>				\$ 50.00	
Salem Gymnastics End of Season Celebration	May 17, 2026	3:00pm-9:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,425.00	N
Forsyth Country Day School Faculty/Staff Party	May 27, 2026	3:00pm-7:00pm	Shallow Ford/Kitchen	\$ 275.00	N
Graduation Party	May 29, 2026	1:00pm-5:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Graduation Party	May 29, 2026	3:00pm-9:00pm	Lewisville	\$ 450.00	Y
Birthday Party	May 30, 2026	11:00am-7:00pm	Shallow Ford/Kitchen	\$ 575.00	N
Graduation Party	May 30, 2026	12:30pm-4:30pm	Lewisville	\$ 400.00	N
Graduation Party	May 30, 2026	3:30pm-7:30pm	Vienna	\$ 200.00	Y
<i>withheld for staying past reservation time</i>				\$ 50.00	
Graduation Party	May 31, 2026	11:30am-5:30pm	Shallow Ford/Kitchen	\$ 475.00	N
Graduation Party	May 31, 2026	1:00pm-5:00pm	Vienna	\$ 200.00	N
Birthday Party	May 31, 2026	3:00pm-8:00pm	Lewisville	\$ 375.00	Y
May Revenue				\$ 8,200.00	
Graduation Party	June 5, 2026	5:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen	\$ 700.00	Y
Wedding & Reception	June 6, 2026	12:00pm-5:00pm	Lewisville/Vienna	\$ 625.00	Y
Birthday Party	June 7, 2026	10:00am-7:00pm	Shallow Ford/Lewisville/Kitchen	\$ 1,400.00	N
Rotary Club of Western Forsyth County Fundraiser	June 7, 2026	2:00pm-6:00pm	Vienna	\$ 5100	NP
Camp Invention	June 8-12, 2026	8:45am-3:45pm	Shallow Ford	\$ 2,250.00	N
Baby Shower	June 13, 2026	1:00pm-5:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Graduation Party	June 13, 2026	3:00pm-7:00pm	Vienna	\$ 200.00	Y

Persian Cultural Event	June 13, 2026	3:30pm-7:30pm	Lewisville	\$ 400.00	N
Birthday Party	June 24, 2026	2:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen	\$ 1,075.00	Y
Social Security Education	June 25, 2026	5:00pm-9:00pm	Shallow Ford	\$300	N
Engagement Party	June 26, 2026	5:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen/Great Wagon	\$ 1,100.00	N
<i>withheld for moving locked partitions, smoking and leaving butts on ground, and extra cleaning</i>				\$ 145.00	
Baby Shower	June 27, 2026	11:00am-8:00pm	Shallow Ford/Lewisville/Kitchen	\$ 1,200.00	Y
<i>withheld for extra cleaning</i>				\$ 35.00	
				June Revenue	
				\$ 9,905.00	
4th Quarter Total				\$ 21,960.00	
Fiscal Year Total				\$ 81,347.50	

2024-2025 4th Quarter Statistics and Graphs					
	Apr-26	May-26	Jun-26	Total	
Non-Profit Reservations	9	9	10	28	Combined Reservations
Private Reservations	9	20	15	44	72
Programs	63	57	58	178	# of Programs
	81	86	83	250	178



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

5. Tentative Agenda Items for Regular Meeting on July 9, 2026

- A. Consent Agenda
 - i. Resolution 2026 – 027– Financial Statements for Eleven Months ended May 31, 2026
 - ii. Approval of Budget Workshop Minutes – April 16, 21, and 30, 2026
 - iii. Approval of Agenda Briefing Minutes – June 4, 2026
- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. I’m One of the Reasons Lewisville Is a Great Place to Live Nomination
 - b. Sheriff’s Office
- C. Old Business – None
- D. New Business – Planning Director Lynn Cochran provided a brief update on the rezoning requests. Discussion ensued regarding egress and ingress statutes; Planning Board review; stub road plans in Conrad Farm; documentation being provided to Council for review; conditional requirements; clarification on Council decisions; traffic studies; and historical requests and Council actions.
Council directed staff to forward documentation for the upcoming items; and to forward July 13, 2027 meeting minutes.
 - i. Resolution 2026-025 – Call Public Hearing for Rezoning Request – L – 117 Conrad Farm
 - ii. Resolution 2026-026 – Call Public Hearing for Rezoning Request – L – 118 Marian’s Landing

- 6. **For the Good of the Order** – Discussion took place regarding antique car shows; t-shirts for warmer weather events; and display of ethical reminders.
- 7. **Adjournment** – Councilmember Allen moved to adjourn the meeting at 7:48 PM. The motion was seconded by Mayor Pro-Tem Howard and approved unanimously.

Minutes respectfully submitted based on the audio recording and notes from Town Manager Stacy Tolbert.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk



Lewisville Town Council
Regular Meeting Minutes
July 9, 2026 – 6:00 PM
Lewisville Town Hall 1st Floor Council Chamber
6510 Shallowford Road

1. Call to Order:

A. Roll Call

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 Mack Wilder. Councilmember Suzanne Newsome was absent. Also, in attendance were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Planning Director Lynn Cochran, and Town Attorney Al Andrews.

B. Invocation – Councilmember Franklin

C. Pledge of Allegiance – Mayor Pro-Tem Howard

D. Adoption of Agenda

Moved by Councilmember Gallagher, seconded by Mayor Pro-Tem Howard to approve the agenda. The motion carried unanimously.

2. Consent Agenda – Town Manager Stacy Tolbert read the consent agenda items into the record. Moved by Councilmember Franklin, seconded by Councilmember Allen to approve the consent agenda. The motion to approve the consent agenda carried unanimously.

A. Resolution 2026-027 – Financial Statements for Eleven Months Ended May 31, 2026

RESOLUTION 2026-027 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 eleven months ended May 31, 2026;

WHEREAS, the Finance Officer did not report any unusual expenditures; and

NOW, THEREFORE BE IT RESOLVED THAT the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the eleven months ended May 31, 2026 and incorporated herein.

Adopted this the 9th day of July 2026 by the Lewisville Town Council.

(Signed) Mayor Billy Carter, Jr.

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

B. Approval of Draft Agenda Briefing Minutes – June 4, 2026

Motion to adopt the June 4, 2026 Town Council Briefing and Action Minutes were approved.

3. Introductions, Recognitions, Presentations and/or Proclamations

A. Presentation

- i. I'm One of the Reasons Lewisville is a Great Place to Live – Town Manager Tolbert recognized Gretchen Roberts as the nominee for the award; and highlighted Ms. Roberts contributions to the

Town of Lewisville. Mayor Carter presented the award to Ms. Roberts; and echoed appreciation on behalf of the Council.

- ii. Sergeant PJ Stringer shared updated call stats; extended cautions regarding road construction and fraudulent scamming calls; and highlighted the July 22nd Coffee with a Cop event.

2026													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	681	624	731	777	744	747							
Security Check	357	286	311	324	298	277							
Traffic Arrest / Violation	3	4	4	5	27	22							
Alarm	9	12	15	12	12	14							
Priority Call Response Time	4.6	7	7	5.1	5	6							
2025													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	670	718	766	640	680	695							913
Security Check	364	414	372	338	363	362							
Traffic Arrest / Violation	18	19	22	22	26	29							
Alarm	16	11	11	14	20	11							
Priority Call Response Time	5.9	5	5	7	5.3	7							

4. Public Forum

- A. Speakers from the Floor: - Steve Thompson voiced appreciation to the Forsyth County Sheriff's Office.
- B. Written comments: There were no written comments.

5. Old Business – None

6. New Business

- A. Resolution 2026-025 – Call Public Hearing for Rezoning Request – Planning Director Lynn Cochran provided a brief overview of the item; and stated the request had been approved by the Planning Board on June 10th. Councilmember Gallagher inquired about a potential conflict of interest, in which Town Attorney Al Andrews outlined statutory and town code requirements and confirmed there would be no conflict of interest. Discussion took place regarding historical data for Conrad Farm North. Moved by Councilmember Franklin, seconded by Councilmember Wilder to adopt Resolution 2026-025. The motion carried unanimously.

RESOLUTION 2026-025 OF THE TOWN OF LEWISVILLE – CALL PUBLIC HEARING TO RECEIVE COMMENTS ON L-117 REZONE REQUEST CONRAD FARM NORTH – TAX PARCEL ID 5877-90-5057 TO REZONE FROM AGRICULTURAL (AG) TO AGRICULTURAL CONDITIONAL (AG-C) FOR A PLANNED RESIDENTIAL DEVELOPMENT

WHEREAS, the Lewisville Planning Board held its public hearing on June 10, 2026;

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;

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 calls a public hearing to be conducted on August 13, 2026 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 9th day of July 2026 by the Lewisville Town Council.
(Signed) Mayor Billy Carter, Jr.

- B. Resolution 2026-026 – Call Public Hearing for Rezoning Request L-118 Marians Landing - Planning
Director Cochran provided a brief overview of the item.
Moved by Mayor Pro-Tem Howard, seconded by Councilmember Allen to adopt Resolution 2026-026. The motion passed unanimously.

RESOLUTION 2026-026 OF THE TOWN OF LEWISVILLE CALL PUBLIC HEARING TO RECEIVE COMMENTS ON L-118 REZONE REQUEST – MARIAN’S LANDING TAX PARCEL ID 5886-56-4784 and SIX (6) OTHERS TO REZONE RESIDENTIAL SINGLE FAMILY (RS-9) & MANUFACTURED HOUSING DEVELOPMENT (MH) TO RESIDENTIAL SINGLE-FAMILY CONDITIONAL (RS-9-C) FOR A PLANNED RESIDENTIAL DEVELOPMENT

WHEREAS, the Lewisville Planning Board held its public hearing on June 10, 2026;

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;

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 calls a public hearing to be conducted on August 13, 2026 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 9th day of July 2026 by the Lewisville Town Council.
(Signed) Mayor Billy Carter, Jr.

7. Administrative Reports

- A. Upcoming events and closings – Town Manager Tolbert outlined upcoming events.
- i. Camel City Yacht Club Concert, July 11
 - ii. Town Council Special Meeting, July 13
 - iii. Crystal Aria Band, July 25
 - iv. National Night Out, August 4
- B. Clerk Report – Quarterly Art Exhibit, MAWCC, Open through September 30th – Town Clerk Angie Lord highlighted the art exhibit; and invited Council and residents to visit the exhibit.

8. For the Good of the Order

- A. Public Comments
- i. There were no speakers for public comments.
 - ii. Written comment – There were no written comments.

Town Attorney Al Andrews highlighted Legislative action by the General Assembly; and encouraged Council to read the information specifically with local municipality impacts.

- B. Council Comments – Council highlighted July 4th; the World Cup events; advised for residents and staff to take precautions in the extreme heat; and highlighted the upcoming Small Business Roundtable event on August 12th. Councilmember Franklin inquired about procedural guidelines for the July 13th

Censure hearing. Attorney Andrews explained his role in the proceedings; spoke to the Code of Ethics provisions; and explained he would provide a basic script for motions and procedural advice before the meeting.

9. Adjournment

Moved by Mayor Pro-Tem Howard, seconded by Councilmember Allen to adjourned the meeting. The Town Council adjourned at 7:35 P.M.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk



Lewisville Town Council
Special Meeting Minutes
July 13, 2026 – 6:00 PM
Lewisville Town Hall 1st Floor Council Chamber
6510 Shallowford Road

1. Call to Order:

A. Roll Call

Mayor Carter opened the special meeting at 6:00 PM. In attendance were Mayor Billy Carter, Mayor Pro-Tem Stacy Howard and Councilmembers Brady Allen, Fred Franklin, Gerry Gallagher, Suzanne Newsome and Mack Wilder. Also, in attendance were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Finance Director Pam Orrell, Assistant Town Manager/Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Town Attorney Al Andrews.

B. Adoption of Agenda

Moved by Councilmember Gallagher, seconded by Councilmember Allen to approve the agenda. The motion carried unanimously.

2. New Business

A. Censure Discussion – Mayor Carter spoke to the task of considering a fellow council member's action under the adopted Code of Ethics; stated as per policy and practice, he would serve as the Presiding Officer for the hearing; explained the matter under consideration was whether Councilmember Mack Wilder should be censured for actions occurring during the March 5, 2026 Town Council Briefing and Action Meeting.

Councilmember Newsome brought to the attention of Mayor Carter to include allegations for statements made in postings placed on social media. Mayor Carter stated Council could address social media postings should it be the pleasure of the Council. Councilmember Wilder requested the statements be made part of the censure. Mayor Carter voiced concerns regarding infringement of freedom of speech; and explained the need to focus on actions from the March 5th Council meeting. Councilmember Allen reminded Council of a motion to call the Censure hearing, stating it was specifically regarding actions that took place on March 5th; and shared the motion excluded social media intentionally. Councilmember Franklin requested Mayor Carter to utilize the script provided by Town Attorney Al Andrews. Discussion ensued regarding the script; and personal comments. Mayor Carter continued to explain the Censure investigation according to the Town of Lewisville Code of Ethics; stated all testifying witnesses, including Council members would give testimony under Oath as administered by the Town Clerk; outlined the procedure for the hearing; and highlighted the rights of Councilmember Wilder. Mayor Carter inquired if Councilmember Wilder had legal counsel for the hearing, to which Councilmember Wilder stated he did not.

Mayor Carter called on Town Clerk Angie Lord to administer an Oath to the Town Council. An oath to swear or affirm to tell the truth, the whole truth, and nothing but the truth was administered to all Council members.

Mayor Carter opened the floor for Council to formally offer the censure investigation into evidence. Councilmember Franklin offered into evidence the entire Investigative Report, pages 1 – 9 as provided by the Town Attorney dated May 13, 2026; and explained the document produced has been made available to the public. Councilmember Wilder explained screen shots of Facebook posts had been provided to Attorney Andrews; and referenced questions prepared for Council and staff.

Mayor Carter requested Attorney Andrews to read the Investigative Report into the record; and spoke to the need for transparency.

The floor was opened for Council to offer testimony and/or to call witnesses to testify.

Councilmember Franklin referenced the report provided; explained the difference between a censure and censor; voiced concern in addressing censor; and spoke to the need to focus on censure.

Councilmember Allen highlighted the events of the March 5, 2026 Town Council Briefing and Action meeting; referenced the Town Code of Ethics; referenced Sections that have been allegedly violated; voiced concerns and opinion regarding respect of other board members or the public in attendance; highlighted the code regarding public trust; and emphasized the need for public trust and respect of the Town Council.

Councilmember Gallagher for emphasis echoed and highlighted portions of the Code of Ethics; referenced the message Councilmember Wilder's actions sent to the public if not addressed; and expressed concerns with disrespect and derogatory comments toward staff.

Mayor Pro-Tem Howard stated she had not witnessed actions in town history such as those from the March 5th meeting; spoke to being respectful; and working together to run the Town of Lewisville.

Councilmember Newsome addressed recent revisions to the Town of Lewisville Social Media policy; referenced suggestions made to Attorney Andrews for inclusion; voiced concerns of allegations toward Councilmember Wilder's social media post; spoke to comments she made at the Runny Meade Homeowners Association meeting regarding the neighborhood pool; and referenced the newly adopted social media policy stating there wasn't language that would contradict Councilmember Wilder's postings other than the absence of the disclaimer statement. Councilmember Newsome continued by addressing the actions of the March 5th meeting; referenced anger management skills, quoting a suggested skill as "change your environment, take a brief physical timeout by stepping away from the situation or going for a brisk walk"; and stated with a censure of Councilmember Wilder, that Council would set a standard of behavior that Council is not meeting themselves.

Mayor Carter referenced a segment of the investigative report that states "*Councilmembers can discipline or censure a fellow elected official for online comments*"; voiced concern regarding freedom of speech; explained the need to focus on the March 5th meeting of Council; offered for residents in attendance at the March meeting the opportunity to provide testimony; provided background on the community pool item; and requested Town Manager Stacy Tolbert to outline staff research on the project.

Town Clerk Lord administered the Oath to the Town Manager.

Town Manager Tolbert outlined processes for staff research on projects and visions as directed by Council; stated a Bond Referendum for a pool had received three votes to move the project forward for research; explained the gathering of information among staff; referenced connections with the Forsyth County Board of Elections (BOE), the Local Government Commission (LGC), and the Town of Kernersville; spoke to requirements for the BOE and the LGC; and highlighted detailed research with Kernersville in regards to a similar project underway.

Mayor Carter called on Finance Director Pam Orrell as a witness.

Town Clerk Lord administered the Oath to the Finance Director.

Mayor Carter asked Finance Director Orrell to calculate a one cent on the tax dollar for the Town; and asked what tax increase would be required to cover \$12 million.

Director Orrell stated that one cent would bring in approximately \$267,000; and explained that 44.94 cents would be required to raise \$12 million.

Mayor Carter reiterated what the ask would have been to the residents for a bond referendum whether for \$6 million or \$12 million; referenced the lack of consensus by Council to move forward with the project; and stated for the record that "the price of the pool was not this issue".

Councilmember Wilder disputed the figures as discussed by Mayor Carter.

Attorney Andrews reminded Council on the procedures of the hearing for cross-examinations.

Councilmember Wilder spoke to Facebook references to calling members of the community names; provided a history of social media posts; referenced allegations of crushing cans; spoke to being

censured; expressed concerns with the staff pool presentation; referenced an estimation from North Wilkesboro; tax generation calculations; voiced concerns that generated funds for admissions were not included to offset management cost; referenced his pool location recommendation; alternate funding allocations; voiced concerns regarding the Lewisville Lift Station; referenced personal employment history and experiences; and inquired about how financing processes worked. Discussion took place regarding hearing procedures; and addressing the topic of the meeting. Councilmember Wilder shared his frame of mind at the March 5th meeting regarding funding allocations; referenced an audio recording of the meeting; criticized staff on presenting a “bloated” project; questioned the expertise of Council and staff; voiced concern regarding staff intention to “kill the project”; spoke to campaign trail topics; referenced swimming instructing experience; stated a goal to make Lewisville a better place; the need for him to remove himself from the room on March 5th; and inquired about communications with Town Manager Tolbert.

Town Manager Tolbert explained email and phone communications regarding the North Wilkesboro pool.

Councilmember Wilder reiterated the desire to listen to the audio recording from March 5th; spoke to practices of deleting audio recordings following the adoption of the meeting minutes; voiced concern that written minutes could not capture raised voices; referenced the cost of retrieval of the recording; voiced concern with providing a flash drive; echoed he did not raise his voice; and questioned Councilmember Gallagher regarding:

- texting and emailing between Councilmembers
- conversations during the campaign and the candidate’s forum
- being interviewed as part of the investigative report or if she was in attendance on March 5th
- her opinion on the interview process
- if she had seen media postings and opinion on said postings
- recollection to the use of “we”, profanity, and/or threats
- her opinion on the destruction of meeting recordings

Councilmember Wilder called into question Town Clerk Lord’s minute taking skills.

Councilmember Gallagher responded negative to the texting question; confirmed they had communicated via telephone at times; campaigned champion issues as a pool and fireworks; explained she was not interviewed as part of the report; confirmed her attendance at the March 5th meeting; deferred to the Town Attorney’s expertise on interviewing witnesses; confirmed seeing media postings; voiced opinions of the postings; and deferred to the expertise of the Town Clerk and town policies regarding recordings.

Councilmember Wilder called Steve Thompson as a witness.

Town Clerk Lord administered the Oath to Mr. Thompson.

Councilmember Wilder referred to Mr. Thompson’s attendance at the Council retreat; and explained Mr. Thompson being upset on an issue at the end of the retreat.

Mr. Thompson clarified the robust conversation that took place following the adjournment of the retreat; and spoke to following communications to clear the air with Councilmember Wilder.

Discussion took place regarding varying political affiliations.

Councilmember Wilder highlighted people losing their temper; and inquired about Councilmember Franklin’s response to a topic regarding Representative Jeff Zenger.

Councilmember Franklin responded he did not recall the conversation as referenced.

Councilmember Wilder inquired about Mayor Pro-Tem Howard getting upset in meetings.

Mayor Pro-Tem Howard voiced concerns regarding the financial standings of the town; and spoke to being passionate about protecting resident tax dollars.

Councilmember Wilder referenced a zoom meeting with Representative Zenger in attendance; and spoke to an alleged obscene gesture.

Mayor Pro-Tem Howard voiced concerns with staying on the topic of the special meeting.

Councilmember Wilder continued to highlight various people's temperaments; voiced the desire to play the March 5th recording to which there was opposition; and suggested Council move forward with a vote.

Mayor Carter called for a motion to close testimony.

Moved by Councilmember Franklin, seconded by Councilmember Gallagher to close the testimony portion of the hearing. The motion carried unanimously.

Mayor Carter stated it was the time to receive any motions and debate the same; and reminded Council that any motion for a non-binding resolution of censure must be stated clearly for the record.

Mayor Carter clarified that upon a vote of any motion, the vote would not include Councilmember Wilder as the subject of the censure.

Councilmember Franklin stated he moved for a "motion for a Non-Binding Resolution of Censure of Councilmember Mack Wilder for his actions that occurred during the March 5, 2026 Briefing and Action Meeting of the Lewisville Town Council; specifically, let this motion reflect that Councilmember Wilder committed violations of the Lewisville Town Council Code of Ethics: Section 2, Section 3b, and Section 4, as presented in the Section I., C. Findings: of the Censure Investigation Regarding Lewisville Council Member Mack Wilder that was prepared and dated May 13, 2026 by our attorney that was previously admitted into evidence earlier tonight and has been available for public inspection". The motion was seconded Councilmember Allen.

Mayor Carter opened debate of the motion; spoke to Councilmember Wilder's stance on the purpose of a pool; referenced swim lessons as an option; inquired how much the retrieval of the recording costs; and if additional fees were being charged for the Sheriff representative.

Councilmember Wilder voiced opposition to the swim lessons; and with a 10 – 15-year pool plan.

Town Manager Tolbert stated the cost of the recording retrieval was \$195; and clarified there were no additional fees for the law enforcement presence.

Councilmember Wilder expressed his opposition to the censure process; highlighted that Council had called for the proceedings; costs associated with staff overtime; the importance of the recording; stated the recording was evidence; and reiterated restrictions on capturing tone and actions by the Town Clerk.

Mayor Pro-Tem Howard commended Town Clerk Lord on being articulate; the staff on professionalism; and spoke to Councilmember Wilder insulting others.

Councilmember Allen referenced comments for Councilmember Wilder to make Lewisville a better place; and offered words of wisdom to which Councilmember Wilder compared his age to Councilmember Allen's youth and spoke to the bestowment of wisdom.

Councilmember Gallagher referenced the issue around raised voices; voiced concerns with Councilmember Wilder's abrupt behavior; concerns with another human being in crisis; regarding Councilmember Wilder not rejoining the Council; reiterated the issue of inappropriate behavior; stated he appeared angry; and referenced comments that led Council to believe he was going to quit.

Councilmember Wilder offered an apology to Town Clerk Lord.

Mayor Carter declared the debate as closed; and called for a vote for the motion on the floor.

The motion carried by five (5) votes in the affirmative and one (1) vote in the negative. Mayor Carter, Mayor Pro-Tem Howard, Councilmember Allen, Councilmember Franklin, and Councilmember Gallagher voted 'Yea'. Councilmember Newsome voted 'Nay'. Councilmember Wilder was not included in the vote.

Mayor Carter stated there was no other business before Council; and spoke to the character of Councilmember Wilder.

(A copy of the Censure Investigation Regarding Lewisville Councilmember Mack Wilder is filed in Exhibit Folder July 2026, which is hereby referred to and made a part of these minutes.)

3. Adjournment

Moved by Councilmember Allen, seconded by Mayor Pro-Tem Howard to adjourned the meeting. The Town Council adjourned at 7:56 P.M.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk



**ORDINANCE 2026-013 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE ZONING MAP OF THE TOWN OF LEWISVILLE
CONRAD FARM NORTH**

**Conditional District Rezoning from Agricultural (AG) to Agricultural Conditional (AG-C) for a Planned
Residential Development
(Zoning Docket L-117) Conrad Farm North, North of Yadkinville Road
Tax Parcel ID 5877-90-5057**

WHEREAS, the Town of Lewisville published notification of this conditional zoning request on July 26, 2026 and August 2, 2026;

WHEREAS, the Town of Lewisville has received an affidavit of publication for the aforementioned dates;

WHEREAS, as sign indicating notice of a public hearing was posted on the subject property in a prominent location on May 25, 2026; and July 20, 2026;

WHEREAS, letters of legislative hearing notice were mailed by U.S. Postal Service First Class to the addresses of property owners within 500 feet of the subject property, obtained from Forsyth County tax records, on May 25, 2026; and July 20, 2026;

WHEREAS, these procedures were performed and certified by Town staff in accordance with the requirements of NCGS 160D-601 and the Lewisville Unified Development Ordinance;

WHEREAS, the Lewisville Planning Board held a public hearing during its regularly scheduled meeting held June 10, 2026;

WHEREAS, the Lewisville Planning Board favorably recommended approval of the request to the Town Council;

WHEREAS, the Lewisville Town Council accepts the staff report; and

NOW, THEREFORE, BE IT ORDAINED that the Lewisville Town Council finds the proposed conditional district rezoning consistent with the intents, goals and recommendations of the *Lewisville Tomorrow Comprehensive Plan*. Further, the Council finds that the action to be taken is reasonable and in the public interest, considering all relevant factors, and therefore approves the zoning map amendment and site plan.

BE IT FURTHER ORDAINED AS FOLLOWS:

Section 1: The Town of Lewisville Official Zoning Map of the Town of Lewisville, North Carolina is hereby amended.

Section 2: The property is (+/-) 35.41 acres, denoted by tax parcel ID 5877-90-5057, located at Conrad Farm North, North of Yadkinville Road as shown on the attached site plan.

Section 3: This ordinance shall be effective from and after its adoption.

Adopted this the 13th day of August 2026 by the Lewisville Town Council.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk



STAFF REPORT

ITEM:	L-117 CONRAD FARM NORTH REZONING
SUBJECT:	REZONING FROM AG TO AG-C FOR A PLANNED RESIDENTIAL DEVELOPMENT
PREPARED BY:	LYNN COCHRAN
DATE SUBMITTED:	JUNE 4, 2026

BACKGROUND/SUMMARY:

L-117 is a request for rezoning from Agricultural (AG) to Agricultural Conditional (AG-C) for a Planned Residential Development.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends approval and the Planning Board voted unanimously to recommend approval of the request at its regularly scheduled June 10, 2026 meeting.

FISCAL IMPACT:

ATTACHMENT(S):

AGENDA ITEM

LEWISVILLE PLANNING BOARD

L-117: A request for rezoning from Agricultural (AG) to Agricultural Conditional (AG-C) for a Planned Residential Development

Applicant: LaBella & Blue Ridge Companies

Tax PIN(s): 5877-90-5057

Location: North of Yadkinville Rd, Lewisville



Size and Location of the Parcel(s): The subject property measures (+/-) 35.41 acres according to the Forsyth County Tax Map. It is located north of Yadkinville Rd, just north of the current Conrad Farm development, just after the intersection of Yadkinville Rd and Robinhood Rd heading west.

Property Site: This property is currently vacant. A portion of the parcel is dedicated for off-site septic systems from Conrad Farms phases one (1) and two (2). The new development will not affect these existing sites.

Immediate & Nearby Area: This property is located in the Neighborhood Residential Place Type, according to the *Comprehensive Plan*. Areas nearby are zoned exclusively Agricultural and Residential. Uses in the area are predominantly residential in nature.

Utilities: This property will be served by public water and private or community septic.

Access: This property is located on Yadkinville Rd, designated as a minor thoroughfare according to the Winston-Salem Urban Area Metropolitan Planning Organization *Comprehensive Transportation Plan* (CTP) map. One new access road will be created that connects with Conrad Farm Road to serve 31 new homes.

Previous Zoning History: This property was zoned Agricultural (AG) at the time the town incorporated.

Comprehensive Plan: The *Lewisville Tomorrow Comprehensive Plan* designates this property as part of the Neighborhood Residential place type.

"*Neighborhood Residential* accounts for many of the suburban-style, lower-density residential areas that have been built during the past 20 years. While most of the existing neighborhoods have a uniform housing type, future Neighborhood Residential areas should promote a mixture of housing sizes and prices as well as efficient neighborhood design, where appropriate." *Intents* include: "...enhancing existing low-density residential areas with improved connectivity..." and "...diversification of housing stock in ways that are sensitive to established residential areas, attractions, employment opportunities, open space and mixed-use residential areas in intentional ways." (p. 75)

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair
Philip May, Lynn Fulton, Rob Herald, James Lewis, Sarah van Huis

Planned Residential Developments are meant to “encourage unique communities and neighborhoods, which meet the needs of their residents by allowing flexibility in the process. PRDs differ from standards residential subdivisions by incorporating novel design concepts, allowing variable lot sizes and by encouraging environmentally sensitive design that promotes the conservation of open space.” (UDO, Chapter B, Section B.2-5.4.41 (1) p. 271-272).

Consistency.

- It is found to be consistent with the Neighborhood Residential Place Type because of the significant focus on single-family residential development.
- Zoning in the area is exclusively agricultural or residential.
- This will be the fifth phase of the Conrad Farm development.

Reasonableness.

- This application is found to be reasonable because rezoning from AG to AG-C will allow uses that are compatible with the primarily single-family residential nature of existing uses in this area.
- A complete site plan has been provided and included in the application materials, which allows for flexibility in the design process.

Staff Analysis & Recommendation: Staff finds the application to be complete and ready for board consideration. Staff finds the request to be consistent with the intents and descriptions of the *Comprehensive Plan* in the Neighborhood Residential Place Type. Additionally, staff finds the request to be reasonable when considering other relevant factors.

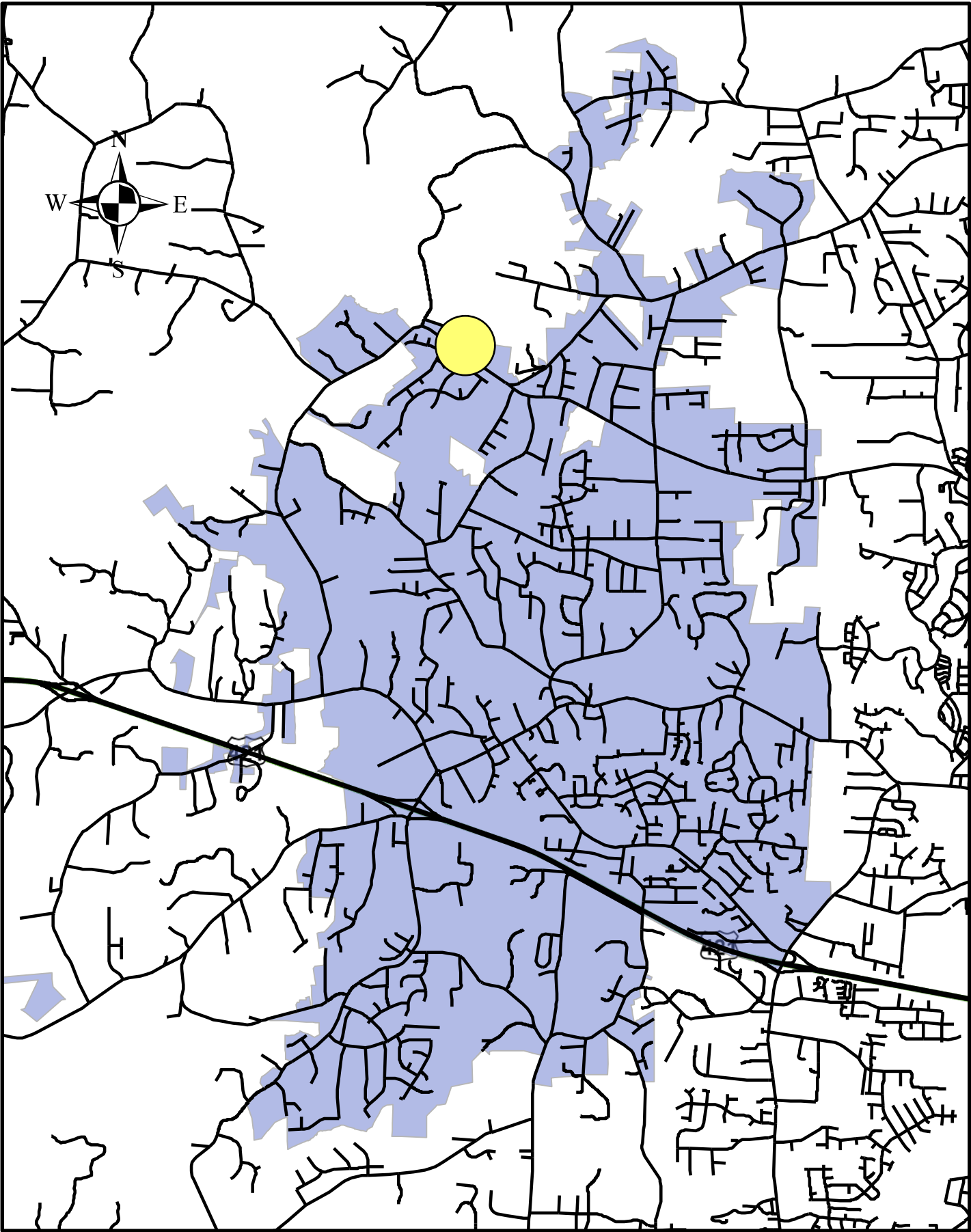
Thus, staff recommends approval of zoning map amendment L-117, a request for rezoning from Agricultural (AG) to Agricultural Conditional (AG-C) for a Planned Residential Development.

The planning board voted unanimously to recommend approval of this rezoning during its regularly scheduled meeting June 10, 2026. (6-0)

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair
Philip May, Lynn Fulton, Rob Herald, James Lewis, Sarah van Huis

L-117 CONRAD FARM NORTH VICINITY MAP

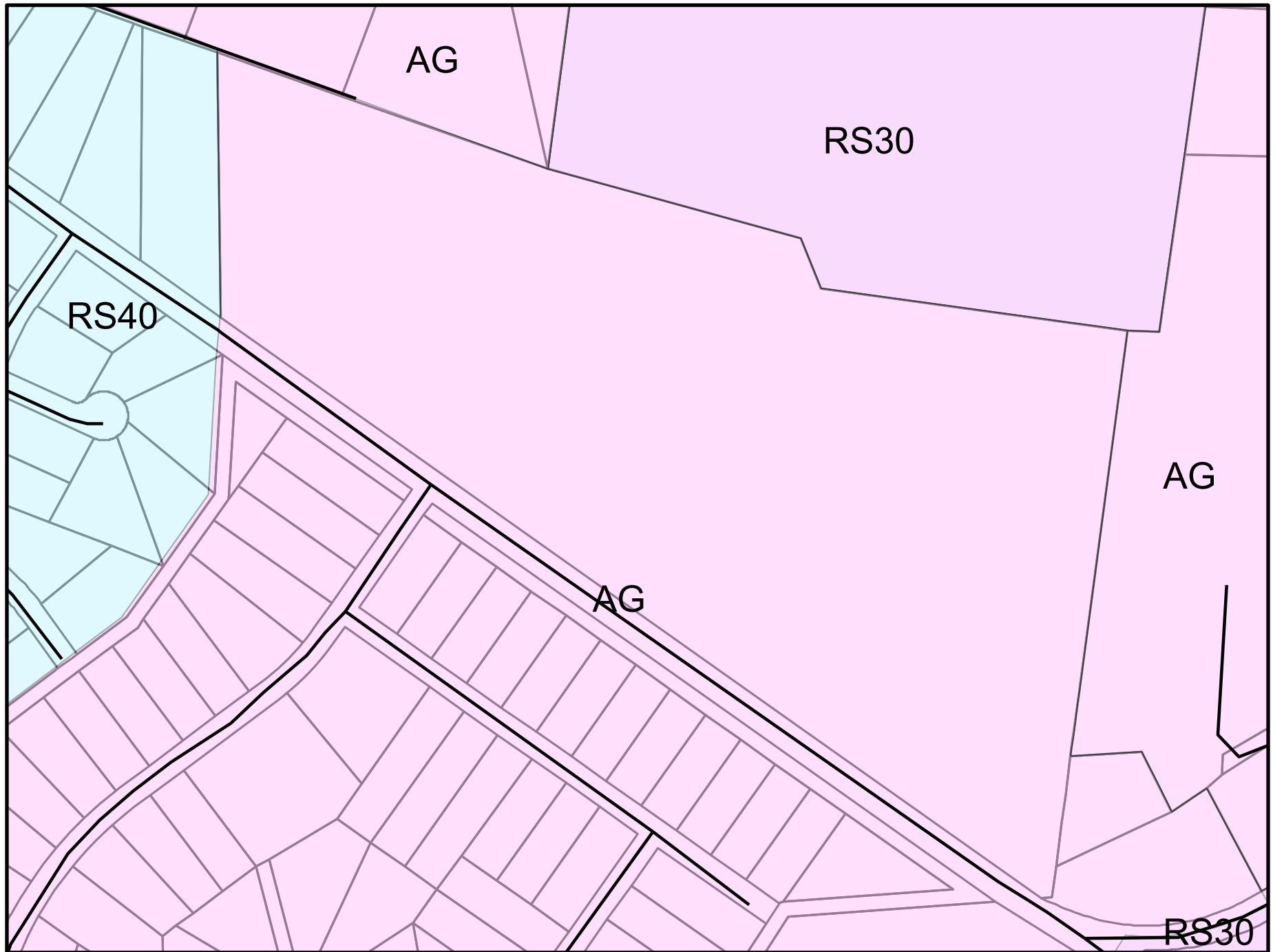


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Map Created by Lynn Cochran



L-117 Conrad Farm North Zoning Map

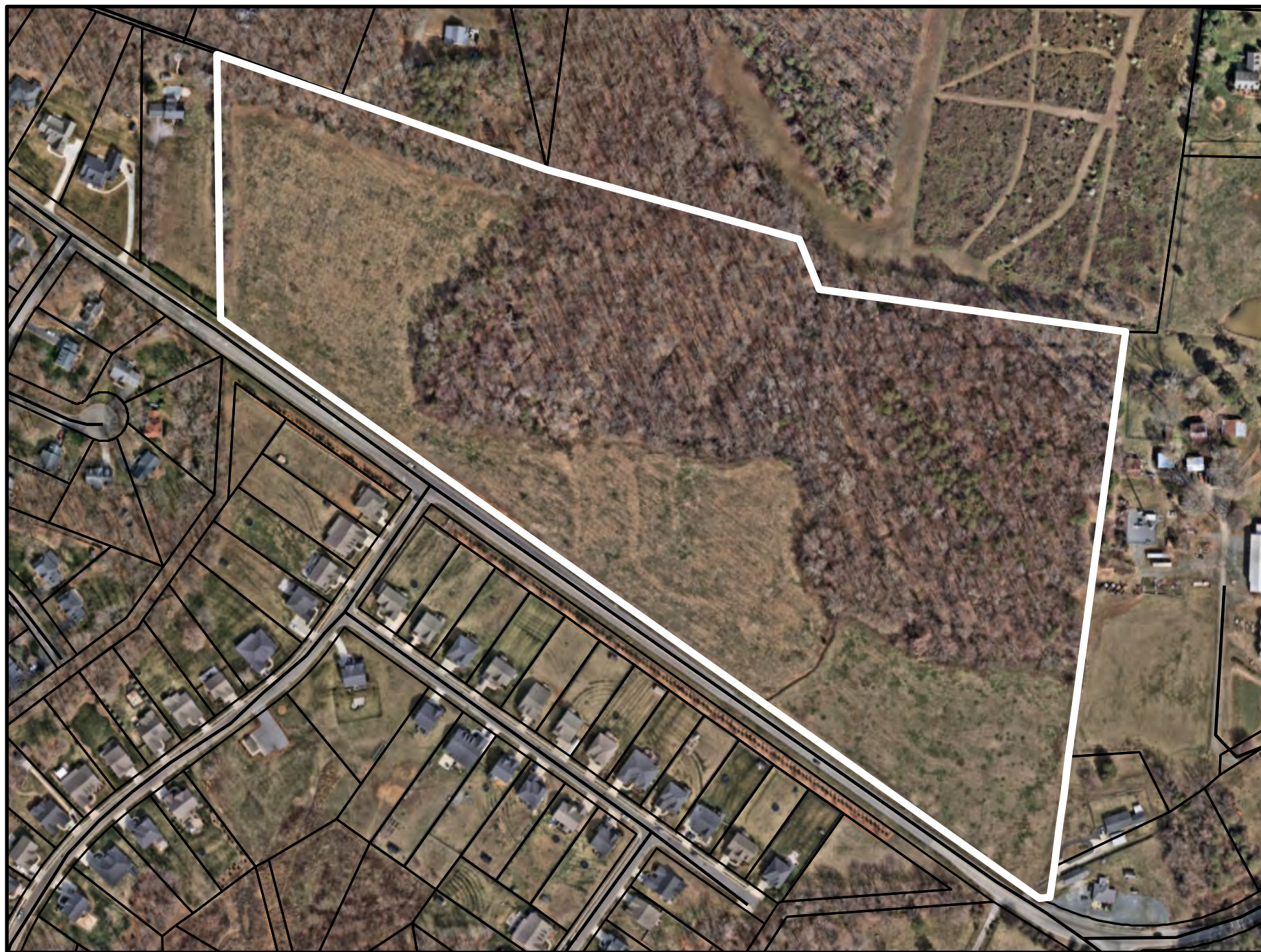


0 125 250 500 Feet

Map Created by Lynn Cochran



L-117 Conrad Farm North Aerial Map



0 125 250 500 Feet

Map Created by Lynn Cochran

USES IN THE AGRICULTURAL ZONING DISTRICT (AG)

Uses permitted by-right within zoning district (zoning permit and development standards may apply):

- o Adult Day Care Home
- o Agricultural Production, Crops
- o Animal Feeding Operation
- o Cemetery, Private, Family
- o Community Garden
- o Farmer's Market
- o Family Care Home
- o Micro-Brewery, -Distillery (only with Bona Fide Farm Status)
- o Recreation Facility, Public
- o Residential Building, Single Family
- o Vineyard, Winery
- o Special Event Center (only with Bona Fide Farm Status)
- o Swimming Pool, Private

Temporary Uses:

- o Family Health Care Structure

Uses permitted with Planning Board Review:

- o Religious Institution, Neighborhood
- o Major Subdivision, residential

Uses requiring a special use permit from the Zoning Board of Adjustment:

- o Borrow Site
- o Cemetery, Licensed
- o Child Day Care Facility
- o Dirt Storage
- o Family Group Home Facility
- o Golf Course
- o Habilitation Facility
- o Kennel
- o Landfill, LCID
- o Library, Public
- o Life Care Community
- o Recreation Services, Outdoor
- o Recreational Vehicle Park
- o Riding Stable
- o School, Private, Charter
- o School, Public
- o Shooting Range, Indoor
- o Utilities
- o Transmission Tower

Uses subject to Conditional Zoning:

- o Planned Residential Development

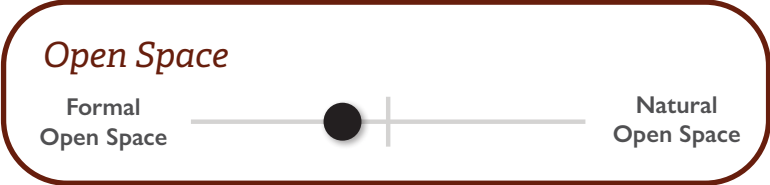
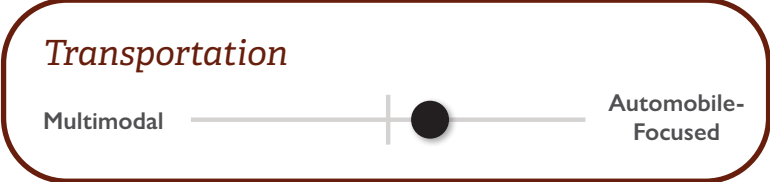
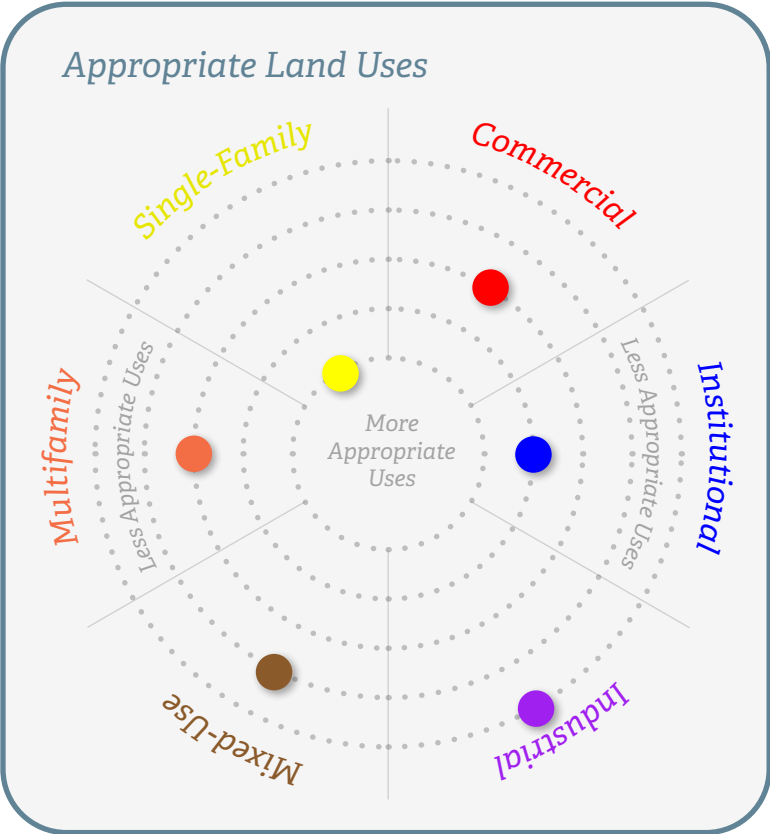
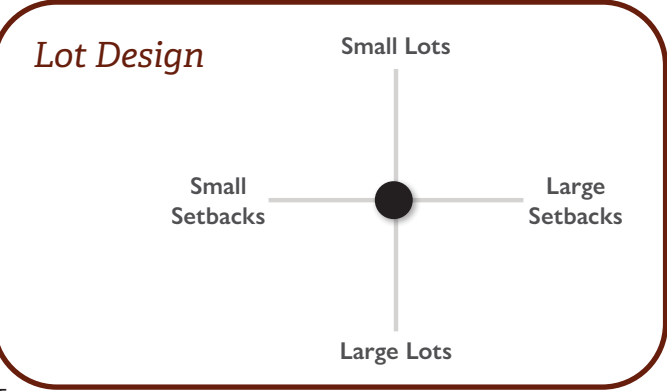
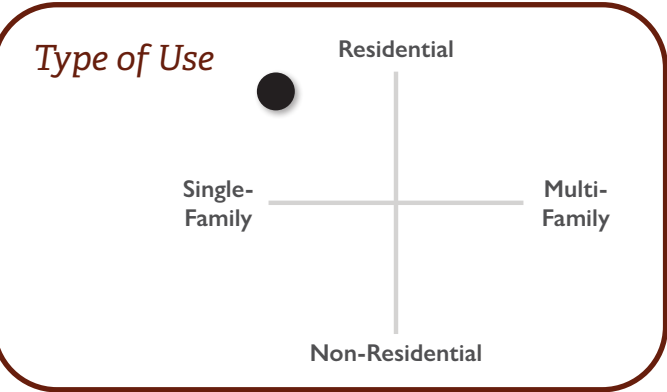
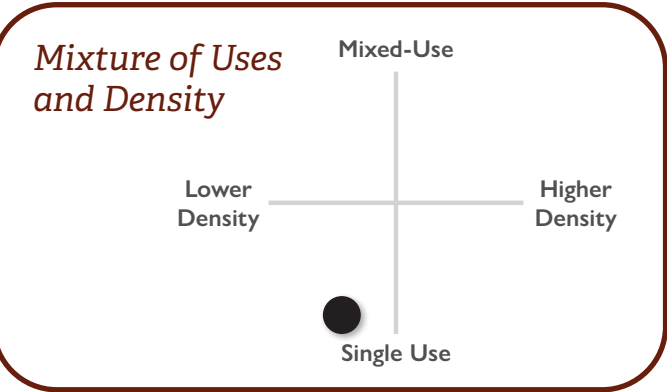
Neighborhood Residential

Neighborhood Residential accounts for many of the suburban-style, lower-density residential areas that have been built during the past 20 years. While most of the existing neighborhoods have a uniform housing type, future Neighborhood Residential areas should promote a mixture of housing sizes and prices as well as efficient neighborhood design, where appropriate. Neighborhood Residential areas of the future could include single-family homes and townhomes in a clustered design.

Intent

- » Enhance existing low-density residential areas with improved connectivity, better bicycle and pedestrian amenities, and additional park and open space opportunities.
- » Allow diversification of housing stock in ways that are sensitive to established residential areas.
- » Provide a transition to the most rural portions of the study area.
- » Explore ways to limit the impact of residential development through innovative neighborhood design.

Characteristics



CONRAD FARM, LLC

August 10, 2026

On behalf of the applicant, we respectfully request a waiver of the road stub-out requirement associated with the southeastern cul-de-sac shown on the Conrad Farm rezoning plan.

A future road connection to the adjacent property is not feasible due to the presence of wetlands and existing off-site septic fields within the potential connection area. Construction of a roadway extension would require impacts to these constrained areas.

Given these site constraints, we believe the requested waiver is justified and respectfully ask that the road stub-out requirement be waived as part of the Conrad Farm rezoning approval.

Please let us know if any additional information is needed.

Sincerely,

Matthew Dunbar
Project Manager
Conrad Farm, LLC





ZONING MAP AMENDMENT L-117 TOWN OF LEWISVILLE PLANNING CONSISTENCY AND REASONABLENESS DETERMINATIONS

The Board has reviewed *Zoning Map Amendment L-117*, rezoning from Agricultural (AG) to Agricultural Conditional (AG-C). As required by NCGS § 160D, the Board makes the following findings:

Consistency.

- It is found to be consistent with the Neighborhood Residential Place Type because of the significant focus on single-family residential development.
- Zoning in the area is exclusively agricultural or residential.
- This will be the fifth phase of the Conrad Farm development.

Reasonableness.

- This application is found to be reasonable because rezoning from AG to AG-C will allow uses that are compatible with the primarily single-family residential nature of existing uses in this area.
- A complete site plan has been provided and included in the application materials, which allows for flexibility in the design process.



ZONING MAP AMENDMENT L-117 TOWN OF LEWISVILLE PLANNING DRAFT MOTION TO APPROVE OR DENY

APPROVE

"I move to APPROVE of this request, based upon the Consistency & Reasonable Determinations Statements that are included in the agenda packet, as may be amended."

DENY

"I move to DENY this request based upon the Consistency & Reasonable Determinations Statements that are included in the agenda packet, as may be amended."



**ORDINANCE 2026-014 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE ZONING MAP OF THE TOWN OF LEWISVILLE
MARIAN'S LANDING**

**Conditional District Rezoning from Residential Single-Family (RS-9) and Manufactured Housing Development (MH) to Residential Single-Family Conditional (RS-9-C) for a Planned Residential Development (Zoning Docket L-118) Marian's Landing at the Southeast Corner of the Lewisville-Vienna & Robinhood Roads Intersection
Tax Parcel ID(s) 5886-56-4784, 5886-56-8476, 5886-66-0193, 5886-66-4288, 5886-65-4975, 5886-66-7263, and 5886-65-7947**

WHEREAS, the Town of Lewisville published notification of this conditional zoning request on July 26, 2026 and August 2, 2026;

WHEREAS, the Town of Lewisville has received an affidavit of publication for the aforementioned dates;

WHEREAS, as sign indicating notice of a public hearing was posted on the subject property in a prominent location on May 25, 2026; and July 20, 2026;

WHEREAS, letters of legislative hearing notice were mailed by U.S. Postal Service First Class to the addresses of property owners within 500 feet of the subject property, obtained from Forsyth County tax records, on May 25, 2026; and July 20, 2026;

WHEREAS, these procedures were performed and certified by Town staff in accordance with the requirements of NCGS 160D-601 and the Lewisville Unified Development Ordinance;

WHEREAS, the Lewisville Planning Board held a public hearing during its regularly scheduled meeting held June 10, 2026;

WHEREAS, the Lewisville Planning Board favorably recommended approval of the request to the Town Council;

WHEREAS, the Lewisville Town Council accepts the staff report; and

NOW, THEREFORE, BE IT ORDAINED that the Lewisville Town Council finds the proposed conditional district rezoning consistent with the intents, goals and recommendations of the *Lewisville Tomorrow Comprehensive Plan*. Further, the Council finds that the action to be taken is reasonable and in the public interest, considering all relevant factors, and therefore approves the zoning map amendment and site plan.

BE IT FURTHER ORDAINED AS FOLLOWS:

Section 1: The Town of Lewisville Official Zoning Map of the Town of Lewisville, North Carolina is hereby amended.

Section 2: The property is (+/-) 20.4 acres, denoted by tax parcel ID 5877-90-5057, located along Robinhood Road between the Lewisville Middle School and the intersection with Lewisville-Vienna Road.

Section 3: This ordinance shall be effective from and after its adoption.

Adopted this the 13th day of August 2026 by the Lewisville Town Council.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk



STAFF REPORT

ITEM:	L-118 MARIAN'S LANDING REZONING
SUBJECT:	REZONING FROM RS-9 & MH TO RS-9-C FOR A PLANNED RESIDENTIAL DEVELOPMENT
PREPARED BY:	LYNN COCHRAN
DATE SUBMITTED:	JULY 9, 2026

BACKGROUND/SUMMARY:

L-118: Forestar & McAdams have resubmitted a rezoning request for the same properties considered earlier this year. They are now requesting rezoning from Residential Single-Family (RS-9) and Manufactured Housing Development (MH) to Residential Single-Family Conditional (RS-9-C) for a Planned Residential Development.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends approval and the Planning Board unanimously recommended approval at the regularly scheduled meeting, held June 10, 2026.

FISCAL IMPACT:

ATTACHMENT(S):

AGENDA ITEM

LEWISVILLE PLANNING BOARD



L-118: A request for rezoning from Residential Single-Family (RS-9) & Manufactured Housing (MH) to Residential Single-Family Conditional for a Planned Residential Development (RS-9-C))

Applicant: Forestar, McAdams, "Marian's Landing"

Tax PIN(s): 5886-56-4784, 5886-56-8476, 5886-66-0193, 5886-66-4288, 5886-65-4975, 5886-66-7263, 5886-65-7947

Location: The Southeast Corner of the Lewisville-Vienna & Robinhood Roads Intersection, Lewisville

Size and Location of the Parcel(s): The seven properties in total measure (+/-) 20.4 acres according to the Forsyth County Tax Map. These are located along Robinhood Rd between the Lewisville Middle School and the intersection with Lewisville-Vienna Road.

Property Site: These properties are currently occupied by a mix of manufactured homes and single-family residences.

Immediate & Nearby Area: This property is located in small part within the Lewisville Neighborhood Center Overlay (NAC). The larger portion of these properties are zoned RS-9, with a smaller, central portion zoned MH. Adjacent and nearby zoning includes RS-20, RS-30 and NO-C (Town owned property). Adjacent and nearby uses are exclusively residential in nature, with the exception of Lewisville Middle School.

Utilities: This property is currently served by public water facilities and will be served by sewer facilities. The nearby sewer connection is located at Lewisville Middle School

Access: These properties are located principally on Robinhood Road, including a small portion of Lewisville-Vienna Road at the intersection. Both are designated as major thoroughfares, according to the Winston-Salem Urban Area Metropolitan Planning Organization *Comprehensive Transportation Plan* (CTP) map.

Previous Zoning History: These properties were zoned RS-9 and MH at the time the town incorporated.

Comprehensive Plan: The *Lewisville Tomorrow Comprehensive Plan* designates this property as part of two different Lewisville Place Types, Neighborhood Residential and Neighborhood Center (NAC) to a lesser extent.

"*Neighborhood Residential* accounts for many of the suburban-style, lower-density residential areas that have been built during the past 20 years. While most of the existing neighborhoods have a uniform housing type, future Neighborhood Residential areas should promote a mixture of housing sizes and prices as well as efficient neighborhood design, where appropriate." *Intents* include: "...enhancing existing low-

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair
Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready

density residential areas with improved connectivity..." and "...diversification of housing stock in ways that are sensitive to established residential areas. attractions, employment opportunities, open space and mixed-use residential areas in intentional ways." (p. 75)

"*Neighborhood Centers* are smaller scale mixed-use areas located near existing or planned neighborhoods. These centers provide gathering places for nearby residents and visitors with neighborhood-scale commercial uses such as grocery stores, restaurants, rural establishments and services... The size and scale of the Neighborhood Center should small and based in part on the market provided by surrounding neighborhoods..." *Intents* include small-scale commercial clustering to serve neighborhood needs. (p. 72)

The *Lewisville Northeast Area Plan* Future Land Use Map (2018) also identifies the intersection of Lewisville-Vienna and Robinhood Roads as a Neighborhood Center, overlying an area of the Rural Residential place type, with similar intents, goals and descriptions to the 2022 *Lewisville Tomorrow Comprehensive Plan*. (p. 18)

Planned Residential Developments are meant to "encourage unique communities and neighborhoods, which meet the needs of their residents by allowing flexibility in the process. PRDs differ from standards residential subdivisions by incorporating novel design concepts, allowing variable lot sizes and by encouraging environmentally sensitive design that promotes the conservation of open space." (UDO, Chapter B, Section B.2-5.4.41 (1) p. 271-272).

Consistency.

- This application is found to be partially consistent with the *Lewisville Tomorrow Comprehensive Plan* Neighborhood Center (NAC) place type because of the neighborhood-scale commercial uses intended to be served by ongoing residential development.
- It is found to be consistent with the Neighborhood Residential Place Type because of the significant focus on single-family residential development.

Reasonableness.

- This application is found to be reasonable because rezoning from RS-9 & MH to RS-9-C will allow uses that are compatible with the primarily single-family residential nature of existing uses in this area.
- A complete site plan has been provided and included in the application materials, which allows for flexibility in the design process.

Staff Analysis & Recommendation: Staff finds the application to be complete and ready for board consideration. Staff finds the request to be partially consistent with the intents and descriptions of the *Comprehensive Plan* in the Neighborhood Center Place Type and consistent with those of the Neighborhood Residential Place Type. Additionally, staff finds the request to be reasonable when considering other relevant factors.

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair
Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready

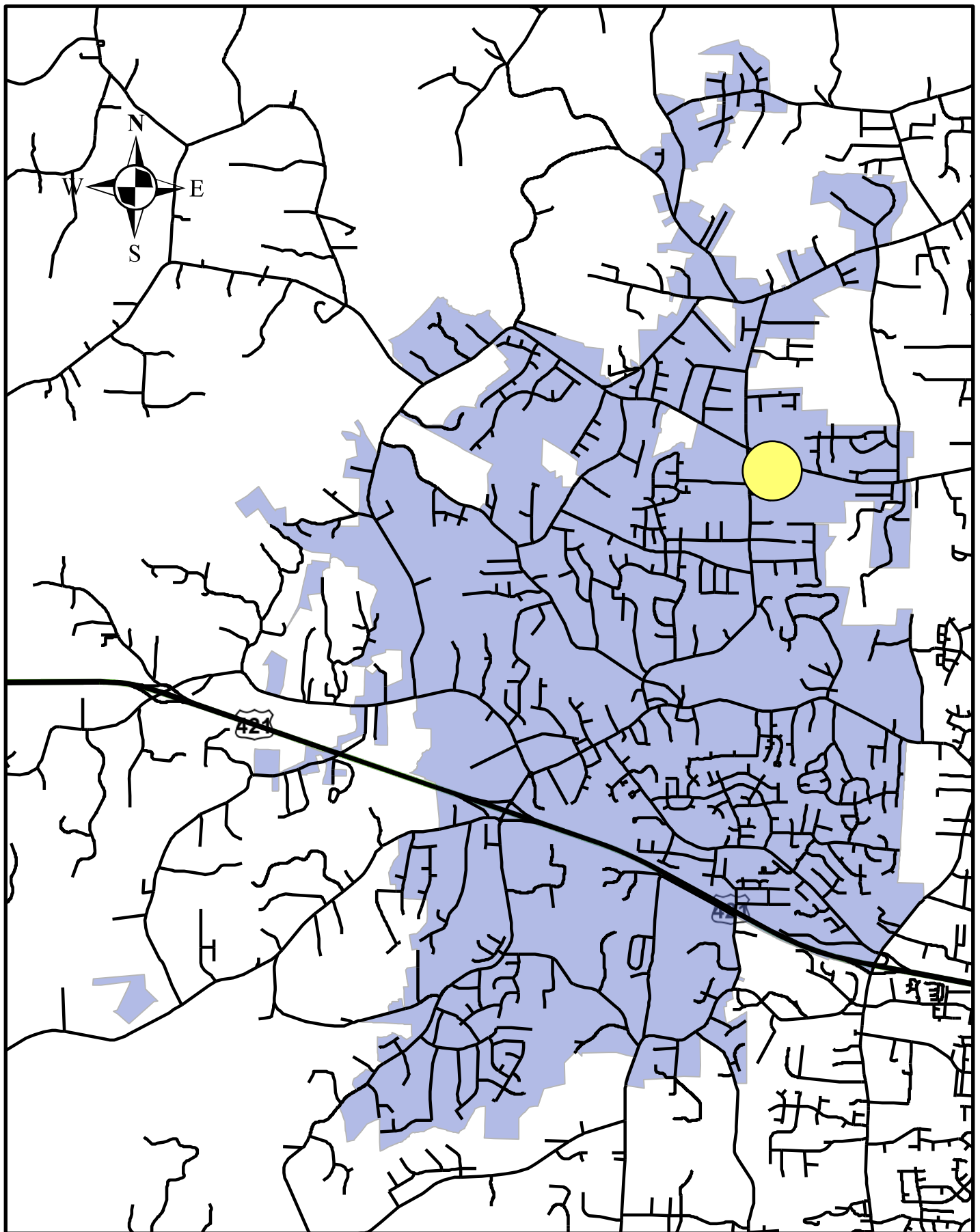
Thus, staff recommends approval of zoning map amendment L-118, a request for rezoning from Residential Single-Family (RS-9) & Manufactured Housing Development (MH) to Residential Single-Family Conditional (RS-9-C) for a Planned Residential Development.

The Lewisville Planning Board voted unanimously to recommend approval of this request at its regularly scheduled Jun 10 meeting.

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair
Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready

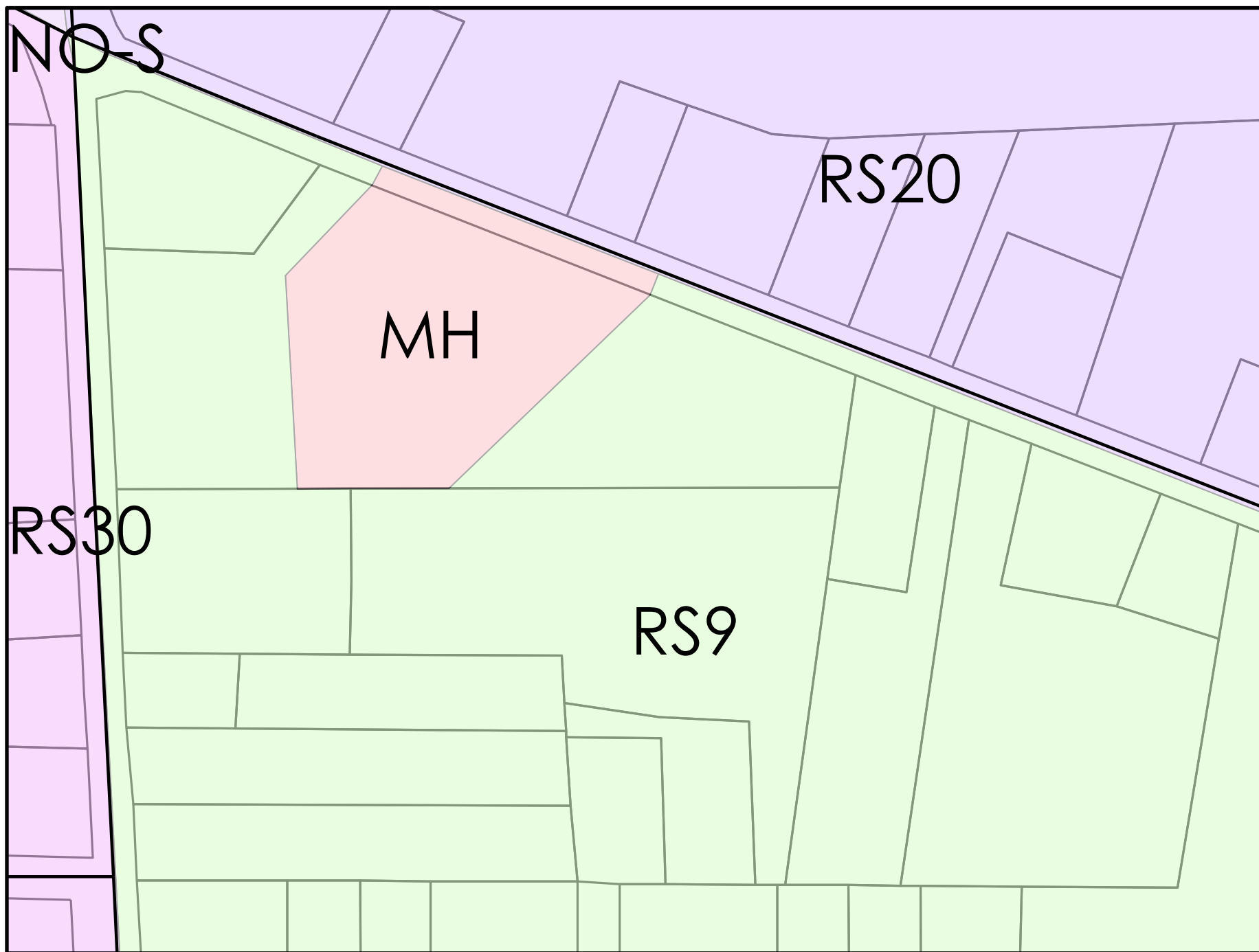
L-118 MARIAN'S LANDING VICINITY MAP



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L-118 MARIAN'S LANDING ZONING MAP

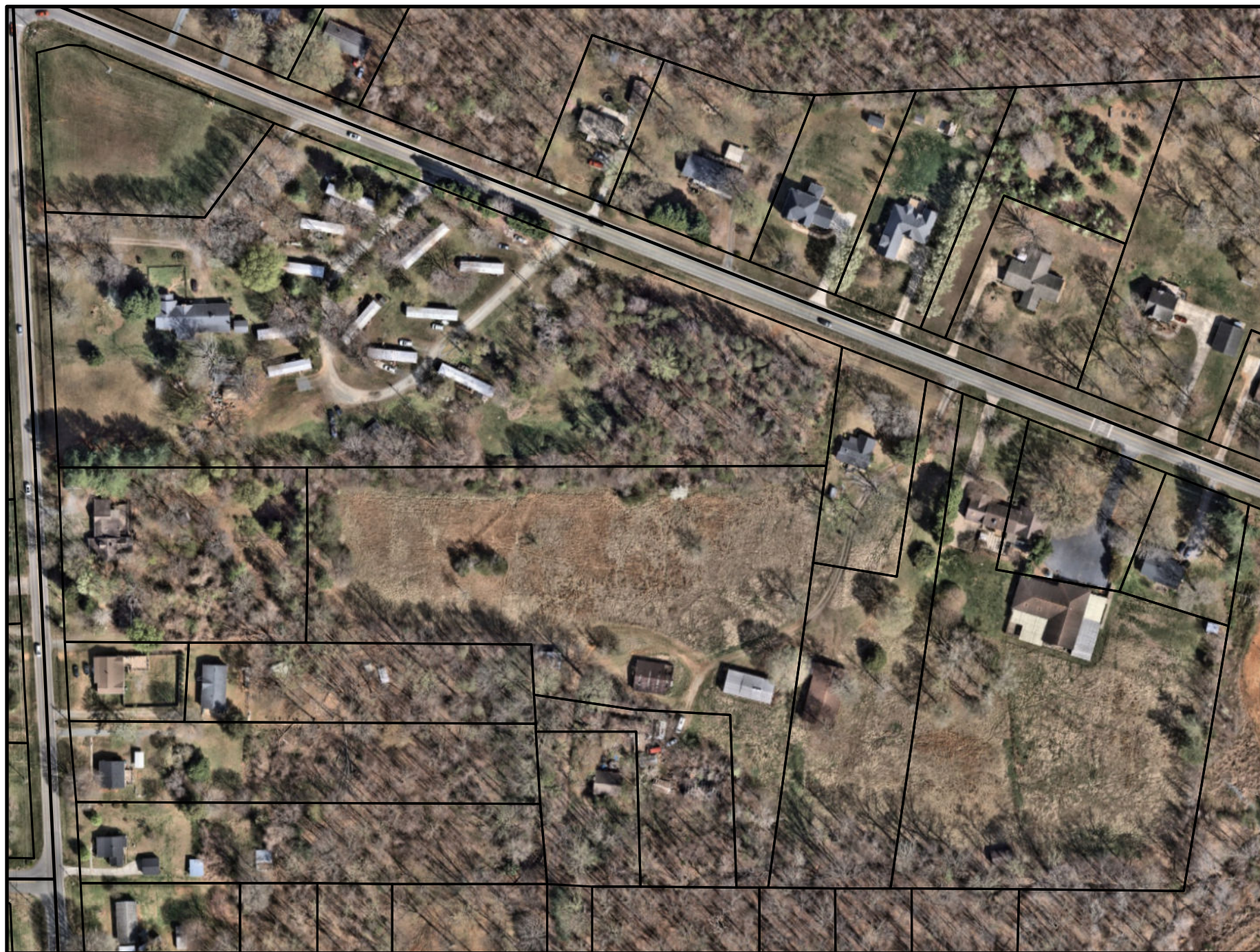


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Map Created by Lynn Cochran

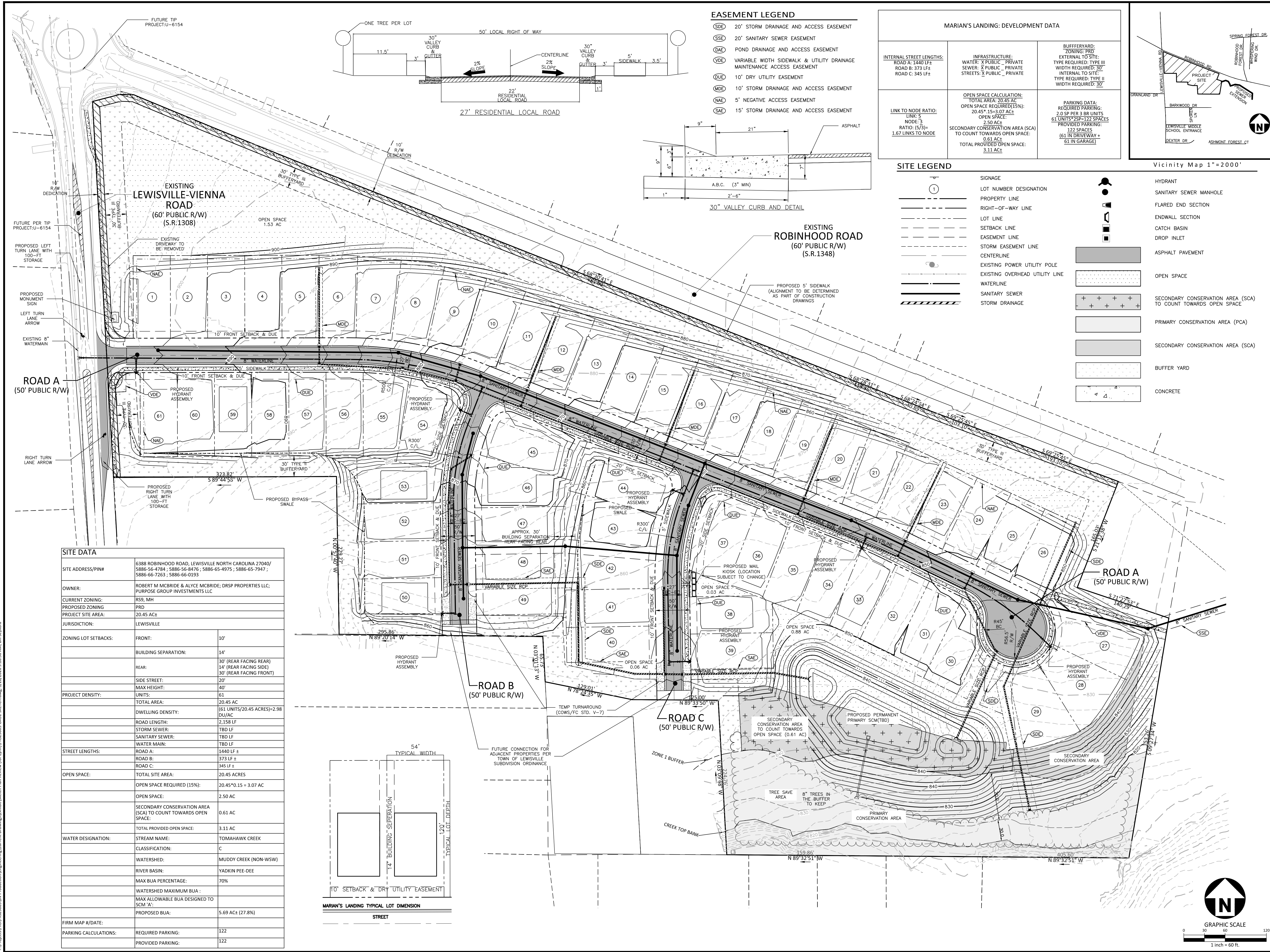


L-118 MARIANS LANDING AERIAL MAP



0 50 100 200 Feet
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

Map Created by Lynn Cochran



USES IN THE MANUFACTURED HOUSING DEVELOPMENT ZONING DISTRICT (MH)

Uses permitted by-right within zoning district (zoning permit and development standards may apply):

- Adult Day Care Home
- Cemetery, Private, Family
- Community Garden
- Family Care Home
- Golf Driving Range
- Manufactured Home, Class A
- Manufactured Home, Class B
- Manufactured Home, Class C
- Manufactured Housing Development
- Police or Fire Station
- Recreation Facility, Public
- Residential Building, Single-Family
- Swimming Pool, Private
- School, Private or Charter
- School Public

Uses Requiring Planning Board Review

- Religious Institution, Neighborhood

Uses requiring a special use permit from the Zoning Board of Adjustment:

- Golf Course
- Landfill, Land Clearing/Inert Debris
- Park and Shuttle Lot
- Transmission Tower
- Utilities

USES IN THE RESIDENTIAL SINGLE-FAMILY RS-9 ZONING DISTRICT (RS-9)

Uses permitted by-right within zoning district (zoning permit and development standards may apply):

- Adult Day Care Home
- Cemetery, Private, Family
- Community Garden
- Family Care Home
- Golf Driving Range
- Police or Fire Station
- Recreation Facility, Public
- Residential Building, Single Family
- Swimming Pool, Private

Temporary Uses

- Family Health Care Structure, Temporary

Uses permitted with Planning Board Review:

- Church or Religious Institution, Neighborhood
- Major Subdivision

Uses requiring a special use permit from the Zoning Board of Adjustment:

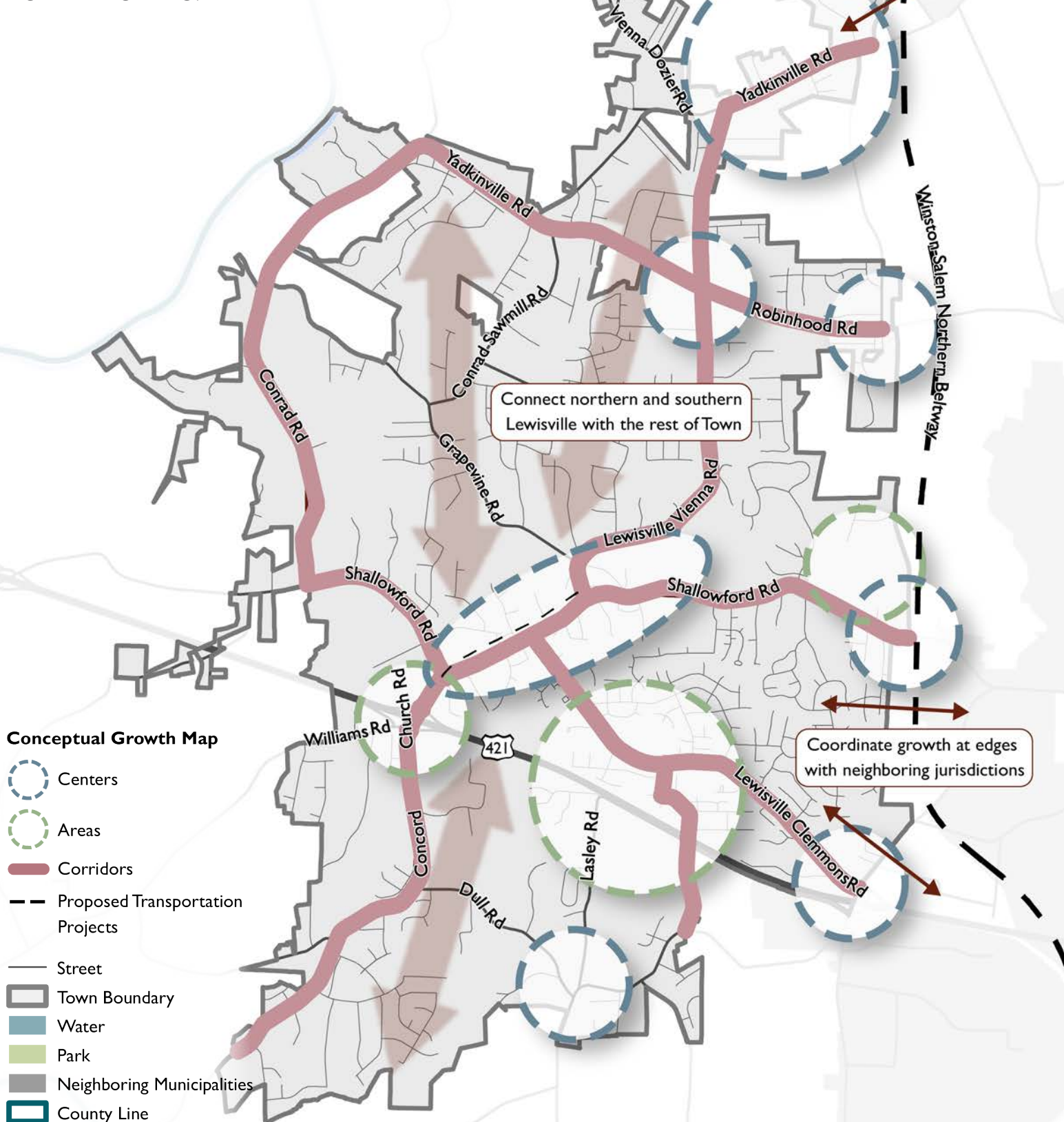
- Bed and Breakfast
- Child Day Care Facility
- Family Group Home Facility
- Golf Course
- Habilitation Facility
- Landfill, LCID
- Library, Public
- Life Care Community
- Limited Campus Uses
- Manufactured Home, Class A
- School Public
- School, Private or Charter
- Utilities

Uses subject to Conditional Zoning

- Planned Residential Development

Conceptual Growth Map

The Conceptual Growth Map was developed to outline the feedback received in the first round of public engagement and in the Community Characteristics Report. This map shows Centers, Areas, and Corridors of interest in Lewisville but does not yet designate a particular place type. Goals are also shown, such as connecting northern and southern Lewisville and coordinating growth at the edges with neighboring jurisdictions.



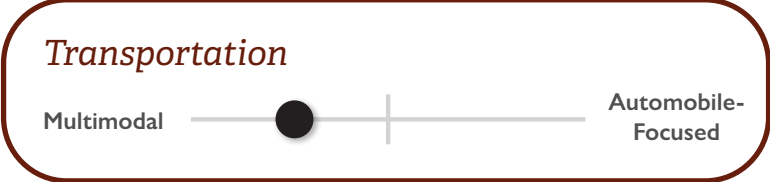
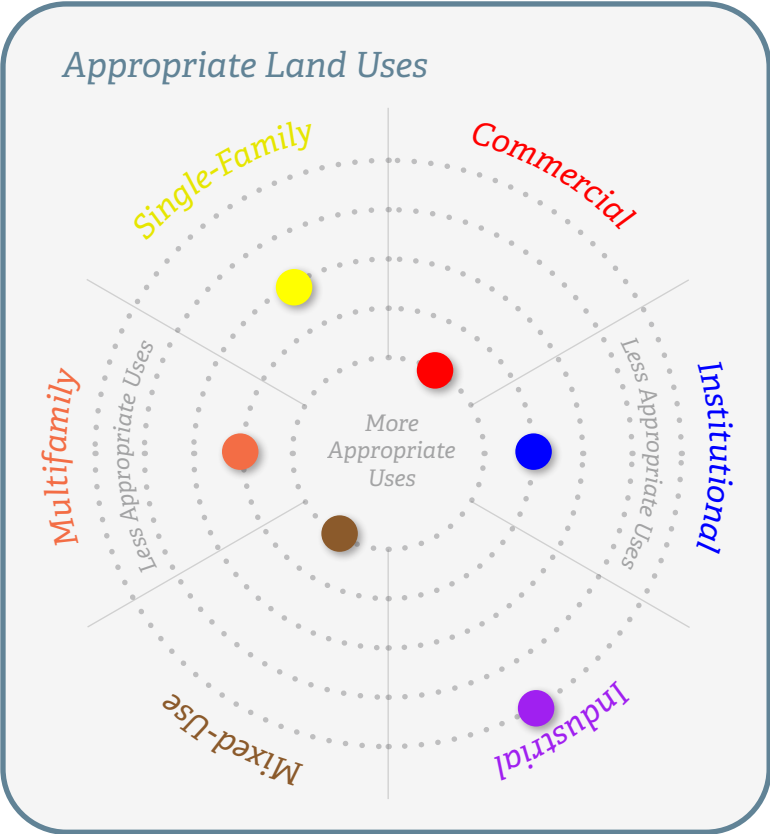
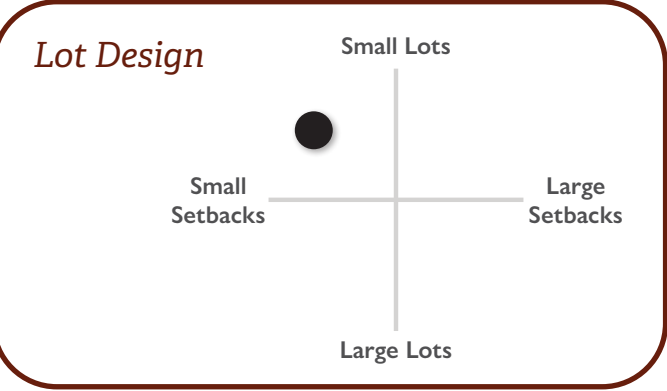
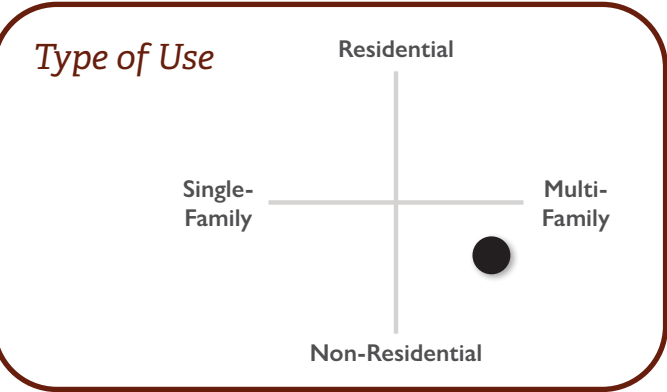
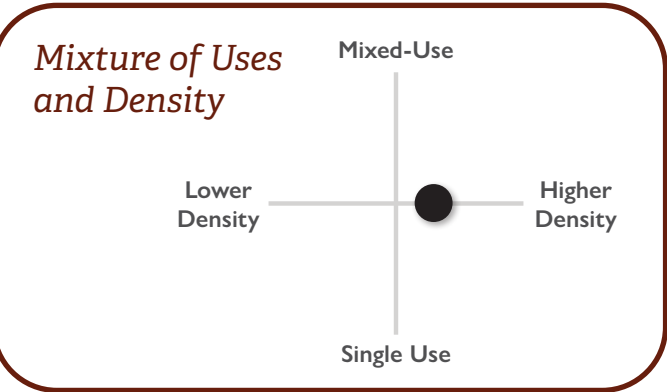
Neighborhood Center

Neighborhood Centers are smaller-scale mixed-use areas located near existing or planned neighborhoods. These centers provide gathering places for nearby residents and visitors with neighborhood-scale commercial uses such as grocery stores, restaurants, retail establishments, and services. These areas can be surrounded by smaller lot, single-family residential and townhomes that emphasize connectivity to and integration with its surrounding area. The size and scale of the Neighborhood Center should be small and based in part on the market provided by surrounding neighborhoods with a service area of approximately one to two miles.

Intent

- » Provide amenities, such as grocery stores, restaurants, shops, and other services for nearby neighborhoods.
- » Promote pedestrian-oriented design with connections to surrounding neighborhoods.
- » Incorporate different types of housing that can support the commercial area and reinforce nearby established neighborhoods.

Characteristics



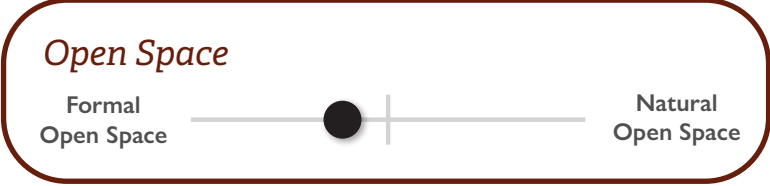
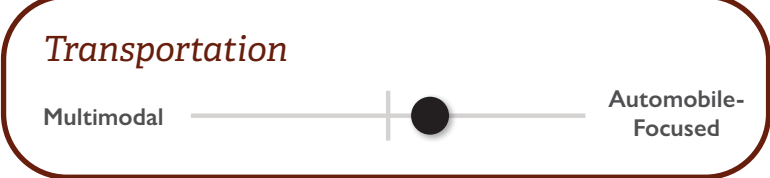
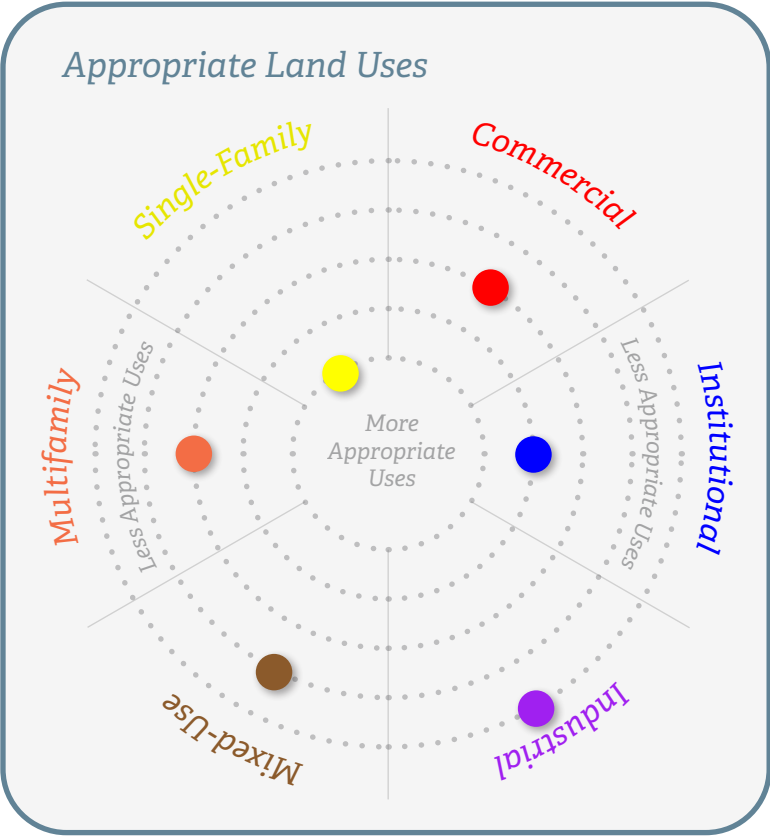
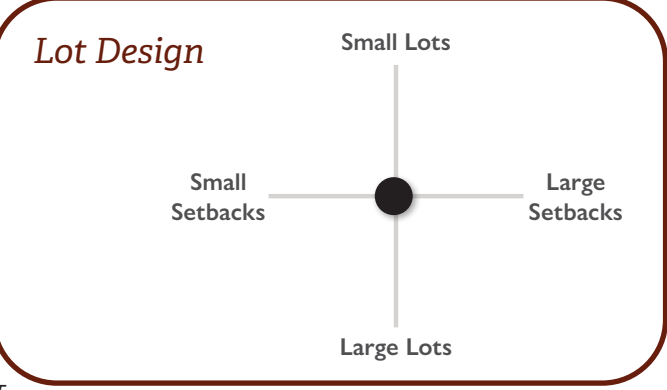
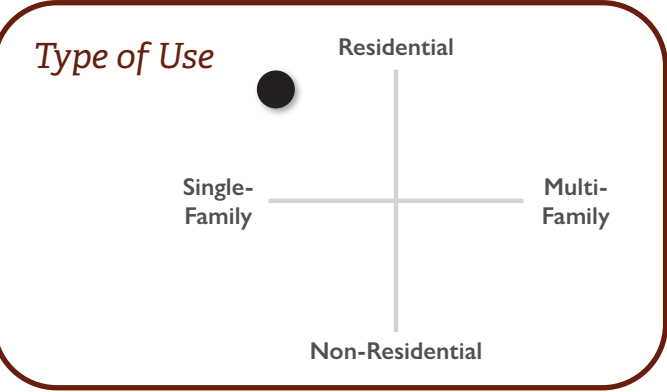
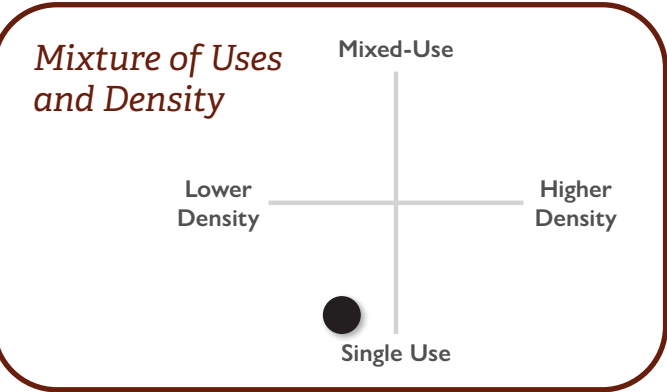
Neighborhood Residential

Neighborhood Residential accounts for many of the suburban-style, lower-density residential areas that have been built during the past 20 years. While most of the existing neighborhoods have a uniform housing type, future Neighborhood Residential areas should promote a mixture of housing sizes and prices as well as efficient neighborhood design, where appropriate. Neighborhood Residential areas of the future could include single-family homes and townhomes in a clustered design.

Intent

- » Enhance existing low-density residential areas with improved connectivity, better bicycle and pedestrian amenities, and additional park and open space opportunities.
- » Allow diversification of housing stock in ways that are sensitive to established residential areas.
- » Provide a transition to the most rural portions of the study area.
- » Explore ways to limit the impact of residential development through innovative neighborhood design.

Characteristics





ZONING MAP AMENDMENT L-118 TOWN OF LEWISVILLE PLANNING CONSISTENCY AND REASONABLENESS DETERMINATIONS

The Board has reviewed *Zoning Map Amendment L-118*, rezoning from Residential Single-Family (RS-9) and Manufactured housing Development (MH) to Residential Single-Family Conditional (RS-9-C). As required by NCGS § 160D, the Board makes the following findings:

Consistency.

- This application is found to be partially consistent with *the Lewisville Tomorrow Comprehensive Plan* Neighborhood Center (NAC) place type because of the neighborhood-scale commercial uses intended to be served by ongoing residential development.
- It is found to be consistent with the Neighborhood Residential Place Type because of the significant focus on single-family residential development.

Reasonableness.

- This application is found to be reasonable because rezoning from RS-9 & MH to RS-9-C will allow uses that are compatible with the primarily single-family residential nature of existing uses in this area.
- A complete site plan has been provided and included in the application materials, which allows for flexibility in the design process.



ZONING MAP AMENDMENT L-118 TOWN OF LEWISVILLE PLANNING DRAFT MOTION TO APPROVE OR DENY

APPROVE

"I move APPROVE of this request, based upon the Consistency & Reasonable Determinations Statements that are included in the agenda packet, as may be amended."

DENY

"I move to DENY this request based upon the Consistency & Reasonable Determinations Statements that are included in the agenda packet, as may be amended."



**RESOLUTION 2026-030 OF THE LEWISVILLE TOWN COUNCIL
SUBSTANCE ABUSE POLICY**

WHEREAS, the Town of Lewisville employs people to conduct the Town's business transactions;

WHEREAS, the Town desires to establish procedures and policies related to substance abuse;

WHEREAS, in order to provide the best and safest level of service to the residents of Lewisville, Town of Lewisville employees much refrain from the use, abuse, or being under the influence of drugs, alcohol, and controlled substances while on the job;

WHEREAS, to this end, the Town has established a Substance Abuse Policy;

WHEREAS, the United States Department of Transportation (USDOT) has disseminated alcohol and drug testing requirements for all employees who hold a Commercial Driver's License (CDL);

WHEREAS, the procedures set forth in the Town of Lewisville Substance Abuse Policy will assure compliance with the USDOT regulations in order to maintain a safe work environment free of alcohol and drugs; and

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL adopts the Substance Abuse Policy.

Adopted and effective this the 13th day of August 2026 by the Lewisville Town Council.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk



SUBSTANCE ABUSE POLICY

Article I. OVERVIEW

In order to provide the best level of service to our citizens, Town of Lewisville employees must refrain from the use, abuse, or being under the influence of drugs, alcohol, controlled substances, and prescription drugs while on the job. To this end, the Town has established the following Drug Testing Policy. **The guidelines and procedures outlined below are applicable to all Town employees.** Additionally, the US Department of Transportation (USDOT) has promulgated alcohol and drug testing requirements for all employees who hold a Commercial Driver's License (CDL). This procedure will explain the process for assuring compliance with these regulations, and the procedures for maintaining a safe work environment free of alcohol and drugs.

1.A. STANDARD:

- i. **Alcohol.** No employee shall report for duty or remain on duty while having a blood alcohol concentration (BAC) of 0.01 or greater. No employee shall possess or consume alcohol while on duty. No employee shall perform safety sensitive functions within four hours after consuming alcohol. No employee required to take a post-accident test shall use alcohol for eight hours following the accident, or until the employee undergoes a post-accident alcohol test, whichever occurs first.
- ii. **Drugs and other Controlled Substances.** No employee shall report for duty or remain on duty when the employee has used any drug or controlled substance in amounts that would result in a positive result on any alcohol or drug test administered by the Town pursuant to this Policy, except when the use is recommended by a physician pursuant to a legal prescription and the physician has advised that the drug or controlled substance does not adversely affect the employee's ability to safely operate a motor vehicle.
- iii. **Prescribed Medications.** All employees taking prescribed medications or over-the-counter medication that could impair their ability to carry out their job duties safely must report this to their immediate supervisor.

1.B. DEFINITIONS:

Chain of Custody – Procedures designed to assure proper handling, labeling, identification, confidentiality, and documentation of urine or blood test samples.

Commercial Motor Vehicle – Self-propelled or towed vehicle used on public highways in commerce to transport passengers or property when (a) the vehicle has a gross vehicle weight rating or gross combined weight rating of 26,001 or

more pounds, or (b) the vehicle is used in the transportation of hazardous materials in quantities requiring placards.

Controlled Substance – Any drug, substance, or immediate precursor included in Schedules I through VI of the “North Carolina Controlled Substances Act” (Article 5 of Chapter 90 of the North Carolina General Statutes).

Drug – Any of the following, as defined in G.S. 90-87(12): a. substances recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopeia of the United States, or National Formulary, or any supplement to any of them; b. substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; c. substances (other than food) intended to affect the structure or any function of the body of man or other animals, and d. substances intended for use as a component of any article specified in a, b, or c of this subdivision. These substances include but are not limited to marijuana, cocaine, heroin, prescription drugs, alcohol, opiates, amphetamines, and “designer drugs” or “look-alikes.” For purposes of this policy, and pursuant to G.S. 95-28.2(c), the term “drug” shall also include cannabidiol (CBD) or other product used on or off duty to the extent that the use of such product would result in an employee testing positive for tetrahydrocannabinols (THC) pursuant to a lawful drug test administered by the Town. The restriction on the use of CBD and other products resulting in a positive test for THC relates to the *bona fide* occupational requirement that all Town employees refrain from performing their job duties while under the influence of THC, a Schedule VI controlled substance under the North Carolina Controlled Substances Act.

Employee Assistance Program (EAP) – Counseling services are available to Town of Lewisville employees to help them deal with personal problems including substance abuse issues. Employees subject to this policy with substance abuse problems are encouraged to seek assistance before potentially risking their jobs.

High Risk or Safety Sensitive (HRSS Category) Positions – Positions that include any of the following:

1. Positions requiring the operation of vehicles, machinery, or equipment, or the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the general public at risk of serious injury, or the nature of which would create a security risk in the workplace.
2. Positions where the employee’s mental fitness is necessary to minimize or prevent the risks described in 1.
3. Positions which require a Commercial Driver’s License as regulated by the Department of Transportation.

HRSS Employee – Any employee permanently or temporarily assigned to an HRSS position.

HRSS Applicants – All final applicants for HRSS positions including current Town employees not already employed in an HRSS position.

Mandatory Testing – Testing conducted on applicants for HRSS positions as a condition of employment or upon employees in certain HRSS positions as a condition of continued employment in that job or another position (see “Testing of Employees”).

Medical Review Officer (MRO) – A licensed physician responsible for receiving certain laboratory results generated by an employer’s drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an employee’s confirmed positive test result together with the employee’s medical history and any other relevant biomedical information.

Pre-employment Test – A drug test given to all applicants who have received an offer of employment from the Town. All applicants are required to undergo drug testing prior to employment. Offers of employment will be contingent on successfully passing a drug test. Such tests may include urine and blood analysis. Confirmed positive drug test results that cannot be substantiated by a legitimate prescription will be cause for disqualification. Applicants will be advised of any disqualification under this policy.

Post-Accident Test – A drug and alcohol test given immediately to any Town employee involved in an accident, which is defined as either causing an accident or being injured in an accident, in the following circumstances: (1) when the controlled substance test is conducted pursuant to state or federal law; or (2) where there is a reasonable possibility that employee drug or alcohol use could have contributed to the accident or injury. For the purposes of this policy, “injured” is defined as requiring medical attention more extensive than minor first aid administered on-site or losing time from work to recover from the injury. In addition, the testing requirement is mandatory for all Town employees involved in an accident while driving a Town vehicle where the police report determines fault is with the Town employee or property damage exceeds \$100. Supervisors are responsible to make all reasonable efforts to assure that the employee undergoes post-accident testing.

Random Testing – An unannounced drug test given to a predetermined percentage of HRSS employees. These employees are selected in a statistically sound random selection process from a pool of all eligible employees.

Reasonable Suspicion – Reasonable suspicion is the belief based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or odors of an employee or applicant that the employee or applicant is using, or has used, drugs or alcohol in violation of the Town’s policy.

Reasonable Suspicion Testing – Testing of an employee or applicant based on actions sufficient to cause reasonable suspicion, as defined herein, that the employee has violated this policy. Supervisors must document reasonable suspicion within 24 hours using a form provided by Human Resources.

“Safety Sensitive Function” (as defined by the USDOT) – For employees whose job duties require a CDL, the following duties shall constitute a “safety sensitive function” and require DOT testing:

- All time at the Town waiting to be dispatched, unless the driver has been released from duty.
- All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations or otherwise inspecting, servicing, or conditioning a commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle. All time, other than driving time, spent on or in a commercial motor vehicle.
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the unloading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time spent performing the driver requirements associated with an accident.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Substance Abuse – Substance abuse shall include the following: 1) excessive use of lawfully obtained prescription drugs, over-the-counter drugs, or alcohol, when such use substantially impairs job performance, alters behavior, or creates a risk to the health or safety of the employee or others; or 2) use of illegal drugs or controlled prescription drugs obtained unlawfully or used without regard to the prescribing doctor’s directions.

Verified Controlled Substance Test Result – A test result for drugs and controlled substances confirmed by the laboratory and a Medical Review Officer (MRO).

Article II. RESPONSIBILITIES:

2.A. Employee Responsibilities

- Employees shall not report to work or be subject to duty when they have used alcohol, drugs, or any controlled substance, as those terms are defined in the

Drug Testing Policy, in amounts that would result in a positive result on any alcohol or drug test administered by the Town pursuant to this Policy, except where they have a lawful prescription.

- Employees shall not possess or use drugs or alcohol during working hours, on breaks, during meal periods, while on Town property or while operating any Town equipment or vehicles.
- Employees shall not directly or through a third party sell, distribute, or provide drugs or alcohol to any person or to any other employee while either employee or both employees are on duty, “on-call”, in uniform, on Town property, or operating Town equipment.
- Employees shall submit immediately to reasonable requests for testing when requested by a supervisor or other Town representative.
- Employees shall notify the employee’s supervisor, before beginning work when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of Town equipment.
- The use or ingestion of marijuana that is lawful in the jurisdiction of when such occurs is not an exception or defense to the provision of this policy.
- Employees shall provide, within 24 hours of a request, a current valid prescription for any drug or medication identified when a drug screen/analysis is positive. The prescription must be in the employee’s name.
- Employees shall notify local law enforcement and the Town Manager of any accidents or property damage in a Town vehicle and notify the supervisor of any type of accident or property damage.

Failure to comply with these responsibilities or any other reasonable request by a supervisor or other Town representative may result in immediate disciplinary action, up to and including termination.

2.B. Management Responsibilities – The Town Manager or Department Heads shall:

- Disseminate this policy and any subsequent revisions to all supervisors.
- Support supervisory training.
- Contract for specimen collection with a reliable medical provider.
- Contract for specimen analysis with a laboratory with appropriate certification(s).
- Provide employees with an Employee Assistance Program (EAP), with access to counseling for a limited number of visits.
- Comply with and enforce this policy uniformly throughout Town government.

2.C. Supervisory Responsibilities –Supervisors shall:

- Disseminate this policy and any subsequent revisions to all subordinates.
- Attend and utilize all scheduled training.

- Comply with this policy and enforce it consistently.
- Prevent any employee reasonably believed to be under the influence of drugs or alcohol from working and arrange for testing if appropriate.
- Upon an employee's refusal to submit to testing, remind the employee that testing is mandatory and that refusal to participate will be considered a positive test.
- Arrange for escort and transportation of employee to a testing facility. Instruct an employee believed to be under the influence of drugs or alcohol to wait for a reasonable time before attempting travel without assistance or arrange for transportation if necessary.
- Inform the Forsyth County Sheriff's Office and the Town Manager if the supervisor has a reasonable suspicion that an employee is in possession of illegal drugs.
- Inform any employee experiencing unexplained changes in work performance or behavior of the availability of assistance through EAP.

2.D. Supervisory Restrictions –Supervisors shall **not:**

- Forcibly detain any employee.
- Unlawfully search an employee's person, personal belongings, personal possessions, or personal vehicles.

Article III. BASIS FOR TESTING:

3.A. Mandatory Testing and Random Testing of Employees – The Town will use Mandatory Testing or Random Testing only to the extent that the Town is permitted by law, or in order to comply with the recommendations or requirements of a professional "standards" group such as the North Carolina Criminal Justice Training and Standards Commission, or the National Fire Protection Association (NFPA).

To comply with U.S. Department of Transportation requirements and Town policy, unannounced drug tests will be given to a predetermined percentage of active employees with a **commercial driver's license**. These employees are selected in a statistically sound random selection process from a pool of all employees. Random alcohol tests shall be given annually to at least 10 percent of the average number of such employees. Random alcohol tests must be given just before, during, or immediately after performing safety sensitive functions, to serve as a deterrent to using alcohol on the job. In the event an employee who is selected for a random controlled substances test is on vacation or extended leave, the Town can either select another driver for testing or keep the original selection confidential until the driver returns. Once an employee has been told that the employee has been selected for a random test, the employee must be escorted by a supervisor immediately to the testing site. The employee cannot continue to perform a safety

sensitive function once notified. The Human Resources Department will inform supervisors and employees when to go for random testing.

- 3.B. Post-Accident** – Post-accident tests will be given immediately to any Town employee involved in an accident, which is defined as either causing an accident or being injured in an accident, in the following circumstances: (1) when the controlled substance test is conducted pursuant to state or federal law; or (2) where there is a reasonable possibility that employee drug or alcohol use could have contributed to the accident or injury. For the purposes of this policy, “injured” is defined as requiring medical attention more extensive than minor first aid administered on-site or losing time from work to recover from the injury. In addition, the testing requirement is mandatory for all Town employees involved in an accident while driving a Town vehicle where the police report determines the Town employee was at fault or property damage exceeds \$100. Supervisors are responsible to make all reasonable efforts to assure that the employee undergoes post-accident testing.
- 3.C. Reasonable Suspicion** – The Town requires testing of any employee or applicant based on reasonable suspicion that the employee or applicant has violated this policy. Supervisors must document reasonable suspicion within 24 hours using a form provided by Human Resources. All reasonable suspicion testing must be cleared through the Human Resources Department whenever possible.
- 3.D. Follow-up Testing** – Under Department of Transportation regulations and Town Policy, if an employee is allowed to return to duty following referral, evaluation, and treatment, a minimum of 6 unannounced alcohol and/or drug tests will be required during the next 12 months of employment. Follow-up testing may continue for up to 60 months following return to duty at the Town’s discretion, based on recommendations from the EAP.

Article 4. TRAINING:

- 4.A. Employee Training** – Employees will receive training to explain the Substance Abuse Policy and Standard Procedure. The Town will sponsor or conduct a drug education program which will be available to employees to emphasize the dangers of substance abuse. The session will present information concerning:
- The effects and consequences of controlled substance use on personal health, safety, and the work environment;
 - The behavioral changes that may indicate controlled substance use or abuse;
 - The procedures for specimen collection, and the strict limitations on the disclosure of information to the employer; and
 - The person to contact with questions, the conduct that is prohibited, the consequences of refusing to test, and testing positive or above 0.01 for alcohol.

4.B. Employee training will also emphasize the following principles:

- Possession, use, transfer, distribution, or sale of alcohol, illegal drugs, or controlled prescription drugs obtained unlawfully while in uniform, while working, on Town property, or while operating Town equipment or vehicle is prohibited and may result in disciplinary action, up to and including termination.
- Reporting for work or working while under the influence (whether or not legally intoxicated) of alcohol or any drug or controlled substance, as those terms are defined in this policy, that adversely affects the ability of an employee to operate equipment or vehicles or to conduct the employee's duties is prohibited.
- All areas and property (Town vehicles, lockers, etc.) which the Town controls or maintains joint control over with the employee are subject to search by management Human Resources if there is reasonable suspicion of substance abuse. Other searches may be performed to the extent allowed by and in accordance with applicable law.
- Whenever appropriate, employees who are substance abusers will be encouraged to seek treatment.

Employees will sign the training statement.

4.C. Supervisory Training – The Town will provide mandatory training to all supervisors to enable them to identify the symptoms of substance abuse. Supervisors will be trained in evaluation techniques so that they can assess each situation and decide whether reasonable suspicion exists to conduct drug or alcohol testing. Further, supervisors will learn the criteria which trigger post-accident testing. Supervisors will also be trained in the proper procedure for referring an employee for drug testing, including the required forms.

Article 5. PROCEDURES FOR TESTING:

The Town will follow these procedures for **Post-Accident, Random, or Reasonable Suspicion** testing. If not administered within two hours of the incident, the supervisor will prepare and maintain on file a record stating the reasons the test was not administered. Supervisors should continue to attempt to get the employee tested. If the alcohol test is not administered within eight hours, or the drug test is not performed within 32 hours, the Town will not attempt to administer the test, and will state on the form why the test was not administered.

5.A. Alcohol Testing Procedures

Employees selected for testing must be escorted to the testing facility. The testing will be performed in an area which gives privacy to the employee. If an employee refuses to undergo the alcohol test, the results will be handled as though a 0.01 or greater result had been obtained.

For employees with a CDL, the technician will use a DOT certified testing device. The Breath Alcohol Technician will open a sealed mouthpiece and attach it to the equipment. The employee will blow forcefully into the device.

If adequate breath is provided, the device will immediately register and display a result. If the result is a BAC of less than 0.01, no further testing is authorized, and the results will be sent in a confidential manner to the Town and stored by the Town in a confidential manner.

If a result is a BAC of 0.01 or greater, a confirmation test must be performed to verify the initial test. This test will occur between 15 and 20 minutes after the first test. If the results differ, the confirmation test results will be considered the valid test.

Both the employee and the technician will sign and date the test results.

If the employee does not provide an adequate amount of breath, the Town will direct the employee to seek a medical evaluation, at the employee's expense, as soon as possible from a licensed physician who is acceptable to the Town. The physician will state in writing if there is a medical condition which prevents the employee from providing the necessary breath. If there was a medical reason, the Town will reimburse the employee for his or her expenses. If the physician states there is no medical reason, the employee will be considered to have refused the test, and appropriate measures will be taken by the Town.

5.B. Substance Abuse Procedures

The Town will follow the procedures for Controlled substance testing as mandated by NC law, specifically the Controlled Substance Examination Regulation Act (CSERA). The Town will contract with medical facilities who are certified by and who follow the procedures established by the Department of Health and Human Services. The Town will contract with health care professionals for collecting specimens and conducting analysis. Chain of custody procedures for sample collection and testing will be utilized to ensure proper record keeping, handling, labeling, and identification of samples. The Town will only use a laboratory for analysis which has received appropriate certification(s). Appropriate measures shall be taken to ensure confidentiality and accuracy of results.

The employee shall be escorted to the designated location by a supervisor or other official. The supervisor will arrange for the employee to obtain assistance in leaving upon completing the collection process. In cases of continued serious impairment, the supervisor should contact the Forsyth County Sheriff's Office and the Town Manager for assistance.

The employee will be asked to show a picture ID, and will be asked to leave excess clothing such as coats outside the collection area. The employee will have privacy

while providing the specimen. If the collection site employee believes tampering of the specimen has occurred, a second specimen will be immediately collected which can be, in the discretion of the collection site employee, under the direct observation of the collection site employee of the same gender.

The specimen will be split into two bottles so that the second specimen may be analyzed if a positive result is obtained from the first specimen. The employee will have 72 hours from being notified of a positive test to request and pay for the analysis of the second specimen. The specimen will be sealed and labeled and the employee will sign the chain of custody form and initial the seal on the bottle. Refusal to cooperate with the requests of the collection site person will be handled the same as a verified positive test result.

For pre-employment testing, applicants will be scheduled for testing by the Human Resources Department.

The laboratory will report positive test results to a Medical Review Officer (MRO). The MRO will contact the employee to give the employee the opportunity to discuss the test results. It is in the best interest of the employee, and is required by the Town, to cooperate fully with the MRO by returning phone calls immediately and providing whatever information the MRO requests. If the MRO cannot reach the employee, a designated Town official will be called and told to contact the employee, who will be ordered to contact the MRO. The MRO may deem it necessary to discuss issues with the employee's private physician or pharmacist to determine if there is a basis for the positive test result.

Under the split sample collection procedures, the employee has 72 hours following notification of a positive result to request the secondary sample be analyzed at his or her expense. After the MRO makes a determination, the Town will receive a report in a confidential manner.

Article 6. CONSEQUENCES OF POSITIVE TESTS:

6.A. Positive Tests – No Town employee with an alcohol test result of a BAC of .01 or greater shall drive for the Town for at least 24 hours following the administration of the test. If the confirmed alcohol breath test result is 0.01 or greater the employee will be subject to disciplinary action, up to and including termination.

Any Town employee that tests positive for drugs or controlled substances, or who has an alcohol breath test with a confirmed result of a BAC of 0.01 or greater, will be directed to seek assistance from the Employee Assistance Program (EAP), and will be subject to discipline, up to and including termination. If a Town employee receives a citation for driving under the influence either on or off duty, that employee will be not allowed to drive a Town vehicle until the Town receives the test results, and then if positive, for one year.

- 6.B. Refusal of Testing** – An employee who refuses testing will be treated as having tested positive.

In **post-accident** situations, for an alcohol test, if 2 hours elapse, the supervisor will document the reasons the test was not administered promptly. If the employee has not received an alcohol test within 8 hours, the Town will stop trying to get the test, and the supervisor will document the reasons. In the case of a drug test, if the employee has not submitted to the test within 32 hours, the Town will stop trying, and will document the reason. The required form is to be used to document refusal of testing.

If the employee is sufficiently impaired that they may not understand the consequences, they should be placed on sick leave (or LWOP if sick leave is not available). The employee is required to submit to an alcohol test immediately, but no later than 8 hours in a post-accident situation. (In the event of a fatality, or if cited for a moving violation and the vehicle is towed or someone seeks medical attention away from the scene of the accident).

- 6.C. Challenges to Results** – An applicant or employee has 72 hours from being notified of a positive result to request that the split specimen be tested, at the employee's expense.

Temporary employees who test positive may be released without recourse or appeal.

Applicants who refuse testing will no longer be considered for the position.

Article 7. EMPLOYEE ASSISTANCE PROGRAM

- 7.A.** In cases where an employee announces that the employee has a substance abuse problem, the employee will be referred to the Employee Assistance Program (EAP) for evaluation, referral and treatment. If it is determined that the employee requires rehabilitation, the EAP will assist in selecting a program of rehabilitation for the employee. The employee may use accumulated sick leave while participating or will be granted leave without pay (LWOP). In either case, sick leave and LWOP separately or in combination may not exceed 90 days without an extension approved by the Town Manager or his designate. Reinstatement may be contingent upon certification by the treatment provider that the employee has successfully completed the initial structured treatment program.

In cases where an employee tests positive following a random, reasonable suspicion, or post-accident test, or where an employee refuses testing, the employee shall be referred to the Town's EAP provider. The EAP referral is independent of any disciplinary action the Town may take as the result of a positive test or a refusal to test.

While the initial consultations with EAP are at no cost, the expense of any treatment program is the employee's responsibility.

Article 8. CONFIDENTIALITY

8.A. Confidentiality – The reports or test results may be disclosed to management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without employee consent, may also occur when:

- (1) Disclosure is required by law.
- (2) The information has been placed at issue in a formal dispute between the employer and employee.
- (3) The information is to be used in administering an employee benefit plan.
- (4) The information is needed for the diagnosis or medical treatment of the patient who is unable to authorize disclosure.

The Human Resources Department shall keep confidential records of test results, EAP referrals, and employment status. Access to these records by Human Resources employees shall be controlled and limited to employees designated by the Human Resources Director. Information will be released only as required by law or as expressly authorized.

An employee shall have access to any of the employee's alcohol and drug records upon written request.

The Town must allow any DOT authorized agency access to facilities and records in connection with the Town's substance abuse program.

When requested, the Town will disclose post-accident testing information to the National Transportation Safety Board as part of an accident investigation.

The Town will make records available to a subsequent employer only upon receipt of written authorization by the employee.

The Town may disclose information to the employee or to the decision-maker in a lawsuit, grievance, or other proceedings initiated by or on behalf of the individual, or in accordance with other legal proceedings. This may include workers compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

Article 9. SUPPLEMENTAL INFORMATION:

9.A. Off-The-Job Behavior – An employee charged with a drug- or alcohol-related offense off the job may be placed on non-disciplinary suspension in accordance with existing policy and practice. An employee convicted of a drug- or alcohol-related offense may be disciplined in accordance with Town policy, up to and including termination.

- 9.B. Other Considerations** – This policy does not create any legal rights to Town employment which do not otherwise exist. Should any provision of this policy or procedure be ruled invalid or unconstitutional, the ruling shall not affect or impair any of the remaining provisions.
- 9.C. Special Consideration for Police Employees Only** – All applicants for employment as criminal justice officers, as well as veteran officers applying for lateral transfer to a new agency, are subject to drug testing rules adopted by the Criminal Justice Education and Training Standards Commission. Should the Town's Substance Abuse Policy or this Standard Procedure conflict with the Commission's rules now or in the future, then the Commission's rules shall take precedence.

DRAFT