



**Lewisville Town Council
Regular Meeting Agenda
January 8, 2026 – 6:00 PM**
**Lewisville Town Hall 1st Floor Council Chamber
6510 Shallowford Road**

- 1. Call to Order:**
 - a. Roll Call
 - b. Invocation – Councilmember Franklin
 - c. Pledge of Allegiance – Mayor Carter
 - d. Adoption of Agenda
- 2. Consent Agenda**
 - a. Resolution 2026-001 – Financial Statements for Five Months Ended November 30, 2025 ([Attachment #1](#))
 - b. Approval of Draft Organization Meeting Minutes – December 11, 2025 ([Attachment #2](#))
 - c. Resolution 2026-002 Direct Clerk to Investigate Annexation Petition – 9420 Shallowford Road, Lewisville Volunteer Fire Department Station #13 PIN 5855-65-2445 ([Attachment #3](#))
 - d. Resolution 2026-004 – Call Public Hearing for L115 Rezoning Request - Forestar, 6328 Robinhood Road, PIN 5886-66-4288 ([Attachment #4](#))
- 3. Introductions, Recognitions, Presentations and/or Proclamations**
 - a. Presentations
 - i. Sheriff's Office
- 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. New Business**
 - a. Resolution 2026-003 – Amend Resolution 2025-039 for Oak Grove Traffic Mitigation for the Addition of a Speed Cushion on Fairhaven Drive ([Attachment #5](#))
 - b. Ordinance 2026-002 – Amend Budget Ordinance 2025-001 to Increase the Budget for Advertising in Governing Body Department by \$5000 ([Attachment #6](#))
 - c. Ordinance 2026-003 – Amend Chapter 16, Article 2 of the Town of Lewisville Town Code in Regards to Balloons ([Attachment #7](#))
- 6. Administrative Reports**
 - a. Upcoming events and closings
 - i. Christmas Tree Collections – Begins January 12
 - ii. Waste Management e-Cycling Event – January 17 – 9am – 1pm (Public Works Bldg.)
 - iii. Town Facilities Closed – January 19
 - iv. Town Council Retreat – January 30 & 31 (MAWCC)
 - b. Clerk Report
 - i. Board and Committee Applications Open for 2026 Appointments
- 7. 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
- 8. Adjournment**



**RESOLUTION 2026-001 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 five months ended November 30, 2025;

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 five months ended November 30, 2025 and incorporated herein.

Adopted this the 8th day of January 2026 by the Lewisville Town Council.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk

Town of Lewisville
Financial Budget to Actual Report - General Fund
Five Months Ended November 30, 2025

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 4,656,701.00	\$ 929,496.64	\$ (3,727,204.36)	19.96%
Sales Tax Revenue	1,291,420.00	403,968.29	(887,451.71)	31.28%
Other Revenues	1,835,805.00	473,403.50	(1,362,401.50)	25.79%
Transfer from Willow Run MSD Special Revenue Fund	37,508.00	-	(37,508.00)	0.00%
Subtotal:	7,821,434.00	\$ 1,806,868.43	\$ (6,014,565.57)	23.10%
Appropriation from Fund Balance	336,934.00			
Total	\$ 8,158,368.00			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 386,979.00	\$ 129,388.24	\$ 7,335.55	\$ 250,255.21	35.33%
Administration	1,111,497.00	402,794.20	58,261.90	650,440.90	41.48%
Finance	335,088.00	142,159.91	-	192,928.09	42.42%
Debt Service	221,600.00	221,600.00	-	-	100.00%
Planning & Zoning	331,574.00	86,732.41	10,576.00	234,265.59	29.35%
Beautification	139,044.00	60,061.38	70,178.58	8,804.04	93.67%
Community Policing	1,063,880.00	264,572.61	786,907.50	12,399.89	98.83%
Public Works	738,987.00	346,197.88	48,412.95	344,376.17	53.40%
Streets	344,870.00	49,281.51	10,620.00	284,968.49	17.37%
Powell Bill	867,500.00	104,523.00	9,750.00	753,227.00	13.17%
Stormwater	260,072.00	33,917.68	106,010.99	120,143.33	53.80%
Solid Waste	1,668,536.00	485,358.04	-	1,183,177.96	29.09%
Recycling	4,910.00	380.83	-	4,529.17	7.76%
Parks and Recreation	458,831.00	137,126.66	25,539.93	296,164.41	35.45%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	225,000.00	225,000.00	-	-	100.00%
Total	\$ 8,158,368.00	\$ 2,689,094.35	\$ 1,133,593.40	\$ 4,335,680.25	46.86%

General Fund Balance 7/1/2025	\$ 8,412,608.82
Year-to-Date Increase (Decrease) FY 2025-2026	(882,225.92)
General Fund Balance 11/30/2025	<u><u>\$ 7,530,382.90</u></u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Five Months Ended November 30, 2025

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 106,542.00	\$ 30,430.19	\$ (76,111.81)	28.56%
Subtotal	106,542.00	\$ 30,430.19	\$ (76,111.81)	28.56%
Appropriation from Fund Balance	462,963.00			
Total	\$ 569,505.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,997.00	\$ 356,379.98	\$ 39,129.57	\$ 136,487.45	74.34%
Transfer to General Fund	\$ 37,508.00	\$ -	\$ -	\$ 37,508.00	0.00%
Total	\$ 569,505.00	\$ 356,379.98	\$ 39,129.57	\$ 173,995.45	69.45%

MSD Fund Balance 7/1/2025	\$ 553,726.83
Year-to-Date Increase (Decrease) FY 2025-2026	(325,949.79)
MSD Fund Balance 11/30/2025	<u><u>\$ 227,777.04</u></u>

Town of Lewisville
November 30, 2025

Capital Reserve Funds

	Fund Balance 7/1/2025	Transfers In	Transfers Out	Investment Earnings	Fund Balance 11/30/2025
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,452.89	100,000.00	-	1,680.16	103,133.05
Municipal Buildings/Land Capital Reserve	149,167.45	25,000.00	-	3,005.27	177,172.72
Parks & Recreation Capital Reserve	346.59	100,000.00	-	1,660.93	102,007.52
Total	\$ 150,966.93	\$ 225,000.00	\$ -	\$ 6,346.36	\$ 382,313.29

American Rescue Plan Act Special Revenue Fund

American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through June 30, 2024	(1,335,948.56)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2024 through November 30, 2024	(374,752.23)
Investment earnings	179,349.92
American Rescue Plan Act Special Revenue Fund - Cash Balance 11/30/2025	\$ 179,349.92

Town of Lewisville
November 30, 2025

Capital Projects Funds - Since Inception

Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 11/30/2025	Budget
Community Center Capital Project	100,000.00	(4,815,994.69)	2,947,137.00	(259,713.17)	28,570.86	2,000,000.00	-	\$ 5,206,850.17
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	857,286.87	(1,105,501.37)	2,254,052.22	-	98,939.96	-	2,104,777.68	\$ 5,213,933.03
Jack Warren Park Improvements	230,940.00	(597,062.46)	672,049.00	(355,583.51)	49,656.97	-	0.00	\$ 1,027,632.51
Great Wagon Road Improvements	-	-	2,539,842.30	-	153,374.46	-	2,693,216.76	\$ 8,141,999.34
Public Works Facility	-	(827,257.83)	899,325.47	-	21,866.22	-	93,933.86	\$ 1,000,000.00
Total	\$ 1,188,226.87	\$ (7,345,816.35)	\$ 9,312,405.99	\$ (615,296.68)	\$ 352,408.47	\$ 2,000,000.00	\$ 4,891,928.30	\$ 20,590,415.05



**Lewisville Town Council
Organizational Meeting Minutes
December 11, 2025 – 6:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road**

1. Call to Order:

- i. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro-Tem Melissa Hunt, and Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Communications Specialist Veronica Leisure and Town Attorney Al Andrews. Also, in attendance were Town Council elect members Billy Carter, Jr., Brady Allen, Fred Franklin, Stacy Howard, Gerry Gallagher, Suzanne Newsome, and Mack Wilder.
- ii. Invocation – Councilmember Sadler
- iii. Pledge of Allegiance – Mayor Horn
- iv. Adoption of Agenda – Councilmember Long moved to approve the agenda. The motion was seconded by Councilmember Welch and approved unanimously.

2. Consent Agenda

- i. Resolution 2025-052 – Financial statements for Four Months Ended October 31, 2025 (*Financial Statement is herein incorporated by reference into the minutes.*)
- ii. Approval of Agenda Briefing minutes – November 6, 2025
- iii. Approval of Regular Meeting minutes – November 13, 2025

Councilmember Huffman moved to approve the consent agenda. The motion was seconded by Councilmember Lawson and approved unanimously. (*Resolution 2025-052 and adopted minutes are herein incorporated by reference into the minutes.*)

3. Introductions, Recognitions, Presentations and/or Proclamations

- a. Presentations
- i. MOVEmber Presentation – Customer Service Representative/Event Coordinator Michelle Bennett provided the November Annual Fitness Walk Challenge statistics; and recognized and presented a gift card to winner Amy Seeley.
- ii. Sheriff's Office - Sergeant PJ Stringer shared call stats; and spoke to road closures for the annual Christmas Parade.

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	698	746	761	748	825	778		
Security Check	364	414	372	338	363	362	403	389	401	432	442		
Traffic Arrest / Violation	18	35	19	22	26	15	29	23	35	41	22		
Alarm	16	12	11	14	20	17	11	18	10	24	15		
Priority Call Response Time	6.5	4.8	5	4.2	5.3	7	6.5	5.3	5	5	4.5		

2024													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	575	657	715	682	605	591	621	698	708	684	770		
Security Check	277	347	136	368	300	284	351	357	430	359	430		
Traffic Arrest / Violation	34	38	51	30	25	41	36	32	25	29	34		
Alarm	11	10	23	14	16	8	19	12	12	15	15		
Priority Call Response Time	5.9	5	5.2	4.1	4.1	5	5	4.5	4.6	4.6	5		

- ii. Proclamation 2025-004 – Honor Outgoing Town Council – Town Manager Stacy Tolbert presented a proclamation of accolades to the outgoing Councilmembers on behalf of Mayor Horn. (*Proclamation is herein incorporated by reference into the minutes.*)
- 4. **Public Forum** –The following speakers voiced appreciation to Town Council for their years of service: Bo Houff, Forsyth County Commissioner Dan Besse, and Susan Frey. One written comment was provided by Elizabeth Hajtovik. (*Written comment is herein incorporated by reference into the minutes.*)
- 5. **Public Hearings**
 - i. Ordinance 2025-037 – Public Hearing to Receive Public Comments and Consider Approval of the Lewisville/Clemmons Annexation Agreement – Town Manager Tolbert presented the item; explained the previous 20-year agreement; and the need to renew agreement. There were no speakers for the public hearing. Councilmember Lawson moved to approve Ordinance 2025-037. The motion was seconded by Councilmember Huffman and approved unanimously. (*Ordinance 2025-037 is herein incorporated by reference into the minutes.*)
- 6. **Clerk Report** – Town Clerk Angie Lord reported the receipt of a request for voluntary Annexation from the Board of Directors of the Lewisville Fire Department for Station 13 located at 9420 Shallowford Road; and outlined a timeline for public hearings at the Planning Board in January and Town Council meeting in March 2026.
- 7. **Comments by Outgoing Council** – Mayor Mike Horn, Mayor Pro-Tem Melissa Hunt, and Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch shared memories as a seated councilmember; highlighted relationships with residents and staff; and provided congratulatory wishes to incoming councilmembers. (*Provided comment is herein incorporated by reference into the minutes.*)
- 8. **Presentations to Outgoing Council and Vacating of the Dais** – Town Manager Tolbert and Town Clerk Lord presented plaques to Mayor Mike Horn, Mayor Pro-Tem Melissa Hunt, and Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch.
- 9. **Oath of Office** – Administered by Associate Justice Curtis H. (“Trey”) Allen III, of the North Carolina Supreme Court.

Billy Carter, Jr. was administered the oath of office for Mayor.

Mayor Carter provided comments regarding interests in serving on the Town Council; and voiced appreciation of the entrustment from the residents.

Brady Allen, Fred Franklin, Gerry Gallagher, Stacy Howard, Suzanne Newsome, and Mack Wilder were administered the oath of office for Councilmember.

All incoming members of Council were accompanied by family and friends.

- 10. **Reception** – Mayor Carter declared a recess for a reception honoring outgoing and incoming Councilmembers. Council recessed at 7:07 PM. Council reconvened at 7:31 PM with all members in attendance.
- 11. **Seating of New Council** – Following the reception, the newly sworn in Councilmembers were seated on the dais.
- 12. **New Business**
 - a. **Election of Mayor Pro-Tem – Nominations** – Mayor Carter explained the process for Mayor Pro-Tem nominations; and nominated Councilmember Stacy Howard as Mayor Pro-Tem. Councilmember Allen moved to appoint Councilmember Stacy Howard as Mayor Pro-Tem. Motion was seconded by Councilmember Wilder and passed unanimously.
 - i. **Oath of Office - Administered by Town Clerk Angie Lord.**

Councilmember Stacy Howard was administered the oath of office for Mayor Pro-Tem.

- b. Council appointment considerations – Mayor Carter called on Town Manager Tolbert to present Mayoral recommendations for Council board and committee appointments.
 - i. Winston-Salem/Forsyth County Urban Planning Area Transportation Advisory Committee (TAC)
 - a. Primary – Mayor Billy Carter
 - b. Alternate – Councilmember Fred Franklin
 - ii. Piedmont Triad Regional Council (PTRC) Delegate
 - a. Primary – Councilmember Fred Franklin
 - b. Alternate – Councilmember Stacy Howard
 - iii. Special Projects Review Committee
 - a. Member 1 – Councilmember Stacy Howard (Chair)
 - b. Member 2 – Councilmember Gerry Gallagher
 - c. Member 3 – Councilmember Mack Wilder
 - iv. Administrative Group
 - a. Member 1 – Mayor Billy Carter
 - b. Member 2 – Councilmember Brady Allen
 - c. Member 3 – Councilmember Suzanne Newsome

Mayor Carter called for a motion to accept the recommended appointments as presented. Councilmember Suzanne Newsome moved to accept the Council appointments as presented. The motion was seconded by Mayor Pro-Tem Howard and passed unanimously.

1. Administrative Reports

- A. Upcoming events and closings – Town Manager outlined the upcoming events and closings; and recognized the Shallow Ford Foundations for contributions to non-profit organizations.
 - i. December 24, 25 & 26 – Christmas Holiday – Office closed
 - ii. January 1 – New Year's Day – Office Closed
 - iii. Christmas Tree collection – Starts January 12
- B. Clerk's Report – Town Clerk Lord reviewed notable dates for Council meetings and trainings; highlighted upcoming term expirations with appointments in March 2026; and explained current openings on the Parks and Recreation Committee, the Municipal Service District (Area 2), and the Zoning Board of Adjustment.
 - i. Council Retreat – January 30 & 31, MAWCC
 - ii. Essentials of Municipal Government – February 19 – 20, Greensboro
 - iii. Board and committee appointments will be made in March.

13. For the Good of the Order

- i. Public comments – Fred Franklin voiced appreciation on the Lewisville Lift Station item. Harry Moley voiced concerns for the Hispanic community.
- ii. Council comments – Incoming Councilmembers voiced appreciation to the former Council members; referenced meeting residents along the campaign trail; and shared thoughts and visions moving forward.

14. Adjournment – Councilmember Franklin moved to adjourn the meeting at 8:07 PM. The motion was seconded by Councilmember Allen and motion passed unanimously.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk



**RESOLUTION 2026-002 OF THE LEWISVILLE TOWN COUNCIL
DIRECTING THE CLERK TO INVESTIGATE AN ANNEXATION PETITION RECEIVED
UNDER NCGS 160A-31 and 160A-58.1
9420 SHALLOWFORD ROAD**

WHEREAS, a petition requesting annexation of an area described in said petition was received on December 2, 2025 by the Lewisville Town Council;

WHEREAS, NCGS 160A-31 and 160A-58.1 provides that sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place;

WHEREAS, the Town Council of the Town of Lewisville deems it advisable to proceed in response to this request for annexation; and

NOW, THEREFORE BE IT RESOLVED, by the Lewisville Town Council that the Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Lewisville Town Council the result of her investigation.

Adopted and effective this the 8th day of January 2026 by the Lewisville Town Council.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk



**RESOLUTION 2026-004 OF THE TOWN OF LEWISVILLE
CALL PUBLIC HEARING TO RECEIVE COMMENTS ON
UDO L-115 REZONE REQUEST OF 7 PARCELS BY FORSTAR
TO REZONE 6328 ROBINHOOD ROAD FROM RS-9 TO RM-8**

WHEREAS, the Lewisville Planning Board held its public hearing on December 10, 2025;

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 February 12, 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 8th day of January 2026 by the Lewisville Town Council.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk



STAFF REPORT

ITEM:	L-115 FORESTAR MCADAMS REZONING
SUBJECT:	REZONING SEVEN (7) PARCELS OF LAND MEASURING (+/-) 20.4 ACRES FROM SINGLE FAMILY RESIDENTIAL (RS-9) AND MANUFACTURED HOUSING (MH) TO RESIDENTIAL MULTI-FAMILY (RM-8)
PREPARED BY:	LYNN COCHRAN, PLANNING DIRECTOR
DATE SUBMITTED:	JANUARY 8, 2026

BACKGROUND/SUMMARY:

L-115 a request to rezone seven (7) properties located at the southeast corner of Lewisville-Vienna and Robinhood Roads. This is a limited-use rezoning request, proposing four future potential uses: townhomes, twin-homes, single-family homes and parks/recreation facilities.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends approval of the rezoning request. A majority of the Planning Board (4-2) voted to recommend approval of the rezoning request during its regularly scheduled meeting December 10, 2025.

FISCAL IMPACT:

ATTACHMENT(S):

Town Council Agenda Packet for L-115 Forestar & McAdams Rezoning

AGENDA ITEM

LEWISVILLE PLANNING BOARD

L-115: A request for rezoning from Residential Single-Family (RS-9) & Manufactured Housing (MH) to Residential Multi-Family (RM-8)



Applicant: Forestar, McAdams

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-density residential areas with improved connectivity..." and "...diversification of housing

Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair

Philip May, Kate Sonney, Rob Herald, Lynn Fulton, Marc Maready

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 service. These areas can be surrounded by smaller lot single-family residential and townhomes... 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 and different types of housing that can support the commercial area... (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)

Consistency & Reasonableness Considerations:

Consistency.

- This application is found to be consistent with the *Lewisville Tomorrow Comprehensive Plan* Neighborhood Center (NAC) place type because RM-8 is a recommended zoning district according to the *Lewisville Unified Development Ordinance* (UDO). (p. B.2-128)
- It is found to be consistent with the Neighborhood Residential Place Type because townhome residential development in a clustered design among single-family homes is recommended. (p. 75)

Reasonableness.

- The project/parcel area size of (+/-) 20.4 acres is not atypical for the area.
- This application is found to be reasonable given that the applicants have chosen a limited use rezoning that includes only future uses that are and will be most compatible with the neighborhood.

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 Center Place Type and with those of 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-115, a request for rezoning from Residential Single-Family (RS-9) & Manufactured Housing Development (MH) to Residential Multi-Family (RM-8).

A majority of the Planning Board (4-2) voted to recommend approval of this request at its regularly scheduled December 10, 2025 meeting.

Members of the Planning Board

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



LEWISVILLE PLANNING DEPARTMENT

6510 Shallowford Road | P.O. Box 547
Lewisville, NC 27023-0547
Voice 336-945-5558 | FAX 336-945-5531

REZONING APPLICATION (ZONING MAP AMENDMENT APPLICATION)

Application Date

November 4, 2025

Property Address

6328 Robinhood Rd. Lewisville, NC 27040

Tax PIN(s)

5886-66-4288

Existing Zoning

RS-9

Proposed Zoning

RM-8

Acreage Requested for Rezoning 0.7

Owner(s) Purpose Group Investments, LLC

Mailing Address P.O. Box 3313 Charlotte, NC 28233

Telephone 9802920636 email grant@yourhomespurpose.com

Applicant(s) (if different) Forestar Real Estate Group, Inc.

Mailing Address 200 Centreport Dr. Ste 145 Greensboro, NC 27409

Telephone 501-920-7092 email christinadixon@forestar.com

I, Grant Zaharis, owner (trustee, executor, etc.) of the property denoted by Forsyth County Tax PIN(s) 5886-66-4288, request that the property be granted a rezoning from RS-9 to RM-8. I understand that this general use rezoning is permanent and will run with the land. I feel this will serve my best interests.

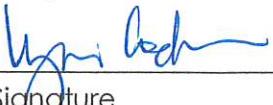
Grant Zaharis

dotloop verified
10/31/25 9:30 AM EDT
VJH-GFNT-J4TZ-GZOC

Owner Signature



Applicant Signature

Lynn Ach

Staff Signature

File# W11K

Fee Paid Nov 5, 2025



LEWISVILLE PLANNING DEPARTMENT

6510 Shallowford Road | P.O. Box 547
Lewisville, NC 27023-0547
Voice 336-945-5558 | FAX 336-945-5531

REZONING APPLICATION (ZONING MAP AMENDMENT APPLICATION)

Application Date November 4, 2025
Property Address 6282 Robinhood Rd. Lewisville, NC 27023
Tax PIN(s) 5886-65-4975, 5886-65-7947, 5886-66-7263, 5886-66-0193
Existing Zoning RS-9
Proposed Zoning RM-8
Acreage Requested for Rezoning 10.87 acres

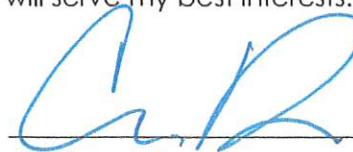
Owner(s) Robert & Alyce McBride
Mailing Address 125 Sumac Rd. Huntsville, TX 77340
Telephone _____ email countrysidebk@gmail.com

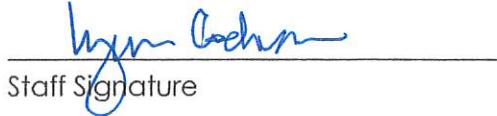
Applicant(s) (if different) Forestar Real Estate Group, Inc.
Mailing Address 200 Centreport Dr. Ste 145 Greensboro, NC 27409
Telephone 501-920-7092 email Christina.dixon@forestar.com

I, Robert McBride, owner (trustee, executor, etc.) of the property denoted by Forsyth County Tax PIN(s) 5886-65-4975, 5886-65-7947, 5886-66-7263, 5886-66-0193 request that the property be granted a rezoning from RS-9 to RM-8. I understand that this general use rezoning is permanent and will run with the land. I feel this will serve my best interests.


dotloop verified
11/03/25 10:08 AM CST
LNGQ-APVE-G6AJ-6HEE

Owner Signature


Applicant Signature


Staff Signature

File# L16
Fee Paid Nov 6, 2025



LEWISVILLE PLANNING DEPARTMENT

6510 Shallowford Road | P.O. Box 547
Lewisville, NC 27023-0547
Voice 336-945-5558 | FAX 336-945-5531

REZONING APPLICATION (ZONING MAP AMENDMENT APPLICATION)

Application Date November 14, 2016
Property Address 6388 Robinhood Rd. Lewisville, NC 27040
Tax PIN(s) 5886-56-8476, 5886-56-4784
Existing Zoning RS-9 and MH
Proposed Zoning RM-8
Acreage Requested for Rezoning 8.62

Owner(s) DRSP Properties, LLC
Mailing Address P.O. Box 525 Clemmons, NC 27012
Telephone 336 480 4400 email drspllc@gmail.com

Applicant(s) (if different) Forestar Real Estate Group, Inc.
Mailing Address 200 Centreport Dr. Ste 145 Greensboro, NC 27409
Telephone 511-920-7092 email christinadixon@forestar.com

I, David Whitley / DRSP Properties, owner (trustee, executor, etc.) of the property denoted by Forsyth County Tax PIN(s) 5886-56-8476, 5886-56-4784, request that the property be granted a rezoning from RS-9 and MH to RM-8. I understand that this general use rezoning is permanent and will run with the land. I feel this will serve my best interests.

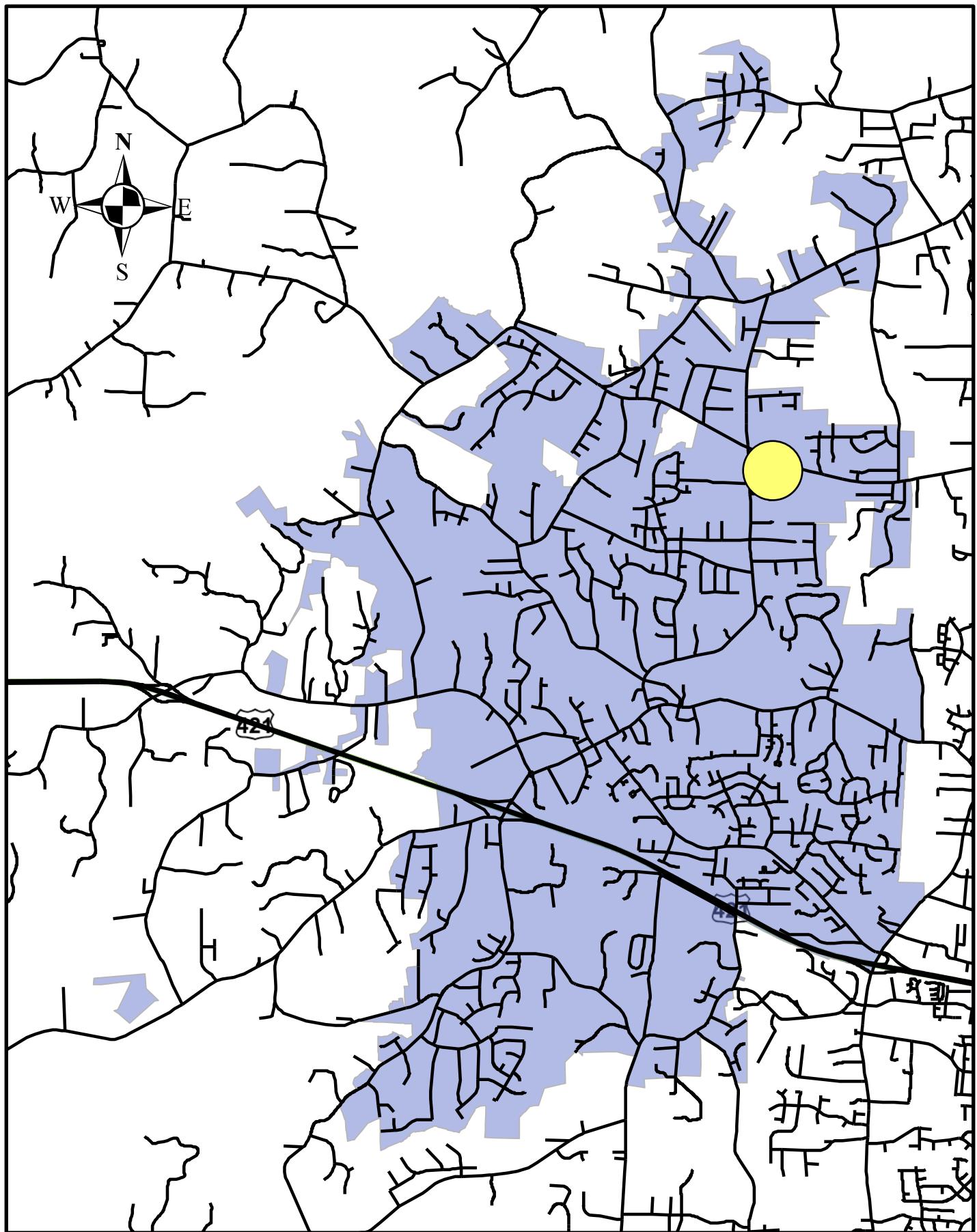
David Whitley
Owner Signature

CD
Applicant Signature

Lynn Cochran
Staff Signature

File# L-115
Fee Paid Nov 5, 2016

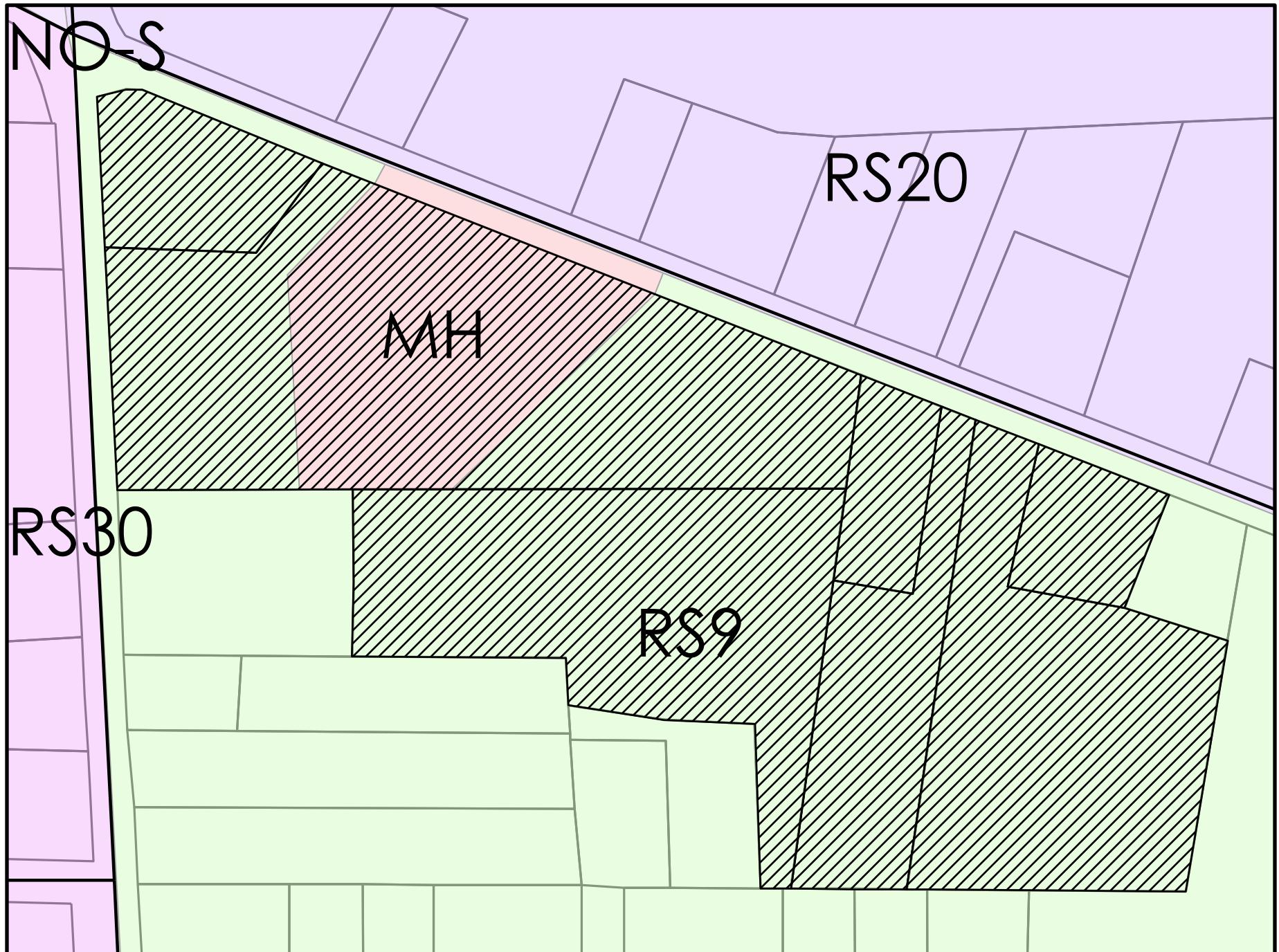
L-115 FORESTAR VICINITY MAP



0 0.25 0.5 1 Miles



L-115 FORESTAR ZONING MAP



0 75 150 300 Feet

Map Created by Lynn Cochran



L-115 FORESTAR AERIAL MAP



0 50 100 200 Feet

Map Created by Lynn Cochran

USES IN THE RM-8 ZONING DISTRICT (RM-8)

Uses permitted by-right within zoning district (zoning permit may be required):

- o Residential Building, Single Family
- o Duplex
- o Police or Fire Station
- o Recreation Facility, Public

- o Parking, Off Site, for Multifamily or Institutional Uses
- o School, Private or Charter
- o School, Public
- o School, Vocational or Professional
- o Transmission Tower
- o Utilities

Uses permitted by-right that require development standards:

- o Twin Home
- o Family Care Home
- o Community Garden
- o Cemetery, Private Family
- o Bed and Breakfast
- o Golf Driving Range
- o Swimming Pool, Private
- o Recreation Facility, Public
- o Adult Day Care, Home
- o Religious Institution, Neighborhood
- o Library, Public
- o Police or Fire Station

Uses permitted with Planning Board Review:

- o Townhome
- o Multifamily (Apartments)
- o Family Group Home
- o Fraternity or Sorority
- o Golf Course
- o Child Day Care, Large Home
- o School Public

Uses requiring rezoning or other approval from the Town Council:

- o Planned Residential Development
- o Access Easement, Private Off Site

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

- o Adult Day Care Center
- o Congregate Care Facility
- o Child Care, Drop In
- o Child Care Facility
- o Child Day Care Center
- o Golf Course
- o Habilitation Facility
- o Landfill, Land Clearing/Inert Debris
- o Life Care Community
- o Limited Campus Uses
- o Park and Shuttle Lot

Forestar
Report of Neighborhood Meeting

Prepared by Thomas E. Terrell, Jr.

I am pleased to submit the following report of neighborhood outreach for the Forestar application pursuant to the Lewisville UDO Sec. 4-3.1(C)(5)(5):

Notice: The letter attached to this report as Exhibit A was mailed more than ten days prior to the neighborhood meeting to all owners of property within 500 feet of the site, listed on attached Exhibit B.

Location: The meeting was held in the Mary Alice Warren Community Center from 5:30 to 7:00.

Pre-meeting information: The four-page letter attached as Exhibit A showed the location, proposed use and layout, explained why each person received the letter, and provided Tom Terrell's email and direct number. No one reached out prior to the meeting.

In attendance: Only 5 people attended from adjoining properties. In addition, there were three residents of the mobile home park who had questions about timing and three members of the family who own the mobile home park. Those who signed in are on the sheets attached as Exhibit C.

There were 5 representatives from Forestar, two consulting engineers, and zoning counsel to answer technical questions.

Meeting format: Forestar set up three stations with large visuals on easels so that guests could see both (1) the aerial of the site and a mile in all directions, and (2) the site with layout. All guests were offered sandwiches, chips, and water or soft drinks.

The meeting was set up so that neighbors could have private conversations first around each station, but the first three arrivals were residents of the Mobile Home Park who had no interest in the project as developed, so Forestar shifted its plans to meet with them before they needed to leave. As others came in, Forestar explained who the company is and discussed the project in detail and answered all questions. Primary spokesman was Shane Forrest.

Questions and Answers (MHP residents):

Residents in the mobile home park had two primary concerns, the first being how long they would have before being required to move and second, why did they not hear about this sooner.

Forestar explained that the owner of the park was the person who controlled those communications and that it would be approximately one year to 18 months for the residents to find another location, with the date to be determined later.

Questions and Answers (5 neighbors):

The 5 neighbors who came asked many questions, including size of townhomes, sales price, access points, water and sewer, density, height, and traffic.

In response, Forestar and engineers and planners from McAdams explained the following:

The price point is likely to be \$350,000 to \$400,000 in this market.

The townhomes would be larger than others in the market at 26-foot widths and 2200 to 2600 square feet. Likely to be only two-stories, but that is to be determined.

Locations of water and sewer and access were shown.

The density is to be approximately 4.7 units per acre and it was emphasized that the current R-9 zoning would allow 4.84 units per acre.

The traffic study was also explained and how it was done.



L-115

TOWN OF LEWISVILLE PLANNING CONSISTENCY AND REASONABLENESS DETERMINATIONS

The Board has reviewed Zoning Map Amendment *L-115*, rezoning from Residential Single-Family (RS-9) & Manufactured Housing Development (MH) to Residential Multi-Family (RM-8). As required by NCGS § 160D, the Board makes the following findings:

1. *Consistency.* This application is found to be consistent with the *Lewisville Tomorrow Comprehensive Plan* because:
 - This application is found to be consistent with the Lewisville Tomorrow Comprehensive Plan Neighborhood Center (NAC) place type because RM-8 is a recommended zoning district according to the Lewisville Unified Development Ordinance (UDO). (p. B.2-128)
 - It is found to be consistent with the Neighborhood Residential Place Type because townhome residential development in a clustered design among single-family homes is recommended. (p. 75)
2. *Reasonableness.* The proposed action is found to be reasonable because:
 - The project/parcel area size of (+/-) 20.4 acres is not atypical for the area.
 - This application is found to be reasonable given that the applicants have chosen a limited use rezoning that includes only future uses that are and will be most compatible with the neighborhood.



L-115

TOWN OF LEWISVILLE PLANNING DRAFT MOTION TO APPROVE OR DENY

APPROVE

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



**RESOLUTION 2026 – 003 OF THE LEWISVILLE TOWN COUNCIL
TO AMEND RESOLUTION 2025-039 OAK GROVE NEIGHBORHOOD
FOR THE ADDITION OF SPEED CUSHION ON FAIRHAVEN DRIVE**

WHEREAS, On August 8, 2024, the Town of Lewisville adopted Resolution 2024-036 for the Residential Traffic Control Policy;

WHEREAS, On September 11, 2025, the Town of Lewisville adopted Resolution 2025-039 to approve the installation of speed cushions in the Oak Grove neighborhood;

WHEREAS, the Town of Lewisville staff and the Oak Grove neighborhood request the Resolution 2025-039 to be amended to include an additional speed cushion on Fairhaven Drive in order to increase traffic safety and further decrease speeding in the area; and

NOW, THEREFORE BE IT RESOLVED, THAT THE LEWISVILLE TOWN COUNCIL approves the installation of an additional speed cushion on Fairhaven Drive.

Adopted and effective this the 8th day of January 2026 by the Lewisville Town Council.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk



STAFF REPORT

ITEM:	1. ORDINANCE 2026-002
SUBJECT:	1. ORDINANCE 2026-002 - BUDGET AMENDMENT – TO INCREASE APPROPRIATIONS FOR ADVERTISING IN THE GOVERNING BODY DEPARTMENT
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	1/8/2026

BACKGROUND/SUMMARY:

The Town's annual operating budget began the Fiscal 2025-2026 year with a budget of \$7,200 for advertising costs in the Governing Body Department and \$3,000 for advertising costs in the Planning Department. Under Governing Body, advertising costs include notices in the Winston-Salem Journal for public hearings related to annexations, rezonings, and the annual operating budget. Also included are notices when the Town goes out for bids on construction projects, like the Roundabout at Lewisville-Vienna Road and Robinhood Road. Under the Planning Department, the advertising costs include notices placed in the Winston-Salem Journal for public hearings of the Town's Planning Board related to rezonings.

As shown in the table below, appropriations for advertising costs will not be adequate under Governing Body. Thus, staff recommends that the Town Council approve a budget amendment to increase appropriations by \$5,000. Staff feels that appropriations are adequate under the Planning Department and that no action is need there.

Advertising Costs	Governing Body	Planning Department
Beginning budget	\$ 7,200	\$ 3,000
Expenses to date	\$ (6,328)	\$ (1,121)
Remaining in budget	\$ 872	\$ 1,879

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff is requesting that Council approve Ordinance 2026-002 to amend the annual operating budget to increase appropriations for advertising costs in the Governing Body Department by \$5,000.

FISCAL IMPACT:

Fund balance will be appropriated in the amount of \$5,000.

ATTACHMENTS:

1. Ordinance 2026-002 - Amendment to Budget Ordinance 2025-001



TOWN OF LEWISVILLE
Budget Amendment Ordinance 2026-002
Amending Budget Ordinance 2025-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 6
Pam Orrell, Finance Director

<u>CODE</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>	<u>CODE</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
10-00-4110-3700	General Fund - Governing Body - Advertising	\$ 5,000.00	10-00-3990-9000	General Fund - Fund Balance Appropriated	\$ 5,000.00
		\$ 5,000.00			\$ 5,000.00

EXPLANATION: To increase the budget for advertising in the Governing Body Department.

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 8th day of January, 2026 by the Lewisville Town Council.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk



ORDINANCE 2026 – 003 – AMEND CHAPTER 16 OF THE TOWN OF LEWISVILLE, ARTICLE 2

WHEREAS, the Lewisville Town Council adopted Ordinance 2007006 enacting a code of ordinances which revised, amended, restated, codified and compiled existing ordinances on March 8, 2007 with the understanding that chapters will need to be updated;

WHEREAS, changes in the status of Town facilities necessitate amendments to the Parks, Recreation and Cultural Development policies;

WHEREAS, Town Code Chapter 16 is being updated as indicated in the attached redlined version;

NOW, THEREFORE BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL that Town Code Chapter 16 Article 2, Section 16-16 and 16-18 are being updated to include release of balloon restrictions at all town properties; and to remove restrictions on use of latex balloons at the Mary Alice Warren Community Center. It is the intent of the Lewisville Town Council that the provisions of this ordinance shall be made a part of the Town of Lewisville Town Code; the sections of this ordinance may be re-numbered or re-lettered; and, the word 'ordinance' may be changed to 'section', 'article', 'chapter' or other appropriate designation to accomplish such intention as needed.

Adopted and enacted this the 8th day of January 2026 by the Lewisville Town Council.

ATTEST:

Billy Carter, Jr., Mayor

Angela Lord, Town Clerk



ORDINANCE 2026 – 003 – AMEND CHAPTER 16 OF THE TOWN OF LEWISVILLE, ARTICLE 2

§ 16-16 PARKS, RECREATION AND CULTURAL DEVELOPMENT OPERATING POLICIES FOR STAFF: PROPERTY, FACILITY USE AND EVENT POLICIES.

A. *General policy statement.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture. The goal of the Lewisville Parks, Recreation and Cultural Development program is to provide quality events for Lewisville residents in a cost effective manner. Town Hall and the Town Hall Annex are not available for community or rental event activities.

B. *Basic policy.* In order to establish authorization and fees for use of public facilities, the Town Council directs the Town Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use of the town's facilities.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age, or disability.

D. *Definitions.*

1. **NON-TOWN-SPONSORED EVENTS.**

a. These are events that are fully paid for, hosted and staffed by either an approved town-exempt organization, other non-profit organization, for profit organization or individual.

b. Use of deputies for these events are to be contracted directly and in compliance with the Sheriff's Office with proof of approval by the Sheriff's Office.

2. **TOWN-SPONSORED EVENTS.** These are events that are paid for and are under the auspices of the town's Parks, Recreation and Cultural Development Board. There are 2 kinds of town-sponsored events:

a. Those events hosted entirely by the town (paid entirely by the town and staffed by town employees).

b. Those events which are paid entirely by the town and for which the town contracts with a vendor but may be run by the town and staffed by the town and/or vendor.

3. **LARGE EVENTS.** Large events as defined here are estimates of 300 or more persons, may only be scheduled at Shallowford Square and/or may be open to the public.

E. *Non-town-sponsored events.* G. Galloway Reynold Community Center Operating Policies and Rules, Shallowford Square Operating Policies and Rules, Facility Use Exemption Policy, Jack Warren Park Operating Policies and Rules, Mary Alice Warren Community Center Operating Policies and Rules, Special Events Operating Policy, § [16-14](#) and the town's Alcohol Beverage Policy apply.

F. *Town-sponsored events.*

1. The town budgets expenditures for town-sponsored events on a per capita basis through taxes.

2. Corporate sponsorship is not allowed at town-sponsored events.

3. Signage and promotions.

a. Banners and signs may be used to provide information to the public by the town. Banners are to be hung/removed by town staff only on 1 of the information light poles on Shallowford Road.

(Dimensions are 24" x 60" finished length. End hems are 4" each sewn.)

b. Only promotional materials associated with the town may be distributed.

4. Vending.

a. Staff provides vending for town-sponsored events unless approved organizations are asked to provide or assist in vending.

b. Only approved organizations are allowed to vend during town-sponsored events.



ORDINANCE 2026 – 003 – AMEND CHAPTER 16 OF THE TOWN OF LEWISVILLE, ARTICLE 2

- c. The organization must submit its rental application 30 days prior to a town-sponsored event to make arrangements and must meet all requirements related to concessions being sold and Health Department permits.
- d. The organization may not sub-contract vending.
- e. The organization may not solicit donations or distribute materials for their organization at a town-sponsored event.
- f. The organization is allowed 1 sign to identify themselves. The sign must conform with Town Code §§ [38-1](#) and [38-2](#).
- g. Rented food vending trailers are allowed.
- 5. Rules may be established for each town-sponsored and non-town-sponsored event for the health, safety and welfare of staff, participants, residents and any others involved in the event.
- 6. The town may loan specific items on its equipment requisition list to exempt organizations. A staff member must be assigned to work with electronic equipment at the cost of the organization.

G. General rules.

- 1. Fires or pyrotechnic devices are prohibited on all town owned property unless part of a town-authorized event. Only town sponsored events are allowed fires or pyrotechnic devices on town owned property. The public's use of these items is prohibited.
- 2. No grills are allowed unless associated with rental of a facility and may not be placed under the pavilion or in or near playground areas.
- 3. Only service animals are allowed on town property.
- 4. No goods, products, promotional or other material, except material expressly associated with an event scheduled for the Shallowford Square pavilion or other facility, may be distributed on town owned property.
- 5. Private golf carts are prohibited for use at Shallowford Square and Jack Warren Park.
- 6. Public safety carts are allowed at the Square.
- 7. Chairs may be placed at the Square on the morning of a performance/event but must be removed after each performance/event (plays, movies, and the like). Any not removed at the end of a performance/event will be removed by town staff. (Since plays have 2 consecutive week-end performances, each day of the week-end will be counted separately.)
- 8. Blankets may not be placed for an event until 5:00 p.m. and must be removed after each performance. Blankets will be removed daily by town staff.
- 9. No propane, generators or flammable liquids are allowed on town owned property without authorization from Town Hall.
- 10. Pavilions are the only rentable areas in the parks.
- 11. Cleaning check lists must be returned within 30 days showing the facility in good condition in order to receive a refund.
- 12. Skateboards, bicycles, scooters, roller blades and other wheeled recreational devices are not allowed on town property.
- 13. Shallowford Square is closed to all organized events during a town sponsored event.
- 14. **The release of balloons is prohibited from any town property at all times.**



ORDINANCE 2026 – 003 – AMEND CHAPTER 16 OF THE TOWN OF LEWISVILLE, ARTICLE 2

§ 16-18 MARY ALICE WARREN COMMUNITY CENTER OPERATING POLICIES.

A. *Mission statement.* To nurture a sense of community belonging by providing facilities, programs, educational classes, activities and events primarily designed to enhance the lives of Lewisville and neighboring area residents and their families.

B. *General policy statement.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

C. *Basic policy.* Use of the Mary Alice Warren Community Center is a practical and beneficial asset to the town. In order to establish authorization and fees for use of this public facility, the Town Council directs the Town Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for use of the facility.

D. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age, or disability.

E. *User fees.* Fees for renting the Mary Alice Warren Community Center are set annually in the budget. Fees are required upon application submission. If the Mary Alice Warren Community Center requires janitorial service or repair work attributable to the user's abuse, the cleaning deposit will be forfeited. If damage exceeds the deposit, additional costs will be incurred by the renter/user.

F. *User fee for exempted users.* Nonprofit organizations and government organizations as listed in § 16-14(J) are exempt from the payment of deposits. Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost. Fees to utilize the Mary Alice Warren Community Center by nonprofit and government organizations on the exempt user list in § 16-14(J) are as follows:

1. One room is free when reserved Monday - Thursday.
 - a. An additional room can be reserved at half price.
 - b. The kitchen is not considered an additional room.
2. Friday, Saturday and Sunday rental fees are at half price.

G. *Contracts.* All users of the Mary Alice Warren Community Center are required to execute the town's standard application/agreement prior to their use of the Center. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by the Town Manager or designee. No sub-contracting is allowed.

H. *Priority of use.* The Town of Lewisville will have the first opportunity, at the beginning of each fiscal/calendar year, to reserve the Mary Alice Warren Community Center for its programs. Users can reserve the facility, based on availability, on a first come, first served basis. The town reserves the right to suspend usage for maintenance.

I. *Reservations.* Those desiring use of the Mary Alice Warren Community Center must fill out an application and submit it, with appropriate fees, to an official at Town Hall. Reservation dates and times may be changed by renters/users prior to the event, subject to availability. Refunds will be given according to the Cancellation Policy.

1. If reservations are made by an organization, all fees must be paid by the organization and a responsible party named. Refunds will be refunded to the organization.

2. If reservations are made by an individual, all fees must be paid by that individual and that individual is the responsible party. Refunds will be refunded to that individual.



ORDINANCE 2026 – 003 – AMEND CHAPTER 16 OF THE TOWN OF LEWISVILLE, ARTICLE 2

3. Reservations must be made 14 days or more prior to the requested date.
4. All fees and refundable deposits associated with the rental of a town facility must be paid in full within 14 calendar days of receipt of the invoice. No payment plans will be accepted. If payment is not received after the 14-day period, the town reserves the right to cancel the reservation without notice.

J. Recurring use.

1. Authorized program directors requiring recurring use may submit a request to the scheduling office (Town Hall Office Manager/Events Coordinator) stating the need for a recurring reservation and 3 choices of meeting days and times. The Town Manager or designee may approve recurring requests after considering the impact on the previously approved uses and future potential needs. Recurring uses may be approved for up to 1 year and may be renewed annually. The regular request and approval cycle is as follows:

Requests submitted/received



June or November

Recurring use schedule approved

July or December

Recurring use schedule effective

August 1 through July 31,
or January 11 through Dec

2. Out of cycle requests may be submitted at any time; however, other pre-approved uses will not be altered to accommodate the out of cycle requests.

K. Mary Alice Warren Community Center rules.

1. Mary Alice Warren Community Center patrons will be responsible for properly disposing of their trash in the outside trash receptacles and replacing liners in the inside trash receptacles.
2. Mary Alice Warren Community Center patrons will be responsible for properly disposing of their recyclable material in the bins provided.
3. Possession of controlled substances is strictly forbidden and consumption of all alcoholic beverage is strictly prohibited unless any required ABC permit has been obtained and prior authorization received from the town. A copy of the ABC permit must be provided to the town at least 30 days prior to the date of rental. The requirements of all ABC rules and regulations and state laws regarding possession and distribution of alcoholic beverages must be met. (See the town's Alcohol Beverage Policy.)
4. a. Music that disturbs neighboring property owners and/or residents is prohibited.
b. All music must end at 10:00 p.m.
5. No vending is allowed unless authorized by the Town Manager or designee.
6. Fees may not be charged to enter the facility.
7. Solicitation of other patrons (not participating in the user's activities) is prohibited.
8. Users are expected to be aware of and to obey all other appropriate and applicable laws concerning public conduct and safety during their use of the Mary Alice Warren Community Center.
9. Offensive behavior or excessive noise that is a nuisance to other users in the facility or surrounding neighbors is prohibited.
10. Maximum occupancy for:
 - a. Shallow Ford Room is on the room seating chart.
 - b. Lewisville Room is on the room seating chart.
 - c. Vienna Room is on the room seating chart.
 - d. Shallow Ford and Lewisville Rooms are on the room seating chart.



ORDINANCE 2026 – 003 – AMEND CHAPTER 16 OF THE TOWN OF LEWISVILLE, ARTICLE 2

- e. Shallow Ford, Lewisville and Vienna Rooms are on the room seating chart.
- f. Magnolia Activity Room is on the room seating chart.
- g. Great Wagon Conference/Meeting Room is on the room seating chart.
- 11. Tables and/or chairs are not to be removed from the building.
- 12. Tables should be covered for any usage.
- 13. Only battery operated candles are allowed.
- 14. Floor cleaning materials are in the storage room and spills should be cleaned promptly.
- 15. Trash can liners are also in the storage room. All trash is to be placed in can liners and the liners removed and placed in the outside receptacles.
- 16. a. Upon entry, building anomalies should be immediately reported to Town Hall. (8:00 a.m. - 5:00 p.m., Monday - Friday, (336) 945-5558, and weekends see numbers listed on rental application.
 - b. Provide a photo if possible.
- 17. **Use of latex balloons is prohibited.**
- 18. Please relay Mary Alice Warren Community Center rules to all participants.
- 19. Do not prop open outside doors. The building is heated and air conditioned. This puts an unnecessary burden on the heating/cooling system and will cause the system to fail.
- 20. Do not apply tape or adhesive to walls or ceiling tiles.
- 21. Do not drive anything such as nails or screws into walls.
- 22. Do not interfere/interrupt other users unless you are scheduled for use of that space at that time.
- 23. Entrance key codes are to remain confidential and should not be given to unauthorized users.
- 24. Guns and other weapons are prohibited.
- 25. Smoking is prohibited on the Mary Alice Warren Community Center property.
- 26. Fireworks, pyrotechnics and sparklers are prohibited.
- 27. Metal detectors and motorized hobby equipment are prohibited.
- 28. Glass containers are prohibited.
- 29. Do not move patio furniture into the building.
- 30. Glitter and confetti are prohibited.
- 31. All outside rentals of items (i.e. tables, chairs, etc.) to be brought into Mary Alice Warren Community Center must be approved by town staff prior to the event. Requests must be made no less than 14 calendar days prior to the reservation.
- L. *Enforcement of violations.* Violation of Mary Alice Warren Community Center rules or abuse of property can result in expulsion with denial of future use and reservation privileges and assessments of costs to clean or repair damages. Rules and regulations are subject to the interpretation of and enforcement by designated town officials and the Forsyth County Sheriff's Department. Appeals may be brought before the Lewisville Parks, Recreation and Cultural Development Board. Appeals will be accepted up to 30 days following the event, must be in writing and must be submitted to the Town Clerk.
- M. *Cancellation policy.*

30 days prior to event

Full refund (including cleaning deposit)

15 days to 29 days prior

Resident

50% of base rental fee



ORDINANCE 2026 – 003 – AMEND CHAPTER 16 OF THE TOWN OF LEWISVILLE, ARTICLE 2

Non-resident
14 days or less prior

Forfeit surcharge
Forfeit all fees paid

- N. *Commercial use policy.* Renters/users to conduct commercial use is prohibited.
- O. User/renters of large events are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national or local charitable organization recognized by the Internal Revenue Service under its § 501(c)(3) or § 501(c)(8) Code.

DRAFT