



**Town of Lewisville Town Council**  
**Briefing and Action Meeting Agenda**  
**November 6– 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

- 1. Call to Order:**
  - A. Roll Call
  - B. Adoption of Agenda
- 2. Items Requiring Council Direction**
  - A. I'm One of the Reasons Lewisville is a Great Place to Live – Cliff Lewis ([Attachment #1](#))
- 3. Items Requiring Action at Briefing**
  - A. Resolution 2025-042 – Approve Interlocal Agreement Amendment with Winston Salem/Forsyth County Utilities for the Lewisville Lift Station – *This item was postponed from the October 9, 2025 meeting of Council* ([Attachment #2](#))
  - B. Resolution 2025-051 – Approve Harper Road Lift Station Capacity ([Attachment #3](#))
  - C. Ordinance 2025-030 – Approve Ordinance to Amend Chapter 27 – to Add Section 27 – 3 for Street Restrictions ([Attachment #4](#))
- 4. Administrative Reports**
  - A. Town Manager
    - i. Great Wagon Road update
  - B. Town Clerk
    - i. Lewisville Beautification Committee Applicant Review ([Attachment #5](#))
    - ii. Annual Fitness Walk Challenge – November 1<sup>st</sup> – 30<sup>th</sup>
    - iii. Jack Warren Park Fall Workday – November 8<sup>th</sup>
    - iv. Town Facilities Closed – November 11<sup>th</sup>/Veterans Day
    - v. Town Facilities Closed – November 27<sup>th</sup> & 28<sup>th</sup> – Thanksgiving
    - vi. Blood Drive – December 3 – 1PM – 5:30PM
    - vii. Holiday Open House – December 5 @ 4:30PM
    - viii. Tree Lighting – December 5<sup>th</sup> – 7PM
  - C. Public Works Director
    - i. Marblehead Dam Update
    - ii. Gateway Tree Planting Update
    - iii. Shallowford Square Playground Update
    - iv. Shallowford Lakes Traffic Mitigation Update
  - D. Communications Specialist
    - i. 2025 Resident Survey
- 5. Tentative Agenda Items for Regular Meeting on November 13, 2025**
  - A. Consent Agenda
    - i. Resolution 2025-046 – Financial Statements for Three Months Ended September 30, 2025 ([Attachment #6](#))
    - ii. Approval of Draft Agenda Briefing minutes – October 6, 2025 ([Attachment #7](#))
    - iii. Approval of Draft Regular Meeting minutes – October 9, 2025 ([Attachment #8](#))
  - B. Introductions, Recognitions, Presentations and/or Proclamations
    - i. Presentation
      - a. Fiscal Year 2024-2025 Audit Presentation – Monty Pendry, Partner with Gibson & Company, P.A.
      - b. Sheriff's Office

C. Public Hearings

- i. Ordinance 2025-31 – Public Hearing to Receive Public Comments and Consider Approval of the Unified Development Ordinance (UDO) L-170, for Three Proposed Text Amendments [\(Attachment #9\)](#)
- ii. Ordinance 2025-032 – Public Hearing to Receive Public Comments and Consider Approval of L-114, a Proposed Rezoning at 6732 Shallowford Road (PIN 5875-85-4964) for Heritage Crossing [\(Attachment #10\)](#)

D. Old Business

E. New Business

- i. Resolution 2025-047 to Call Public Hearing - Lewisville/Clemmons Annexation Agreement [\(Attachment #11\)](#)
- ii. Resolution 2025-048 – Approve Resolution to Establish Administrative Group for Town Manager Evaluations [\(Attachment #12\)](#)
- iii. Ordinance 2025-033 – Amend Budget Ordinance 2025-001 for the Fred Moser Property Improvements – Phase 1 [\(Attachment #13\)](#)
- iv. Ordinance 2025-034 – Amend Budget Ordinance 2025-001 for the Fred Moser Well Abandonments [\(Attachment #14\)](#)
- v. Ordinance 2025-035 – Amend Capital Project Ordinance for Lewisville-Vienna/Robinhood Roundabout [\(Attachment #15\)](#)
- vi. Resolution 2025-050 – Approve Lewisville-Vienna/Robinhood Roundabout Contract with BW Infrastructure, LLC in the Amount of \$3,236,178.90 [\(Attachment #16\)](#)

vii. **For the Good of the Order**

viii. **Adjournment**



## I'm One of the Reasons Lewisville is A Great Place to Live Nomination Form

### Purpose of the Award

The "I'm One of the Reasons Lewisville is A Great Place to Live" award is presented to selected individuals who are making Lewisville a great place to live. An individual may be nominated for any reason as long as it can be clearly demonstrated that their activities or other contributions have improved the quality of life for residents or in the town in general.

Nominations should be submitted to staff who will validate the nominee's information and present the information to the Council at its next scheduled briefing. If selected to receive the award, the nominee and their nominator will be recognized at a regularly scheduled meeting of the Lewisville Town Council or other official town meeting or event.

| <u>Resident Being Nominated</u>                          | <u>Your Contact Information</u>      |
|----------------------------------------------------------|--------------------------------------|
| Name: <u>Cliff Lewis</u>                                 | Name: <u>Mike Horn</u>               |
| Phone: <u>336-414-8116</u>                               | Phone: <u>336-414-4497</u>           |
| Email: <u>Lewistree@triad.rr.com</u>                     | Email: <u>mikeh@hornstronach.com</u> |
| Nominee Address: <u>P.O. Box 653 Lewisville, NC 2702</u> |                                      |
| (Street Address with House Number)                       | (Town) (State) (Zip)                 |

**Nomination Submitted on Date:** 10/28/25

### Reason for the Nomination:

Cliff has been the president of the Lewisville Fire Department for 16 years. His son served on the Lewisville Fire Department. He has also been instrumental in establishing a public art presence in the town through the identification, purchase and donation of the three metal artworks by local deceased metal artist Frank Holder now displayed at the Mary Alice Warren Community Center. Additionally, he has agreed to purchase an additional piece of artwork to be located on the GWR once completed.

He is a member of the Unity Morivan Church Board of Trustees.

Form may be returned via email to [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net) or mailed to: Town Clerk, PO Box 547, Lewisville, NC 27023.

### FOR OFFICE USE BELOW:

Date Received: \_\_\_\_\_ Presented to Council: \_\_\_\_\_ Approval Date: \_\_\_\_\_



**RESOLUTION 2025-042 OF THE LEWISVILLE TOWN COUNCIL  
AUTHORIZE AN AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE TOWN OF  
LEWISVILLE AND WINSTON SALEM/FORSYTH COUNTY UTILITIES FOR CONSTRUCTION COST**

**WHEREAS**, the Town of Lewisville entered into an interlocal agreement in November 2022 for the design, permitting and reconstruction of the Lewisville Lift Station;

**WHEREAS, due** to supply and demands, in the last few of years, there has been a significant rise in construction cost;

**WHEREAS**, construction cost necessitates an amendment to the interlocal agreement to approximately \$7,270,430.43; and

**BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** that the Town of Lewisville authorize an amendment to the interlocal agreement with and the Town Manager is authorized to sign said agreement with Winston-Salem/Forsyth County Utilities for construction cost of the Lewisville Lift Station.

Adopted this the 6<sup>th</sup> day of November 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk





**RESOLUTION 2025-051 OF THE LEWISVILLE TOWN COUNCIL  
APPROVING THE TRANSFER OF FUNDS FROM THE WINSTON SALEM/FORSYTH COUNTY UTILITY  
COMMISSION TO THE LEWISVILLE RESERVE ACCOUNT FOR RELINQUISHING CAPACITY AT THE HARPER  
ROAD SEWER LIFT STATION**

**WHEREAS**, on January 3, 2013, the Lewisville Town Council voted to acquire 0.75 million gallons per day capacity in the then proposed Harper Road Sewer Lift Station for the price of \$600,000;

**WHEREAS**, this reservation of capacity was contingent upon the successful negotiation of a "Service Agreement" between Lewisville and the Winston-Salem/Forsyth County Utility Commission;

**WHEREAS**, Town officials have requested that the purchased capacity in the Harper Road Sewer Lift Station be relinquished and the \$600,000 refunded to the reserve fund;

**WHEREAS**, Lewisville has not used any of the reserved capacity to date;

**WHEREAS**, this agreement to reserve capacity was prior to System Development Fee regulations becoming law;

**WHEREAS**, staff recommend the capacity purchased by the Town of Lewisville be relinquished and \$600,000 be transferred from the Winston Salem/Forsyth County Utility Commission to the Lewisville Reserve Fund, and that future capacity be paid for under the current System Development Fee regulations as outlined in the North Carolina General Statutes; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Lewisville Town Council, approve the transfer of funds in the amount of \$600,000 from the Winston Salem/Forsyth County Utility Commission to the Lewisville Reserve Account for relinquishing capacity at the Harper Road Sewer Lift Station.

Approved and effective this the 6<sup>th</sup> day of November 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk



**ORDINANCE 2025-030 – AMEND CHAPTER 27- MOTOR VEHICLES AND TRAFFIC TO ADD  
SECTION 27-3 – STREET RESRICTIONS OF THE TOWN OF LEWISVILLE CODE**

**WHEREAS**, the Town of Lewisville Town Council adopted Resolution 2025-037 approving No Left Turn signage off Lucy Lane onto Shallowford Road to manage traffic flow and enhance safety during Lewisville Elementary School morning and afternoon hours;

**WHERAS**, such signs are enforceable by any law enforcement agent, the Town Manager or his/her designee, upon showing proper credentials, and in the discharge of his/her duties, may initiate any appropriate action or proceedings to prevent, correct, or enforce violation of this ordinance; and

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL that:**

**Section 1.**

Pursuant to GS 160A-101 and 160A-102, the Charter of the Town of Lewisville, as set forth in Chapter 116 of the 1991 Session Laws of North Carolina (S.L. 1991-116), as amended, is hereby further amended in Chapter 27, to add Section 27-3 Street Restrictions, enforceable by any law enforcement agent, when official traffic control devices are in place prohibiting left turns, it shall be unlawful to make a left turn from the streets designated.

**Section 27-3 Posted Street Restrictions**

| <b>Street</b> | <b>Restriction</b>                                                                         | <b>Ordinance Number</b> |
|---------------|--------------------------------------------------------------------------------------------|-------------------------|
| Lucy Lane     | No left turn onto Shallowford Road between 7:15am – 8am and 2:15pm – 3:00pm on school days | 2025-030                |

**Section 2.** This ordinance shall be effective upon adoption by the Town of Lewisville Town Council.

Adopted this the 6<sup>th</sup> day of November 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk



## 2025 APPLICATION FOR LEWISVILLE BOARD/COMMITTEE

Please submit a separate application for each board/committee appointment request.

Please refer to attached Resolution 2021001: Policy - Application process for boards and committees

Full Name: Ewa O. Lorick  
 Street Address: 561 Lewisville-Vienna Road  
 City/State/Zip: Lewisville, NC 27023  
 Day Phone: 336-926-7676 Evening Phone: same Cell: same  
 Email: EwaLorick@gmail.com

I am interested in serving on the following Committee (2-year term, unless otherwise noted):

☐ Environmental Conservation and Sustainability Committee - 2 vacancies (ends March 31, 2026)

☒ Lewisville Beautification Committee - 2 vacancies (ends March 31, 2026)

### EMPLOYMENT AND EDUCATION

|                                      |                                                                           |
|--------------------------------------|---------------------------------------------------------------------------|
| Employer: <u>The Budd Group</u>      | Graduate? <input checked="" type="checkbox"/> Major <u>Business Admin</u> |
| Address: <u>2325 S. Stratford Rd</u> | High School: <u>Darrie High</u>                                           |
| <u>Winston-Salem, NC 27103</u>       | College: <u>UNC-Greensboro</u>                                            |
| Phone: <u>336-768-7690</u>           | Graduate School: <u>High Point University</u>                             |
| Email: <u>elorick@buddgroup.com</u>  | Other: _____                                                              |
| Occupation: <u>Human Resources</u>   |                                                                           |

Do you currently serve on a board and/or committee? Yes ☒ No ☐

If so, what board and/or committee: ARF-planning Committee

Are you requesting reappointment? Yes ☐ No ☐

Signature: Ewa Lorick

Date: 7/29/2025

Please attach a brief statement with information detailing why you wish appointment to the board or committee and return to: Town Clerk, Town of Lewisville, PO Box 547, Lewisville, NC 27023 or email [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).

|                                                                                     |                                         |
|-------------------------------------------------------------------------------------|-----------------------------------------|
| FOR OFFICE USE ONLY                                                                 |                                         |
| Date Received: <u>7/29/2025</u>                                                     | Interview Date (if applicable): _____   |
| Staff Recommendation: _____                                                         |                                         |
| Appointed by Town Council: Yes <input type="checkbox"/> No <input type="checkbox"/> | Appointment Date (if applicable): _____ |

Applications will be accepted through July 31, 2025

## Application for the Lewisville Beautification Committee

I am writing to express my interest in joining the Lewisville Beautification Committee. I believe my genuine passion for community enhancement, practical skills, collaborative spirit, and proactive vision make me a strong candidate to contribute meaningfully to your efforts.

My husband and I built a home three years ago in the town limits. We moved here after living in Clemmons for 18 years. We love the small town feel of Lewisville and its passion for community and connection.

I want to see Lewisville thrive, and I firmly believe that a beautiful yet practical environment is fundamental to the well-being of its residents. For me, beautification isn't just about aesthetics; it's about fostering local pride, enhancing our quality of life, and creating a welcoming atmosphere that can attract both visitors and new businesses. I am personally invested in making our town a place where everyone feels proud to live, work, and visit.

My career in Human Resources at a local family owned facilities services company has inspired me by connecting me with communities and enhancing the lives of those around me. My hobbies include landscaping with a focus on native plants, volunteering on local projects for AARF of Winston-Salem, Triad American Heart Association, and the United Way of Forsyth County. I am a 2015 graduate of Leadership Winston-Salem, and was on the planning committee for 4 years. Additionally I have experience in event planning and organization, and a knack for identifying areas that could use improvement.

I am confident that these abilities will allow me to contribute effectively to various committee initiatives, from planning and execution to community engagement. I am also detail-oriented, resourceful, able to work independently and as part of a team.

I understand that the success of the Beautification Committee relies heavily on collaboration and teamwork. I am a firm believer in the power of working together, listening to diverse perspectives, and building consensus to achieve shared goals. I am eager to collaborate with fellow committee members, town officials, local businesses, and community volunteers to bring our beautification projects to life.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to the ongoing beautification of Lewisville and help create an even more vibrant and appealing community for all.

Warmly,  
Ewa Lorick  
336-926-7676  
[Ewalorick@gmail.com](mailto:Ewalorick@gmail.com)

**Angie Lord**

---

**From:** Ewa Lorick <ewalorick@gmail.com>  
**Sent:** Tuesday, July 29, 2025 9:03 PM  
**To:** Angie Lord  
**Subject:** Beautification Committee application

Good evening,  
I am submitting an application for the Beautification Committee consideration.

I look forward to hearing from you.

Thank you kindly,  
Ewa Lorick

 [\\_Application for beautification committee - Ewa Lorick .pdf](#)

 [\\_Lewisville\\_application.pdf](#)





## 2025 APPLICATION FOR LEWISVILLE BOARD/COMMITTEE

Please submit a separate application for each board/committee appointment request.

Please refer to attached Resolution 2021001: Policy - Application process for boards and committees

Full Name: Efrain Rivas  
Street Address: 201 Briar Creek Manor  
City/State/Zip: Lewisville, NC 27023  
Day Phone: (336) 437-2123 Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: efrain@orkideacreatives.com

I am interested in serving on the following Committee (term listed):

☒ Lewisville Beautification Committee - 2 vacancies (ends March 31, 2026)

I am interested in serving on the following Board (term listed):

☐ Willow Run Municipal Service District - Area 2 (see attached Map) - 1 vacancy (ends March 31, 2027)

☐ Zoning Board of Adjustment - 1 vacancy - (ends March 31, 2026)

### EMPLOYMENT AND EDUCATION

|                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| Employer: <u>Visit Winston-Salem</u>       | Graduate? Y/N _____ Major <u>Marketing</u> |
| Address: <u>200 Brookstown</u>             | High School: _____                         |
| <u>avenue Winston-Salem, NC</u>            | College: <u>UNC Greensboro</u>             |
| Phone: <u>(336) 728-4200</u>               | Graduate School: _____                     |
| Email: <u>info@visitwinstonSalem.com</u>   | Other: _____                               |
| Occupation: <u>Digital Content Manager</u> |                                            |

Do you currently serve on a board and/or committee? Yes ☒ No ☐

If so, what board and/or committee: Acts District of Winston-Salem

Are you requesting reappointment? Yes ☐ No ☒

Signature: Efrain Rivas Date: 9/16/2025

Please attach a brief statement with information detailing why you wish appointment to the board or committee and return to: Town Clerk, Town of Lewisville, PO Box 547, Lewisville, NC 27023 or email [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).

### FOR OFFICE USE ONLY

Date Received: 9/16/2025 Interview Date (if applicable): \_\_\_\_\_  
Staff Recommendation: \_\_\_\_\_  
Appointed by Town Council: Yes ☐ No ☐ Appointment Date (if applicable): \_\_\_\_\_

Applications will be accepted through September 30, 2025

Efrain Rivas  
efrain@orkideacreates.com  
201 Briar Creek Manor, Lewisville  
September, 16<sup>th</sup> 2025

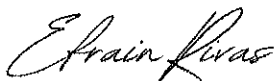
**Statement of Interest**

As a proud resident of Lewisville, I am deeply invested in the continued growth, beauty, and character of our community. I would be honored to serve on the Beautification Committee to help preserve and enhance the unique charm of our town.

My professional background is in marketing and creative direction. I currently serve as the Digital Content & Graphic Design Specialist with Visit Winston-Salem, where I help shape tourism initiatives that highlight the region's best qualities. I am also the co-owner of a creative agency, where I lead projects in design, photography, and community engagement. I believe these skills can bring valuable perspective to the committee's initiatives, from visual storytelling to creative approaches for beautification projects.

Above all, I care deeply about Lewisville's future. I want to contribute my creativity, professional expertise, and love for this town to ensure it continues to thrive as a beautiful, welcoming place for residents and visitors alike.

Warm regards,

A handwritten signature in cursive script that reads "Efrain Rivas". The signature is written in dark ink and is positioned below the typed name "Efrain Rivas".

**Angie Lord**

---

**From:** Efrain Rivas <efrain@orkideacreates.com>  
**Sent:** Tuesday, September 16, 2025 10:36 AM  
**To:** Angie Lord  
**Subject:** Application for Lewisville Beautification Committee  
**Attachments:** Lewisville\_BoardApplication.pdf; Lewisville\_InterestStatement.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Angie,

I hope this message finds you well. Please find attached my completed application for the Lewisville Beautification Committee, along with my statement of interest.

As a Lewisville resident, I am eager for the opportunity to contribute my skills and creativity to support the town's ongoing efforts in maintaining and enhancing its beauty.

Thank you for your time and consideration. Please let me know if any additional information is needed.

*Cheers,*  
**Efrain Rivas**  
Founder | Creative Director  
*Orkidea Creative Agency*

Phone: 336 437 2123  
[LinkedIn](#) | [efrain@orkideacreates.com](mailto:efrain@orkideacreates.com) | [Website](#)

**orkidea**  
Creative Agency





**RESOLUTION 2025-046 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 three months ended September 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 three months ended September 30, 2025 and incorporated herein.

Adopted this the 13<sup>th</sup> day of November 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk

**Town of Lewisville**  
**Financial Budget to Actual Report - General Fund**  
**Three Months Ended September 30, 2025**

**General Fund**

| Revenues                                          | Budget                 | Revenue Year to Date | Revenue Over (Under) Budget | Percentage Collected |
|---------------------------------------------------|------------------------|----------------------|-----------------------------|----------------------|
| Property Tax Collections                          | \$ 4,656,701.00        | \$ 448,604.88        | \$ (4,208,096.12)           | 9.63%                |
| Sales Tax Revenue                                 | 1,291,420.00           | 135,230.01           | (1,156,189.99)              | 10.47%               |
| Other Revenues                                    | 1,835,805.00           | 340,151.11           | (1,495,653.89)              | 18.53%               |
| Transfer from Willow Run MSD Special Revenue Fund | 37,508.00              | -                    | (37,508.00)                 | \$ -                 |
| <b>Subtotal</b>                                   | <b>7,821,434.00</b>    | <b>\$ 923,986.00</b> | <b>\$ (6,897,448.00)</b>    | <b>11.81%</b>        |
| Appropriation from Fund Balance                   | 256,934.00             |                      |                             |                      |
| <b>Total</b>                                      | <b>\$ 8,078,368.00</b> |                      |                             |                      |

| Departments                         | Budget                 | Expenditures Year to Date | Encumbrances Year to Date | Unencumbered and Unspent Balance | Percentage of Budget Spent or Encumbered |
|-------------------------------------|------------------------|---------------------------|---------------------------|----------------------------------|------------------------------------------|
| Governing Body                      | \$ 381,979.00          | \$ 71,231.68              | \$ 46,572.57              | \$ 264,174.75                    | 30.84%                                   |
| Administration                      | 1,036,497.00           | 270,261.79                | 54,353.79                 | 711,881.42                       | 31.32%                                   |
| Finance                             | 335,088.00             | 92,783.39                 | -                         | 242,304.61                       | 27.69%                                   |
| Debt Service                        | 221,600.00             | 221,600.00                | -                         | -                                | 100.00%                                  |
| Planning & Zoning                   | 331,574.00             | 63,892.10                 | 12,000.00                 | 255,681.90                       | 22.89%                                   |
| Beautification                      | 139,044.00             | 24,321.00                 | 94,722.16                 | 20,000.84                        | 85.62%                                   |
| Community Policing                  | 1,063,880.00           | 2,270.11                  | 1,049,210.00              | 12,399.89                        | 98.83%                                   |
| Public Works                        | 738,987.00             | 133,476.97                | 188,883.62                | 416,626.41                       | 43.62%                                   |
| Streets                             | 344,870.00             | 16,627.69                 | 26,761.00                 | 301,481.31                       | 12.58%                                   |
| Powell Bill                         | 867,500.00             | 6,550.00                  | 19,500.00                 | 841,450.00                       | 3.00%                                    |
| Stormwater                          | 260,072.00             | 18,934.25                 | 112,284.57                | 128,853.18                       | 50.45%                                   |
| Solid Waste                         | 1,668,536.00           | 242,772.76                | -                         | 1,425,763.24                     | 14.55%                                   |
| Recycling                           | 4,910.00               | 190.00                    | -                         | 4,720.00                         | 3.87%                                    |
| Parks and Recreation                | 458,831.00             | 105,891.67                | 33,308.77                 | 319,630.56                       | 30.34%                                   |
| Transfers to Capital Projects Funds | -                      | -                         | -                         | -                                | -                                        |
| Transfers to Capital Reserves       | 225,000.00             | 225,000.00                | -                         | -                                | 100.00%                                  |
| <b>Total</b>                        | <b>\$ 8,078,368.00</b> | <b>\$ 1,495,803.41</b>    | <b>\$ 1,637,596.48</b>    | <b>\$ 4,944,968.11</b>           | <b>38.79%</b>                            |

|                                               |                        |           |
|-----------------------------------------------|------------------------|-----------|
| General Fund Balance 7/1/2024                 | \$ 7,426,640.07        |           |
| Year-to-Date Increase (Decrease) FY 2024-2025 | 985,968.75             | Unaudited |
| Year-to-Date Increase (Decrease) FY 2025-2026 | (571,817.41)           |           |
| General Fund Balance 9/30/2025                | <u>\$ 7,840,791.41</u> |           |

**Town of Lewisville**  
**Financial Budget to Actual Report - Willow Run Municipal Service District**  
**Three Months Ended September 30, 2025**

***Willow Run Municipal Service District***

| Revenues                        | Budget               | Revenue Year to Date | Revenue Over (Under) Budget | Percentage Collected |
|---------------------------------|----------------------|----------------------|-----------------------------|----------------------|
| Revenues                        | \$ 106,542.00        | \$ 14,787.40         | \$ (91,754.60)              | 13.88%               |
| <b>Subtotal</b>                 | 106,542.00           | <b>\$ 14,787.40</b>  | <b>\$ (91,754.60)</b>       | <b>13.88%</b>        |
| Appropriation from Fund Balance | 462,963.00           |                      |                             |                      |
| <b>Total</b>                    | <b>\$ 569,505.00</b> |                      |                             |                      |

|                          | Budget               | Expenditures Year to Date | Encumbrances Year to Date | Unencumbered and Unspent Balance | Percentage of Budget Spent or Encumbered |
|--------------------------|----------------------|---------------------------|---------------------------|----------------------------------|------------------------------------------|
| Expenditures             | \$ 531,997.00        | \$ 66,108.28              | \$ -                      | \$ 465,888.72                    | 12.43%                                   |
| Transfer to General Fund | \$ 37,508.00         | \$ -                      | \$ -                      | 37,508.00                        | 0.00%                                    |
| <b>Total</b>             | <b>\$ 569,505.00</b> | <b>\$ 66,108.28</b>       | <b>\$ -</b>               | <b>\$ 503,396.72</b>             | <b>11.61%</b>                            |

|                                               |                             |                  |
|-----------------------------------------------|-----------------------------|------------------|
| MSD Fund Balance 7/1/2024                     | \$ 249,781.03               |                  |
| Year-to-Date Increase (Decrease) FY 2024-2025 | 303,945.80                  | <i>Unaudited</i> |
| Year-to-Date Increase (Decrease) FY 2025-2026 | (51,320.88)                 |                  |
| MSD Fund Balance 9/30/2025                    | <u><b>\$ 502,405.95</b></u> |                  |

**Town of Lewisville  
September 30, 2025**

| <b>Capital Reserve Funds</b>                            |                                  |                      |                      |                                |                                   |
|---------------------------------------------------------|----------------------------------|----------------------|----------------------|--------------------------------|-----------------------------------|
|                                                         | <b>Fund Balance<br/>7/1/2025</b> | <b>Transfers In</b>  | <b>Transfers Out</b> | <b>Investment<br/>Earnings</b> | <b>Fund Balance<br/>7/31/2025</b> |
| Sidewalks, Bike Paths, and<br>Greenways Capital Reserve | 1,452.89                         | 100,000.00           | -                    | 997.14                         | <b>102,450.03</b>                 |
| Municipal Buildings/Land Capital<br>Reserve             | 149,167.45                       | 25,000.00            | -                    | 1,831.90                       | <b>175,999.35</b>                 |
| Parks & Recreation Capital<br>Reserve                   | 346.59                           | 100,000.00           | -                    | 985.37                         | <b>101,331.96</b>                 |
| <b>Total</b>                                            | <b>\$ 150,966.93</b>             | <b>\$ 225,000.00</b> | <b>\$ -</b>          | <b>\$ 3,814.41</b>             | <b>\$ 379,781.34</b>              |

| <b>American Rescue Plan Act Special Revenue Fund</b>                                                                                    |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 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                                                                                                                     | 178,162.13           |
| <b>American Rescue Plan Act Special Revenue Fund - Cash Balance 9/30/2025</b>                                                           | <b>\$ 178,162.13</b> |

**Town of Lewisville  
September 30, 2025**

| <b>Capital Projects Funds - Since Inception</b>                         |                        |                          |                        |               |                      |                        |                        |                         |
|-------------------------------------------------------------------------|------------------------|--------------------------|------------------------|---------------|----------------------|------------------------|------------------------|-------------------------|
| Project                                                                 | Revenue                | Expenditures             | Transfers In           | Transfers Out | Investment Earnings  | Loan Proceeds          | Fund Balance 9/30/2025 | Budget                  |
| Community Center Capital Project                                        | 100,000.00             | (4,815,994.69)           | 2,947,137.00           | -             | 28,570.86            | 2,000,000.00           | 259,713.17             | \$ 4,947,137.00         |
| Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project | 826,307.49             | (1,066,777.15)           | 2,254,052.22           | -             | 86,833.68            | -                      | 2,100,416.24           | \$ 2,801,485.00         |
| Jack Warren Park Improvements                                           | 230,940.00             | (597,062.46)             | 672,049.00             | -             | 49,656.97            | -                      | 355,583.51             | \$ 672,049.00           |
| Great Wagon Road Improvements                                           | -                      | -                        | 1,924,545.62           | -             | 135,732.19           | -                      | 2,060,277.81           | \$ 8,141,999.34         |
| Public Works Facility                                                   | -                      | (827,257.83)             | 899,325.47             | -             | 21,219.33            | -                      | 93,286.97              | \$ 1,000,000.00         |
| <b>Total</b>                                                            | <b>\$ 1,157,247.49</b> | <b>\$ (7,307,092.13)</b> | <b>\$ 8,697,109.31</b> | <b>\$ -</b>   | <b>\$ 322,013.03</b> | <b>\$ 2,000,000.00</b> | <b>\$ 4,869,277.70</b> | <b>\$ 17,562,670.34</b> |



**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**October 6, 2025 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

**Note: This meeting was rescheduled from October 2, 2025 (6 PM) to October 6, 2025 (6:30 PM)**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro-Tem Melissa Hunt and Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Jane Welch, and Ken Sadler. Also attending were Town Manager Stacy Tolbert (via zoom), Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Town Attorney Al Andrews.
- B. Adoption of Agenda –Councilmember Huffman moved to approve the agenda. The motion was seconded by Councilmember Long and approved unanimously.

**2. Introduction**

- A. Mayor Horn introduced Town Attorney Al Andrews of Brough Law Firm; distributed a handout and shared information regarding Attorney Andrews' credentials; and welcomed Attorney Andrews to the Town of Lewisville. *(Handout referenced is herein incorporated by reference into the minutes.)*

**3. Items Requiring Council Direction**

- A. Fred Moser Property Update –Public Works Director Jon Hanna provided a map of the proposed property layout; shared cost estimations for tree work, grading, electrical, light pole refurbishing, erosion control, seeding, and light initial plantings for approximately \$61,300; explained the need for a formal abandonment of two wells; stated staff were working on getting estimates for on the well work; and highlighted a multi-phased project. Discussion took place regarding funding allocations; liabilities associated with open wells on the property; and a collaborative effort with the Board and Committees on future phases. It was requested staff pursue the well abandonment costs; and to bring the item before Council at the Thursday, October 9<sup>th</sup> Town Council meeting. *(Map referenced is herein incorporated by reference into the minutes.)*
- B. Special Projects Review Committee Facility Use Exemption Requests
  - i. Lydia's Hope – Town Clerk Angie Lord outlined the request by Lydia's Hope for a facility exemption at the Mary Alice Warren Community Center (MAWCC) for February 28, 2026 for a Decades Prom fundraiser; explained the Special Projects Review Committee's review; and recommendation to deny due to the lack of proper documentation, and the organization is Winston Salem based without a connection to the Town. Committee members reiterated the concerns; and the recommendation to deny. It was the consensus of Council to support the Committee recommendation to deny. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*
  - ii. West Forsyth Christian Preschool – Town Clerk Lord outlined the request by West Forsyth Christian Preschool for a facility exemption at the MAWCC for April 17, 2026 for a Gallery Hop and Silent Auction; explained the Special Projects Review Committee review; and recommendation to approve based on services to the Lewisville residents. Committee members echoed motions to approve; and it was the consensus of Council to support the Committee recommendation to approve the facility request. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*

#### 4. Items Requiring Action at Briefing

- A. Motion for Moratorium on Facility Use Exemption Requests – Town Manager Tolbert spoke to the Special Projects Review Committee meeting to review the policy and processes of the Non-Profit Exemption and Funding Request Application; outlined proposed changes; highlighted concerns for consistency; and spoke to the need for a moratorium while the proposed changes were reviewed by Council and if approved, revisions made.
- Councilmember and Chairwoman Welch spoke to a clear process; and budget allocations for the Committee to use. Discussion ensued regarding the current facility use exemption list. Councilmember Welch moved to place a moratorium on Nonprofit Exemption and Funding Request Applications. The motion was seconded by Mayor Pro-Tem Hunt and passed unanimously.

#### 5. Administrative Reports

- A. Town Manager
- i. Roundabout update – Town Manager Tolbert spoke to an upcoming bid opening; and to project interest from contractors.
  - ii. Great Wagon Road Update – Town Manager Tolbert referenced the continued construction efforts; sewer and asphalt challenges; spoke to a focus on the Shallowford Square area work; and to the project timeline.
- B. Town Clerk
- i. Board and Committee Openings/Applications closed 9.30 - Town Clerk Angie Lord provided a brief overview of the of the openings for the Lewisville Beautification Committee (LBC), the Zoning Board of Adjustments (ZBOA), and the Municipal Service District (MSD); explained three applications had been received for the two openings for the LBC; interviews would be conducted next week; and stated applications were open for the ZBOA and MSD until the position on each board was filled.
  - ii. Blood Drive – @ MAWCC – October 8 (1PM – 5PM)
  - iii. Hocus Pocus 2 Starlight Movie Night - @Shallowford Square – October 10
  - iv. Bulky Pick-Up Begins – October 13
  - v. Lewisville Election Candidate Forum - @ Mary Alice Warren Community Center – October 16, 2025 @ 7 PM (Hosted by the Lewisville Civic Club)
  - vi. Clean Sweep – October 18, 9AM – 12PM @ Town Annex
  - vii. Special Recycling Event – October 18, 10AM – 2PM – David McKee Street
  - viii. Shalloween - @ Shallowford Square – October 25 @ 1 PM – 2:30 PM
  - ix. Elected Orientation – @ Town Hall – December 4 – Photos @ 4 PM – Dinner @ 5:30 PM – Orientation @ 6 PM (No Council Briefing)
- C. Public Works Director
- i. Shallowford Square Playground Update – Public Works Director Jon Hanna provided a rendering received from Kaplan Early Learning Company; spoke to a custom design with the Town logo; and a cost estimate of \$315, 315. Discussion took place regarding proposed play structures; routine equipment inspections and maintenance; and challenges with a pour-in-place ground covering if project was done on a phased approach. *(The rendering referenced is herein incorporated by reference into the minutes.)*
  - ii. Marblehead Dam Update – Director Hanna provided an overview of the dam work; commended the process and progress being made; highlighted the need for uncovered tree removals; and stated it would be addressed with the MSD.
- D. Operations Manager Quarterly Report -
- i. Operations Manager Brian Moore shared the recent quarterly report for usage at the Mary Alice Warren Community Center. *(The statistical data referenced is herein incorporated by reference into the minutes.)*



## 6. Tentative Agenda Items for Regular Meeting on October 9, 2025

- A. Consent Agenda
  - i. Resolution 2025-031– Financial statements for Two Months Ended August 31, 2025 – Discussion took place regarding the 2024-2025 fiscal year audit; and tentative financial growth of approximately \$900,000.
  - ii. Approval of Agenda Briefing minutes – September 4, 2025
  - iii. Approval of Regular Meeting minutes – September 11, 2025
- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentations
    - a. Sheriff’s Office
- C. Old Business - None
- D. New Business
  - i. Motion to Approve the 2026 Meeting Schedule – Town Clerk Lord explained staff would present the tentative 2026 meeting schedule for consideration at the October 9 Town Council meeting.
  - ii. Resolution 2025-034 to Call a Public Hearing to Receive Public Comments for the Unified Development Ordinance (UDO) L-170 Text Amendments – Planning Director Lynn Cochran outlined proposed UDO amendments call for a public hearing.
  - iii. Resolution 2025-040 to Call Public Hearing to Receive Public Comments to Rezone L-114 at 6732 Shallowford Road (PIN 5875-85-4964) for Heritage Crossing – Planning Director Cochran outlined the call to hold a public hearing for the Heritage Crossing rezoning request.
  - iv. Resolution 2025-041 – Award Street Paving Contract in the Amount of \$81,563 – Public Works Director Hanna explained the needed street maintenance; and spoke to a 2024 honored bid from American Spray Tech. Discussion ensued regarding miles covered.
  - v. Resolution 2025-042 – Interlocal Agreement Amendment with Winston Salem/Forsyth County Utilities for the Lewisville Lift Station – Town Manager Tolbert highlighted an original utilities agreement; spoke to construction and engineer inflation cost; to an updated agreement; to the need to update estimated cost; to bids received; to the Utilities Commission review and adoption; highlighted research on potential return on investment; with the University of North Carolina School of Government; and stated the item would be presented for consideration at the regular Council meeting. Mayor Pro-Tem Hunt requested the title to include the word “amendment”. Discussion took place regarding water/sewer connections; concerns and potential requirements for voluntary annexations; exploration of system development fees; and litigation of impact fees.
  - vi. Resolution 2025-043 – Approve a Construction, Engineering, and Inspection (CEI) contract with Volkert Engineering for the Lewisville/Vienna/Robinhood Roundabout – Town Manager Tolbert outlined selected bid; low bid costs; funding allocations; and spoke to CEI requirements.
  - vii. Ordinance 2025-027 – Declare the Road Closure – 2025 Christmas Parade - Town Manager Tolbert shared preparations for the 2025 Christmas Parade; and referenced road closures.
  - i. Ordinance 2025-028 – Amend Capital Project Ordinance for the Community Center Capital Projects Fund - Finance Director Pam Orrell provided a staff report handout; spoke to funding revenues and expenses for Ordinance 2025-028 and 2025-029; and recommendations to close out capital project funds. Discussion continued regarding town growth; sound investments; tax rates; and previous litigations. *(The staff report referenced is herein incorporated by reference into the minutes.)*
  - viii. Ordinance 2025-029 – Amend Capital Project Ordinance for Jack Warren Park Improvements
  - ix. Resolution 2025-044 – Approve the Special Project Review Committee Facility Use Exemption Process and Revisions – Town Manager Tolbert referenced the Special Project Review

Committee meeting on September 18<sup>th</sup> to review the processes and policy outline; the need for consistency; reiterated the bi-annual application process; and outlined the proposed recommendation of the following:

- Remove the one-time use exemption process
- Update the policy for a once a year application process for grant funding requests
- Update the policy for a once a year application process for reoccurring facility use exemption request
- Update the policy for a four-week application process for grant funding with open application period in April, Committee review in May, recommendations to Council in June, disbursement of funding approvals in July
- Update the policy for a four-week application process for reoccurring facility use exemption request in August, Committee review in September, recommendations to Council in October, and Code updates in November

Discussion took place regarding the need for budget allocations; a clear and concise purpose; staffing demands; incomplete applications; and support for the recommended changes.

x. **For the Good of the Order** - None

xi. **Adjournment** – Councilmember Huffman moved to adjourn the meeting at 8:16 PM. The motion was seconded by Councilmember Long and approved unanimously.

---

Mike Horn, Mayor

ATTEST:

---

Angela Lord, Town Clerk



**Lewisville Town Council**  
**Regular Meeting Minutes**  
**October 9, 2025 – 6:00 PM**  
**Lewisville Town Hall Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- a. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro-Tem Melissa Hunt, and Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Communications Specialist Veronica Leasure and Attorney Al Andrews.
- b. Invocation – Mayor Pro-Tem Hunt
- c. Pledge of Allegiance – Councilmember Huffman
  - i. Following the pledge, Mayor Horn spoke to the passing of Mary Alice Warren; and requested a moment of silence.
- d. Adoption of Agenda – Mayor Horn requested item 5.e. (Resolution 2025-042 – Interlocal Agreement Amendment with Winston Salem/Forsyth County Utilities for the Lewisville Lift Station) to be postponed to the November meeting of Council. Councilmember Welch moved to approve the agenda as amended. The motion was seconded by Councilmember Long and approved unanimously.

**2. Consent Agenda**

- a. Resolution 2025-031– Financial statements for Two Months Ended August 31, 2025
  - b. Approval of Agenda Briefing minutes –September 4, 2025
  - c. Approval of Regular Meeting minutes – September 11, 2025
- Councilmember Huffman moved to approve the consent agenda. The motion was seconded by Councilmember Long and approved unanimously.

**3. Introductions, Recognitions, Presentations and/or Proclamations**

- a. Presentations
  - i. Sheriff's Office = Sergeant PJ Stringer shared call stats; and spoke to school and construction traffic. Discussion took place regarding traffic violations; and appreciation for support of the Town.

| 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  |     |     |     |       |
| Security Check              | 364 | 414 | 372 | 338   | 363 | 362  | 403  | 389 | 401  |     |     |     |       |
| Traffic Arrest / Violation  | 18  | 35  | 19  | 22    | 26  | 15   | 29   | 23  | 35   |     |     |     |       |
| Alarm                       | 16  | 12  | 11  | 14    | 20  | 17   | 11   | 18  | 10   |     |     |     |       |
| Priority Call Response Time | 6.5 | 4.8 | 5   | 4.2   | 5.3 | 7    | 6.5  | 5.3 | 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  |     |     |     |       |
| Security Check              | 277 | 347 | 136 | 368   | 300 | 284  | 351  | 357 | 430  |     |     |     |       |
| Traffic Arrest / Violation  | 34  | 38  | 51  | 30    | 25  | 41   | 36   | 32  | 25   |     |     |     |       |
| Alarm                       | 11  | 10  | 23  | 14    | 16  | 8    | 19   | 12  | 12   |     |     |     |       |
| Priority Call Response Time | 5.9 | 5   | 5.2 | 4.1   | 4.1 | 5    | 5    | 4.5 | 4.6  |     |     |     |       |

b. Introductions

- i. Al Andrews, Town Attorney, Brough Law Firm, PLLC. Mayor Horn introduced the new Town Attorney, Al Andrews of Brough Law Firm, PLLC; shared highlighted qualifications from Attorney Andrews' resume; and welcomed him to the Town of Lewisville.

**4. Public Forum** – There were no speakers.

**5. New Business**

- a. Motion to Approve the 2026 Meeting Schedule – Town Clerk Angie Lord presented the proposed 2026 Town of Lewisville Meeting Schedule; stated the schedule included Board and Committee meetings, the Community Day event, Town Council Briefings and regular meetings, the Council Retreat and Budget Workshops, and the North Carolina League of Municipalities annual CityVision. Councilmember Lawson moved to adopt the 2026 Meeting Schedule. The motion was seconded by Councilmember Sadler and motion passed unanimously. *(2026 Meeting Schedule is herein incorporated by reference into the minutes.)*
- b. Resolution 2025-034 – Call a Public Hearing to Receive Public Comments for the Unified Development Ordinance (UDO) L-170 Text Amendments – Mayor Horn outlined the amendments to cover religious institutions, tree preservation and open space standards. Mayor Pro-Tem Hunt moved to approve resolution 2025-034. The motion was seconded by Councilmember Lawson and motion passed unanimously. *(Resolution 2025-034 is herein incorporated by reference into the minutes.)*
- c. Resolution 2025-040 – Call a Public Hearing to Receive Public Comments to Rezone L-114 at 6732 Shallowford Road (PIN 5875-85-4964) for Heritage Crossing – Mayor Horn shared the request to call a public hearing for a rezoning by the Lewisville UPS store owners for a building to include three office/commercial units including the UPS store; and stated the public hearing would be on November 13, 2025. Councilmember Huffman made a motion to adopt Resolution 2025-040. The motion as seconded by Councilmember Sadler and motion passed unanimously. *(Resolution 2025-040 is herein incorporated by reference into the minutes.)*
- d. Resolution 2025-041 – Award Street Paving Contract with American Spray Tech in the amount of \$81,563 - Public Works Director Jon Hanna explained the crack sealing project; spoke to the vendor honoring a previous bid. Discussion ensued regarding the number of streets to be addressed; and mileage to be covered. Councilmember Long moved to approve Resolution 2025-041. The motion was seconded by Councilmember Welch and passed unanimously. *(Resolution 2025-041 is herein incorporated by reference into the minutes.)*
- e. Resolution 2025-042 – Interlocal Agreement Amendment with Winston Salem/Forsyth County Utilities for the Lewisville Lift Station – This item was postponed to the November 13, 2025 meeting of Council. *(Resolution 2025-042 is herein incorporated by reference into the minutes.)*
- f. Resolution 2025-043 – Approve a Construction, Engineering, and Inspection, (CEI) Contract with Volkert Engineering for the Lewisville, Vienna, Robinhood Roundabout – Finance Director Pam Orrell provided an overview of the contract with Volkert Engineering in an amount not to exceed \$358,217.24. Councilmember Lawson moved to approve Resolution 2025-043. The motion was seconded by Councilmember Welch and passed unanimously. *(Resolution 2025-043 is herein incorporated by reference into the minutes.)*
- g. Ordinance 2025-027 – Declare Road Closures for the 2025 Christmas Parade – Town Clerk Lord explained the routine ordinance for street closures for the annual Christmas Parade to take place on December 14, 2025. Councilmember Long moved to approve Ordinance 2025-027. The motion was seconded by Mayor Pro-Tem Hunt and passed unanimously. *(Ordinance 2025-027 is herein incorporated by reference into the minutes.)*
- h. Ordinance 2025-028 – Amend Capital Project Ordinance for the Community Center Capital Projects Fund – Finance Director Orrell explained the remaining balance in the project fund; requested consideration to close the fund; and to move funding to the Great Wagon Road project for water and sewer lines. Councilmember Huffman moved to adopt Ordinance 2025-

028. The motion was seconded by Councilmember Lawson and passed unanimously. (*Ordinance 2025-028 is herein incorporated by reference into the minutes.*)

- i. Ordinance 2025-029 – Amend Capital Project Ordinance for Jack Warren Park Improvements – Finance Director Orrell explained the remaining balance in the project fund; requested consideration to close the fund; and to move funding to the Great Wagon Road project. Councilmember Long moved to adopt Ordinance 2025-029. The motion was seconded by Councilmember Welch and passed unanimously. (*Ordinance 2025-029 is herein incorporated by reference into the minutes.*)
- j. Resolution 2025-045 – Facility Use Exemption – West Forsyth Christian Preschool – Town Clerk Lord outlined the request for the Mary Alice Warren Community Center on April 17, 2026; and stated the request had been reviewed and recommended by the Special Projects Review Committee. Councilmember Welch moved to adopt Resolution 2025-045. Councilmember Huffman seconded the motion and motion passed unanimously. (*Resolution 2025-045 is herein incorporated by reference into the minutes.*)
- k. Resolution 2025-044 – Approve the Special Projects Review Committee Facility Use Exemption Process and Revisions – Town Clerk Lord explained the Special Projects Review Committee met on September 18, 2025 to discuss revisions to the process; and recommended changes to institute an annual process for grant funding in the spring and facility use exemption requests in the fall. Discussion took place regarding the need for a clear process; defining of the purpose; staffing demands; and a smoother process for the committee. Mayor Pro-Tem Hunt moved to adopt Resolution 2025-044. Motion was seconded by Councilmember Huffman and approved unanimously. (*Resolution 2025-044 is herein incorporated by reference into the minutes.*)

## **6. Administrative Reports**

- a. Upcoming events and closings
  - i. Hocus Pocus 2 Starlight Movie Night - @Shallowford Square – October 10
  - ii. Bulky Pick-Up Begins – October 13
  - iii. Lewisville Election Candidate Forum - @ Mary Alice Warren Community Center – October 16 @ 7 PM (Hosted by the Lewisville Civic Club)
  - iv. Clean Sweep @ Town Annex – October 18 @ 9am – 12pm
  - v. Special Recycling Event @ David McKee Street – October 18 @ 10am – 2pm
  - vi. Shalloween - @ Shallowford Square – October 25 @ 1 PM – 2:30 PM
  - vii. Elected Orientation – @ Town Hall – December 4 – Photos @ 4 PM – Dinner @ 5:30 PM – Orientation @ 6 PM (No Council Briefing)

Public Works Director Hanna outlined the upcoming events.

### **b. Clerk Report**

- i. Board and Committee Vacancies Update – Town Clerk Lord provided an overview of vacancies on the Lewisville Beautification Committee; spoke to receipt of applications; and to upcoming interviews. Town Clerk Lord stated there were currently openings on the Zoning Board of Adjustment and the Willow Run Municipal Service District; and explained applications would be accepted for all vacancies until filled. Mayor Horn voiced appreciation for the Board and Committees; recognized Public Arts Committee Chair John Armbruster; and highlighted the art unveiling event on Monday.

### **c. Public Works Report**

- i. Fred Moser Property Update - Public Works Director Hanna explained staff were researching information on abandonment of wells on the property; and stated staff anticipated an agenda item before Council at the November meeting.

### **d. Approvals at the Briefing and Action Meeting on October 6, 2025**

- i. Motion for Moratorium on Facility Use and Exemption Requests – Town Clerk Lord stated the moratorium would provide time for revisions to be made to the Facility Use and Exemption

Request Policy and application. Councilmember Welch explained the moratorium would end on December 3, 2025.

**7. For the Good of the Order**

- a. Public comments – there were no speakers.
- b. Council comments
  - i. Councilmember Welch voiced appreciation for the support in wearing pink in honor of Breast Cancer awareness. Mayor Horn shared goals had been exceeded at the recent blood drive.

**8. Adjournment** – Councilmember Long moved to adjourn the meeting at 6:42 PM. The motion was seconded by Councilmember Huffman and motion passed unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk



**ORDINANCE 2025-031 OF THE LEWISVILLE TOWN COUNCIL  
UDO L-170 - AMENDING THE UNIFIED DEVELOPMENT ORDINANCE (UDO) PERTAINING TO  
OPEN SPACE STANDARDS, TREE PRESERVATION STANDARDS & RELIGIOUS INSTITUTIONS STANDARDS**

**WHEREAS**, the Lewisville Planning Board held a legislative hearing on October 8, 2025 on the draft to amend the UDO sections related to open space standards in residential subdivisions, tree preservation standards, and the definitions, permitted uses table and use standards related to religious institutions;

**WHEREAS**, the Lewisville Planning Board recommended approval to the Lewisville Town Council;

**WHEREAS**, notice of the Town Council legislative hearing was duly advertised in a newspaper of general circulation in the area October 26, 2025 and November 2, 2025;

**WHEREAS**, the Lewisville Town Council held a legislative hearing on November 13, 2025; and

**NOW THEREFORE, BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** that the sections of the Unified Development Ordinance (UDO) described by UDO L-170, related to open space standards in residential subdivisions, tree preservation standards, and the definitions, permitted uses table and use standards related to religious institutions are amended as noted in the attached document.

Adopted this the 13<sup>th</sup> day of November 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angie Lord, Town Clerk

## **UDO L-170(a) REDIFINING THE SCALE OF RELIGIOUS INSTITUTIONS IN RELATION TO RESIDENTIAL AREAS**

Currently the UDO describes and provides zoning regulations for religious institutions at two scales, neighborhood and community. Neighborhood scale is the smaller, with a seating capacity of 600 seats or less. Community Scale is the larger, with a seating capacity of more than 600 persons. Each type of religious institution is allowed in RS zoning districts, in addition to others.

### **TEXT CHANGES**

This text amendment will include changes to the definitions of religious institutions, reducing the seating capacity of the main sanctuary of each to a scale that is more suitable to the residential areas of the Town of Lewisville

### **DEFINITIONS**

**Religious Institution, Community Scale.** A religious institution in which the seating capacity in the sanctuary or main activity area is greater than ~~six hundred (600)~~ **three hundred (300)** persons.

**Religious Institution, Neighborhood Scale.** A religious institution in which the seating capacity in the sanctuary or main activity area is ~~six hundred (600)~~ **three hundred (300)** persons or less.

### **ZONING DISTRICTS/PERMITTED USES TABLE**

There will be no changes to the use standards for either neighborhood scale or community scale religious institutions. The permitted uses table will be amended to reflect the changes for community scale religious institutions noted below:

- Community scale religious institutions will no longer be permissible in RS and RM zoning districts.
- New community scale religious institutions will require technical review and approval from the Planning Board as opposed to a special use permit.

Lewisville Methodist – 250  
Temple Baptist – 300  
Unity Moravian - 300



## **UDO L-170(B) REFINING TREE PRESERVATION REQUIREMENTS**

### **CURRENT 3-3.7. TREE PRESERVATION REQUIREMENTS**

#### **A. Intent.**

1. This *Section 3-3.7 Tree Preservation Requirements* intends to limit excessive pruning or clear-cutting of existing trees and other natural landscape features.
2. This *Section 3-3.7 Tree Preservation Requirements* shall provide a uniform standard for the protection and replacement of trees on all property when a zoning or building permit is required for new development.
3. Existing trees may be counted toward landscaping and buffer requirements and toward tree preservation standards as stated herein.
4. As communities develop and grow, the need for renovation and construction of buildings, roads, parking lots and other infrastructure poses significant environmental impacts.
5. Tree preservation and tree protection regulations are necessary to protect desirable trees and plants and are a vital part of sustainable community growth.

#### **B. Preservation Standards.**

1. It is the intent of this *Section 3-3.7 Tree Preservation Requirements* to preserve deciduous and evergreen trees to the greatest extent possible.
2. Trees at least twenty-five (25) inches in circumference within required buffer and landscaping areas shall be tagged prior to any site clearance and be preserved. At least fifteen percent (15%) of all existing trees shall be preserved.
3. In any case where a deciduous or evergreen tree over twenty-five (25) inches in circumference is removed from the buffer, it shall be replaced with at least four (4) or more trees of similar species and size, the location which shall be determined by the Director.
4. Trees seventy-five (75) inches in circumference must be preserved and shall not be removed.

#### **C. Preservation Plan.** A tree preservation plan shall be required as part of any landscaping plan submitted to the Department of Planning and meet the following standards:

1. The plan must show there will be no disturbance within a preserved tree's critical root zone.
2. A preserved tree's critical root zone shall be protected from encroachment and damage.
3. A physical barrier restricting access to a tree's critical root zone shall be installed to prevent encroachment from materials, people, and equipment.
4. Barriers shall be accompanied by temporary signs labeling the critical root zone.
5. The critical root zone area shall remain free of all building materials and debris.

## **EDITS**

Improving the current tree preservation standards involves a few edits to the **LANDSCAPING STANDARDS** to avoid redundancy and to prevent contradictions with the tree preservation standards, primarily regarding standardization of measurement.

### **B.3-3.2. APPLICATION PROCEDURES AND GENERAL REQUIREMENTS (p.362)**

*Standardize tree size measurement throughout the UDO as the "Diameter at Breast Height" (DBH), defined as 4.5 feet above grade.*

#### **Regarding Landscaping Requirements (Chapter B, Section 3.3)**

**3. Existing Trees to be Preserved.** The number, location, species, height, and diameter at six (6) inches above ground level *number and location of existing trees measuring eight (8) inches in diameter at breast height (DBH) or larger, defined as 4.5 feet above grade of existing trees* are to be preserved for credit as per *Section B.3-3.2(H) Use of Existing Trees for Credit*; (p.362)

**5. Tree Protection Plan.** The Tree Protection Plan shall show the location of existing trees on the property, including those that are to be removed, the limits of disturbance, the Critical Root Zone (CRZ), and tree protection fence. The CRZ shall remain undisturbed in order for the tree to count towards the mitigation requirement. *(remove this requirement from this location to prevent confusion with the Tree Preservation Plan requirements.)* (p. 362)

**Table B.3.11 Use of Existing Trees for Credit (p. 365)**

*Reword to standardized measurement: Diameter of Existing Trees at Breast Height*

| <b><del>Diameter of Existing Tree Six (6)</del><br/><del>Inches Above Ground Level</del></b> | <b>Number of<br/>Trees<br/>Credited</b> |
|----------------------------------------------------------------------------------------------|-----------------------------------------|
| 2—6 inches                                                                                   | 1                                       |
| 7—12 inches                                                                                  | 2                                       |
| 13—18 inches                                                                                 | 3                                       |
| 19—24 inches                                                                                 | 4                                       |
| 25 inches or greater                                                                         | 5                                       |

### **PROPOSED 3-3.7. TREE PRESERVATION STANDARDS**

#### **A. Intent.**

1. It is the intent of this Section to preserve deciduous and evergreen trees to the greatest extent possible.
2. As communities develop and grow, the need for renovation and construction of buildings, roads, parking lots and other infrastructure poses significant environmental impacts.
3. Tree preservation and tree protection regulations are necessary to protect desirable trees and plants and are a vital part of sustainable community growth.
4. Recognize the importance of the existing tree canopy and natural features such as native tree groves and stands of hardwood trees;
5. Recognize the importance of existing trees to the visual and natural environments in the Town;
6. Protect and retain significant tree masses and specimen trees during and after development;
7. To mitigate the effects of climate change and direct impacts on public health by preserving and renewing neighborhood tree canopies;
8. Provide a uniform standard for the protection and replacement of trees on all property when a permit is required for new development.

#### **B. Pre-Application Meeting. (Optional)**

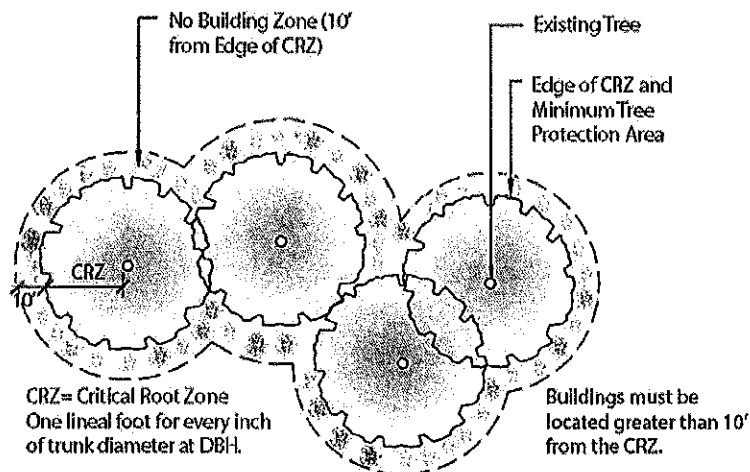
1. Prior to preparation and submittal, the applicant is encouraged to meet with the Planning Director and provide a graphic depiction on an aerial map illustrating the existing tree canopy and potential areas for preservation of existing healthy trees with good form.

#### **C. Coordination with Other Plans.**

1. When permanent stormwater control measures (SCM) incorporate existing trees as amenities or for other purposes according to the standards of this section, these trees may be counted toward credit of the minimum 15% preservation requirement.
2. Existing trees may be counted toward landscaping and buffer requirements in addition to the tree preservation standards described herein.

#### D. Preservation Standards.

1. Consistent with N.C.G.S. § 160D, the Town of Lewisville can deny approval of site plans, plans or building permits for up to three years if trees are removed that would have otherwise been protected by these (UDO) standards and up to five years if such removal proves to be willful.
2. This Section intends to limit excessive pruning or clear-cutting of existing trees and other natural landscape features.
3. Trees shall be measured by diameter at breast height (DBH), equal to 4.5 feet above grade.
4. Tree measurements shall include the critical root zone. The critical root zone (CRZ) is the circular region measured outward from a tree, representing the essential area of the roots that must be maintained in order for the tree to survive. The Critical Root Zone is one (1) foot of radial distance from the tree's trunk for every one (1) inch of tree caliper, measured at breast height (DBH) as measured four and a half (4.5) feet above grade.



5. Trees measuring six (6) inches diameter or more (DBH) within required buffer and landscaping areas shall be tagged prior to any site clearance and be preserved. At least fifteen percent (15%) of all existing trees shall be preserved.
6. In any case where a deciduous or evergreen measuring eight (8) inches or more at DBH is removed from a buffer, it shall be replaced with at least four (4) or

more trees of similar species and size, the location which shall be determined by the Director.

7. Trees measuring twenty-four (24) inches or more at DBH must be preserved and shall not be removed, if at all possible. In cases where these trees might pose a significant hardship, they must be replaced with the equivalent number of tree caliper inches of the tree removed. The minimum replacement tree size shall be a 3-inch caliper.

E. **Preservation Plan.** A tree preservation plan shall be required as part of any landscaping plan submitted to the Department of Planning and meet the following standards:

1. The applicant shall provide a tree survey showing the location of all trees measuring eight (8) inches or more at DBH, including the CRZ; wooded areas to be preserved; and the overall limits of disturbance.
2. The plan must show there will be no disturbance within a preserved tree's critical root zone.
3. A preserved tree's critical root zone shall be protected from encroachment and damage.
4. A physical barrier restricting access to a tree's critical root zone shall be installed to prevent encroachment from materials, people, and equipment.
5. Barriers shall be accompanied by temporary signs labeling the critical root zone.
6. The critical root zone area shall remain free of all building materials and debris.

F. **Delay of Installation.** If new plantings are required and they have not been installed at the time of a request for an occupancy permit, and the Director determines that the unavailability of plant materials or adverse weather conditions prohibit the timely completion of planting, a delay in planting may be approved, subject to the following:

1. **Completion Schedule.** The applicant shall sign a contract specifying that the work shall be completed within the six (6) months immediately following the date of application for an occupancy permit; and
2. **Security.** A financial guarantee in the form of an escrow account, bond, letter of credit, or other instrument shall be required prior to issuance of an occupancy

permit, according to the terms of the Ordinance, described in *Section D-6(J) Development Guarantees*.

- G. **Alternative Compliance.** An applicant may propose a landscaping plan that varies from the strict application of the provisions of this Section in order to accommodate unique characteristics of the site or to utilize innovative design. Applications for alternative compliance shall include a site plan following the requirements specified in *Section A.4-3.10 Site Plan* and shall be approved administratively by the Planning Director and/or Planning Board (if applicable) upon a finding that the proposed landscaping plan meets or exceeds the requirements of this Section.



## **UDO L-170(c)**

### **D.6-B.4 OPEN SPACE STANDARDS (To be added to Chapter D)**

- A. **Intent.** The intent of these standards is to allow uses of unencumbered land that provide enjoyment, recreation and public health benefits while fostering a sense of community in Lewisville's residential areas. Land dedicated for other purposes or that is otherwise unusable may not be used to fulfill the requirements of this chapter. Open space as defined by this Section is also separate from those areas that are environmentally sensitive and that must be protected in their natural state, particularly as described in *Chapter C* of this Ordinance (e.g., flood hazard areas, natural wetlands, riparian buffers, stormwater control measures, etc.).
- B. **Generally.** Herein, open space is defined as all public or common areas not occupied by buildings, parking areas, stormwater control measures, streets, or required landscape bufferyards.
1. Open space shall be planned, improved and made accessible to persons living nearby. At a minimum, improved spaces shall be cleared of underbrush and debris.
  2. Playground equipment, statuary, and fountains should be located toward the interior of squares and parks away from the public right-of-way to provide for adequate safety of the user.
  3. Open space shall protect natural areas and provide focal points for neighborhoods and town. A central square or green, for example, may comprise a majority of the area required for dedication.
  4. Dedicated open space shall be held in common ownership, separately deeded to a homeowner's association, land trust or conservancy, or similar such organization.
- C. **Applicability.** All Major Subdivisions described in *Chapter D* of this Ordinance are subject to the requirements of this Section. These standards do not apply to Large Lot Subdivisions as defined in *Chapter D*, Planned Residential Developments, Multi-Family Developments or in the Mixed-Use Conditional Zoning District (MU-C). These standards do not apply in the following overlays: DTO, NAC, VBO, HO or TO. If a Major Subdivision is located within one-quarter (1/4) of a mile from public open space (e.g., Jack Warren Park, Shallowford Square) these standards do not apply.

The amount of useable open space required for dedication shall be determined using the open space dedication matrix described herein.

1. The matrix is intended to designate required open space in the most effective fashion possible for the residents of Lewisville's neighborhoods, taking into account residential density; the characteristics and attributes of Lewisville as a Town; and the descriptions, intents and goals *the Lewisville Tomorrow Comprehensive Plan*.
2. Additionally, the matrix encourages the preservation of land. As density increases, the matrix requires increasing amounts of open space dedication. For example, a 50-acre subdivision with 100 lots/homes contains two dwelling units per acre (DUA), resulting in 2.8 acres of required open space, or about 5.5 percent. In contrast, this same tract of land subdivided into 200 lots (DUA of 4) would require 6.1 acres, about 12.2 percent dedicated open space.

Table D.6.1 Open Space Matrix

| OPEN SPACE DEDICATION REQUIREMENT                         |   |                               |         |         |      |
|-----------------------------------------------------------|---|-------------------------------|---------|---------|------|
|                                                           |   | Dwelling Units per Acre (DUA) |         |         |      |
|                                                           |   | 0 to 2                        | +2 to 3 | +3 to 4 | +4   |
| Standard Multiplier for Number of Dwellings (Square Feet) | × | 1225                          | 1275    | 1325    | 1350 |

**EXAMPLE:**

A developer wants to subdivide a 25-acre tract of land into 50 lots/homes. How much open space is required for dedication? First, calculate the density to identify the correct column ( $50/25 = 2.0$  DUA). Multiply the number of dwellings by the standard multiplier in the specified column. In this case, the number of homes (50) x the standard multiplier (1225) = 61,250 square feet, or approximately 1.4 acres.

**D. Evaluation Criteria**

1. *Location*. In general, land for dedicated for open space shall be centrally located so as to serve the needs of the residents of the subdivision and the residents of nearby areas. However, smaller types of open space may be located throughout any given development.



2. *Accessibility.* All recreation areas shall be conveniently accessible to all residents of the subdivision. At least  $\frac{1}{2}$  of the acreage of all recreational space provided shall be compliant with the requirements of the Americans with Disabilities Act.
3. *Usability.* Land for recreation areas shall be sited such that they can be safely and easily reached by their anticipated users.

E. **Open Space Types.** Open space may take many different forms, dependent upon both the nature of the development and the land on which it is established. The open space types described herein are meant as examples. Developers are encouraged to design innovative and engaging spaces.

1. **Pocket Park.** Pocket parks are defined as a small open space. Pocket parks are primarily intended to provide small active or passive recreation opportunities and act as a gathering space for residents or customers. Features may include small shade structures, gazebos, seating areas, multi-purpose lawn space, playgrounds, community gardens, dog parks, trails, or natural elements such as a stream or pond.



2. **Amenity Center.** Amenity centers are defined as small or medium mixed open spaces and include a combination of enclosed and open areas. Amenity centers are meant to foster both active and passive recreation, supporting public health and wellness. Amenity centers provide recreational opportunities and are typically included in residential developments. Amenity centers may include features such as pools, splash pads, clubhouse, small scale recreational facilities such as pickleball, soccer, or shuffleboard, lawn games, and pavilions. Pavilions



associated with an amenity center are open air structures that typically allow for shade, outdoor concerts, exhibits, and other activities commonly associated with neighborhood events. Designs of amenity centers and pavilions should be similar in architecture and material as the residential development.

3. **Green/Courtyard.** Greens are defined as small or medium open spaces. Greens provides more informal, natural spaces supporting active or passive recreation opportunities. Greens are typically bounded by rights-of-ways and the fronts of buildings. Greens may provide features such as multi-purpose lawn space, lawn games, playgrounds or play spaces, and limited small-scale recreational facilities such as pickleball or soccer.



4. **Plaza.** Plazas are defined as small or medium open spaces. Plazas serves as a gathering place for civic, social, and commercial purposes. A plaza may contain a greater amount of impervious coverage than any other open space type. Plazas are typically located in the front or sides of a building or group of buildings and may not be located in the rear of the building or property. Pedestrian features such as shade structures, benches, tables, fountains, and public art are required.



5. **Square.** Squares are defined as small or medium open spaces. Squares serve as a more formal open space type for gathering for civic, social, and commercial purposes. Squares are typically rectilinear in shape and are bordered on all sides by a vehicular right-of-way (public and private), which, together with building frontages, creates a definition and boundary. Features may include seating areas, pedestrian facilities, play areas, shade structures, gazebos, seating areas, playgrounds, public art, statues, and monuments.





6. **Linear Park.** Linear parks are defined as medium or large open spaces. Linear parks may be formalized based on

function (i.e., provide

multimodal or connectivity

opportunities). Linear parks

typically take advantage of

scenic environmental attributes

and follow a natural feature

including but not limited to a

stream, wetland system, or

man-made feature natural

feature. Features may include

natural

environmental features such as streams, benches, picnic tables, lawn

games, and shade structures.



7. **Neighborhood Park.** Neighborhood parks are defined as medium or large open spaces. Neighborhood parks are

protected natural spaces that

provide opportunities for active

and passive recreation.

Neighborhood parks shall

include at least one of the

following:

ball fields, tennis courts,

basketball courts, fitness

areas, paths, trails, meadows,

waterbodies, open shelters,

performance areas and

other recreational amenities. Neighborhood parks typically serve as a

medium or large open space area for residential subdivisions, planned

developments, and mixed-use centers.



B. **Completion.** If open space improvements are required and they have not been installed at the time of a request for an occupancy permit, and the Director determines that the unavailability of plant materials or adverse weather conditions prohibit the timely completion of planting, a delay in planting may be approved, subject to the following:

1. **Completion Schedule.** The applicant shall sign a contract specifying that the work shall be completed within the six (6) months immediately following the date of application for an occupancy permit; and
2. **Security.** A financial guarantee in the form of an escrow account, bond, letter of credit, or other instrument shall be required prior to issuance of an occupancy permit, according to the terms of the Ordinance, described in *Section D-6(J) Development Guarantees*.



## TOWN OF LEWISVILLE PLANNING CONSISTENCY DETERMINATIONS

---

The Board has reviewed *UDO L-170*, text amendments to the Lewisville Unified Development Ordinance (UDO). As required by NCGS § 160D, the Board makes the following findings:

1. *Consistency*. This application is found to be consistent with the descriptions, intents and goals of the *Lewisville Tomorrow Comprehensive Plan* because:
  - a. The Town seeks to provide reasonable zoning and development standards to accommodate religious institutions of various sizes;
  - b. The Town has determined that reasonable tree preservation standards are in the best interests of its residents, promoting public health, safety and general welfare;
  - c. The Town has determined that reasonable open space preservation standards are in the best interests of its residents, promoting public health, safety and general welfare



**ORDINANCE 2025-032 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING THE ZONING MAP OF THE TOWN OF LEWISVILLE**

**Conditional District Rezoning from RS-20 (Residential Single family, minimum lot size 20,000 sq. ft.) to  
LD1-C (Lewisville Downtown 1 Conditional District)  
(Zoning Docket L-114) 6732 Shallowford Road, Tax Parcel ID 5875-85-4964.**

**WHEREAS**, the Town of Lewisville published notification of this conditional zoning request on October 26, 2025 and November 2, 2025;

**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 September 24, 2025; and October 24, 2025;

**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 September 24, 2025 and October 24, 2025;

**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 October 8, 2025;

**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

**WHEREAS**, the uses requested are allowed in the LD1-C (Lewisville Downtown 1 Conditional) zoning district;

**WHEREAS**, certain commercial, professional services and office uses are encouraged in this area by the *Lewisville Tomorrow Comprehensive Plan*; 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 (+/-) 2.33 acres, denoted by tax parcel ID 5875-85-4964, located at 6732 Shallowford Road as shown on the attached site plan.

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

Adopted this the 13<sup>th</sup> day of November 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk

## **AGENDA ITEM**

### **LEWISVILLE PLANNING BOARD**

**L-114:** A request for rezoning from Residential Single-Family (RS-20) to the Lewisville Downtown 1 Conditional Zoning District (LD1-C)

**Applicant:** Jung Hoke, Ross Houston

**Tax PIN(s):** 5875-85-4964

**Location:** 6732 Shallowford Rd, Lewisville



**Size and Location of the Parcel(s):** This property measures (+/-) 2.33 acres according to the Forsyth County Tax Map and is located adjacent to the traffic circle along the corner of Heritage Dr and Shallowford Rd.

**Property Site:** The property is currently vacant of any structures.

**Immediate & Nearby Area:** This property is located in Lewisville's dedicated Downtown Core Area (DCA), which features a mix of small and medium size commercial uses, institutional uses and to a lesser degree, single-family residential uses. Adjacent properties are currently zoned Residential Single-Family (RS-20). Nearby zoning and uses feature limited business, highway business and Lewisville Downtown 1 & 2.

**Environmental Features:** This property is located within the Yadkin River WS IV Watershed. As such, development of this property will be considered high-density, most likely subject to post-construction stormwater control measures (SCMs).

**Utilities:** This property is currently served by public water sewer facilities.

**Access:** This property is served by Shallowford Road, designated as a major thoroughfare, according to the Winston-Salem Urban Area Metropolitan Planning Organization *Comprehensive Transportation Plan* (CTP) map and by Heritage Drive, which is considered a local road, a portion of which is privately maintained.

**Previous Zoning History:** This property was zoned RS-20 at the time the town incorporated.

**Comprehensive Plan:** The *Lewisville Tomorrow Comprehensive Plan* designates this property as part of the Lewisville Downtown Place Type. "This area is intended to combine small town urban characteristics by blending civic uses, retail and entertainment attractions, employment opportunities, open space and mixed-use residential areas in intentional ways." (p. 75). A hallmark of the Downtown Place Type is pedestrian orientation and connectivity.

### **Consistency & Reasonableness Considerations:**

1. *Consistency.* This application is found to be consistent with the *Lewisville Tomorrow Comprehensive Plan* because:

#### Members of the Planning Board

Tom Lawson, Chair | Mike Mulligan, Vice Chair

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

- Retail, service and institutional uses are considered part of the fabric of Downtown Lewisville.
  - Development of currently vacant lots in the DCA is strongly encouraged by the Comprehensive Plan.
  - *Land Use Objective 2* prioritizes developing "Downtown Lewisville as a center of community identity, encouraging small businesses and a mix of housing types." (p. 129)
2. *Reasonableness.* This application is found to be reasonable and in the public interest, based on the following factors
- Measuring (+/-) 2.33 acres, the size of this property is typical of the area.
  - Rezoning from RS-20 & LD1-C will allow uses that are more compatible with the mixed nature of existing uses in this area, while maintaining the character of adjacent and nearby properties and preserving Lewisville's small-town feel.
  - The proposed establishment provides a valuable service to the residents of Lewisville.

**Additional Considerations:** Given the location of this property and the conditional nature of the rezoning request, all development will be subject to the Downtown Overlay (DTO) standards described in the Lewisville UDO. Because of unique features that are specific to this property, particularly its location adjacent to a traffic circle, which creates a variable front property line, the applicants have requested consideration of alternative compliance, as demonstrated by the site plan submitted with the application materials.

**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 Downtown place type and with the principles of alternative compliance. Additionally, staff finds the request to be reasonable when considering all other relevant factors.

**Thus, staff recommends approval of zoning map amendment L-114, a request for rezoning from Residential Single-Family (RS-20) to the Lewisville Downtown 1 Conditional Zoning District.**

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 07/18/2025  
Property Address 6724 Shallowford Rd. Lewisville NC 27023  
Tax PIN(s) 5875-85-4964  
Existing Zoning RES ACG (RS-20) ~~LD1-C~~  
Proposed Zoning LD1-C  
Acreage Requested for Rezoning 2.33  
Utilities (circle) Public / Well Sewer / Septic

*\*Attach site plan and/or list of permitted uses along with this application*

Owner(s) Jennifer L FencI, Executrix

Mailing Address: 3709 WALDENBROOK RD. GREENSBORO NC,  
27407

Telephone 336-455-1937 email jennlfencI1@gmail.com

Applicant(s) (if different) Ross Houston and Jung Hoke

Mailing Address 6801 Palomino Ridge Ct. Summerfield NC 27358

Telephone (336) 202-8849 email jhoke007@gmail.com

I, Jennifer L FencI, Executrix, owner (trustee, executor, etc.) of the  
property denoted by Forsyth County Tax PIN(s) 5875-85-4964, request  
that the property be granted a rezoning from RS-20 RES ACG to  
LD1-C. I agree with the proposed site-specific conditions  
included with this application. I understand that additional or different conditions may

File# \_\_\_\_\_

Fee Paid \_\_\_\_\_

Staff Signature \_\_\_\_\_



## LEWISVILLE PLANNING DEPARTMENT

6510 Shallowford Road | P.O. Box 547

Lewisville, NC 27023-0547

Voice 336-945-5558 | FAX 336-945-5531

be required by the Town Council, that these conditions are permanent, and will run with the land. I feel this will serve my best interests.

*Jennifer L Fencil*

dotloop verified  
07/19/25 4:30 PM EDT  
RZ3Y-HLQQ-JYHQ-02WM

Owner Signature

Signed by:  
*Ross E. Houston Jr.*

4339CD9684704BC...  
Applicant Signature

7/22/2025 | 3:33 PM EDT

DocuSigned by:  
*Jung Hoke*

09C462BD527E45F...

File# \_\_\_\_\_

Fee Paid \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

## L-114 Heritage Crossing Alternative Compliance Application

**Project Name:** Heritage Crossing

**Address of Lot:** 6924 Shallowford Rd. Lewisville

**Owner and Developer:** Ross Houston & Jung Hoke

**Required Compliance:** Lewisville's Downtown Overlay guidelines required to place the building (>50%) within the 10' setback from the public right-of-way (BTL: Build-to-Line). It could be easier to be compliant if the lot is shaped in a square/rectangle and typical buildings are also square/rectangle shape. This lot (6924 Shallowford Rd.) is not in a square/rectangle shape and includes a large portion of curved edge alongside the Roundabout on Shallowford Rd. and Heritage Dr.

**Challenges:** The ***Heritage Crossing*** building is a rectangle shape, consisting of 3 distinctive designs/units that are connected. When we tried to place the building on the BTL (facing the Shallowford Rd.), the building had to be shifted as far as to the right side (Shallowford side) hence, the whole building had to be compressed in the width and stretched in the depth toward back. It resulted in the front width of the building to be drastically narrowed, and the one building had to be as **~76-77'** long in depth. An ideal depth of any small pedestrian retail space should be no more than ~60'-65' for the best consumer experience. Not only we were challenged by the location and shape of the building but also were facing the following engineering difficulties:

1. Because the building was pushed furthest to the right side of the lot, we had very narrow driveway on the Shallowford entry side. The site plan had only ~20' driveway width on the Shallowford side entry (Engineer's recommendation: ~22'-25' wide),
2. Also, on the Shallowford entry side, there were no spaces for any side-parking where the UPS Store is planning to be located, and the UPS delivery truck had to load/unload packages.
3. At the same time, there was a large extra unused land space on the side of Heritage Rd. alongside the Roundabout because the building location was far shifted to the Shallowford side.

**Alternative Compliance:** We (engineer, architect and Lynn) met several times and explored many different rotations, designs, and sizes for a suitable solution for the best use of the land and our objectives. Per Lynn's creative suggestion, the engineer brought the building down just about ~9' from the BTL. That move allowed us to shift the building closer to the Roundabout side on the curve, and we were able to resolve all those challenges and accomplish the following objectives:

- Enabled sufficient 2-way traffic driveway with ~26' in width on the Shallowford Side entry.
- Enabled to create 8-9 SIDE parking spaces (Shallowford facing).

## L-114 Heritage Crossing Alternative Compliance Application

- Also provided a good size Handicap parking space that was very close for the Store on the side.
- Accommodated the future UPS Store to have one UPS delivery truck loading space on the side.
- Allowed all 3 buildings to have the suitable dimensions (30'x40', 50'x65' and 30x45').
- Allowed full usage of Heritage Rd side land with no more voided land space.
- Provided some extra space on the front of the building for potential pedestrian experience (i.e., extra landscape and/or benches...etc.).

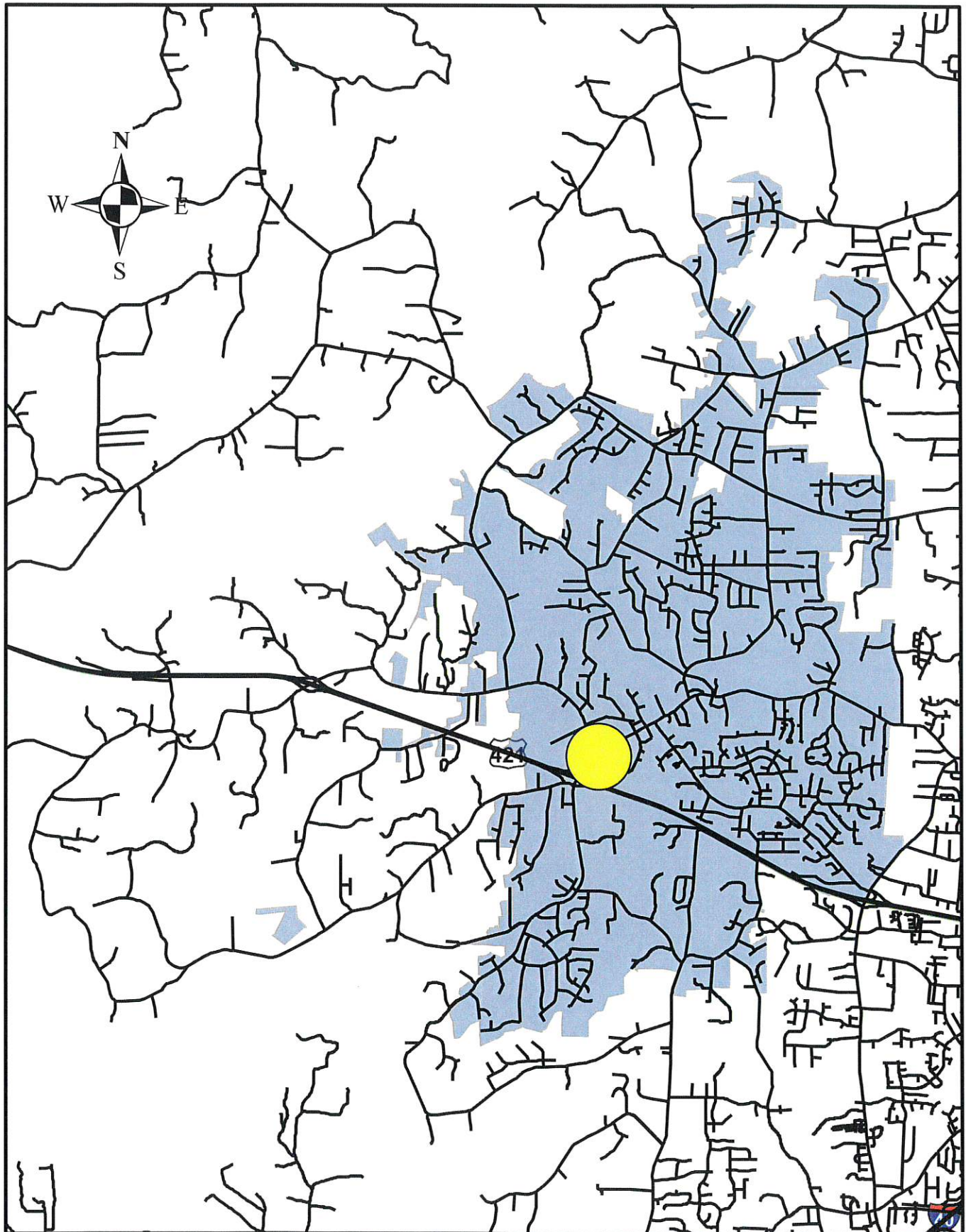
### **ALTERNATIVE COMPLIANCE (Section B.2 – Zoning Regulations), Page B.2-198**

The Planning Board may consider site plans varying from setbacks and other dimensional requirements of the UDO in the Downtown Overlay, where there might exist challenges to strict conformity with these provisions. These include, but are not limited to zoning lots of **unusual size and shape**, the configuration of adjoining lots and improvements thereon, **topography, parking availability, or other natural conditions beyond the control of the property owner** or where prior acts of any public agency have occurred such that to require strict compliance with the standards of the UDO would compromise the intents and goal of the Downtown Overlay. Site plans varying from the requirements may be approved upon written findings specifically describing how the site plan fulfills or exceeds the intent, purposes, and requirements of the supplemental standards and that such site plan is supported by the intents and descriptions of the *Lewisville Comprehensive Plan*. Nothing in this Section shall require the Town to approve any site that does not comply with these requirements.

**Submitted by Jung Hoke & Ross Houston, September 22, 2025**



# L-114 HERITAGE CROSSING VICINITY MAP



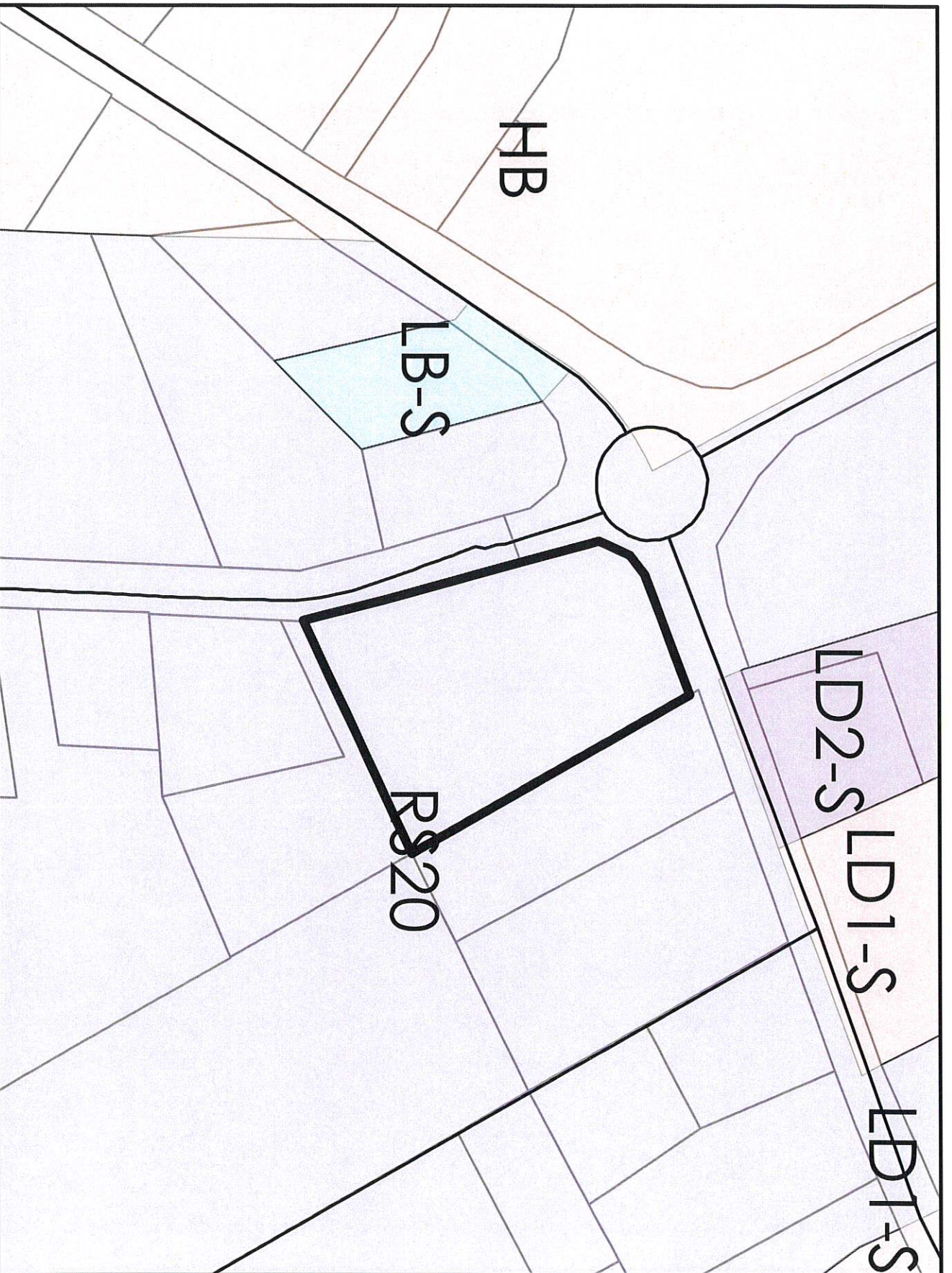
0 0.5 1 2 Miles

Map Created by Lynn Cochran





# L-114 HERITAGE CROSSING ZONING MAP



0 50 100 200 Feet

Map Created by Lynn Cochran



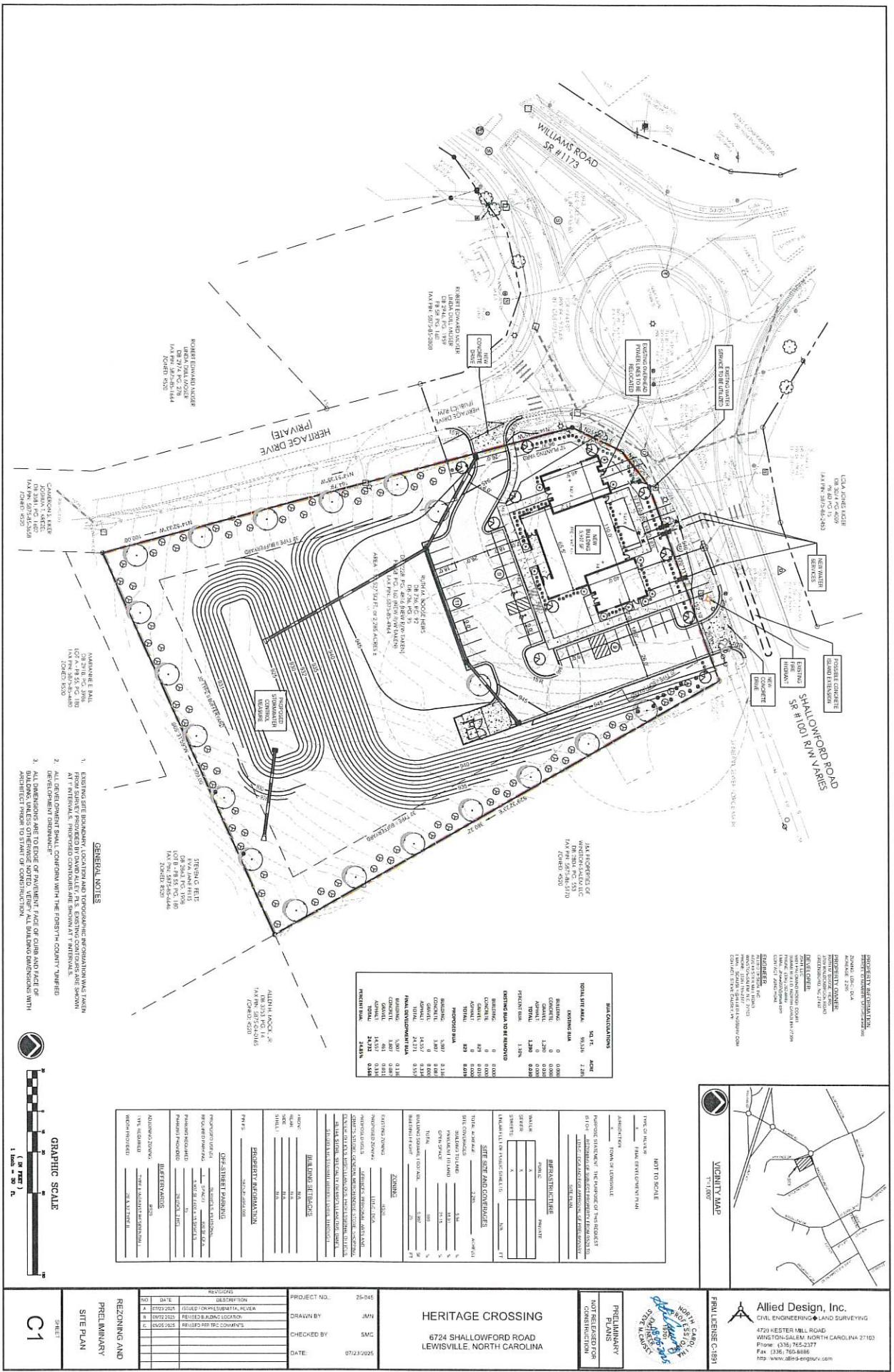


# L-114 HERITAGE CROSSING AERIAL MAP

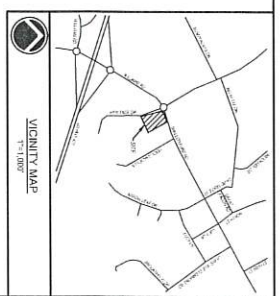


0 25 50 100 Feet





PROPERTY INFORMATION  
OWNER: JAMES H. HARRIS, JR.  
PROJECT: HERITAGE CROSSING  
SUBJECT: 6724 SHALLOWFORD ROAD, WILMINGTON, NC 28405  
DATE: 07/15/2025



ALLIED DESIGN, INC.  
CIVIL ENGINEERING AND SURVEYING  
4720 KESTER MILL ROAD  
WINSTON-SALEM, NORTH CAROLINA 27103  
PHONE: (336) 755-2377  
FAX: (336) 755-8886  
WWW.ALLIED-ENGINEERING.COM

AREA CALCULATIONS

| DESCRIPTION        | AREA (SQ. FT.) |
|--------------------|----------------|
| TOTAL SITE AREA    | 2,700          |
| EXISTING PAVED     | 0              |
| EXISTING GRASS     | 0              |
| EXISTING WATER     | 0              |
| EXISTING OTHER     | 0              |
| TOTAL EXISTING     | 0              |
| NEW PAVED          | 1,200          |
| NEW GRASS          | 0              |
| NEW WATER          | 0              |
| NEW OTHER          | 0              |
| TOTAL NEW          | 1,200          |
| TOTAL PROJECT AREA | 1,200          |

PERMITS AND REGULATIONS

| PERMIT TYPE        | STATUS   | DATE       |
|--------------------|----------|------------|
| GRADING PERMIT     | APPROVED | 07/15/2025 |
| PAVING PERMIT      | PENDING  |            |
| LANDSCAPING PERMIT | PENDING  |            |
| WATER PERMIT       | PENDING  |            |
| OTHER PERMIT       | PENDING  |            |

NOT TO SCALE

PROJECT INFORMATION

PROJECT NAME: HERITAGE CROSSING

PROJECT ADDRESS: 6724 SHALLOWFORD ROAD, WILMINGTON, NC 28405

PROJECT OWNER: JAMES H. HARRIS, JR.

PROJECT ARCHITECT: ALLIED DESIGN, INC.

PROJECT ENGINEER: JAMES H. HARRIS, JR.

PROJECT DATE: 07/15/2025

PROJECT SCALE: 1" = 20'

PROJECT SHEET: C1



## LEWISVILLE PLANNING DEPARTMENT

---

6510 Shallowford Road | P.O. Box 547

Lewisville, NC 27023-0547

Voice: 336-945-1028 | Email: [lcochran@lewisvillenc.net](mailto:lcochran@lewisvillenc.net)

Website: [lewisvillenc.net/planning-zoning](http://lewisvillenc.net/planning-zoning)

### **LEWISVILLE TECHNICAL REVIEW COMMITTEE (TRC)**

#### PRELIMINARY SITE PLAN REVIEW

#### HERITAGE CROSSING

|                      |                                                                                   |
|----------------------|-----------------------------------------------------------------------------------|
| Title and Number:    | Heritage Crossing, Rezoning L-114                                                 |
| Current Tax PIN(s):  | 5875-71-2659, 5875-61-7353                                                        |
| Location:            | Wilson Rd-Heritage Dr-Shallowford Rd Roundabout                                   |
| Type of Development: | Non-Residential, Office, Retail, Services                                         |
| Total Acreage:       | 2.28 Acres                                                                        |
| Current Zoning:      | RS-20 (Proposed Rezoning to LD1-C)                                                |
| Project Density:     | 24.85% BUA (Phase I)                                                              |
| Surveyor/Engineer:   | Allied Design<br>4720 Kester Mill Rd<br>Winston-Salem, NC 27103<br>(336) 765-2377 |
| Owner/Agent:         | Ruth M Boose<br>3709 Waldenbrook Rd<br>Greensboro, NC 27407                       |





## LEWISVILLE PLANNING DEPARTMENT

---

6510 Shallowford Road | P.O. Box 547

Lewisville, NC 27023-0547

Voice: 336-945-1028 | Email: [lcochran@lewisvillenc.net](mailto:lcochran@lewisvillenc.net)

Website: [lewisvillenc.net/planning-zoning](http://lewisvillenc.net/planning-zoning)

### **Lewisville Planning, Lynn Cochran** [lcochran@lewisvillenc.net](mailto:lcochran@lewisvillenc.net)

- Alternative Compliance consideration requested based on the configuration of the lot adjacent to the traffic circle, variable front property lines and the necessary placement of the Shallowford Road driveway, particularly as these issues relate to the build-to-line (BTL) and associated standards.
- The 15-foot Type II bufferyard shown on the upper right corner of the site plan should be a minimum of 20 feet according to the general bufferyard requirements of the UDO.
- \*New UDO Tree Preservation Requirement (B.3-3.7, pp. 374-375): a tree preservation plan must be submitted with the final plat. Please review the section noted for the specific regulations. The Tree Protection Plan must show the location of existing trees on the property, including those that are to be removed, the limits of disturbance, the Critical Root Zone (CRZ) of trees to be preserved, and the tree protection fence/barrier.

### **Addressing, Matthew Hamby** [hambyme@forsyth.cc](mailto:hambyme@forsyth.cc)

- The site address has been assigned – 6732 Shallowford Road

### **Fire Marshal, Mark Johnson** [johnsome@forsyth.cc](mailto:johnsome@forsyth.cc)

- Provide documentation of measured fire flows from hydrants to demonstrate that available water flows meet or exceed the needed fire flow requirements cited in approved plans as required by 507.3. You may schedule a hydrant fire flow test through the Utilities Field Operations Division by calling City Link (311 or 336-727-8000).
- If the building is equipped with a fire alarm, sprinkler system or special hazard, a Knox Box will be required. You can order one online at [Knoxbox.com](http://Knoxbox.com), just make sure you select the Forsyth County fire option. Contact our office if you have questions 336-703-2550. (506.1)
- If applicable, separate permits would be required for fire alarms, sprinklers, automatic extinguishing systems, tanks, etc.

### **NCDOT, David Bankhead** [dpbankhead@ncdot.gov](mailto:dpbankhead@ncdot.gov)

- The NCDOT does not have a single, "published" standard for new driveway connections related to the exact distance requirement from roundabouts. We do require a minimum distance of 100' from traditional intersections. With that said, a site-specific assessment is provided and the approval will ultimately be determined by the District Engineer.
- Notes (Shallowford) – Design/layout will need to illustrate adequate safe distance between the driveway connection and roundabout intersection (and pedestrian crossing) to be considered or accepted.
- Please provide more information about proposed building site details.



## LEWISVILLE PLANNING DEPARTMENT

---

6510 Shallowford Road | P.O. Box 547

Lewisville, NC 27023-0547

Voice: 336-945-1028 | Email: [lcochran@lewisvillenc.net](mailto:lcochran@lewisvillenc.net)

Website: [lewisvillenc.net/planning-zoning](http://lewisvillenc.net/planning-zoning)

- NCDOT driveway permit not required for connection on Heritage Drive (non-system).

### **Stormwater, Stantec, Kevin Kubiak** [kevin.kubiak@stantec.com](mailto:kevin.kubiak@stantec.com)

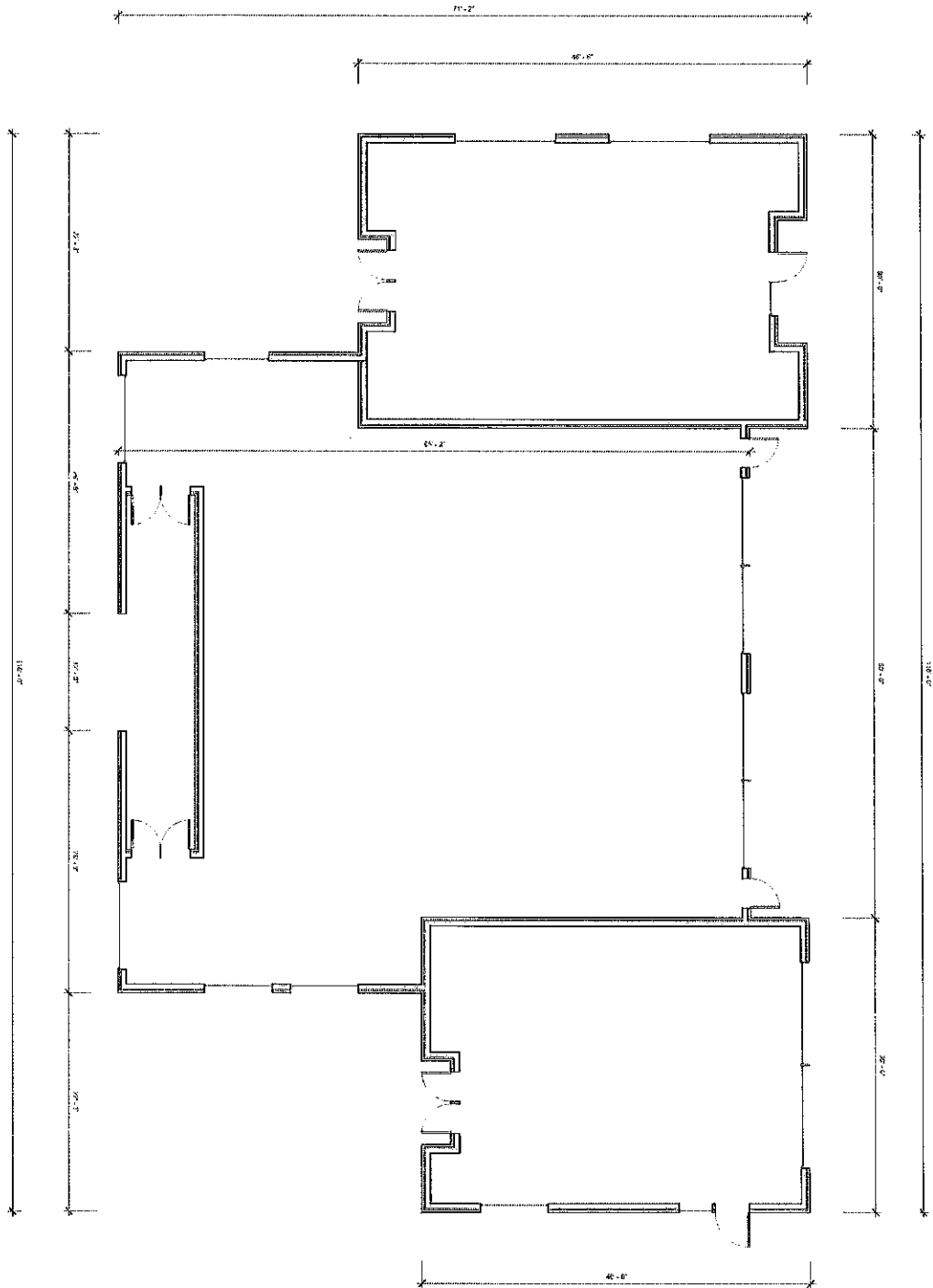
- Efforts shall be taken to mitigate any adverse effects on downstream structures, culverts, properties, etc.
- This is a high-density development project
- Submit hydrologic-hydraulic analysis on drainage system for 2-, 10- and 25-year 24-hours storms. Show pre- and post-development comparison
- Submit hydrologic-hydraulic analysis on SCM for the 25-year, 6-hour storm.

### **Utilities, Tiffany Easter,** [tiffanyal@cityofws.org](mailto:tiffanyal@cityofws.org)

- Submit plans for review/approval through IDT system. Any existing connections not intended for reuse must be terminated at the main. Any new water connections will require a payment of system development fee for both water and wastewater. Water meters purchased through COWS. All water connections will require a Reduced Pressure Assembly Backflow Preventer matching the meter size. Hazard determined at permitting process. Minimum 1,000-gallon exterior in-ground grease interceptor will be required if there's a kitchen. Size may be larger depending upon kitchen fixture schedule. No water/sewer connections located inside a driveway.



① Overall Length  
210'-0"

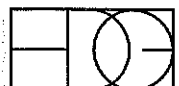


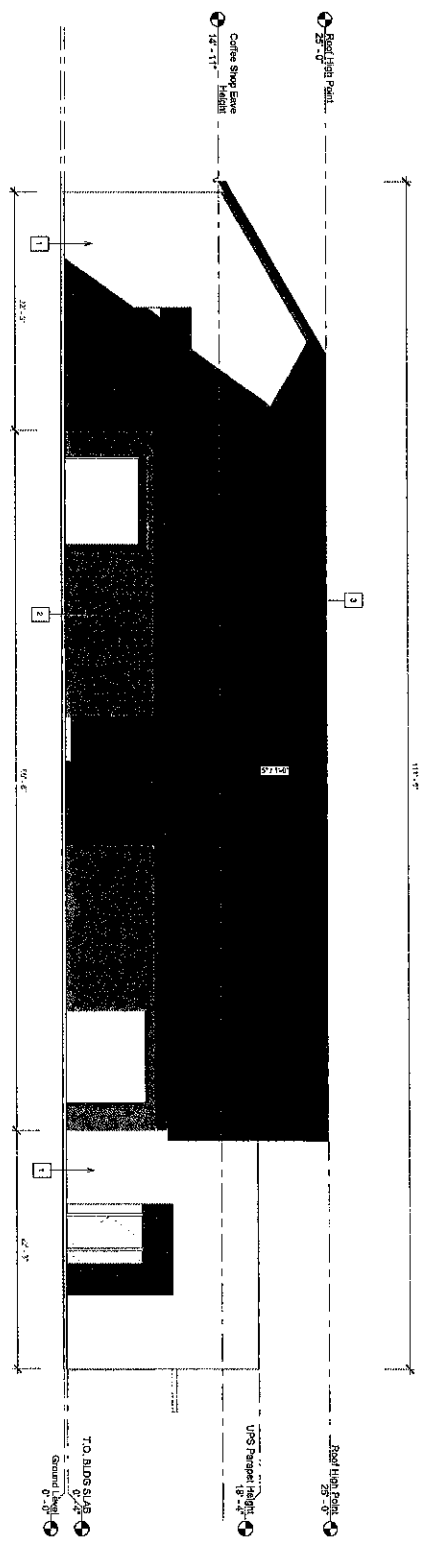
A1

| REVISION | DESCRIPTION | DATE |
|----------|-------------|------|
|          |             |      |
|          |             |      |
|          |             |      |
|          |             |      |
|          |             |      |

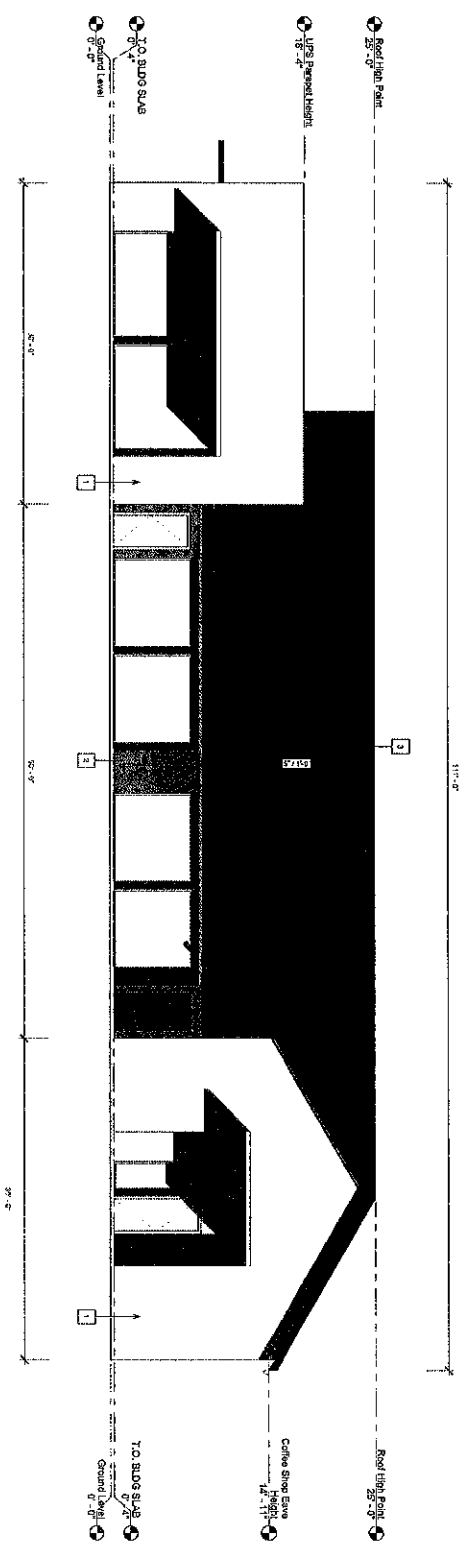
SHALLOWFORD CROSSING  
6724 SHALLOWFORD ROAD  
LEWISVILLE, NORTH CAROLINA

HOKE  
DESIGN  
GROUP



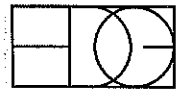


① BUILDING ELEVATION - SOUTH  
Strip = 1'-0"



② BUILDING ELEVATION - NORTH  
Strip = 1'-0"

NOTES:  
1. HIDE ROOMS  
2. DRAWING ROOMS WITH LOOK  
3. DRAWING ROOMS WITH LOOK  
4. DRAWING ROOMS WITH LOOK  
5. DRAWING ROOMS WITH LOOK



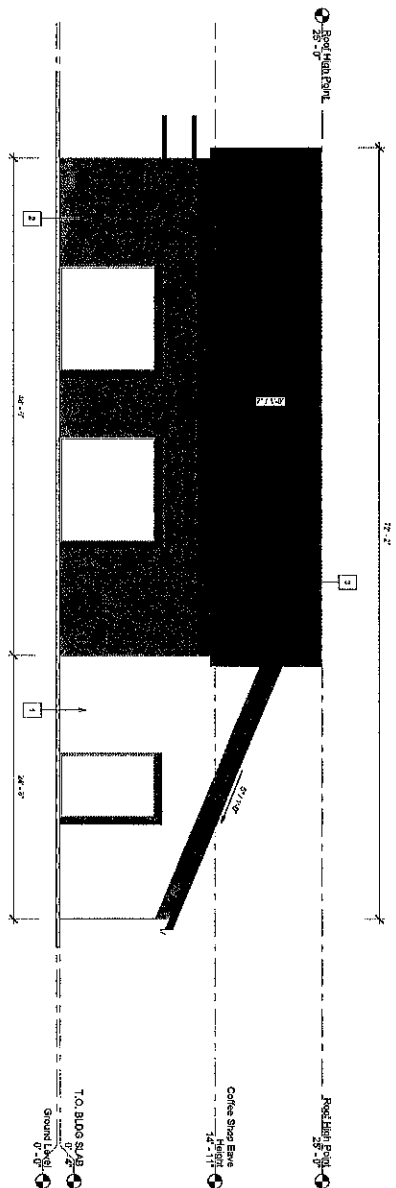
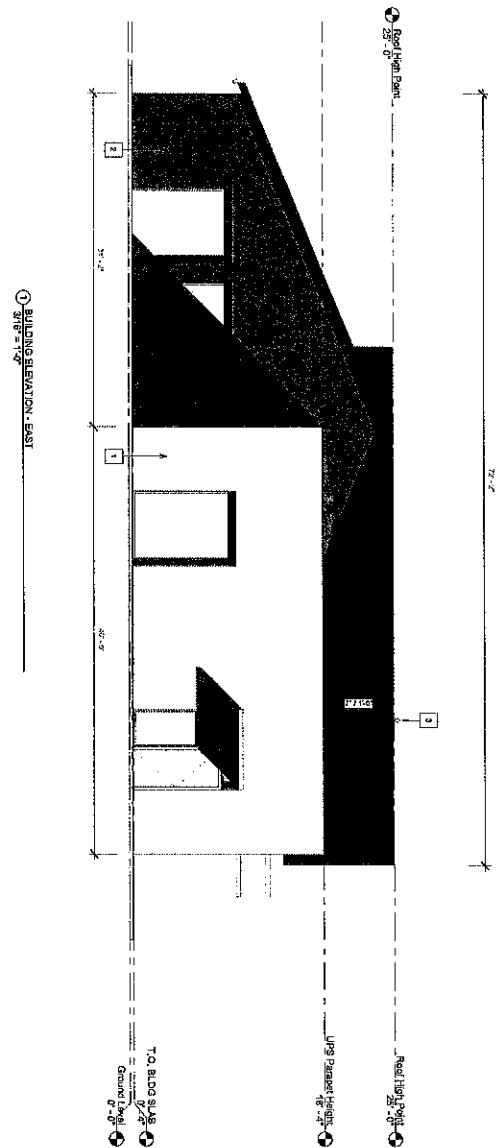
HOKE  
DESIGN  
GROUP

SHALLOWFORD CROSSING  
6724 SHALLOWFORD ROAD  
LEWISVILLE, NORTH CAROLINA

| REVISION | DESCRIPTION | DATE |
|----------|-------------|------|
|          |             |      |
|          |             |      |
|          |             |      |
|          |             |      |
|          |             |      |



6724 SHALLOWFORD ROAD  
LEWISVILLE, NORTH CAROLINA

[illegible]

1. ERICK
2. HARDY SANDING
3. STANDING SEAM METAL ROOF OR BLACK ARCHITECTURAL SHEET PILING



## TOWN OF LEWISVILLE PLANNING CONSISTENCY AND REASONABLENESS DETERMINATIONS

---

The Board has reviewed *Zoning Map Amendment L-114*, rezoning from Residential Single-Family (RS-20) to the Lewisville Downtown 1 Conditional Zoning District. 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:
  - Retail, service and institutional uses are considered part of the fabric of Downtown Lewisville.
  - Development of currently vacant lots in the DCA is strongly encouraged by the Comprehensive Plan.
  - *Land Use Objective 2* prioritizes developing "Downtown Lewisville as a center of community identity, encouraging small businesses and a mix of housing types." (p. 129)
2. The proposed action is found to be reasonable because:
  - Measuring (+/-) 2.33 acres, the size of this property is typical of the area.
  - Rezoning from RS-20 & LD1-C will allow uses that are more compatible with the mixed nature of existing uses in this area, while maintaining the character of adjacent and nearby properties and preserving Lewisville's small-town feel.
  - The proposed establishment provides a valuable service to the residents of Lewisville.



**RESOLUTION 2025-047 OF THE TOWN OF LEWISVILLE  
CALL PUBLIC HEARING FOR AN ANNEXATION AGREEMENT**

**WHEREAS**, the Town of Clemmons desires to have an annexation agreement with the Town of Lewisville;

**WHEREAS**, Chapter 160A, Article 4A, Part 6 of the North Carolina Statutes permits municipalities to enter into annexation agreements provided adequate public notice is provided;

**WHEREAS**, General Statute 160A.58.24(c) and 160A-31(c) requires that a notice of the public hearing be published once in a newspaper having general circulation in the municipality at least 10 days prior to the date of the public hearing;

**WHEREAS**, in coordination with the Town of Clemmons the Lewisville public hearing should be conducted December 11, 2025; and

**NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** sets a public hearing to be conducted at 6:00 PM in the Lewisville Town Hall Council Chamber on Thursday, October 9, 2025 for the purpose of receiving public comment concerning a proposed annexation agreement with the Town of Clemmons.

Adopted this the 13<sup>th</sup> day of November 2025 by the Lewisville Town Council.

---

Mike Horn, Mayor

ATTEST:

---

Angela Lord, Town Clerk



NORTH CAROLINA

FORSYTH COUNTY

CLEMMONS/LEWISVILLE ANNEXATION AGREEMENT

WHEREAS, the Village of Clemmons and the Town of Lewisville, (the *participating governmental units*), duly incorporated municipalities under the laws of the State of North Carolina, each desire to eliminate uncertainty among residents and property owners in unincorporated areas adjacent to them and desire to improve planning by public and private interests in such areas; and

WHEREAS, Chapter 160A, Article 4A, Part 6 Annexation Agreements of the North Carolina General Statutes (hereinafter referred to as the *Statutes*) authorizes municipalities to enter into binding agreements concerning future annexation in order to enhance orderly planning by such municipalities, as well as residents and property owners in areas adjacent thereto.

NOW, THEREFORE, THE PARTICIPATING GOVERNMENTAL UNITS AGREE AS FOLLOWS:

1. This Agreement is executed pursuant Article 4A, Part 6 of N.C.G.S. Chapter 160A.
2. This Agreement shall terminate twenty years after its effective date unless earlier terminated in accordance with the provisions of Paragraph 7 hereof
3. A. The Village of Clemmons shall not annex any area north of Styers Ferry Road as shown on Exhibit A, Annexation Map.  
  
B. The Town of Lewisville shall not annex any area south of Styers Ferry Road or their existing southern boundary as shown on Exhibit A, Annexation Map.
4. The effective date of this Agreement is \_\_\_\_\_, this Agreement having been entered into after Public Hearings held by the Clemmons Village Council and the Town Council of Lewisville, and passage of an ordinance approving the Agreement by each of the participating governmental units.
5. Should, during the term of this Agreement, either participating governmental unit propose any annexation of areas subject to this Agreement, then in such event(s), said participating governmental unit shall give written notice to the other participating governmental unit at least sixty (60) days prior to the adoption of the annexation ordinance. Such notice shall describe the area to be annexed by a legible map clearly and accurately showing the boundaries of the area to be annexed in relation to the areas described in this Agreement, and further, in relation to roads, streams and any other prominent geographical features. Such notice shall not be effective for more than 180 days. This time period may be waived by the notified governmental unit in writing.

6. This Agreement may be modified or terminated by subsequent written agreement(s) entered into by the participating governmental units; however, any subsequent agreement(s) shall be approved by Ordinance only after public hearings as provided in N.C.G.S. Chapter 160A, Section 31(c).

7. This Agreement may be terminated unilaterally by either participating governmental unit, or either participating governmental unit may withdraw from this Agreement, by repealing the Ordinance which approved this Agreement and providing not less than five years' written notice to the other participating governmental unit. Upon the expiration of the five-year period, this Agreement shall terminate.

8. From and after the effective date of this Agreement, neither participating governmental unit shall adopt an annexation ordinance as to all or any portion of an area in violation of the Act or this Agreement.

9. Nothing in the Act nor this Agreement shall be construed to authorize the annexation of any area which is not otherwise subject to annexation under applicable law by either of the participating governmental units, unless both participating governments consent to the annexation.

10. Nothing in the Act nor this Agreement shall be construed to prevent the annexation of any area which is not subject to this Agreement by either of the participating governmental units.

11. Either participating governmental unit which shall believe that a violation of the Act or this Agreement has occurred, shall have available to it all remedies and relief authorized by the Act in addition to such remedies or relief as are authorized by other applicable law.

12. All notices, requests and other communications hereunder shall be deemed to have been given when deposited in the United States mail in a sealed envelope, postage prepaid, certified mail, and addressed as follows:

Village of Clemmons  
Village Manager  
Village of Clemmons  
3715 Clemmons Rd  
Clemmons, NC 27012

Town of Lewisville  
Town Manager  
6510 Shallowford Rd  
Lewisville, NC 27023

13. This writing contains the entire Agreement between the participating governmental units, and there is merged herein all prior and collateral representations, promises and conditions in connection with the Annexation Agreement.

IN WITNESS WHEREOF, the Mayors of the Village of Clemmons and the Town of Lewisville, the participating governmental units, by and under the authority granted by their respective municipalities in Ordinances Approving this Agreement, have hereunder executed this Agreement, in duplicate, to become effective as provided in paragraph 4 above.

This \_\_\_\_\_ day of \_\_\_\_\_, 2025

VILLAGE OF CLEMMONS

\_\_\_\_\_  
Michael K. Rogers, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Shortt, Village Clerk

Town of Lewisville

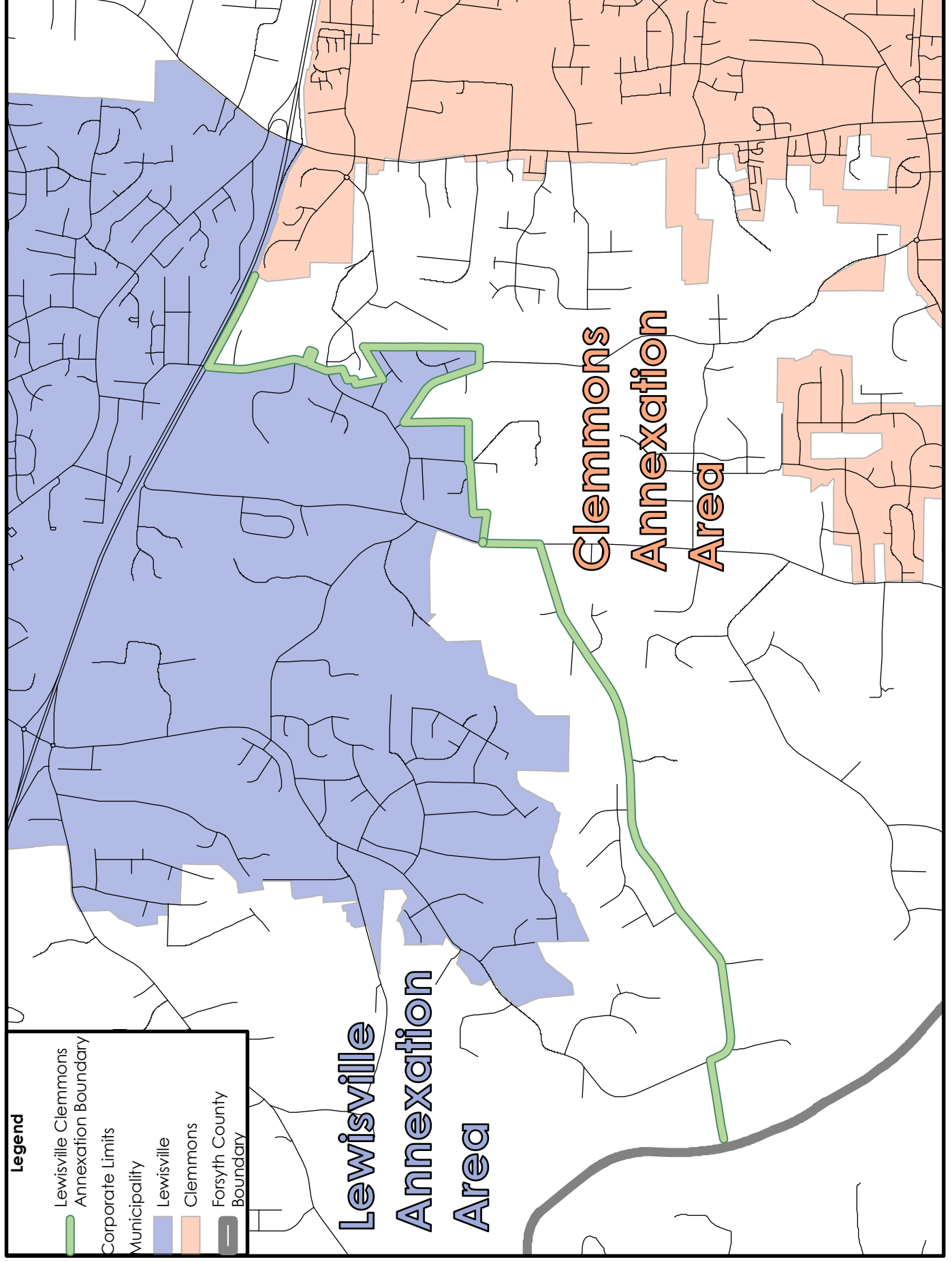
\_\_\_\_\_  
Michael Horn, Mayor

ATTEST:

\_\_\_\_\_  
Angela Lord, Town Clerk



# LEWISVILLE-CLEMMONS ANNEXATION AGREEMENT





**RESOLUTION 2025-048 TO ESTABLISH A POLICY FOR THE FORMALIZATION OF THE TOWN COUNCIL ADMINISTRATIVE GROUP**

**WHEREAS**, the in its Legislative capacity, the Town Council oversees administration of the Town of Lewisville;

**WHEREAS**, an Administrative Group, is normally made up of the Mayor, the Mayor Pro-Tem, and one other member who has served on the Council previously or has experience directing a staff;

**WHEREAS**, the Administrative Group as assigned by the Town Mayor, shall meet with the Town Manager at least two times a year to evaluate the performance of the Town Manager, to review the goals set by the Town Manager, and to do a mid-year review to ensure goals are being met;

**WHEREAS**, the Administrative Group shall advise the full Governing Body on any salary adjustments, merit bonuses or other benefits for the Town Manager;

**WHEREAS**, the Administrative Group shall review and revise, if necessary, the term of the employment contract upon renewal; and once set, the contract shall go before the full Governing Body for approval;

**WHEREAS**, should a performance or other job-related concern arise, the Administrative Group shall work with the Town Manager to resolve said concern; however, if said concern cannot be resolved, the matter will go before the entire Council in a closed session;

**WHEREAS**, no one member of the Administrative Group can direct the Town Manager;

**WHEREAS**, other than the Town Manager, the Administrative Group does not have the authority to direct staff;

**NOW THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** approves the establishment of the Town of Lewisville Administrative Group.

**Adopted this 13<sup>th</sup> day of November 2025 by the Lewisville Town Council.**

---

Mike Horn, Mayor

ATTEST:

---

Angela Lord, Town Clerk





**TOWN OF LEWISVILLE**  
**Budget Amendment Ordinance 2025-033**  
**Amending Budget Ordinance 2025-001**

|                              |
|------------------------------|
| FINANCE DEPARTMENT USE ONLY  |
| Budget Amendment # 3         |
| Pam Orrell, Finance Director |

| <u>CODE</u>     | <u>ACCOUNT DESCRIPTION</u>                                            | <u>AMOUNT</u> | <u>CODE</u>     | <u>ACCOUNT DESCRIPTION</u>                  | <u>AMOUNT</u> |
|-----------------|-----------------------------------------------------------------------|---------------|-----------------|---------------------------------------------|---------------|
| 10-00-4120-3513 | General Fund -<br>Administration - Fred Moser<br>Property Maintenance | \$ 65,000.00  | 10-00-3990-9000 | General Fund - Fund Balance<br>Appropriated | \$ 65,000.00  |
|                 |                                                                       |               |                 |                                             |               |
|                 |                                                                       |               |                 |                                             |               |
|                 |                                                                       |               |                 |                                             |               |
|                 |                                                                       |               |                 |                                             |               |
|                 |                                                                       |               |                 |                                             |               |
|                 |                                                                       |               |                 |                                             |               |
|                 |                                                                       |               |                 |                                             |               |
|                 |                                                                       | \$ 65,000.00  |                 |                                             | \$ 65,000.00  |

EXPLANATION: Fred Moser property improvements.

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 13th day of November, 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk



**TOWN OF LEWISVILLE**  
**Budget Amendment Ordinance 2025-034**  
**Amending Budget Ordinance 2025-001**

|                              |
|------------------------------|
| FINANCE DEPARTMENT USE ONLY  |
| Budget Amendment # 4         |
| Pam Orrell, Finance Director |

| CODE            | ACCOUNT DESCRIPTION                                                   | AMOUNT       | CODE            | ACCOUNT DESCRIPTION                         | AMOUNT       |
|-----------------|-----------------------------------------------------------------------|--------------|-----------------|---------------------------------------------|--------------|
|                 |                                                                       |              |                 |                                             |              |
| 10-00-4120-3513 | General Fund -<br>Administration - Fred Moser<br>Property Maintenance | \$ 10,000.00 | 10-00-3990-9000 | General Fund - Fund Balance<br>Appropriated | \$ 10,000.00 |
|                 |                                                                       |              |                 |                                             |              |
|                 |                                                                       |              |                 |                                             |              |
|                 |                                                                       |              |                 |                                             |              |
|                 |                                                                       |              |                 |                                             |              |
|                 |                                                                       |              |                 |                                             |              |
|                 |                                                                       |              |                 |                                             |              |
|                 |                                                                       | \$ 10,000.00 |                 |                                             | \$ 10,000.00 |

EXPLANATION: To abandon (2) wells on Fred Moser property.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 13th day of November, 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Angela Lord, Town Clerk

\_\_\_\_\_  
Mike Horn, Mayor



## STAFF REPORT

|                 |                                                                                                                                                                                                                                                        |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITEM:           | 1. ORDINANCE 2025-035                                                                                                                                                                                                                                  |
| SUBJECT:        | <ol style="list-style-type: none"> <li>1. ORDINANCE 2025-035 TO AMEND THE PROJECT ORDINANCE FOR THE ROUNDABOUT AT LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD</li> <li>2. RESOLUTION 2025-050 TO APPROVE CONTRACT WITH BW INFRASTRUCTURE, LLC</li> </ol> |
| PREPARED BY:    | PAM ORRELL, FINANCE DIRECTOR                                                                                                                                                                                                                           |
| DATE SUBMITTED: | 11/13/2025                                                                                                                                                                                                                                             |

### BACKGROUND/SUMMARY:

Preliminary engineering, purchase of right-of-way, and utility relocation are complete for the construction of the new roundabout at the intersection of Lewisville-Vienna Road and Robinhood Road. Town Council has approved the contract with Volkert, Inc. for CEI (construction engineering and inspection) services. Bids have been opened for the construction phase of the project and the winning bid came from BW Infrastructure, LLC. Following is a revised cost estimate for the roundabout project:

|                                                      |                        |
|------------------------------------------------------|------------------------|
| <b><i>Estimated Expenses:</i></b>                    |                        |
| Preliminary Engineering                              | \$ 501,616.93          |
| Right-of-Way                                         | \$ 337,282.07          |
| Utility Relocation                                   | \$ 280,637.89          |
| CEI (Construction Engineering and Inspection)        | \$ 358,217.24          |
| Construction                                         | \$ 3,236,178.90        |
| Contingency (15% of construction cost)               | \$ 500,000.00          |
| <b>Total Estimated Expenses</b>                      | <b>\$ 5,213,933.03</b> |
| <b>Total Current Budget</b>                          | <b>\$ 2,801,485.00</b> |
| <b><i>Amendment to Capital Project Ordinance</i></b> | <b>\$ 2,412,448.03</b> |

The following amendment is proposed to bring the current budget in alignment with the revised cost estimates:

| Expenses                        | G/L Account     | Current Budget  | Amendment       | Amended Budget  |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| Construction                    | 53-00-5600-6000 | \$ 2,006,631.00 | \$ 2,087,765.14 | \$ 4,094,396.14 |
| Right-of-Way/Utility Relocation | 53-00-5600-6001 | \$ 473,450.00   | \$ 144,469.96   | \$ 617,919.96   |
| Preliminary Engineering         | 53-00-5600-6002 | \$ 321,404.00   | \$ 180,212.93   | \$ 501,616.93   |
| Total                           |                 | \$ 2,801,485.00 | \$ 2,412,448.03 | \$ 5,213,933.03 |

| Revenues                                                               | G/L Account     | Current Budget  | Amendment       | Amended Budget  |
|------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Transfer from General Fund                                             | 53-00-3980-0000 | \$ 2,801,485.00 | \$ 718,692.81   | \$ 3,520,177.81 |
| Transfer from Gateway Project Capital Project Fund                     | 53-00-3980-0001 | \$ -            | \$ 1,026,148.45 | \$ 1,026,148.45 |
| Transfer from Lewisville-Vienna Multipurpose Path Capital Project Fund | 53-00-3980-0002 | \$ -            | \$ 384,786.16   | \$ 384,786.16   |
| Transfer from Shallowford Road Sidewalk CMAQ Capital Project Fund      | 53-00-3980-0003 | \$ -            | \$ 282,820.61   | \$ 282,820.61   |
| Total                                                                  |                 | \$ 2,801,485.00 | \$ 2,412,448.03 | \$ 5,213,933.03 |

The following funding is available from the federal government to pay for 80% of the costs of the project:

|                         |              |
|-------------------------|--------------|
| Original grant          | \$ 1,016,000 |
| Supplemental funding #1 | \$ 1,225,188 |
| Supplemental funding #2 | \$ 2,466,000 |
| Total federal funding   | \$ 4,707,188 |

| Total Estimated Project Cost | 80% Federal Funded | 20% Town Funded |
|------------------------------|--------------------|-----------------|
| \$ 5,213,933.03              | \$ 4,171,146.42    | \$ 1,042,786.61 |

#### **STAFF RECOMMENDATION AND REQUESTED ACTION:**

1. Staff recommends that the Town Council increase the budget for the roundabout project by \$2,412,448.03.
2. Staff recommends that the Town Council approve the contract with BW Infrastructure, LLC in the amount of \$3,236,178.90.

#### **FISCAL IMPACT:**

See Background/Summary Section above.

#### **ATTACHMENT(S):**

1. ORDINANCE 2025-035 AMENDING THE ROUNDABOUT AT LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD CAPITAL PROJECT ORDINANCE
2. RESOLUTION 2025-050 APPROVING CONTRACT WITH BW INFRASTRUCTURE, LLC



**ORDINANCE 2025-035 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CAPITAL PROJECT ORDINANCE  
ROUNDBOUT AT LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD CAPITAL  
PROJECTS FUND**

**WHEREAS**, the Lewisville Town Council established the Capital Project Ordinance 2019-027 for the purchase of right-of-way, utility relocation, design, environmental documentation, and construction in the conversion of the existing intersection to a single lane roundabout at SR 1308 (Lewisville-Vienna Road) and SR 1348 (Robinhood Road) in the Town of Lewisville;

**WHEREAS**, the Town of Lewisville engaged Kimley Horn and Associates to provide professional services on the project that includes design, traffic control, pavement marking plans, hydraulics, erosion control, location surveys, signing, planning, natural environment, public involvement, utilities coordination, sub-surface utility engineering (SUE), and right-of-way;

**WHEREAS**, appropriations were originally made in the amount of \$1,270,000 for this project;

**WHEREAS**, the Town was awarded supplemental federal funding in the amount of \$1,225,188. This amount added to the original federal funding amount of \$1,016,000 brought the Town's total federal award to \$2,241,188;

**WHEREAS**, due to the rising cost of construction and other costs, there was a need to amend the budget to cover the remaining phases of the project in the following amounts:

|                           |                 |                           |
|---------------------------|-----------------|---------------------------|
| Preliminary Engineering   | 53-00-5600-6002 | \$201,404                 |
| Right-of-Way/Utilities    | 53-00-5600-6001 | \$223,450                 |
| Construction              | 53-00-5600-6000 | <u>\$1,106,631</u>        |
| <b>Total Expenditures</b> |                 | <b><u>\$1,531,485</u></b> |

**WHEREAS**, the Town has been awarded additional supplemental funding in the amount of \$2,466,000 which brings the total funding from the federal government to \$4,707,188;

**WHEREAS**, the Town is prepared to move on to the construction phase of the project;

**WHEREAS**, the Town has engaged Volkert, Inc. to provide CEI services at an amount not to exceed \$358,217.24;

**WHEREAS**, the Town has issued a request for proposals for the construction of the roundabout and the winning bid was provided by BW Infrastructure at a price not to exceed \$3,236,178.90;



**WHEREAS**, due to the rising cost of construction it is necessary to amend the budget for the project; and

**NOW THEREFORE BE IT ORDAINED** that the Town of Lewisville desires to increase the budget for the roundabout project as follows.

The following amounts are appropriated to complete this project:

| Expenses                        | G/L Account     | Current Budget  | Amendment       | Amended Budget  |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| Construction                    | 53-00-5600-6000 | \$ 2,006,631.00 | \$ 2,087,765.14 | \$ 4,094,396.14 |
| Right-of-Way/Utility Relocation | 53-00-5600-6001 | \$ 473,450.00   | \$ 144,469.96   | \$ 617,919.96   |
| Preliminary Engineering         | 53-00-5600-6002 | \$ 321,404.00   | \$ 180,212.93   | \$ 501,616.93   |
| Total                           |                 | \$ 2,801,485.00 | \$ 2,412,448.03 | \$ 5,213,933.03 |

The following revenues are anticipated to be available to complete this project:

| Revenues                                                               | G/L Account     | Current Budget  | Amendment       | Amended Budget  |
|------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Transfer from General Fund                                             | 53-00-3980-0000 | \$ 2,801,485.00 | \$ 718,692.81   | \$ 3,520,177.81 |
| Transfer from Gateway Project Capital Project Fund                     | 53-00-3980-0001 | \$ -            | \$ 1,026,148.45 | \$ 1,026,148.45 |
| Transfer from Lewisville-Vienna Multipurpose Path Capital Project Fund | 53-00-3980-0002 | \$ -            | \$ 384,786.16   | \$ 384,786.16   |
| Transfer from Shallowford Road Sidewalk CMAQ Capital Project Fund      | 53-00-3980-0003 | \$ -            | \$ 282,820.61   | \$ 282,820.61   |
| Total                                                                  |                 | \$ 2,801,485.00 | \$ 2,412,448.03 | \$ 5,213,933.03 |

The Finance Director is hereby directed to maintain within the Capital Projects Fund sufficient detailed accounting records to satisfy the requirements of the contract agreements and state regulations.

The Finance Director is directed to report, on a monthly basis, on the financial status of this project.

Copies of this capital projects ordinance shall be furnished to the Clerk of the Governing Body, and to the Budget Officer and the Finance Director for direction in carrying out this project.

Adopted this the 13th day of November, 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk



**RESOLUTION 2025-050 OF THE LEWISVILLE TOWN COUNCIL  
AWARD CONTRACT FOR THE CONSTRUCTION PHASE OF THE  
LEWISVILLE VIENNA AND ROBINHOOD ROUNDABOUT**

**WHEREAS**, the preliminary engineering, purchase of right-of-way, and utility relocation are complete for the construction of the new roundabout at the intersection of Lewisville Vienna and Robinhood roundabout;

**WHEREAS**, the Town Council approved a contract with Volkert, Inc. for the construction, engineering and inspection (CEI) services;

**WHEREAS**, bids have been opened for the construction phase of the project with the winning bid being BW Infrastructure, LLC;

**WHEREAS**, town staff recommend the Town Council approve the contract with BW Infrastructure, LLC in the amount of \$3,236,178.90; and

**NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** authorizes the Town Manager to award a contract and to execute other documents associated with BW Infrastructure, LLC in the amount of \$3,236,178.90 for the construction of the Lewisville Vienna Robinhood roundabout.

Approved and effective this the 13<sup>th</sup> day of November 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Angela Lord, Town Clerk