



SPECIAL PROJECTS REVIEW COMMITTEE

Meeting Minutes

September 18, 2025

- I. **Call to Order** – Councilmember Welch called the meeting to order at 3:08 PM. Committee members present were Mayor Pro-Tem Melissa Hunt, Councilmembers Ivan Huffman and Jane Welch. Town Manager Stacy Tolbert and Clerk Angie Lord were also in attendance.
- II. **Approval of Minutes**
 - A. September 4, 2025 – Councilmember Huffman made a motion to approve the meeting minutes of September 4, 2025. Mayor Pro-Tem Hunt seconded the motion and motion passed unanimously.
- III. **Open Discussion:**
 - A. Application Process – Councilmember Welch explained the purpose of the meeting to discuss continuation of the Committee, delegate the review and recommendation process to staff, or to have the review process go directly to Council. Mayor Pro-Tem Hunt recommended setting boundaries, to have staff oversee the process, to set maximum budget for grants and exemption uses, adoption of fiscal year budgetary allocations; and reiterated the process should be a staff function. Councilmember Huffman inquired as to the budget impact regarding funding that has been granted or loss due to exemption waivers in the previous year. Town Manager Stacy Tolbert confirmed staff could provide funding amounts from the Operations Manager report. Councilmember Huffman referenced resident comment; the committee’s obligation to represent residents; recommended a set budget; the purpose of the committee; spoke to staff involvement; voiced concern with last minute requests; voiced concern with review at the Council level; echoed the process should be a staff function. Councilmember Welch spoke to transparency. Town Manager Tolbert explained should staff review and provide recommendations as compared to Committee and Council decisions that staff would not approve the majority of request; spoke to Lewisville values; voiced concerns with staff oversight; highlighted the reputation for exemption uses in the community; staff obligation to educate the public on the program; spoke to committee value; to safe space conversations; to policies regarding fee schedules; and to staff authority. Discussion took place regarding residents overstepping the process to contact Council directly; and Parks and Recreation contributions and recommendation to fee schedules. Councilmember Huffman spoke to the goals of the program; to community-based facilities; and to the need to make a profit. Mayor Pro-Tem Hunt referenced a reevaluation of the purpose of the policy. Discussion continued regarding the purpose to promote relationships with non-profits groups; clarification of benefit of partnerships to the town; programming that staff participate in; starting fresh with the policy; in-kind violations; the components of the application that include, one time use,

reoccurring usage requests, and grant funding; other municipalities practices; interpretation of statutes; the requirement of the attorney participating in Committee meetings; and the need for consistency. Mayor Pro-Tem Hunt voiced the need to rescind the policy and create three separate policies; getting rid of the exemption process except for current reoccurring exemptions being grandfathered into new policy; voiced concern with staff being at the forefront to review and make recommendations; the need to rescind the whole policy, keep language for non-profits for reoccurring exemptions, and case by case review if needed. During discussions it was recommended there be a once a year application period, review and recommendations; Council allocated funds in the annual budget; accountability for non-profits to submit in a timely manner; and processes of fund requests to include interviews. Councilmember Welch spoke to pressures to validate Committee decisions in Council briefings; a cleaner process; and staff review and revision of application. Mayor Pro-Tem Hunt explained the current three-point application as a facility use exemption, grant funding, and ordinance/code approvals for reoccurring facility uses; stated the recommendation to remove the one-time facility use portion; to revise the policy for grant funds; to grandfather in non-profits currently on the ordinance approved exemption list; and Council consideration of one-time use requests. Councilmember Huffman spoke to a confirmed impact on Lewisville residents for exemptions; High Point non-profit language; and to partnerships as a long-term relationship. Town Clerk Angie Lord explained cost associated with continued revisions to the Town Code and codification. Councilmember Welch requested staff recommend budgetary amounts for Council consideration. Councilmember Huffman highlighted the need for non-profit reporting following approvals by the Committee and Council; spoke to a post event survey; and to non-profit organization accountability. Mayor Pro-Tem Hunt suggested removal of all one-time facility use exemptions. Discussion took place regarding an annual re-application process; a re-submittal of current Certificate of Insurance; funding being aligned with fiscal year budgeting; grant funding as a monetary exchange; a schedule for an application period to include submissions in April, review in May, recommendations to Council in June, and funding distributions in July; a four to six-week application period; and potential of emergency needs by community. Town Manager Tolbert reviewed the Town Code Facility Use Exemption List with the Committee. Mayor Pro-Tem Hunt explained the removal of one-time requests does not align with the Committee purpose; stated partnership is more than a one-time usage; spoke to an affordable community center; communication and connectivity to assist public; recommended once a year application period for grant requests and once a year application period for facility use exemption list requests; spoke to reduction in staff workloads, Committee meetings, and codification fees. Councilmember Welch highlighted the budget needs. Discussion continued regarding true meaning of partnerships; presentation at the Council briefing; timeline in proposed changes; effective dates; Council attendance in the next couple of months; the need for discussions with Mayor Horn; a unified presentation at the November briefing; changing boundaries in the process; setting the stage for a new council; the need for budgetary information regarding the Mary Alice Warren Community Center; and Committee to

submit revisional recommendations. Town Clerk Lord requested direction to review two requests received in October or November; and stated both requests were for 2026. Councilmember Huffman recommended review of the applications. Town Manager Tolbert recommended placing a moratorium on the process; to which the Committee agreed; and spoke to the need for Committee statements prior to staff presentation. Discussion ensued regarding strategies for presenting recommended changes; a secured process; Town driven and hosted events; the Mary Alice Warren Community Center mission statement; and justifications of usage. Discussion continued regarding Council reception of the recommendation; obstacles to work through; a restructure of the policy; other granting application processes; allowances for exemptions; creation of partnerships; and protection of the Town moving forward.

Town Clerk Lord confirmed the following directions by the Committee:

- 1) Remove the one-time use exemption process
- 2) Update the policy for a once a year application process for grant funding requests
- 3) Update the policy for a once a year application process for reoccurring facility use exemption request
- 4) 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
- 5) 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

Committee members clarified the need for current non-profits on the exemption list to submit updated information annually. Town Clerk Lord will send calendar invites to Committee for review of two current requests on October 2nd @ 5:30 PM; and will email applications for review.

B. Exemption Lists – This item was included in previous discussions.

- IV. **Adjournment** – Having no business to discuss, Councilmember Huffman moved to adjourn the meeting at 4:42 PM. The motion was seconded by Mayor Pro-Tem and passed unanimously.

Angela Lord
Town Clerk