

MINUTES OF THE REGULARLY SCHEDULED MEETING
LEWISVILLE ZONING BOARD OF ADJUSTMENT

JULY 22, 2025 at 6:00 PM

Lewisville Town Hall

1st Floor Council Chambers



Members Present: Ken Wernick, (Chair)
Annemarie Stanford (Vice-Chair)
Brian Gravely
David Hunt

Members Excused: Kelly Reavis
Vance Horner

Members Absent: Kirk Rieger

Staff Present: Elliot Fus, Town Attorney
Lynn Cochran, Planning Director

Applicants: Elizabeth and Angela Trogdon

1. Call to Order

Chairperson Ken Wernick called the meeting to order at 6:03 pm. A quorum was confirmed with four board members present. The Pledge of Allegiance was conducted.

Before official proceedings began, Mr. Wernick gave a statement to persons in attendance about the Zoning Board of Adjustment, its functions and its purview.

2. Regular Business

Mr. Gravely moved to approved the agenda and Mrs. Stanford seconded. The Board voted unanimously to approve the agenda. (4-0)

Mr. Hunt moved to approve the minutes of the May 27, 2025 ZBOA meeting with the correction of one typographical error pointed out by Mrs. Stanford, who seconded. The Board voted unanimously to approve the minutes. (4-0)

3. Evidentiary Hearings

- a. L-SUP-03 Trogdon Special Use Permit Request for Child Day Care (Small Home). The subject property Tax Parcel ID is 5886-33-9052, located at 633 Green Tree Drive. UDO reference: Chapter B, Section 2-5.19.

Mr. Cochran presented the application materials to the board, which included a proposed site plan, application form, maps and staff report detailing the information related to the request. He confirmed that all notice requirements of the Unified Development Ordinance had been followed. He noted that the subject property is zoned residential single family (RS-20). According to UDO standards, a Small Home Child Day Care is permissible in this zoning district with the approval of a special use permit. He noted that the primary requirements of the SUP include 25

Members of the Zoning Board of Adjustment

Ken Wernick, Chair | Annemarie Stanford, Vice Chair

Vance Horner, David Hunt, Kirk Rieger, Brian Gravely (alternate), Kelly Reavis (alternate)

square feet of indoor space per child enrolled, a minimum of 800 square feet of outdoor space, a maximum enrollment of eight (8) students and a four-foot tall security fence surrounding outdoor space. He noted that the UDO also requires registration with the State of NC. However, the applicants will only operate the day care for a maximum of four hours daily, which exempts it from the registration requirement, according to current state statutes. Mr. Cochran then responded to several brief questions from the Board.

The primary applicant, Elizabeth Trogdon of 633 Green Tree Drive, Lewisville took the stand to address the board. Mr. Fus administered the oath of testimony. Mrs. Trogdon summarized the details of the application, the nature of the request and the hours of operation for the day care. She explained that both she and her mother, the co-applicant, are pre-school teachers. She responded to several questions from the Board. She noted that the four-hour requirement for registration exemption includes a provision that only the same eight children can be cared for. She explained that the required security fence has not yet been installed because of the expense of doing so, had the SUP not been approved.

No additional speakers signed up to address the board.

There was general discussion amongst the board.

Mr. Hunt moved to approve the special use permit with a condition that the required security fence be installed prior to beginning operation of the day care and Mr. Gravely seconded. The Board voted unanimously to approve the special use permit for a Small Home Child Day Care. (4-0)

Continued Business.

Mr. Cochran provided the Board an update on the status of the UDO rewrite. The Town Council met Monday, 7/21/2025 to work out several last-minute details. Their comments will be returned to the consultant, Kimley-Horn for final edits before the public hearing to adopt the revised UDO, which is scheduled August 14, 2025.

New Business. Mr. Fus brought to the Board's attention that quasi-judicial oaths of testimony are generally administered by the Board chair, clerk to the board or someone appointed as a Notary Public, as opposed to the Town Attorney. After discussion, the Board members decided to appoint a Clerk to the Zoning Board of Adjustment for the purposes of administering oaths. *Mr. Hunt motioned to appoint Planning Director, Lynn Cochran as Clerk to the Board. Mrs. Stanford Seconded. The Board voted unanimously to do so. (4-0)*

Adjourn. *Mrs. Stanford moved to adjourn the meeting and Mr. Gravely seconded. The Board voted unanimously to adjourn at 6:37 pm.*

(Minutes prepared by Lynn Cochran)

Ken Wernick
Ken Wernick, Chair

04/28/2026
Date

Lynn Cochran
Lynn Cochran, Planning Director

4/28/2026
Date

Members of the Zoning Board of Adjustment

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