



# Town of Archer Lodge

## AGENDA

### Regular Council Meeting

Monday, February 6, 2017 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

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Page

**1. WELCOME/CALL TO ORDER:**

- 1.a. Invocation
- 1.b. Pledge of Allegiance

**2. APPROVAL OF AGENDA:**

**3. OPEN FORUM/PUBLIC COMMENTS:**

(Maximum of 30 minutes allowed, 3 minutes per person)

**4. DISCUSSION AND POSSIBLE ACTION ITEMS:**

- 4.a. Finance Manager/Town Clerk Performance Evaluation & Budgeted Merit Increase

- 4 4.b. Consideration of Adopting a Resolution of Appreciation & Honoring the Service of R. Carlton Vinson

Make a Motion to Adopt Resolution# AL2017-02-06

[AL2017-02-06 Resolution of Appreciation and Honoring the Service of Carlton Vinson](#)

**5. RECOGNITION/PRESENTATION:**

- 5.a. Recognize former member of Archer Lodge Town Council, Mr. Carlton Vinson & Presentation

**6. TOWN ATTORNEY'S REPORT:**

## **7. ADMINISTRATIVE CONSULTANT'S REPORT:**

- 7.a. AL Planning Session for FY2018  
Sat., Feb 25 @ 8:30 a.m.  
Lowell Mill Restaurant, Kenly

## **8. FINANCIAL/TOWN CLERK'S REPORT:**

- 5 - 7      8.a. Statement of Revenues & Expenditures Ending 1/31/2017  
[JANUARY 2017 & FYTD](#)
- 8.b. Municipal Administration Course (MAC) - UNC SOG  
Tues., Feb 14 - Fri., Feb 17
- 8.c. Key Fob Reminder

## **9. PLANNING/ZONING REPORT:**

- 8 - 18      9.a. Public Hearing on Adopting Proposed Zoning and Subdivision  
Ordinance Text Amendments ~ Don Belk  
[Text Amendments Summary Sheet](#)  
[Section 14-6 Definitions](#)  
[Section 18-224](#)  
[Section 18-226](#)  
[Section 18-229](#)

## **10. VETERAN'S COMMITTEE REPORT:**

## **11. MAYOR'S REPORT:**

- 19 - 22      11.a. TJCOG Alternate Selection  
[Appoint Alternate](#)  
[TJCOG 2017 Delegate and Alternate Delegate Info](#)
- 11.b. AL Fire Department Banquet, Sat., Feb. 18th (Reminder to Council)  
[Notify Kim asap](#)
- 23      11.c. NCLM Town Hall Day, Wed., March 29 (day event in Raleigh)  
Clayton Town Hall Day, Wed., March 29 (evening event in Clayton)  
[Notify Kim asap to get registered](#)

[NCLM Town Hall Day Information](#)

- 11.d. Cameras/Security System Update
- 11.e. Surplus Small Equipment Update

**12. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

**13. ADJOURNMENT:**

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**RESOLUTION OF APPRECIATION AND  
HONORING THE SERVICE OF  
CARLTON VINSON**

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**WHEREAS**, Carlton Vinson was appointed to the first Archer Lodge Town Council on December 4, 2009 and thereafter served and was re-elected to the Town Council until October 17, 2016; and

**WHEREAS**, during his tenure with Archer Lodge, Mr. Vinson served as Mayor Pro Tempore, as Council Member and as Budget Officer; and

**WHEREAS**, Mr. Vinson was instrumental as the Chairman of the Archer Lodge Municipal Exploratory Committee that worked tirelessly with citizens and legislators to get the Town of Archer Lodge incorporated; and

**WHEREAS**, while serving on the Archer Lodge Town Council, Mr. Vinson used his professional skills to help design and create the logo and the official seal for the Town of Archer Lodge; and

**WHEREAS**, during his service to the Town of Archer Lodge, Mr. Vinson served with dedication, distinction and honor which has been recognized by the citizens of Archer Lodge; and

**WHEREAS**, the Town Council will miss Mr. Vinson's experience and commitment to keeping the annual budget in check and his attention to financial details.

**NOW, THEREFORE, BE IT RESOLVED** by the Archer Lodge Town Council during regular session, that Carlton Vinson be recognized for his dedication, leadership and outstanding service to the Town of Archer Lodge and this Resolution of Appreciation is presented by the Mayor of Archer Lodge and the Town Council.

**DULY ADOPTED BY UNANIMOUS VOTE THIS 6<sup>th</sup> DAY OF FEBRUARY 2017.**

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Michael A. Gordon  
Mayor

ATTEST:

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Kim P. Batten  
Town Clerk



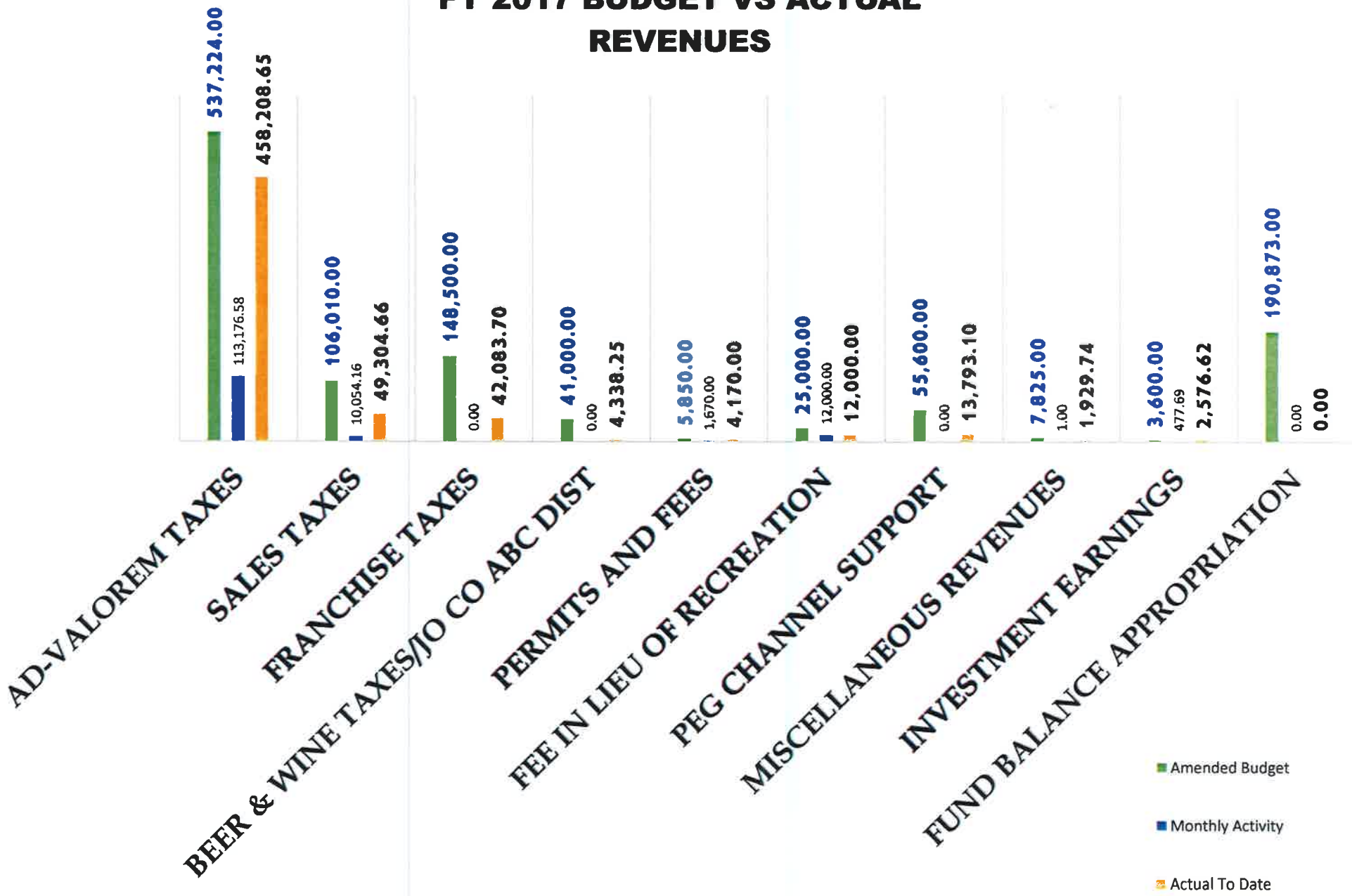
**TOWN OF ARCHER LODGE  
FINANCIAL SUMMARY REPORT  
FOR MONTH ENDING  
JANUARY 31, 2017**

| <b>GENERAL FUND</b>                           |                     |                           |                           |                              |
|-----------------------------------------------|---------------------|---------------------------|---------------------------|------------------------------|
| <b>REVENUES</b>                               | <b>BUDGET</b>       | <b>MONTH<br/>ACTIVITY</b> | <b>ACTUAL<br/>TO DATE</b> | <b>Y-T-D %<br/>COLLECTED</b> |
| AD-VALOREM TAXES                              | 537,224.00          | 113,176.58                | 458,208.65                | 85.29%                       |
| SALES TAXES                                   | 106,010.00          | 10,054.16                 | 49,304.66                 | 46.51%                       |
| FRANCHISE TAXES                               | 148,500.00          | 0.00                      | 42,083.70                 | 28.34%                       |
| BEER & WINE TAXES/JO CO ABC DIST              | 41,000.00           | 0.00                      | 4,338.25                  | 10.58%                       |
| PERMITS AND FEES                              | 5,850.00            | 1,670.00                  | 4,170.00                  | 71.28%                       |
| FEE IN LIEU OF RECREATION                     | 25,000.00           | 12,000.00                 | 12,000.00                 | 48.00%                       |
| PEG CHANNEL SUPPORT                           | 55,600.00           | 0.00                      | 13,793.10                 | 24.81%                       |
| MISCELLANEOUS REVENUES                        | 7,825.00            | 1.00                      | 1,929.74                  | 24.66%                       |
| INVESTMENT EARNINGS                           | 3,600.00            | 477.69                    | 2,576.62                  | 71.57%                       |
| FUND BALANCE APPROPRIATION                    | 190,873.00          | 0.00                      | 0.00                      | 0.00%                        |
|                                               | <b>1,121,482.00</b> | <b>137,379.43</b>         | <b>588,404.72</b>         | <b>52.47%</b>                |
| <b>EXPENDITURES</b>                           | <b>BUDGET</b>       | <b>MONTH<br/>ACTIVITY</b> | <b>ACTUAL<br/>TO DATE</b> | <b>Y-T-D %<br/>SPENT</b>     |
| GOVERNING BODY                                | 37,355.00           | 246.16                    | 20,084.13                 | 53.77%                       |
| ADMINISTRATION                                | 200,227.00          | 10,419.45                 | 103,686.41                | 51.78%                       |
| JO CO TAX COLLECTION FEES                     | 13,900.00           | 2,672.01                  | 10,742.22                 | 77.28%                       |
| LEGAL                                         | 19,500.00           | 1,031.25                  | 4,743.75                  | 24.33%                       |
| PROPERTY TAXES                                | 130.00              | 73.17                     | 111.85                    | 86.04%                       |
| PUBLIC BUILDINGS                              | 100,053.00          | 6,234.85                  | 85,235.94                 | 85.19%                       |
| PEG MEDIA PARTNERS                            | 55,600.00           | 0.00                      | 13,793.10                 | 24.81%                       |
| PUBLIC SAFETY                                 | 238,000.00          | 38,883.95                 | 157,729.72                | 66.27%                       |
| TRANSPORTATION-PUBLIC WORKS                   | 46,884.00           | 433.26                    | 3,283.37                  | 7.00%                        |
| PLANNING & ZONING                             | 92,130.00           | 6,198.81                  | 48,459.19                 | 52.60%                       |
| CULTURAL & RECREATION                         | 64,000.00           | 17,555.00                 | 45,055.00                 | 70.40%                       |
| DEBT SERVICES                                 | 45,838.00           | 0.00                      | 0.00                      | 0.00%                        |
| TRANSFER TO CAP RESERVE                       | 50,000.00           | 0.00                      | 0.00                      | 0.00%                        |
| TRANSFER TO PARK RESERVE                      | 157,865.00          | 28,572.46                 | 134,908.07                | 85.46%                       |
|                                               | <b>1,121,482.00</b> | <b>112,320.37</b>         | <b>627,832.75</b>         | <b>55.98%</b>                |
| <b>Y-T-D GENERAL FUND INCREASE (DECREASE)</b> |                     | <b>25,059.06</b>          | <b>(39,428.03)</b>        |                              |

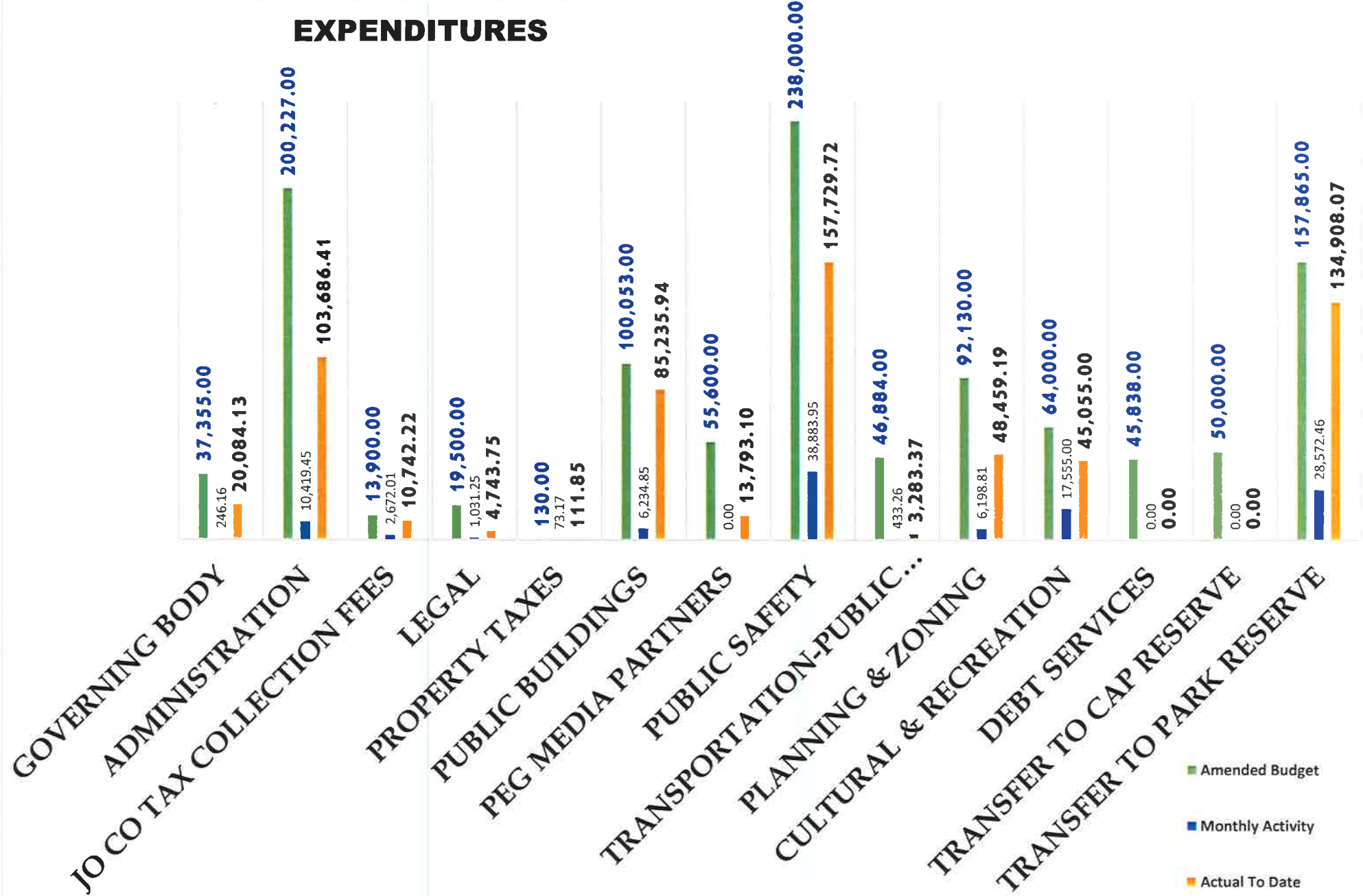
*Kim Batten*  
FINANCE MANAGER

58% thru  
FY 2017

**FY 2017 BUDGET VS ACTUAL REVENUES**



**FY 2017 BUDGET VS. ACTUAL  
EXPENDITURES**



| TOPIC                     | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                | COMMENTS                                                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| PAVEMENT DEPTH            | Revise Section 18-226 A(b)(i)                                                                                                                                                                                                                                                                                                                                                                                                                                         | Requires minimum of 2 inches Asphalt Concrete Surface Course on all new subdivision roads.                                             |
| ACCESS REQUIREMENTS       | Revise sub-Section A(e) (i) through (iv); add new sub-Sections A(e)(v) and (vi)                                                                                                                                                                                                                                                                                                                                                                                       | Specifics when additional full service access points are required.                                                                     |
| SIDEWALKS (When Required) | Revise sub-Section A(g) (ii) and (iii)                                                                                                                                                                                                                                                                                                                                                                                                                                | Requires maximum 15' public access easement; requires sidewalks at the discretion of the Planning Board in certain situations.         |
| CUL-DE-SACS               | Add new sub-Section A(c)                                                                                                                                                                                                                                                                                                                                                                                                                                              | Sets maximum length of cul-de-sac streets for subdivisions with lot sizes >20,000 SF at 1,000 ft; with lot sizes <20,000 SF at 700 ft. |
| BLOCK LENGTH              | Add new Section 18-224 B                                                                                                                                                                                                                                                                                                                                                                                                                                              | Blocks shall not exceed 1,500 ft in length; requires pedestrian connections in blocks and cul-de-sacs in certain cases.                |
| FIRE DEFENSE              | Revise Section 18-229 B and add new sub-Section B                                                                                                                                                                                                                                                                                                                                                                                                                     | Sets maximum distance between fire hydrants at 500' unless otherwise approved by Johnston County Fire Marshal.                         |
| STREETS (Defined)         | <p><b>Consider revising Archer Lodge street definitions (Section 14.6) to more precise definitions, such as:</b></p> <p><i>Major/Minor Thoroughfare</i><br/> <i>Commercial Street</i><br/> <i>Collector Street</i><br/> <i>Residential Collector Street</i><br/> <i>Residential Street,</i><br/> <i>Cul-de-Sac</i><br/> <i>Alley</i><br/> <i>Frontage Road</i></p> <p>Currently, Archer Lodge Streets are defined as Arterial, Collector, Local, Private, Public.</p> | (See Town of Clayton, Article 6, p. 5 of 19, § 155-602D – Street Types)                                                                |



## Sec. 14-6. Definitions.

A The following words, terms and phrases shall have the meanings ascribed to them in this section. For the purpose of this section, certain terms or words shall be interpreted as follows:

- a) The words "used" and "occupied" include the words "intended, designed, and arranged to be used as occupied."
- b) Terms not defined in this section shall have the meanings customarily assigned to them.
- c) Definitions specific to a specialized area, such as stormwater management, flood control and other technical and engineering definitions are contained within that specific article.

Accessory dwelling unit means a dwelling that exists either as part of a principal dwelling or as an accessory building that is secondary and incidental to the use of the property as single family residential.

Adjoining means when one property adjoins another, shares a common property line or is immediately adjacent to, or abutting it.

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Storage means the keeping of commodities or items for the purpose of future use or safekeeping for longer than three (3) days.

Streets. Streets are classified as follows:

~~Street, arterial means streets or roads that function primarily serving through traffic movement, limited land parcel access service may be accommodated, but traffic controls and street design are intended to provide efficient through traffic movement. Some U.S. and North Carolina numbered highways are examples of arterial streets.~~

- a) Alley: a public vehicular way providing service access along rear or side property lines of lots which are also served by one of the other listed street types.
- b) Clear Zone: the unobstructed, relatively flat area bordering the edge of payment that allows a driver to stop safely or regain control of a vehicle that leaves the roadway. The clear zone may consist of a shoulder, recoverable slope, or a clear run-out area. The desired minimum width of a clear zone is dependent upon traffic volumes and speeds and on the roadside geometry.
- c) Collector: streets whose principal function is to carry traffic between residential streets, cul-de-sacs and major and minor thoroughfares, but that may also provide direct access to abutting properties. It is designed to carry more than 3,500 but less than 6,000 trips per

day. Typically, a collector is able to serve, directly or indirectly, between 350 and 600 dwelling units. means streets or roads that function to penetrate areas, neighborhoods, public service areas, and districts. Such streets are intended to provide both through-traffic and some land parcel access services in relatively equal proportions, often linking the local street system to the arterial street system. Examples of a collector street include some North Carolina and S.R. numbered streets

- d) Cul-de-sac: short streets having one end open to traffic and the other permanently terminated by a vehicular turnaround.
- e) Frontage: a street that is parallel and adjacent to a major or minor thoroughfare, which provides access to abutting properties, protection from through traffic, and control of access to the major or minor thoroughfare.
- f) Local: a street whose principal function is provide access to adjacent properties. They are intended to accommodate land parcel ingress and egress. Through-traffic movement is difficult and discouraged by traffic controls and street design. Examples of local roads include streets internal to subdivisions and sparsely-developed rural areas.
- g) Street, Private: means a street or road that is not dedicated as a public right-of-way, which is privately maintained by a homeowners' association or a road maintenance agreement, and is not taken over for maintenance by NCDOT and requires a Subdivision Streets Disclosure Statement in accordance with G.S. 136-102.6.
- h) Street, Public: means a street or road that is dedicated as a public right-of-way, which is accepted and taken over for maintenance by NCDOT.
- i) Thoroughfare, Major: A street serving the principal network for high volumes of traffic or high speed traffic. This street type consists of at least two travel lanes in each direction. A major thoroughfare shall be designated where the anticipated average daily volume exceeds 10,000 vehicles. Residences shall not have access to a major thoroughfare.
- j) Thoroughfare, Minor: A street designed primarily to collect and distribute traffic between the local street network and major thoroughfares. This street type generally consists of more than one travel lane in each direction. A minor thoroughfare shall be designated where the anticipated average daily volume ranges exceeds 6,000 vehicles, but is less than 10,000 vehicles. Residences should not have access to a minor thoroughfare.

*Structural alteration* means any change, except for regular repair or replacement, in the supporting members of a structure, such as, but not limited to, bearing walls, columns, beams, or girders.

*Structure* means anything constructed or erected which requires location on the ground or attachment to something having a fixed location on the ground, including, but not limited to, principal and accessory buildings, signs, fences, walls, monuments, bridges, flagpoles, antennas and towers.

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## **Sec. 18-224. Lot and Block arrangement.**

- A* The arrangement of lots in a subdivision shall comply with the provisions of this division and the regulations of the Town of Archer Lodge, and shall provide vehicular access to buildings on the lot from an approved street.
- B* Blocks shall be arranged with special consideration given to the type of land use proposed within the block.
  - a) Blocks shall not exceed 1,500 feet in length.
  - b) Blocks shall have sufficient width to provide for two tiers of lots of appropriate depth, except where otherwise required to separate residential development from through traffic.
  - c) A pedestrian access easement not less than ten feet in width may be required near the center and entirely across any block greater than 900 feet in length to provide adequate access to schools, parks, churches, civic facilities, open space, trails, or greenways.
  - d) A pedestrian access easement not less than ten feet in width may be required from a cul-de-sac to help provide adequate access to schools, parks, churches, civic facilities, open space, trails, or greenways.

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## Sec. 18-226. Access and circulation.

- A The type and arrangement of streets within a development under this chapter shall be in compliance with and coordinate with the Town of Archer Lodge's Thoroughfare Plan. Principal vehicular access points to the subdivision shall be designed to encourage smooth traffic flow and minimize hazard to vehicular traffic, pedestrian and bicycle traffic. Accommodation for controlled turning movements into and out of the subdivision and improvement of the approach street should be considered where existing or anticipated heavy traffic flows indicate need. Safe and convenient vehicular access shall be provided for emergency, service and school bus vehicles.
- a) *Roads.* The arrangement, character, extent, width, grade, and location of all roads should be designed in relation to existing and proposed transportation patterns, topographical and other natural features, public convenience and safety, and proposed uses of lands to be served by such roads and existing and potential land uses in adjoining areas. ~~Private roads not within a minor subdivision, shall:~~
- b) All roads shall:
- i) ~~Be limited to a non-through road; Meet the road construction standards as set forth in the latest edition of the NCDOT Subdivision Roads Minimum Construction Standards, with the additional requirement that pavement surface be a minimum of 2 inches Asphalt Concrete Surface Course, and;~~
- ii) ~~Be paved; Shall be dedicated for public use and meet the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes.~~
- iii) ~~Meet the road constructions standards as set forth in the latest edition of the NCDOT Subdivision Roads Minimum Construction Requirements. For all roads not maintained by NCDOT and/or not dedicated for public use, be ensured proper maintenance through the establishment of a homeowners' association or a road maintenance agreement.~~
- iv) ~~Meet the road constructions standards as set forth in the latest edition of the NCDOT Subdivision Roads Minimum Construction Requirements.~~
- v) ~~Dedications for Future Right of Way—All roads to be dedicated for public use shall meet the design and construction standards as required by NCDOT for the functional classification and projected traffic volumes.~~

iv) ~~vii)~~ Other Road Requirements

- (1) *Permits for Connecting to NCDOT Roads:* An approved permit is required to connect any subdivision street to an existing NCDOT road. This permit is required prior to constructing the road. The application is available at the office of the nearest district engineer of the Division of Highways.
  - (2) *Offsets to Utility Poles:* Overhead utility poles shall be break-away or located outside the roadway clear zone.
  - (3) *Wheelchair Ramps and Curb Cuts for Disabled Persons:* All roads, sidewalks, curbing, crosswalks, and other road improvements shall conform to the requirements of North Carolina General Statutes Chapter 136, Article 2A, Section 136-44.14 and the American Disabilities Act.
- v) ~~viii)~~ *Relationship to adjoining properties.* New streets or roads shall be appropriately related to, and coordinated with, adjoining properties and existing and proposed roadways. Roadways within a proposed subdivision may be required to connect with adjoining properties where necessary to permit the convenient, efficient and safe movement of traffic. All roads that extend to adjacent properties shall be designated as public roads.
- c) *Cul de Sac Length.* No residential street cul-de-sac serving lots of 20,000 square feet or greater in size shall exceed 1,000 feet in length. No residential street cul-de-sac serving lots less than 20,000 square feet in size shall exceed 700 feet in length
- d) ~~b)~~ *Access to streets.* Every subdivided lot shall front on, or have direct driveway access or dedicated easement to, a public or private street meeting the standards of the latest edition of the NCDOT Subdivision Roads Minimum Construction Standards.
- e) ~~e)~~ *Direct residential driveway connections.* Subdivisions located on ~~an arterial~~ a collector road shall be designed such that no new subdivided lot shall have a direct driveway connection onto ~~an arterial~~ the collector road, unless it can be demonstrated that the proposed subdivision cannot be feasibly designed, or that no reasonable alternative exists, to prohibit driveway access onto ~~an arterial~~ the collector street.
- i) Major subdivisions to be located on a local road shall be designed such that there shall be no more than one direct residential driveway connection per 500 feet along the same side of the local road, unless it can be demonstrated that the proposed subdivision cannot be physically designed, that no reasonable alternative exists, or it would create an unreasonable hardship without a corresponding public benefit to prohibit individual driveway access onto a local road.
  - ii) *Subdivision access.* A second full-service access for the purpose of ingress and egress or an emergency access easement shall meet the requirements of the latest edition of the NCDOT Subdivision Roads Minimum Construction Standards for the

purpose of ingress and egress or an emergency access easement. The second full service access will be required when meeting or exceeding the following thresholds:

- iii) For subdivisions proposing between 100 and 200 lots, 30 and 74 lots, at least two access points shall be included. The second access may consist of an existing or future street connection to an adjacent development. Where no adjacent development exists, the developer has the option of providing a second full-service access for the purpose of ingress and egress or a dedicated "emergency vehicle access." This "emergency vehicle access" is to be constructed of any all-weather surface and kept cleared at all times in case the main entrance is blocked and emergency vehicles need to access the development.
  - iv) For subdivisions proposing 201 between 75 to 249 lots or more, the developer shall provide a second full-service access for the purpose of ingress and egress.
  - v) For subdivisions proposing (or which have the potential for) 250 or more lots, three separate access points shall be included. Where three or more access points are required, the Town Board/Planning Board may waive the requirement for immediate construction of more than two access points, provided that subdivision phasing and design illustrates the additional required connections.
  - vi) A waiver of these standards may be allowed by the Town Council/Planning Board during approval of the preliminary subdivision plat only where limited frontage, natural features (slope, topography), or similar circumstances preclude the required connections and there is no substantial impact noted regarding emergency service access.
- f) *Subdivision road standards.*
- i) Once a subdivision street has a minimum of four occupied homes and an average of two occupied homes per tenth of a mile, no more Zoning Compliance Permits will be issued for lots on that street until the NCDOT accepts the subject street into the state-maintained roadway network, per the developer's request.
  - ii) No more than 75% of a subdivision's certificates of occupancy may be issued until the required secondary access has been constructed or bonded for construction.

Note: For determining when a second access is required, the count will be cumulative.

g) *Sidewalks*

- i) Specifications: When provided, or required by the Planning Board, sidewalks shall be constructed to a minimum width of five (5) feet and in accordance with NCDOT



specifications and construction standards. All sidewalks shall be located behind curb and gutter or beyond the clear zone behind a swale or ditch. All sidewalks shall be placed in the street right-of-way or within a public access easement, except as provided below. Sidewalks shall have a minimum width of five (5) feet.

- ii) Protection of significant trees: Sidewalks shall be meandered as to protect and preserve existing significant trees. For that purpose, sidewalks may be placed within a minimum 15-foot wide maximum 10-foot wide public access easement located outside the public right-of-way.
- iii) When required: At the discretion of the Planning Board, sidewalks may be required on one side or both sides of the street where it is reasonable that the public has access and will use the sidewalks where an existing school, church or other civic facility, such as a park, open space, trail, or greenway, lies within one-quarter-mile of the boundaries of the proposed subdivision, in which case a safe pedestrian connection between the subdivision and the off-site facility is desirable.

h) *Curb and gutter.*

- i) Curb and gutter standards: When provided, or required by either the Planning Board or town council, curb and gutter shall be constructed in accordance with plans and profiles meeting NCDOT specifications.
- i) *Open Space Requirements.* All major subdivision residential developments shall provide or dedicate common open space or recreation areas suitable for the residents' common passive or active recreational uses or make a payment in lieu of provision or dedication.
- i) *Minimum common open space or recreation area.* Where common open space or recreational area must be provided or dedicated as part of a major subdivision residential development, its total land area shall be at least 15 percent of the total gross land area of the development. Where amenities are proposed, a reduction in the required minimum acreage may be approved by the Planning Board. For major subdivisions with less than two acres of open space, the Planning Board shall determine if the location, design, use, and area provide a benefit to the community, require revision, or proposal of fee-in-lieu.
- (1) The required open space shall be contiguous, unless it is determined by the Planning Board that the required open space can be split and located at different places in a subdivision. Wherever possible, open space and recreation areas should be located as to abut existing open space in adjacent developments or phases. If a proposed major subdivision contains wetlands and/or riparian or stream buffer areas, or overhead electric utility easements, they must be designated as common open space. However, these areas will not count toward the amount of required open space. No off-site septic areas for the benefit of residential lots can be included within the required open space.



- (2) Any proposed reduction or change involving previously recorded open space must be approved by the Planning Board. The applicant must provide sufficient information on why the change is requested and why no other alternative exists.
- ii) *Method of provision or dedication.* Land provided or dedicated for common open space or recreation purposes shall be designated on a final plat duly recorded with the Johnston County Register of Deeds. Amenities shall be designated on the final plat and shall be specific as to type of amenity/use. Design criteria can be found in Chapter 16 – Design Standards. Such common open space land shall be dedicated or deeded to an appropriate public body, pending their acceptance, land trust, nonprofit, or for-profit organization established for the purpose of land conservation or recreational purposes; or create a neighborhood or homeowner's association for the continuing maintenance and control of common open space or recreation area; or, held by the owner for the continuing maintenance and control of common open space or recreation area, subject to a binding agreement with financial surety for such maintenance.
- iii) *Payments in lieu of provision or dedication.* In lieu of providing or dedicating common open space or recreation area required pursuant to this section, a developer of a subdivision may choose to make a payment to the Town of Archer Lodge. As noted in subsection i), if the required open space to be provided is less than two acres the Planning Board shall determine if fee-in-lieu shall be required. The Town of Archer Lodge shall use such payment only for the acquisition or development of open space, recreation, or park sites to serve residents of the Town of Archer Lodge. The amount of the payment shall be the product of the total number of dwelling units recorded multiplied by the fee established in the Town of Archer Lodge's annual schedule of fees. The developer shall make the payment before approval of a final plat; however, the zoning administrator may allow phasing of payments consistent with the approved phasing of the major subdivision.
- iv) *Access to open space.* All open space must be pedestrian accessible. Open space not contiguous to a proposed subdivision street must have a minimum 20-foot fee-simple access.
- j) An incorporated homeowners association shall be required for all major residential subdivisions.

**Sec. 18-229. Public water, fire hydrants, and sewer systems.**

- A* Subdivisions that incorporate a public water distributions system and/or a public sewage collection system shall require that all future homeowners connect to the public water and/or sewer system prior to the issuance of a certificate of occupancy for their principal structure. All subdivisions incorporating a public water distribution system and/or a public sewage collection system, shall comply with the standards of the applicable state, county and local agencies.
- B* Fire hydrants shall be provided in accordance with National Fire Protection Association standards. Adequate flow for firefighting will be available to every lot in the subdivision. This provision will require that the main lines be a minimum six inches in diameter, and that a hydrant tee and valve be provided within 500 feet of each lot, unless otherwise approved by the Johnston County Fire Marshal.

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# TRIANGLE J COUNCIL OF GOVERNMENTS

*World Class Region*

## MEMORANDUM

December 12, 2016

TO: Commission Chairmen, Mayors, Managers and Clerks  
Member Local Governments

FROM: Lee Worsley, Executive Director

SUBJECT: *Confirmation of Delegates*

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Now that the 2016 local elections are complete and most jurisdictions are conducting organizational meetings for the coming term of their respective boards, the Triangle J Council of Governments wishes to update and confirm its Board of Delegates roster.

The Board of Delegates is the governing body of your Council of Governments; therefore, it is very important the board be properly constituted in order for Triangle J to conduct its business on behalf of the region. Attached you will find a copy of the current listing for the Board of Delegates. It is requested that you confirm or update your local government's appointments to the board, including alternates, in order that Triangle J's records may be accurate. Should there be a vacancy in either the delegate or alternate delegate position, it is requested that your board or council take appropriate action to name a member of your governing body to such position(s).

Attached is a document to provide additional guidance as you consider appointments to the Board of Delegates. Among other things, this document outlines the responsibilities and roles of the delegate and alternate delegate. A copy of the 2017 Board of Delegates/Executive Committee meeting schedule is also attached.

Triangle J will be addressing many significant regional issues during the upcoming year and it is important that each member government have a delegate at the table. Accordingly, your attention to this matter at your earliest convenience is greatly appreciated. Please reply to Renée Boyette at [rboyette@tjcog.org](mailto:rboyette@tjcog.org) or (919) 558-9403 on or before January 11th in order to facilitate follow up for the Council's January 25th meeting and delegate orientation.

Thank you for your time and attention to these important details associated with the Board of Delegates. Feel free to give me a call at (919) 558-9395, or e-mail me at [lworsley@tjcog.org](mailto:lworsley@tjcog.org) should you have any questions or need assistance.

Attachments

cc: Ed Harrison, Chairperson, Triangle J Council of Governments



## TRIANGLE J COUNCIL OF GOVERNMENTS

*World Class Region*

### APPOINTING YOUR TRIANGLE J DELEGATE AND ALTERNATE

With the many appointments that local governments must make each year, it's easy to lose sight of the particulars of each. As you consider the coming year's appointments for your Triangle J Delegates and Alternates, here are a few points to keep in mind:

**The Delegate you appoint is your voting member on the Board of Delegates** – your voice is only heard on Board decisions when your Delegate (or Alternate Delegate) is present for the vote.

**The Delegate you appoint should be willing to regularly attend** and participate in all scheduled meetings of the Board of Delegates. Seven Board meetings are scheduled each year, typically on the fourth Wednesday of January, March, May, June, August, October, and November. Delegates should plan on two and one-half hours for each meeting, 5:30 p.m. until 8:00 p.m.

**Certain Delegates have additional responsibilities as members of the Executive Committee.**

The Delegate appointed from each county government also serves on the Executive Committee, along with one municipal delegate from each county. The Executive Committee meets in February, April, September, and December, on the same fourth Wednesday schedule, from 6:00 p.m. until 8:00 p.m. Delegates who also serve on the Executive Committee should be willing to commit to 11 meetings each year. (Neither group meets in July.)

**The Delegate you appoint should prepare to participate** by reviewing the agenda and background materials in advance. The agenda packet is posted on our Website and emailed to delegates and alternate delegates prior to the meeting.

**Appoint an Alternate Delegate** to stand in for your Delegate when they are unavailable, to preserve your vote on Board of Delegates business. Alternate Delegates are invited to attend all Board of Delegates meetings, but may only vote when the Delegate is not present.

**If the Delegate cannot attend, they should notify the Alternate Delegate** (provided that one is appointed) to attend in their place.

**The Delegate you appoint should report back to their board or council colleagues** about the business conducted at the meetings. Our "After Action Report," sent to Delegates and Alternates by e-mail following each meeting, is an easy and convenient way for them to share this information.

**A good prospect to become a Delegate** is someone who is interested in regional collaboration, or who has a particular interest in aging issues, shared services, long-range planning and/or environmental issues, including water quality and supply, since these topics are frequently discussed at the meetings.

If you or your potential appointees have any questions as you consider your appointments, please feel free to contact Renée Boyette, Assistant to Executive Director, at [rboyette@tjcog.org](mailto:rboyette@tjcog.org) or 919.558.9403.

[www.tjcog.org](http://www.tjcog.org)

919.549.0551

Fax: 919.549.9390

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# TRIANGLE J COUNCIL OF GOVERNMENTS

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## 2017 Calendar of Meetings TJCOG Board of Delegates and Executive Committee

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| Date               | Meeting             |
|--------------------|---------------------|
| January 25, 2017   | Board of Delegates  |
| February 22, 2017  | Executive Committee |
| March 22, 2017     | Board of Delegates  |
| April 26, 2017     | Board of Delegates  |
| May 24, 2017       | Board of Delegates  |
| June 28, 2017      | Executive Committee |
| July 2017          | No Meeting          |
| August 23, 2017    | Board of Delegates  |
| September 27, 2017 | Executive Committee |
| October 25, 2017   | Board of Delegates  |
| November 15, 2017  | Board of Delegates  |
| December 20, 2017  | Executive Committee |

Board of Delegates: Informal discussion and dinner available at 5:30 p.m.; business meeting begins at 6:15 p.m.

Executive Committee: Dinner available at 6:00 p.m.; business meeting begins at 6:15 p.m.

Meetings are generally held on the fourth Wednesday of each month in either the TJCOG Large Conference Room (BOD), or Executive Conference Room (EC). The November and December meeting schedule has been adjusted due to the holidays.

Presented August 24, 2016

**Triangle J Board of Delegates**  
CY 2016

| <b><u>JURISDICTION</u></b> | <b><u>DELEGATE*</u></b>    | <b><u>ALTERNATE</u></b> |
|----------------------------|----------------------------|-------------------------|
| Chatham County             | <b>Jim Crawford</b>        | Diana Hales             |
| Goldston                   | Tim Cunnup                 |                         |
| Pittsboro                  | <b>Pamela Baldwin</b>      | Michael Fiocco          |
| Siler City                 | Lewis Fadely               | Bill Haiges             |
| Durham County              | <b>Fred Foster, Jr.</b>    | Wendy Jacobs            |
| Durham                     | <b>Eddie Davis</b>         | Charlie Reece           |
| Johnston County            | <b>Ted Godwin</b>          | <b>DeVan Barbour</b>    |
| Archer Lodge               | Mark Wilson                | <b>Carlton Vinson</b>   |
| Benson                     | William Massengill         | Frederick Nelson        |
| Clayton                    | Butch Lawter               | <b>Jason Thompson</b>   |
| Kenly                      | Jimmy Little               |                         |
| Princeton                  | <b>Donald Rains</b>        | David Starling          |
| Selma                      | Cheryl Oliver              | William Overby          |
| Smithfield                 | Roger Wood                 | Travis Scott            |
| Lee County                 | <b>Tim Sloan</b>           | Amy Dalrymple           |
| Broadway                   | Tommy Beal                 | Donald Andrews          |
| Sanford                    | <b>Rebecca Wyhof</b>       | Chet Mann               |
| Cameron                    | Jamie Oakley               | Michael Thomason        |
| Carthage                   | <b>Marc Phillips</b>       | George H. Wilson, Jr.   |
| Robbins                    | Lonnie English             | Nikki Green             |
| Orange County              | <b>Penny Rich</b>          | Earl McKee              |
| Carrboro                   | Bethany Chaney             |                         |
| Chapel Hill                | <b>Ed Harrison</b>         | Jessica Anderson        |
| Hillsborough               | Kathleen Ferguson          | Tom Stevens             |
| Wake County                | <b>Sig Hutchinson</b>      | James West              |
| Apex                       | Bill Jensen                | Nicole Dozier           |
| Cary                       | <b>Jennifer Robinson</b>   | Lori Bush               |
| Fuquay-Varina              | Marilyn Gardner            | Jason Wunsch            |
| Garner                     | Ken Marshburn              | Ronnie Williams         |
| Holly Springs              | <b>Linda Hunt Williams</b> | Hank Dickson            |
| Knightdale                 | James Roberson             | Randy Young             |
| Morrisville                | Vicki Scroggins-Johnson    | Satish Garimella        |
| Raleigh                    | Bonner Gaylord             | Corey Branch            |
| Rolesville                 | <b>Ronnie Currin</b>       | Frank Eagles            |
| Wake Forest                | Greg Harrington            | Brian Pate              |
| Wendell                    | Jon Lutz                   | John Boyette            |
| Zebulon                    | Glenn York                 | Beverly Wall Clark      |

**Bold** indicates Executive Committee members.

**FY 2016 – 2017 Officers**

|                            |               |
|----------------------------|---------------|
| Chairman                   | Ed Harrison   |
| 1 <sup>st</sup> Vice-Chair | Vacant        |
| 2 <sup>nd</sup> Vice-Chair | Ronnie Currin |
| Secretary/Treasurer        | Rebecca Wyhof |



## 2017 Town Hall Day

Each year municipal officials join League staff for a day of lobbying at the NC General Assembly in Raleigh - Town Hall Day is your premier opportunity to share with legislators and other state government officials the good work happening in your community.



Town Hall Day provides municipal officials from around the state the opportunity to become a visible presence at the Legislative Building, sending a strong message about the importance of vibrant, healthy cities and towns.

Town Hall Day is an especially important way to share the stories of economic development and successes that municipalities are seeing and remind legislators about the value and contributions cities and towns make toward the state's overall economic growth.

The event is the best way for your city or town's staff members to meet multiple key decision-makers in a single day. Town Hall Day 2017 will feature:

- Legislative briefing from the League's Government Affairs
- Meetings with House and Senate leadership.
- Individual meetings with local delegations
- Discussions with State government agency leaders
- Opportunities to attend legislative committee meetings and floor sessions of the House and
- Evening reception with legislators and key state leaders.

Don't miss this chance to join your fellow municipal officials from across North Carolina in our capitol city for a day of lobbying and networking with policy leaders whose decisions affect your community. **Register for Town Hall Day 2017 today!**