



Town of Archer Lodge

AGENDA

**Budget Planning Retreat Meeting
Saturday, February 29, 2020 @ 9:00 AM
C. L. Gobble Conference Room,
Archer Lodge Town Hall**

Page

9:00 A.M. 1. WELCOME ~ MAYOR MULHOLLEM

9:03 A.M. 2. INVOCATION & PLEDGE OF ALLEGIANCE

9:05 A.M. 3. BREAKFAST

9:30 A.M. 4. FINANCIALS ~ KIM BATTEN

3 - 5 4.a. Interim Financial Reports for January 2020
[JANUARY 2020 - ALL FUNDS](#)
[JANUARY 2020 - YTD COMP](#)

6 4.b. Budget Amendment Review (BA 2020 03)
[BA 2020 03](#)

7 - 14 4.c. Finance Calendar of Duties 2019 - 2020
 (as prepared in June 2019 by UNC SOG Faculty Member,
 Mr. Gregory Allison)

[2019-2020 FINANCE CALENDAR OF DUTIES \(BY GREGORY ALLISON, UNC SOG, JUNE 2019\)](#)

15 - 16 4.d. Compare Audit ending June 30, 2019 with Other Municipalities with
 Population < 9,999

<https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/financial-analysis-tools-and-reports>

[2019 FINANCIAL ANALYSIS REPORT WITH POPULATION LESS THAN 9,999](#)

4.e. Exercising Budget Skills & Sharing Budget Ideas

10:10 A.M. 5. BREAK

10:20 A.M. 6. PLANNING/ZONING ITEMS ~ JULIE MAYBEE

17 - 214 6.a. Bicycle and Pedestrian Plan - FINAL
[FINAL Archer Lodge Bike Ped Plan as Presented by AECOM 02.04.20](#)

215 - 251 6.b. Archer Lodge, NC Code of Ordinances
[NC§160D - CHECK LIST \(UNC SOG\)](#)
[BROUGH MEMO \(v 02.19.2020\)](#)
[COMPARISON CURRENT CH 2 & CH 30 TO DRAFT CH 30 \(v 02.23.2020\)](#)
[TOC CHAP 30 REVISED LIST VIEW \(v 02.23.2020\)](#)

11:15 A.M. 7. BREAK

11:25 A.M. 8. PLANNING/ZONING ITEMS (CONT.) ~ JULIE MAYBEE

8.a. Archer Lodge, NC Code of Ordinances (cont.)

11:45 A.M. 9. OTHER TOPICS OF DISCUSSION ~ MIKE GORDON

252 9.a. Capital Project Ordinance - Archer Lodge Town Park
[AL2020-03-1 Capital Project Ordinance - Archer Lodge Town Park](#)

253 - 260 9.b. PARTF Grant & Landscape Architect/Designer/Engineer Agreement
(Year 1, Year 2, Year 3)
[Agreement for Licensed Architect & Engineer 2.5.20](#)

12:45 A.M. 10. CLOSING REMARKS ~ ARCHER LODGE TOWN COUNCIL

1:15 P.M. 11. ADJOURNMENT ~ MAYOR MULHOLLEM



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH ENDING JANUARY 31, 2020

GENERAL FUND 10				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	812,800.00	125,750.95	720,798.54	88.68%
SALES TAXES	181,010.00	18,836.62	91,998.49	50.83%
FRANCHISE TAXES	158,000.00	0.00	42,221.70	26.72%
ALCOHOL BEV TAXES/JO CO ABC DIST	46,000.00	0.00	8,676.50	18.86%
PERMITS AND FEES	6,140.00	50.00	2,845.00	46.34%
FEE IN LIEU OF RECREATION	45,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	53,000.00	0.00	13,888.88	26.21%
MISCELLANEOUS REVENUES	6,700.00	692.36	7,387.41	110.26%
INVESTMENT EARNINGS	24,000.00	1,341.83	9,876.47	41.15%
TRANSFER IN FROM CAP RES FUND	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM PARK RES FUND	66,000.00	0.00	66,000.00	100.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM TOWN HALL EXP FUND	1,919.00	0.00	1,919.11	100.01%
FUND BALANCE APPROPRIATION	0.00	0.00	0.00	#DIV/0!
TOTALS	1,400,569.00	146,671.76	965,612.10	68.94%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	56,300.00	1,449.60	30,735.82	54.59%
ADMINISTRATION	254,353.00	15,513.42	137,328.57	53.99%
JO CO TAX COLLECTION FEES	23,000.00	3,236.83	18,552.26	80.66%
LEGAL	13,000.00	371.25	7,177.50	55.21%
PROPERTY TAXES	100.00	49.94	104.44	104.44%
PUBLIC BUILDINGS	52,150.00	1,852.21	24,591.26	47.15%
PEG MEDIA PARTNERS	53,000.00	0.00	13,888.88	26.21%
PUBLIC SAFETY	331,500.00	50,186.64	284,719.18	85.89%
TRANSPORTATION-PUBLIC WORKS	87,500.00	456.02	15,100.45	17.26%
PLANNING & ZONING	129,329.00	11,303.50	81,156.62	62.75%
CULTURAL & RECREATION	45,000.00	10,000.00	30,000.00	66.67%
DEBT SERVICES	145,337.00	0.00	102,817.60	70.74%
TRANSFER TO CAP RESERVE	25,000.00	0.00	25,000.00	100.00%
TRANSFER TO PARK RESERVE	160,000.00	16,710.93	95,786.41	59.87%
TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	0.00	25,000.00	100.00%
TOTALS	1,400,569.00	111,130.34	891,958.99	63.69%
Y-T-D GENERAL FUND INCREASE (DECREASE)		35,541.42	73,653.11	

CAPITAL RESERVE FUND 30				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	10,000.00	591.95	5,140.15	51.40%
TRANSFER FROM GEN FUND 10	25,000.00	0.00	25,000.00	100.00%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	35,000.00	591.95	30,140.15	86.11%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	35,000.00	0.00	0.00	0.00%
TOTALS	35,000.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		591.95	30,140.15	

PARK RESERVE FUND 31				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	5,000.00	351.73	2,481.85	49.64%
TRANSFER FROM GEN FUND 10	160,000.00	16,710.93	95,786.41	59.87%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	165,000.00	17,062.66	98,268.26	59.56%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	99,000.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	66,000.00	0.00	66,000.00	100.00%
TOTALS	165,000.00	0.00	66,000.00	40.00%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		17,062.66	32,268.26	

PUBLIC SAFETY RESERVE FUND 32				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	6,500.00	384.01	3,334.48	51.30%
TRANSFER FROM GEN FUND 10	25,000.00	0.00	25,000.00	100.00%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	31,500.00	384.01	28,334.48	89.95%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
PUBLIC SAFETY DEVELOPMENT	31,500.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TOTALS	31,500.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		384.01	28,334.48	



Kim P. Batten

FINANCE OFFICER



**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FISCAL YEAR COMPARISON FOR
PERIOD ENDING JANUARY 31**

GENERAL FUND				
<i>REVENUES</i>		Jan-20	Jan-19	DIFFERENCE
	AD-VAL & MOTOR VEHICLE TAXES	720,798.54	565,703.01	155,095.53
	SALES TAXES	91,998.49	78,937.68	13,060.81
	FRANCHISE TAXES	42,221.70	42,481.56	(259.86)
	ALCOHOL BEV TAXES/JO CO ABC DIST	8,676.50	17,352.97	(8,676.47)
	PERMITS AND FEES	2,845.00	1,800.00	1,045.00
	FEE IN LIEU OF RECREATION	0.00	0.00	0.00
	PEG CHANNEL SUPPORT	13,888.88	13,513.52	375.36
	MISCELLANEOUS REVENUES	7,387.41	20.02	7,367.39
	INVESTMENT EARNINGS	9,876.47	13,525.96	(3,649.49)
	PARK LAND GRANTS-NCDNCR		100,000.00	(100,000.00)
	TRANSFER IN FROM CAPITAL RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM PARK RESERVE	66,000.00	202,049.00	(136,049.00)
	TRANSFER IN FROM PUBLIC SAFETY RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM TOWN HALL EXP FUND	1,919.11	0.00	1,919.11
	FUND BALANCE APPROPRIATED	0.00	0.00	0.00
		965,612.10	1,035,383.72	(69,771.62)
<i>EXPENDITURES</i>		Jan-20	Jan-19	DIFFERENCE
	GOVERNING BODY	30,735.82	20,218.76	10,517.06
	ADMINISTRATION	137,328.57	126,682.06	10,646.51
	JO CO TAX COLLECTION FEES	18,552.26	14,505.69	4,046.57
	LEGAL	7,177.50	5,775.00	1,402.50
	PROPERTY TAXES	104.44	89.36	15.08
	PUBLIC BUILDINGS	24,591.26	33,706.26	(9,115.00)
	PEG MEDIA PARTNERS	13,888.88	13,513.52	375.36
	PUBLIC SAFETY	284,719.18	222,743.50	61,975.68
	TRANSPORTATION-PUBLIC WORKS	15,100.45	13,363.56	1,736.89
	PLANNING & ZONING	81,156.62	51,123.97	30,032.65
	CULTURAL & RECREATION	30,000.00	253,750.00	(223,750.00)
	DEBT SERVICES	102,817.60	5,122.40	97,695.20
	TRANSFER TO CAP RESERVE	25,000.00	25,000.00	0.00
	TRANSFER TO PARK RESERVE	95,786.41	174,537.62	(78,751.21)
	TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	2,587.80	22,412.20
	TRANSFER TO TOWN HALL EXPANSION		0.00	0.00
		891,958.99	962,719.50	(70,760.51)
Y-T-D INCREASE (DECREASE)		73,653.11	72,664.22	988.89

Kim P. Batten

FINANCE OFFICER

Town of Archer Lodge
Budget Amendment

Fiscal Year Ending June 30, 2020

Budget Amendment #

Date

BA 2020 03

02-Mar-20

General Fund/Capital Reserve Fund/Park Reserve Fund/Public Safety Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
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Revenues:

Gen: 2019 Property Taxes	10-3119-0000	716,000.00	12,000.00	728,000.00
Gen: Penalties and Interest	10-3180-0000	1,300.00	700.00	2,000.00
Gen: Fee in Lieu of Recreation	10-3345-0000	45,000.00	(35,000.00)	10,000.00
Gen: Investment Earnings	10-3831-0000	24,000.00	(7,000.00)	17,000.00
Park Res: Transfer from Gen Fund 10	31-3900-3910	160,000.00	(35,000.00)	125,000.00

Total Increase (Decrease) in Revenues**(64,300.00)****Expenditures:**

Gen/Gov Body: Town's Anniversary Event (s)	10-4110-3150	10,000.00	500.00	10,500.00
Gen/Admin: Salaries	10-4120-1210	103,300.00	2,000.00	105,300.00
Gen/Admin: FICA Taxes	10-4120-1810	11,000.00	200.00	11,200.00
Gen/Admin: Retirement	10-4120-1820	11,800.00	200.00	12,000.00
Gen/Admin: NC 401-K	10-4120-1840	5,200.00	100.00	5,300.00
Gen/Admin: Contracted Services-Consultant	10-4120-3550	15,000.00	(10,000.00)	5,000.00
Gen/Admin: Equipment Lease	10-4120-4200	4,000.00	1,000.00	5,000.00
Gen/Admin: Small Equipment & Furnishings	10-4120-5000	2,500.00	(500.00)	2,000.00
Gen/Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	23,000.00	2,000.00	25,000.00
Gen/Pub Bldgs: Communications	10-4190-3340	6,600.00	400.00	7,000.00
Gen/Pub Bldgs: Repairs & Maintenance Buildings	10-4190-3520	8,000.00	1,000.00	9,000.00
Gen/Pub Safety: Contracted Services-AL Fire Dept	10-4300-3500	325,000.00	5,000.00	330,000.00
Gen/Public Works: Installation Street Lights	10-4510-5000	2,500.00	(500.00)	2,000.00
Gen/Public Works: Capital Outlay	10-4510-5100	10,000.00	(8,500.00)	1,500.00
Gen/Plan & Zone: Salaries	10-4910-1210	15,980.00	2,000.00	17,980.00
Gen/Plan & Zone: Salaries (Part-Time)	10-4910-1220	37,070.00	7,000.00	44,070.00
Gen/Plan & Zone: FICA Taxes	10-4910-1810	4,500.00	700.00	5,200.00
Gen/Plan & Zone: Retirement	10-4910-1820	1,600.00	300.00	1,900.00
Gen/Plan & Zone: NC 401-K	10-4910-1840	850.00	200.00	1,050.00
Gen/Plan & Zone: Supplies-Planning/Zoning	10-4910-2000	2,800.00	1,500.00	4,300.00
Gen/Plan & Zone: Training & Meetings	10-4910-3110	1,000.00	1,000.00	2,000.00
Gen/Plan & Zone: Dues & Subscriptions	10-4910-4000	820.00	100.00	920.00
Gen/Interfund Transfers: Transfer to Park Reserve Fund 31	10-9900-0031	160,000.00	(35,000.00)	125,000.00
Park Res: Recreation Development	31-6120-5500	99,000.00	(35,000.00)	64,000.00
				-

Total Increase (Decrease) in Expenditures**\$ (64,300.00)****\$ -****Justification for Budget Amendment:****To appropriate or reappropriate unanticipated revenues and expenditures as recorded.****Adopted this 2nd day of March 2020**

ATTEST:

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

Teresa M. Bruton, Budget Officer



2019–2020 **Finance Calendar of Duties** for City and County Officials

Prepared by Gregory S. Allison

[Gregory S. Allison](#) is a School of Government faculty member who specializes in governmental accounting and financial reporting for state and local governmental entities.

FINANCE CALENDAR OF DUTIES

By state statute, North Carolina General Statutes (G.S.) Section 103-4, eighteen days are “legal public holidays” in North Carolina. Each such holiday is indicated in the sidebar found on this page on its proper date (with the exception of Election Day, which occurs on Tuesday after the first Monday in November in years in which a general election is to be held). However, the law does not require state or local governmental offices to close on these days. Each year the State Personnel Office promulgates a list of holidays to be observed by state offices. This list customarily omits eight or nine of the eighteen statutory holidays (Robert E. Lee’s Birthday, Greek Independence Day, Halifax Resolves Day, Confederate Memorial Day, Mecklenburg Declaration Day, Washington’s Birthday, Columbus Day, Yom Kippur, and sometimes Veterans’ Day) and adds one day at Thanksgiving and two or three days at Christmas. Insofar as information could be obtained, the calendar shows whether state offices are open or closed on each statutory holiday. Holiday schedules observed by county and city governments across the state vary considerably. No effort has been made to indicate holidays commonly observed by local governments.

Weekend closing policies also vary widely throughout North Carolina. All state offices are closed all day Saturday and Sunday. All local governments observe Sunday, but some are open on Saturday mornings, and a very few are open all day on Saturday.

This state of affairs makes it difficult to apply the provisions of G.S. 103-5, which permit transfer to the next business day of duties that are to be performed on dates that fall on Saturdays, Sundays, and holidays. In this calendar, duties that fall on a Sunday have been transferred to the next following business day and the transfer noted in the footnotes. Duties that fall on a Saturday have not been transferred. Calendar entries noting legal consequences that attach to a state of affairs as of a given date, as opposed to duties to be performed by some official, are never transferred.

In using this calendar, county and city officials are cautioned to take into account the Saturday closing and holiday schedules they actually observe, as these may differ in several instances from the schedule assumed in the calendar. In case of doubt, refer to the statutory reference given for each calendar entry, to G.S. 103-5, and to the local holiday schedule.

—Gregory S. Allison

HOLIDAYS 2019–2020

July 4

Independence Day
Closed

September 2

Labor Day
Closed

October 9

Yom Kippur
Open

October 14

Columbus Day
Open

November 11

Veterans’ Day
Closed

November 28

Thanksgiving Day
Closed November 28, 29

December 25

Christmas Day
Closed December 24, 25, 26

January 1

New Year’s Day
Closed

January 19

Robert E. Lee’s Birthday
Closed

January 20

Martin Luther King Jr.’s Birthday
Closed

February 17

Washington’s Birthday
Open

March 25

Greek Independence Day
Closed

April 10

Good Friday
Closed

April 12

Halifax Resolves Day
Open

May 10

Confederate Memorial Day
Closed

May 20

Mecklenburg Declaration Day
Open

May 25

Memorial Day
Closed

ABBREVIATIONS
All—All County and City Officials**BE—Board of Education****BO—Budget Officer****BT—Board of Trustees, Two-Year Institutions****CC—Board of County Commissioners****Clerk—City or Town Clerk****FO—Finance Officer****GB—Municipal Governing Board****SD—Special District****TA—Tax Assessor**

Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
MONTHLY DUTIES					
1		FO	Transmit to state treasurer monthly payment for Aid to Blind.	1	111-17
5	FO	FO	Transmit monthly payroll deductions of employees covered by LGERS (Local Government Employees' Retirement System).	1, 2	128-30(g)
10		FO	Last day to remit to school finance officer fines, forfeitures, and penalties accruing during previous month.	1	115C-437
15		FO	Last day to make available monthly provision of funds to two-year institutions.	1	115D-58.2
	FO	FO	Monthly state income tax withholding report due for employers withholding \$500 or more, but less than \$2,000, a month.	1	105-163.6
		FO	Monthly social services statement of administrative costs and program expenditures due.	1, 2	108A-86
		FO	Monthly statement regarding IV-D (child support program) administrative expenditures due.	1, 2	110-130.1

MISCELLANEOUS DUTIES

JULY 2019

1–Mon.	All	All	Fiscal year begins today.		159-7
	FO	FO	First day of six-month period in which sales and use tax refund applications may be filed.		105-164.14(c)
15–Mon.	FO	FO	Report to secretary of Local Government Commission on amount of sinking funds on hand as of July 1 and how deposited or invested.	2	159-37
	FO	FO	Report to secretary of Local Government Commission on status of deposits and investments.	2	159-33
	FO	FO	Submit form TR-PEG to Secretary of Revenue certifying all public, educational, and governmental access channels provided for the city or county's use by cable service providers.	2	105-164.44J; S.L. 2008-148

Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
JULY 2019 (continued)					
22–Mon.	Mayor		Last day to file with State Department of Transportation statement relating to eligibility for Powell Bill funds and a certified map showing nonhighway street mileage in the city.	2, 3	136-41.1
30–Tues.	FO		Last day to file quarterly local public health expenditure report with State Department of Health and Human Services.	2	130A-4
31–Wed.	FO	FO	Quarterly federal income tax withholding report due. (Due August 10 if all deposits have been made.)	2	26 U.S.C. § 3402
	FO	FO	Quarterly state income tax withholding report due.		105-163.6
	FO	FO	Quarterly application for refund of state gasoline taxes due.		105-449.106
	FO	FO	Quarterly report and payment due to Unemployment Insurance Fund, Employment Security Commission.		96-9(a)(1)
AUGUST 2019					
1–Thur.	FO		Final accounting forms regarding community-based alternatives programs due with State Division of Youth Services.	2	7A-649
	FO		Last day to file with State Department of Transportation a statement of Powell Bill fund expenditures during preceding fiscal year.		136-41.3
30–Fri.	FO		Report on local health staff time and activity due to State Department of Health and Human Services.	2	130A-4
SEPTEMBER 2019 No Entries					
OCTOBER 2019					
30–Wed.	FO		Last day to file quarterly local public health expenditure report with State Department of Health and Human Services.	2	130A-4
31–Thurs.	FO	FO	Quarterly federal income tax withholding report due. (Due November 11 if all deposits have been made.)	2, 4	26 U.S.C. § 3402
	Clerk		Report to state insurance commissioner on firefighting equipment and water system.		58-84-46
	FO	FO	Quarterly report and payment due to Unemployment Insurance Fund, Employment Security Commission.		96-9(a)(1)
	FO	FO	Quarterly state income tax withholding report due.		105-163.6
	FO	FO	Quarterly application for refund of state gasoline taxes due.		105-449.106
	FO	FO	Submit annual financial information report to Local Government Commission.	2	159-33.1
	FO	FO	Last day to mail escheat notices to owners of abandoned property held by the unit on preceding June 30.		116B-28(b)
NOVEMBER 2019 No Entries					

Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
DECEMBER 2019					
31–Tues.	FO	FO	Deadline for sales and use tax refund applications.		105-164.14(c)
	FO	FO	Semiannual report due to the Department of Administration, Office of Historically Underutilized Business, of spending of \$30,000 or more on a building project.	2	143-128.3(a)
JANUARY 2020					
15–Wed.	FO	FO	Report to secretary of Local Government Commission on amount of sinking funds on hand as of January 1 and how deposited or invested.	2	159-37
	FO	FO	Report to secretary of Local Government Commission on status of deposits and investments.	2	159-33
30–Thurs.		FO	Last day to file quarterly local public health expenditure report with State Department of Health and Human Services.	2	130A-4
31–Fri.	FO	FO	Quarterly state income tax withholding report due.		105-163.6
	FO	FO	Quarterly federal income tax withholding report due. (Due February 10 if all deposits have been made.)	2	26 U.S.C. § 3402
	FO	FO	Quarterly application for refund of state gasoline taxes due.		105-449.106
	FO	FO	Give each employee his or her withholding statement form.		105-163.7
	FO	FO	File form NC-3 together with all Department of Revenue copies of withholding statements furnished employees for preceding calendar year.	2	105-163.7
	FO	FO	Deadline for providing to each nationally recognized municipal securities information repository (NRMSIR) annual market disclosures agreed upon during the sale of General Obligation and certain Non-General Obligation Bonds.		SEC Rule 15c2-12
	FO	FO	File form TR-1 or TR-2, concerning unit's assessed valuation and property tax levy for current fiscal year, with State Department of Revenue.	2	105-453
	FO	FO	Quarterly report and payment due to Unemployment Insurance Fund, Employment Security Commission.		96-9(a)(1)
FEBRUARY 2020					
During Month	FO	FO	Return beer and wine questionnaire, necessary for obtaining beer and wine tax proceeds, to State Department of Revenue.	2	105-113.82
MARCH 2020					
			No Entries		

Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
APRIL 2020					
During Month		CC	If there is a desire to change the method for distributing local sales tax proceeds among the county government and city governments therein, adopt resolution changing method of distribution and deliver certified copy to commissioner of revenue within fifteen days after adoption. New method of distribution will take effect July 1.		105-472
1–Wed.	FO	FO	Report to secretary of the Department of Administration on effectiveness and cost benefit of utilization of each of the construction methods authorized in G.S. 143-128(a1).	2	S.L. 2001-496, § 13
30–Thurs.	FO	FO	Quarterly federal income tax withholding report due. (Due May 10 if all deposits have been made.)	2	26 U.S.C. § 3402
		FO	Quarterly application for refund of state gasoline taxes due.		105-449.106
		FO	Quarterly report and payment due to Unemployment Insurance Fund, Employment Security Commission.		96-9(a)(1)
		FO	Quarterly state income tax withholding report due.		105-163.6
		FO	Last day to file quarterly local public health expenditure report with State Department of Health and Human Services.	2	130A-4
MAY 2020					
			No Entries		
JUNE 2020					
30–Tues.	All	All	Fiscal year ends today.		159-7
	FO	FO	Semiannual report due to the Department of Administration, Office of Historically Underutilized Business, of spending of \$30,000 or more on a building project.	2	143-128.3(a)
July 2020					
	FO	FO	Semiannual report due to the Department of Administration, Office of Historically Underutilized Business, of spending of \$30,000 or more on a building project.	2	143-128.3(a)

DUTIES CONNECTED WITH BUDGET PREPARATION AND ADOPTION

JULY 2019					
1–Mon.	All	All	Fiscal year begins today.		159-7
	GB	CC	Deadline for 2019–2020 budget ordinance adoption.		159-13(a)
		CC	Deadline for completing action on school budget, unless later date is agreed to by school board.		115C-429(b)
		CC	Deadline for completing action on two-year institution budget, unless later date is agreed to by board of trustees.		115D-55(a)
15–Mon.	SD	SD	Deadline for reporting tax rate to city or county collecting taxes, if district levies own taxes.		159-14

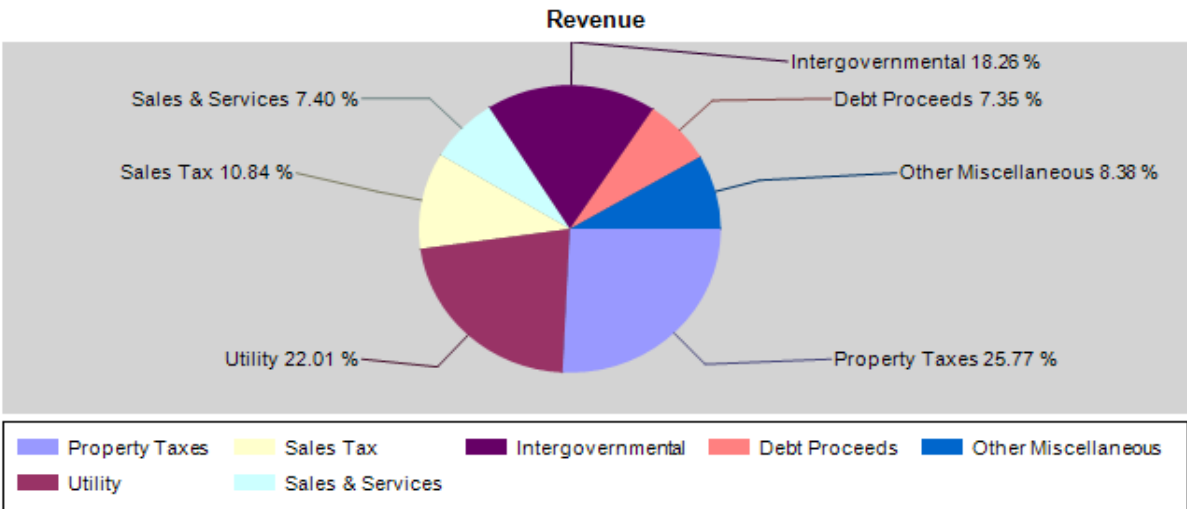
Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
AUGUST 2019–MARCH 2020					
During Period	GB	CC	Select a certified public accountant to conduct 2019–2020 annual audit. Audit must be conducted as soon as possible after the close of the fiscal year.		159-34
APRIL 2020					
During Month	All	All	On date fixed by budget officer, before April 30, transmit to budget officer departmental requests and revenue estimates for 2020–2021 fiscal year.		159-10
15–Wed.		TA	Last day to certify to school superintendent amount of assessed valuation subject to supplemental tax, if any.		115C-511(b)
MAY 2020					
15–Fri.		BE	Deadline for submitting budget approved by board of education to board of county commissioners, unless later date is fixed by commissioners.		115C-429(a)
		BT	Deadline for submitting budget for two-year institution to board of county commissioners, unless later date is fixed by commissioners.		115D-55(a)
JUNE 2020					
1–Mon.	SD	SD	Deadline for submitting budget to tax-levying authority for district, if tax-levying authority has discretion as to rate.		159-14
	BO	BO	Submit 2020–2021 budget and budget message to governing board; publish in newspaper notice stating that budget has been filed and is open for public inspection and setting the time and place for public hearing on budget.		159-11
	GB	CC	Fix time and place for public hearing on budget. Budget ordinance may not be adopted until (1) ten days have elapsed from date budget is filed and (2) public hearing is held.		159-11
15–Mon.	GB	CC	Deadline for notifying special districts of rate of tax that tax-levying authority will approve for 2020–2021 fiscal year. Failure to notify by this date results in approval of full rate requested by district governing board.		159-14
	SD	SD	Deadline for notifying tax-levying authority of rate of tax to be levied, if tax-levying authority has no discretion as to rate.		159-14
30–Tues.	All	All	Fiscal year ends today.		159-7
During Month		TA BO CC	Before beginning of fiscal year following effective date of octennial reappraisal, submit eight-year budget for financing cost of next reappraisal to board of commissioners. In each subsequent year of octennial period, review appraisal budget and adjust as necessary. Within ten days after adoption of budget ordinance, file report on status of reserve with State Department of Revenue.		153A-150

Date	City County		Duty	Notes	Statutory Reference (G.S. unless noted)
JULY 2020					
1–Wed.	All	All	Fiscal year begins today.		159-7
	GB	CC	Deadline for 2020–2021 budget ordinance adoption.		159-13(a)
		CC	Deadline for completing action on school budget, unless later date is agreed to by school board.		115C-429(b)
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15–Wed.	SD	SD	Deadline for reporting tax rate to city or county that collects taxes, if district levies own taxes.		159-14

Notes

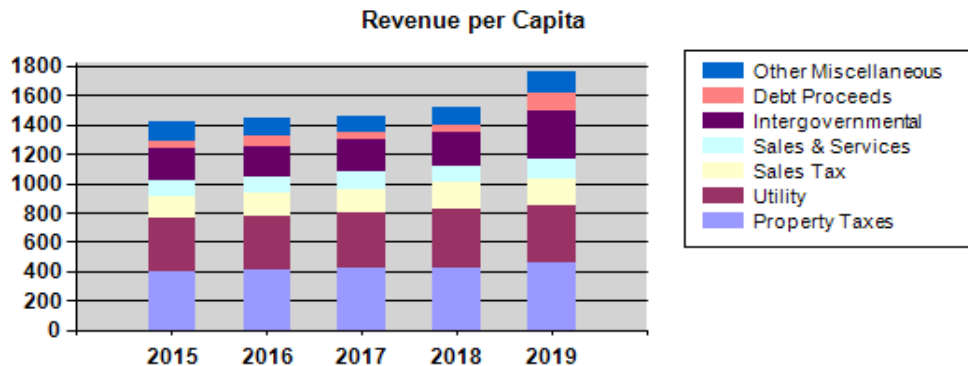
1. If in any month this date falls on a Sunday or holiday, and if the county or city offices are closed that day, G.S. 103-5 directs that the date on or by which the particular duty must otherwise be done is transferred to the next succeeding business day for the county or city.
2. This date is established by administrative action.
3. This date is transferred from Sunday, July 21.
4. This date allowed if deposits have been made is transferred from Sunday, November 10.

Municipalities Without Electric Systems: 2,500 to 9,999



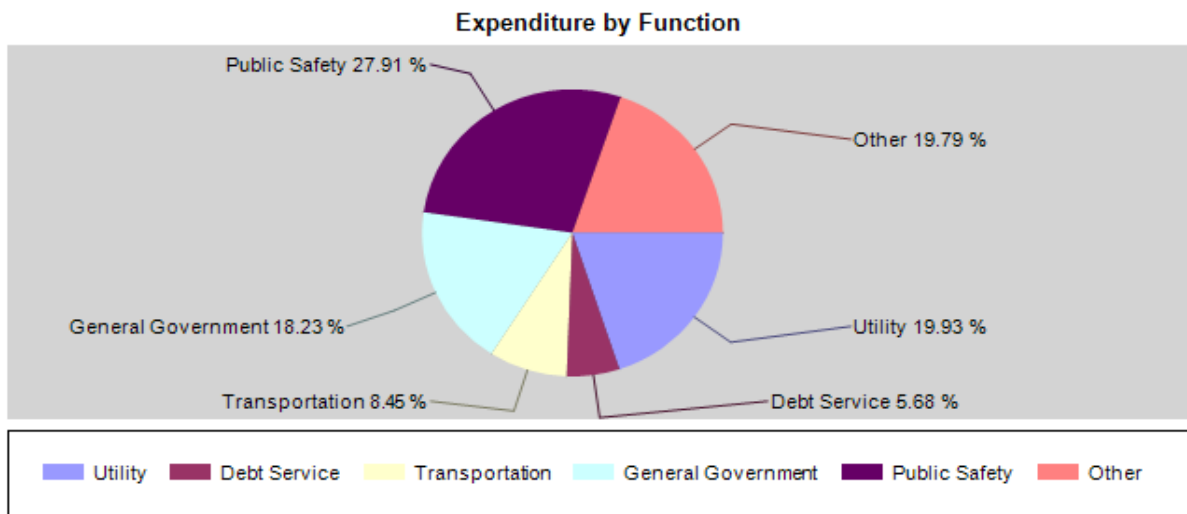
Category	2019 Average	2019 Per Capita
Property Taxes	\$2,249,345	\$455
Utility	1,920,662	389
Sales Tax	945,741	191
Sales & Services	645,807	131
Intergovernmental	1,593,944	323
Debt Proceeds	641,149	130
Other Miscellaneous	731,032	148
Total	\$8,727,679	\$1,767

Municipalities Without Electric Systems: 2,500 to 9,999



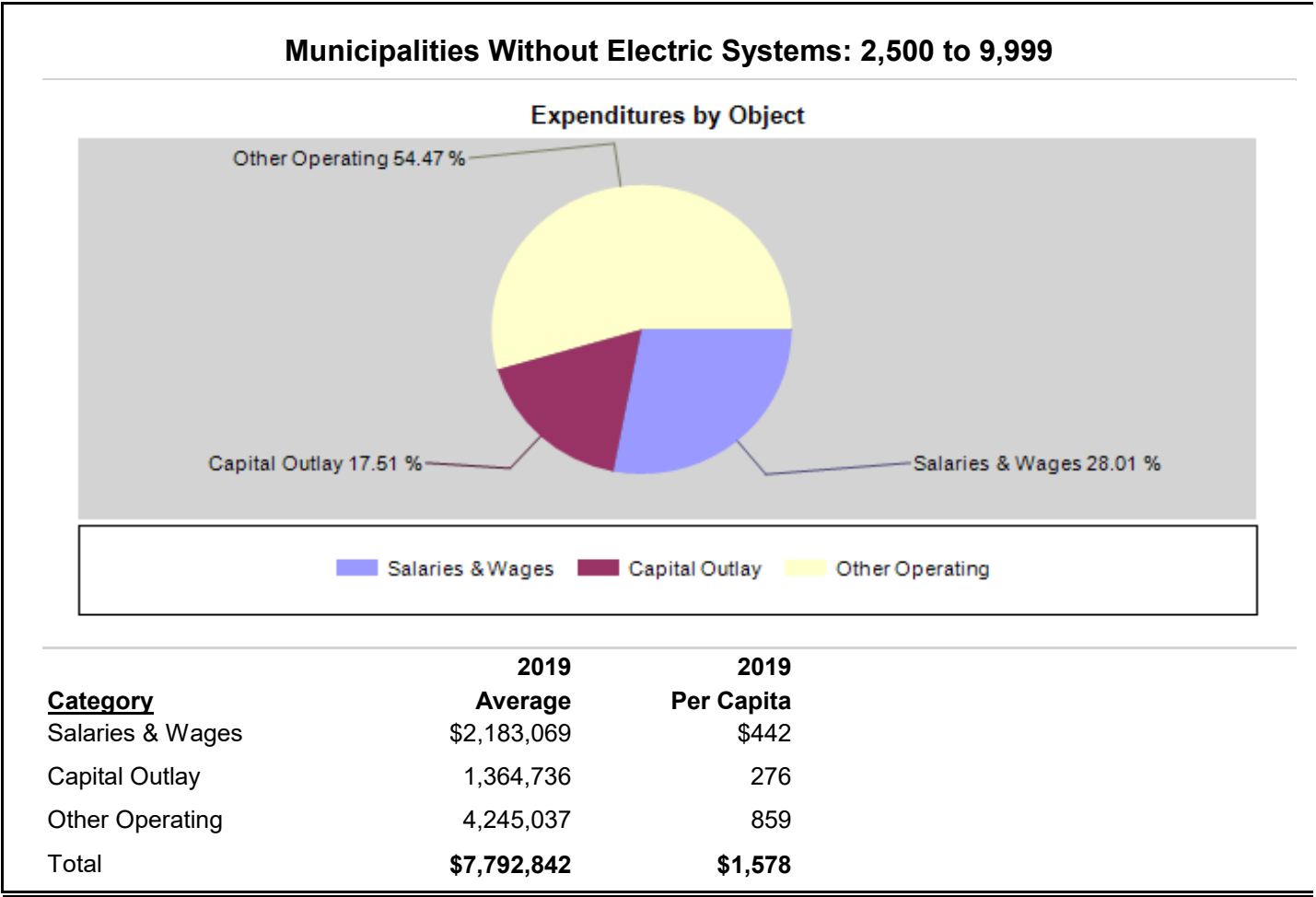
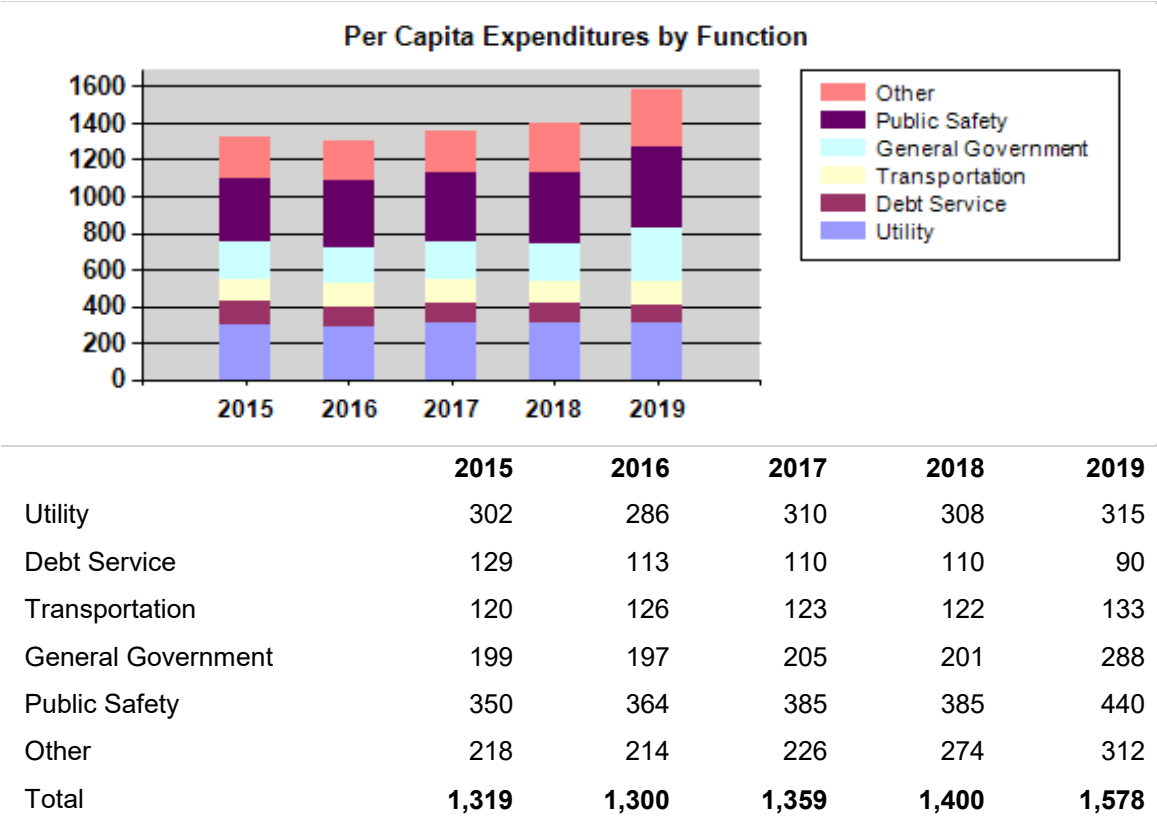
	2015	2016	2017	2018	2019
Property Taxes	392	404	419	427	455
Utility	372	372	384	397	389
Sales Tax	143	152	161	181	191
Sales & Services	112	112	116	117	131
Intergovernmental	220	210	223	230	323
Debt Proceeds	45	74	42	40	130
Other Miscellaneous	143	119	108	128	148
Total	1,427	1,442	1,453	1,520	1,767

Municipalities Without Electric Systems: 2,500 to 9,999

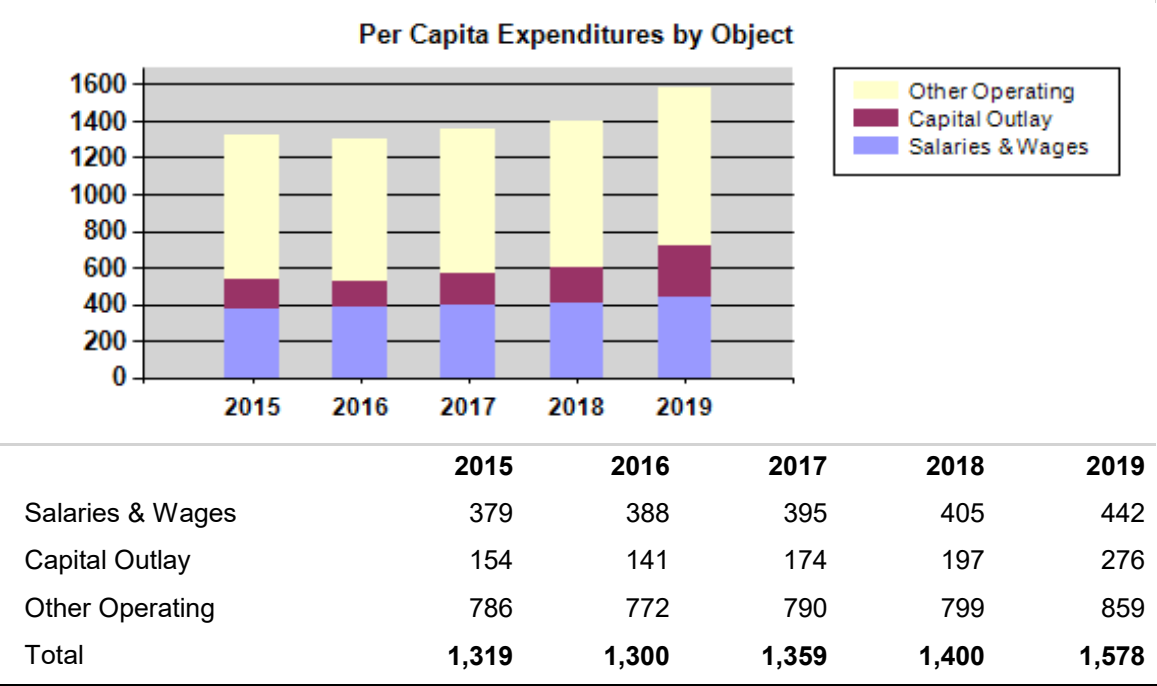


Category	2019 Average	2019 Per Capita
Utility	\$1,553,365	\$315
Debt Service	442,367	90
Transportation	658,463	133
General Government	1,421,003	288
Public Safety	2,175,079	440
Other	1,542,564	312
Total	\$7,792,842	\$1,578

Municipalities Without Electric Systems: 2,500 to 9,999



Municipalities Without Electric Systems: 2,500 to 9,999





BIKE & PED

Bicycle and Pedestrian Plan

Town of Archer Lodge, North Carolina

FEBRUARY 2020



AECOM





Acknowledgements

Thank you to the Archer Lodge Town Council, Planning Board, Steering Committee, AECOM, NCDOT, staff and local residents of the Town of Archer Lodge for their involvement and support in this planning process and commitment to bicycle and pedestrian planning. The *Town of Archer Lodge Bicycle and Pedestrian Plan (plan)* was funded through the North Carolina Department of Transportation Bicycle and Pedestrian Planning Grant Initiative.

Key Partners

The Town of Archer Lodge
The North Carolina Department of Transportation (NCDOT)
NCDOT Integrated Mobility Division (IMD)

Town of Archer Lodge Mayor and Town Council

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Clyde Castleberry, Council Member/Mayor Pro-Tem
Teresa Bruton, Council Member
Mark Jackson, Council Member
Jim Purvis, III, Council Member
Mark Wilson, Council Member

Town of Archer Lodge Attorneys

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Marcus Burrell, Hewett Law Group, P.A.

Town of Archer Lodge Planning Board

John Oglesby, Chair
Terry Barnes, Board Member
Herbert Locklear, Board Member
Teresa Romano, Board Member
Neal Thompson, Board Member



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Teresa Bruton, Town of Archer Lodge
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Kenneth Withrow, North Carolina Capital Area
Metropolitan Planning Organization
John Goldman, Fat Johnny's Bike Repair
Pam Smith, Resident

NCDOT

Bryan Lopez, NCDOT IMD

Consultant Team

AECOM of North Carolina



Table of Contents

Executive Summary	1
Brief History and Overview of the Community.....	1
Past Planning Efforts.....	1
Purpose and Process of This Plan	2
Key Findings and Recommendations	2
Policies, Ordinances, and Programs	4
Key Action Steps	4
1.0 Introduction and Project Overview	7
1.1 Background.....	7
1.2 Community Vision	7
1.3 Goals and Objectives	9
1.4 Purpose and Scope of the Plan	11
1.5 Benefits of a Bicycle-Friendly and Walkable Community	11
2.0 Existing Conditions	15
2.1 Overview	15
2.2 Demographic Analysis.....	15
2.3 Land Use and Development.....	20
2.4 Existing Plans and Programmed Projects.....	28
2.5 Community Features.....	31
2.6 Infrastructure.....	34
2.7 Existing Bicycle and Pedestrian Facilities	42
2.8 Bicycle, Pedestrian, and Vehicular Traffic Counts and Crash Data	43
2.9 Existing Bicycle and Pedestrian Programs	45
2.10 Opportunities and Constraints	48
3.0 Public Input.....	49
3.1 Steering Committee.....	49
3.2 Public Meetings.....	50
3.3 Community Survey Results.....	51
4.0 Recommendations.....	54
4.1 Overview	54
4.2 Facility Types.....	54
4.3 Project Corridors	58
4.4 Prioritization.....	59
4.5 Recommended Bicycle and Pedestrian Projects	60
4.6 Estimates for Recommended Bicycle and Pedestrian Facilities.....	89
4.7 Recommended Policies and Programs	90
4.8 Recommended Programs	93
5.0 Implementation Strategy	98



5.1	Overview	98
5.2	Key Action Steps	98
5.3	Project Development Strategy	101
5.4	Funding Sources	104
5.5	Performance and Evaluation Measures for Plan Implementation	106

Tables

Table 2-1: Key Community Destinations	32
Table 2-2: Archer Lodge Bicycle/Pedestrian Facilities Inventory by Street	37
Table 2-3: Utilities	41
Table 2-4: Existing Sidewalk Facilities	42
Table 2-5: Existing Crosswalks	43
Table 3-1: Steering Committee	50
Table 4-1: Prioritization Results	60
Table 4-2: Map Identification	61
Table 5-1: Key Actions	99
Table 5-2: Performance and Evaluation Measures for Plan Implementation	107

Figures

Figure ES-1: Town of Archer Lodge	6
Figure 2-1: Future Land Use in the Town of Archer Lodge	24
Figure 2-2: Existing and Future Land Use in Johnston County	26
Figure 2-3: Future Land Uses in Johnston County	27
Figure 2-4: Regional Connections Map	29
Figure 2-5: Key Community Destinations	33
Figure 2-6: Existing Facilities	47
Figure 4-1: Project #1 Covered Bridge Road Corridor Improvements	62
Figure 4-2: Project #2 Buffalo Road Corridor Improvements	66



Figure 4-3: Project #3 Duke Energy Greenway	73
Figure 4-4: Project #4 South Murphrey Road Shared-use Improvements	75
Figure 4-5: Project #5 South Woodstone and Castleberry Road.....	79
Figure 4-6: Project #6 Archer Lodge/Wendell Road Bicycle Improvements	86

Appendices

Appendix A: Public Involvement.....	A-1
Appendix B: State and Federal Policies.....	B-1
Appendix C: Design Guidelines	C-1
Appendix D: Funding Sources	D-1



Executive Summary

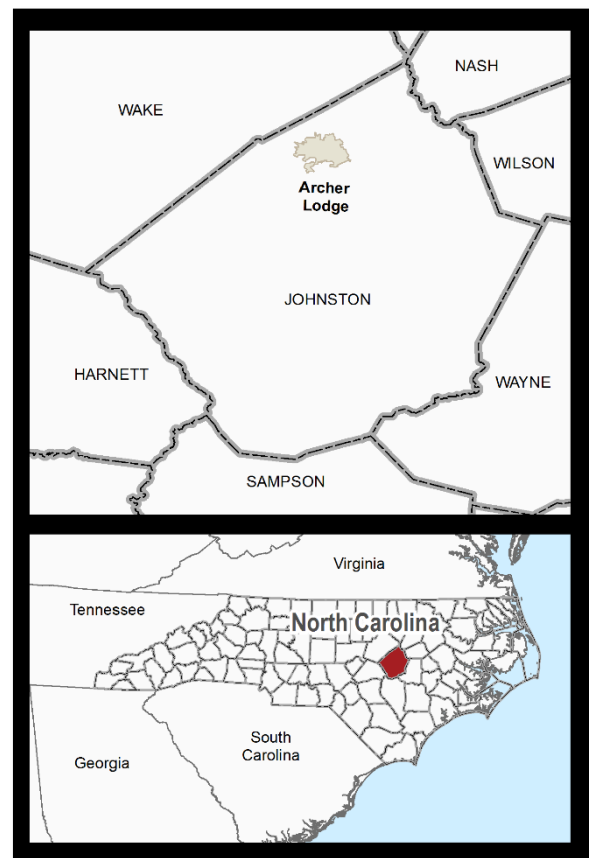
Brief History and Overview of the Community

The *Town of Archer Lodge Bicycle and Pedestrian Plan* is the culmination of a planning process to improve bicycle and pedestrian safety, connectivity, and health and well-being through infrastructure projects, community policies, and programs. This effort was facilitated by NCDOT's Integrated Mobility Division, AECOM as the project consultant, Town Council, Planning Board, the locally appointed Steering Committee and staff.

The Town of Archer Lodge is in northwestern Johnston County, North Carolina, approximately 25 miles east of the City of Raleigh. Archer Lodge formed over 150 years ago as a rural crossroads community; and is the newest incorporated town, on November 3, 2009, in North Carolina.

At the heart of the town, one may find the C.E. Barnes Store, old Masonic Lodge, White Oak Baptist Church, Archer Lodge Town Hall, Cousin's Antiques, and the Archer Lodge Community Center. The rural existing land use pattern, accompanied by rapid suburban development, combined with numerous streams in the town has resulted in a lack of street connectivity and promoted high speed vehicular traffic on NCDOT roads. The lack of sidewalks and bicycle facilities impedes non-motorized travel within the town and makes it both challenging and dangerous.

Since incorporation, the residents of Archer Lodge have demonstrated their commitment to comprehensive long-term planning, growth management, and a willingness to invest in the town's future.



Archer Lodge, North Carolina
(AECOM, 2019)

Past Planning Efforts

In January 2015, the Town of Archer Lodge completed its [Parks and Recreation Master Plan](#). This plan identified the need for new park facilities and programs. Following the completion and adoption of the *Parks and Recreation Master Plan*, the town purchased 30.5 acres of land for their first municipal park. This purchase was made possible through a reimbursable state funding allocation of \$100,000. The parcel where the park will be constructed is divided into two sections by Castleberry Road. The town is currently taking steps to plan,



prioritize, and budget for future recreational facility development within the community. The Parks and Recreation Trust Fund (PARTF) has been obtained to fund phase one of the park's development.

The [2030 Comprehensive Land Use Plan for the Town of Archer Lodge](#) was adopted on March 9, 2015. The plan serves as a guide for the local officials and community members in decision making regarding future growth and development in a way that upholds the values and vision of Archer Lodge. The plan outlines future needs for the town through a series of goals, strategies, and action steps in achieving the Town's vision for the next ten to twenty years.

With a strong dedication to improving bicycle and pedestrian safety and connectivity, the Town of Archer Lodge applied for a planning grant from the Division of Integrated Mobility to develop a bicycle and pedestrian plan. The purpose of the grant is to help municipalities and counties enhance mobility, improve safety measures, and promote economic and health benefits. The grant was awarded to the Town in 2018.

Purpose and Process of This Plan

The *Town of Archer Lodge Bicycle and Pedestrian Plan* evaluates existing bicycle and pedestrian conditions in order to recommend strategic projects, policies, and programs to improve or expand safety, connectivity, and quality of life in the town. The Division of Integrated Mobility, AECOM as the project consultant, and a Steering Committee worked collaboratively to develop this *plan*.

The Steering Committee (Committee) was formed by the town and comprised of local officials, representatives from local organizations, and community members. Through the planning and development of this *plan*, the Committee approved goals and objectives that guided the set of recommendations for infrastructure projects, policies, and programs. Public meetings and an online survey were also conducted for town residents to provide input on planning efforts. The *Plan* was also presented and reviewed to the Planning Board as well.

Key Findings and Recommendations

According to input from three Steering Committee meetings and two public workshops, the *plan* confirmed that the community views bicycle and pedestrian facilities as very important to improving the safety and well-being of the community. In addition, stakeholders at these meetings provided widespread support for implementing infrastructure projects, as well as policies, ordinances, and programs. Members of the Steering Committee and public emphasized safe connections to parks and trails, churches, small businesses, and schools, along with adopting local ordinances that promote bicycling and pedestrian mobility.

An online survey was conducted to gather additional public input. This survey found that most bicycling and walking trips occur along the Clayton River Walk Trail, Archer Lodge Road, Buffalo Road, South Murphrey Road, and traveling to key destinations such as the Archer Lodge Community Center and C.E. Barnes Store. The following four points summarize opportunities that the community provided to support bicycling and walking improvements throughout the town:

1. Connecting neighborhoods, parks, and trails



2. Bicycling and walking safely around downtown and schools
3. Promoting bicycle and pedestrian safety education
4. Promoting expansion of bicycle and pedestrian amenities on existing roadways through local ordinances

Infrastructure Projects

Proposed infrastructure projects were divided into two improvement categories: Spot improvements and linear facilities. Spot improvements are infrastructure projects at specific locations to improve bicycle and pedestrian conditions, while linear facilities are projects along roadways or trails such as bicycle lanes, sidewalks, streetscape improvements, or multiuse paths or greenways. Spot improvements and linear facilities are described in further detail in Section 4.2.

Projects were organized based on locations that were identified by public input. The corridors were prioritized according to stakeholder and public input, constraints, safety, existing conditions, demand, connectivity, and equity. Both the Steering Committee and residents during the public meetings provided direct input that contributed to the overall development of corridors. The following are the seven proposed corridors that are further detailed in the *plan*:

- | | |
|---------------------------------|-------------------------------------|
| • Covered Bridge Road | Corridor Improvements |
| • South Woodstone Drive | Shared-use Improvements |
| • Castleberry Road | Bicycle and Pedestrian Improvements |
| • South Murphrey Road | Shared-use Improvements |
| • Buffalo Road | Corridor Improvements |
| • Archer Lodge/Wendell Road | Bicycle Improvements |
| • Duke Energy Easement Greenway | Shared-use Improvements |

Spot Improvements

Spot improvements are recommended at intersections and mid-block crossings to improve safety. Recommendations include: marked crosswalks, high-visibility crosswalks, pedestrian signals, street lighting, and bicycle route signage. Locations of these intersection and crossing improvements include downtown Archer Lodge, Archer Lodge Park, and community gathering spaces like schools.

Linear Facilities

Bicycle and pedestrian linear facilities were also evaluated for Archer Lodge. Projects include shared lane markings, wide paved shoulders, and sidewalks (both new construction and repair). Linear facility recommendations emphasized connections between downtown Archer Lodge outward to locations like the Clayton River Walk Trail and surrounding schools.



Policies, Ordinances, and Programs

Critical to a successful bicycle and pedestrian plan are policies, ordinances, and programs to complement infrastructure projects. Not only is safety dependent upon such physical elements as shared lane markings, sidewalks, and spot improvements, it is also dependent upon education, reducing speed limits, enforcement of laws, and ordinances created to encourage bicycle and pedestrian-friendly development. This *plan* makes several programmatic recommendations to improve safety and encourage physical activity. Whereas infrastructure projects can be expensive to construct, programs are comparatively inexpensive to implement and can provide a tremendous benefit to the community. Recommended policies include adopting or modifying local ordinances to facilitate multi-modal transportation options making existing roadways safe and accessible to pedestrians, bicyclists, and vehicles. To lead these efforts promoting bicycling and pedestrianism, a Bicycle and Pedestrian Advisory Committee (BPAC) was encouraged.

Key Action Steps

The success of this *plan* depends on its implementation. A Bicycle and Pedestrian Advisory Committee (BPAC) should be formed, [i.e., a town council member, advisory board, or interested citizen appointed to continue advocating for bicycle and pedestrian facilities that will improve safety and connectivity in Archer Lodge]. Once the committee is formed, it will meet, and report to the Town Council. It should be comprised of members from the Steering Committee, as well as additional residents who reflect the demographics of Archer Lodge.

A primary responsibility of the BPAC will be to prepare an annual report for the town council that details the progress made on implementing the *plan* as well as the BPAC's goals and objectives for the coming year.



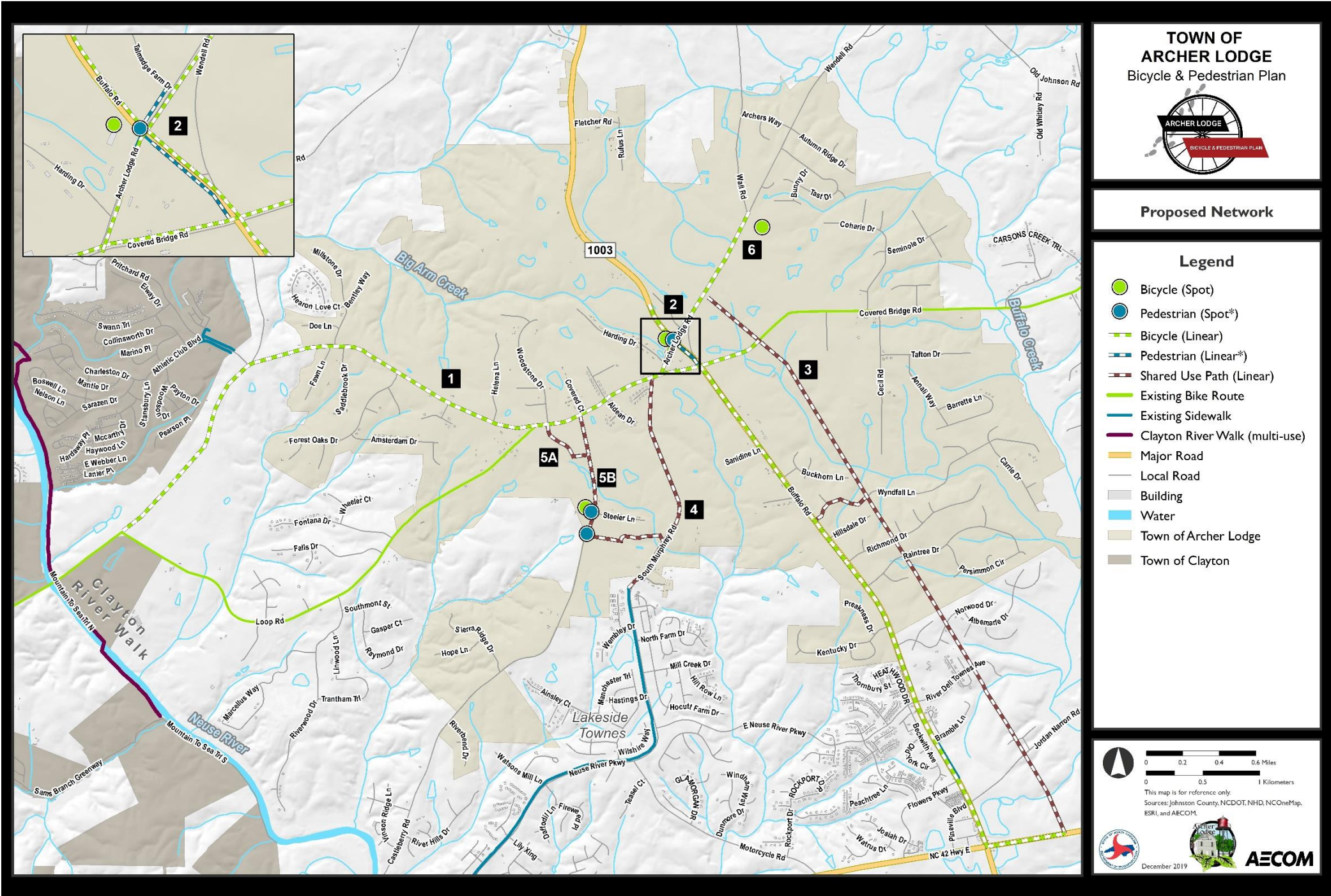
Key Action Steps

1. Adopt the *Town of Archer Lodge Bicycle and Pedestrian Plan*.
2. Establish a Bicycle and Pedestrian Advisory Committee or appoint a town identified council member or interested citizen who will be responsible for overseeing the implementation of the *plan*.
3. Strengthen partnerships with Johnston County and its municipalities.
4. Coordinate with NCDOT Division 4 to incorporate projects on a regional scale.
5. Coordinate with the NC Capital Area Metropolitan Planning Organization (CAMPO) to include infrastructure projects in the metropolitan planning process.
6. Include bicycle and pedestrian facilities in town ordinances.
7. Adopt key zoning amendments including a sidewalk overlay district.
8. Apply for grants and explore other funding sources and develop local funding for match requirements for the *plan's* projects and programs.
9. Coordinate projects and programs with the Triangle Conservancy of North Carolina.
10. Partner with NC Department of Commerce and others to promote ecotourism.
11. Carry out programs that educate residents on the health benefits of bicycle and walking.
12. Program local funds for bicycle and pedestrian projects.
13. Coordinate with Region 7 Active Routes to School Coordinator.
14. Develop a wayfinding program.
15. Apply and participate in NCDOT's Watch for Me NC campaign to raise awareness and provide educational details.
16. Prepare the first Archer Lodge Bicycle and Pedestrian Annual Report.
17. Work with adjoining communities whenever possible.

Further details on these Key Action Steps are found in Section 5 of this *plan*.



Figure ES-1: Town of Archer Lodge





I.0 Introduction and Project Overview

I.1 Background

The Town of Archer Lodge has a strong commitment to improving its bicycle and pedestrian planning efforts and has identified these goals in the *Town's Parks and Recreation Comprehensive Plan* and its application for the NCDOT Bicycle and Pedestrian Planning Grant. *The Town of Archer Lodge Bicycle and Pedestrian Plan* is the town's latest effort to promote multi-modal mobility and will help guide these efforts for the town, the NCDOT, and associated local and regional partners. The focus of the development of this *Bicycle and Pedestrian Plan* is to define the *plan* vision and goals, outline recommendations, and identify programs and policies for implementing bicycle and pedestrian infrastructure and amenities to increase active lifestyles and quality of life elements.

The *Archer Lodge Bicycle and Pedestrian Plan* has been funded through a matching grant from the Division of Integrated Mobility (IMD) with the Town of Archer Lodge providing the matching funds. The grant provides funding for local governments to develop comprehensive bicycle and pedestrian plans.

The Town of Archer Lodge is located in northwestern Johnston County, North Carolina, approximately 25 miles east of the City of Raleigh. Archer Lodge's name originated from the old Masonic Lodge which was established in 1854. The Town of Archer Lodge has seen rapid population growth since its formal incorporation in 2009.

Today the town is home to over 5,000 residents and is committed to improving its roads, including but not limited to, Covered Bridge Road and Buffalo Road. Archer Lodge is comprised of businesses (commercial and agricultural), single family residences, churches, convenience stores, antique store, fire department, community center, educational facilities, town municipal buildings, new veteran's memorial and Archer Lodge Park (under development).



Archer Lodge Water Tower
(Archer Lodge, 2019)

I.2 Community Vision

During the first Steering Committee meeting, a community vision was developed through an exercise in which committee members provided their response to the question "What does Archer Lodge mean to you?" on notecards. These cards were completed anonymously and used in drafting the word cloud and vision statement, below. The word cloud, illustrated below, was formed using the most common words from the notecard-response exercise.



During the first Steering Committee meeting, the following vision was developed. The vision applies to this *plan* and the desired outcome for its implementation of bicycle and pedestrian projects, policies, and programs in the Town of Archer Lodge.

“The Town of Archer Lodge will be a place where people of all ages and diverse backgrounds have access to bicycle and pedestrian facilities and programs. These programs and facilities will promote exercise and wellbeing, with safe and connected infrastructure that allows residents to celebrate and discover Archer Lodge’s rich culture and history. The need for vehicular traffic connectivity will provide a great opportunity to incorporate bicycle- and pedestrian-friendly corridors in Archer Lodge.”



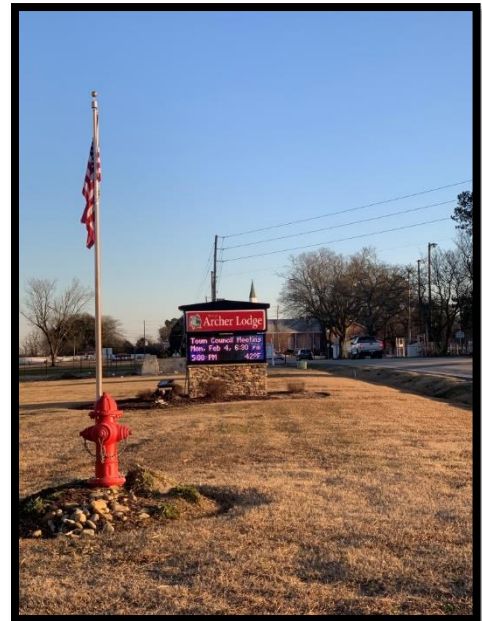
I.3 Goals and Objectives

A series of goals were developed during the first Steering Committee meeting and adopted during the second Steering Committee meeting. These goals form both the foundation of objectives and strategies that guide the creation and implementation of the *Archer Lodge Bicycle and Pedestrian Plan*, and the strategic framework for developing and improving bicycle and pedestrian mobility in the Town of Archer Lodge. In alignment with the North Carolina Statewide Bicycle and Pedestrian Plan, *WalkBikeNC*, these goals, objectives, and strategies were developed to further encourage consistency among the plans and are indicative of both the state and local desire for safe and abundant bicycle and pedestrian facilities.

The following goals were developed during the first steering committee:

- Improve mobility through bicycle and pedestrian networks
- Provide bicycle and pedestrian education
- Promote environmental, public health, and safety benefits of bicycling and walking
- Encourage economic benefits of bicycling and walking
- Connect cultural sites and natural resources

The goals are defined in further detail in Table 1-1 below:



Archer Lodge Town Hall
(AECOM, 2019)



Table I-I: Goals and Objectives

Improve Mobility through Bicycle and Pedestrian Networks

Improve mobility by creating and providing safe bicycle and pedestrian networks, removing barriers and enhancing connections between residential neighborhoods and destinations such as schools, stores, houses of worship, and other institutions. Provide active transportation (bicycle and pedestrian) options to the residents of Archer Lodge.

Provide Bicycle and Pedestrian Education

Educate the community as to the benefits of bicycle and pedestrian activity, applicable rules, and regulations.

Promote Environmental, Public Health, and Safety Benefits of Biking and Walking

Emphasize a safe and attractive environment through programs, policies, and partnerships: Recognize the environmental and public health benefits of biking and walking by providing active living environments with safe, connected, accessible facilities along with programs that encourage bicycling and walking.

Encourage Economic Benefits of Biking and Walking

Educate the community as to the economic benefits that improved bicycle and pedestrian infrastructure can have on surrounding businesses and residences. Recognize the secondary benefits resulting from bicycle and pedestrian infrastructure including: household savings from alternative transportation modes, tourism, development goals, and property values.

Connect Cultural Sites and Natural Resources

Develop facilities and programs that enhance the connection between local and regional cultural sites and natural resources through bicycle and pedestrian facilities such as greenways or trails.



I.4 Purpose and Scope of the Plan

The purpose of the *Archer Lodge Bicycle and Pedestrian Plan*, (hereafter referred to as the “*plan*”), is to evaluate the existing bicycle and pedestrian conditions within the Town of Archer Lodge and recommend programmatic and infrastructure projects to improve safety, connectivity, and well-being. This effort was led by NCDOT’s Division of Integrated Mobility (IMD), AECOM as the project consultant, and the locally appointed Steering Committee. Public meetings were also conducted for town residents to provide input on planning efforts and potential projects. Engineering studies and construction are not included in the scope of this planning effort.

The scope of the *plan* included the following tasks:

- Analysis of existing conditions and demographics
- Review of existing plans and policies
- Policy and program recommendations
- Infrastructure improvements and cost estimates
- Identification of possible funding sources
- Public input through a Steering Committee and meetings
- Implementation strategies

I.5 Benefits of a Bicycle-Friendly and Walkable Community

There are many benefits of bicycle and pedestrian planning and the resulting programs and infrastructure projects. By working to develop bicycle-friendly and walkable communities, municipalities enhance the sense of community through the promotion of improved health, economic resources and activity, sustainable transportation alternatives, and environment awareness. In addition, the planning and development of bicycle and pedestrian facilities creates a valuable resource for future generations to use and further develop.

WalkBikeNC, the statewide bicycle and pedestrian plan, established a vision for North Carolina centered around five key benefits: health, economic competitiveness, safety, mobility, and stewardship. Additionally, the *plan* suggests that integration of bicycle and pedestrian accommodations promotes the following community benefits:

- Promotes physical, mental and social well-being by providing opportunities for outdoor recreation and community gathering spaces
- Provides easy walking or bicycling connections between neighborhoods, schools, parks, and trails
- Increases property values, promotes tourism, and supports local businesses by encouraging foot traffic
- Improves overall quality of life

The statistics and benefits discussed in this section were compiled from several sources: the *WalkBikeNC* plan, the Pedestrian and Bicycle Information Center based at the University of North Carolina Highway Safety



Research Center, the National Complete Streets Coalition, the NC Bicycle and Pedestrian Safety Summit 2011, and the 2014 *Benchmarking Report* by the Alliance for Biking and Walking.



Health

Infrastructure such as sidewalks, bicycle lanes, and trails promote active living and improve health by providing residents with opportunities to exercise and integrate physical activity into their daily lives, while programs such as Active Routes to School provide education and encouragement for more physical activity. Regular exercise through walking and bicycling can promote health benefits for people of all ages, such as reduced risk for diseases, stronger hearts, and better mental health. Improving health is of critical importance in North Carolina as 65 percent of adults are either overweight or obese. The state is ranked as the 5th worst in the nation for childhood obesity.¹



Economic Competitiveness

Investing in bicycle and pedestrian infrastructure returns economic benefits to communities through increased property values, patronage of local businesses, and tourism. Improving transportation choices in a community encourages better connectivity between people and places and is tied strongly to public health, access to jobs and resources, and business opportunities. As mobility options, bicycling and walking reduce transportation costs and give households more disposable income to spend in the local economy.



Safety

The need to improve safety for pedestrians and bicyclists is urgent. Each year in North Carolina more than 2,000 pedestrians and 1,000 bicyclists are involved in police-reported crashes with motor vehicles. Between 150 and 200 pedestrians are killed, and an additional 200 to 300 are seriously injured. On average, approximately 20 bicyclists are killed and an additional 60 are seriously injured annually.² According to the National Complete

¹ NCDOT. (2013). *WalkBikeNC: North Carolina Statewide Pedestrian and Bicycle Plan Summary Document*, page 12.

² NCDOT. (2015). North Carolina Pedestrian and Bicycle Crash Data Tool.
http://www.pedbikeinfo.org/pbcat_nc/index.cfm



Streets Coalition, more pedestrian deaths are occurring because we are continuing to design streets that prioritize high speeds for cars over safety for people.³



Mobility/Transportation Efficiency and Connectivity

Mobility/Transportation efficiency describes the effectiveness of the transportation system, which includes roads, rail, public transit, and bicycle or bicycle facilities, to move people and goods safely and quickly. As roads become increasingly congested, one way that communities can improve transportation efficiency is by offering bicycle and pedestrian alternatives to automobiles and designing complete streets that accommodate all modes.

Providing the most appropriate types of transportation facilities can also improve transportation efficiency. In areas with multiple resources within close proximity of one another, providing pedestrian and bicycle facilities can reduce the number of short motor vehicle trips.



Stewardship/Environmental

Motorized transportation is responsible for nearly 80 percent of carbon monoxide and 55 percent of nitrogen oxide emissions in the US.⁴ Bicycle and pedestrian infrastructure encourages stewardship of our natural resources by providing residents with a fossil fuel-free alternative mode of transportation. Greenways and trails help connect residents with the outdoors, foster an appreciation for nature, and protect natural resources. Reducing motorized vehicle miles traveled by providing safe and efficient bicycle and walking conditions can help reduce fuel consumption and vehicle emissions, improve the environment including the quality of water and wildlife habitat, and encourage overall energy conservation and independence.

In general, reducing motorized vehicle miles travelled yields environmental benefits; shorter trips are more polluting than long trips on a per-mile basis. This is due to the high levels of emissions caused by “cold starts” and the first few minutes of travel before pollution control devices work effectively. Therefore, consolidating the number of motorized vehicle trips is an important environmental goal⁴.

³ Smart Growth America. (2019). Dangerous by Design 2019. Retrieved from: <https://smartgrowthamerica.org/dangerous-by-design/>

⁴ Pedestrian and Bicycle Information Center. (2015). Environmental Benefits of Bicycling and Walking. Retrieved from: <http://www.pedbikeinfo.org>



Quality of Life Benefits

Quality of life is influenced by factors that include, but are not limited to; commute options, access to recreation including parks and trails, safety, and economic competitiveness. Pedestrian amenities positively contribute to the overall quality of life of a community as such amenities encourage residents and visitors to be active, social, and more in control of their travel choices.



2.0 Existing Conditions

2.1 Overview

Assessing existing conditions in the Town of Archer Lodge is important to understand the broader scope of those living in the area, where transportation planning plays a key role in connecting community resources and planning for future development and growth. This can enable more efficient and sustainable movement to and from resources and key destinations within the town. The following information on existing conditions is used to formulate and prioritize the policies and programs recommended in this *plan*.

2.2 Demographic Analysis

Demographic characteristics were investigated to gain a better understanding of the population living in Archer Lodge, the community's transportation needs, and any vulnerable populations for compliance with federal policy. Vulnerable populations are those citizens of the community who are disadvantaged by ethnicity or race, age, gender, socio-economic status, or other distinguishing factors that disproportionately impact access to resources.

Title VI of the Civil Rights Act of 1964 requires that each federal agency ensure that no person is excluded, denied, or discriminated based on race, color, national origin, age, sex, disability. Executive Order 12898 signed by President Bill Clinton in 1994 requires that each federal agency shall make achieving environmental justice part of its mission. This is relevant to Archer Lodge in that the town would coordinate with federal agencies and apply for federal funds in order to implement the programs and projects recommended by this *plan*.

Datasets studied include: population, age, race characteristics, Hispanic/Latino and minority populations, poverty rates, limited English proficiency (LEP) populations, and zero car households. The demographic analysis was based on 2000 and 2010 U.S. Decennial Census data and 2013-2017 American Community Survey (ACS) 5-Year estimate data analyzed at the place, county, and state levels.

Population and Age

The Town of Archer Lodge is in Johnston County and has an area of approximately 9.1 square miles. Since the town was incorporated in 2009, a demographic study area was used to analyze demographic changes. This study area contains the following block groups: Census Tract 402.03: Block Group 1, Census Tract 402.03: Block Group 2, and Census Tract 402.03: Block Group 3. Census Tract 402.02: Block Group 2 was not included in the analysis as only a small subsection is included in the municipal boundary.

According to the U.S. Census Bureau, the population within the demographic study area was 5,446 people in 2000 and grew to 14,249 people in 2010. Johnston County's population was 121,971 in 2000 and 168,878 people in 2010. The demographic study area has seen tremendous growth at 161.6 percent growth from 2000 to 2010. Johnston County has also seen growth over this timeframe that outpaces the growth rate of North Carolina as a whole. During the same time frame, the statewide population growth was 18.5 percent.



Increasing population for the town and county suggests a need for continual dedication to quality of life benefits, such as bicycle and pedestrian infrastructure, to attract both people and business to the area. In recent years, the town has supported many efforts toward these types of improvements, including the neighboring Clayton River Walk.

Based on 2012-2016 ACS data, the median age was 37.0 in Archer Lodge, which is similar to the median age of Johnston County at 37.9. Archer Lodge and Johnston County are both comparable to the state median age of 38.4. While the median age of Archer Lodge is only slightly lower than that of North Carolina, the percentage of the population that is under 18 years in Archer Lodge is nine percentage points higher than the percentage of the population under 18 in North Carolina (31.9 percent and 22.8 percent respectively).

Improved bicycle and pedestrian infrastructure can help to retain or attract younger populations while also serving current age groups in Archer Lodge interested in different modes of transportation. Those populations living in the community currently and those aging in place can gain health benefits from bicycle and pedestrian facilities while also benefitting from a greater quality of life.

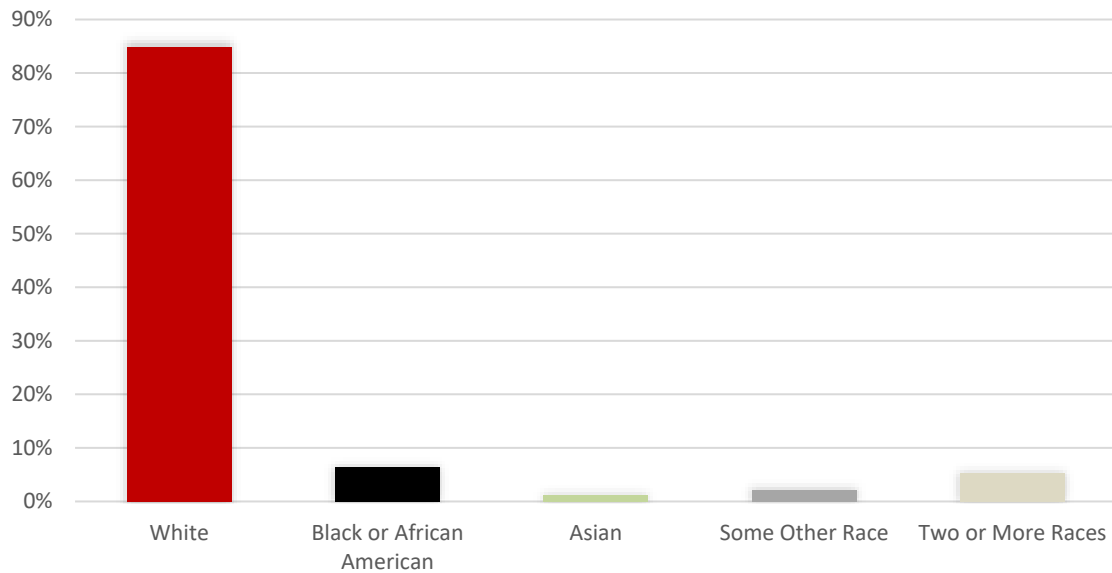
Minority and Race

Minority population is calculated by the Census by subtracting White, Non-Hispanic population totals from the Total Population of an area. The minority population in Archer Lodge is approximately 17.1 percent of the total population (933 people). Comparatively, the minority population for Johnston County is slightly higher at 31.3 percent (58,363 people).

Race is broken into several categories by the Census including categories for White, Black or African American, Asian, Some Other Race, and Two or More Races. The Town of Archer Lodge is predominantly white (84.9 percent), with a small percentage of African-American (6.4 percent), Asian (1.2 percent), some other race (2.2 percent), and two or more races (5.3 percent). The Hispanic/Latino population comprises approximately 8.4 percent of Archer Lodge. Johnston County has a slightly lower composition of predominantly white (77.8 percent) and higher African-American (15.4 percent) populations, with the remainder of its population defined as American Indian/Alaska Native (0.7 percent), Asian (0.7 percent), some other race (3.1 percent), and two or more races (2.4 percent). The Hispanic/Latino population comprises approximately 13.3 percent of Johnston County which is higher than that of the Town of Archer Lodge. In the state of North Carolina, the white (69.0 percent) and African-American (21.5 percent) populations define the majority with the remainder of the population defined as American Indian (1.2 percent), Asian (2.7 percent), Hawaiian/Pacific Islander (0.1 percent), some other race (3.1 percent), or two or more races (2.5 percent). The Hispanic/Latino population represents 9.1 percent of the population in the state. Such minority and racial compositions indicate a minimally diverse composition of people living in both Archer Lodge and Johnston County.



RACIAL COMPOSITION OF ARCHER LODGE



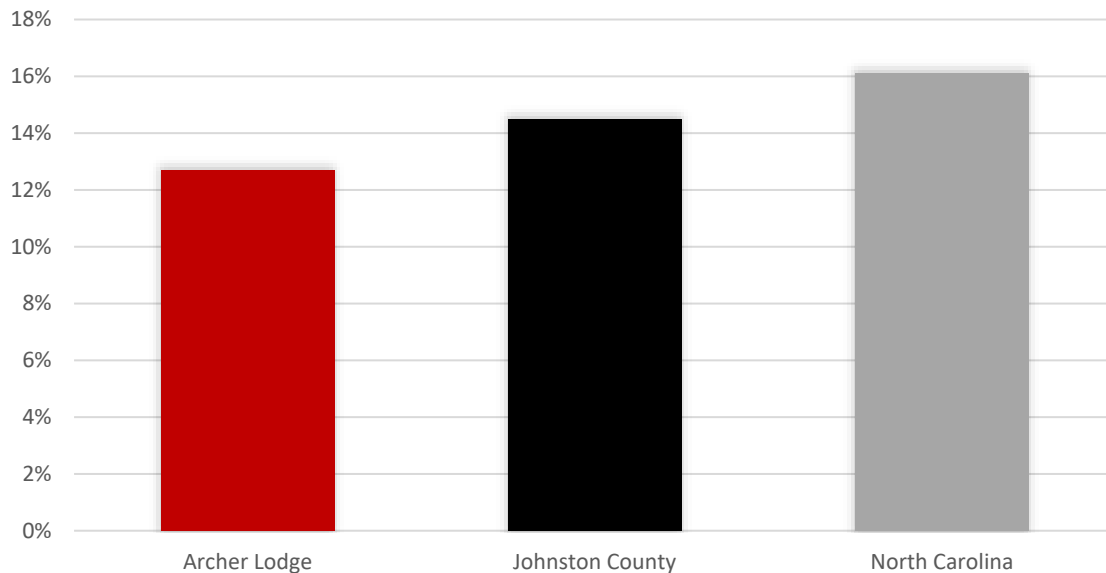
Source: US Census Bureau, American Community Survey 5-year Estimates (2013-2017), Table B02001, "Race."

Regional Poverty Rates

Individuals living below the poverty line in Archer Lodge comprise approximately 12.7 percent of the population. This is lower than the county rate at 14.5 percent, and lower than the North Carolina poverty rate of 16.1 percent living below the poverty line.



POVERTY RATE



Source: US Census Bureau, American Community Survey 5-year Estimates (2013-2017), Table C17002, "Ratio of Income to Poverty Level in the Past 12 Months."

Limited English Proficiency (LEP)

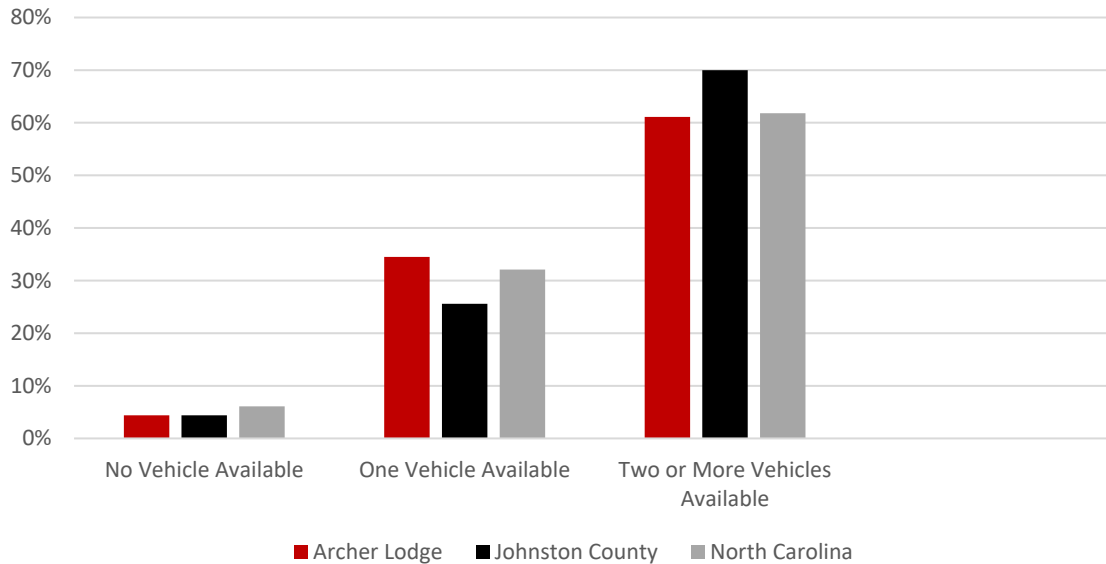
The populations in Archer Lodge that speak English "less than very well" comprise approximately 2.6 percent of adult individuals age 18 and older. In Archer Lodge, the primary language of those who speak English less than very well is Spanish. In Johnston County, LEP populations are approximately 5.9 percent. Of those that speak English "less than very well," Spanish is the predominant language (5.6 percent of the adult population over 18 years of age; Source: US Census Bureau, American Community Survey 5-year Estimates (2013-2017), Table B16004, "Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over.").

Vehicles per Household

In Archer Lodge, 4.4 percent of households have no vehicle available, 34.5 percent of households have one vehicle available, and 61.1 percent of households have two or more vehicles available. In Johnston County, 4.4 percent of households have no vehicle available, 25.6 percent of households have one vehicle available and, 70.0 percent of households have two more vehicles available. Statewide, 6.1 percent of households have no vehicle available, 32.1 percent of households have one vehicle available, and 61.8 percent of households have two more vehicles available. Bicycle and pedestrian infrastructure projects would particularly benefit residents that do not have access to vehicles or share vehicles within a household.



VEHICLES PER HOUSEHOLD



Source: US Census Bureau, American Community Survey 5-year Estimates (2013-2017), Table B25044, "Tenure by Vehicles Available."

Means of Transportation to Work

An overwhelming majority of Archer Lodge's residents commute alone to work using a car at 85.6 percent. 14.4 percent of residents commute by carpool, while zero percent of the population of Archer Lodge walks, bicycles, or uses a form of public transportation to travel to work.

These figures are comparable to Johnston County and the state of North Carolina, where 88.9 percent and 85.6 percent commute alone by auto, respectively. In Johnston County, a total of 9.7 percent of workers carpool, while 10.0 percent of the state uses a similar mode of transportation. In the county, 0.2 percent use public transportation and 0.6 percent walks to work. Statewide 1.1 percent use public transportation and 2.2 percent walks or bicycles to work.

*"I do not have a **car** and would love to have the opportunity to get a job at a destination that I could get to on **bike**, but the roads have almost **no shoulders**."*

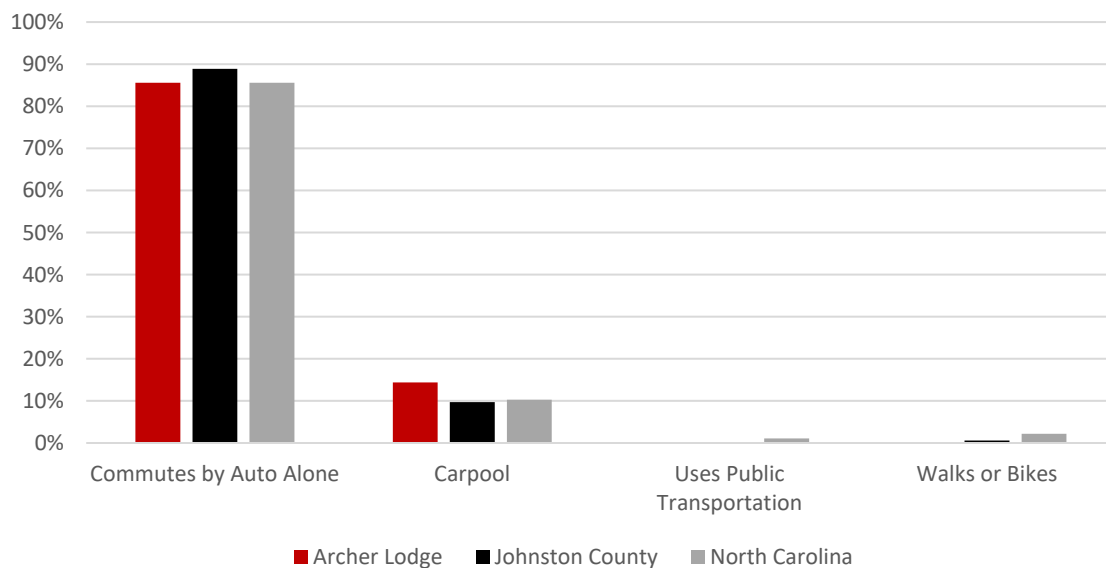
-Town of Archer Lodge Bicycle and Pedestrian Plan Survey Respondent

These statistics show a higher dependency on vehicle usage in Archer Lodge as compared to both county and statewide figures. Supporting the development and use of transportation networks for active modes (bicycle



and pedestrian travel) may provide an opportunity for a more diverse selection of commuting options to work, as well as enabling workforce participation by people with reduced access to vehicles.

MEANS OF TRANSPORTATION TO WORK



Source: US Census Bureau, American Community Survey 5-year Estimates (2013-2017). Medians reported as an average of the medians of the block groups comprising the DSA.

2.3 Land Use and Development

The *Town of Archer Lodge 2030 Comprehensive Land Use Plan* (2015) identifies key areas for land use and growth management, it makes recommendations relating to community image, small economic development and skill training, business and farming relationships, public services and infrastructure, parks and recreation, as well as environmental protection and historic preservation. According to the plan, Archer Lodge is located within the Research Triangle Economic Development region designated by the State. Archer Lodge is described as a sub-rural community that combines the town's agricultural and suburban lifestyles. Given the influx of families moving to the town, the plan acknowledges the likelihood of change in the community. The Town of Archer Lodge anticipates continued agricultural uses, single-family residential developments, and business development to be the future land uses in the town. Agricultural, residential, forest land, and single-family residential uses that are intersected by numerous streams currently make up most of the land area in Archer Lodge. See Figure 2-1 for future land uses around Archer Lodge (Source: Archer Lodge 2030 Comprehensive Land Use Plan, 2015). Figure 2-2 displays Archer Lodge's current land uses in a county-wide map.

*"The **infrastructure** in Archer Lodge has not kept up with the **growth** of the town."*

-Town of Archer Lodge Bicycle and Pedestrian Plan Survey Respondent



Existing development patterns in the town have led to decreased levels of connectivity, which make it difficult to promote active modes of transportation, such as walking and bicycling. Incremental and adjacent land use changes that promote a more bicycle and pedestrian infrastructure will lead to safer, connected communities. The following development standards are listed in the *plan* and will help promote a bicycle and pedestrian-friendly community for Archer Lodge:

- Walkable and bikeable site and infrastructure design
- Promotion of pedestrian friendly development
- Sidewalk standards and requirements
- Encouragement of traffic calming
- Encouragement of trails and walkable areas in large developments
- Pedestrian and mobility linkages between adjacent development

The following excerpts from the adopted *Archer Lodge Comprehensive Land Use Plan* support the *plan*:

- An infrastructure objective, “Encourage active and passive open space connectivity,” contains an action item to “Partner with public and private organizations to plan, map, design, build and connect trails and recreation facilities (Page 90).”
- An infrastructure objective, “Focus on complete streets design concepts incorporating multi-modal forms of transportation that incorporate bicycle, pedestrian and public transportation,” contains the action item, “Develop an “Infrastructure Statement” to submit to NCDOT (sidewalk and crosswalk requirements) and Plan for pedestrian and bicycle safety through the “Watch for Me NC” plan (Page 92).
- “Neighborhood/community business and office areas should complement the character of the surrounding development. Internal design of neighborhood/community business retail and office parks should be pedestrian friendly (Page 97).”
- According to development standards set forth in the plan, there should be pedestrian linkages between adjacent development (Page 98).”
- One policy for the downtown is to “Study and implement traffic calming methods (Page 100).”
- Development Standards (Page 103-105)
- Residential: “Walkable and bikeable site design”
- The following are promoted to support future suburban density:
 - Promote pedestrian friendly development
 - Sidewalks
 - Encourage traffic calming
 - Encourage trails and walkable areas in large developments

According to the plan, gateway corridors serve as major entranceways into the Town of Archer Lodge. They serve as the Town’s front door and their design influences visitor perception. The following two corridors have been designated as gateways for Archer Lodge (Page 105): Covered Bridge and Buffalo

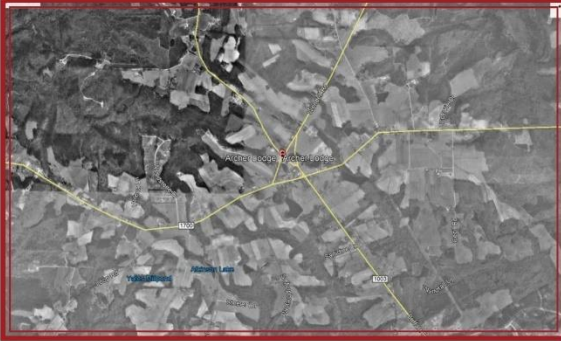


Roads: The Covered Bridge Road and Buffalo Road corridors to the Town of Archer Lodge limits is recommended for enhancements in accordance with the NCDOT Complete Streets Planning and Design

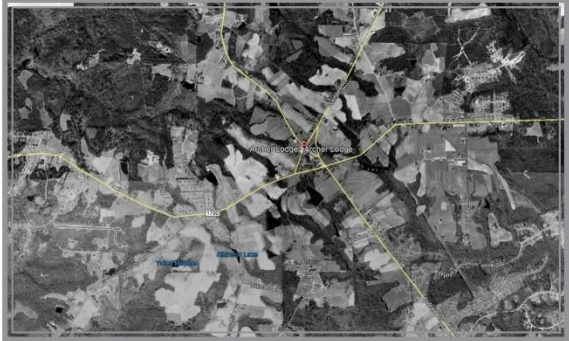
Guidelines (http://www.completestreetsnc.org/wp-content/themes/CompleteStreets_Custom/pdfs/NCDOT-Complete-Streets-Planning-Design-Guidelines.pdf)



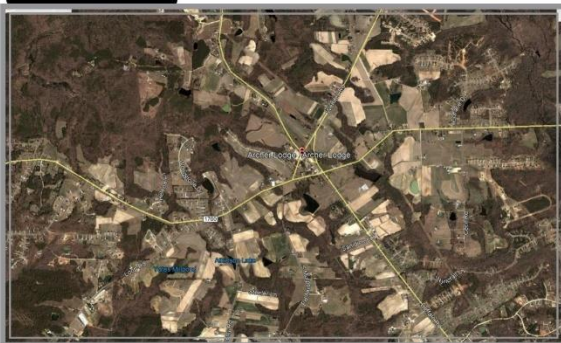
1993



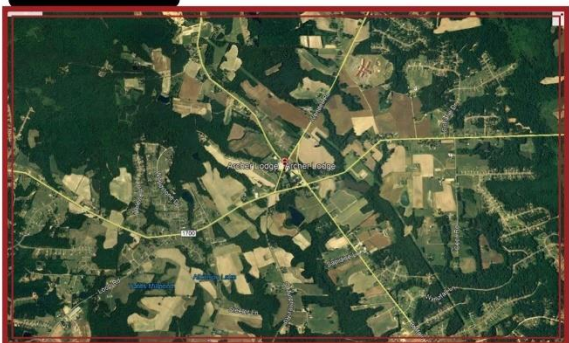
1999



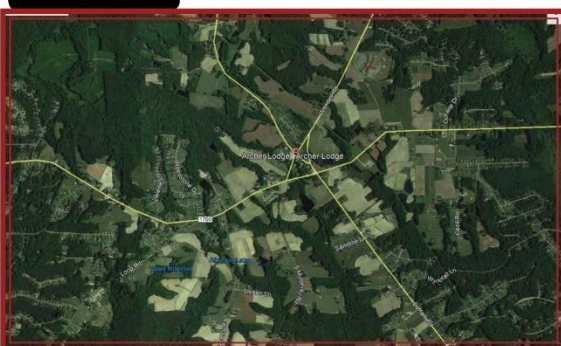
2004



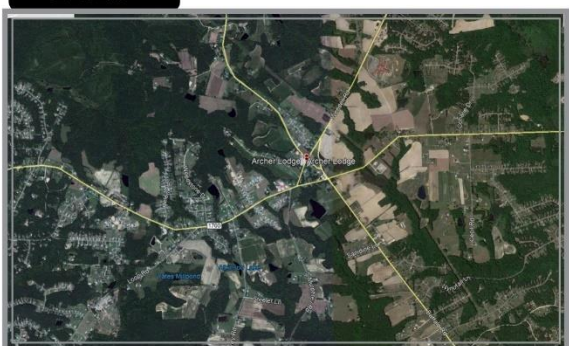
2009



2015



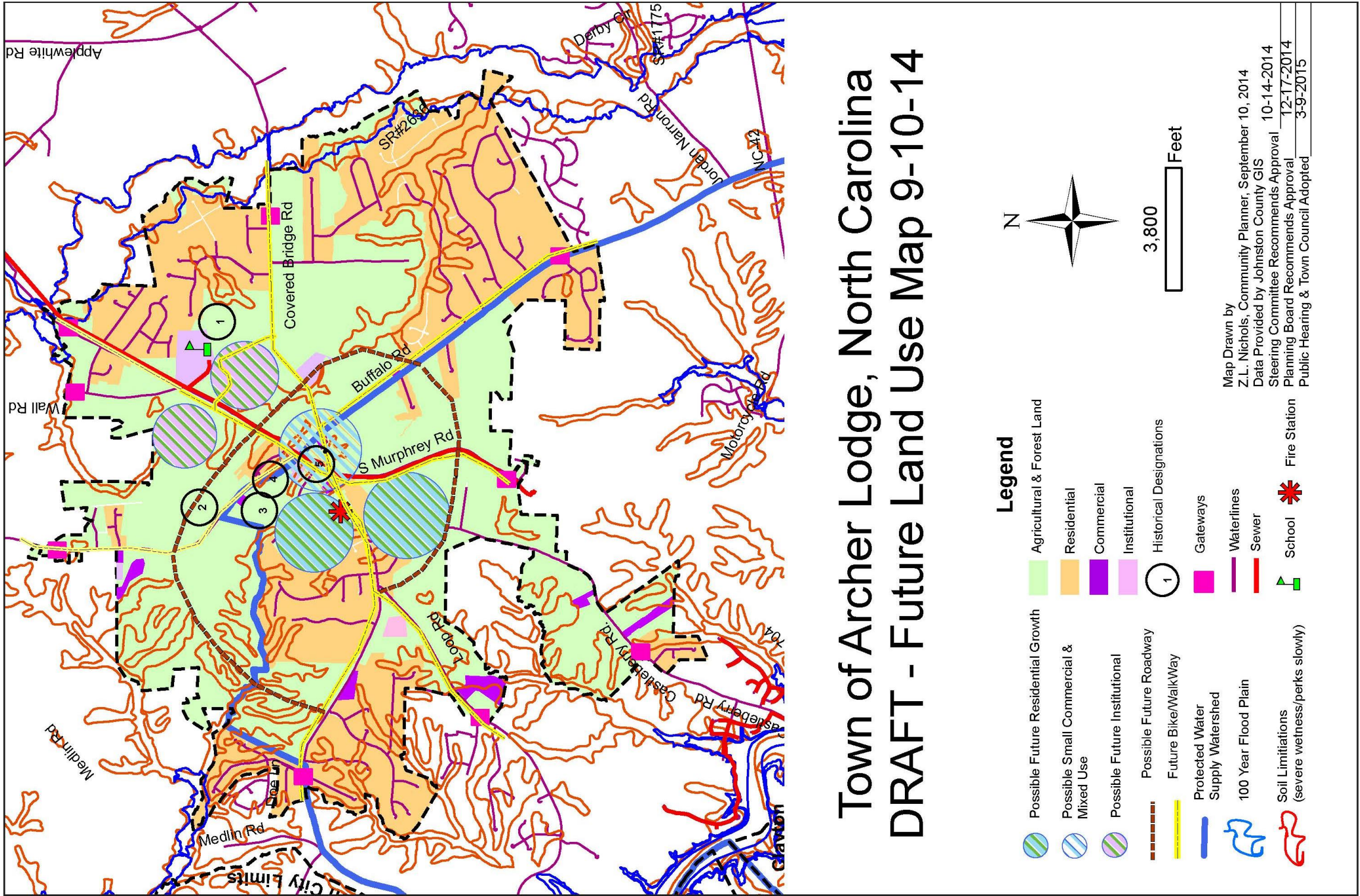
2018



Town of Archer Lodge Land Patterns 1993-2018
(Google Earth)



Figure 2-1: Future Land Use in the Town of Archer Lodge





Johnston County Land Use Plan

The [*Johnston County 2030 Comprehensive Plan*](#) was developed by Johnston County and adopted on March 2, 2009. The plan was built on discussions and initiatives that have taken place previously and was intended to address the following questions:

- Where are we today?
- Where do want to be in the future?
- How do we get there?

Currently, Archer Lodge is primarily composed mostly of residential areas and some agricultural and forested land (Figure 2-2). The Town of Archer Lodge is in the primary growth area land use designation in the county with a commercial activity node ranking of “Neighborhood Center”. The future land use continues to support the development in the town and its neighboring towns. Growth is likely occurring due to transportation access, proximity to Wake County and the Research triangle Park, and proximity to the County’s municipalities (Figure 2-3).



Figure 2-2: Existing and Future Land Use in Johnston County

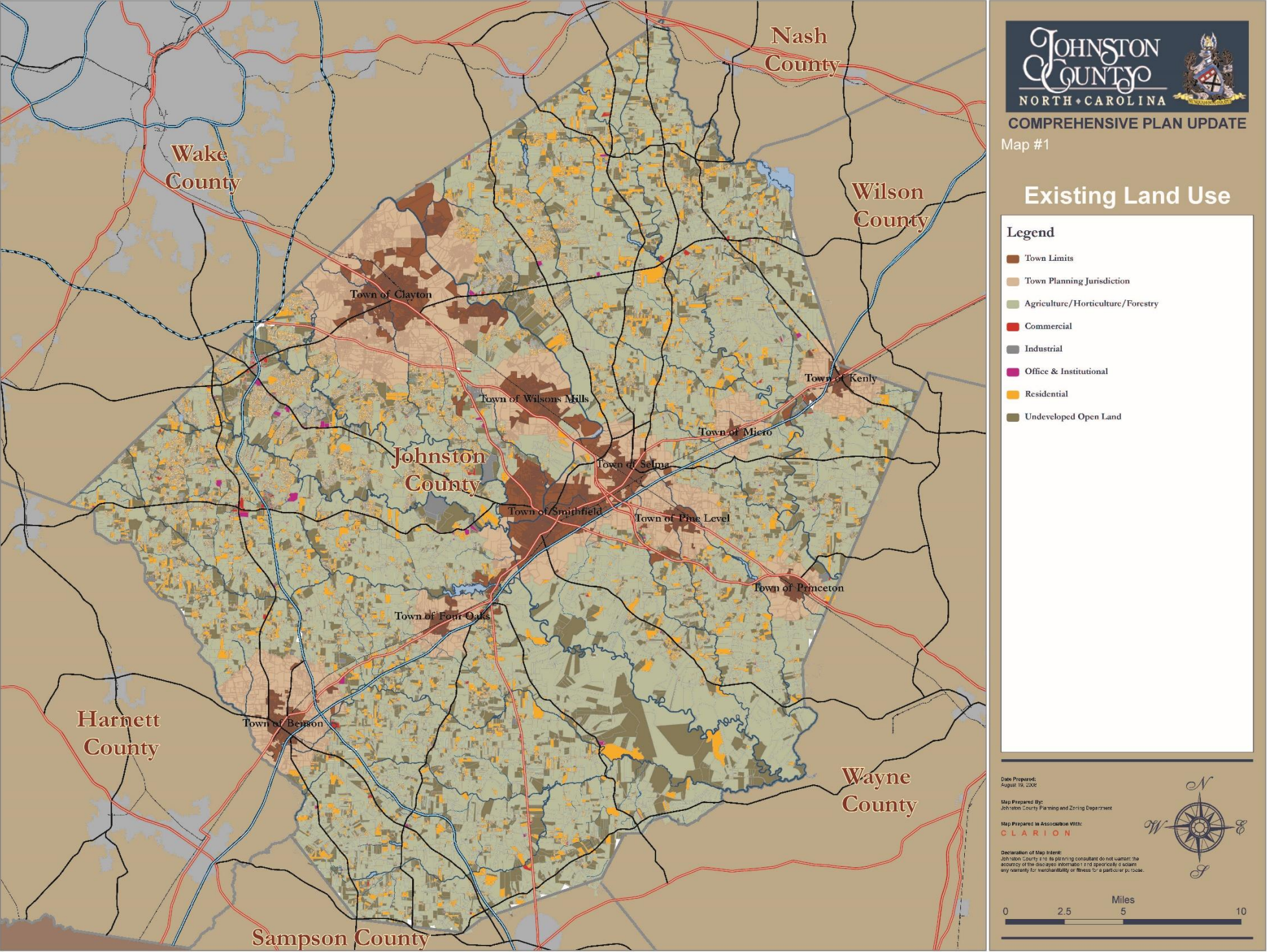
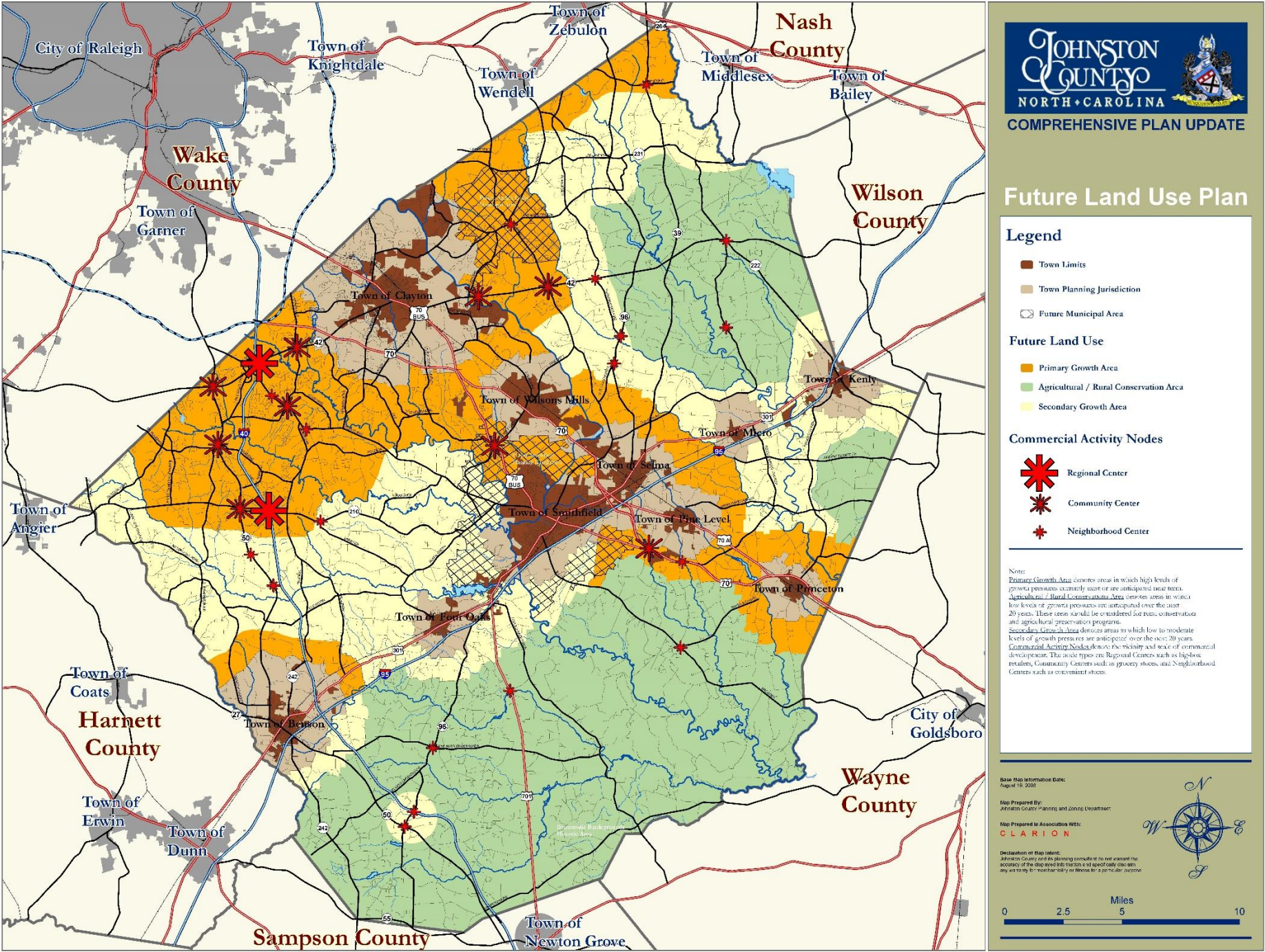




Figure 2-3: Future Land Uses in Johnston County





2.4 Existing Plans and Programmed Projects

The [*Town of Archer Lodge Comprehensive Parks and Recreation Master Plan*](#) (2015) and the [*Johnston County Comprehensive Transportation Plan*](#) (2014) are the primary guiding plans for the town's development of multimodal transportation recommendations.

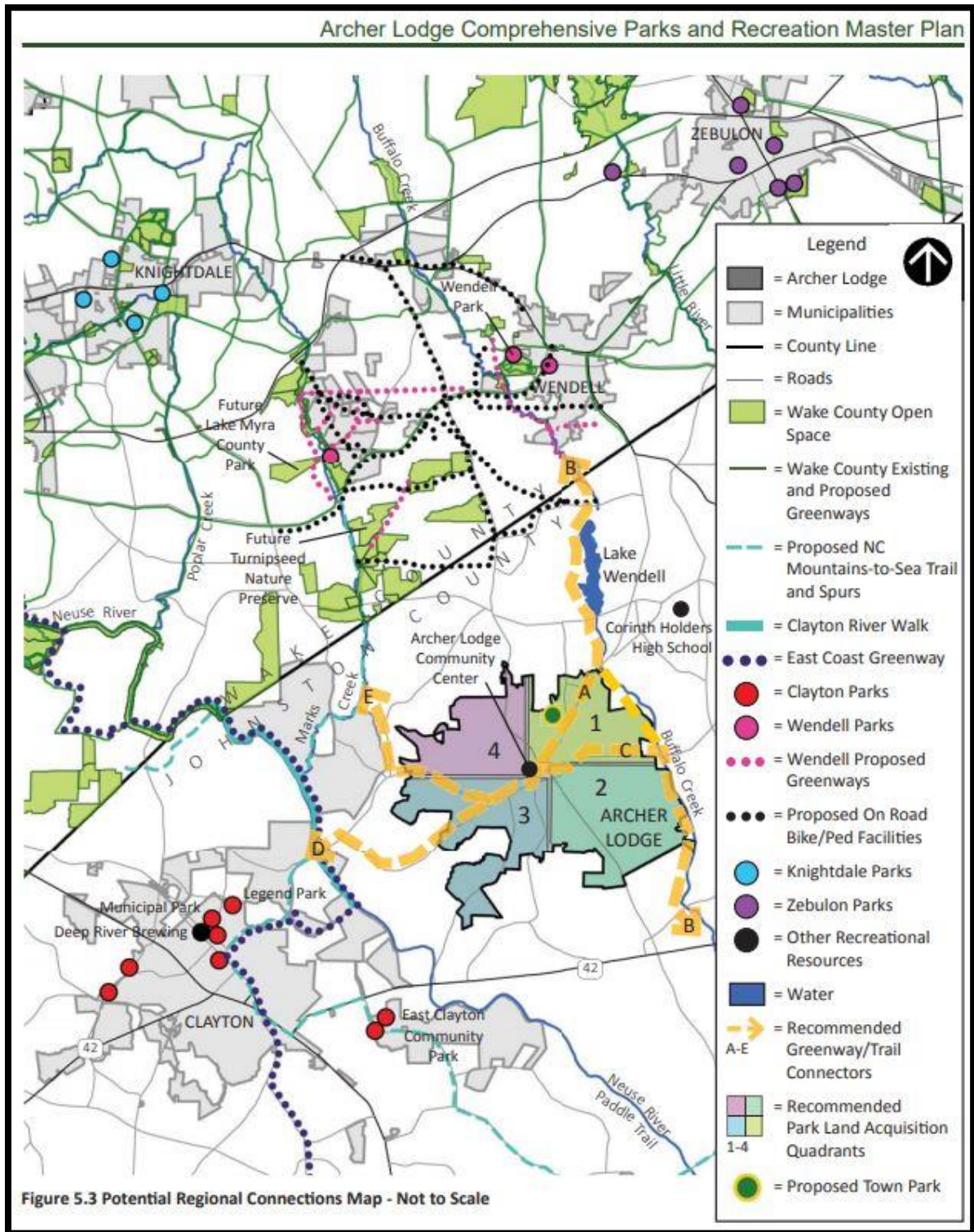
Archer Lodge Comprehensive Parks and Recreation Master Plan

The primary goal of the *Archer Lodge Comprehensive Parks and Recreation Master Plan* (2015) is to encourage mixed-use development that is compatible with the small-town character of Archer Lodge. To accomplish this goal, the town aims to provide recreational facilities, services, and programs, support a vibrant downtown with a village motif, and enhance the workforce by creating and retaining jobs. The emphasis of the mixed-use community vision for Archer Lodge will support shorter-length trips, thereby increasing the need for pedestrian and bicycle infrastructure throughout the town. According to the Regional Connections Map displayed in this plan (see Figure 2-4), there are no major recreational facilities located within Archer Lodge's municipal limits.

The *Archer Lodge Comprehensive Parks and Recreation Master Plan* recommends establishing regional connections from Archer Lodge to the following locations: The Town of Clayton, the national East Coast Greenway (an existing segment that incorporates the Neuse River Greenway and Mountains-to-Sea Trail), the Town of Wendell (via a greenway along Buffalo Creek), and Wake County's open space and trails network (via a greenway along Marks Creek). These recommendations both support and enhance [*Johnston County's Parks and Recreation Master Plan*](#) for the Mountains-to-Sea Trail. See Figure 2-4 for regional connections in and around Archer Lodge. The addition of bicycle and pedestrian facilities in Archer Lodge will encourage recreation in the community, and in return, this will promote healthy living and a higher quality of life for individuals living in the town.



Figure 2-4: Regional Connections Map





Johnston County Comprehensive Transportation Plan

The *Johnston County Comprehensive Transportation Plan* (CTP) was prepared in 2014 (revised in 2015) by the NCDOT Transportation Planning Branch in cooperation with Johnston County, the Town of Archer Lodge, the Town of Benson, the Town of Clayton, the Town of Four Oaks, the Town of Kenly, the Town of Micro, the Town of Selma, the Town of Smithfield, the Town of Wilson's Mills, the Upper Coastal Plain rural Planning Organization and the Capital Area Metropolitan Planning Organization. The CTP is a long-range multi-modal transportation plan that identifies major transportation improvement needs and develops recommendations through the year 2035. The plan includes at a minimum: population statistics, economic conditions, traffic patterns, existing and future land use, and highway, public transportation, rail, and bicycle conditions and projected needs.

The CTP addresses bicycle safety and connectivity needs in Archer Lodge. The following road projects are listed for bicycle improvements:

- Local ID JOHN0046-B: NC 42 from Mountains-to-Sea Trail (NC Bicycle Route 2/ JOHN0001-M) to Buffalo Road (SR 1003).
- Local ID JOHN0045-B: Archer Lodge Road (SR 1702) from Covered Bridge Road (SR 1700) to Wendell Road (SR 1701).
- Local ID JOHN0013-B: Buffalo Road (SR 1003) from Wake County to NC 42.
- Local ID JOHN0042-B: Wendell Road (SR 1701) from Buffalo Road (SR 1003) to Lake Wendell Road (SR 1716).

No pedestrian or multi-use projects are recommended for Archer Lodge in the CTP. As Archer Lodge's population continues to grow, it will need to reconsider the town's current street design in order to safely accommodate pedestrians and bicyclists.

Johnston County Community Health Assessment

The [*Johnston County Community Health Assessment*](#) (2006-2010) was prepared by the Johnston County Public Health Department. One of the primary health problems listed as having the largest impact on the community is being overweight or obese. A lack of exercise was listed towards the top of a ranking of unhealthy behaviors having the greatest impact on the Johnston County community. According to the American Lung Association, Johnston County's Ozone grade is "F", meaning that nine days over the standard, the county is in the orange ozone category and one or more days in the red, purple, or maroon categories. Unhealthy air quality may affect individuals who are sensitive to pollution and may experience chronic respiratory symptoms.

Bicycle and pedestrian accommodations can help improve public health by promoting healthy behaviors like regular exercise. Those who exercise regularly will likely choose to travel while using of active modes of transportation. In return, this will reduce dependence on automobiles and help improve local air quality.



2.5 Community Features

Archer Lodge has several community features that provide important services and enrich the quality of life for its residents. These features serve as potential pedestrian and bicycle origins and destinations. The Steering Committee reported current pedestrian and bicyclist activity at some of these places. For example, pedestrians have been seen crossing Buffalo Road to access the Community Center and the ballfield. These community features provide recreational opportunities for residents and are located at the heart of the town. By improving connectivity between these locations and Archer Lodge's neighborhoods, residents would be more likely to walk or ride a bicycle. These features are listed in Table 2-1 and mapped on Figure 2-5. An infrastructure project's ability to provide connectivity to these origins and destinations was one variable used to prioritize projects and is discussed further in Section 4.4.



Town of Archer Lodge Banner
(AECOM, 2019)

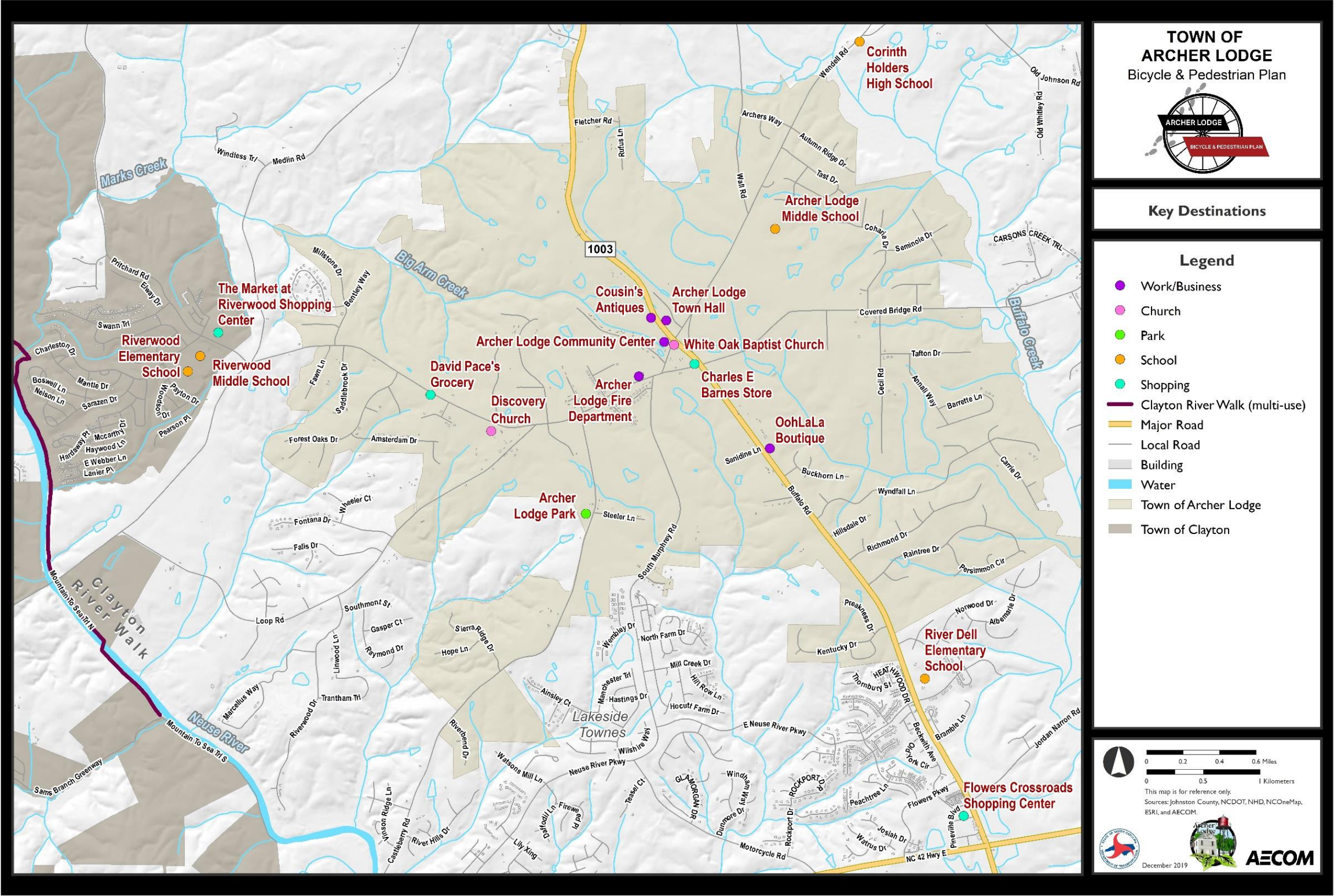


Table 2-1: Key Community Destinations

Name	Type
*Riverwood Elementary School	Education
*Riverwood Middle School	Education
Archer Lodge Middle School	Education
*River Dell Elementary School	Education
*Corinth Holders High School	Education
Archer Lodge Fire Department	Civic
Archer Lodge Community Center	Civic
Archer Lodge Town Hall and Veteran's Memorial	Civic
Archer Lodge Park	Recreational
*The Market at Riverwood Shopping Center	Business
*Flowers Crossroads Shopping Center	Business
David Pace's Grocery	Business
Charles E. Barnes Store	Business
Cousin's Antiques	Business
OohLaLa Boutique	Business
White Oak Baptist Church	Place of Worship
Discovery Church	Place of Worship
*Community facilities outside of Archer Lodge's town limits, but in close proximity. These are identified as potential bicycle and pedestrian destinations.	



Figure 2-5: Key Community Destinations





2.6 Infrastructure

Roads

The sudden increase in suburban development and rural nature of Archer Lodge has led to an inadequate and fragmented roadway system. Residential developments with one access point have prevented connectivity within the town and will contribute to long-term traffic problems if not addressed. The town has a variable topography and ditches line many of the main roads. Covered Bridge Road and Buffalo Road intersect to form the core of the town. Several of the roads leading into neighborhoods are private roads and, while still allowing bicycle and pedestrian access, they limit the types of bicycle and pedestrian facilities that are provided.

There is currently one NCDOT STIP project in Archer Lodge: W-5704E, which plans to widen Covered Bridge Road to three lanes from just west of Helena Lane to east of Buffalo Road. This project will add several turn lanes and realign South Murphrey Road to meet Archer Lodge Road. New traffic lights will be added at the intersections of Covered Bridge Road at Castleberry Road and at South Murphrey Road and Archer Lodge Roads. The design currently includes a sidewalk between Buffalo Road and Archer Lodge Road with curb and gutter. There is a second NCDOT project along Buffalo Road, contingency project 80094, that will install sidewalks on both sides of the road between the Archer Lodge Community Center and the Archer Lodge Town Hall. Both projects provide opportunities to expand pedestrian infrastructure within the town's center.

Characteristics of the road network in Archer Lodge including ownership, surface type, length, speed limits, traffic, right-of-way, resurfacing schedule, and barriers and limitations for bicycle and pedestrian infrastructure are summarized in Table 2-2. Most of Archer Lodge's main roads are two travel lanes that are approximately 10 to 12-foot wide. Most roads do not have sidewalks or curb and gutter sections, and instead, have grassed shoulders and drainage ditches. The pavement width ranges between 17 feet and 33 feet. The pavement widths in Table 2-2 do not include gutter pans. Existing sidewalks are discussed in Section 2.7 Existing Bicycle and Pedestrian Facilities. The speed limits vary between 35 mph in the downtown area and 55 mph on the main roads. Speed limits on residential streets vary between 20 and 35 mph (see Table 2-2).



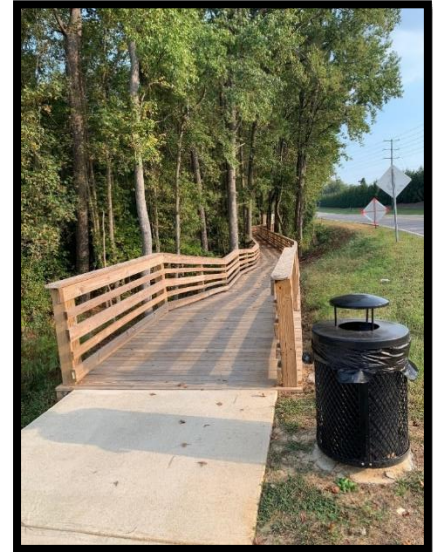
Intersection at Covered
Bridge Road and Buffalo Road
(AECOM, 2019)

Rights-of-way were estimated using aerial photography and NCDOT roadway data. Rights-of-way in the town vary between 50 and 60 feet. Streets with larger rights-of-way would more easily accommodate future infrastructure. The estimates for proposed projects would need to be verified during the feasibility and engineering phases of future projects.



Bridges

There are four bridges located just outside of Archer Lodge's municipal boundary. Three of the four bridges are classified by NCDOT as functionally obsolete. Bridge ID #500169 crosses the Neuse River on Covered Bridge Road next to the Clayton River Walk. This bridge contains walkable shoulders. Bridge ID #500175 is on Medlin Road and crosses over Big Arm Creek. The narrow shoulders on the bridge are unsuitable for pedestrian use. Bridge ID #500169 contains walkable shoulders and is located on Wendell Road and crosses Buffalo Creek. Bridge ID #500173 is on Covered Bridge Road and crosses Buffalo Creek; it contains wide paved shoulders. Wall Road contains a large culvert. There is one pedestrian bridge along Buffalo Road that runs between Bramble Lane and Jordan Narron Road.



Sidewalk and Pedestrian Bridge on
Buffalo Road, Flowers Plantation
(Out of town limits)
(AECOM, 2019)



Table 2-2: Archer Lodge Bicycle/Pedestrian Facilities Inventory by Street

Street	Ownership	Length (miles)	Speed Limit (mph)*	Traffic (2017 AADT)	Right-of-Way (feet)	Pavement Width (without gutter pan) (feet)	Curb/ Gutter	Existing Bicycle/Pedestrian Facilities	Constraints
Aldean Drive	NCDOT	0.2	35	n/a	50	19	No	No	Cul-de-sac
Allison Way	NCDOT	0.15	35	n/a	50	19	No	No	Cul-de-sac
Amsterdam Drive	NCDOT	0.49	25-35	n/a	50	19	No	No	Cul-de-sac
Annali Way	NCDOT	0.46	35	n/a	50	20	No	No	n/a
Archer Lodge Road	NCDOT	0.37	35	n/a	n/a	23	No	Short sidewalk next to White Oak Baptist Church	Ditch and trees
Archers Way	NCDOT	0.29	35	n/a	50	20	No	No	n/a
Autumn Ridge Drive	NCDOT	0.43	25	n/a	50	20	No	No	Dead end
Barrette Lane	NCDOT	0.63	35	n/a	50	20	No	No	n/a
Bentley Way	NCDOT	0.23	35	n/a	50	19	No	No	Cul-de-sac
Buckhorn Lane	NCDOT	0.40	35	n/a	50	20	No	No	Cul-de-sac
Buffalo Road	NCDOT	3.75	35-45	9,000	0	22	No	No	Ditches
Callie Court	NCDOT	0.11	35	n/a	50	20	No	No	Cul-de-sac
Castleberry Road	NCDOT	2.54	35-55	2,400	0	20	No	No	Ditches
Cecil Road	NCDOT	0.79	35	n/a	60	13	No	No	Dead end



Street	Ownership	Length (miles)	Speed Limit (mph)*	Traffic (2017 AADT)	Right-of-Way (feet)	Pavement Width (without gutter pan) (feet)	Curb/ Gutter	Existing Bicycle/Pedestrian Facilities	Constraints
Chatham Court	NCDOT	0.09	35	n/a	50	19	No	No	Cul-de-sac
Chesney Court	NCDOT	0.12	35	n/a	50	20	No	No	Cul-de-sac
Covered Bridge Road	NCDOT	4.42	35-45	3,900-6,400	0	20	No	No	Ditches
Deep Forest Lane	NCDOT	0.14	35	n/a	50	17	No	No	Cul-de-sac
Deerfield Trail	NCDOT	0.10	35	n/a	60	20	No	No	n/a
Doe Lane	NCDOT	0.21	35	n/a	60	19	No	No	Cul-de-sac
Fawn Lane	NCDOT	0.32	35	n/a	60	20	No	No	Cul-de-sac
Fletcher Road	NCDOT	0.26	35	n/a	60	20	No	No	Ditches
Forest Oaks Drive	NCDOT	0.82	25-35	n/a	50	20	No	No	Cul-de-sac
Glen Court	NCDOT	0.16	35	n/a	50	19	No	No	Cul-de-sac
Heart Wood Court	NCDOT	0.16	35	n/a	50	17	No	No	Cul-de-sac
Helena Lane	NCDOT	0.51	35	n/a	50	20	No	No	Cul-de-sac and light poles
Hillsdale Drive	NCDOT	0.26	35	n/a	50	19	No	No	Cul-de-sac
Kentucky Drive	NCDOT	0.66	35	n/a	60	19	Neighborhood entrance	No	Cul-de-sac
Kirkland Court	NCDOT	0.11	35	n/a	50	19	No	No	Cul-de-sac



Street	Ownership	Length (miles)	Speed Limit (mph)*	Traffic (2017 AADT)	Right-of-Way (feet)	Pavement Width (without gutter pan) (feet)	Curb/ Gutter	Existing Bicycle/Pedestrian Facilities	Constraints
Loop Road	NCDOT	1.06	35	1,200	n/a	24	No	Signed bicycle route	Ditches
Millstone Drive	NCDOT	0.63	35	n/a	50-60	18	No	No	Cul-de-sac
Nashville Drive	NCDOT	0.21	35	n/a	50	20	No	No	Cul-de-sac
Paisley Court	NCDOT	0.14	35	n/a	50	21	No	No	Cul-de-sac
Post Oak Court	NCDOT	0.16	35	n/a	50	18	No	No	Cul-de-sac
Preakness Drive	NCDOT	0.28	25	n/a	50	20	No	No	Cul-de-sac and ditch
Raintree Drive	NCDOT	1.01	n/a	n/a	n/a	26	No	No	n/a
Richmond Drive	NCDOT	0.87	35	n/a	50	20	No	No	Cul-de-sac
Riverbend Drive	NCDOT	0.28	35	n/a	60	20	No	No	Cul-de-sac
South Woodstone Drive	NCDOT	0.24	35	n/a	50	21	No	No	Cul-de-sac
South Murphrey Road	NCDOT	1.18	35	n/a	60	19	No	No	Ditch
Tafton Drive	NCDOT	0.49	35	n/a	50	21	No	No	Cul-de-sac
Triple Crown Circle	NCDOT	0.29	25	n/a	50	20	No	No	n/a
Wall Road	NCDOT	1.49	35-55	n/a	n/a	19	No	No	Ditches
Wendell Road	NCDOT	1.91	35-55	n/a	n/a	33	No	No	Ditches



Street	Ownership	Length (miles)	Speed Limit (mph)*	Traffic (2017 AADT)	Right-of-Way (feet)	Pavement Width (without gutter pan) (feet)	Curb/ Gutter	Existing Bicycle/Pedestrian Facilities	Constraints
Woodstone Drive	NCDOT	0.68	35-35	n/a	60	23	No	No	Dead end
Wyndfall Lane	NCDOT	1.46	25	n/a	50	22	No	No	n/a



Railroad

There are currently no operational railways in Archer Lodge. The closest railroad is the Norfolk Southern Railway located in Clayton.

Public Transportation

Johnston County Area Transit System (JCAT) provides demand response transit services to Johnston County residents. JCAT operates over 30 ADA compliant buses and vans. Johnston County Transit offers transportation for both the general public and through contracting human service agencies. Buses and vans operate Monday through Friday, 4:30 AM to 9:00 PM and on Saturdays between 4:30 AM and 5:00 PM. The fare is \$5.00 per ride in the county and \$15.00 per ride out of the county. JCAT provides medical trips in and out of the county, trips to workplace and job training, as well as senior centers, child care centers, social services, public hearings, and dental care. The buses can accommodate riders in wheelchairs. In addition, JCATS strives to provide Rural General Public (RGP) transportation to school, work, and appointments, at a reduced cost to riders. RGP services are provided between 6:00 AM and 5:00 PM, Monday through Friday.

Although public transportation services are limited, they depend on a bicycle and pedestrian network for transit riders to safely access transit stops. Furthermore, the proposed bicycle and pedestrian network links transit stops to community destinations, residences, and businesses. A connected bicycle and pedestrian network would support future expansion in public transportation by providing safer access to transit stops on streets and sidewalks.

Utilities

Utilities are an important consideration for bicycle and pedestrian planning. Relocating or replacing existing utilities to make room for new bicycle and pedestrian infrastructure can be costly and, in some cases, cost-prohibitive. Table 2-3 lists where above-ground utilities become barriers to bicycle and pedestrian improvements. Often, sidewalks and multiuse paths are located on the side of the road where utilities are not present. The exact location of utilities would need to be surveyed during the feasibility/engineering phase of each project. Coordination would need to occur with utility providers during design and before construction. General information about utilities in Archer Lodge is noted in Table 2-3 below.

Table 2-3: Utilities

Utility	Provider	Location
Electricity	Duke Progress Energy	Above ground
Telephone	AT&T, CenturyLink, Spectrum	Above ground
TV/Internet	CenturyLink, Spectrum	Above and below ground
Natural Gas	None	Not available
Water	Johnston County	Below ground
Sewer	None	Not available



2.7 Existing Bicycle and Pedestrian Facilities

Pedestrian

Sidewalks

Archer Lodge has one existing sidewalk within its municipal boundaries. This sidewalk runs along the corner of Archer Lodge Road and Buffalo Road next to the White Oak Baptist Church. It is in good condition and has lighting above it.

Existing sidewalk facilities are listed in Table 2-4 and are mapped on Figure 2-6. Overall, the sidewalk network in Archer Lodge is poor, with facilities present on high-traffic streets like Buffalo Road and Pritchard Road. All neighborhood streets and streets in downtown Archer Lodge lack continuous sidewalk facilities. Sidewalks are needed to improve safety and expand the connectivity between key destinations within the community.

The sidewalk in downtown Archer Lodge between Buffalo Road and Archer Lodge Road is four to five feet-wide. This sidewalk primarily serves the White Oak Baptist Church and does not connect the church to nearby destinations within the town. Pedestrian traffic in this area is heavier than in the rest of the town and the current sidewalk lacks connectivity with nearby destinations like the C.E. Barnes Store and Archer Lodge Community Center. A continuous sidewalk would allow for easier pedestrian travel and safer walking conditions in this busy area of town.



Sidewalk at White Oak Baptist Church
(AECOM, 2019)

Table 2-4: Existing Sidewalk Facilities

Street	From	To	Sidewalk Width (ft.)*	Condition	Street Lighting
Archer Lodge Rd.	Archer Lodge Rd.	Buffalo Rd	4	Good: cracked portions	One corner street light
Buffalo Rd.	Buffalo Rd.	Archer Lodge Rd	4	Good: cracked portions	One corner street light
**South Murphrey Road	Lakeside Townes	Lakeside Townes	6	Good	Two lights next to the neighborhood entrance

*Current NCDOT standards require a 5-foot sidewalk width, and 5.5 feet on bridges. Greater widths are recommended in areas with high pedestrian activity.

** Sidewalk facilities outside of Archer Lodge town limits but within close proximity.



In addition to the street lighting noted above, overhead streetlights are located intermittently throughout the town. Duke Energy Progress installed a total of 27 street lights throughout the center of the town in March 2012. These lights were installed to illuminate dark intersections.

Crossing Facilities

In addition to sidewalks, there is one four-way crossing at the intersection of Buffalo Road and East Neuse River Parkway in front of River Dell Elementary School. A second crosswalk runs parallel with Buffalo Road at the River Dell Elementary School, summarized in Table 2-5. Both crossing facilities are outside of Archer Lodge Town Limits.

Table 2-5: Existing Crosswalks

Location	Type	Visibility	Pedestrian Signals
Buffalo Road	Four-way crossing at intersection	Visible striped pavement markings	No. 4-way stop signs present.
River Dell Elementary Entrance	Crossing	Visible striped pavement markings	No. 4-way traffic signal present.

The two existing crosswalks along Buffalo Road and in front of River Dell Elementary School benefit from bold, visible striped pavement markings on which pedestrians can cross the street. Although these pavement markings are visible to motorists, pedestrians would benefit from increased signage and pedestrian crossing signals to increase safety.

Bicycle Facilities and Multi-Use Trails

Archer Lodge does not have marked bicycle lanes or wide paved shoulders within its border. The town collaborates with county and other local municipal and governmental entities, as well as other local stakeholder organizations, in maintaining nearby recreational bicycle trails and bicycle routes throughout the area. There is one signed bicycle route along Loop Road. The Clayton, Archer Lodge, Wilson's Mill Loop bicycle trail runs along the nearby Clayton River Walk Greenway which is part of the Mountains-to-Sea Trail and is located off Covered Bridge Road where it crosses the Neuse River. The surface of the trail is paved with asphalt and is 10 feet wide.

2.8 Bicycle, Pedestrian, and Vehicular Traffic Counts and Crash Data

Bicycle and Pedestrian Activity

Although actual bicycle and pedestrian counts were not available for this *plan*, the Steering Committee and public meeting participants noted bicycle and pedestrian activity along Loop Road, at the Archer Lodge Community Center, along the existing multi-use path on South Murphrey Road, and the nearby Clayton River Walk Trail. The Trail is four miles long and has become a popular nearby attraction for Archer Lodge's community. The Steering Committee and public meeting participants also noted pedestrian activity and



pedestrian safety concerns around Pritchard Road and the Archer Lodge Community Center located off Buffalo Road.

NCDOT Annual Average Daily Traffic Counts

NCDOT prepares Annual Average Daily Traffic (AADT) counts for state roads, which represent the daily traffic average over the year at specific points. These counts, in conjunction with field visits and discussions with residents, help identify high traffic areas that may pose safety concerns for pedestrians and bicyclists.

Several roads within Archer Lodge have traffic counts available. Buffalo Road which runs through the center of the town, had the highest traffic count in 2017 at 9,000 total counts. Traffic was also heavy on Covered Bridge Road at 3,900 to 6,400 counts and on Castleberry Road at 2,400 counts. The 2017 AADT counts for Archer Lodge are listed in Table 2-6.

Table 2-6: Annual Average Daily Traffic (AADT) Counts

Street	Location	AADT (2017)
Buffalo Road	Runs perpendicular to Covered Bridge Road	9,000
Covered Bridge Road	Runs perpendicular to Buffalo Road	3,900-6,400
Castleberry Road	Connects to Covered Bridge from the south, east of South Woodstone Drive	2,400
Loop Road	Creates a loop with Covered Bridge Road and links to Covered Bridge Road near the Neuse River and west of South Woodstone Drive	1,200

Crash Data

The Division of Integrated Mobility in collaboration with local law enforcement departments developed a dataset for all reported bicycle and pedestrian crashes⁵ within the state between the years of 1997 and 2016. According to this dataset, between a five-year period from 2012 to 2016, 51 bicycle crashes and 185 pedestrian crashes were reported in Johnston County. Six of the bicycle crashes occurred due to undetected bicyclists by the motorists. Of the pedestrian crashes, 31 occurred when the pedestrian was hit from behind while walking along the roadway with traffic. Pavement markings or signage may promote driver awareness that bicycle users will be sharing the road. Construction of sidewalks along roads will deter the public from walking in the streets and help create a safer space between sidewalk users and cars.

⁵ North Carolina Pedestrian and Bicycle Crash Data Tool



General safety concerns cited by the Steering Committee include the following:

- Crosswalks are needed for bicycle and pedestrian access to trails and important downtown destinations
- Connected sidewalk networks are needed
- Limited lighting
- Overall lack of bicycle facilities
- Overall lack of sidewalk facilities

2.9 Existing Bicycle and Pedestrian Programs

Archer Lodge is currently working to offer programs that specifically support bicycle or pedestrian education, encouragement, or enforcement. The town recognizes the importance of promoting physical activity that encourages healthier living and plans to assist with the expansion of Community Center programs, such as the development of a walking/running club, bicycling classes, and other pedestrian and bicycle programs.

Currently, the town has an active and popular recreation program through the Archer Lodge Community Center. The Archer Lodge Community Center is a non-profit entity which operates several highly popular youth sports, fitness, and recreation programs, and is located at the heart of the town center. It is also considered a high-use pedestrian area. The Archer Lodge Community Center includes a 0.33-mile walking trail that is frequently used by nearby residents. The Community Center also partners with the National Down Syndrome Society to raise money for family support and encourages exercise at the same time.

To support Archer Lodge's commitment to healthy lifestyles, the Archer Lodge Governing Body allocates an annual amount to the Archer Lodge Community Center for facilities and programs that promote active living. The *Bicycle and Pedestrian Plan* will allow the town to provide bicycle and pedestrian facilities that enhance and complement the Archer Lodge Community Center facilities developed through this allocation.



Archer Lodge Community
Center Buddy Walk
(AECOM, 2019)

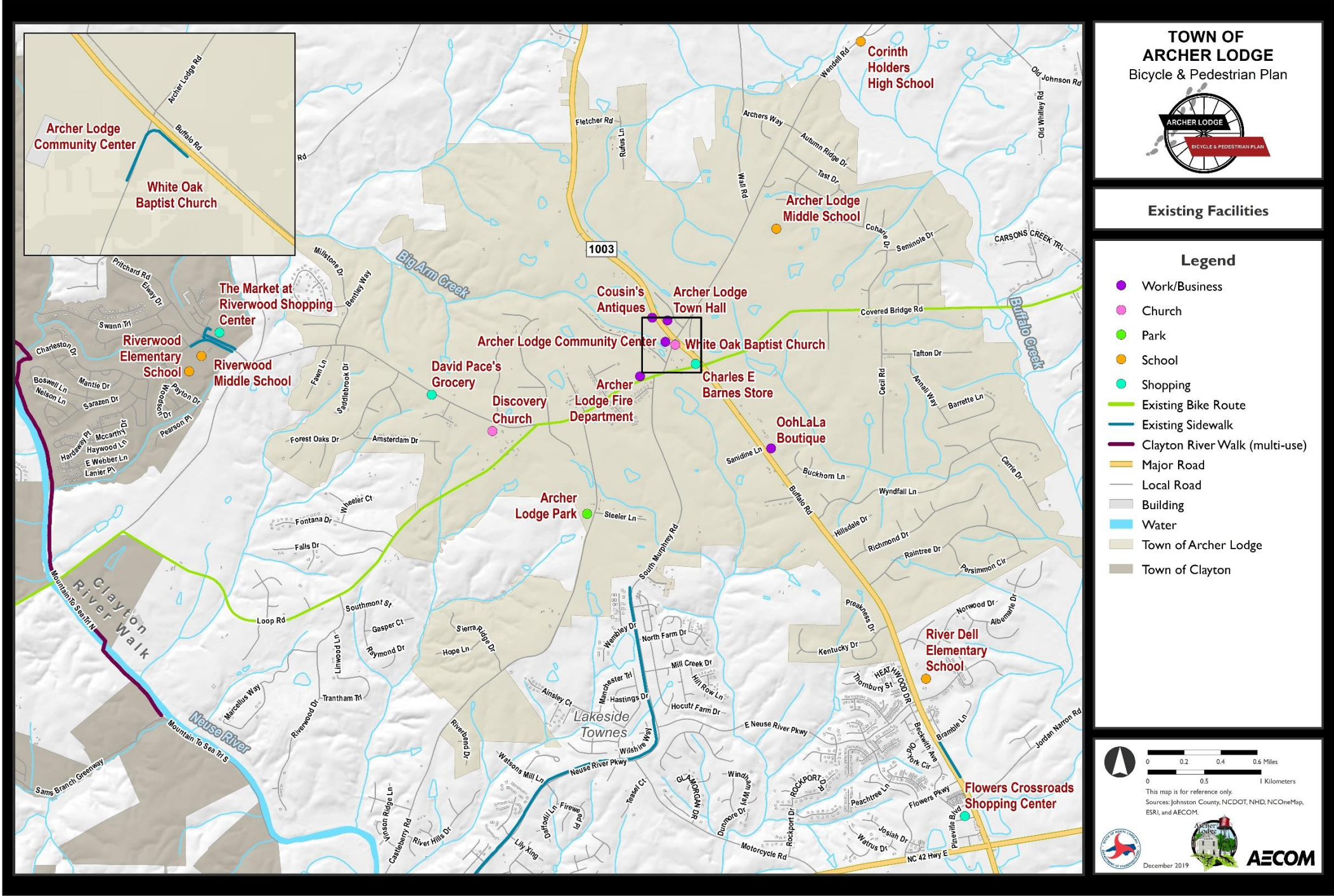
The town has recently acquired land and plans to develop a town park within the next few years. This park will be a central node and destination for bicycle and pedestrian facilities that navigate through the town and connect to regional networks.



Riverwood Elementary staff and students met at a local coffeehouse to participate in National Walk to School Day. The walk to school day coincides with the *International Walk to School Week* which typically falls on the first week of October. Further participation in this event may encourage students to walk to school more frequently.



Figure 2-6: Existing Facilities





2.10 Opportunities and Constraints

Opportunities for improving bicycle and pedestrian mobility and safety were identified as well as potential constraints to overcome achieving the community's vision for multimodal access and safety. Archer Lodge's location in the Neuse River watershed creates bicycle and pedestrian opportunities, as well as challenges to the implementation of associated infrastructure. Connecting to existing bicycle and pedestrian infrastructure will allow users to explore the natural setting in and around the town, as well as add to the small-town charm of the community while also providing economic benefits to local businesses.

Opportunities

1. Key destinations located near one another provide an opportunity for sidewalk and bicycle network growth.
2. Economic growth and investments that result from visitors using bicycle and pedestrian facilities including nature trails. The town and the surrounding area are popular amongst bicyclists drawn to the rural character that the town provides. Recreational riders in the town commonly access the several Clayton bicycling routes and trails by connecting from downtown Archer Lodge to the surrounding area.
3. Natural resources, topography, and attractive rural landscapes that draw local and regional visitors.
4. Future development will provide opportunities for new bicycle and pedestrian infrastructure.
5. Coordination with bicycle and pedestrian organizations/clubs like Safe Routes to School to help develop local activities and events, such as a bicycle rodeo or providing bicycle helmets to children.

Constraints

1. Existing sidewalks do not form a connected network.
2. Unsafe intersections for accessing trails and important destinations.
3. Roadways with limited rights-of-way for sidewalks or bicycle lanes that need retrofitting.
4. Existing Town policies and ordinances that require sidewalk and bicycle infrastructure to be constructed as part of development need re-evaluated due to changing conditions.
5. Terrain, streams, and ditches, and right-of-way challenges increase engineering and construction costs of pedestrian infrastructure and subdivision connectivity.
6. Existing and new development patterns have resulted in a lack of connectivity between neighborhoods and key community destinations.
7. Difficulties in coordinating/funding improvements for local/regional greenways and trails that involve multiple stakeholders.



3.0 Public Input

3.1 Steering Committee

The Steering Committee that guided this *plan* was formed as a dedicated group of local officials, staff, stakeholders, and citizens to incorporate a diverse range of community perspectives. The committee met three times throughout the planning process to help shape the *Bicycle and Pedestrian Plan* by identifying goals and objectives, identifying pedestrian constraints and opportunities, and prioritizing proposed projects.

At the first Steering Committee meeting on January 31, 2019, the group chose a vision statement for the *plan* and discussed issues the community is facing with regards to bicycle and pedestrian infrastructure. Members focused on developing a vision and set of goals for the *plan*. The committee broke into groups during a working session to define bicycle and pedestrian origins, destinations, activity, and areas of concern. These areas of concern were used to start thinking about potential projects, policies, or programs. The committee discussed focusing on connectivity, safety, and implementable projects.



First Steering Committee Meeting
(AECOM, 2019)



Second Steering Committee Meeting
(AECOM, 2019)

The second Steering Committee meeting was held on May 8, 2019. Sample projects, policies, and programs were presented to the committee in preparation for a working session. The working session captured committee input on bicycle and pedestrian infrastructure projects as well as relevant policies or programs. Specifically, focus was placed on linear facilities and spot improvements, connections and gaps in bicycle and pedestrian infrastructure, and amenities. The feedback gathered during this meeting was used to develop preliminary recommendations.



The third Steering Committee meeting was held on October 2, 2019, at the Archer Lodge Community Center. During this meeting the Steering Committee was asked to help prioritize a list of recommended projects by scoring the projects based on various criteria including connectivity, demand, equity, and safety. The selected criteria were based on Steering Committee preference gleaned during the second meeting in May, as well as consultant recommendation. The Steering Committee was also asked to help identify which types of policy and programmatic recommendations would be made in the plan. The feedback from this meeting, as well as the second public meeting discussed below, was used to refine the recommendations made in the plan.



Third Steering Committee Meeting
(AECOM, 2019)

Table 3-1: Steering Committee

Steering Committee Members	
Donna Bailey-Taylor	Mike Gordon
Kim Batten	Mark Jackson
Terry Barnes	Joyce Lawhorn
Teresa Bruton	Julie Maybee
Sarah Campbell	Braston Newton
Dene Castleberry	John Oglesby
Bob Clark	Pam Smith
Robert Davis	Andrew Thomas
Charles Ferrell	Kenneth Withrow
John Goldman	Haley Hogg

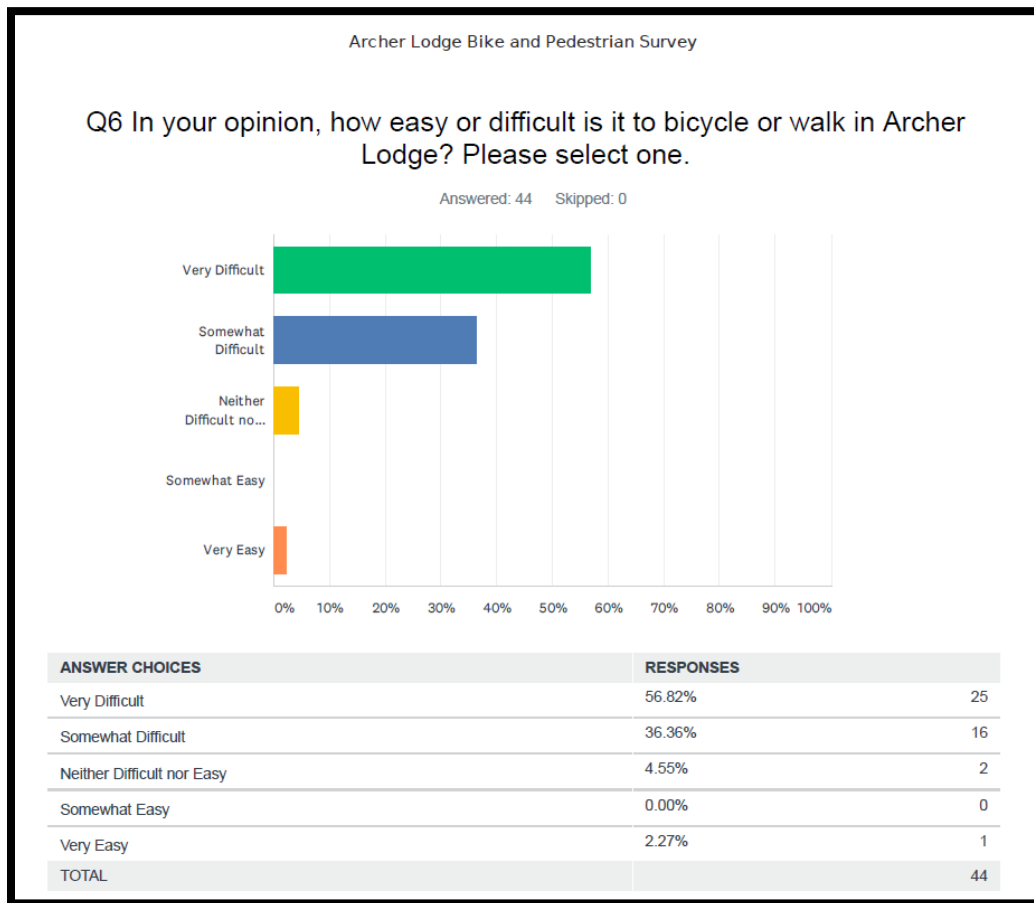
3.2 Public Meetings

The first public meeting was held on May 8, 2019, immediately following the second Steering Committee Meeting. The second public meeting was held on October 2, 2019, immediately following the third Steering Committee Meeting. The purpose of these meetings was to provide a brief presentation about the planning process and present highlights from the plan. Maps displaying the recommended projects were provided during these meetings. A copy of all meeting materials is provided in Appendix A: Public Involvement.



3.3 Community Survey Results

An online survey was made available to Archer Lodge’s residents from March to July 2019 to gather local information about current travel behaviors, priorities, and opportunities for bicycling and walking in Archer Lodge. Information from the survey has been included in this *plan*’s recommendations. The following sections summarize the key themes from the forty-four survey responses received. An example of a survey question is provided below. Complete survey responses can be found in Appendix A.



Sample Question from the Online Survey

(AECOM, 2019)

Themes

The most frequently reported purposes of bicycling and walking trips in Archer Lodge during a typical week involve trips along the Clayton River Walk Trail, Archer Lodge Road, Buffalo Road, South Murphrey Road, and traveling to key destinations such as the Archer Lodge Community Center and C.E. Barnes Store. Access to parks and trails emerges as a central theme in which residents either express their desire to use parks and trails and note the existing roadway or sidewalk facilities are limited by lack of connectivity or barriers that limit



access. Although physical activity is a priority amongst residents, almost 57 percent of survey respondents said bicycling or walking in Archer Lodge is very difficult. Specifically, bicycling is difficult because of the limited availability of bicycling facilities, and safety concerns due to heavy two-way vehicle traffic, and speeds. Walking is difficult because of the poor condition of pedestrian facilities and lack of a complete sidewalk network linking pedestrians to desired destinations.

*"I am an **avid walker** and would love to walk to the **C.E. Barnes General Store** or the newly planned **park** in the future."*

-Town of Archer Lodge Bicycle and Pedestrian Plan Survey Respondent

Priorities to Improve Bicycling and Walking

To address the current challenges in bicycling and walking to parks, trails, and downtown, survey respondents' primary priority is infrastructure: particularly improving and adding new bicycling and pedestrian facilities, providing more and safer connections to the future park location, and maintaining these facilities over time. In addition, respondent's highlighted ordinances and policies as ways to help the town enhance bicycle and pedestrian activities within the community. Coordination with neighboring jurisdictions to expand the regional network of bicycle routes was also listed as a priority in the online survey.

Archer Lodge residents had opportunities in the survey to provide recommendations with specific locations in need of attention, and the following four points summarize these responses:

1. **Connecting neighborhoods, parks, and trails:** Many respondents requested complete bicycling and pedestrian networks that do not require users to drive and park at a park or trail entrance.
2. **Bicycling and walking safely around downtown and schools:** Several streets were identified as unsafe because of a lack of sidewalk infrastructure, a lack of bicycle lanes, and limited vehicle speed regulation. Buffalo Road, Covered Bridge Road, South Murphrey Road, and Pritchard Road were listed as roads with safety concerns.
3. **Promoting bicycle and pedestrian safety education:** Training may take place at the Archer Lodge Community Center, Archer Lodge Fire Department, or other community building. Educational programs may cover topics like bicycle helmet training and safety on trails.
4. **Promoting expansion of bicycle and pedestrian amenities on existing roadways through local ordinances:** Respondents suggested that Archer Lodge officials utilize local ordinances to maintain, protect, and expand bicycling and pedestrian facilities as improvements and developments are built.



Archer Lodge Town Hall Bicycle and Pedestrian Meeting Notice
(AECOM, 2019)



4.0 Recommendations

4.1 Overview

Active transportation, such as bicycle and pedestrian travel, offers many benefits including improved health, reduced environmental impacts, and fewer financial commitments from decreased dependency on the automobile. This section describes the infrastructure improvements that are recommended to provide the Town of Archer Lodge with a safe, accessible, and connected bicycle and pedestrian network.

Recommended improvements in this *plan* include improving on-road bicycle facilities, sidewalk upgrades, and crossing improvements. Multi-use facilities (shared use paths, also known as greenways) are recommended near the Archer Lodge Park and along the Duke Energy Conservation Easement.

All proposed projects are intended to provide safe connections between origins and destinations within the town while promoting exercise and mobility. The projects were developed through collaboration with the Steering Committee, field analysis, and public input. All bicycle and pedestrian facility recommendations along NCDOT maintained roadways will require coordination with NCDOT Highway Division 4 as part of implementation.

4.2 Facility Types

Spot Improvements

Spot Improvements address bicycle and pedestrian problems at specific locations such as intersections, short lengths of a roadway, or single destinations. These types of improvements are generally low cost and provide enhancements through surface improvements, signing, access enhancements, or functional upgrades.

Spot Bicycle Facilities

Bicycle Parking: A rack or object provided specifically for the purpose of supporting and enabling a bicycle to be secured when not in use. A bicycle corral is a type of bicycle parking used in high-demand areas for the parking of multiple bicycles.

Bicycle Signal: A traffic control device that assigns right-of-way to bicyclists and controls bicycle movements in mixed traffic to reduce conflict with motor vehicles and/or pedestrians.

Bicycle Zone: An area in the public right-of-way reserved for bicycling facilities.

Signage: Sign categories include warning (e.g., turn signs), regulatory (e.g. stop signs), guide (e.g., bicycle route signs), school (e.g., school speed limit signs), and emergency signs (e.g., area closed signs).



Spot Pedestrian Facilities

Crosswalk: The portion of the roadway intended for pedestrians to use in crossing the street. It may be distinctly indicated for pedestrian crossing by lines or other markings on the surface. At intersections with sidewalk present, the crosswalk is the marked or unmarked part of the roadway where the lateral boundary lines of the sidewalk would extend across.

Crossing Island / Mid-Block Crossing: A raised island at intersection or mid-block crossing location that helps to protect crossing pedestrians from motor vehicles and provides a place of refuge.

Curb Extension: An extension of sidewalk, landscaped area, or curb line into the roadway that reduces the crossing distance and enhances visibility for pedestrians and may reduce traffic speed.

Curb Ramp: A combined ramp and landing to accomplish a change in level at a curb between the sidewalk and the street. This element provides a transitional access between elevations for pedestrians using wheelchairs, strollers or other devices with wheels, and must comply with [Americans with Disabilities Act \(ADA\)](#) standards.

High Visibility Crosswalks: A crosswalk marked with diagonal or longitudinal lines parallel to traffic flow, such as the ladder, continental or bar pair marking pattern.

Lighting: Illumination provided to enhance the safety and comfort of pedestrians and bicyclists. High quality and well-placed lighting, including supplementing pedestrian-scale lighting at night-time crossing areas, increases safety and security for non-motorized users.

Pedestrian Hybrid Beacon: A pedestrian-activated device used to warn and control traffic at an unsignalized location to assist pedestrians in crossing at a marked Crosswalk.

Spot Multiuse Facilities

Paving Treatment: Paving treatments can send a visual cue to motorists about the function of a street. They can also create an aesthetic enhancement of a street and be used to delineate separate space for pedestrians or bicyclists. Some examples include colored concrete, brick, and cobblestone.

Trailhead: A trailhead is the primary access point to a shared use path. It may have parking and other amenities at the terminus.

Wayfinding: Comprehensive signage and/or markings to guide travelers to their destinations along preferred routes by providing information such as distances or times to reach key destinations or areas.

Linear Improvements

Linear Improvements are specific to linear project needs for bicycle and pedestrian problems such as enhancement or new construction of bicycle lanes, sidewalks, or improvements to streetscapes. These types of improvements are generally larger infrastructure projects with higher costs and longer implementation timeframes and together form for a network of safe transportation choices for the community.



The following are suggested linear bicycle and pedestrian facilities that could be feasible in the Town of Archer Lodge based on planning-level analysis and local stakeholder preference. This is not an exhaustive list and are terms defined by NCDOT.

Linear Bicycle Facilities

A successful bicycle network consists of bicycle facilities which allow for the safe and efficient movements of cyclists within and throughout a given area.

Buffer: A strip of land that separates the sidewalk, or other facilities, from the street to improve the active traveler's level of comfort. A buffer can be comprised of one or multiple zones including the green zone, bicycle zone, parking/transit stop zone or a combination thereof. Typical elements that contribute to creating a buffer include landscaping strips, parked cars and/or bicycle lanes.

Bicycle Route: A segment of road identified as a path of travel for bicyclists between destinations which may have directional and informational signage and markings. While these routes are identified for use by bicyclists, they are not necessarily exclusive to bicycle transportation. Routes may exist at the national, state, county and local level.

Markings: Provide information, guidance, regulation, or warnings to road users. As a proposed implementation method, marking means striping or painting facilities such as shared lane markings or bicycle lanes without any need for additional improvements or adjustments to the roadway.

Paved Shoulder: The portion of the roadway contiguous with the travel lanes that accommodates stopped vehicles, emergency vehicles, and reduces the frequency of pavement maintenance is referred to as a paved shoulder. Shoulders, where paved and of sufficient width, may be used by bicyclists. Bicycle lane pavement markings may be used to designate the shoulder as a bicycle lane. In rural areas, paved shoulders are also used by pedestrians where a sidewalk is not present.

Reallocation: A technique to modify the number or width of travel lanes to achieve systemic improvements such as adding a bicycle lane to an existing roadway with confined right-of-way. Variants of reallocation include 4-to-3-lane conversion, lane reduction, or reconfiguration.

Repave: Proposed implementation method to improve a facility for bicyclists by capitalizing on the routine paving or resurfacing maintenance schedule.

Restripe: Adjustment in the lateral placement of existing travel lanes to reallocate roadway space for bicyclists or create a greater buffer width between motor vehicle lanes and existing or proposed pedestrian facilities. This adjustment does not remove or add any travel lanes for motor vehicles.

Separated Bicycle Lane: A bicycle lane that is physically separated from motor vehicle lanes, exclusively for bicycle traffic, and is on or adjacent to the roadway. Also known as a cycle track or protected bicycling lane.



Shared Lane: A lane that is open to both bicycle and motor vehicle travel. Shared lanes can be marked with shared lane markings or designated as bicycle boulevards. A shared lane that is at least 14 feet wide allows space so that bicyclists and motorists may travel side-by-side within the same traffic lane.

Linear Pedestrian Facilities

Providing new infrastructure and making existing facilities safer and more inviting for pedestrians can help to increase the walkability of a community.

Resurfacing Projects: A proposed implementation method to improve a facility for pedestrians to occur the next time the roadway segment is scheduled to be resurfaced. Resurfacing beyond routine maintenance (i.e., repaving) is considered an alteration and therefore requires upgrading curb ramps and crosswalks for ADA compliance.

Sidewalks: The paved portion of a street or highway right-of-way (typically 5-feet wide), beyond the curb or edge of roadway pavement, which is intended for use by pedestrians. As the primary element of the pedestrian environment, sidewalks are generally constructed of concrete, pavers, or another hard surface. In urban areas, sidewalks are typically located adjacent to the road with a curb to protect users from vehicular traffic. In suburban areas, sidewalks or wide paved shoulders along the roadway may be used for pedestrian use. In rural areas, wide shoulders may be the only pedestrian facility, and in many cases, there are no specific improvements to accommodate pedestrian users. Sidewalks adjacent to a curb are the recommended section (Note: NCDOT will only construct sidewalk with curb and gutter).

Linear Multiuse Facilities

NCDOT adopted a “Complete Streets” policy (CS) in 2009, that has been updated in 2019. Complete streets consider and incorporate all modes of transportation when building new projects or making improvements to existing infrastructure. Complete Streets are designed to be safe and comfortable for all users, including pedestrians, bicyclists, transit riders, motorists, and individuals of all ages and capabilities.⁶ NCDOT has developed the P6.0 Complete Streets Project Sheet, which will require project submitters to note multimodal elements that are to be evaluated as a part of the proposed project. If no multimodal facilities are to be evaluated with the proposed project, the sheet requires the project submitter to document why they are not to be evaluated.

Part of designing with CS principles in mind includes the impact of street patterns on trip length, connectivity between resources, intersection use, and the overall experience of the user. Both cyclists and pedestrians can benefit from a street that has been designed with the CS policy including improvements for children and individuals with accessibility needs, health advantages, improved public transportation services, economic revitalization, safety enhancements, roadway equity, and a more livable community.

⁶ NCDOT Complete Street Planning and Design Guidelines at <http://completestreetsnc.org/>



Equestrian Considerations: Trail corridors with paved and unpaved tread can accommodate multiple users, such as riders with horses, bicycles and pedestrians. Vegetation and distance help separate users and minimize conflicts.

Grade-Separated Crossing: A facility, such as an overpass, underpass, skywalk, or tunnel that allows pedestrians, bicyclists, and motor vehicles to cross each other at different levels to avoid conflicts and improve free flow of each mode. These are structures that cross under or above a roadway, barrier, or natural feature.

Shared Use Path: Also known as a “multiuse trail” or “greenway”, a shared use path is a facility designed to meet ADA standards, which may be used by bicyclists, pedestrians, and other non-motorized users. The shared use path is separated from the roadway by an open space or a physical barrier or within an independent-right-of-way and should be located beyond the roadway clear zone. A rail trail, built within the right-of-way of a former railroad, is considered a type of shared use path.

Side paths: A specific type of shared use path facility that is physically separated from the road but located within the roadway right-of-way that is designed to meet ADA standards.

Unimproved Trail: An unpaved/unimproved off-road facility, open for bicyclist and/or pedestrian use, which is not required to meet ADA standards.

Widening: Increasing the width of the paved portion of the roadway to specifically improve the roadway segment for a bicycling or pedestrian facility.

4.3 Project Corridors

Bicycle and pedestrian improvements proposed in this *plan* were developed based on the corridors, locations, and issues identified through the public engagement process. As described in Section 3, Steering Committee members and the public were asked to identify community features, origins and destinations, opportunities for pedestrian connections, and constraints to bicycle and pedestrian mobility. Based on that input and the data collection in Section 3.0, the team identified two corridors for specific infrastructure improvement recommendations as well as other bicycle and pedestrian improvements. The corridors and corresponding projects are shown in Figure ES-1, and include the following:

- | | |
|---------------------------------|-------------------------------------|
| • Covered Bridge Road | Corridor Improvements |
| • South Woodstone Drive | Shared-use Improvements |
| • Castleberry Road | Bicycle and Pedestrian Improvements |
| • South Murphrey Road | Shared-use Improvements |
| • Buffalo Road | Corridor Improvements |
| • Archer Lodge/Wendell Road | Bicycle Improvements |
| • Duke Energy Easement Greenway | Shared-use Improvements |



The corridors and projects were presented to both the Steering Committee in the third meeting and the public in the second public meeting. Both groups were asked to prioritize and provide input on the specific projects.

4.4 Prioritization

The results from the prioritization process are provided in Prioritization results are meant to serve as a general guide. There may likely be opportunities to implement these projects in an order different from the order in which they were prioritized. The prioritization in this plan should generally be followed as it directly reflects Steering Committee input and community feedback captured during public meetings and an online survey. This should not, however, prevent the town from taking advantage of bicycle or pedestrian improvements as opportunities present themselves. It is beneficial to implement bicycle and pedestrian projects on the same road segment simultaneously in order to realize cost savings and minimize disruptions due to construction.

Prioritization Results

The results of the prioritization process for all proposed projects are in Table 4-1 below. The projects are organized by highest to lowest prioritization score. This prioritization informs the organization of the recommendations in the following section, 4.5.



Table 4-1: Prioritization Results

Project Number	Project	Prioritization Score	Prioritization Rank
1	Covered Bridge Road	11	1 (tie)
2	Buffalo Road	11	1 (tie)
3	Duke Energy Easement Greenway	8	2
4	South Murphrey Road	7	3
5	South Woodstone/Castleberry Drive Castleberry Road	6	4
6	Archer Lodge/Wendell Road	4	5

4.5 Recommended Bicycle and Pedestrian Projects

Infrastructure projects were recommended to provide overall improvements to the existing system while offering a robust bicycle and pedestrian network that connects Archer Lodge facilities and destinations. Policies and programs are also proposed and outlined in Section 4.7 and 4.8. These are intended to work in tandem with the recommended spot and linear improvements, which are often constructed concurrently.

Project recommendations are shown in the maps in the following pages of this section. Table 4-2 below may be used as a reference to these maps.



Table 4-2: Map Identification

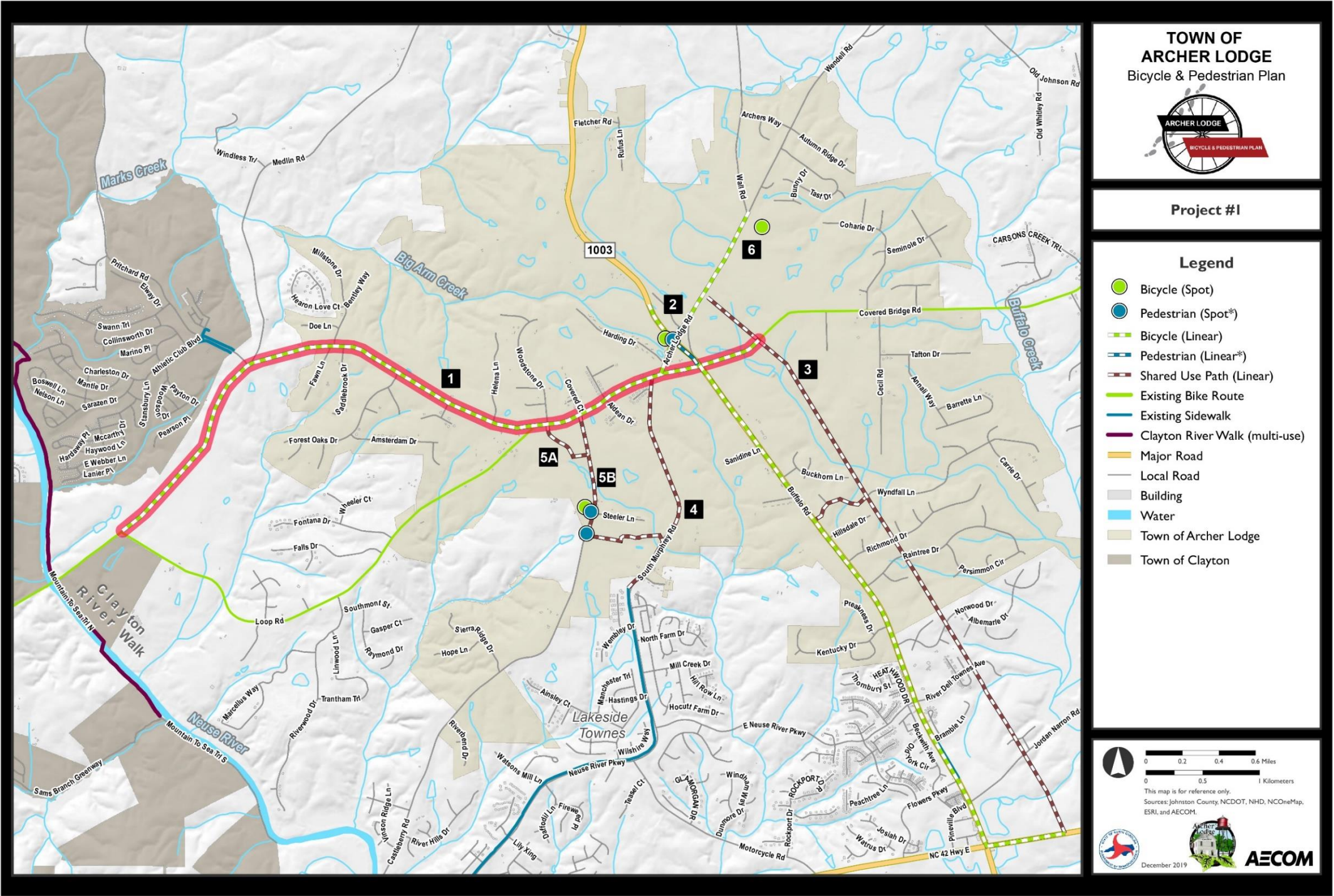
Project Number	Project	Project Type	Map ID
1	Covered Bridge Road	Bicycle and pedestrian improvements	1
2	Buffalo Road	Bicycle and pedestrian improvements	2
3	Duke Energy Easement Greenway	Shared-use improvements	3
4	South Murphrey Road	Shared-use improvements	4
5	South Woodstone/Castleberry Drive	Shared-use improvements/ Bicycle and pedestrian improvements	5A/5B
6	Archer Lodge/Wendell Road	Bicycle improvements	6

Priority Projects 1 through 5

Projects receiving the highest priority rankings (1 through 5) are on the following pages as cutsheets 1-5. A background, existing conditions, opportunities, and a location map are provided for each project. Each project is numbered and highlighted in red on the maps. Renderings are provided for the top five ranked projects, where appropriate.



Figure 4-1: Project #1 Covered Bridge Road Corridor Improvements





PROJECT 1: Covered Bridge Road Corridor Improvements

Background

The Steering Committee identified this corridor for improvements since it contains a section of the only signed bicycle route throughout the town (displayed as the solid green line on the figure above). The bicycle route is known as the Clayton, Archer Lodge, Wilson's Mill Loop and is a popular destination for cyclists in Johnston County. The section on Covered Bridge Road is located along Loop Road and continues east on Castleberry Road towards Buffalo Creek. As one of the primary roads in Archer Lodge, Covered Bridge Road lacks pedestrian and bicycle infrastructure and forces residents to be car dependent through the center of the town. Improvements to this road would provide additional access for residents travelling between Clayton and Archer Lodge.

Existing Conditions

Covered Bridge Road is two-lane paved road that extends horizontally through the municipal boundary between the Mountains to Sea Trail and Buffalo Creek. As mentioned above, the road contains a signed bike route between the Mountains to Sea Trail, onto Loop Road, and along Covered Bridge Road across Buffalo Creek. There are no sidewalks, the road is lined on both sides with ditches, and the speed limit ranges between 35 and 45 mph.

NCDOT STIP Project W-5704E proposes the addition of a sidewalk along the northern side of Covered Bridge Road, between Archer Lodge Road and Buffalo Road, south of the C.E. Barnes Store.



Opportunity for Additional Bike Route Signage on Buffalo Road
(AECOM, 2019)

Opportunities and Recommended Improvements

Following the completion of STIP project W-5704E, the Town will have the opportunity to bridge the gap between the proposed sidewalk and other destinations along Covered Bridge Road. For example, long-term improvements could be made to extend the sidewalk west towards Pritchard Road to supply walking accommodations for residents travelling between Clayton and Archer Lodge. Ideally, these improvements could be constructed on the north side of Covered Bridge Road to extend the planned sidewalk associated with W-5704E to the western edge of town, and potentially beyond. This sidewalk extension would connect to existing sidewalks on Pritchard Road that end before the traffic signal at Pritchard Road and Covered Bridge Road. Both of these improvements are considered long-term and will require coordination with the Town of Clayton and may be contingent on future NCDOT improvements on Covered Bridge Road due to costs associated with both right-of-way and construction. In addition, the extension of the signed bike route between the western town limits and proposed greenway could help provide connections to the eastern side of town. Recommended signage is assumed to be located one sign per every half mile. Challenges to project completion include potential right-of-way costs and multi-jurisdiction coordination.



Barriers and Obstacles

Funding may be a limitation to the proposed project.

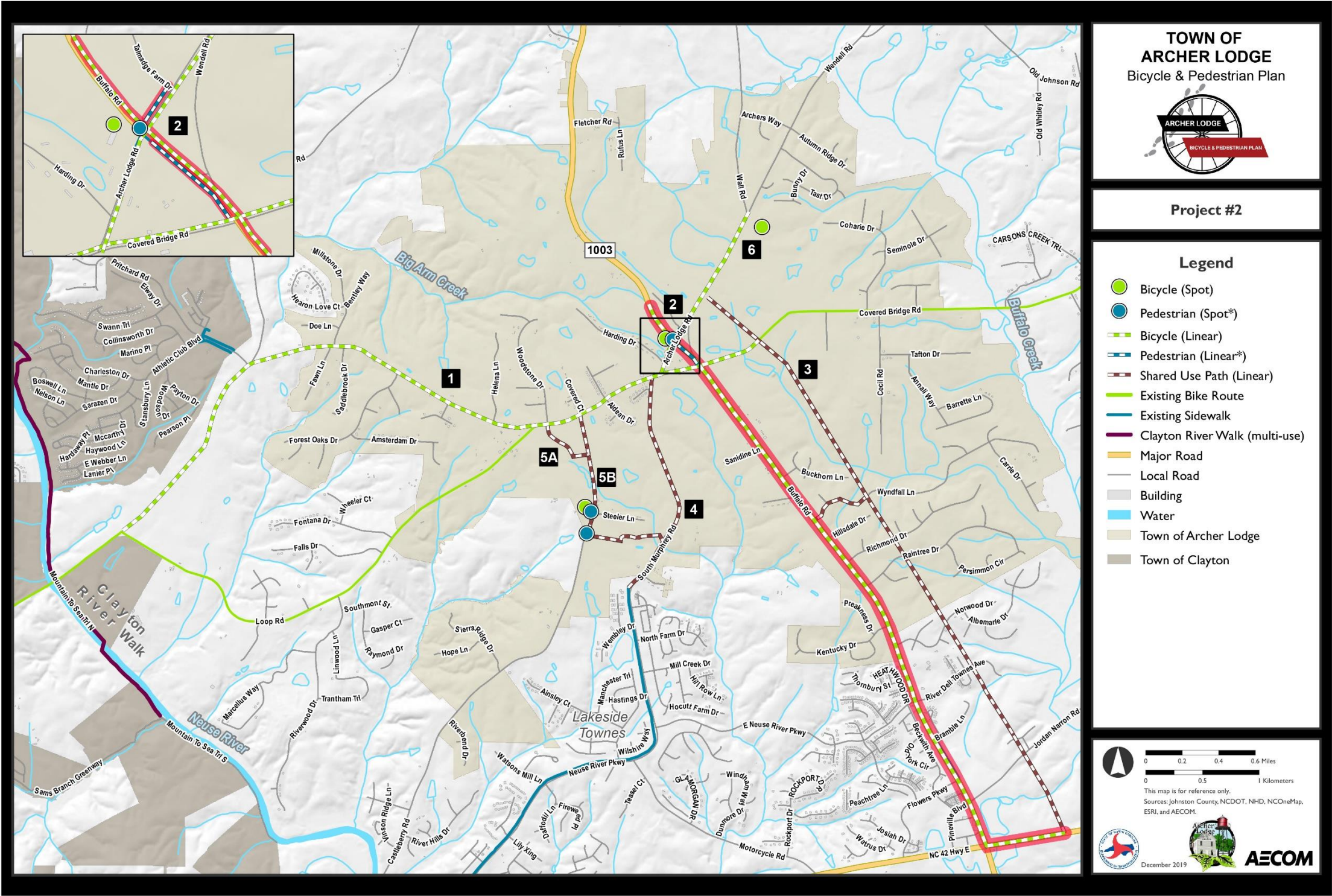
Table 4-4: Covered Bridge Road Corridor Improvements

Mode	Type	Description	Location/Extent	Cost*
Short Term Recommendations				
Bicycle	Linear	Signed bike route along Covered Bridge Road	Along covered Bridge Road between the western town limits and the proposed greenway	\$20,000
Long Term Recommendations (Bicycle improvements-bike lane, paved shoulder, etc.)				
Pedestrian	Linear	Continue pedestrian and bicycle improvements associated with STIP project W-5704E from project end west to town limits. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs	From western sidewalk limits on Covered Bridge Road to western town limits near Pritchard Road	\$2,405,000 Requires further NCDOT analysis
Pedestrian	Linear	Coordinate with the Town of Clayton to provide future pedestrian connections to destinations on Pritchard Road	From western sidewalk limits on Covered Bridge Road to western town limits near Pritchard Road	Requires further NCDOT analysis

*Note: Please see Section 4.6 for a description of cost estimate sources.



Figure 4-2: Project #2 Buffalo Road Corridor Improvements





PROJECT 2: Buffalo Road Corridor Improvements

Note: See inset for Project #2.

Background

Buffalo Road intersects with Covered Bridge Road and runs north south within the town's boundary. The Archer Lodge Community Center, Town Hall, C.E. Barnes Store, and White Oak Baptist Church are located along this road. Covered Bridge Road also serves River Dell Elementary School and the Harris Teeter Shopping Center (Flowers Crossroads) near NC Highway 42, south of town. The corridor is heavily used by vehicles, and speeds can make walking and biking uncomfortable. The Steering Committee noted that on-road bicycle use north of Town Hall is dangerous. Improvements would provide additional safe access in the downtown, as well as provide connections to River Dell Elementary School and the Flowers Crossroads Shopping Center (Harris Teeter).

Existing Conditions

Buffalo Road is a two-lane paved road with speeds ranging between 35 and 55 mph. This road contains a corner sidewalk next to the White Oak Baptist Church and outside of town boundaries north of Jordan Narron Road. Pedestrians have been observed crossing Buffalo Road to access sports fields, however there currently are no pavement markings or pedestrian signal heads for a pedestrian crossing. The pavement width without a gutter pan is approximately 22 feet wide. There is an existing trail behind the Archer Lodge Community Center.



Opportunity for a Bicycle Rack at the Archer Lodge Community Center
(AECOM, 2019)



Opportunity for a Sidewalk Extension from the White Oak Baptist Church to the
C.E. Barnes Store on Buffalo Road

(AECOM, 2019)



Opportunity for Sidewalk Extension on Buffalo Road to Talmadge Farm Road
(AECOM, 2019)

Opportunities and Recommended Improvements

There are several opportunities to improve the Buffalo Road Corridor. The following spot improvements were prioritized during the meeting: a bike rack located at the Archer Lodge Community Center and the installation of a pedestrian crosswalk and pedestrian crosswalk and beacon between the ballfield and soccer field at the intersection of Archer Lodge Road and Buffalo Road. The steering committee identified this intersection as a priority for a new pedestrian crosswalk because there are currently no facilities available. The Town of Archer Lodge should extend fencing toward Archer Lodge Road to encourage pedestrians to cross at the marked intersection.

NCDOT contingency project 80094 would install sidewalks on both sides of Buffalo Road between the ball field and Town Hall. Continuation of the future sidewalk located at the corner of Buffalo Road and Archer Lodge Road towards Talmadge Farm Road would provide safe access to and from the downtown for residents on Talmadge Farm Road. Cost estimates for the shared-use path assume that the curb ramp will be installed to meet sidewalks installed as part of NCDOT project 80094. In addition, it is recommended that sidewalks associated with NCDOT STIP project W-5704E on Covered Bridge Road continue around the corner next to



the C.E. Barnes Store and link to the existing sidewalk in front of the White Oak Baptist Church. Costs for pedestrian improvements associated with this project may be contingent on future NCDOT improvements to the road due to costs.

The addition of a signed bike route on Buffalo Road north of Town Hall (not recommended without roadway improvement) and south until it meets NC Highway 42 will promote bicycle flow towards the southern portion of Archer Lodge. Signed bike routes are recommended for roads with limited right-of-way and drainage ditches. Cost estimates assume that one sign will be placed every half mile.

A speed/traffic study is recommended along the corridor to identify potential speed control measures on Buffalo Road. Further speed controls may need to be considered north and south of the proposed pedestrian crossing on Buffalo road next to the Archer Lodge Community Center. The Town should coordinate with NCDOT to conduct a speed study along Buffalo Road to identify potential additional speed control measures.

Barriers and Obstacles

Pedestrian access between the Archer Lodge Community Center and soccer fields across Buffalo Road is limited due to a lack of sidewalks and pedestrian crosswalks. Currently, Buffalo Road lacks any form of pedestrian safety measures. The steering committee identified the intersection of Buffalo Road and Archer Lodge Road as a priority for a new pedestrian crosswalk because there are currently no facilities available.



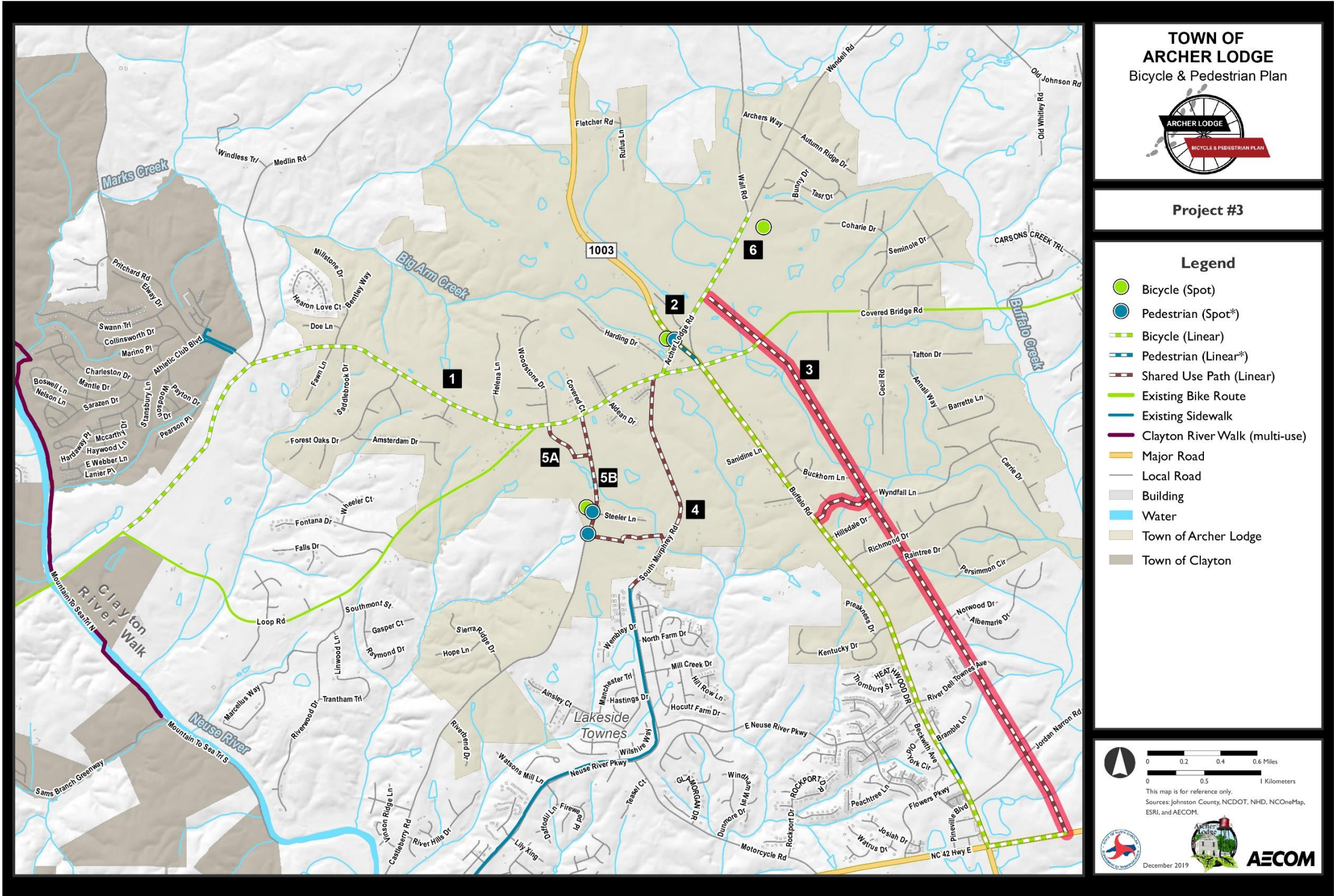
Table 4-8: Buffalo Road Corridor Improvements

Mode	Type	Description	Location/Extent	Cost*
Short Term Recommendations				
Pedestrian	Linear	Install a sidewalk on the eastern side of Buffalo Road across from the Archer Lodge Community Center. The sidewalk would extend from the proposed sidewalk in contingency project 80094 at the soccer field to Talmadge Farm Road.	Buffalo Road to Talmadge Farm Road	\$130,000
Pedestrian	Spot	Install a pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) at the intersection of Buffalo Road and Archer Lodge Road. This will allow field users to travel between the ball field and soccer field on Buffalo Road.	Intersection of Buffalo Road and Archer Lodge Road	\$120,000
Bicycle	Spot	Install a bike rack at the Archer Lodge Community Center ball field.	Archer Lodge Community Center	\$660
Bicycle	Linear	Add a signed bike route along Buffalo Road south of Fletcher Road until it meets NC Highway 42 and connects to the proposed greenway.	Buffalo Road south of Fletcher Road until it meets NC Highway 42 and touches the proposed greenway	\$20,000
Long Term Recommendations				
Pedestrian	Linear	Continue pedestrian improvements associated with STIP project W-5704E to link to existing sidewalks in front of the White Oak Baptist Church and proposed sidewalks as a part of Project 80094 along Buffalo Road.	Buffalo Road to Covered Bridge Road	Contingent on future NCDOT improvements to the road due to costs.

*Note: Please see Section 4.6 for a description of cost estimate sources.



Figure 4-3: Project #3 Duke Energy Greenway





PROJECT 3: Duke Energy Greenway

Background

A Duke Energy Easement runs parallel with Buffalo Road from its intersection with Buffalo Road to NC Highway 42. The greenway highlighted above in the map is approximately 4.50 miles long and would help connect several neighborhoods located in eastern Archer Lodge and provide recreational opportunities for residents who are located further away from the new Town park.

Existing Conditions

The easement is currently unpaved and located in a forested area, surrounded by single family residential homes. The transmission easement can be seen from Google Earth and shows cleared areas where the transmission lines run. The width of the cleared area is approximately 95 feet wide.

Opportunities and Recommended Improvements

According to the [Carolina Thread Trail Organization](#), many of Duke Energy's transmission lines are located on easements and are not owned by the company. Access to the land is controlled in the deed and may not allow uses beyond those needed for electrical transmission and maintenance. If access for the purpose of trails can be secured from the landowners, Duke may agree to allowing a trail within the transmission easement, if allowed. The trail owner will be held responsible for safety, liability, and maintenance. Infrastructure, such as signs, benches, and exercise equipment would not be allowed within the easement. Vegetation planted along the trail must adhere to Duke guidelines. The costs shown below in Table 4-10 reflect a formal, paved greenway, but the Town could save money by partnering with a local trail association (i.e. the Carolina Thread Trail Organization) to construct an Unimproved Trail along the easement. Further coordination and research will be required to determine feasibility of this project.

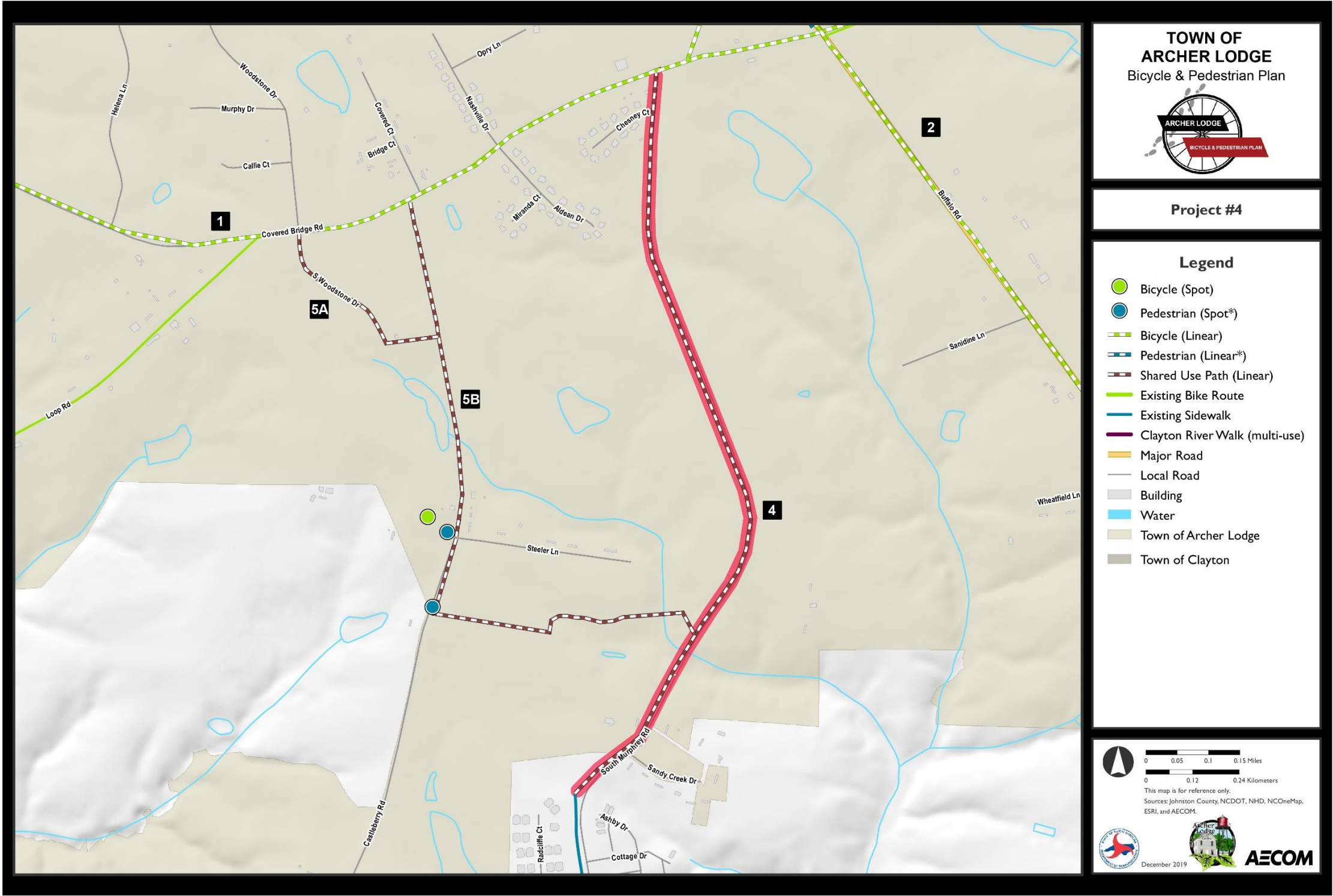
Table 4-10: Duke Energy Greenway

Mode	Type	Description	Location/Extent	Cost*
Short Term Recommendations				
Shared-use	Linear	Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road.	South of Fletcher Road and end at NC Highway 42	\$11,155,000
Shared-use	Linear	Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndfall Lane. This will provide connections to existing neighborhoods.	Wyndfall Lane between Buffalo Road and Proposed greenway	\$780,000

*Note: Please see Section 4.6 for a description of cost estimate sources.



Figure 4-4: Project #4 South Murphrey Road Shared-use Improvements





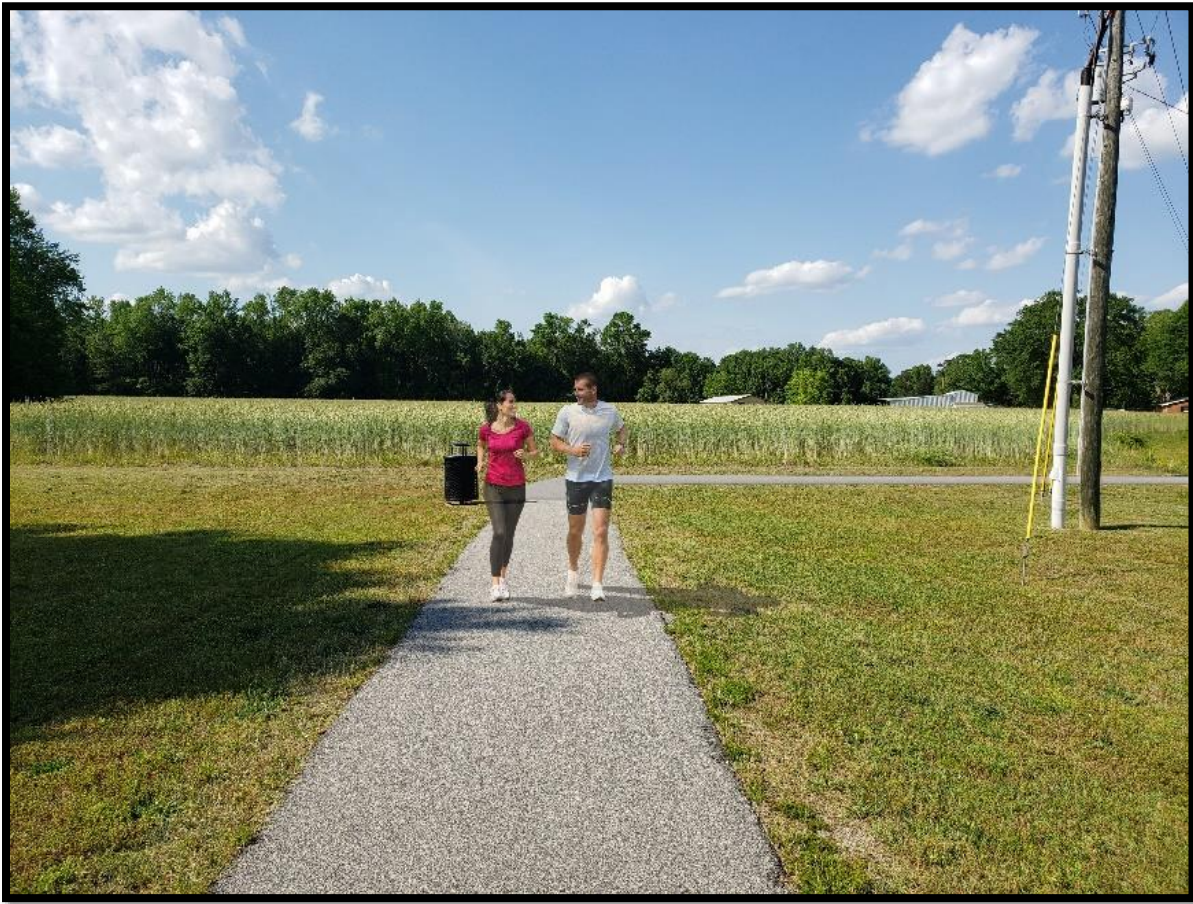
PROJECT 4: South Murphrey Road Shared-use Improvements

Background

South Murphrey Road is a north-south oriented road located to the east of Castleberry Drive and connects Covered Bridge Road to NC Highway 42 south of town. South Murphrey Road changes names to Neuse River Parkway as it moves south towards NC Highway 42. The road primarily links residential neighborhoods in southern Archer Lodge to the center of the town. The existing shared-use path on this road was identified as a prime pedestrian destination. The continuation of this shared-path (outside the Archer Lodge town limits) north towards Covered Bridge Road would encourage further pedestrian linkages between South Murphrey Road and the downtown area.

Existing Conditions

The Lakeside Townes neighborhood is located west off South Murphrey Road and contains an unfinished shared-use path that runs south towards NC Highway 42. The path currently dead ends at the north end of the neighborhood. Land use along South Murphrey Road between the current terminus of the path and Covered Bridge Road is farmland and undeveloped/forested with one residential neighborhood near the intersection of Covered Bridge Road.



Opportunity for Shared-use Path Extension on South Murphrey Road
(AECOM, 2019)

Opportunities and Recommended Improvements

Extending the existing shared-use path north towards Covered Bridge Road will provide a safe route for residents. An on-road bicycle lane is unsuitable for South Murphrey Road, given the sharp bends and poor sight distance. While costs associated with the construction of the shared-use path are high, the town could potentially rely on future development along the corridor to help pay for its extension (See Section 4.7). Challenges to project completion include potential right-of-way costs and coordination with the adjacent parcel owner who is using the land for farming.

Barriers and Obstacles

The curvature of South Murphrey Road may affect how much of the crop field is removed in the adjacent property where the shared-use path is proposed.



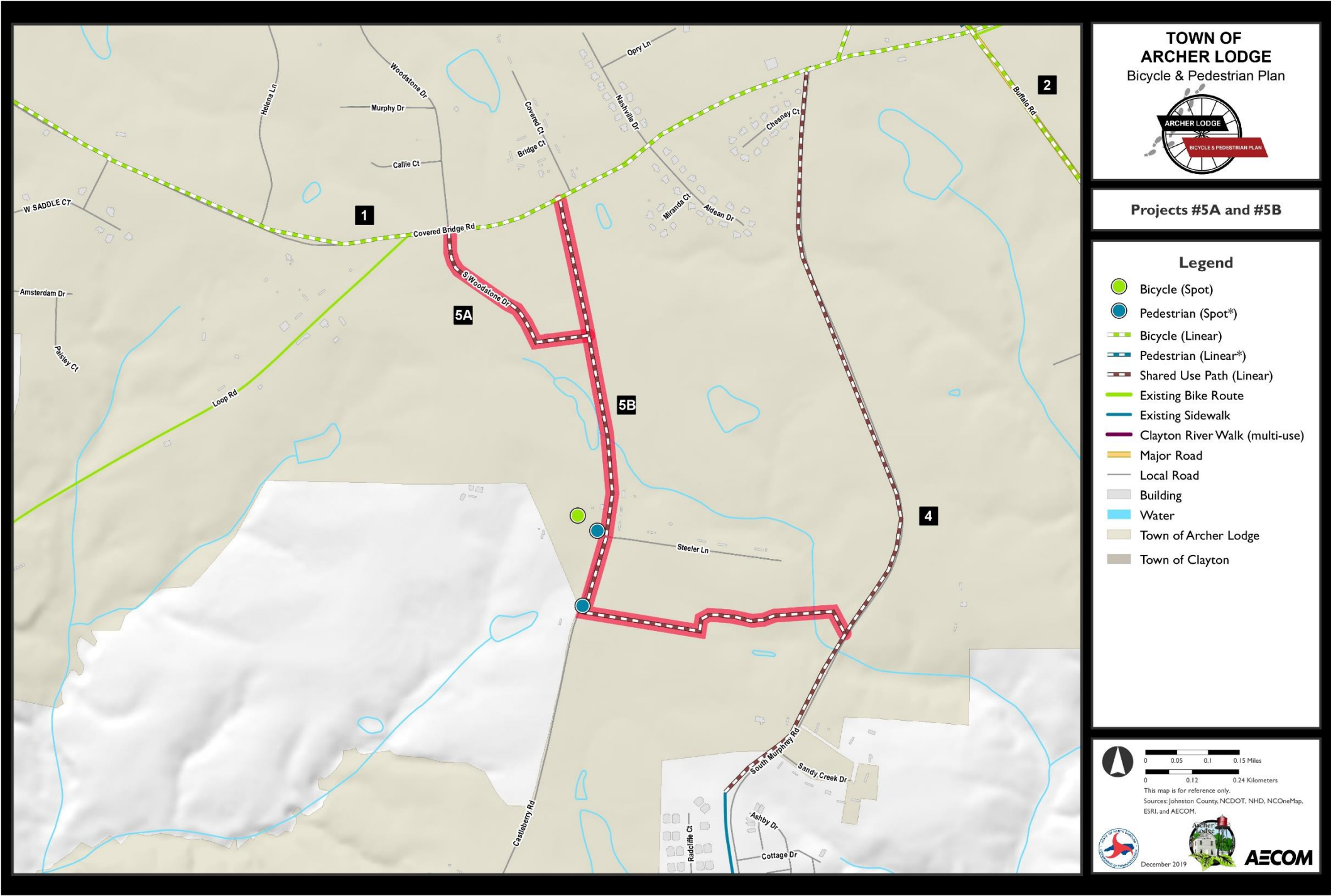
Table 4-7: South Murphrey Road Shared-use Improvements

Mode	Type	Description	Location/Extent	Cost*
Short Term Recommendations				
Shared-use	Linear	Extend the existing shared-use path on South Murphrey north to Covered Bridge Road	South Murphrey Road	\$1,895,000

*Note: Please see Section 4.6 for a description of cost estimate sources.



Figure 4-5: Project #5 South Woodstone and Castleberry Road





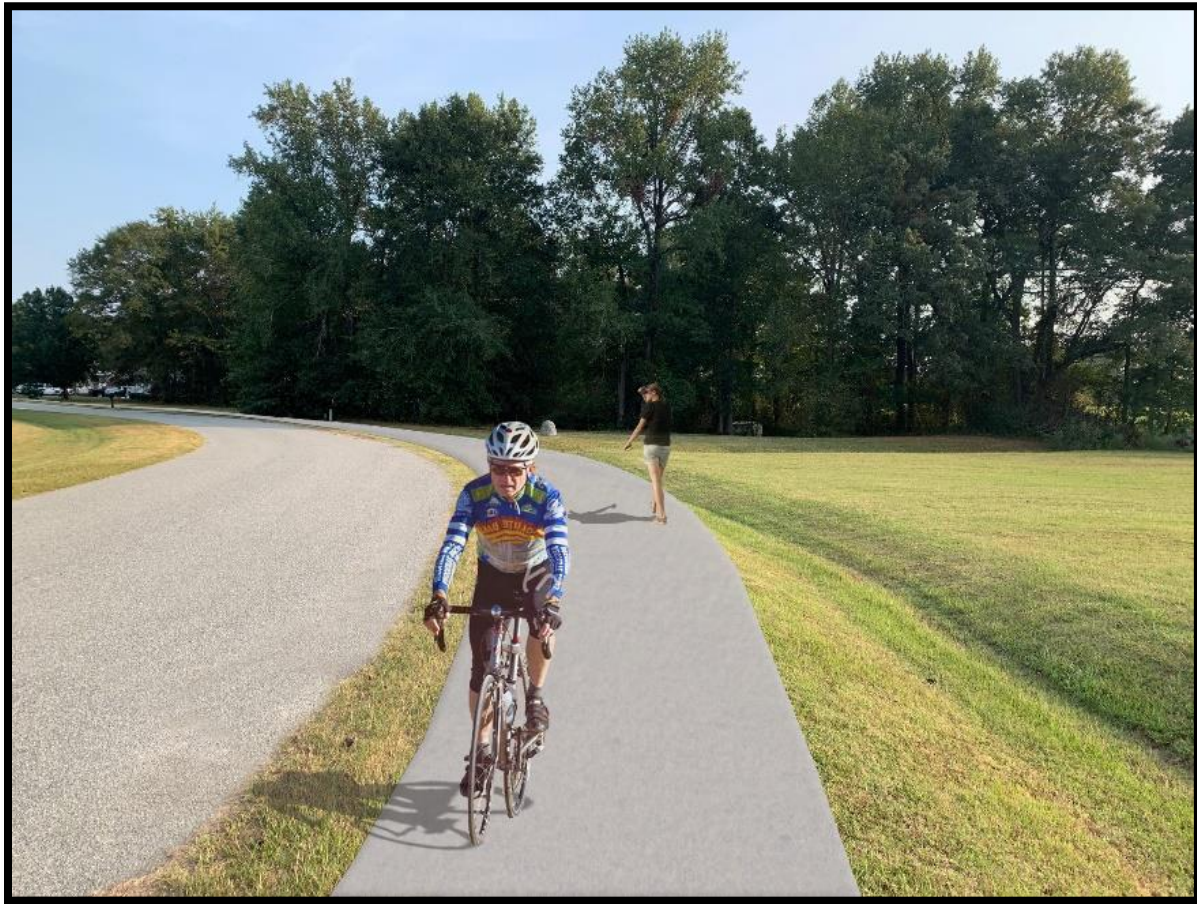
PROJECT #5A: South Woodstone Drive Shared-use Improvements

Background

This project was a recommendation made by the consultant team to create a loop around the new Town park. The loop would connect projects 1, 2, 3, and 4. South Woodstone Drive Shared-use Improvements would provide additional bicycle and pedestrian access to the proposed Town park on Castleberry Road from Covered Bridge Road along South Woodstone Drive. South Woodstone Drive is a cul-de-sac in the Archers Pointe neighborhood that is accessed by Covered Bridge Road. The improvements would also include a new greenway that would connect South Woodstone Drive to Castleberry Road near Darcy Drive.

Existing Conditions

South Woodstone Drive is a residential street that is approximately 19 feet wide and provides access to 14 houses. At the end of the road is Atkinson Lake tucked behind a small forested area.



Opportunity for a Shared-use Path on South Woodstone Drive
(AECOM, 2019)

Opportunities and Recommended Improvements

A shared-use path running along the western side of South Woodstone Drive would end at the cul-de-sac and transition into an off-road connection that would link to the proposed shared-use path on Castleberry Road. An easement will be required to obtain land for the trail. Costs estimates are based on a 10-ft wide and 1,225 ft long shared-use path. Shared-use paths offer protection for both bicyclists and pedestrians and are considered more attractive to a wider spectrum of the public. Challenges to project completion include potential right-of-way costs and coordination with property owners to acquire an easement for the greenway construction.



Table 4-5: South Woodstone Drive Shared-use Improvements

Mode	Type	Description	Location/Extent	Cost*
Short Term Recommendations				
Shared-use	Linear	Construct a multi-use path from South Woodstone Drive to Castleberry Road	South Woodstone Drive to Castleberry Road	\$325,000

*Note: Please see Section 4.6 for a description of cost estimate sources.



PROJECT 5B: Castleberry Road Shared-use Improvements

Background

Castleberry Road runs north to south from Covered Bridge Road in the vicinity of Covered Court in the north to NC Highway 42 (outside of the town's municipal boundary) to the south. A connection to the new Archer Lodge Park was discussed numerous times in public meetings and was frequently identified as needing bicycle and pedestrian improvements. There are numerous homes surrounding the new park's location, especially around South Murphrey Road, Steeler Lane, and Castleberry Road. The total length between Castleberry Road and South Murphrey Road is roughly 2,500 feet long. Improvements would provide additional safe access from nearby neighborhoods to the new Town park.

Existing Conditions

Castleberry Road is a paved two-lane road with a speed limit ranging between 35 and 55 mph. Higher speeds may pose a safety concern for on-road cyclists. Separation from motor vehicles can offer higher levels of security for cyclists if a shared-use path is installed.



Opportunity for Wayfinding Signage to the Town Park on Castleberry Road and
a Shared-use Path Westbound of Castleberry Road

(AECOM, 2019)

Opportunities and Recommended Improvements

The proposed shared-use path project will travel south on Castleberry Road, connecting the proposed South Woodstone Trail to a future greenway within the new Town park (south of Steeler Lane). Several spot projects have been proposed on this road that will help residents access the new Town park. The first spot improvement is to provide wayfinding signs on the proposed shared-use path to direct users to the park that will be located on both sides of Castleberry Road. Signage information is necessary to alert park users of access points. The new Town park will contain two parking areas, so a bike rack is proposed for one of these locations. In addition, a pedestrian crosswalk and pedestrian hybrid beacon signal should be placed between the two park entrances, south of Steeler Lane. The shared-use path will continue from the pedestrian crossing to the parcel south of Steeler Lane until it connects to South Murphrey Road. Challenges to project completion include potential right-of-way costs and obtaining additional funding for the bike rack and signs.



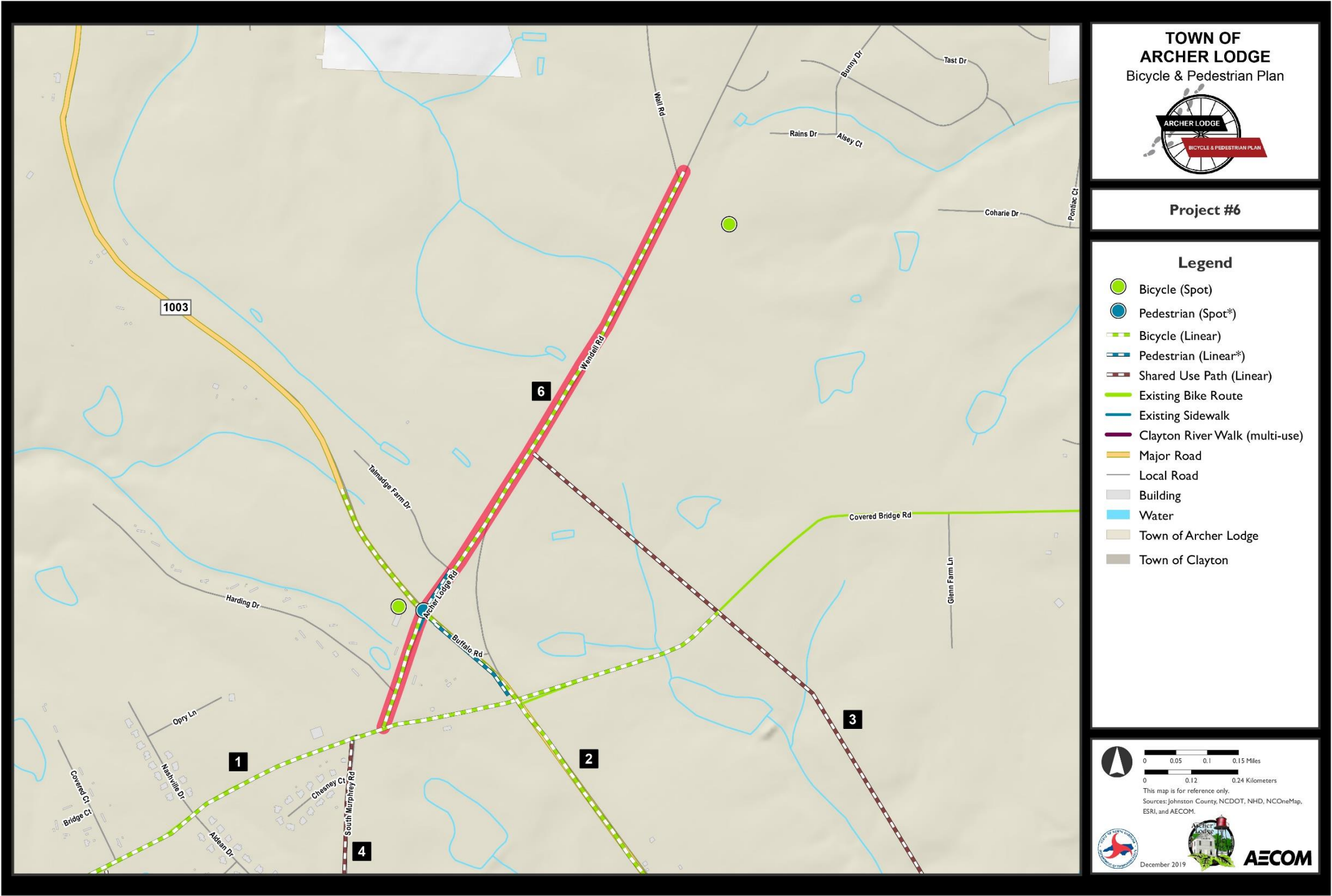
Table 4-6: Castleberry Road Shared-use Improvements

Mode	Type	Description	Location/Extent	Cost*
Short Term Recommendations				
Bicycle	Spot	Install a bike rack at the park.	Archer Lodge Park	\$660
Shared-use	Linear	Provide a multi-use connection path along Castleberry Road from Darcy Drive to Archer Lodge Park, including wayfinding signage.	Along Castleberry Road between the South Woodstone Trail connection and the new park entrance south of Steeler Lane	\$610,000
Long Term Recommendations				
Pedestrian	Spot	Install pedestrian crosswalk and a pedestrian hybrid beacon on Castleberry Road between the two future park entrances.	Castleberry Road between future park entrances	\$150,000
Shared-use	Linear	Continue future park greenway to link to proposed shared-use path on South Murphrey Road.	Eastern parcel of the new park	Further coordination after park completion will be required

*Note: Please see Section 4.6 for a description of cost estimate sources.



Figure 4-6: Project #6 Archer Lodge/Wendell Road Bicycle Improvements





PROJECT 6: Archer Lodge/Wendell Road Bicycle Improvements

Background

This project is a recommendation made by the consultants to connect the existing signed bike route on Covered Bridge Road to Archer Lodge Road, and further to Wendell Road. Archer Lodge Road runs northeast from Covered Bridge Road to connect to Wendell Road in Archer Lodge. The White Oak Baptist Church and Archer Lodge Community Center are located at the corners of Archer Lodge Road and Buffalo Road. Archer Lodge Middle School is located on Wendell Road about 0.83 miles from the church and Archer Lodge Community Center.

Existing Conditions

Wendell Road currently lacks both pedestrian and bicycle accommodations. Wendell Road takes a sharp turn south of Buffalo Road, posing a safety threat to on-road cyclists and has been excluded from consideration for a signed bike route. Archer Lodge Road is approximately 0.20 miles long, and both Archer Lodge Road and Wendell Road are paved with two-lanes.



Opportunity for a Signed Bicycle Route on Wendell Road
towards Archer Lodge Middle School

(AECOM, 2019)



Opportunity for a Bicycle Rack at Archer Lodge Middle School
(AECOM, 2019)

Opportunities and Recommended Improvements

Archer Lodge Road serves as a cut through for those who do not wish to sit at the Covered Bridge Road and Buffalo Road traffic light. Linear and spot improvements for bicycles are recommended on these roads. The addition of a signed bike route running between Archer Lodge Road and Wendell Road will provide cycling opportunities to Archer Lodge Middle School. Cost estimates assume that four signs will be placed on this road. The placement of a bike rack at the school will also encourage bicycling to and from school. Challenges to project completion include obtaining funding for signs and a bike rack, as well as obtaining approval from the school to place a bicycle rack on the property.

Table 4-9: Archer Lodge/Wendell Road Bicycle Improvements

Mode	Type	Description	Location/Extent	Cost*
Short Term Recommendations				
Bicycle	Spot	Install bike racks at Archer Lodge Middle School.	Archer Lodge Middle School	\$660
Bicycle	Linear	Add a signed bike route between Archer Road and Wendell Road, ending at Archer Lodge Middle. School.	Archer Lodge Road to Wendell Road, ending at Archer Lodge Middle School	\$20,000

*Note: Please see Section 4.6 for a description of cost estimate sources.



4.6 Estimates for Recommended Bicycle and Pedestrian Facilities

How Estimates Were Derived

Costs for bicycle and pedestrian infrastructure projects were estimated primarily using the Prioritization 6.0 2019 Bicycle and Pedestrian Cost Estimate Tool (BPCE Tool). This tool was prepared by AECOM for NCDOT. The purpose of the tool is to provide Prioritization 6.0 submitters (Metropolitan Planning Organizations, Rural Planning Organizations, and NCDOT Divisions) a quick and easy tool to develop reasonable and comparable bicycle and pedestrian project cost estimates for submittal through the Prioritization 6.0 process. The following are goals of the tool:

- Be intuitive for submitters to use
- Be able to accommodate those who are unfamiliar with the project design and construction processes
- Be transparent in the calculations it runs
- Produce estimates broken into components to match the inputs needed for SPOT Online, NC Department of Transportation's online project prioritization evaluation system
- Produce estimates in a format appropriate for easy explanation to elected and appointed officials
- Be easy to maintain by NCDOT personnel

The BPCE Tool represents a combination of computational technology and cost estimation philosophy. To leverage these two areas of expertise, the tool was developed by simultaneously coordinating the technical development of an advanced Microsoft Excel-based tool and the transportation project (theory-based) development of bicycle and pedestrian project cost estimation formulas. Critical in the development of the tool was the desire to take complex computations and simplify them using assumptions based on a minimized number and complexity of user inputs in a format that matched the business needs of the Prioritization 6.0 process.

Bicycle rack costs were obtained from [pedbikeinfo.org](http://www.pedbikeinfo.org) on October 10, 2019. According to this site, the average cost for a bicycle rack is \$660. Further information may be found at http://www.pedbikeinfo.org/cms/downloads/Countermeasure%20Costs_Report_Nov2013.pdf

Assumptions and Disclaimers

This tool is intended for use as an aid to estimating project costs for bicycle and pedestrian projects associated with P6.0). This tool should not be used to estimate projects of other modes (roadways or other). The tool contains estimations for design services, utilities, ROW, and construction with contingencies based on limited project knowledge and inputs. Due to the conceptual nature of project descriptors, the accuracy of cost estimates will be limited. More accurate cost estimates would result from an engineered feasibility study for project.

Estimated cost outputs are designed to assume federal transportation funding is used in compliance with all federal transportation regulations and FHWA-approved NCDOT Local Programs Management Office oversight requirements in place as of the date of this tool's publication. All costs are based on 2019 prices and cost components are rounded to the nearest \$5,000.



This tool assumes established ecoregion typologies, construction market regions, and average land values specific to North Carolina. They are determined within the tool based on user inputs for project location. This location-based information is used in right-of-way, construction, and environmental mitigation calculations. This tool assumes a project impact area for right-of-way and environmental mitigation calculations based on chosen specific improvement type, project type, project length, and project facility width. This tool does not estimate costs associated with the purchase or taking of buildings within its right-of-way estimate calculations. It is assumed that projects would require land requisition only.

The tool includes assumptions based on past market conditions and is not designed to accurately predict future market values. The estimates provided are intended to serve as a relative guide for a rough order of cost magnitude. Estimated costs for bicycle and pedestrian infrastructure projects are included in cutsheets 1-5 for highly prioritized projects.

4.7 Recommended Policies and Programs

The Town of Archer Lodge's Zoning and Subdivision Ordinance (ZSO) was reviewed in order to understand how they influence the planning of pedestrian and bicycle enhancements. The ZSO describes specific requirements for development. One of the most cost-effective strategies for implementing this *plan* is to establish regulations and street design policies that promote walkable and bikeable new development and capital projects.

The consultant team reviewed regulatory and policy language from other communities in North Carolina and the United States for policies that have been successful in implementing land use and transportation integration, transportation system connectivity, Complete Streets, and bicycle parking. The purpose of this review is to enable the Town of Archer Lodge to maximize bicycle and pedestrian improvements in conjunction with new development, redevelopment, and corridor improvement projects. If a change in existing policy is necessary to improve pedestrian and bicycle access, then a modified policy was recommended as part of this review.



Bramble Lane Development
(AECOM, 2019)



Table 4-10: Code of Ordinance Review and Recommendations

Code of Ordinances Section	Current Policy	Recommended Changes and Comments
Sec. 30-29. – Establishment of a zoning vested right (e).	The establishment of a zoning vested right shall not preclude the application of any overlay zoning that imposes additional requirements but does not affect the allowable type or density of use, or ordinances or regulations that are general in nature and are applicable to all property subject to land use regulation by the town, including, but not limited to, building, fire, plumbing, electrical and mechanical codes.	Create a Bicycle and Pedestrian Overlay Zoning District along corridors within the town that are mapped in this <i>plan</i> and have proposed bicycle and pedestrian facilities (refer to Figure ES-1). This regulation is intended to create a safe, comfortable, pleasant, and pedestrian-friendly multi-modal travel environment.
Sec. 30-98. - Community Business District (CB).	The Community Business District (CB) is intended to provide for the development of commercial and service areas that serve the daily convenience and personal service needs of a surrounding area.	Amend this section to add Civic and Business uses and require that sidewalks shall be located on at least one side of each street within the Community Business District. Sidewalks shall be a minimum of five feet in width located fronting arterial, collector, local and private streets.
Sec. 30-97. - Neighborhood Business District (NB).	The Neighborhood Business District (NB) is intended to provide for the development of commercial and service centers that serve the daily commercial needs, are accessible by residents from the immediate neighborhood, and are of such a nature so as to minimize conflicts with surrounding residential areas.	Amend this section to require sidewalks shall be located on at least one side of each street within the Neighborhood Business District. Sidewalks shall be a minimum of five feet in width located fronting arterial, collector, local and private streets. Consider using NCDOT's <i>Complete Streets Planning and Design Guidelines</i> (http://completestreetsnc.org) as a basis for street and intersection design guidelines. This document can be adopted by reference in development regulations.
Sec. 30-90. – Conditional and special uses; objectives and purpose.	5€ The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways, and bicycle facilities harmonize with	Utilize NCDOT's <i>Complete Streets Planning and Design Guidelines</i> (http://completestreetsnc.org) as a basis for street design guidelines. This document can be adopted by reference in development regulations.



Code of Ordinances Section	Current Policy	Recommended Changes and Comments
	adjoining properties and the general area and minimize adverse impact.	
Single-Family Residential District (SFR-1, 2 and 3).	Three Single-Family Residential Districts (SFR-1, 2 and 3) are intended to encourage that single-family residential development will occur at lower and medium densities to provide for a range of housing opportunities throughout the town.	Amend this ordinance to address sidewalks and bicycle accommodations. Chapter 4 of NCDOT's <i>Complete Streets Planning and Design Guidelines</i> (http://completestreetsnc.org) can be used for guidance.
Single-Family Residential District (SFR-1, 2 and 3) Dedication of Open Space for Density Bonus.	Before tracts of land are developed for residential uses, the owner of the tract, with the concurrence of the town may dedicate to the town that portion of the tract so designated; Then, when the remainder of the tract is developed for residential purposes, the permissible density at which the remainder may be developed shall be calculated in accordance with the density bonuses established for this section.	Amend the ZSO to add a density bonus policy. Developers are provided a density bonus to apportion land adjacent to roadways for bicycle and pedestrian facilities, such as sidewalks. This policy would be used to maintain bicycle and pedestrian connectivity between existing facilities and add to the network as new residences and subdivisions are developed in Archer Lodge. Chapter 4 of NCDOT's <i>Complete Streets Planning and Design Guidelines</i> (http://completestreetsnc.org) provides specific sidewalk design guidance and recommendations.
Single-Family Residential District (SFR-1, 2 and 3) dedication of Open Space Usable open space.	Except as provided in subsection Density Bonus, every residential development shall be developed so that at least five percent of the total area of the development remains permanently as usable open space.	Amend the ZSO to include requirements similar to those in the section on density bonuses. Specific recommendations for including greenways, shared use paths, sidewalks, and/or bicycle facilities should be listed.
New Section – Dedication of open space.	Open space is defined in the current ordinances as any portion of any lot proposed for Open space, common open space or	Chapter 4 of NCDOT's <i>Complete Streets Planning and Design Guidelines</i> (http://completestreetsnc.org) provides specific design guidance and recommendations for



Code of Ordinances Section	Current Policy	Recommended Changes and Comments
	recreation area means any space or area characterized by great natural scenic beauty or whose openness, natural condition, or present state of use, if retained, would enhance the present or potential value of abutting or surrounding development, or would maintain or enhance the conservation of natural or scenic resources; or any undeveloped or predominately undeveloped land that has value for one or more of the following purposes: (1) Park and recreational uses; (2) Conservation of land and other natural resources; or (3) Historic or scenic purposes. This area shall be dedicated to public use.	building greenways, shared use paths, sidewalks, and bicycle facilities.

4.8 Recommended Programs

In addition to recommended infrastructure and policy improvements, the planning team looked at programs that, if implemented, could encourage non-motorized transportation activity in the town and improve safety conditions for bicyclists and pedestrians. While specific programs identified based on Steering Committee and public feedback are recommended below, an overarching recommendation is to develop a Bicycle and Pedestrian Advisory Committee (BPAC). This recommendation is being made outside of the public involvement process but is being made to help implement some of the other policy and program recommendations, as well as some of the other recommendations being made in this *plan*.

The Steering Committee and public were asked to identify and prioritize the types of programs they would like to see recommended in the *plan*. Overall, updating town ordinances – including the subdivision and the zoning ordinance – to include bicycle and pedestrian specific facilities and adopting complete street considerations scored the highest. Recommendations from this program are reflected in Section 4.7 of this *plan*.

The top scoring programs and policies identified by the Steering Committee and the public were as follows:



- Update subdivision ordinances and/or zoning to include bicycle and/or pedestrian specific facilities including Complete Streets.
- Enhance safe access to schools.
- Raise the visibility of walking and bicycling with events/festivals.
- Partner with the Sheriff's Department and Highway Patrol on enforcement of existing driving laws and speed limits.
- Start open streets events after a recommend project is constructed. An example may include a festival at Town Hall, a park, or greenway to promote a new project.
- Demonstrate improvements through pop-up projects.

Programs specific to these categories are discussed below. A full list of the ranked programs is included in Appendix A.

Bicycle and Pedestrian Advisory Committee

The development of a BPAC includes having the Archer Lodge Town Council appoint a council member, citizen liaison, or advocate, who will form a BPAC to continue bicycle and pedestrian planning efforts and program implementation in Archer Lodge. Based on a town the size of Archer Lodge, a committee is recommended (rather than an appointed individual).

The BPAC should include some existing Steering Committee members, Planning Board members, and residents concerned about bicycle and pedestrian issues and needs in the community. Membership of the BPAC should reflect the demographic makeup of the town in terms of age, race, and socioeconomic status. Representatives from community groups, schools, and businesses should be included. The BPAC would be charged with the principal objective of advocating for bicycle and pedestrian safety and mobility through education, encouragement, and enforcement campaigns and infrastructure projects.

The BPAC would research funding opportunities, assist with submission of grant applications, and play a role in selecting and monitoring the work of consultants and contractors designing and constructing bicycle and pedestrian infrastructure. It would also serve to form partnerships between schools, businesses, and neighboring municipalities. The BPAC or an appointee should meet regularly and provide updates to the Archer Lodge Town Council. In addition to helping implement proposed projects the town council should promote education, safety, encouragement, enforcement and evaluation, events, and beautification programs. More specifically, the BPAC should work and coordinate with organizations that will help promote bicycle and pedestrian-related activities and events throughout the community. An example would be to coordinate with the Safe Routes to School Region 7 Coordinator to encourage children in Archer Lodge to walk or bike to school. Examples of other programs that are available are described in further detail below.

Safety Campaigns to Educate Bicyclists, Pedestrians, and Drivers

The public comment form for this *plan* indicated “promote good road user behavior” as one of the top scoring programmatic goals for this *plan*. It was noted several times during the planning process that roads are unsafe



for bicyclists and pedestrians not only because of the lack of facilities for those users, but because of vehicular driver behavior.



Watch for Me NC is a comprehensive campaign aimed at reducing the number of bicyclists and pedestrians hit and injured in crashes with vehicles. The campaign consists of educational messages on traffic laws and safety, and an enforcement effort by area police. With more than 2,400 pedestrians and 960 bicyclists hit by vehicles each year in North Carolina, NCDOT in collaboration with municipalities and universities has launched the *Watch for Me NC* campaign to reduce crashes through education and enforcement. Education materials in the form of a website, public service announcements, pamphlets, bus wraps, billboards, and bumper stickers have been developed and distributed to

increase awareness of pedestrians and bicyclists and applicable laws. Many of the materials can be distributed at local festivals and other events, at local bicycle shops and other businesses, and in renters' information packets and property owners' guest information books. The campaign also provides increased training to law enforcement. Archer Lodge may coordinate with the Town of Clayton, which has participated in the *Watch for Me NC* campaign.

Many of these resources are downloadable from *Watch for Me NC* at: www.watchformenc.org/.

Enhance safe access to schools

Safe Routes to School (SRTS) is a program that enables and encourages children to walk and bicycle to school. The program helps make walking and bicycling to school a safe and more appealing method of transportation for children. SRTS facilitates the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.



An annual walk to school day is typically held in October and is coordinated by the Region 7 Active Routes to School Coordinator. To improve both safety and access to schools, the town should work with its Region 7 and NCDOT to develop an SRTS plan for Johnston County Schools. An SRTS plan would identify barriers to walking and bicycling to school and identify solutions using a combination of education, encouragement, engineering, and enforcement strategies.



Active Routes to School (ARTS) is the North Carolina SRTS project that is supported by a partnership between NCDOT and the Division of Public Health. The goal of the project is to increase the number of North Carolinians that meet the physical activity recommendations by increasing the number of elementary and middle school students who safely walk and bicycle to or at school.

More information on SRTS can be found at <https://www.ncdot.gov/bikeped/safetyeducation/safeRoutesToSchools/>.

In addition to the SRTS, the town could facilitate Archer Lodge Elementary School's participation in the NCDOT program Let's GoNC! - Pedestrian and Bicycle Safety Curriculum. Aimed to instruct children between grades k-5, the program focuses on walking and biking safety and skills. As a way to promote healthy and active lifestyles, a curriculum was developed that includes aspects of the SRTS program, and classroom, video, and exercise materials.



More information can be found at: www.connect.ncdot.gov/projects/BikePed/Pages/LetsGoNC.aspx.

Open Street Events

Once some of the recommended projects are constructed, it would create a perfect opportunity for regular special events. A festival could be set up at the Town Hall or new park spurring a new experience that may draw more interest in pedestrian facilities.

An international trend is to turn major town roads into "Sunday Parkways." This concept takes long strips of roadways (linear or in a looping pattern) and converts one or both directions of traffic to pedestrian malls or for bicycle rides during a portion of every Sunday and holiday. This encourages people to get out and walk or bicycle, increases the amount of public space, and motivates people to walk more often throughout the rest of the week. This concept is included in the statewide *WalkBikeNC Plan*. In planning any Open Street event, merchants and other business owners should be consulted to accommodate potential impacts on access and sales.



Open Street Bicycle Event
(Flickr Creative Commons,
Umberto Bayi, 2012)

Enforcing existing driving laws and speed limits

Education is essential for teaching and reminding drivers of all ages the applicable laws and responsibilities of motorists as they pertain to safely sharing the road with bicyclists and pedestrians. This also includes educating police officers on bicycle and pedestrian laws.

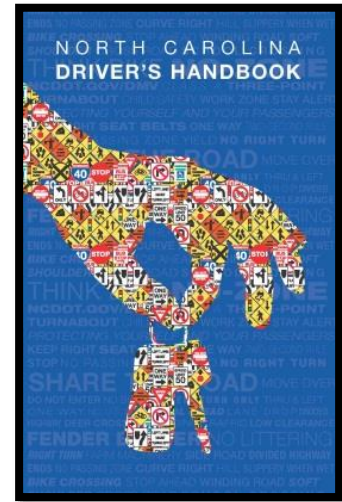
Although children aged 5 to 15 years are not yet old enough to drive, it can be expected that the majority will become automobile users. Educating elementary and middle school students (the future driving population) about bicycle and pedestrian safety provides excellent opportunities to make a difference in a two-fold manner.



Pedestrian safety, as well as how to safely maneuver an automobile while in the presence of pedestrians and bicycles can be an instrumental part of any driver's education program in Archer Lodge. This training will allow new generations to be more aware of the simple fact that motorized vehicles do not have sole right to the transportation network, and it is everyone's responsibility to be careful when in the roadways.

More information can be found at: www.ncdot.gov/dmv.

The NC Bicycle and Pedestrian laws can be found at:
<https://www.ncdot.gov/divisions/bike-ped/Pages/bike-ped-laws.aspx>.





5.0 Implementation Strategy

5.1 Overview

Achieving the vision, goals, and objectives of this *plan* will require the commitment of town officials and staff, BPAC or appointee(s), the CAMPO, and NCDOT, and the support and leadership from the community and other partner organizations. Guided by the goals, objectives, and strategies, the town will continue working to improve bicycle and pedestrian safety and connectivity.

The implementation strategy for this *plan* includes several components to assist with translating this document into implemented programs and constructed bicycle and pedestrian facilities:

- Key Action Steps: *Describing actions to help the town implement the recommendations of this plan and improve overall bicycling and pedestrian facilities*
- Project Development Strategies: *Utilizing key action steps to implement specific projects*
- Funding Process and Sources: *Identifying and mobilizing funding for projects*
- Performance Evaluation Measures: *Evaluating the effectiveness of projects*

5.2 Key Action Steps

The BPAC is entrusted with overseeing the implementation of the *plan* with assistance from town staff and participation by the stakeholders. The BPAC would be responsible for meeting regularly to receive updates and guide progress on the action steps. It would also author an annual progress report on bicycle and pedestrian conditions in Archer Lodge.

In addition, all bicycle and pedestrian facility recommendations along NCDOT-maintained roadways would require review and approval by NCDOT Highway Division 4 prior to implementation. The key actions are listed in Table 5-1.



Table 5-1: Key Actions

Action	Description	Stakeholder	Timeline
Adopt the <i>Town of Archer Lodge Bicycle and Pedestrian Plan</i>	Present the <i>plan</i> to the Archer Lodge Town Council for adoption.	Town council and town staff	Spring 2020
Establish a Bicycle and Pedestrian Advisory Committee	Form an advisory committee or appoint an individual who will be responsible for overseeing the implementation of the <i>plan</i> .	Town council and town staff	Winter 2021
Strengthen partnerships with Johnston County and the CAMPO	Hold an initial meeting with the stakeholders to provide an overview of the <i>plan's</i> recommendations and identify opportunities for collaboration.	Johnston County and the CAMPO	Winter 2020/ ongoing
Coordinate with NCDOT Division 4	Hold an initial meeting with NCDOT Division 4 to discuss how the <i>plan's</i> bicycle and pedestrian projects may be incorporated in upcoming transportation projects, including roadway resurfacing projects. Additional coordination is recommended via the BPAC to coordinate with the NCDOT Division 4 3-year road resurfacing schedule (including any short-term changes) to accomplish the projects that require pavement markings.	NCDOT Division 4 and town staff	Ongoing
Coordinate with CAMPO to include infrastructure projects in the regional planning process	Hold an initial meeting with CAMPO to review the <i>plan's</i> infrastructure projects to include where appropriate in regional plans including any future updates to the <i>Johnston County Comprehensive Transportation Plan</i> .	Town staff and CAMPO	Winter 2020/ ongoing
Coordinate with local bicycle organizations and clubs	Hold an initial meeting with representatives from the organizations to review the <i>plan's</i> goals and objectives and to discuss potential opportunities for collaboration with items such as the establishment of a Regional Bicycle Network, programs, and policies.	Town staff, BPAC/appointee, and representatives from the bicycle organizations	Winter 2021
Include requirements for bicycle/pedestrian facilities in town ordinances and policies	Draft amendments to town ordinances and policies following the recommendations of this <i>plan</i> for bicycle and pedestrian infrastructure in existing and new development.	Town council and town staff	Winter 2021



Action	Description	Stakeholder	Timeline
Establish a sidewalk maintenance program	Develop a sidewalk maintenance program.	Town council and town staff	Winter 2021
Apply for alternative funding sources for the <i>plan</i> 's projects and programs	Refer to the funding sources identified in this <i>plan</i> in Appendix D; apply for funds in addition to the STIP process to implement programs and projects. Establish a fund to use for local match requirements.	BPAC/appointee and town staff	Ongoing
Partner with NC Department of Commerce	Develop and partnership with the NC Department of Commerce that will serve to promote ecotourism in the town.	Town staff, NC Department of Commerce	Winter 2020/ongoing
Carry out programs that educate residents on the health benefits of walking and biking	Partner with the Johnston County Health Department, local schools, and other community organizations to implement encouragement and educational programs identified in Appendix B of this <i>plan</i> .	BPAC/appointee, and town staff	Winter 2021/ongoing
Town budget planning	Identify potential funding sources for bicycle and pedestrian programs, projects and maintenance in the town's budget. Begin to accumulate funds that can be used for the local match required for most projects.	BPAC/appointee, town council and town staff	Winter 2022
Coordinate with Region 7 Active Routes to School Coordinator	Begin meeting with the Region 7 Active Routes to School Coordinator to establish and develop policy for implementation and/or training or programs for Archer Lodge.	BPAC/appointee, town staff, NCDOT, NC Division of Public Health	Spring 2020
Wayfinding Study	Identify locations for wayfinding signage and develop a system of unique and branded signs, possibly using a local artist.	BPAC/appointee, town Council, town staff	Spring 2022
Watch for Me NC	Apply to participate in NCDOT's Watch for Me NC campaign to raise awareness and provide educational resources to promote bicycle and pedestrian safety to residents, drivers, and law enforcement.	BPAC/appointee, and town staff	Spring 2021/Ongoing
Archer Lodge Bicycle and Pedestrian Annual Report/Memo	Prepare the first Archer Lodge Bicycle and Pedestrian Annual Report assessing progress made over the past year using the performance and evaluation measures included in this <i>plan</i> .	BPAC/appointee and town staff	Winter 2023



5.3 Project Development Strategy

The development process to prepare for a project's construction involves six key components described below. This strategy can be used to implement infrastructure projects proposed in this *plan*. When applicable, each component of the strategy will incorporate action steps described in Table 5-1 demonstrating how town officials can implement the project practically.

- Identification of funding source(s)
- Public involvement
- Feasibility Study (right-of-way availability and needs)
- Engineering and design
- Analysis of affected property owners
- Design-level cost estimates

The project development process will vary depending on whether the project is on-road or off-road on a new location. Wide paved shoulders and bicycle lane markings are on-road facilities because they are typically constructed within the road right-of-way. However, adding sidewalks where applicable may involve obtaining additional right-of-way and/or easements from adjacent property owners. Shared use paths are typically an example of off-road facilities because they would require new location rather than being built within an existing right-of-way, unless (for example) an existing utility easement is used (would require an easement if not in right-of-way).

Identification of Funding Sources

Funding for bicycle and pedestrian infrastructure projects needs to be identified early in project development. Many funding options are presented in Section 5.4 of this *plan*. Relevant action steps include the following:

- Collaborate with the Town of Clayton
- Coordinate with CAMPO to include infrastructure projects in the regional planning process
- Apply for alternative funding sources for the *plan's* projects and programs
- Partner with North Carolina Department of Commerce
- Town budget planning

Public Involvement

This is a critical component for soliciting community input on the location, design, and function of the proposed facility. In addition, public involvement is critical in forming partnerships with local advocacy organizations and educating the community about the overall benefits of bicycling and walking. Public involvement should be included in all phases of project development. Practical action steps include the following:

- Establish a Bicycle and Pedestrian Advisory Committee



- Coordinate with local bicycle organizations and clubs
- Carry out programs that educate residents on the health benefits of walking and biking
- Wayfinding study
- Watch for Me NC

Feasibility Study (Right-of-Way Availability and Needs)

Regardless of whether the proposed facility is on-road or off-road, the project will require a feasibility study. A feasibility study would likely be done for each proposed project, or a small group of inter-related projects. The study will examine the utility and right-of-way issues associated with a proposed facility and provide concept plans, profiles, and high-level cost estimates. The study will determine utility constraints, and if right-of-way acquisition is necessary for the project. The study should be conducted in consultation with NCDOT where occurring within an NCDOT right-of-way. The Town of Archer Lodge may need to fund or provide a local contribution toward these studies.

Some of the bicycle and pedestrian projects proposed in this *plan* would be on-road facilities within NCDOT rights-of-way that require coordination with NCDOT. On NCDOT roads in town, bicycle lanes or sharrows have the potential to be accomplished cost-effectively through division's resurfacing projects. As identified in the key action steps table, coordination with NCDOT Division 4 should be initiated following the adoption of this *plan*. There may be opportunities to include the on-road bicycle and pedestrian facilities proposed by this *plan* in road repaving and widening projects. An important role for the BPAC would be to monitor the NCDOT Division 4 resurfacing schedule. This could be accomplished through arranging quarterly check-ins with the Division Operations and Maintenance personnel to determine upcoming resurfacing plans. Although NCDOT communicates with local municipalities concerning upcoming resurfacing plans, coordination with NCDOT is recommended to ensure projects in this *plan* can be implemented through resurfacing.

Feasibility studies could require coordination at multiple levels from the town to NCDOT. The following actions would assist in coordinating and conducting feasibility studies:

- Adopt the *Town of Archer Lodge Bicycle and Pedestrian Plan*
- Strengthen partnerships with Johnston County and CAMPO
- Coordinate with NCDOT Division 4
- Coordinate with CAMPO to include infrastructure projects in the metropolitan planning process
- Town budget planning

Engineering and Design (Environmental document (NEPA) may be required prior to design)

In the engineering and design phase, concepts developed in the feasibility study will be developed and advanced using more in-depth engineering to develop a preliminary design. During this phase additional, more specific information on right-of-way and utility constraints will be developed. As with the feasibility study, the planning and design phase should be conducted in consultation with NCDOT where occurring within an NCDOT right-



of-way. The Town of Archer Lodge may need to fund or provide a local contribution toward these studies. Because engineering and design follow feasibility studies and environmental documents closely, many applicable action steps are the same:

- Coordinate with NCDOT Division 4
- Coordinate with CAMPO to include infrastructure projects in the metropolitan planning process
- Town budgeting and planning

Analysis of Affected Property Owners

It is best to develop projects within existing town or NCDOT right-of-way to minimize right-of-way acquisition and costs. Typically, bicycling and pedestrian infrastructure projects, including those in this plan, utilize existing roadways, sidewalks, and rights-of-way. However, if a project requires the acquisition of additional rights-of-way, the feasibility study, engineering, and design identify property owners who could be impacted by a project's alignment and construction. Once those property owners are identified, town officials should coordinate with NCDOT on the process to initiate contact with impacted property owners and acquire right-of-way.

Bicycling and pedestrian projects that could require the acquisition of rights-of-way typically include those that are not utilizing existing roadways or sidewalks. A shared use path, such as the South Murphrey Road shared-use path, is an example. This information is provided for future reference, as applicable.

Shared-use paths are considered off-road facilities that require different strategies for project development. Off-road facilities are constructed outside of the road right-of-way. Private land or an easement would need to be acquired to accommodate the shared-use path. Archer Lodge may partner with Johnston County, as well as conservation and land trust organizations, to secure needed easements or acquire land for the shared use projects.

For facilities that are planned adjacent to streams and waterbodies, it is important to consider buffer regulations and applicable watershed protection regulations. Archer Lodge is in the Neuse River watershed. During the engineering phase, coordination should be undertaken with the Johnston County Soil and Water Conservation District and the North Carolina Department of Environment and Natural Resources (NCDENR) in order to ensure that facilities are engineered to avoid buffer zones and/or ecologically sensitive areas. These facilities may be designed in conjunction with enhancing or constructing vegetated stream buffers to improve water quality. Such projects may be eligible for funding from the Clean Water Management Trust Fund.

Design-level Cost Estimates

A critical component of a project's engineering and design is developing the design-level cost estimates for proposed project alternatives. Detailed cost estimates allow the town council to evaluate alternatives, present options to the public, receive public input, and ultimately decide on the alternative that best fits the town's goals and budget. Design-level cost estimates are generated by the project engineers tasked with designing the project alternatives. Cost estimates include the following details:

- Roadway/path/sidewalk construction



- Utility construction or relocation
- Right-of-way acquisition
- Contingencies that could arise in the course of project construction

5.4 Funding Sources

Funding for bicycle and pedestrian projects will likely not come from a single source, and instead will need to be combined with several funding sources that can be used for a variety of activities, including: programs, planning, design, implementation, and maintenance. Although funding is available from outside sources, it is highly recommended that the town establish a source of local matching funds for potential grants. Even small amounts of local funding are essential for matching and leveraging outside sources. Local matching funds can be achieved through allocations to a reserve fund from the capital budget. In addition, many grants allow in-kind matching (e.g., local staff time).

This section discusses the state funding process and other potential funding sources. There are two main sources of funding, NCDOT STIP funding, and NCDOT Division 4.

State Funding Process for Transportation Improvements

In June 2013 the North Carolina General Assembly overhauled the process for funding state transportation projects with the Strategic Transportation Investments law (House Bill 817). This law establishes the Strategic Mobility Formula to allocate funds based on quantitative criteria and local input. The formula is intended: “to maximize North Carolina’s existing transportation funding to enhance the state’s infrastructure and support economic growth, job creation and high quality of life.”

The formula funds projects according to the three following categories:

- Division Needs (30 percent)
- Regional Impact (30 percent)
- Statewide Mobility (40 percent)

The NCDOT Division 4 and metropolitan or rural planning organization (M/RPO) provide MPO or RPO input in the Division Needs Category.

Bicycle and pedestrian projects (separate from facilities included as part of a roadway project) may be funded through (NCDOT’s Division 4) Division Needs category with certain restrictions.

Other Funding Sources

Archer Lodge should consider alternate funding sources to augment state funds for bicycle and pedestrian projects, which are limited and competitive. The programs listed below may be used to fund entire projects or be directed towards covering the cost of spot improvements like crosswalks or amenities such as benches and



signage. Additional and more detailed information concerning what these funds can be used for, the required local match, and other characteristics is included in Appendix D: Funding Sources.

Federal Funding Sources

- Fixing America's Surface Transportation (FAST ACT)
- Congestion Mitigation and Air Quality Improvement (CMAQ)
- Highway Safety Improvement Program (HSIP)
- State and Community Highway Safety Grant Program (Section 402)
- Surface Transportation Program (STP)
- Transportation Alternatives Program (TA or TAP)
- Urbanized Area Formula Program (UZA)
- Safe Routes to School

State Funding Sources

- Clean Water Management Trust Fund
- Land and Water Conservation Fund
- Parks and Recreation Trust Fund (PARTF)
- Recreational Trails Program
- Strategic Mobility Formula

Local Funding Sources

- Capital Reserve Fund
- Community Crowdfunding
- Fees
- General Obligation Bonds
- Special Tax District
- County Open Space

Private/Nonprofit Funding Sources

- Blue Cross Blue Shield of North Carolina Foundation
- Alliance for Biking and Walking Advocacy Grants
- Duke Energy Foundation
- Corporate Donations
- Fundraising/Campaign Drives
- Volunteer work



Local “Crowdfunding”

In the last several years the internet has revolutionized fundraising. This new form of fundraising, called crowdfunding enables people all over the world to start a fundraising effort and provides an easy mechanism for others to make donations. Platforms such as Citizeninvestor and Indiegogo are online communities that act as funding platforms for a diverse range of projects. Individuals or organizations post projects for a nominal fee and individuals make contributions via credit card. Costs include a 4 percent fee charged by the crowdfunding platform (e.g., Indiegogo) and a 3 to 5 percent fee charged by the credit card company.

This type of fundraising is likely to be a minor source, but might be useful for funding spot improvements, such as crosswalk markings or benches.

Citizeninvestor: Projects are formed from “cities or official town partners” that focus on micro-projects (4 to 5 years). <http://www.citizeninvestor.com/>.

Indiegogo: Similar to the successful crowdfunding platform, Kickstarter, Indiegogo is more locally oriented and trends toward civic-based projects. <http://www.indiegogo.com/>.

5.5 Performance and Evaluation Measures for Plan Implementation

In order to evaluate the progress and effectiveness of the *Town of Archer Lodge Bicycle and Pedestrian Plan*, the following table (Table 5-2) lists evaluation criteria and examples of achieved progress that the BPAC and town council can use. These criteria and milestones are based on the goals and objectives of this *plan*. The table is intended to serve as a general guide – the BPAC should tailor these evaluation criteria to the community by adopting more specific, locally applicable quantitative metrics.

The evaluation of the *plan* should occur annually and be published in the form of a memo or report made available to the residents of Archer Lodge. The report should detail the progress made to date and the priorities for the coming year. This annual report will help to demonstrate the benefits of pedestrian infrastructure and programs as well as generate further support for the ongoing work of the BPAC or appointment of a single council member, citizen liaison, or advocate for bicycle and pedestrian activities.



Table 5-2: Performance and Evaluation Measures for Plan Implementation

Plan Goal	Plan Objective	Performance Evaluation	Examples of Progress Achieved
Goal and Objective 1: Improve Mobility through Bicycle and Pedestrian Networks			
Improve mobility through provision of options for active transportation	Create and provide safe bicycle and pedestrian networks, remove barriers, and enhance connections between residential neighborhoods and destinations.	Miles of bicycle and pedestrian facilities constructed; Number of spot improvements (e.g., crossing facilities) completed.	Miles of bicycle and pedestrian facilities constructed in a specific period of time (e.g., 3 miles within 5 years)
Goal and Objective 2: Provide Bicycle, Pedestrian and Driver Education			
Educate the community as to the benefits of pedestrian activity and applicable rules and regulations	Implement policies and programs to improve pedestrian and cyclist safety and educate the community	Number of safety education campaigns or events annually in the community	Participation in the Watch for Me NC program annually or bi-annually
		Number of bicycle and pedestrian-related crashes	Reduction in existing speed limits to increase safety and prevent potential incidents annually
Goal and Objective 3: Promote Environmental, Public Health, and Safety Benefits of Biking and Walking			
Achieve safe and attractive environment through programs and policies	Capture the environmental and public health benefits of biking and walking by providing active living environments with safe, connected, accessible facilities along with programs that encourage bicycling and walking	Number of partnerships established with schools, community groups, the county health department, environmental groups, and town government to plan and hold “X” number of events	Number of events held, counts, or number of miles bicycled or walked annually
Goal and Objective 4: Encourage Economic Benefits of Biking and Walking			
Educate the community as to the economic benefits that improved bicycle and pedestrian infrastructure can have on surrounding businesses and residences	Enhance and improve the secondary benefits resulting from bicycle and pedestrian infrastructure	Develop education and incentive programs that promote household savings from alternative transportation modes, tourism, development goals, and property value	Household spending on motor vehicle costs is less burdensome when alternatives are available
			Increase in tourism spending, development, or property value over a five-ten-year period; businesses gain



Plan Goal	Plan Objective	Performance Evaluation	Examples of Progress Achieved
			customers from additional trail users
Goal and Objective 5: Connect Cultural Sites and Natural Resources			
Develop facilities and programs that enhance the connection between local and regional cultural sites and natural resources through bicycle and pedestrian facilities such as trails	Create walking and bicycling information and wayfinding to tie Archer Lodge’s historic downtown, its cultural and historic sites, and surrounding natural resources	Implemented infrastructure projects that connect cultural sites and natural resources annually	Miles/feet of bicycle and pedestrian facilities constructed that connect cultural sites and natural resources annually
		Interpretive signage and maps on bicycle and pedestrian facilities that describe the cultural and natural context of the area	Way finding signs and access points added to bicycle and pedestrian facilities
Goal and Objective 6: Foster Public Health and Environmental Benefits of Walking and Biking			
Encourage higher levels of physical exercise for improved public health and environmental awareness	Incentivize conditions, programs, and partnerships to achieve a more bikeable and walkable community	Construct new/upgraded bicycle and pedestrian facilities expanding recreational opportunities	Number of newly constructed or upgraded facilities annually
		Implement programs/establish partnerships to promote and develop encouragement of recreational bicycle and pedestrian activities	Number of programs or partnerships annually



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Appendix A: Public Involvement

This appendix contains the following documents:

- First Steering Committee Meeting Agenda
- First Steering Committee Meeting Sign-In Sheet
- First Steering Committee Meeting Minutes
- First Steering Committee Meeting Presentation and Map
- Second Steering Committee Meeting and Public Meeting Agenda
- Second Steering Committee Meeting and Public Meeting Sign-In Sheet
- Second Steering Committee Meeting and Public Meeting Minutes
- Second Steering Committee Meeting and Public Meeting Presentation and Handouts
- Third Steering Committee Meeting and Public Meeting Agenda
- Third Steering Committee Meeting and Public Meeting Sign-In Sheet
- Third Steering Committee Meeting and Public Meeting Presentation and Handouts



First Steering Committee Meeting Agenda

Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
First Steering Committee Meeting

Agenda – Steering Committee Kick-off Meeting and Working Session Town Hall January 31, 2019 6:30 PM

6:30 PM INTRODUCTIONS

A) Introductions

Town Staff, Steering Committee, NCDOT, and AECOM Team

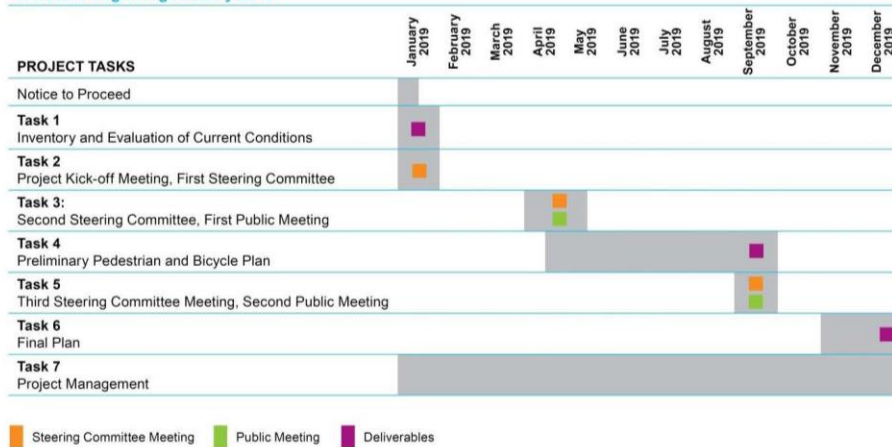
B) Discuss the role of the Steering Committee

6:40 PM PROJECT OVERVIEW

Review the Purpose, Tasks, and Project Schedule

Project Schedule

Schedule beginning January 2019





Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
First Steering Committee Meeting

6:50 PM VISION, GOALS, AND OBJECTIVES

Introduce and review the vision, goals, and objectives of the Archer Lodge Bicycle and Pedestrian Plan. (Refer to Attachment A)

7:10 PM WORKING SESSION

The steering committee will be asked to participate in two mapping exercises intended to lay the groundwork for developing projects that will be presented in the plan.

Mapping exercise 1: Identify bicycle and pedestrian origins and destinations and constraints and opportunities mapping exercise, based on the findings of the walking tour, as well as Steering Committee input. The Committee will also help identify community features that the Town would benefit by having additional bicycle and pedestrian connections.

Mapping exercise 2: Based on the results of the first exercise, the Committee will begin to identify bicycle and pedestrian infrastructure projects. As part of this exercise, the AECOM team will discuss the criteria that will be used for project prioritization.

8:00 PM NEXT STEPS

8:05 PM ADJOURN



Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
First Steering Committee Meeting

Attachment A
Vision, Goals, and Objectives

Vision of the Plan

The Town of Archer Lodge will be a place where people of all ages and diverse backgrounds have access to bicycle and pedestrian facilities and programs that promote: exercise and wellbeing, safety, connectivity, and other goals added at meeting.

Goals of the Plan

- Improve on-road bicycling and pedestrian safety, with an emphasis on heavily used routes.
- Create a network of multi-use pathways for off-road transportation and opportunities for active and passive recreation that will enhance connections between community origins and destinations such as schools, stores, and churches.
- Organize and support programs to become a walkable and bicycle friendly community.
- Provide a hierarchy of recommended infrastructure projects and programmatic support services.
- Have clear policies and development guidelines in our zoning and subdivision regulations consistent with the bicycle and pedestrian master plan.
- Educate the community as to the benefits of pedestrian activity and applicable rules and regulations.

Objectives of the Plan

- Implement policies and programs to improve pedestrian and cyclist safety and educate the community.
- Identify and develop bicycle and pedestrian accommodations along Archer Lodge's roadways.
- Partner with schools, community groups, the county health department, environmental groups, other stakeholders, and city government to plan and hold events that recognize and promote the health and environmental benefits of walking and biking and promote active living.
- Survey the Archer Lodge community in order to craft a bicycle and pedestrian plan representative of the community.
- Implement policies and programs to improve pedestrian and cyclist safety and educate the community. Build on the open space requirements for all major subdivision residential developments which can be found in the Town's Subdivision Ordinance (Archer Lodge Comprehensive Parks and Recreation Plan, 2015).
- Improve links between existing pedestrian infrastructure, organize and support programs and events on the benefits of pedestrian activity, and create incentives to encourage walking.



Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
First Steering Committee Meeting

Attachment B

FIELD VISIT – DRIVING TOUR – 4:30 PM, prior to start of Steering Committee Meeting

Please let us know of any concerns prior to the meeting by contacting Andy Thomas, Senior Planner at andy.thomas@townofarcherlodge.com or 919-359-9727, or Cindy Camacho, Project Manager at cindy.camacho@aecom.com or 919-461-1100.



First Steering Committee Meeting Sign-In Sheet



Steering Committee Meeting #1 Town of Archer Lodge Bicycle & Pedestrian Plan



Steering Committee Member Name	Address	Phone Number	Email
Samantha Wullenwaber	PO Box 8791 Clayton	919-553-5002	SWullenwaber@claytonnc.gov
Haley Hogg	" "		HHogg@claytonnc.gov
Teresa Buden	14705H Buffalo Rd. Clayton, NC 27021	919-550-2895	teresa.buden@townofarcherlodge.com
Bob Davis	111 CARRIE DR Archer Lodge NC	919-946-2463	LESLIEB@CLAYTONNC.COM
Nicole Westley	Health Department	919-989-5202	nicole.westley@johnsonnc.com
John Goldman	700 W Main Street #101 Clayton	919-875-1111	jgoldman001@ncit.com
Bob Clark, Planning Director		919-359-9727	bob.clark@townofarcherlodge.com



Steering Committee Meeting #1 Town of Archer Lodge Bicycle & Pedestrian Plan



Steering Committee Member Name	Address	Phone Number	Email
Terry Barnes	14236 Buffalo Rd	919-553-4026	TBARNES725@GMAIL.COM
John F. Oglesby	535 Barrette Lane	(919) 624-0997	john@csd-engineering.com
J. Mark Jackson	101 Bristol Circle	919-631-5259	dc04325a1r@gmail.com
Jayce Lawhorn	14094 Buffalo Rd	919-359-9127	jayce.lawhorn@townofarcherlodge.com
Kim Batten	14094 Buffalo Rd.	919-359-9927	Kim.BATTEN@TOWNOFARCHERLODGE.COM
Bryan Lopez		919 707 2606	balopez@ncdot.gov



First Steering Committee Meeting Summary

Summary – Steering Committee Kick-off Meeting and Working Session
January 31, 2019 6:30 PM – 8:30 PM

ATTENDEES

- Bob Clark, Town Planner/Director
- Andy Thomas, Town Planner/Director
- Kim Batten, Town of Archer Lodge
- Joyce Lawhorn, Town of Archer Lodge
- Teresa Bruton, Town of Archer Lodge
- Samantha Wullenwaber, Town of Clayton
- Haley Hogg, Town of Clayton
- Nicole Westley, Johnston County
- Brian Lopez, NCDOT representative
- Cindy Camacho, Project Consultant
- Haley Lloyd, Project Consultant
- John Goldman
- Terry Barnes
- John F. Oglesby
- J. Mark Jackson
- Bob Davis

SUMMARY

The Steering Committee for the Town of Archer Lodge Bicycle & Pedestrian Plan met on Thursday, January 31, 2019 at Archer Lodge Town Hall. Project consultants Cindy Camacho and Haley Lloyd from AECOM were present, as well as NCDOT Bicycle and Pedestrian Division Planner Brian Lopez. The sign-in sheet, agenda, and a copy of the slides are included as **Attachment A**.

Introductions

The kick-off meeting began with introductions by the project consultants followed by the committee. Members were asked to introduce themselves and state why they are interested in improved bicycle and pedestrian facilities in their community. Responses include:

- Working with the County-wide trail plan to connect with/expand rail-to-trails.
- Providing connectivity between Archer Lodge and neighboring towns (Clayton) and the County, as well as representation within the State.
- Connecting all elements related to bicycle and pedestrian planning including the bringing together of property owners, outdoor recreation, and local and neighboring citizens.
- Improving walkability throughout Archer Lodge.
- Expanding outdoor recreation and healthy lifestyle activities.
- Improving bicycle and pedestrian safety.
- Improving and expanding citizen commitment to bicycle and pedestrian planning through the improvement multi-modal infrastructure and amenities.
- Bicycle and pedestrian planning efforts that can make way for potential future funding opportunities of multi-modal infrastructure and amenities.



Project Overview

Cindy Camacho gave an overview of the project including the purpose of developing a plan and the importance of defining a vision. She described how the plan would include recommended projects, programs, and policies that can be used to request funding for implementation. It was described that engineering and construction are not a part of the plan/scope of the NCDOT grant.

Cindy Camacho then reviewed the role of the Steering Committee, which is to:

- Attend and actively participate at steering committee meetings
- Provide feedback and recommendations on each task
- Assist with public outreach by inviting friends and neighbors to participate as well as serving as facilitators at the public workshop
- Following the adoption of the Plan, assist with the formation of the Bicycle and Pedestrian Advisory Committee.

Tasks and Project Schedule

The project tasks and schedule were reviewed. The preliminary plan is expected to be presented to the committee for comment in September with the next committee meeting occurring sometime between April and May (official date to be decided). The next committee meeting will coincide with a public workshop to solicit public input on the plan.

Vision and Goals

Cindy Camacho presented a sample vision to the committee and explained that a vision statement provides direction throughout the planning process. Notecards given to each committee member were used in an exercise where Cindy Camacho asked each member write his or her response to the following question: "What does Archer Lodge mean to you?" These notecards were collected anonymously and will be used in drafting the vision statement for the Plan. The consultants also asked the Steering Committee to list words that represent the Town of Archer Lodge (listed below).

The following vision statement is the result of the notecard exercise:

The Town of Archer Lodge will be a place where people of all ages and diverse backgrounds have access to bicycle and pedestrian facilities and programs. These programs and facilities will promote exercise and wellbeing in a safe and connective infrastructure that allows residents to celebrate and discover Archer Lodge's rich culture and history. The need for vehicular traffic connectivity will provide a great opportunity to incorporate bicycle- and pedestrian-friendly corridors in Archer Lodge.



Word cloud for Archer Lodge:



Cindy Camacho presented sample goals and opened the floor to discuss what goals the committee wants in the Town of Archer Lodge Bicycle and Pedestrian Plan. The committee agreed that the sample goals provided a good start and agreed that they could be tailored to Archer Lodge.

Key themes identified during discussion of goals included: active living, safety, infrastructure, mobility, and education. The committee discussed the sample goals and requested additions/edits and/or inclusion of specific sample goals. This includes:

- Improve on-road bicycling and pedestrian safety, with an emphasis on heavily used routes.
- Create a network of multi-use pathways for off-road transportation and opportunities for active and passive recreation that will enhance connections between community origins and destinations such as schools, stores, and churches.
- Organize and support programs to become a walkable and bicycle friendly community.
- Provide a hierarchy of recommended infrastructure projects and programmatic support services.
- Have clear policies and development guidelines in our zoning and subdivision regulations consistent with the bicycle and pedestrian master plan.
- Educate the community as to the benefits of pedestrian activity and applicable rules and regulations.

See **Attachment B**.

Working Session

The committee broke into two groups and gathered around a large map of the Town for a working session. Haley Lloyd and Cindy Camacho annotated the maps, while the committee discussed pedestrian and bicyclist origins and destinations, activity, and areas of concern. The following were noted as areas of concern:

- There are no existing facilities such as bike lanes and sidewalks (unless attached to a subdivision)
- Pedestrian and bicycle activity occurs on residential streets and nearby detached greenways



- There is traffic congestion on Covered Bridge Road and road widening is expected to occur soon between Chesney Court and Aldean Drive.
- The speed limit on Buffalo Road is high and unsafe for pedestrians and bicyclists. Trucks are often seen speeding here.
- The Town contains dirt roads which are not suitable for new sidewalks and bicycle paths.

After identifying pedestrian and bicycle activity and areas of concern, the committee then discussed opportunities for pedestrian and bicycle facilities. These include:

- Common opens space areas within subdivisions promote connectivity and will be areas where new sidewalk and bicycle infrastructure can be constructed.
- New subdivisions offer opportunities for trail connectivity.
- Opportunities for new trails and sidewalks exist around shopping centers, churches, parks, and schools within and surrounding the town.
- The existing Clayton River Walk on The Neuse (Covered Bridge Road) connects Archer Lodge to the Riverwood Athletic Club Subdivision and the Neuse River, as well promoting a connection between Johnston County and Wake County.

Next Steps

Cindy Camacho then discussed the next steps in the planning effort, which includes:

- The project team will begin developing a survey and a project information sheet to post on the town website.
- The project team will begin data collection, project identification and the draft plan
- The second steering committee meeting and the first public meeting will occur sometime between April and May (official date to be decided).
 - A brief discussion was had regarding location of the public meeting and ways to disseminate notice of the meeting. It was suggested that each committee member invite 5-10 people to ensure a large turnout.
 - It was suggested we use the Town website and social media to get the word out to the community.
- The third steering committee meeting and second public meeting is scheduled to occur in September.

Final Remarks

Cindy Camacho opened the floor for closing remarks. The following includes final points of discussion:

- Proposed Widening of Covered Bridge Road (S.R. 1700) STIP Project No. W-5704E should be included in the plan recommendations.
- It was suggested that the project team create a project info sheet to place on the Town's website.

The meeting was adjourned at 8:05 pm.



First Steering Committee Meeting Presentation and Map

Town of Archer Lodge

NCDOT BICYCLE & PEDESTRIAN PLAN

STEERING COMMITTEE MEETING #1

January 21, 2019

Purpose of Today's Meeting

- Provide an Overview of the Project
 - Review Tasks and project schedule
- Develop Vision and Goals for the plan
- Work Session
 - Identify issues and constraints
 - Identify origins and destinations
- Next Steps
- Optional Tour

Project Overview | Project Purpose

Walking and bicycling are two popular and universal forms of activity, yet there is a lack of access to safe places for these activities.

Planning for walking and bicycling – whether for recreation, exercise or transportation – helps to create a safer, more efficient network everyone can use.

Project Overview | Key Tasks & Schedule

Schedule beginning January 2019

Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Task 1: Inventory and Evaluation of Current Conditions																															
Task 2: Conduct Kick-off Meeting, First Steering Committee																															
Task 3: Review of Steering Committee, 1st Public Meeting																															
Task 4: Review Steering Committee Meeting, Review Public Meeting																															
Task 5: Review Steering Committee Meeting, Review Public Meeting																															
Task 6: Review Steering Committee Meeting, Review Public Meeting																															
Task 7: Review Steering Committee Meeting, Review Public Meeting																															
Task 8: Review Steering Committee Meeting, Review Public Meeting																															
Task 9: Review Steering Committee Meeting, Review Public Meeting																															
Task 10: Review Steering Committee Meeting, Review Public Meeting																															

Project Overview | Role of the Steering Committee

- Attend Project Kick-Off
 - Provide input on the vision, goals, & objectives
 - Identify needs, opportunities, & constraints
- Review the preliminary plan
- Attend two additional steering committee meetings and comment on the plan
- Serve as champions of the final plan

Sample Vision of the Plan

The Town of Archer Lodge will be a place where people of all ages and diverse backgrounds have access to bicycle and pedestrian facilities and programs that promote: alternative transportation modes, exercise and wellbeing, safety, connectivity, and celebration and discovery of Archer Lodge's rich culture and history.



Sample Goals of the Plan

- Provide transportation choices outside of vehicular transportation modes to the residents of Archer Lodge.
- Improve mobility by creating and providing safe pedestrian and bicycle networks, removing barriers and enhancing connections between community origins and destinations such as schools, stores, houses of worship and other institutions.
- Improve safety for pedestrians and cyclists through strategic, consistent, and connected pedestrian and bicycle facility improvements, education, and enforcement strategies.




Steering Committee Meeting #1

Sample Goals of the Plan

- Recognize the environmental and public health benefits of walking and biking by providing active living environments with safe, connected, accessible facilities along with programs that encourage walking and bicycling.
- Provide economic benefits by creating more attractive walkable and bikeable communities and savings to households associated with having the option to use low-cost, non-motorized transportation; and increased market access to local providers of goods and services.
- Educate the community as to the benefits of pedestrian activity and applicable rules and regulations.




Steering Committee Meeting #1

Working Session

- **Exercise 1:**
 - Identify bicycle and pedestrian constraints and opportunities.
 - Identify community features
- **Exercise 2:**
 - Identify key origins and destinations.




Steering Committee Meeting #1

Next Steps

- Project team will begin developing the draft plan
 - Gather additional data
 - Coordinate with Town staff, NCDOT, and the Capital Area MPO
- Second steering committee meeting/first public meeting (March)
 - Develop project recommendations
 - Discuss policy and programs for inclusion in the plan
- Third steering committee meeting/second public meeting (September)
 - Review the plan
 - Refine recommendations




Steering Committee Meeting #1

Project Types



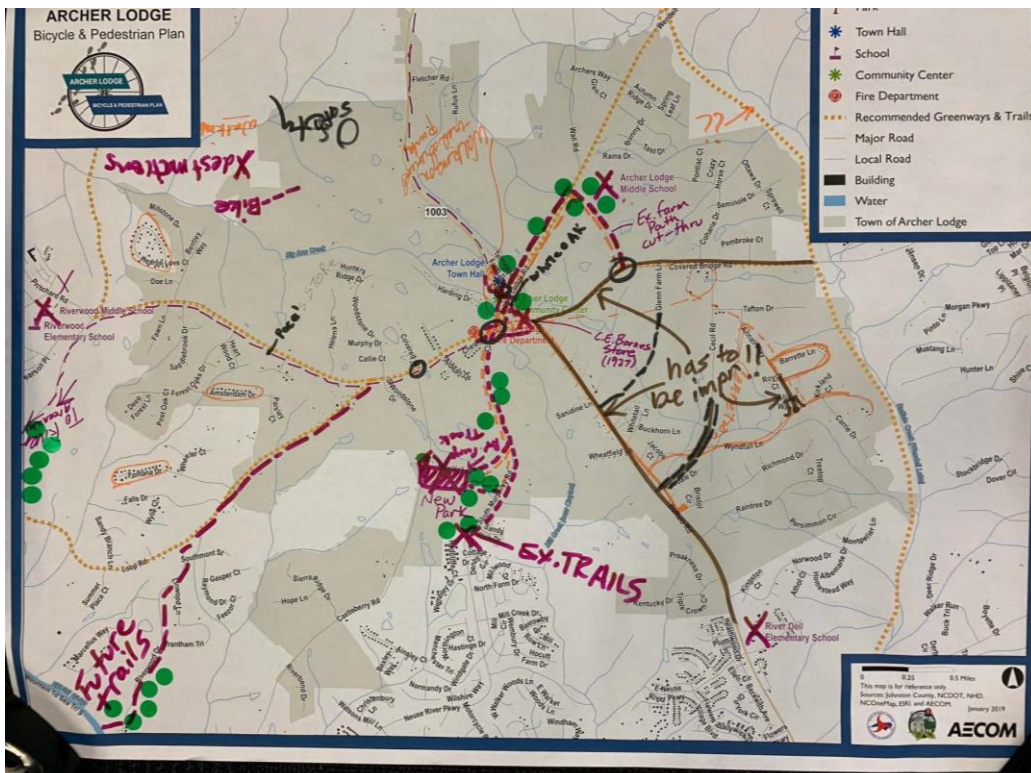
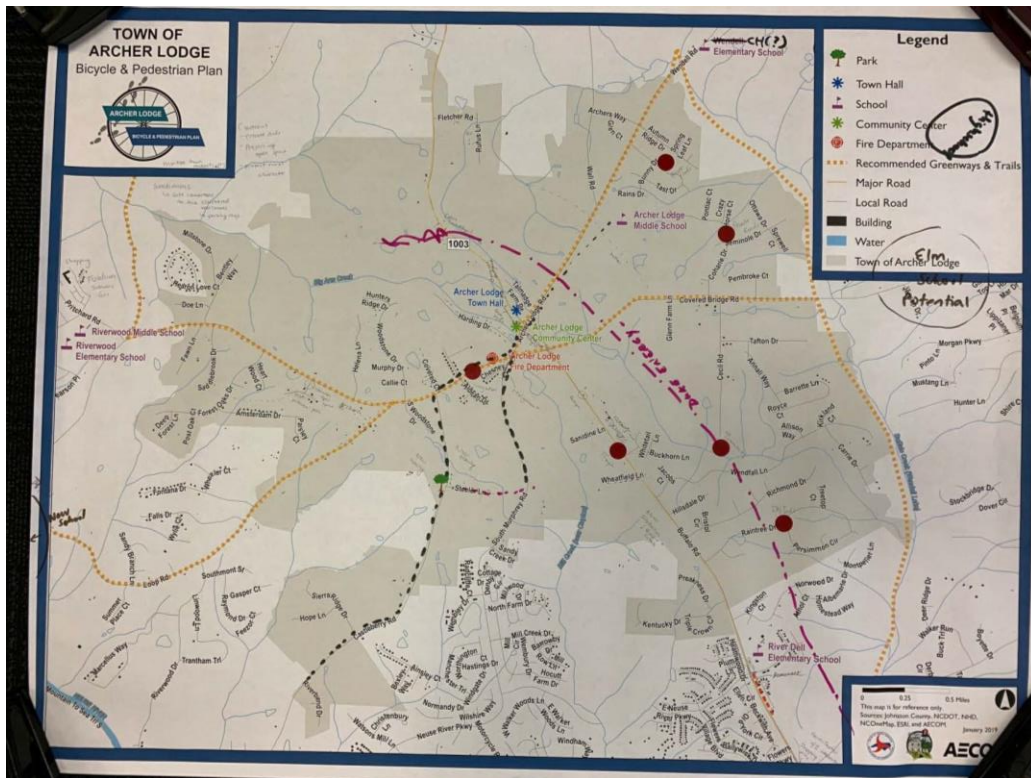

Steering Committee Meeting #1

Thank You

Cindy Camacho
cindy.camacho@aecom.com



Steering Committee Meeting #1





Second Steering Committee Meeting and Public Meeting Agenda

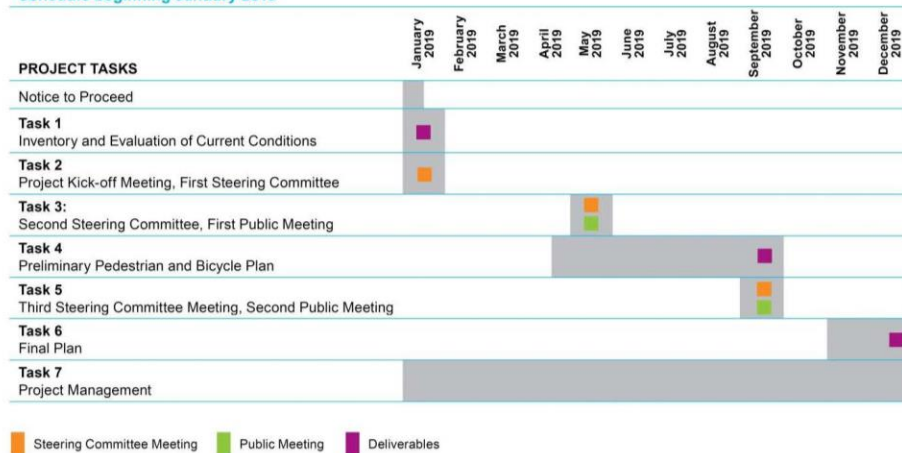
Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
Second Steering Committee Meeting

Agenda – Second Steering Committee Meeting May 8th, 2019 5:30 – 6:15 PM

- 5:30 PM INTRODUCTIONS**
- A) Introduction**
Town Staff, Steering Committee, NCDOT, AECOM Team
 - B) Purpose of Today's Meeting**
Complete a work session to begin to identify bicycle and pedestrian projects, and programs and plan policies
- 5:35 PM PROJECT SCHEDULE**
Discuss the steering committee's role in the planning process.

Project Schedule

Schedule beginning January 2019





Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
Second Steering Committee Meeting

5:40 PM WORK SESSION

The steering committee will be asked to participate in two working sessions intended to lay the ground work for developing projects that will be presented in the plan.

Mapping exercise: Identify potential bicycle and pedestrian infrastructure projects as a group, as well as individually on maps.

Group exercise: Discuss non-infrastructure improvements that you would like to see made in the Town. These improvements can be policy recommendations, programmatic recommendations, or partnership opportunities with local businesses and non-profit organizations.

6:00 PM PUBLIC MEETING PREPARATION EXERCISE

The steering committee will be split into teams consisting of two members, a facilitator and a recorder. Each team will be assigned a table with a map, note paper, pens and markers. These teams will work with the public to record the results of the facilitated exercise that the public will participate in. The public meeting will consist of the following exercises:

- Meeting attendees will be asked to complete the Mapping Exercise in the handout in a group setting. The steering committee facilitator will use markers to draw on roll maps of the town to identify projects from the public, and another steering committee meeting member will record the discussion.
- Following the completion of the exercises one member of the public will present the ideas developed at their table.

6:15 PM ADJOURN THE STEERING COMMITTEE MEETING



Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
Public Meeting

Agenda – Public Meeting
May 8th, 2019 6:30 – 8:00 PM

6:30 PM **SIGN-IN**

6:40 PM **INTRODUCTIONS**

Welcome – Mayor Matt Mulhollem

6:50 PM **GROUP EXERCISE**

AECOM consultants will introduce the exercise. Meeting attendees will be asked to sit at a table along with two steering committee members who will help facilitate and record the discussion at each table. These teams will work to record the results of the facilitated exercise that the public will participate in. The group will conduct the following exercise:

Meeting attendees will be asked to complete the Mapping Exercise in the handout in a group setting. The steering committee facilitator will guide participants using the questions on the handout. The facilitator/or participants can use markers to draw on roll maps of the town to identify projects, and another steering committee meeting member will record the discussion.

7:30 PM **PRESENTATION OF GROUP RESULTS**

Following the exercise, one member representing each small group will be elected to present the ideas developed at their table.

7:45 PM **INDIVIDUAL COMMENT FORM COMPLETION**

Participants will be asked to complete and turn in comment forms. The participants will be thanked for their participation and invited to the second public meeting to review the plan.



Second Steering Committee Meeting and Public Meeting Sign-In Sheet

Town of Archer Lodge Bicycle and Pedestrian Plan | May 8th, 2019 Steering Committee Meeting Sign-In Sheet

Name	Address	Phone Number	Email Address
Haley Hogg	Town of Clayton	919-359-2102	Whogg@townofclaytonnc.org
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Bob Clark	" " " "	919-359-9727	bob.clark@archerlodgenc.gov
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Second Steering Committee Meeting and Public Meeting Minutes

Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan

Second Steering Committee Meeting Summary Archer Lodge Community Center May 8th, 2019 5:30 – 6:15 PM

Steering Committee members were asked to identify bicycle and pedestrian projects, and programs and plan policies. The following items were mentioned during the working session.

Add the following key destinations to maps:

- Cousins Antiques
- Archer Lodge Veterans Memorial

New/revised connections:

- Archer Lodge, Wilsons Mills, and Clayton Loop (Johnston County Route): Loop Road (signed)→ Covered Bridge Road → Thanksgiving Fire Road
- Add an off-road route or trail between Loop Road and the new park on Castleberry Road
- Remove Harding Drive Route
- Add off-road route or trail above the pond from Castleberry to South Murphrey
- Move the route above Doe Lane south to intersect the existing open space area
- Connect Loop Road to the existing Mountains-to-Sea Trail in Clayton
- Add an off-road route or trail to get to River Dell Elementary

The following concerns were noted during the meetings:

- Clean Water Act - Developers are avoiding areas with water in order to avoid permitting requirements
- Private Roads: Steeler Lane, Harding Drive (gravel), Coharie Drive, Cecil Road (1/2 public & 1/2 private)
- Pedestrian safety is needed between the ball park and soccer field on Buffalo Road

Other information:

- Duke Energy Easement
- NCDOT STIP Project W-5704E on Covered Bridge Road (in ROW Acquisition)
- NCDOT contingency project 80094 on Buffalo Road (construction Fall 2019)
- Consideration of a connections for new school near the park
- Franklin County requires sidewalks when mail kiosks are placed at the front of neighborhoods issue for zoning?
- Review Southeast Area Study for Archer Lodge hot spot
- Johnston County approved the development in Archer Lodge with approval from NCDOT prior to Archer Lodge incorporating into a municipality. Archer Lodge originally adopted Johnston County's zoning ordinances when it was formally incorporated in 2009.



Second Steering Committee Meeting and Public Meeting Presentation and Handouts

Town of Archer Lodge

NCDOT BICYCLE & PEDESTRIAN PLAN

STEERING COMMITTEE MEETING #2

May 8, 2019

Purpose of Today's Meeting

- **Provide an Update of the Project**
 - Review tasks and project schedule
- **Work Session**
 - Identify and develop bicycle and pedestrian infrastructure improvements
 - Identify potential network connections
 - Discuss non-infrastructure improvements
- **Discuss Public Meeting Format**
- **Next Steps**

Steering Committee Meeting #2

Project Overview | Key Tasks & Schedule

Schedule beginning January 2019

Task	Start	End	Steering Committee Meeting	Public Meeting	Observations
Task 1: Notice to Proceed	Jan 2019	Jan 2019			
Task 2: Inventory and Evaluation of Current Conditions	Jan 2019	Jan 2019			
Task 3: Project Kick-off Meeting, First Steering Committee	Jan 2019	Jan 2019			
Task 4: Second Steering Committee, First Public Meeting	Jan 2019	Jan 2019			
Task 5: Preliminary Recommendation and Bicycle Plan	Jan 2019	Jan 2019			
Task 6: Third Steering Committee Meeting, Second Public Meeting	Jan 2019	Jan 2019			
Task 7: Final Plan	Jan 2019	Jan 2019			
Task 8: Project Management	Jan 2019	Jan 2019			

Steering Committee Meeting #2

Working Session

- **Exercise 1:**
 - Identify and develop bicycle and pedestrian infrastructure improvements
 - Identify potential connections for a bicycle and pedestrian network
- **Exercise 2:**
 - Identify non-infrastructure improvements

Steering Committee Meeting #2

Example Project Types

BIKEWAY A dedicated lane along a road for bicycles, separated from traffic by a physical barrier or painted buffer.	BIKEWAY A dedicated lane along a road for bicycles, separated from traffic by a physical barrier or painted buffer.	BIKEWAY A dedicated lane along a road for bicycles, separated from traffic by a physical barrier or painted buffer.	BIKEWAY A dedicated lane along a road for bicycles, separated from traffic by a physical barrier or painted buffer.	BIKEWAY A dedicated lane along a road for bicycles, separated from traffic by a physical barrier or painted buffer.
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Project Overview | Role of the Steering Committee

- **Attend and participate in meetings**
 - Identify needs, opportunities, & constraints
 - Help develop recommendations
- **Review the preliminary plan**
- **Attend steering committee and public meetings and comment on the plan**
- **Serve as champions of the final plan**

Steering Committee Meeting #2



Public Meeting Exercise

- Teams of one consultant with town planning staff/NCDOT will be assigned to a table
 - Bicycle and pedestrian project map will be provided as an overview
 - The public will then participate in a development exercise on a blank map
 - Include a discussion of gaps in the network
 - Presentation of results



Steering Committee Meeting #2



Next Steps

- Project team will continue developing the draft plan, and refine recommendations.
- Third steering committee meeting/second public meeting (September)
 - Review the draft plan
 - Refine and prioritize project recommendations
- Prepare the final plan



Steering Committee Meeting #2



Thank You

Cindy Camacho
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Todd McAulliffe
Todd.mcaulliffe@aecom.com

Haley Lloyd
Haley.lloyd@aecom.com

Steering Committee Meeting #2

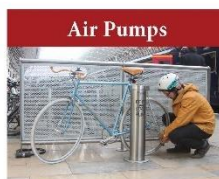
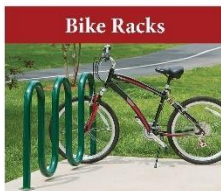
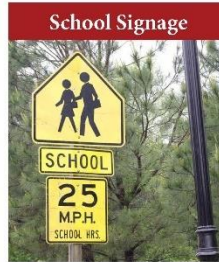
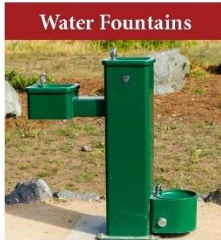








Potential Bicycle and Pedestrian-Friendly Features for Archer Lodge





Bicycle and Pedestrian-Friendly Features



BICYCLE LANE
A marked travel lane along a portion of the roadway that has been designated for preferential or exclusive use for bicyclists via pavement markings.



ACCESSIBLE PEDESTRIAN SIGN
Devices that communicate information about the "walk" and "don't walk" intervals at signalized intersections in non-visual formats to pedestrians who are blind or have low vision.



EQUESTRIAN CONSIDERATIONS
Trail corridors with paved and unpaved roads can accommodate multiple users, such as riders with horses, bicycles and pedestrians. Vegetation and distance help separate users and minimize conflicts.



COMPLETE STREETS
A policy and infrastructure initiative that mandates streets are designed and operated by all users to enable safe, convenient, and comfortable travel and access for all modes of transportation.



SHARED LANE
A lane that is open to both bicycle and motor vehicle travel. Shared lanes can be marked with shared lane markings or designated as bicycle boulevards. A shared lane that is at least 14 feet wide allows space so that bicyclists and motorists may travel side-by-side within the same traffic lane.



HIGH VISIBILITY CROSSWALK
A crosswalk marked with diagonal or longitudinal lines parallel to traffic flow, such as the ladder, continental or bar pair marking pattern.



SIDEPATH
A specific type of shared use path facility that is physically separated from the road but located within the roadway right of way.



EDUCATION PROGRAMS
Education campaigns can help inform and bring awareness to the skills needed to be safe pedestrians and bicyclists and for motorists to be reminded of applicable laws. Examples include programs such as Watch for Me! NC or local courses offered at schools or libraries.



BICYCLE PARKING
A rack or object provided specifically for the purpose of supporting and enabling a bicycle to be secured when not in use.



LIGHTING
High quality and well-placed lighting, including supplementing pedestrian-scale lighting at night-time crossing areas, increases safety and security for non-motorized users.



SHARED USE PATH
A facility which may be used by bicyclists, pedestrians, and other non-motorized users. They are separated from the roadway by an open space or a physical barrier or within an independent right-of-way. Also known as a "multi-use trail" or "greenway".



POLICY ACTION
Policy actions that can additionally encourage bicycle and pedestrian planning include changes to zoning or other local ordinances or regional cooperative agreements.



BICYCLE MAINTENANCE
A stand, kiosk or repair station provided to the public for self-service bicycle maintenance.



PEDESTRIAN SIGNAGE
Illumination provided to enhance the safety and comfort of pedestrians and bicyclists. High quality and well-placed lighting increases safety and security for non-motorized users.



TRAILHEAD
A trailhead is the primary access point to a shared use path or trail. It may have parking and other amenities at the terminus.



ROAD REALLOCATION
A technique to modify the number or width of travel lanes to achieve systemic improvements. Variants of reallocation include 4 to 3 lane conversion, reduction, road diet, or reconfiguration to improve safety, mobility, and access for all road users.



BICYCLE SIGNAL
A traffic control device that assigns right-of-way to bicyclists and controls bicycle movements in mixed traffic to reduce conflict with motor vehicles and/or pedestrians.



SIDEWALKS
The portion of a street or highway right of way, beyond the curb or edge of roadway pavement, which is intended for use by pedestrians.



PAVED SHOULDER
The portion of the roadway contiguous with the travel lanes. Shoulders, where paved and of sufficient width, may be used by bicyclists. Bicycle lane pavement markings may be used and in rural areas, paved shoulders are also used by pedestrians where sidewalk is not present.



SAFETY TRAINING
Training the local police enforcement and residents can reduce bicycle and pedestrian related accidents. Examples include safety patrol programs or a bicycle helmet initiatives.



Third Steering Committee Meeting and Public Meeting Agenda

Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
Third Steering Committee Meeting

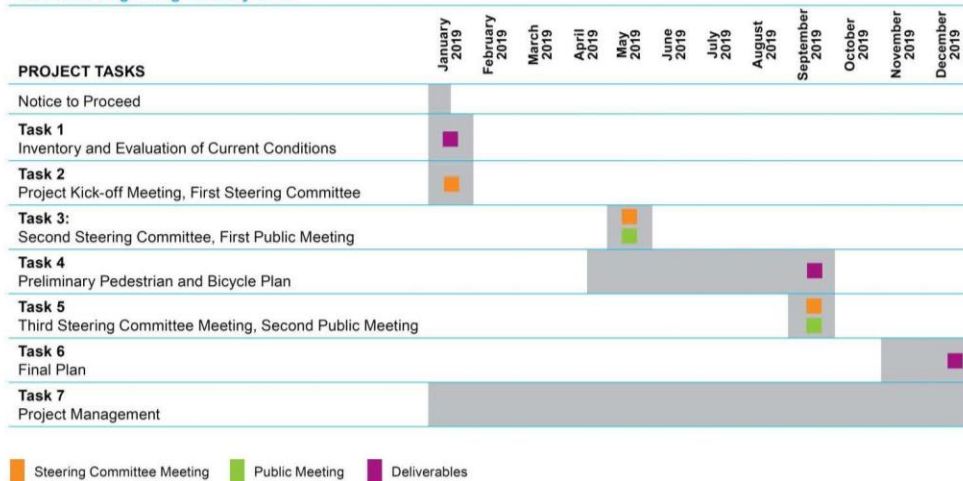
Agenda – Second Steering Committee Meeting

Archer Lodge Community Center
October 2, 2019 6:30 – 7:30 PM

- 6:30 PM INTRODUCTIONS**
- A) Introduction**
Town Staff, Steering Committee, NCDOT, AECOM Team
- B) Purpose of Today's Meeting**
Complete a work session to prioritize bicycle and pedestrian projects, programs, and plan policies
- 6:35 PM PROJECT SCHEDULE**
Discuss next steps and steering committee involvement.

Project Schedule

Schedule beginning January 2019





Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
Third Steering Committee Meeting

- 6:40 PM PRESENTATION**
The AECOM consulting team will present the results from the community-wide survey conducted in the spring/summer. The team will also present the proposed projects and policy/programs based on results from the second steering committee meeting and the first public meeting.
- 6:50 PM PROJECT AND POLICY/PROGRAM GROUP EXERCISE**
The steering committee will participate in a group exercise focused on prioritizing infrastructure projects. This will help form a prioritized list of bicycle and pedestrian improvement projects in Archer Lodge.
- Group exercise:** The steering committee will break into small groups of equal size and review the “Prioritization Factors for Infrastructure Projects.” Each group will discuss the prioritization factors of connectivity, demand, equity, and safety. Each participant will discuss and provide a ranking for each project and the associated prioritization factor.
- 7:10 PM PRESENTATION OF GROUP RESULTS**
Following the exercise, one member representing each small group will be elected to present the ideas developed at their table to the Steering Committee.
- 7:15 PM PROJECT RANKING EXERCISE**
The steering committee members will work individually to complete the “Project Ranking” exercise and the “Policy/Program Ranking” sheets. See exercise sheets for directions.
- 7:30 PM ADJOURN THE STEERING COMMITTEE MEETING**
We ask that the steering committee members please attend the public meeting where they will be asked to moderate breakout sessions.



Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan
Second Public Meeting

Agenda – Public Meeting
Archer Lodge Community Center
October 2nd, 2019 7:30 PM – 8:00 PM

7:30 PM	SIGN-IN
7:35 PM	INTRODUCTIONS Town Staff, Steering Committee, NCDOT, AECOM Team
7:38 PM	PRESENTATION The AECOM consulting team will give a brief presentation covering an overview of the proposed projects and policy/programs and results from the community-wide survey.
7:45 PM	PROJECT AND POLICY/PROGRAM GROUP EXERCISE Cindy Camacho will introduce the exercise. Meeting attendees will be asked to sit at a table along with two steering committee members who will help facilitate and record the discussion at each table. These teams will work to record the results of the facilitated exercise that the public will participate in. The group will conduct the following exercise: • As a group, review the “Prioritization Factors for Infrastructure Projects.” • Discuss the prioritization factors of connectivity, demand, equity, and safety. • As a group, discuss and provide a ranking for each project and the associated prioritization factor. See exercise sheets for directions.
7:50 PM	PRESENTATION OF GROUP RESULTS Following the exercise, one member representing each small group will be elected to present the ideas developed at their table.
7:55 PM	INDIVIDUAL RANKING FORM COMPLETION Participants will work individually to complete the “Project Ranking” exercise and the “Policy/Program Ranking” sheets. See exercise sheets for directions. The steering committee members will be available to answer questions.
8:00 PM	ADJOURN THE PUBLIC MEETING The participants will be thanked for their participation.



Third Steering Committee Meeting and Public Meeting Presentation and Handouts

Town of Archer Lodge
NCDOT Bicycle & Pedestrian Plan

Steering Committee Meeting #3
and Public Meeting #2

October 2, 2019

Purpose of Today's Meeting

- Provide an update of the project
- Review schedule, survey results, and tasks
- Presentation of corridor improvements
- Group Exercise
 - Rank corridors
 - Rank policies and programs
 - Present results
- Next Steps

October 2, 2019

Project Overview – Key Tasks & Schedule

Schedule beginning January 2019

October 2, 2019

Community Survey: Priorities Summary

1. **Connectivity:** Connect neighborhoods to parks, trails, and existing businesses.
2. **Safety:** Need for safe walking routes to schools, the park, and retail businesses.
3. **Education:** Educational programs may cover topics like bicycle helmet training and safety on trails.
4. **Promoting expansion of bike/ped amenities on roadways through local ordinances:** Utilize local ordinances to maintain, protect, and expand bicycling and pedestrian facilities as requirements when developments are built.

October 2, 2019

Community Survey: Popular Bicycling + Walking Destinations

- 80.49% of respondents have never walked or bicycled to school.
- 17% of respondents walk or bicycle socially at least once a year.
- 34.15% of respondents walk or bike to family outings at least once a month.
- 52.27% of respondents regularly exercise at least once a week.

October 2, 2019

Community Survey: Planning Efforts that Should be Required of the Government and Private Developers

October 2, 2019



Proposed Projects

- The following slides represent the proposed bicycle and pedestrian projects that will be discussed and prioritized during today's meeting.
- These projects will be refined if needed.
- Now is the opportunity to include additional projects if any were overlooked.

October 2, 2019



Map Symbolology

- Legend**
- Bicycle (Spot)
 - Pedestrian (Spot)
 - Bicycle (Linear)
 - Pedestrian (Linear)
 - Shared Use Path (Linear)
 - Existing Bike Route
 - Existing Sidewalk
 - Clayton River Walk (multi-use)

October 2, 2019



1. Covered Bridge Road Corridor Improvements

Continue pedestrian improvements associated with STIP project W-5704E from project end west to town limits. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs.

Coordinate with Town of Clayton to provide future pedestrian connections to destinations on Pritchard Road.



Long-term Pritchard Road Sidewalk Connections

October 2, 2019



2. South Woodstone Multi-use Path

Construct a multi-use path from South Woodstone Drive to Castleberry Road.



October 2, 2019



3. Castleberry Road

Install pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) at Castleberry Road and Darcy Drive.

Install a bike rack at the park.

Provide wayfinding signs to the park.

Provide a multi-use path along Castleberry Road from Steeler Lane to Archer Lodge Park.



October 2, 2019



4. South Murphrey Side Path Extension

Extend the existing shared-use path on South Murphrey north to Covered Bridge Road.



October 2, 2019





5. Buffalo Road Corridor Improvements

Add a signed bike route along Buffalo Road south of Fletcher Road and east onto Jordan Narron Road until it meets the proposed greenway.

Conduct a speed/traffic study along the corridor to identify potential additional speed control measures.

Install bike racks at Harris Teeter Shopping Center on Buffalo Road.

October 2, 2019

5. Buffalo Road Corridor Improvements

Install bike racks at the Archer Lodge Community Center ball field.

Install a pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) between ball field and soccer field over Buffalo Road.

Continue pedestrian improvements associated with STIP project W-5704E to link to existing sidewalks in front of the White Oak Baptist Church and proposed sidewalks as a part of Project 80094 along Buffalo Road. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs.

Install a sidewalk on the eastern side of Buffalo Road across from the Archer Lodge Community Center. The sidewalk would extend from the proposed sidewalk in project 80094 at the soccer field to Talmadge Farm Road.

October 2, 2019

6. Archer Lodge Road/Wendell Bike Improvements

Install bike racks at Archer Lodge Middle School.

Add a signed bike route between Archer Road and Wendell Road, ending at Archer Lodge Middle School.

October 2, 2019

7. Duke Energy Easement Greenway

Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road. It would start south of Fletcher Road and end at Jordan Narron Road.

Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndfall Lane. This will provide connections to existing neighborhoods.

October 2, 2019

8. Bentley Way Multi-use Path

Add a shared-use path on Bentley Way to improve neighborhood access to the community mailboxes and designated open space area.

October 2, 2019

Program Policy/Program Ranking

Update ordinances and/or the zoning to include bicycle and/or pedestrian specific facilities including Complete Streets	Demonstrate improvements through pop-up projects
Promote good road user behavior programs	Provide bike skills education (inflating tires and hand turn signals)
Partner with the police on enforcement of existing driving laws and speed limits	Encourage a bike to work/commute challenge
Provide agency staff training of bicycle laws for police officers, drivers education programs, or other safety related programs	Host bike and transit education and training
Staff open streets events after a recommended project is constructed. An example may include a festival at Town Hall, a park, or greenway to promote a new project	Raise the visibility of walking and bicycling with events/festivals
Enhance Side Routes to School	Reward bicycling and walking with employer incentives
	Develop a bike parking program
	Offer bicycle and/or pedestrian legal training

October 2, 2019



Working Session

Group Exercise:

- Review and discuss "Prioritization Factors for Infrastructure Projects" worksheet
- Participants will discuss and provide rankings for each project and associated prioritization factor

Project Ranking Exercise:

- Work individually to complete the "Project Ranking" exercise and the "Policy/Program Ranking" sheets



October 1, 2019



Example Project types



October 1, 2019



Next Steps

- Project team will refine and finalize prioritized project recommendations
- Distribute draft plan to the Steering Committee and NCDOT
- Prepare the final plan



October 2, 2019





PRIORITIZATION EXERCISE

For each project below, prioritize on a scale from **1-5** for the given factor.

1=Highest; 2=High; 3=Medium; 4=Low; 5=Lowest

For example, giving a project ranking of “**1**” would denote the following: the project would encourage the highest level of connectivity, has the highest demand (or need), provide the highest level of equity, and/or offer the highest level of safety.

Connectivity: Accounts for the degree to which a project allows bicyclists or pedestrians to travel comfortably and continuously throughout your community. A project with a high connectivity prioritization (a 1, 2, or 3) may be when a project fills gaps in the bicycle and pedestrian facility network.

Demand: Represents existing or potential bicycle and pedestrian activity levels. A project with a high demand prioritization (a 1, 2, or 3) may encourage new and/or upgraded facilities where they will be used most (e.g., improved sidewalk connectivity to a school may have a high demand prioritization).

Equity: Represents the degree to which opportunities for safe and convenient bicycle and pedestrian travel are distributed evenly to all groups within the community. A project with a high equity prioritization (a 1, 2, or 3) may ensure that bicycle and pedestrian travel serve the needs of all transportation system users. This factor should consider socioeconomic characteristics such as age, income, automobile ownership, race/ethnicity, and health or disability status. For example, good bicycle and pedestrian facilities may be especially important in neighborhoods where driving is less common due to low levels of car ownership.

Safety: The risk of bicycles or pedestrians being involved in a traffic collision (or crash). A project with a high safety prioritization (a 1, 2, or 3) may help reduce or prevent accidents.



MAP ID	CORRIDOR NAME	CORRIDOR TYPE	DESCRIPTION	PRIORITIZATION FACTOR			
				 Connectivity	 Demand	 Equity	 Safety
Covered Bridge Road Corridor Improvements							
1	Covered Bridge Road	Linear Improvements	- Continue pedestrian improvements associated with STIP project W-5704E from project end west to town limits. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs. - Coordinate with Town of Clayton to provide future pedestrian connections to destinations on Pritchard Road.				
		Bicycle Improvement	Signed bike route along Covered Bridge Road between the western town limits and the proposed greenway.				
Archer Lodge Park Access							
2	South Woodstone	Shared-use Improvement	Construct a multi-use path from South Woodstone Drive to Castleberry Road.				
3	Castleberry Road	Spot Improvements	- Install pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) at Castleberry Road and Darcy Drive. - Install a bike rack at the park. - Provide wayfinding signs to the park.				
		Shared-use Improvements	Provide a multi-use connection path along Castleberry Road from Darcy Drive to Archer Lodge Park.				



South Murphrey Side Path Extension							
4	South Murphrey Road	Shared-use Improvements	Extend the existing shared-use path on South Murphrey north to Covered Bridge Road.				
Buffalo Road Corridor Improvements							
5	Buffalo Road	Spot Improvements	- Install bike racks at the following locations: - Archer Lodge Community Center ball field - Harris Teeter Shopping Center - Install a pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) between ball field and soccer field over Buffalo Road.				
		Pedestrian Improvements	- Continue pedestrian improvements associated with STIP project W-5704E to link to existing sidewalks in front of the White Oak Baptist Church and proposed sidewalks as a part of Project 80094 along Buffalo Road. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs. - Install a sidewalk on the eastern side of Buffalo Road across from the Archer Lodge Community Center. The sidewalk would extend from the proposed sidewalk in project 80094 at the soccer field to Talmadge Farm Road.				
		Bicycle Improvements	- Add a signed bike route along Buffalo Road south of Fletcher Road and east onto Jordan Narron Road until it meets the proposed greenway. - Conduct a speed/traffic study along the corridor				
			to identify potential additional speed control measures.				
6	Archer Lodge Road/Wendell Road	Spot Improvements	Install bike racks at Archer Lodge Middle School.				
		Bicycle Improvements	Add a signed bike route between Archer Road and Wendell Road, ending at Archer Lodge Middle School.				
7	Duke Energy Easement Greenway	Shared-use Improvements	- Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road. It would start south of Fletcher Road and end at Jordan Narron Road. - Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndfall Lane. This will provide connections to existing neighborhoods.				
8	Bentley Way	Shared-use Improvements	Add a shared-use path on Bentley Way to improve neighborhood access to the community mailboxes and designated open space area.				



POLICY/PROGRAM RANKING

Please choose your top **5 POLICY/PROGRAM INITIATIVES** by placing an **X** in the far-right column.

DESCRIPTION	RANK
Update ordinances and/or zoning to include bicycle and/or pedestrian specific facilities including Complete Streets	
Promote good road user behavior programs	
Partner with the police on enforcement of existing driving laws and speed limits	
Provide agency staff training of bicycle laws for police officers, drivers education programs, or other safety related programs	
Start open streets events after a recommend project is constructed. An example may include a festival at Town Hall, a park, or greenway to promote a new project	
Enhance Safe Routes to School	
Demonstrate improvements through pop-up projects	
Provide bike skills education (inflating tires and hand turn signals)	
Encourage a bike to work/commute challenge	
Host bike and transit education and training	
Raise the visibility of walking and bicycling with events/festivals	
Reward bicycling and walking with employer incentives	
Develop a bike parking program	
Offer bicycle and/or pedestrian legal training	



PROJECT RANKING

Please choose your top **5 PROJECTS** by placing an **X** in the far-right column.

Proposed Bicycle, Pedestrian, and Shared Use Facilities

MAP ID	CORRIDOR NAME	CORRIDOR TYPE	IMPROVEMENT	RANK
Covered Bridge Road Corridor Improvements				
1	Covered Bridge Road	Linear Improvements	- Continue pedestrian improvements associated with STIP project W-5704E from project end west to town limits. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs. - Coordinate with the Town of Clayton to provide future pedestrian connections to destinations on Pritchard Road.	
		Bicycle Improvement	Signed bike route along Covered Bridge Road between the western town limits and the proposed greenway.	
Archer Lodge Park Access				
2	South Woodstone	Shared-use Improvement	Construct a multi-use path from South Woodstone Drive to Castleberry Road.	
3	Castleberry Road	Spot Improvements	- Install pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) at Castleberry Road and Darcy Drive. - Install a bike rack at the park. - Provide wayfinding signs to the park.	



		Shared-use Improvements	Provide a multi-use connection path along Castleberry Road from Darcy Drive to Archer Lodge Park.	
South Murphrey Side Path Extension				
4	South Murphrey Road	Shared-use Improvements	Extend the existing shared-use path on South Murphrey north to Covered Bridge Road.	
Buffalo Road Corridor Improvements				
5	Buffalo Road	Spot Improvements	- Install bike racks at the following locations: - Archer Lodge Community Center ball field - Harris Teeter Shopping Center - Install a pedestrian crosswalk and a pedestrian hybrid beacon (HAWK) between ball field and soccer field over Buffalo Road.	
		Pedestrian Improvements	- Continue pedestrian improvements associated with STIP project W-5704E to link to existing sidewalks in front of the White Oak Baptist Church and proposed sidewalks as a part of Project 80094 along Buffalo Road. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs. - Install a sidewalk on the eastern side of Buffalo Road across from the Archer Lodge Community Center. The sidewalk would extend from the proposed sidewalk in project 80094 at the soccer field to Talmadge Farm Road.	
		Bicycle Improvements	Add a signed bike route along Buffalo Road south of Fletcher Road and east onto Jordan Narron Road until it meets the proposed greenway.	
			Conduct a speed/traffic study along the corridor to identify potential additional speed control measures.	
6	Archer Lodge Road/Wendell Road	Spot Improvements	Install bike racks at Archer Lodge Middle School.	
		Bicycle Improvements	Add a signed bike route between Archer Road and Wendell Road, ending at Archer Lodge Middle School.	
7	Duke Energy Easement Greenway	Shared-use Improvements	- Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road. It would start south of Fletcher Road and end at Jordan Narron Road. - Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndfall Lane. This will provide connections to existing neighborhoods.	
8	Bentley Way	Shared-use Improvements	Add a shared-use path on Bentley Way to improve neighborhood access to the community mailboxes and designated open space area.	



Appendix B: State and Federal Policies

Applicable state and federal policies pertaining to bicycle and pedestrian programs and facilities are summarized in Table B-1 below.

Table B-1: State and Federal Policies

Policy	Applicability to Bicycle and Pedestrian Planning
<i>Federal Policies</i>	
Americans with Disabilities Act (ADA) (1990)	Ratified in 1990, ADA prohibits discrimination on the basis of disability. Title III pertains to public accommodations including transportation. Federally funded bicycle and pedestrian projects must comply with the Americans with Disabilities Act.
American Association of State Highway & Transportation Officials (AASHTO)	AASHTO publishes design standards for transportation facilities including bicycle and pedestrian projects. These standards are often adopted by state departments of transportation, helping in the design of safe and efficient bicycle and pedestrian facilities.
Manual on Uniform Traffic Control Devices (MUTCD) (2009)	The MUTCD defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public travel. The MUTCD is published by the Federal Highway Administration (FHWA) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F.
Moving Ahead for Progress in the 21st Century (MAP-21) (2012)	MAP-21 funds surface transportation programs and creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. MAP-21 reorganizes many of the dedicated bicycle and pedestrian funding programs into other functions. Applicable programs under MAP-21 for bicycle and pedestrian projects include: Transportation Alternatives Program (TAP), Congestion Mitigation and Air Quality Improvement (CMAQ), and Surface Transportation Program (STP).
Title VI of the Civil Rights Act of 1964 and Executive Order 12898 (1964, 1998)	Title VI of the Civil Rights Act of 1964 requires that each federal agency ensure that no person is excluded, denied, or discriminated based on race, color, national origin, age, sex, disability. Executive Order 12898 signed by President Bill Clinton in 1994 requires that each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.



Policy	Applicability to Bicycle and Pedestrian Planning
United States Department of Transportation Mission Statement (2010)	The USDOT policy is to incorporate safe and convenient walking and bicycling facilities into transportation projects. Every transportation agency, including (US) DOT, has the responsibility to improve conditions and opportunities for walking and bicycling and to integrate walking and bicycling into their transportation systems. Because of the numerous individual and community benefits that walking, and bicycling provide — including health, safety, environmental, transportation, and quality of life — transportation agencies are encouraged to go beyond minimum standards to provide safe and convenient facilities for these modes.
State Policies	
NCDOT Bicycle Policy	The NCDOT Bicycle Policy states that bicycling is a “bona fide” highway purpose subject to the same rights and responsibility and eligible for the same considerations as other highway purposes. It also designates bicycle facility planning be included in the state thoroughfare and project planning process. http://www.ncdot.gov/bikeped/download/bikeped_laws_Bicycle_Policy.pdf
NCDOT Board of Transportation Resolution for Bicycling and Walking	The resolution states that the North Carolina Board of Transportation strongly reaffirms its commitment to improving conditions for bicycling and walking, and recognizes non-motorized modes of transportation as critical elements of the local, regional, and national transportation system. It also acknowledges the benefits that bicycling and walking offer: cleaner air, reduced congestion, more livable communities, more efficient use of road space and resources and healthier people. http://www.ncdot.gov/bikeped/download/bikeped_laws_BOT_Mainstreaming_Resolution.pdf
NCDOT Bridge Policy	The NCDOT Bridge Policy states that sidewalks should be included on new bridges with curb and gutter approaches that are not controlled access facilities. Sidewalks may be on one or both sides of the bridge. The sidewalk should be a minimum of 5 to 6 feet wide. https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Bridge%20Policy.pdf
NCDOT Complete Streets	Adopted in July 2009, the Complete Streets policy is to accommodate all modes of transportation wherever safe and appropriate; increases connectivity between neighborhoods, streets, and transit systems; and improves safety for pedestrian, cyclists, and motorists. http://www.completestreetsnc.org/



Policy	Applicability to Bicycle and Pedestrian Planning
Division of Integrated Mobility	The Division of Integrated Mobility assists communities across the state improve bicycle and pedestrian safety and mobility. The Division provides technical assistance, funding for research and planning, and resources such as the Watch for Me NC campaign.
NCDOT Greenway Policy	In 1994, NCDOT adopted guidelines to consider greenways and greenway crossings during the highway planning process. This policy was incorporated so that critical corridors which have been adopted by localities for future greenways will not be severed by highway construction. http://www.ncdot.gov/_templates/download/external.html?pdf=http%3A//www.ncdot.gov/bikeped/download/bikeped_laws_Greenway_Admin_Action.pdf AND http://www.ncdot.gov/bikeped/download/GuidelinesForGreenwayAccommodations.pdf
NCDOT Mission Statement	NCDOT's mission is: "Connecting people and places safely and efficiently, with accountability and environmental sensitivity to enhance the economy, health and well-being of North Carolina." Bicycle and pedestrian facilities help to accomplish this mission by improving safety, encouraging physical activity, and providing environmentally friendly alternatives to motorized transportation.
NCDOT Pedestrian Policy Guidelines	The NCDOT Pedestrian Policy states that the Department of Transportation will replace existing sidewalks disturbed as a result of a highway improvement. The Department is authorized to construct new sidewalks adjacent to State highway improvement projects at the request of the municipality provided the municipality agrees to reimburse for the construction cost of the sidewalks. Maintenance of sidewalks will be the responsibility of the municipality. http://www.ncdot.gov/bikeped/download/bikeped_Ped_Policy.pdf
Strategic Mobility Formula	The Strategic Transportation Investments (STI) law signed June 2013 establishes the Strategic Mobility Formula for funding transportation projects in North Carolina. The formula divides bicycle and pedestrian projects into incidental and independent projects. Incidental projects are included in larger transportation projects while independent projects are standalone such as adding a sidewalk to an existing road. Independent projects are capped at 20 projects per M/RPO annually.

Sources: Advocacy Advance, American Association of State Highway and Transportation Officials, Federal Highway Administration, North Carolina Department of Transportation, United States Department of Transportation



Appendix C: Design Guidelines

General design guidelines for bicycle and pedestrian facilities are linked below and can provide general bicycle and pedestrian planning and design guidelines, as well as typical cross-sections and bicycle and pedestrian design considerations. NCDOT adheres to these guidelines and the state Complete Streets guidelines in its design of bicycle and pedestrian facilities. NCDOT has made these guidelines and resources available here: <https://connect.ncdot.gov/projects/BikePed/pages/guidance.aspx>. The following table is a summary of these resources along with links. At the end of Appendix C, specific examples of wayfinding signage are provided.

NCDOT Design Guidelines and Resources		
Document		Link
<i>American Association of State Highway and Transportation Officials (AASHTO)</i>		
Guide for the Development of Bicycle Facilities	Bicycling and pedestrian facilities on state roads	https://bookstore.transportation.org/Item_details.aspx?id=1943
Guide for the Planning, Design, and Operations of Pedestrian Facilities		https://bookstore.transportation.org/item_details.aspx?id=119
<i>Federal Highway Administration (FHWA)</i>		
Accessibility Guidance		https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/index.cfm
Design Guidance		
Facility Guidance		https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/index.cfm
Facility Operations		
<i>Manual on Uniform Traffic Control Devices (MUTCD)</i>		
Part 4E: Pedestrian Control Features	State roads	https://mutcd.fhwa.dot.gov/htm/2003r1r2/part4/part4e.htm
Part 7: Traffic Controls for School Areas		https://mutcd.fhwa.dot.gov/htm/2003r1r2/part7/part7-toc.htm
Part 9: Traffic Controls for Bicycle Facilities		https://mutcd.fhwa.dot.gov/htm/2003r1r2/part9/part9-toc.htm
2009 NC Supplement to MUTCD		https://connect.ncdot.gov/resources/safety/TrafficSafetyResources/2009%20NC%20Supplement%20to%20MUTCD.pdf



National Association of City Transportation Officials (NACTO)		
Urban Bikeway Design Guide	Locally maintained streets and shared use paths	https://nacto.org/publication/urban-bikeway-design-guide/
Urban Street Design Guide		https://nacto.org/publication/urban-street-design-guide/
Safe Routes to School (SRTS) Non-Infrastructure		
National Center for Safe Routes to School		http://www.saferoutesinfo.org/
National Partnership for Safe Routes to School		http://www.saferoutespartnership.org/
US Access Board		
ABA Accessibility Standards	Locally maintained streets and shared use paths	https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/guide-to-the-aba-standards/single-file-version
ADA Accessibility Guidelines		https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/ada-aba-accessibility-guidelines-2004
ADA Accessibility Standards		https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards
Public Rights-of-Way, Streets & Sidewalks, and Shared Use Paths		https://www.access-board.gov/guidelines-and-standards/streets-sidewalks
North Carolina Department of Transportation (NCDOT)		
Statewide Pedestrian and Bicycle Plan	State Roads	https://www.ncdot.gov/bikeped/walkbikenc/#toolbox
Glossary of North Carolina Terminology for Active Transportation		https://connect.ncdot.gov/projects/BikePed/Documents/NC%20Terminology%20for%20Active%20Travel.pdf
NCDOT Complete Streets		http://www.completestreetsnc.org/
Evaluating Temporary Accommodations for Pedestrians		https://connect.ncdot.gov/projects/wztc/Documents/AccomPedinWZProc.pdf



NC Local Programs Handbook		https://connect.ncdot.gov/municipalities/Funding/Pages/LPM%20Handbook.aspx/
Traditional Neighborhood Development Guidelines		https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Traditional%20Neighborhood%20Development%20Manual.pdf



Appendix D: Funding Sources

Table D-1 below provides a list of funding sources, eligible projects, potential award amounts, and match requirements for bicycle and pedestrian infrastructure projects and programs in Archer Lodge.

Table D-1: Funding Sources

Source	Eligible Projects	Characteristics & Requirements
<i>Federal Funding Sources</i>		
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	• Projects to improve air quality and reduce traffic congestion • Projects must be in STIP • Technical assistance	• Typically requires 20% match • \$2 billion authorized in FY 2013
Highway Safety Improvement Program (HSIP)	Bicycle or pedestrian projects on any public road, bicycle path, or trail	• Typically requires 10% match • \$2.4 billion authorized in FY 2020
State and Community Highway Safety Grant Program (Section 402)	Education, enforcement, and research programs designed to reduce traffic crashes, deaths, injuries, and property damage	• Administered by the Governor's Representative for Highway Safety • \$235 million authorized in FY 2013
Surface Transportation Program (STP)	• Projects on federal-aid highway • Safety brochure or book • Technical assistance	• Typically requires 20% match • \$10 billion authorized in FY 2013
Transportation Alternatives Program (TAP)	• Bicycle and pedestrian facilities • Recreational trails • Safe Routes to School projects • Technical assistance • Programmed through the Strategic Transportation Investments – Strategic Mobility Formula process	• Typically requires 20% match • Can be received directly by local governments • \$808 million authorized in FY 2013
Urbanized Area Formula Program (UZA)	• Public transportation projects • In urbanized areas of more than 200,000 at least 1% of funds must be used for bicycle and pedestrian facilities	• Typically requires 20% match • \$2 billion authorized in FY 2013



Source	Eligible Projects	Characteristics & Requirements
<i>State Funding Sources</i>		
Clean Water Management Trust Fund (CWMTF)	• Projects that enhance or restore degraded waters, acquire land with ecological, cultural, and historic significance • Greenway (shared use path) projects are eligible	• Requires matching funds • Annual grant cycle
Land and Water Conservation Fund (LWCF)	• Land acquisition and/or development projects for public outdoor recreation and/or to protect outstanding natural or scenic resources • Projects must be on a single site	• Requires 50% match • Administered by the Division of Parks and Recreation
Parks and Recreation Trust Fund (PARTF)	Acquisition and/or development of park and recreational projects	• Requires 50% match • Administered by the Division of Parks and Recreation
Recreational Trails Program	• Trail construction • Trail facilities and amenities • Programs that promote safety and environmental protection as they relate to recreational trail projects	• Maximum grant award \$200,000 • Requires 25% match • Federal funds managed by the Division of Parks and Recreation
Strategic Mobility Formula	• Limited funding for bicycle and pedestrian projects that are at least \$100,000 and included in a locally adopted plan • Programmed through the Strategic Transportation Investments – Strategic Mobility Formula process	• State funds may not be used for a local match • MPOs/RPOs may submit up to 20 bicycle/pedestrian projects • Right-of-way is not an eligible expense
Safe Routes to School (SRTS)	• Infrastructure projects within 2 miles of a K-8 school • Project must be within the public right-of-way	• No match required • Currently funding with leftover SRTS funds, once expended TAP funds will be used and programmed through the Strategic Transportation Investments – Strategic Mobility Formula process



Source	Eligible Projects	Characteristics & Requirements
<i>Local Funding Sources</i>		
Capital Reserve Fund	May be used to fund bicycle and pedestrian infrastructure projects	• The town council would establish the fund through an ordinance • May be financed through town budget allocations, grants, and donations
Community Crowdfunding	Unrestricted source of funds would apply to bicycle and pedestrian linear facilities and spot improvements	• Town residents make monetary contributions through online platforms such as Citizeninvestor • Town would pay a nominal fee
Fees	• The fee ordinance would establish which projects are eligible • Shared use path projects may be eligible for funds generated by stormwater fees as these projects could mitigate the effects of runoff	• Would require adoption by the town council • Fee types may include stormwater fees assessed per area of impervious surface or streetscape fees assessed per length of street frontage
General Obligation Bonds	May be used to fund bicycle and pedestrian infrastructure projects	• Would require adoption by the town council • Would require approval by town residents
Special Tax District	May be levied by the municipality to raise funds to provide services or fund projects such as bicycle and pedestrian infrastructure projects	Would require adoption by the town council
Tax Increment Financing	Bicycle and pedestrian infrastructure improvements, land acquisition, utilities, and other improvements	Increased property values resulting from the constructed facility are used to pay the debt borrowed to build the facility

Sources: Advocacy Advance, MAP-21 Find It, Fund It!; NCDOT, Strategic Transportation Investments; NC Clean Water Management Trust Fund; NC Division of Parks and Recreation.

G.S. Chapter 160D Checklist of Changes to Local Ordinances, Policies, and Practices

This checklist outlines provisions in the new Chapter 160D of the North Carolina General Statutes (hereinafter G.S.) as well as related statutory changes that will be incorporated into Chapter 160D. The changes to the statutes affect the language of local ordinances, the options for local decision processes, and the administrative practices related to development regulations.

This checklist is one piece of a larger set of resources and training materials, including an explanatory book, *Chapter 160D: A New Land Use Law for North Carolina*. Each item on this checklist is described more thoroughly in those additional resources. Section headers in this checklist note the corresponding chapter and section of the Chapter 160D book [in brackets]. Check nc160D.sog.unc.edu for additional resources and training.

The checklist has specific notations, which are accompanied by specific icons, as follows:

- Denotes **legislative changes** for which local governments **must** take action (statutory citations are in parentheses)
- Denotes **permissive legislative changes** for which local governments **may** take action
- ▲ Denotes **notable legislative changes** that do not require local action but of which local governments must **be aware**

*For items noted with an asterisk, local governments do not have authority for the change until January 1, 2021, unless legislation authorizes earlier effectiveness. Noted changes may be incorporated into ordinances and policies, but they must not be effective until 2021. All other changes may be adopted and effective immediately.

I. Terminology and Citations [Chapter 1, Section III]

- **Must** update any references to provisions in G.S. Chapter 160A or 153A to indicate relevant provisions in Chapter 160D. (See appendixes B and C in the Chapter 160D book.)
- **Must** align ordinance terminology with Chapter 160D terminology for *conditional zoning* and *special use permits*; must delete use of the terms *conditional use permit*, *special exception*, *conditional use district zoning*, and *special use district zoning*. (See G.S. 160D-102.)
- **Must** ensure that ordinance definitions for the following terms are not inconsistent with definitions provided in state law and regulation: *building*, *dwelling*, *dwelling unit*, *bedroom*, and *sleeping unit*. (S.L. 2019-111, § 1.17.)
- **May** align ordinance terminology with Chapter 160D terminology, including for the following terms: *administrative decision*, *administrative hearing*, *determination*, *developer*, *development*, *development approval*, *development regulation*, *dwelling*, *evidentiary hearing*, *legislative*

B. Planning Board

- **May** assign to planning board the coordination of citizen engagement for planning. (G.S. 160D-301.)
- **May** assign planning board to serve as preliminary forum for review and comment on quasi-judicial decisions, provided that no part of the preliminary forum or recommendation may be used as a basis for the deciding board. (G.S. 160D-301.)

C. Board of Adjustment

- **May** assign board of adjustment to hear and decide matters under any development regulation, not just zoning. (G.S. 160D-302.)
- **May** assign duties of housing appeals board to board of adjustment. (G.S. 160D-305.)

IV. Land Use Administration [Chapter 2, Section III]

A. In General

- **Must** incorporate new staff conflict-of-interest standards into ordinance or policy. (G.S. 160D-109.)
- **Must** maintain in paper or digital format current and prior zoning maps for public inspection. (G.S. 160D-105.)
- **Must** maintain in paper or digital format any state or federal agency maps incorporated by reference into the zoning map. (G.S. 160D-105.)
- **May** enact ordinances, procedures, and fee schedules relating to administration and enforcement of development regulations. (G.S. 160D-402(b).)
- **May** charge reasonable fees for support, administration, and implementation of development regulation; **must** use any such fees for that purpose, not for other purposes. (G.S. 160D-402(d).)

B. Enforcement

- **Must** issue notices of violation (NOVs) in conformance with statutory procedures (must deliver to permittee and landowner if different; may deliver to occupant or person undertaking the activity; delivery by hand, email, or first-class mail; may be posted onsite; administrator to certify NOV for the file.) (G.S. 160D-404(a).)
- If inspecting, **must** enter the premises during reasonable hours and upon presenting credentials; **must** have consent of premises owner or an administrative search warrant to inspect areas not open to the public. (G.S. 160D-403(e).)
- For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)
- **May** perform inspections for other development approvals to ensure compliance with state law, local law, and the terms of the approval; **must** perform (or contract for) inspections for building permits. (G.S. 160D-1113; -403(e).)

decision, legislative hearing, planning and development regulation jurisdiction, and quasi-judicial decision. (G.S. 160D-102.)

II. Geographic Jurisdiction [Chapter 2, Section I]

- *For extension of extraterritorial jurisdiction (ETJ), a municipality **must** provide mailed notice thirty days prior to ETJ hearing; municipality **may** hold one hearing (with single mailed notice) regarding ETJ and initial zoning amendment. (G.S. 160D-202(d).)
- Municipality **may** hold hearings in anticipation of change in jurisdiction. (G.S. 160D-204.)
- *For a parcel in two jurisdictions, the owner and the jurisdictions **may** agree for development regulations from one jurisdiction to apply to the entire parcel. (G.S. 160D-203.)
- *In ETJ, the county **may** elect to exercise development regulations that the municipality is not exercising. (G.S. 160D-202(b).)

III. Boards [Chapter 2, Section II]

A. In General

- **Must** adopt broadened conflict-of-interest standards for governing and advisory boards. (G.S. 160D-109.)
- **Must** keep minutes of proceedings of each board. (G.S. 160D-308.)
- **Must** have each board member take an oath of office before starting his or her duties. (G.S. 160D-309.)
- **Must** update ETJ population estimate, at least with each decennial census (also calculation for proportional representation is simplified and process for appointment is clarified). (G.S. 160D-307.)
- **Must** provide proportional representation for ETJ on preservation commission if any districts or landmarks are designated in the ETJ. (G.S. 160D-307.)
- **May** have detailed rules of procedure for each board; **may** be adopted by governing board; if not, then **may** be adopted by individual board; if adopted, **must** maintain board rules of procedure (by clerk or other officer as set by ordinance) and **must** post board rules of procedure to website, if the jurisdiction has a website. (G.S. 160D-308.)
- **May** establish reasonable procedures to solicit, review, and make appointments; governing board typically makes appointments but may delegate that appointment-making authority. (G.S. 160D-310.)
- **May** establish additional advisory boards related to development regulations. (G.S. 160D-306.)

- **May** perform inspections for general code compliance and enforcement (inspections unrelated to a development approval). (G.S. 160D-402(b).)
- **May** require a certificate of compliance or occupancy to confirm that permitted work complies with applicable laws and terms of the permit; still **must** require certificate of occupancy for work requiring a building permit. (G.S. 160D-403(g).)
- **May** issue stop-work orders for illegal or dangerous work or activity, whether related to a permit or not. (G.S. 160D-404(b).)
- **May** continue to use general enforcement methods, including civil penalties, fines, court-ordered actions, and criminal prosecution. (G.S. 160D-404(c).)
- ▲ Be aware that a local government must bring a court action in advance of the applicable five- and seven-year statutes of limitation. (G.S. 1-51 and -49; established prior to Chapter 160D.)

V. Substance of Zoning Ordinance [Chapter 3, Section I]

- **Must** maintain current and prior zoning maps for public inspection (local government clerk or other office may be the responsible office); **may** adopt and maintain in paper or digital format. (G.S. 160D-105.)
- **Must** eliminate conditional-use-district zoning; existing conditional-use-district zoning converts to conditional district on January 1, 2021. (G.S. 160D-703; S.L. 2019-111, § 2.9(b).)
- ***May** incorporate maps officially adopted by state or federal agencies (such as flood-insurance rate maps (FIRMs)) into the zoning map; **may** incorporate *the most recent officially adopted version* of such maps so that there is no need for ordinance amendment for subsequent map updates; **must** maintain current effective map for public inspection; **may** maintain in paper or digital format. (G.S. 160D-105.)
- ***May** require certain dedications and performance guarantees for zoning approvals to the same extent as for subdivision approvals. (G.S. 160D-702.)
- **May** use form-based codes. (G.S. 160D-703(a)(3).)
- **May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define “minor modification” by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)
- **May** apply zoning standards jurisdiction-wide, not just on a zoning-district-by-zoning-district basis. (G.S. 160D-703(d).)
- ***May** regulate development over navigable waters, including floating homes. (G.S. 160D-702(a).)

VI. Substance of Other Development Ordinances [Chapter 3, Section II]

- **Must** conform subdivision performance guarantee requirements with statutory standards. (S.L. 2019-79 (S.B. 313), to be incorporated into G.S. Chapter 160D.)
- **Must** conform subdivision procedures for expedited review of certain minor subdivisions. (G.S. 160D-802, established prior to G.S. Chapter 160D.)
- **Must** exempt farm use on bona fide farm in ETJ from city zoning to the same extent it would be exempt from county zoning; Chapter 160D clarifies that other municipal development regulations may still apply. (G.S. 160D-903(c).)
- **Must** not exclude manufactured homes based on the age of the home. (G.S. 160D-910.)
- ***Must** follow standardized process for housing-code enforcement to determine owner's abandonment of intent to repair and need for demolition. (G.S. 160D-1203(6).)
- **May** adopt moratoria for development regulations (subject to limitation on residential uses); moratoria do not affect rights established by permit choice rule. (G.S. 160D-107.)

A. Historic Preservation

- **Must** follow standard quasi-judicial procedures for preservation certificates of appropriateness. (G.S. 160D-947(c).)
- **Must** frame preservation district provisions as "standards" rather than "guidelines." (G.S. 160D-947(c).)
- ***May** choose for appeals of preservation commission decisions to go directly to superior court rather than to board of adjustment. (G.S. 160D-947(e).)

B. Development Agreements

- **Must** process a development agreement as a legislative decision. (G.S. 160D-105.)
- **Must** have a local government as a party to a development agreement (a water and sewer authority may enter an agreement as a party, but not independently). (G.S. 160D-1001(b).)
- **May** consider a development agreement concurrently with a rezoning, subdivision, or site plan; **may** consider a development agreement in conjunction with a conditional zoning that incorporates the development agreement. (G.S. 160D-1001(d).)
- ***May** address fewer topics in development agreement content (list of mandated topics is shortened). (G.S. 160D-1006.)
- **May** mutually agree with a developer for the developer to provide public improvements beyond what could have been required, provided such conditions are included in the development agreement. (G.S. 160D-1006(d).)
- **May** include penalties for breach of a development agreement in the agreement or in the ordinance setting the procedures for development agreements; either party may bring legal action seeking an injunction to enforce a development agreement. (G.S. 160D-1008.)

VII. Comprehensive Plan [Chapter 4, Section I]

- **Must** adopt a comprehensive plan by July 1, 2022, to maintain zoning (no need to re-adopt a reasonably recent plan). (G.S. 160D-501(a).)
- **Must** adopt a plan or a plan update following the procedures used for a legislative decision. (G.S. 160D-501(c).)
- **Must** reasonably maintain a plan. (G.S. 160D-501(a).)
- **May** coordinate a comprehensive plan with other required plans, such as Coastal Area Management Act (CAMA) plans. (G.S. 160D-501(a).)
- **May** coordinate with other local governments, state agencies, or regional agencies on planning processes. (G.S. 160D-503(a).)

VIII. Legislative Decisions [Chapter 4, Section II]

A. Notice

- **Must** follow applicable procedures for legislative decisions under any development regulation authorized under Chapter 160D, not just zoning; **must** adopt any development regulation by ordinance, not by resolution. (G.S. 160D-601.)
- For zoning-map amendments, **must** provide notice not only to immediate neighbors but also to properties separated from the subject property by street, railroad, or other transportation corridor. (G.S. 160D-602.)
- For zoning-map amendments, **must** provide posted notice during the time period running from twenty-five days prior to the hearing until ten days prior to the hearing. (G.S. 160D-602(c).)
- For extension of ETJ, **may** use single mailed notice for ETJ and zoning-map amendment pursuant to statutory procedures. (G.S. 160D-202.)
- For zoning-map amendments, **may** require applicant to notify neighbors and hold a community meeting and **may** require report on the neighborhood communication as part of the application materials. (G.S. 160D-602(e).)

B. Planning Board Comment

- **Must** refer zoning amendments to the planning board for review and comment; **must** not have governing board handle planning board duty to review and comment on zoning amendments. (G.S. 160D-604(c), (e).)
- **Must** have planning board consider any plan adopted according to G.S. 160D-501 when making a comment on plan consistency. (G.S. 160D-604(d).)
- **May** refer development regulation amendments (other than zoning) to the planning board for review and comment. (G.S. 160D-604(c).)

C. Plan Consistency

- When adopting an amendment to the zoning ordinance, **must** adopt a brief statement describing whether the action is consistent or inconsistent with approved plans. (G.S. 160D-605(a).) (**This eliminates the 2017 requirement that statements take one of three particular forms.*)
- **May** adopt plan-consistency statement when acting upon the zoning amendment or as a separate motion. (G.S. 160D-605(a).)
- ***May** meet the requirement for plan consistency even without formal adoption of a written statement if the minutes of the governing board meeting reflect that the board was fully aware of and considered the plan. (G.S. 160D-605(a).)
- **May** concurrently consider a comprehensive plan amendment and a zoning amendment; must not require a separate application or fee for plan amendment. (G.S. 160D-605(a).)
- **Must** note on the applicable future land use map when a zoning-map amendment is approved that is not consistent with the map; the future land use map is deemed amended when an inconsistent rezoning is approved. (G.S. 160D-605(a).) (*This clarifies that a rezoning inconsistent with a plan does not amend the text of the plan, but it does amend the future land use map.*)
- ***For** a future land use map that is deemed amended, if it is a CAMA plan, then such amendment is not effective until it goes through the CAMA plan-amendment process. (G.S. 160D-501.)
- **Must** adopt a statement of reasonableness for zoning-map amendments; for such statements, **may** consider factors noted in the statutes; ***may** adopt a statement of reasonableness for zoning-text amendments. (G.S. 160D-605(b).)
- **May** consider and approve a statement of reasonableness and a plan-consistency statement as a single, combined statement. (G.S. 160D-605(c).)

D. Voting

- ***Must** permit adoption of a legislative decision for development regulation on first reading by simple majority; no need for two-thirds majority on first reading, as was required for cities under prior law. (G.S. 160A-75; S.L. 2019-111, § 2.5(n).)

E. Certain Legislative Decisions

- **Must** prohibit third-party down-zonings; **may** process local government-initiated down-zonings (S.L. 2019-111, Pt. I.)
- **Must** obtain applicant's/landowner's written consent to conditions related to a conditional-zoning approval to ensure enforceability. (S.L. 2019-111, Pt. I.)
- **May** use purely legislative conditional zoning and/or quasi-judicial special use permitting; **must** not use combined legislative and quasi-judicial process, such as conditional-use-district zoning. (G.S. 160D-102.)

- With applicant's written consent, **may** agree to conditional-zoning conditions that go beyond the basic zoning authority to address additional fees, design requirements, and other development considerations. (S.L. 2019-111, Pt. I.)
- **May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define "minor modification" by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)

IX. Quasi-Judicial Decisions [Chapter 4, Section III]

A. Procedures

- **Must** follow statutory procedures for all quasi-judicial development decisions, including variances, special use permits, certificates of appropriateness, and appeals of administrative determinations. (G.S. 160D-102(28).)
- **Must** hold an evidentiary hearing to gather competent, material, and substantial evidence to establish the facts of the case; the evidentiary hearing **must** have testimony under oath; **must** establish written findings of fact and conclusions of law. (G.S. 160D-406.)
- Board chair **must** rule at the evidentiary hearing on objections to inclusion or exclusion of administrative material; such ruling **may** be appealed to the full board. (G.S. 160D-406(d).)
- **Must** allow parties with standing to participate fully in the evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments; **may** allow non-parties to present competent, material, and substantial evidence that is not repetitive. (G.S. 160D-406(d).)
- **May** continue an evidentiary hearing without additional notice if the time, date, and place of the continued hearing is announced at a duly noticed hearing that has been convened; if quorum is not present at a meeting, the evidentiary hearing is automatically continued to the next regular meeting of the board with no notice. (G.S. 160D-406(b).)
- **May** distribute meeting packet to board members in advance of the evidentiary hearing; if this is done, then **must** distribute the same materials to the applicant and landowner at the same time; **must** present such administrative materials at the hearing and make them part of the hearing record. (G.S. 160D-406(c).)
- **May** have the planning board serve as a preliminary forum for review in quasi-judicial decisions; if this is done, the planning board must not conduct a formal evidentiary hearing but must conduct an informal preliminary discussion of the application; the forum and recommendation must not be used as the basis for the decision by the board—the decision must still be based on evidence presented at the evidentiary hearing. (G.S. 160D-301.)
- **May** require recordation of special use permits with the register of deeds. (G.S. 160D-705(c).)
- ▲ **Be aware** that the definition of *close family relationship* as used for conflicts of interest includes spouse, parent, child, brother, sister, grandparent, or grandchild (including step, half, and in-law relationships). (G.S. 160D-109(f).)

- ▲ **Be aware** that even if there is no objection before the board, opinion testimony from a lay witness shall not be considered competent evidence for technical matters such as property value and traffic impacts. (S.L. 2019-111, § 1.9.)

B. Certain Quasi-Judicial Decisions

- **Must** not impose conditions on special use permits that the local government does not otherwise have statutory authority to impose. (S.L. 2019-111, Pt. I.)
- **Must** obtain applicant's/landowner's written consent to conditions related to a special use permit to ensure enforceability. (S.L. 2019-111, Pt. I.)
- **Must** set a thirty-day period to file an appeal of any administrative determination under a development regulation; **must** presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)
- ***May** adjust variance standards to provide for reasonable accommodation under the federal Fair Housing Act. (G.S. 160D-705(c).)
- **May** use purely legislative conditional zoning and/or quasi-judicial special use permitting; **must** not use combined legislative and quasi-judicial process, such as conditional-use-district zoning. (G.S. 160D-102.)
- **May** allow administrative minor modification of conditional zoning, special use permits, and other development approvals; if allowed, **must** define "minor modification" by ordinance, **must** not include modification of use or density, and major modifications **must** follow standard approval process. (G.S. 160D-403(d), -703(b), -705(c).)

X. Administrative Decisions [Chapter 4, Section IV]

A. Development Approvals

- **Must** provide development approvals in writing; **may** provide in print or electronic form; if electronic form is used, then it **must** be protected from further editing. (G.S. 160D-403(a).)
- **Must** provide that applications for development approvals must be made by a person with a property interest in the property or a contract to purchase the property. (G.S. 160D-403(a).)
- **Must** provide that development approvals run with the land. (G.S. 160D-104.)
- For revocation of development approval, **must** follow the same process as was used for the approval. (G.S. 160D-403(f).)
- **May** require community notice or informational meetings as part of the decision-making process for administrative development approvals (quasi-judicial and legislative decisions already had notice and hearing requirements). (G.S. 160D-403(h).)
- **May** set expiration of development approvals if work is not substantially commenced; default rule is twelve months, unless altered by state or local rule. (G.S. 160D-403(c).) **Be aware** that legislation will clarify the provisions on duration of development approvals. (G.S. 160D-403(c); S.L. 2019-111, § 1.3.)

- **May** set expiration of development approvals if work is discontinued; default rule is twelve months, unless altered by state or local rule. (G.S. 160D-403(c).)
- **May** authorize administrative staff to approve minor modifications of development approvals and conditional-zoning approvals; if this is done, then **must** define “minor modifications” by ordinance and **must** not include modification of permitted use or density of development; major modifications **must** go through full applicable approval process. (G.S. 160D-403(d); -703(b); -705(c).)

B. Determinations

- **Must** provide written notice of determination by personal delivery, electronic mail, or first-class mail to the property owner and party seeking determination, if different from the owner. (G.S. 160D-403(b).)
- **May** designate an official to make determinations for a particular development regulation. (G.S. 160D-403(b).)
- **May** require owner to post notice of determination on the site for ten days; if such is not required, then owner has option to post on the site to establish constructive notice. (G.S. 160D-403(b).)

C. Appeals of Administrative Decisions

- **Must** allow administrative decisions of any development regulations (not just zoning) to be appealed to the board of adjustment, unless provided otherwise by statute or ordinance. (Appeals relating to erosion and sedimentation control, stormwater control, or building-code and housing-code violations are not made to the board of adjustment unless specified by local ordinance.) (G.S. 160D-405.)
- **Must** set a thirty-day period to file an appeal of any administrative determination under a development regulation; must presume that if notice of determination is sent by mail, it is received on the third business day after it is sent. (G.S. 160D-405(c).)
- **Must** require the official who made the decision (or his or her successor if the official is no longer employed) to appear as a witness in the appeal. (G.S. 160D-406.)
- **Must** pause enforcement actions, including fines, during the appeal. (G.S. 160D-405.)
- **May** assign the duty of hearing appeals to another board; if this is done, such board must follow quasi-judicial procedures. (G.S. 160D-405.)
- **May** designate that appeals be filed with the local government clerk *or* another official. (G.S. 160D-405.)

XI. Vested Rights and Permit Choice [Chapter 5, Section I]

A. Vested Rights

- **Must** recognize that building permits are valid for six months, as under prior law. (G.S. 160D-108(d)(1).)
- **Must** recognize the default rule that development approvals are valid for twelve months, unless adjusted by statute or local rule. (G.S. 160D-108(d)(2).)
- **Must** identify site-specific vesting plans (formerly site-specific development plans) with vesting for two to five years, as under prior law, except for specified exceptions. (G.S. 160D-108(d)(3); -108(f).)
- **Must** recognize multi-phase developments—long-term projects of at least 25 acres—with vesting up to seven years, except for specified exceptions (160D-108(d)(4); -108(f).) (The previously authorized phased-development plan is obsolete and should be deleted from ordinance.)
- Ⓢ **May** provide for administrative determination of vested rights and for appeal to the board of adjustment. (G.S. 160D-108(c), -405.)
- ▲ **Be aware** that a person claiming vested rights may bring an original civil action in court, skipping administrative determination and board of adjustment consideration. (G.S. 160D-405(c).)
- ▲ **Be aware** that vested rights run with the land, except for state-permitted outdoor advertising permits that run with the owner of the permit. (G.S. 160D-108(g); S.L. 2019-111, Pt. I.)

B. Permit Choice

- **Must** not make an applicant wait for final action on the proposed change before proceeding if the applicant elected determination under prior rules. (G.S. 160D-108(b).)
- ▲ **Be aware** that if a local development regulation changes after an application is submitted, the applicant may choose the version of the rule that applies; but **may** require the applicant to comply with new rules if the applicant delays the application for six months. (G.S. 160D-108(b); S.L. 2019-111, Pt. I.)
- ▲ **Be aware** that an application for one development permit triggers permit choice for permits under any development regulation; such permit choice is valid for eighteen months after approval of the initial application. (S.L. 2019-111, Pt. I.)

XII. Judicial Review [Chapter 5, Section II]

A. Declaratory Judgments

- ▲ **Be aware** that an individual may bring a declaratory judgment action to challenge legislative zoning decisions, vested rights claims, and challenges to land use authority related to administrative decisions, subject to specified procedures. (G.S. 160D-1401.)
- ▲ **Be aware** that other civil actions may be authorized—Chapter 160D does not limit availability of other actions. (G.S. 160D-1404.)

B. Appeals of Quasi-Judicial Decisions

- ***Must** update ordinance to address appeals of certificates of appropriateness for historic landmarks and historic districts; default rule is that such appeals go straight to court; local government may opt for such appeals to go to the board of adjustment, as under prior statutes. (G.S. 160D-947.)
- **Must** provide that appeals of certificates of appropriateness must be filed within thirty days after the decision is effective or written notice is provided, the same as for appeals of other quasi-judicial decisions. (G.S. 160D-947; -1405.)
- ▲ **Be aware** that on appeal a party may request a stay of the approval or enforcement action. (G.S. 160D-1402(e).)
- ▲ **Be aware** that a local government may seek a stay in favor of itself (to prevent development under an approval). (G.S. 160D-1402(e).)
- ▲ **Be aware** that if, in the absence of a stay, an applicant proceeds with development, the person does so at his or her own risk. (G.S. 160D-1402(l).)
- ▲ **Be aware** that on appeal, the superior court now must allow for supplementing the record on questions of standing, conflicts of interest, constitutional violations, or actions in excess of statutory authority. (S.L. 2019-111, § 1.9.)
- ▲ **Be aware** that even if there is no objection before the board, opinion testimony from a lay witness shall not be considered competent evidence for technical matters such as property value and traffic impacts. (S.L. 2019-111, § 1.9.)
- ▲ **Be aware** of specific judicial instructions for decisions of appeals of quasi-judicial decisions. (S.L. 2019-111, § 1.9.)

C. Subdivision Decisions

- **May** establish a rule that administrative subdivision decisions are appealed to the board of adjustment. (G.S. 160D-1405.)
- ▲ **Be aware** that appeals of administrative subdivision decisions may be appealed directly to superior court. (G.S. 160D-1403.)
- ▲ **Be aware** that quasi-judicial subdivision decisions are appealed to superior court in the nature of certiorari. (G.S. 160D-1402.)

D. Attorneys' Fees

- ▲ **Be aware** that a court *shall* award attorneys' fees if the court finds that a city or county violated a statute or case law setting forth unambiguous limits on its authority. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)
- ▲ **Be aware** that a court *shall* award attorneys' fees if the court finds that a local government took action inconsistent with, or in violation of, the permit choice and vested rights statutes. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)
- ▲ **Be aware** that a court may award attorneys' fees in other matters of local government litigation. (G.S. 6-21.7; S.L. 2019-111, Pt. I.)

E. Additional Judicial Rules

- ▲ **Be aware** that a court may join a civil action challenging an ordinance with an appeal in the nature of certiorari. (G.S. 160D-1402(m).)
- ▲ **Be aware** that a local government **must** not assert the defense of estoppel to enforce conditions to which an applicant did not consent in writing. (S.L. 2019-111, Pt. I.)
- ▲ **Be aware** that an action is not rendered moot if the party loses the relevant property interest as a result of the local government action being appealed, subject to applicable case law limits. (S.L. 2019-111, Pt. I.)

MEMORANDUM

TO: Mayor Matt Mulhollem, Mayor Pro-Tem Clyde Castleberry, Council Members Teresa Bruton, J. Mark Jackson, James (Jim) Purvis, III, Mark Wilson, Town Attorney Chip Hewett, Town Administrator Mike Gordon, Planning Director Julie Maybee

FROM: Al Benshoff, The Brough Law Firm *AB*

RE: A REORGANIZED AND REVISED/UPDATED ZONING AND SUBDIVISION ORDINANCE FOR THE TOWN OF ARCHER LODGE

DATE: February 24, 2020

1. **EXECUTIVE SUMMARY.** The Brough Law Firm was hired to revise/update certain high priority ordinances for the Town. The first task assigned was to produce an annotated outline. The outline explains what will be done and provides a draft structure for a new zoning and subdivision ordinances. Task 1 consists of three documents. They documents are listed in Table 1.

Table 1.

A Reorganized and Revised Zoning and Subdivision Ordinance (this Memo)
Draft Table of Contents (TOC) for the Revised/Updated Zoning and Subdivision Ordinance
Draft Comparison of Current Chapters 2 and 30 with a Revised/Updated Chapter 30.

Last July the General Assembly adopted the first complete revision of the statutes governing municipal zoning ordinances for the first time since the 1970s'. These amendments are called Session Law (SL) 2019-111. The Session Law has two parts. Part I was written by the N.C. Homebuilders Association. Part II is a new General Statutes (GS) Chapter called 160D. Chapter 160D replaces GS Chapter 160A, Article 19, Planning and Development. Different sections of Chapter 160D have different effective dates. See Table 2 for the

effective dates. One of the principal GOALS of this project is to make every amendment compliant with SL 2019-111.

Table 2: Deadlines from SL 2019-111

EFFECTIVE DATE	STATUTE
July 26, 2019 or Oct. 1, 2019	SL 2019-111 Part 1
January 1, 2021	SL 2019-111 Part 2, Chapter 160D
July 1, 2022	SL 2019-111 Part 2, Section 2.9(c) Jurisdictions without current comprehensive plans will not have the authority “to adopt and apply zoning regulations” unless a plan is adopted by the deadline.

2. SUGGESTED IMPROVEMENTS of a GENERAL NATURE.

- A. ORGANIZATION. Organization is key to any complicated regulation. The current ordinances are in two chapters. Not all requirements are grouped together. In the new TOC, like requirements are placed together. For example, all procedures are in the same Article 3.
- B. AMBIGUOUS LANGUAGE. Unclear language requires interpretation. Interpretations may vary over time. Ambiguity leads to confusion and possibly disagreement. Disagreements can lead to more appeals. In the revisions we will strive to be as clear as possible. Terms or art will be defined. All definitions will be collected in the same Article.
- C. ENHANCED STANDARDS. Some standards have not been updated. An example is the commercial development standard. Changes in the statutes and case law that occurred before SL 2019-111 have not always been incorporated in the ordinance. The standards required by the courts or General Assembly will be updated. The Town will provide a priority list of standards to be updated.
- D. NEW STANDARDS. As the Town has grown, it has become apparent that there are several holes in the existing ordinance. Sometimes a standard does not exist to handle a given situation or development proposal. This rewrite is a good opportunity to add necessary standards.

3. CHAPTER 30 ARTICLE SUMMARIES.

Feb. 19, 2020

Page 2

ARTICLE 1. GENERAL PROVISIONS. Article 1 describes the consolidation of the Town's subdivision, zoning, water supply watershed and flood damage regulations and explains the Town's authority to have these land development regulations. The Article explains the purpose, intent and applicability of the new ordinance. It explains the transition from the old ordinance to the new Chapter 160D compliant ordinance. The article also contains some rules that apply to all the articles such as the rules about vested rights, and the sunset of development approvals, in certain situations.

ARTICLE 2. ADMINISTRATIVE BODIES. All the bodies that make the ordinance work are collected in one place. There are separate sections for the Town Council, Planning Board, Board of Adjustment and Staff. Numbers of members of each board or Council and some procedural rules are stated.

ARTICLE 3. PROCEDURES. Procedures for obtaining permits, conducting hearings and administering the ordinance are found across the existing ordinance. They are collected in one place. If desired, duplicative procedures will be stated once, then incorporated by reference into following procedures. For example, the same notice requirements apply to zoning text amendments, zoning map amendments, comprehensive plan amendments and others. There is no reason to repeat the procedure under every section for every amendment.

ARTICLE 4. ZONING DISTRICTS. This section is similar to the existing ordinance. The zoning districts and their intents are described here. Dimensional standards for each district are described in a table or drawing.

ARTICLE 5. USES. The uses per district are described here. A table of all the uses allowed in each district (except overlay districts) will be located here. A standard for dealing with uses not found in any district will be provided. Until 2016 uses not listed in a table of permitted uses were always deemed to be not permitted. In 2016 the N.C. Court of Appeals ruled that all uses not listed are permitted anywhere. (The first case changing the long-established rule is *Dr. Land v Town of Wesley Chapel*.) This means that the Town needs a permitted use table that lists all the uses the Town wants by zoning district and all the uses that can be identified by that the Town does NOT want.

ARTICLE 6. DEVELOPMENT & ENVIRONMENTAL STANDARDS. All the standards (except subdivision) will be located in this Article. Standards will be updated as directed by the Town, or the legislature (i.e. Chapter 160D) or

the courts. For example, the Supreme Court's decision in *Reed v Gilbert, AZ* requires that the sign ordinance be amended.

ARTICLE 7. SUBDIVISION STANDARDS. The subdivision standards will be located here, or possibly here and in an appendix. For example, the plat certifications could be listed in an appendix.

ARTICLE 8. NON-CONFORMITIES. There several kinds of non-conformities - uses, structures and lots. Each will be addressed in its own sections.

ARTICLE 9. ENFORCEMENT. Sometimes the Town must use its powers to enforce its ordinances. The standards and procedures for enforcing the zoning and subdivision ordinances will be revised to conform to the General Statutes.

ARTICLE 10. DEFINITIONS. The definitions found in several places will be consolidated and updated as needed. Recent statutory amendments added new definitions that must be incorporated.

APPENDICES. The current appendices will be kept. New appendices may be added, with the Town's approval.

4. CONCLUSION. Each revised or new ordinance will be given to the Town for review and comment well before its mandatory adoption date. As new cases are decided and the General Assembly adopts new statutes, adjustments will be made throughout the course of the project. Please direct questions and comments to Julie Maybee. She will send them to the best person to give an answer. This is a big project, but if small steps are made every month, the deadline of Jan. 1, 2021 can be met.

The Brough Law Firm thanks you for this opportunity.

COMPARISON OF CURRENT CHAPTERS 2 and 30 with a REVISED DRAFT of CHAPTER 30			
		NOTE:	The organization of this chapter is: I. ARTICLES 1.1. Divisions 1.1.1. Sections
CURRENT CHAPTER 2 – ADMINISTRATION			REVISED CHAPTER 30
SECTION #	ARTICLE I. IN GENERAL	NEW SECTION #	ARTICE I. GENERAL PROVISIONS
Sec. 2-1 to 2-18	Reserved		
	ARTICLE II. BOARDS and COMMISSIONS		ARTICLE II. ADMINISTRATIVE BODIES
	Division 1. Generally		Division 2.1. Summary of Development Review Authorities
	Ditto		Division 2.2. Review Authorities
	Ditto	Sec.2.2.1	Overview
Sec. 2-19 to 2-39	Reserved		Division 2.2 Review Authorities
		Sec. 2.2.2	Town Council
	Division 2: Board of Adjustment		Division 2.2 Review Authorities
Sec. 2-40	Appointment and Terms	Sec. 2.2.4.	Board of Adjustment
Sec. 2-41	Meetings	Sec. 2.2.4.	Ditto
Sec. 2-42	Quorum	Sec. 2.2.4.	Ditto
Sec. 2-43	Voting	Sec. 2.2.4.	Ditto
Sec. 2-44	Board Officers	Sec. 2.2.4.	Ditto
Sec. 2-45	Powers and duties of board.	Sec. 2.2.4.	Ditto
Sec. 2-46	Appeals	Sec. 3.2.2.	Appeal
Sec. 2-47	Variances	Sec. 3.2.10	Variances
Sec. 2-48	Interpretations	Sec. 3.3.3	Interpretation

Sec. 2-49	Burden of proof is appeals and variances	Sec. 3.1.7.	Quasi-judicial procedures
Sec. 2-50	Board action on appeals and variances		Ditto
Sec. 2-51	Hearing Required of appeals and applications		Ditto
Sec. 2-52	Notice of hearing on appeals and applications		Ditto
Sec. 2-53	Evidence		Ditto
Sec. 2-54	Modification of application at hearing		Ditto
Sec. 2-55	Record		Ditto
Sec. 2-56	Written decision		Ditto
Division 3. Planning Board			Division 2.2. Review Authorities
Sec. 2-86	Creation	Sec. 2.2.3.	Planning Board
Sec. 2-87	Members, terms, vacancies	Sec. 2.2.3.	Ditto
Sec. 2-88	Officers, rules and record	Sec. 2.2.3.	Ditto
Sec. 2-89	Meetings; quorum	Sec. 2.2.3.	Ditto
Sec. 2-90	Powers and duties	Sec. 2.2.3.	Ditto
Sec. 2-91-2-108	Reserved	Sec. 2.2.5	Technical Review Committee
		Sec. 2.2.6.	Planning Director
CURRENT CHAPTER 30 – ZONING AND SUBDIVISIONS			
	Article I. In General		ARTICLE I. GENERAL PROVISIONS
Sec. 30-1 – 30-18	Reserved		
	Article I. Zoning		
	Division 1. Generally		
Sec. 30-19	Short title		Div. 1.1 Title
Sec. 30-20	Authority		Div. 1.2. Authority
Sec. 30-21	Jurisdiction		Ditto

Sec. 30-22	Intent		Ditto
Sec. 30-23	Required conformance to article provisions	Sec. 1.4.4.	No development until compliance with all applicable laws
Sec. 30-24	Definitions		Art. X Definitions
Sec. 30-25	Penalty		Art. IX Enforcement
Sec. 30-26	Existing lots of insufficient size		Div. 8.4. Non-conforming Lots of Record
Sec. 30-27	Exception to height regulations		Div. 3.2. Review Procedures for Boards & Council; Div. 3.3. Review Procedures by Staff. [New Chap 160D allows delegation of minor modifications for most permits to be made to staff. Town defines “minor”.]
Sec. 30-28	Statutory zoning vested right provisions, site specific development plans	Sec. 3.2.11.	Vested Rights Cert; Div. 1.10. Vested Rights [Session Law (SL) 2019-11 expanded and redefine vested rights.]
Sec. 30-29	Establishment of a zoning vested right		Ditto
Sec. 30-30	Approval procedures and approval authority		Art. III. Procedures
Sec. 30-31	Duration	Sec. 3.2.11	Vested Rights Cert; Div. 1.10. Vested Rights, Div. 1.12. Statutes of Limitation
Sec. 30-32	Termination		Ditto and Sec. 3.1.15. Expiration of Permit or Development Approval
Sec. 30-33	Limitations		
Sec. 30-34	Repeal		
Sec. 30-35	Fees.		Suggest adopting Fees in the annual budget ordinance.
Sec. 30-36	Amendments	Sec. 3.2.9.	Text Amendment
Sec. 30-37	Nonconforming uses		Div. 8.2. Non-conforming uses
Secs. 30-38 – 30-62	Reserved		
	Division 2. Zoning District		

	Subdivision 1. In General		
Sec. 30-63	Establishment of Zoning District		Div. 4.1. General Provisions
Sec. 30-64	Zoning map	Sec. 4.1.4.	Official Zoning Map
Sec. 30-65-30-86	Reserved		
	Subdivision 2. Zoning District Regulations		
Sec. 30-87	Intent		Div. 4.1. General Provisions
		Sec. 4.3.1.	General Purpose and Intent
		Sec. 4.4.1.	General Purpose and Intent
Sec. 30-87	Establishment		Div. 4.2. General Zoning Districts Established
Sec. 30-87	Applicability		
Sec. 30-90	Conditional and special uses; objectives and purpose	Sec. 3.2.3.	Conditional zoning; [Under Chap. 160D, conditional use zoning and conditional use districts become conditional zoning, a legislative act. Conditional use permits are abolished. Special use permits are always quasi-judicial.]
		Sec. 3.2.8.	Special Uses
Sec. 30-91	Agricultural-Residential District (AR)	Sec. 4.3.2.	Agricultural-Residential District (AR)
Sec. 30-92	Single Family Residential District (SFR-1)	Sec. 4.3.3.	Single Family Residential District (SFR-1)
Sec. 30-93	Single Family Residential District (SFR-2)	Sec. 4.3.4.	Single Family Residential District (SFR-2)
Sec. 30-94	Single Family Residential District (SFR-3)	Sec. 4.3.5.	Single Family Residential District (SFR-3)
Sec. 30-95	Residential Manufactured Home Park District (R-MHP)	Sec. 4.3.6.	Residential Manufactured Home Park District (R-MHP)
Sec. 30-96	Office and Institutional District (OI)	Sec. 4.4.2.	Office and Institutional District (OI)
Sec. 30-97	Neighborhood Business District (NB)	Sec. 4.4.3.	Neighborhood Business District (NB)
Sec. 30-98	Community Business District (CB)	Sec. 4.4.4.	Community Business District (CB)

Sec. 30-99	Table of business and commercial uses		Div. 4.5 Table of Permitted Uses OR Div. 5.1. Principal Use Table [Location is optional; Uses not listed are permitted. ¹
Sec. 30-100	Development standards for specific uses		ARTICLE VI. DEVELOPMENT and ENVIRONMENTAL STANDARDS
Secs. 30-101-30-128	Reserved		
	Subdivision 3. Overlaying Zoning Districts		
Sec. 30-129.	Intent	Sec. 4.8.1 Sec. 4.8.2.	Purpose Establishment
Sec. 30-130.	Environmentally Sensitive Area District (ES)	Sec. 4.8.5.	Environmentally Sensitive Area District (ES).
Sec. 30-131.	Water Supply Watershed Protection District (WSW)	Sec. 4.8.6.	Water Supply Watershed Protection District (WSW).
Sec. 30-132.	Amendments to overlay district boundaries	Sec. 3.2.14.	Zoning map amendment
Secs. 30-133 – 30-162	Reserved		
	ARTICLE III. SITE PLANS		
Sec. 30-163.	Zoning Compliance permit required	Sec. 3.3.10.	Zoning compliance permit
Sec. 30-164.	Site plan review required	Sec. 3.2.16.	Site plan
Sec. 30-165.	Application submittal requirements		Div. 3.1. Review Procedures for all Decisions
Sec. 30-166.	Action on the application		Div. 3.2. Review Procedures for Decisions Made by Boards and Council.
Sec. 30-167.	Actions subsequent to decision		
Sec. 30-168	Appeal of decision	Sec. 3.3.2	Appeals
Sec. 30-169.	Modification of zoning compliance permits	Sec. 3.2.10	Zoning compliance permit

¹ See *Dr. Land v. Town of Wesley Chapel*, N.C. Court of Appeals

Sec. 30-170.	Expiration and revocation of zoning compliance permit approvals	Ditto	Ditto; Div. 1.10. Vested Rights
Sec. 30-171 -30-193	Reserved		
	ARTICLE IV. DESIGN STANDARDS		ARTICLE VI. DEVELOPMENT AND ENVIRONMENTAL STANDARDS
Sec. 30-194.	Intent		
Sec. 30-195.	Applicability		
Sec. 30-196.	General site arrangement	Sec. 6.2.1.	Principal buildings on a “zone” lot
Sec. 30-197.	Site plan criteria		Div. 6.7. Design Standards
Sec. 30-198.	Site design		Ditto
Sec. 30-199.	Access and circulation		Div. 6.2. “Zone” lot and access
Sec. 30-200.	Off-street parking and loading		Div. 6.3. Off-Street Parking and Loading
Sec. 30-201.	Drainage and stormwater management	Sec. 6.13.18.	Drainage and stormwater management outside of the water supply watershed
Sec. 30-202.	Water and sewer		Div. 6.1. Public Infrastructure
Sec. 30-203.	Other utilities		
Sec. 30-204.	Collection of solid waste and recyclables		Div. 6.14. Collection of solid waste, recyclables
Sec. 30-205.	Landscape areas		Div. 6.4. Landscaping; Div. 6.5. Screening; Div. 6.10. Fences
Sec. 30-206.	Outdoor lighting		Div. 6.9. Exterior Lighting
Sec. 30-207.	Accessibility for the handicapped		Div. 6.15. Accessibility
Sec. 30-208.	Traffic impact analysis (TIA)		Div. 6.8. Streets and Sidewalks
Secs. 30-209 —30-239.	Reserved		
	ARTICLE V. SIGNS		Div. 6.6. Signage
Sec. 30-240	Intent		Ditto

Sec. 30-241.	Definitions		Ditto
Sec. 30-242.	Signs subject to control		Ditto
Sec. 30-243.	Signs exempt from permit requirements		Ditto
Sec. 30-244.	Traffic safety precautions		Ditto
Sec. 30-245.	General limitations		Ditto
Sec. 30-246.	Sign area, height, setbacks and number		Ditto
Sec. 30-247.	Signs in residential districts		Ditto
Sec.30-248.	SignsinOI,NB,CB,andshoppingcenters		Ditto
Sec. 30-249	Nonconforming signs		Div. 8.5. Nonconforming signs
Sec. 30-250.	Unified sign plan; requirements; enforcement		Div. 6.6. Signage
Sec.30-251.	Existing signs not conforming to unified sign plan		Ditto
Sec. 30-252.	Binding effect		Ditto
Sec. 30-253.	Penalty		Art. IX. ENFORCEMENT
Secs. 30-254 -30-284	Reserved		
	ARTICLE VI. SUBDIVISIONS		ARTICLE VII. SUBDIVISION STANDARDS
	Division 1. Generally		
Sec. 30-285.	Intent	Sec. 7.1.1.	Purpose and Intent
Sec. 30-286.	Authority and jurisdiction		ARTICLE I. GENERAL PROVISIONS
Sec. 30-287.	Applicability	Sec. 7.1.2.	Applicability
Sec. 30-288.	Definitions		ARTICLE X. DEFINITIONS
Secs. 30-289 — 30-309.	Reserved		
	DIVISION 2. PROCEDURES FOR APPROVAL OF MINOR SUBDIVISIONS		

Sec. 30-310.	Application submittal requirements		ART. VII SUBDIVISION STANDARDS and Article III. PROCEDURES
		Sec. 3.1.4.	Application submittal and acceptance
		Sec. 3.2.15.	Preliminary plat
Sec. 30-311.	Zoning administrator action	Sec. 3.1.5.	Staff review and action
Sec. 30-312.	Actions subsequent to decision	Sec. 3.2.15.	Preliminary plat
Sec. 30-313.	Appeal of decision	Sec. 3.2.2.	Appeal
Secs. 30-314 — 30-344.	Reserved		
	DIVISION 3. PROCEDURES FOR APPROVAL MAJOR AND COMMERCIAL SUBDIVISIONS		
Sec. 30-345.	Preliminary plat approval	Sec. 3.2.15.	Preliminary plat
Sec. 30-346.	Preliminary conference	Sec. 3.1.2.	Preapplication conference
Sec. 30-347.	Application submittal requirements	Sec. 3.1.4.	Application submittal and acceptance
Sec. 30-348.	Traffic impact analysis (TIA) submittal requirement	Sec. 6.8.7.	Traffic Impact Analysis
Sec. 30-349.	Zoning administrator's report	Sec. 3.1.5.	Staff review and action
Sec. 30-350.	Planning board review and action	Sec. 3.1.8.	Review by Planning Board
Sec. 30-351.	Expiration of preliminary plat approval		Div. 1.10. Vested Rights
Sec. 30-352.	Standards for design of commercial lots in a major subdivision		Div. 6.7. Design Standards
Sec. 30-353.	Appeal of decision	Sec. 3.2.2.	Appeal
Secs. 30-354 — 30-379.	Reserved		

	DIVISION 4. FINAL PLAT APPROVAL		
Sec. 30-380.	Application requirements	Sec. 3.1.4.	Application submittal and acceptance
Sec. 30-381.	Zoning administrator's action	Sec. 3.1.5.	Staff review and action
Sec. 30-382.	Actions subsequent to decision		
Sec. 30-383.	Appeal of decision	Sec. 3.2.2.	Appeal
Sec. 30-384.	Prohibiting the discharge of firearms in new residential major subdivisions		The authority for this is not found in G.S. Chap 160A, Planning & Development. This section should be moved elsewhere in the code of ordinances.
Secs. 30-385—30-409.	Reserved		
	DIVISION 5. DESIGN OF SUBDIVISIONS		
Sec. 30-410	Intent	Sec. 7.1.1.	Purpose and Intent
Sec. 30-411.	Applicability of lot design standards	Sec. 7.1.2.	Applicability
Sec. 30-412.	Lot size standards		Art. 4. Zoning Districts
Sec. 30-413.	Lot and block arrangement	Sec. 7.1.6.	Subdivision standards
Sec. 30-414.	Flag lots	Ditto	Ditto
Sec. 30-415.	Access and circulation	Sec. 7.1.3.	Street and Utility Construction
Sec. 30-416.	Lot dimensions	Sec. 7.1.6.	Subdivision standards
Sec. 30-417.	Reverse frontage residential lots	Sec. 7.1.3.	Street and Utility Construction
Sec. 30-418.	Public water, fire hydrants, and sewer systems		Div. 6.1. Public Infrastructure
Sec. 30-419.	Specifications for drawings		Appendix
Sec. 30-420.	Certificates and endorsements on final plat		Ditto
Sec. 30-421.	Distribution of recorded plat	Sec. 7.1.6.	Subdivision standards

APPENDIX			APPENDICES.
			Appendices will be added as needed to the existing list.
Sec. 30-A1.	Official zoning map		
Sec. 30-A2.	Environmental elements map		
Sec. 30-A3	Recommended large trees, small trees and shrubs		
Sec. 30-A4.	Fourth degree of kinship		

TABLE of CONTENTS for a Revised CHAPTER 30 for ARCHER LODGE

A. EXECUTIVE SUMMARY

<u>Article</u>	<u>Name</u>
----------------	-------------

- | | |
|-------|---------------------------------------|
| I. | General Provisions |
| II. | Administrative Bodies |
| III. | Procedures |
| IV. | Zoning Districts |
| V. | Uses |
| VI. | Development & Environmental Standards |
| VII. | Subdivision Standards |
| VIII. | Non-conformities |
| IX. | Enforcement |
| X. | Definitions |

Appendices

B. TABLE OF CONTENTS

<u>Article</u>	<u>Name</u>
----------------	-------------

I.	General Provisions
----	--------------------

1.1.- Title

1.2.- Authority

1.2.1. - General Authority

1.2.2. - References to North Carolina General Statutes

1.3.- General Purpose and Intent

1.4.- Applicability

1.4.1. - Effective Date

1.4.2. - General Applicability

1.4.3. - Application to Government Units

1.4.4. - No Development Until Compliance with All Applicable Law

1.4.5. - Annexation

1.5.- Conformance with Adopted Plans

1.5.1. - Adopted Plans

1.5.2. - Conformance

1.6. - Development Guide {OPTIONAL}

1.7. - Relationship to Other Laws, Agreements or Rights

- 1.7.1. - Minimum Requirements
- 1.7.2. - Conflict with Other Town Codes or Laws
- 1.7.3. - Review of Private Agreements
- 1.7.4. - Conflicts with State or Federal Law
- 1.7.5. - Existing Agreements

1.8. - Transitional Provisions

- 1.8.1. - Prior Violations Continue
- 1.8.2. - Existing Nonconformities
- 1.8.3. - Pending Complete Applications
- 1.8.4. - Approved Applications
- 1.8.5. - Prior-Approved Conditional Use Zoning Special Use District
- 1.8.6. - Prior-Approved Conditional Zoning
- 1.8.7. - Prior-Approved Planned Unit Development [OPTIONAL]
- 1.8.8. - Existing Uses

1.9. - Transition to New Zoning Districts

- 1.9.1. - District Translation Table

1.10. -Vested Right

1.11. - Permit Choice

1.12. - Statutes of Limitations

II. Administrative Bodies

2.1. - Summary of Development Review Authorities

- 2.1.1. - Table Contents
- 2.1.2. - Additional Information

2.2. - Review Authorities

- 2.2.1. - Overview
- 2.2.2. - Town Council (TC)
- 2.2.3. - Planning Board (PB)
- 2.2.4. - Board of Adjustment (BOA)
- 2.2.5. - Technical Review Committee (TRC)
- 2.2.6. - Planning Director

III. Procedures

3.1. - Review Procedures for All Decisions

- 3.1.1. - General
- 3.1.2. - Pre-Application Conference
- 3.1.3. - Citizen Information Meeting
- 3.1.4. - Application Submittal and Acceptance
- 3.1.5. - Staff Review and Action

- 3.1.6. - Public Notification
- 3.1.7. - Quasi-Judicial Public Hearing Procedures
- 3.1.8. - Review by-Planning Board
- 3.1.9. - Action by Decision-Making Body
- 3.1.10. - Conditions of Approval
- 3.1.11. - Notification of Decision or Action
- 3.1.12. - Effect of Development Approval
- 3.1.13. - Deferral and Continuance
- 3.1.14. - Withdrawal
- 3.1.15. - Expiration of Permit or Development Approval

3.2. - Review Procedures for Decisions Made by Boards and Town Council

- 3.2.2. - Appeal
- 3.2.3. - Conditional Zoning
- 3.2.4. - Development Agreement
- 3.2.5. - Land Use Plan Amendment
- 3.2.6. - Planned Unit Development
- 3.2.7. - Reasonable Accommodation
- 3.2.8. - Special Use
- 3.2.9. - Text Amendment
- 3.2.10.- Variance
- 3.2.11.- Vested Rights Certificate
- 3.2.12.- Voluntary Annexation
- 3.2.13.- Watershed Variance
- 3.2.14.- Zoning Map Amendment
- 3.2.15.- Preliminary Plat
- 3.2.16.- Site Plan

3.3. - Review Procedures by Staff

- 3.3.1. - Overview
- 3.3.2. - Administrative / Minor Adjustment (OPTIONAL)
- 3.3.3. - Interpretation
- 3.3.4. - Driveway Permit
- 3.3.5. - Exempt Map
- 3.3.6. - Final Plat
- 3.3.7. - Floodplain Development Permit
- 3.3.8. - Land Disturbance Permit
- 3.3.9. - Sign Permit
- 3.3.10.- Zoning Compliance Permit

IV. Zoning Districts

4.1. - General Provisions

- 4.1.1. - Types of Zoning Districts
- 4.1.2. - Compliance with District Standards
- 4.1.3. - Conflict
- 4.1.4. - Official Zoning Map

4.2. - General Zoning Districts Established

4.3. - Residential Zoning Districts

- 4.3.1. - General Purpose and Intent
- 4.3.2. - Agricultural / Residential (AR)
- 4.3.3. - Single-Family Residential - 1 (SFR-1)
- 4.3.4. - Single-Family Residential - 2 (SFR-2)
- 4.3.5. - Single-Family Residential - 3 (SFR-3)
- 4.3.6. - Residential Manufactured Home Park (R-MHP)

4.4. - Business Zoning Districts

- 4.4.1. - General Purpose and Intent
- 4.4.2. - Office & Institutional (OI)
- 4.4.3. - Neighborhood Business (NB)
- 4.4.4. - Community Business (CB)
- 4.4.5. - General Commercial (GC)
- 4.4.6. - Light Industrial (LI) (Optional)

4.5. - Table of Permitted Uses (Option – Place in Art. 5 below)

- 4.5.1. - Purpose and Intent; Key
- 4.5.2. - Table of Permitted Uses

4.6. - Conditional Zoning Districts

- 4.6.1. - Purpose and Intent
- 4.6.2. - Classification
- 4.6.3. - Districts Established
- 4.6.4. - Applicable Standards
- 4.6.5. - Conditional Zoning Plan
- 4.6.6. - Relationship to Overlay District Standards

4.7. - Planned Unit Development Zoning Districts

- 4.7.1. - Purpose and Intent
- 4.7.2. - General Provisions
- 4.7.3. - Standards Applied to All Planned Unit Development Districts
- 4.7.4. - Amendments to Approved Planned Unit Development Master Plan Map or Statement of Intent and Development Standards

4.8. - Overlay Zoning Districts

- 4.8.1. - Purpose
- 4.8.2. - Establishment
- 4.8.3. - Classification
- 4.8.4. - Relationship to Underlying Zoning Districts
- 4.8.5. - Environmentally Sensitive Area (ES)
- 4.8.6. - Water Supply Watershed Protection

V. Uses

5.1. - Principal Use Table

- 5.1.1. - Use Table Structure
- 5.1.2. - Uses Permitted By-Right
- 5.1.3. - Uses Requiring Special Use Review
- 5.1.4. - Uses Requiring Overlay District
- 5.1.5. - Prohibited Uses
- 5.1.6. - District Use Prohibition
- 5.1.7. - Additional Standards
- 5.1.8. - Unlisted Uses
- 5.1.9. - Principal Use Table

5.2. - Use Classifications, Use Categories, and Use Types

- 5.2.1. - Purpose
- 5.2.2. - Organization of Uses
- 5.2.3. - Agricultural Use Classification
- 5.2.4. - Residential Use Classification
- 5.2.5. - Institutional Use Classification
- 5.2.6. - Commercial Use Classification
- 5.2.7. - Industrial Use Classification

5.3. - Use Standards

- 5.3.1. - Agriculture Uses
- 5.3.2. - Residential Uses
- 5.3.3. - Institutional Uses
- 5.3.4. - Commercial Uses
- 5.3.5. - Industrial Uses

5.4. - Accessory Structures and Uses

- 5.4.1. - Accessory Structures and Uses
- 5.4.2. - Procedure for Establishment
- 5.4.3. - General Standards
- 5.4.4. - Standards for Accessory Structures
- 5.4.5. - Standards for Specific Accessory Uses

5.5. - Temporary Uses

- 5.5.1. - Purposes
- 5.5.2. - Applicability
- 5.5.3. - Standards for Specific Temporary Uses

VI. Development & Environmental Standards

6.1 – Public Infrastructure

- 6.1.1. - Within Corporate Limits

6.2. - Zone Lot and Access

- 6.2.1. - Principal Buildings on a Zone lot
- 6.2.2. - Street Access
- 6.2.3. - Cross-Access

6.3. - Off-Street Parking and Loading

- 6.3.1. - Purpose and Intent
- 6.3.2. - Applicability
- 6.3.3. - Exemptions
- 6.3.4. - Off-Street Parking Requirements
- 6.3.5. - Bicycle Parking Requirements
- 6.3.6. - Off-Street Loading Requirements
- 6.3.7. - Standards for Off-Street Parking Spaces and Loading Areas
- 6.3.8. - Parking Alternatives

6.4. - Landscaping

- 6.4.1. - Purpose and Intent
- 6.4.2. - Applicability
- 6.4.3. - Exemptions
- 6.4.4. - District Standards
- 6.4.5. - General Requirements
- 6.4.6. - Plant Material Specifications
- 6.4.7. - Limitations on Landscaping Placement
- 6.4.8. - Credit for Existing Vegetation
- 6.4.9. - Time for Installation of Required Landscaping
- 6.4.10. - Parking Lot Landscaping
- 6.4.11. - Perimeter Landscape Yards
- 6.4.12. - Landscape Yards on Slopes
- 6.4.13. - Alternate Landscape Plan
- 6.4.14. - Additional Landscape Yard Flexibility
- 6.4.15. - Landscape Yard Maintenance
- 6.4.16. - Removal or Relocation of Trees and Shrubs
- 6.4.17. - Tree Conservation for Residential Uses

6.5. - Screening

- 6.5.1. - Purpose and Intent
- 6.5.2. - Applicability
- 6.5.3. - Exemptions
- 6.5.4. - General Standards
- 6.5.5. - Specific Standards for Solid Waste Facilities
- 6.5.6. - Screening Methods
- 6.5.7. - Prohibited Screening Materials

6.6. - Signage

- 6.6.1. - Purpose and Intent
- 6.6.2. - Applicability
- 6.6.3. - Variances
- 6.6.4. - General Standards
- 6.6.5. - Design, Construction, and Maintenance
- 6.6.6. - Prohibited Signs
- 6.6.7. - Exempt Signs
- 6.6.8. - Signs not Requiring a Sign Permit

- 6.6.9. - Freestanding Signs Requiring a Sign Permit
- 6.6.10.- Attached Sign Requiring a Sign Permit
- 6.6.11.- Encroachment Agreement for Entrance Sign

6.7. - Design Standards

- 6.7.1. - Purpose and Intent
- 6.7.2. - Applicability
- 6.7.3. - Exemptions
- 6.7.4. - Site Standards
- 6.7.5. - Building Standards

6.8. – Streets & Sidewalks

- 6.8.1. - Purpose and Intent
- 6.8.2. - Applicability
- 6.8.3. - Exemptions
- 6.8.4. - Standards
- 6.8.5. - Timing of Installation
- 6.8.6. - Fee In-Lieu of Required Sidewalk Installation
- 6.8.7. - Traffic Impact Analysis (TIA)

6.9 . - Exterior Lighting

- 6.9.1. - Purpose and Intent
- 6.9.2. - Applicability
- 6.9.3. - Exemptions
- 6.9.4. - Prohibited Lighting
- 6.9.5. - Lighting Plan
- 6.9.6. - General Standards for On-Site Exterior Lighting
- 6.9.7. - Design Standards for Specific Uses and Site Features
- 6.9.8. - Measurement
- 6.9.9. - Alternate Lighting Plan

6.10. - Fences

- 6.10.1. - Purpose and Intent
- 6.10.2. - Applicability
- 6.10.3. - Exemptions
- 6.10.4. - Location Requirements
- 6.10.5. - Height Standards
- 6.10.6. - Materials
- 6.10.7. - Finished Side
- 6.10.8. - Maintenance

6.11. - Open Space

- 6.11.1. - Purpose and Intent
- 6.11.2. - Applicability
- 6.11.3. - Exemptions
- 6.11.4. - Minimum Open Space Amount
- 6.11.5. - Open Space Standards

6.12. - Development Types

6.12.1. - General

6.12.2. - Multiple Lot Development

6.13. - Watershed Protection

6.13.1. - Purpose and Intent

6.13.2. - Applicability

6.13.3. - Exemptions

6.13.4. - Exemption to the Plan Submission Requirements of This Section

6.13.5. - Compliance with Previously Approved Plans

6.13.6. - Activities Regulated by Other Governmental Agencies

6.13.7. - How to Use This Section

6.13.8. - Incorporation of Watershed Map

6.13.9. - Low Impact Design

6.13.10.- General Standards and Restrictions

6.13.11.- Watershed Overlay (WSO) Established

6.13.12.- Standards Applicable in the WSO

6.13.13.- Protection of Fragile Areas

6.13.14.- Reserved

6.13.16.- Watershed Modifications

6.13.17.- Watershed Accounting

6.13.18.- Drainage and stormwater management outside of the water supply watershed

6.14. - Collection of Solid Waste and Recyclables

6.15. - Accessibility

VII. Subdivision Standards

7.1. - Subdivisions

7.1.1. - Purpose and Intent

7.1.2. - Applicability

7.1.3. - Street and Utility Construction

7.1.4. - Dedication of Right-of-Way

7.1.5. - Permanent Runoff Control Structures/Soil Erosion and Sedimentation Control Devices

7.1.6. - Subdivision Standards

7.2. - Financial Guarantees

7.2.1. - Financial Guarantees In-Lieu of Completion

7.2.2. - Performance Guarantee

7.2.3. - Maintenance Warranty

7.2.4. - As-Built Plans Required.

7.2.5. - Improper Release of Financial Guarantees

7.3. - Homeowners' or Property Owners' Association

7.3.1. - Establishment

7.3.2. - Submission of Owners' Association Declaration

7.3.3. - Inspection and Approval of Improvements

7.4. - Park/Greenway Dedication.

- 7.4.1. - Required Park/ Greenway Dedication.
- 7.4.2. - Greenway Easement Width.
- 7.4.3. - Park Land to be Usable
- 7.4.4. - Density Credits.
- 7.4.5. - Limitation on Dedication

7.5. - Reservation of Land

- 7.5.1. - General
- 7.5.2. - Reservation Desired

VIII. Non-conformities

8.1. - General Applicability

- 8.1.1. - Purpose and Scope
- 8.1.2. - Determination of Nonconformity Status
- 8.1.3. - Continuation and Minor Repairs and Maintenance Allowed
- 8.1.4. - Change of Tenancy or Ownership

8.2. - Nonconforming Uses

- 8.2.1. - Applicability
- 8.2.2. - Standards Applied to All Nonconforming Uses
- 8.2.3. - Standards Applied to Specific Nonconforming Uses

8.3. - Nonconforming Structures

- 8.3.1. - Applicability
- 8.3.2. - Continuation and Replacement
- 8.3.3. - Expansion and Enlargement.

8.4. - Nonconforming Lots of Record.

- 8.4.1. - Applicability.
- 8.4.2. - Continuation.
- 8.4.3. - Expansion or Enlargement.
- 8.4.4. - Reserved
- 8.4.5. - Government Acquisition of Land

8.5. - Nonconforming Signs

- 8.5.1. - Applicability
- 8.5.2. - Prohibited Actions
- 8.5.3. - Signs Rendered Nonconforming
- 8.5.4. - Maintenance of Nonconforming Signage Allowed
- 8.5.5. - Replacement of Nonconforming Signage
- 8.5.6. - Discontinuance of Business Activity
- 8.5.7. - Change in Use
- 8.5.8. - Additional Sign Permit Application

IX. ENFORCEMENT

9.1. - Purpose

9.2. - Compliance Required

9.3. - Violations

- 9.3.1. - Development without Authorization
- 9.3.2. - Development Inconsistent with Authorization
- 9.3.3. - Violation by Act or Omission
- 9.3.4. - Use in Violation
- 9.3.5. - Subdivide in Violation
- 9.3.6. - Continue a Violation

9.4. - Responsible Persons

- 9.4.1. - General
- 9.4.2. - Failure by Town Does Not Relieve Individual
- 9.4.3. - Remedy Upon Notice

9.5. - Enforcement

- 9.5.1. - Responsibilities
- 9.5.2. - Investigations
- 9.5.3. - Inspections
- 9.5.4. - Supporting Documentation
- 9.5.5. - Interference

9.6. - Enforcement Procedure

- 9.6.1. - Notice of Violation
- 9.6.2. - Failure to Comply with Order

9.7. - Remedies

- 9.7.1. - Civil Penalties
- 9.7.2. - Denial of Permit or Certificate
- 9.7.3. - Conditional Permit or Temporary Certificate
- 9.7.4. - Stop Work Orders
- 9.7.5. - Revocation of Permits
- 9.7.6. - Criminal Penalties

X. DEFINITIONS

Appendices

**TOWN OF ARCHER LODGE
CAPITAL PROJECT ORDINANCE
ARCHER LODGE TOWN PARK**

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

- Section 1. The project authorized by this ordinance is for a town park.
- Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.
- Section 3. The following amounts are appropriated for the project:

Construction	\$	813,008
Design/Engineering	\$	146,342
Contingency	\$	40,650
Total	\$	<u>1,000,000</u>

- Section 4. The following funding sources are anticipated to be available to complete this project:

NC PARTF Grant	\$	500,000
Town Funds	\$	500,000
Total	\$	<u>1,000,000</u>

- Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements and any state regulations that may apply.
- Section 6. The Finance Officer is directed to report, as needed by Council, on the financial status of each project element in Section 3 and on the total revenues received or claimed.
- Section 7. Copies of this capital project ordinance shall be filed with the Finance Officer/Town Clerk for direction in carrying out this project.

DULY ADOPTED THIS, THE 2ND DAY OF MARCH 2020.

TOWN OF ARCHER LODGE

ATTEST:

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

(SEAL)

AGREEMENT BETWEEN CLIENT AND LANDSCAPE ARCHITECT

This Agreement, effective as of March 2, 2020, is between Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC in Raleigh, NC for the following Project:

Archer Lodge Town Park Phase 1

Necessary work will include the planning, design and construction phase services for Phase 1 of Archer Lodge Town Park in Archer Lodge, NC. Work includes the preparation of construction documents for the following: earthwork, sedimentation and erosion control, new driveway from Castleberry Road, gravel entrance drive and parking lot, stormwater, water extension, site electrical, internal sidewalk connections, 200' little league ballfield (with lighting, irrigation, dugouts, infield, sprigging and fencing), 200' girls softball (with lighting, infield, sprigging, irrigation, dugouts and fencing), one-half mile of walking trail, planting, seeding, trash and recycling receptacles, entrance sign, site fencing and gates.

- Susan Hatchell Landscape Architecture (SHLA) – Project Management, Landscape Architectural Services
- NV5 – Civil Engineering
- GeoTechnologies – Geotechnical investigations for planning
- S&ME – septic field investigations

Year 1 (2020): Design and Permitting for all Park Development

Year 2 (2021): Construction of Site Work Package (Site grading, water line, entrance drive and gravel parking lot construction, sidewalks and trails, seeding, perimeter fencing and gates)

Year 3 (2022): Construction of Site Recreational Facilities Package (Two softball fields (with lighting, fencing, dugouts, infield, sprigging, irrigation), playground, planting, entrance sign, waste and recycling receptacles).

Article 1 Landscape Architect's Basic and Additional Services

Year 1 (2020): Design and Permitting

Year 1, Task 1: Kick-off

- 1) Site Review of investigations prepared by others and to be provided for the Design Team include:
 - a) Topographic survey of the site, survey provided by Owner dated March 22, 2019 by Coulter Jewell Thames, PA.
 - b) Geotechnical information will be obtained after final site layout is approved.
 - c) Potential septic tank and field location for future structures will be obtained.
 - d) Testing of the water pressure (by Owner) is required to evaluate if the existing water extension to the park will be sufficient for irrigation and future structures.
- 2) Obtain available topographic, planimetric, digital photo and soils GIS data or other available resources to augment the field topographic survey for the construction plans as needed to supplement for drainage area maps and exhibits required for permitting.
- 3) No wetlands, streams and riparian buffers are within the proposed project limits.
- 4) Prepare base map in AutoCAD format from topographic survey.
- 5) Project kick-off meeting with Town Staff (One (1) meeting in Archer Lodge).
- 6) Determine local and state development guidelines and regulations.
- 7) Prepare and maintain project schedule and project contact list.

Year 1, Task 1 Deliverables: Base Mapping, project schedule, contact list, meeting minutes

Year 1, Task 2: 30% Master Planning/Schematic Design (SD)

- 1) NV5 will meet with the district NCDOT office to establish the best driveway location into the site from Castleberry Road.
- 2) Determine septic usage rate with the County, make soils investigations and prepare location of possible septic for park.
- 3) Revise the existing park Master Plan to show updated layout of park development in CADD, based on survey information.
- 4) Meet with NC RRS representative to review preliminary park layout and compliance with PARTF grant requirements.
- 5) Prepare grading concepts for park development.
- 6) Revise layout of parking lot, septic, ballfields, etc.
- 7) Present to town staff for approval (One (1) meeting – SHLA, NV5)
- 8) The Design Team will prepare 30% SDs which will include a Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan, and Site Layout Plan.
- 9) Prepare preliminary cost estimate.
- 10) Conduct regular Design Team meetings in Raleigh.
- 11) NV5 will coordinate with the Town of Archer Lodge the preliminary designs for water and on-site utilities through one staff meeting. (One (1) meeting in Archer Lodge – NV5)
- 12) A preliminary phasing plan will be prepared.
- 13) Preliminary Review Meeting with Town Staff to review plans (One (1) meeting in Archer Lodge – SHLA, NV5)
- 14) Prepare preliminary permitting and regulatory approval plan identifying key requirements, including governing codes, ordinances, and regulatory reviews needed to comply with all federal, state and local regulations.

Year 1, Task 2 Deliverables:

30% Schematic Design PDF Review set, 30% preliminary cost estimate, project schedule, updates to include general time frame for the overall project, design phases, milestones, anticipated construction for two construction packages.

Year 1, Task 3: 50% Construction Drawings (CD)

- 1) Incorporate 30% SD plan comments into a 50% CD set to include the following sheets:
Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan and details, Site Layout Plan and details, Grading and Storm Drainage Plan and details, Park Entrance Drive Permit drawings, Sedimentation and Erosion Control Plans and Details, Ballfield Layout Plans and Details, Ballfield Lighting Plans and Details, Ballfield Irrigation Plans and Details, Playground Layout Plans and Details, Water Line Extension Plan and Details, Grading and Storm Drainage Plans, Utility Plans and Details, Stormwater Plans and Details.
- 2) Prepare stormwater management calculations and design plans to address water quantity and water quality modeling as required by the Authority Having Jurisdiction (AHJ). The plans will address detention/retention system, implementation of best management practices (Stormwater BMP's) to address requirements limiting nitrogen runoff. The stormwater BMPs required for the project will be based on the differences between the amounts of existing impervious versus the proposed impervious. If required, a number of stormwater BMP's will be considered for this project and incorporated into the design if feasible. Appropriate calculations, details, and drawings will be provided.
- 3) Preliminary utility plan addressing the connection of the potable water, fire services, and sanitary sewer services. It is assumed that potable water is readily available to the site.
- 4) NV5 will incorporate the findings of an environmental soil scientist into the preliminary plans and adjust as necessary to avoid and preserve suitable septic soils for later use. In

addition, the need for additional fire hydrants will be evaluated with regards to the location of the fire lines for future structures and Fire Department Connections.

- 5) Coordination with Duke Energy for electrical service and site lighting.
- 6) Obtain ballfield lighting plans from ballfield lighting manufacturer.
- 7) Obtain ballfield irrigation plans from irrigation manufacturer.
- 8) Prepare stormwater management plan and calculations.
- 9) Prepare plans for sidewalks, one-half mile crushed screening trail, ballfield and perimeter fencing, entrance gates, sign and playground.
- 10) Prepare 50% CD Specifications and cost estimates.
- 11) Conduct regular Design Team meetings in Raleigh.
- 12) Coordinate and anticipate constructability, construction phasing and scheduling issues.
- 13) Review Meeting with Town Staff to review plans (One (1) meeting in Archer Lodge – SHLA, NV5)

Year 1, Task 3 Deliverables: 50% CD Review Set (PDF), 50% Specifications, Stormwater Management Plan and Calculations

Year 1, Task 4: Permitting/Site Plan Approvals

- 1) Apply for and obtain approval from district NCDOT for driveway permit into the site. Apply for and obtain permit from Johnston County for the appropriate stormwater, erosion control, and waterline extension permits.
- 2) Anticipated permits needed include: Zoning Permit (Town of Archer Lodge), Sedimentation and Erosion Control, Utility, Septic, Stormwater and Water (Johnston County)
- 3) Assist the environmental soil scientist with permitting any future septic fields.
- 4) Provide responses and modifications to regulatory comments and refine drawings to secure approvals. Final document submission shall include all necessary information to facilitate timely completion of all permitting agency applications and reviews prior to advertisement of project for construction.
- 5) Meet and confer with regulatory agencies, local building officials and pertinent governmental agencies all associated utility companies to determine their requirements and to help identify all related costs associated with and anticipated to be assigned to the project.
- 6) All permit and review fees are the responsibility of Archer Lodge.

Year 1, Task 4 Deliverables: Necessary permit drawing sets and other materials to secure required permits and approvals listed above.

Year 1, Task 5: 100% Construction Drawing and Specification Phase

- 1) 50% CD set comments and permitting comments will be incorporated into a 100% CD submittal.
- 2) Continued coordination with all team members.
- 3) Conduct regular Design Team meetings in Raleigh.
- 4) Review draft 100% drawings and discuss plans, value engineering if necessary, construction phasing, construction alternates, and proposed construction schedule with the Town at a design meeting (one (1) meeting in Archer Lodge – SHLA, NV5).
- 5) 100% CD drawing set to include:
 - a) Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan and details, Site Layout Plan and details, Grading and Storm Drainage Plan and details, Park Entrance Driveway, Sedimentation and Erosion Control Plans and Details, Ballfield Layout Plans and Details, Ballfield Lighting Plans and Details, Ballfield Irrigation Plans and Details, Playground Layout Plans and Details, Water Line Extension Plan and Details, Grading and

- Storm Drainage Plans, Utility Plans and Details, Stormwater Plans and Details.
- 6) Continued coordination with NC RRS staff.
 - 7) Draft 100% CD Drawing set to be submitted to Town staff for review. (PDF)
 - 8) The Consultant will prepare a final 100% CD set based on review comments.
 - 9) Final 100% CD set will include up to two (2) bid phases (Site Grading Package and Recreational Facilities Package. The Site Grading Package will be bid in 2021, the Site Recreational Facilities Package will be bid in 2022.
 - 10) Preparation of 100% specifications. (including front end documents)
 - 11) Preparation of 100% cost estimate. (shall reflect any design revisions and possible alternates) and be updated and reconciled to confirm adjustments in program or scope necessary to meet project budget restrictions)
 - 12) Final 100% CD Drawing set to be submitted to Town Staff.

Year 1, Task 5 Deliverables: Project schedule, updates, reports, Draft 100% CD review set (PDF), 100% CD Final Set of Contract Documents for bidding, 2 hard copy sets (11" x 17") and two (2) project manuals, PDF digital bid sets (24" x 36" PDF plans and 8 x 11" PDF project manual) (includes front end documents and technical specifications) on disc, and appropriately sized for emailing, final cost estimate.

YEAR 2 (2021): Site Work Package Bidding and Construction

Year 2, Task 1: Bidding

- 1) SHLA will assist the Town with Bidding of the Site Work Package:
 - a) Prepare bid advertisement to be placed by the Town.
 - b) Coordinate pre-bid meeting. (location to be determined by Town)
 - c) Provide document clarifications, respond to bidder questions and issue addenda as required.
 - d) Review bid proposals after Bid opening by the Town. (SHLA will attend Bid Opening)
- 2) Certify the bid tabulation and recommend construction award when bids are received.
- 3) Prepare and coordinate Notice to Proceed.
- 4) Plan sets will be available digitally and will be provided to plan rooms, and the Town. Hard copy plan set distribution will be by the Town if requested by General Contractors.
- 5) Assist Owner in contract negotiations and preparation of a General Construction Contract.

Year 2, Task 1 Deliverables: Pre-bid agenda and meeting minutes, Certified Bid Tab, Notice to Proceed, updated schedule

Year 2, Task 2: Construction Administration

- 1) Provide construction administration and observation including:
 - a) Preconstruction conference
 - b) Regular biweekly scheduled site observation and meetings (up to 12 meetings during a six-month construction period)
 - c) Submittals and shop drawing review
 - d) Review and process contractor pay applications
 - e) Preparation of change orders and construction change directives and requests for information.
 - f) Conduct substantial completion meeting and punch list (one meeting in Archer Lodge).
 - g) Final inspection and necessary follow-up for completion of work (one meeting in Archer Lodge).

Year 2, Task 2 Deliverables: Pre-construction agenda and meeting minutes, CA Documentation

YEAR 3 (2022): Site Recreational Facilities Package Bidding and Construction

Year 3, Task 1: Bidding

- 6) SHLA will assist the Town with Bidding of the Site Amenities Package:
 - a) Prepare bid advertisement to be placed by the Town.
 - b) Coordinate pre-bid meeting (location to be determined by Town).
 - c) Provide document clarifications, respond to bidder questions and issue addenda as required.
 - d) Review bid proposals after Bid opening by the Town (SHLA will attend Bid Opening).
- 7) Certify the bid tabulation and recommend construction award when bids are received.
- 8) Prepare and coordinate Notice to Proceed
- 9) Plan sets will be available digitally and will be provided to plan rooms, and the Town. Hard copy plan set distribution will be by the Town if requested by General Contractors.
- 10) Assist Owner in contract negotiations and preparation of a General Construction Contract.

Year 3, Task 1 Deliverables: Pre-bid agenda and meeting minutes, Certified Bid Tab, Notice to Proceed, Updated schedule

Year 3, Task 2: Construction Administration

- 2) Provide construction administration and observation including:
 - a) Preconstruction conference
 - b) Regular biweekly scheduled site observation and meetings (up to 12 meetings during a six-month construction period)
 - c) Submittals and shop drawing review
 - d) Review and process contractor pay applications
 - e) Preparation of change orders and construction change directives and requests for information.
 - f) Conduct substantial completion meeting and punch list. (one (1) meeting in Archer Lodge)
 - g) Final inspection and necessary follow up for completion of work. (one (1) meeting in Archer Lodge)

Year 3, Task 2 Deliverables: Pre-construction agenda and meeting minutes, CA Documentation

B. Additional Services beyond Landscape Architect's Basic Services may be provided if confirmed in writing.

The following is a list of services that are NOT included in the Basic Services listed above:

- Redesign of Site Recreational Facilities Package after initial design.
- As built survey to adjust base mapping to reflect changes made after Site Work Package is complete.
- Additional design based on changes to funding due to grants or other funding changes.
- Presentations or attendance at Council Meetings.
- Surveys, elevations, and locations of underground or above ground utilities, facilities, or plants.
- Land acquisition services and/or legal services.
- Design and Permitting of off-site Utility, off-site Road and Sidewalk improvements.

- Traffic and signal impact analysis or design.
- Road widening design and permitting shall be considered separate from the tasks listed above.
- Hydrant Flow and Pressure Tests.
- Construction stakeout services and As-built surveys.
- Phase 1 and Phase 2 environmental assessments.
- Environmental engineering - such as identification or mitigation of wetlands, streams, Stream buffers, FEMA floodways, flood plain, etc.
- Administration of outside consultant's contracts for wetlands, environmental, surveying, geotechnical services during construction, or coordination of their work.
- Reviews, presentations, and revisions not listed above.
- Public participation processes and public meetings.
- Design or permitting of Additional Park entrances.
- ADA certification of sidewalks and/or trails.
- Preparation of Site Lighting Plans.
- LEED design and calculations.
- Fast track scheduling that would require overtime pay.
- Preparation of Mylar plans, sections, elevations, renderings or sketches.
- Landscape maintenance plans.
- Cultural resources/archeological investigations.
- Non-standard systems such as solar, photovoltaic, geothermal, rainwater catchment, or electric vehicle charging stations.
- Additional bid alternates beyond 3 per bid phase.
- Multiple copies of plans for reviews other than those listed above.
- Bid set printing other than listed above.
- Express review meetings with local code officials.
- Redesign or value engineering of the project after bidding.
- Services not specifically listed in the above Scope of Services.

C. Excluded Services are not a part of Basic or Additional Services and are the responsibility of others. Excluded Services include, but are not limited to, the following:

- Subsurface conditions
- Soil issues (including suitability for plant material, soil content, level of compaction);
- Lot line location or surveying services
- Hazardous waste identification or removal
- Wetland, stream or buffer delineation or mitigation
- Above or subsurface utility relocations
- Architectural design
- Retaining wall design or structural engineering

D. Landscape Architect agrees to provide its professional services in accordance with generally accepted standards of its profession.

Article 2 Client's Responsibilities

A. Client agrees to provide Landscape Architect with all information, surveys, reports, and professional recommendations and any other related items requested by Landscape Architect in order to provide its professional services. Landscape Architect may rely on the accuracy and completeness of these items.

B. Client shall furnish the services of the following consultants if their services are deemed to be necessary: surveyors, environmental specialists, structural engineers.

C. Client agrees to advise Landscape Architect of any known or suspected contaminants at the Project site. Client shall be solely responsible for all subsurface soil conditions.

D. Client will pay for all necessary permits from authorities with jurisdiction over the Project.

E. Client agrees to provide the items described in Article 2.A and to render decisions in a timely manner so as not to delay the orderly and sequential progress of Landscape Architect's services.

F. Susan M. Hatchell, FASLA will serve as Project Manager for Susan Hatchell Landscape Architecture, PLLC. Mike Gordon will serve as Project Manager for the Town of Archer Lodge.

Article 3 Estimated Schedule and Project Budget

A. Landscape Architect shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule.

B. As of the date of this Agreement, Client's Project and construction budget has not been established. Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget or to the Project's scope may require Additional Services of Landscape Architect.

C. Schedule: Three-year period with specific dates to be determined.

Article 4 Compensation and Payments

A. Client agrees to pay Landscape Architect as follows:

1. Basic Services:

A. Basic Services Fee

Year 1: Design, Investigations and Permitting	\$101,750
Year 2: Construction Phasing, Site Work Package Bidding & Construction Phase Services	\$19,440
Year 3: Site Recreational Facilities Package Bidding & Construction Phase Services	\$10,670
Total:	\$131,860
(Includes mileage and incidental printing, scanning and postage)	

2. Additional Services:

A. Additional Meetings \$800 each

Standard Hourly Rates and Direct Expenses are as follows:

SHLA, PLLC Professional Hourly Fees:

NV5	Landscape Architect	\$130
	Landscape Project Mgr.	\$100
	CAD/Designer	\$90
	Senior Project Manager	\$175

Senior Engineer

\$155

B. Reimbursable Expenses for Additional Services include, but are not limited to: reproduction, postage, and handling of documents; long distance and facsimile charges; authorized travel; and Client requested renderings and models.

C. Landscape Architect shall bill Client for Basic and Additional Services and Reimbursable Expenses once a month. All payments are due Landscape Architect upon receipt of invoice.

Susan Hatchell, FASLA, PLA, LEED AP
Susan Hatchell Landscape Architecture, PLLC

Name



Title

Dated February 5, 2020
NC Landscape Architect No. 528

Dated -----