



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, October 5, 2020 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

NCGS § 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

Page

1. WELCOME/CALL TO ORDER:

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

2. APPROVAL OF AGENDA:

3. OPEN FORUM/PUBLIC COMMENTS:

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

4. RECOGNITION/PRESENTATION:

- 3 4.a. Proclamation - Breast Cancer Awareness Month
[Proclamation - Breast Cancer Awareness Month October 2020](#)
- 4 - 5 4.b. Junior Women's League of Smithfield - Diaper Drive
[JWL of Smithfield's Diaper Drive to Benefit the Partnership for Children of Jo Co](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 6 - 10 5.a. Discussion and Consideration of the Vinson Park Trail Dedication
[Staff Report Regarding Vinson Park Trail Dedication](#)
[Vinson Park Trail Dedication Letter 09.30.20](#)

- 5.b. Discussion and Consideration of Rescheduling the Public Hearing originally set for Monday, October 5, 2020 to Monday, November 2, 2020 for Amending the Code of Ordinances, Archer Lodge, NC, Chapter 30 – Zoning and Subdivisions, Articles II, III, VI and Appendices addressing: ordinance applicability, special use procedures/permits, zoning compliance procedures/permits, site plans, design standards, and other related provisions and to Section 30-421 Sedimentation, Erosion Control and Stormwater Management

6. TOWN ADMINISTRATOR'S REPORT:

- 6.a. Archer Lodge Town Park Discussion
6.b. ALVM Sidewalk/Parking Pad Project Update

7. PLANNING/ZONING REPORT:

11 - 13

- 7.a. Planning | Zoning | Projects | Updates
[Planning Zoning Projects Report 09.30.20](#)

8. MAYOR'S REPORT:

9. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

10. ADJOURNMENT:



Proclamation



WHEREAS, while breast cancer touches the lives of Americans from every background in every community, while considerable progress has been made in the fight against breast cancer; and

WHEREAS, it is estimated that more than 268,000 new cases of invasive breast cancer in women will be diagnosed in the United States in 2020; and

WHEREAS, October is Breast Cancer Awareness Month, an annual campaign to increase awareness about the disease; and

WHEREAS, during this month, we as a community support breast cancer research and to educate all citizens about detection, risk factors and treatment; and

WHEREAS, we, as a community, support those courageously fighting breast cancer and honor the lives lost to the disease; and

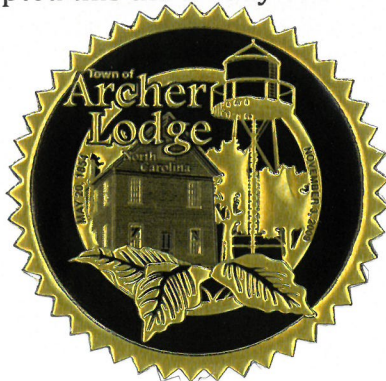
WHEREAS, this October, we recognize breast cancer survivors, those battling the disease, their families who are a source of love and encouragement, and applaud the efforts of our medical professionals and researchers working hard to find a cure; and

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, North Carolina, do hereby proclaim October 2020 as

Breast Cancer Awareness Month

In the Town of Archer Lodge, North Carolina, I encourage citizens to participate in activities that will increase awareness of what Americans can do to prevent breast cancer, and to wear pink ribbons in honor of those who have lost their lives to breast cancer and those who are now bravely fighting this disease.

Duly adopted this the 5th day of October 2020.

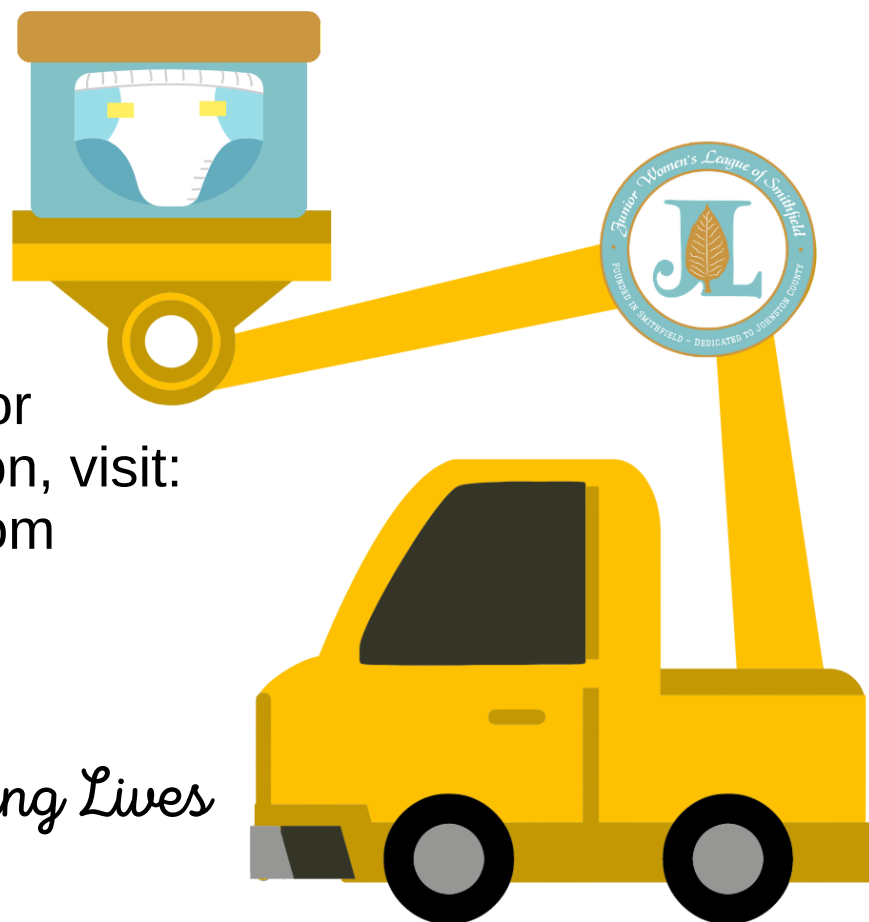


Matthew B. Mulhollem
Mayor

**The Junior Women's League
of Smithfield's**

DIAPER DRIVE

**To benefit the
Partnership for Children of
Johnston County**



For more information or
to make a monetary donation, visit:
www.JWLSmithfield.com

Changing Diapers, Changing Lives

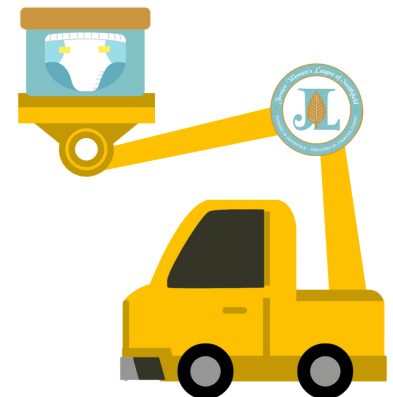
The Junior Women's
League of Smithfield's

DIAPER DRIVE

Changing Diapers, Changing Lives

To benefit the
Partnership for Children of
Johnston County

As a result of the COVID-19 pandemic, the Junior Women's League of Smithfield was forced to make the difficult decision to cancel its 2020 Touch-A-Truck, the League's signature fall event that would have raised funds to support the creation of a Diaper Closet at the Partnership for Children of Johnston County. Although we can't hold an event where children can touch trucks, we can ask for the community's support to fill a truck -- full of diapers!



HOW TO HELP

Support the
Diaper Drive as a
sponsor

Donate diapers at
one of our
collection sites

Make a monetary
donation to help us
purchase diapers,
wipes, and creams

Purchase diapers
from our Amazon
Charity List and have
them shipped to JWL

Visit www.JWLSmithfield.com to learn more.

Save the Date

**FOR NEXT YEAR'S TOUCH-A-TRUCK:
NOVEMBER 6, 2021**



TOWN OF ARCHER LODGE

14094 Buffalo Road
 Archer Lodge, NC 27527
Main: 919-359-9727
Fax: 919-359-3333

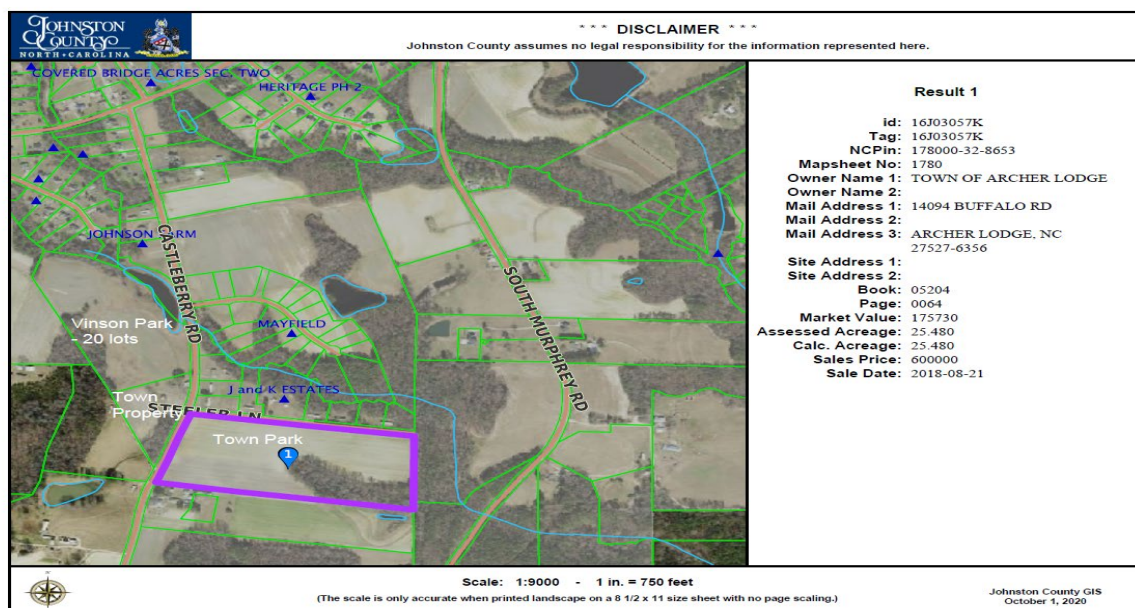
Mayor:
 Matthew B. Mulhollem

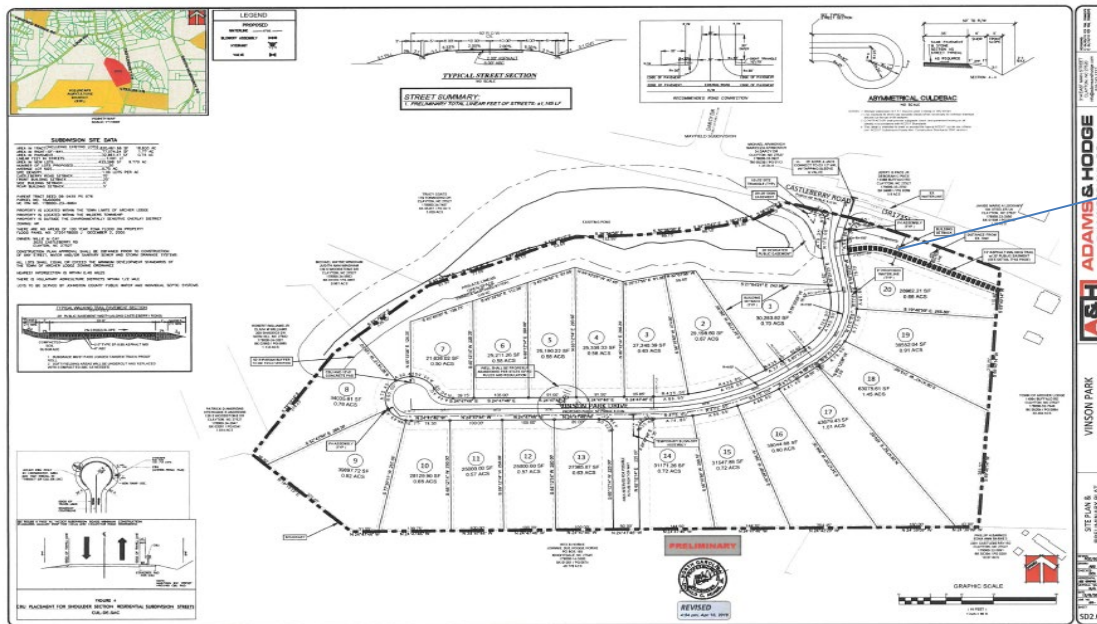
Council Members:
 Clyde B. Castleberry
Mayor Pro Tem
 Teresa M. Bruton
 J. Mark Jackson
 James (Jim) Purvis, III
 Mark B. Wilson

To: Town Council
 From: Julie Maybee, Town Planner
 Date: October 5, 2020
 Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, Brough Law Firm
 Re: Agenda Item 5.a. Vinson Park Trail Dedication

Background Information:

In April 2019, the Planning Board approved a preliminary plat for Vinson Park, a 20-lot major subdivision, on western right-of-way of Castleberry Road in the vicinity of the Town Park. Please refer to the *Town Park Vicinity Map* and *Vinson Park Preliminary Plat* (presented at the above referenced Planning Board meeting) below:





Multi-purpose
trail location

At the Planning Board meeting the developer offered an easement between the pond and Castleberry Road for a possible future public trail or side-path.

A ten (10) feet wide asphalt multi-purpose trail, approximately two hundred seventy (270) feet long, has since been constructed in the public easement area near the entrance of the subdivision.

As stated in his letter to members of the Archer Lodge Town Council, the developer, James Lipscomb, "... Our intent is to dedicate this trail section to the Town of Archer Lodge, knowing it is an integral part of The Town's future trail system identified in the Town of Archer Lodge Bicycle and Pedestrian plan. In addition, a public pedestrian assessment easement will be included on the final plat, ensuring there is adequate space along Castleberry Road for the Town to continue the path's construction towards Covered Bridge Road..."

In reviewing the adopted *Bicycle and Pedestrian Plan, Town of Archer Lodge, NC*, a shared use path is recommended along Castleberry Road as "PROJECT 5B: Castleberry Road Shared-use Improvements" to help residents access the Town Park. Please see the applicable plan map and excerpt below:



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 ...”

Staff Recommendation:

Staff supports Mr. Lipscomb’s offer of dedication. Additional information will be presented at the meeting.

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) provide input/direction on the proposed offer of dedication from Mr. Lipscomb.



September 30, 2020

Archer Lodge Town Council

Re: Greenway Trail Dedication at Vinson Park Subdivision

Dear Members of the Archer Lodge Town Council,

This letter is regarding the Vinson Park Subdivision, located on Castleberry Road, which was approved by the Archer Lodge Planning Board at their April 17, 2020 meeting.

As part of that subdivision preliminary plat and associated approval, a section of greenway trail was proposed for construction by the developer, located on the subdivision property. The 10' asphalt multi-purpose trail is approximately 270 feet long and runs between the future park property to the south and the subdivision entrance drive (Vinson Park Drive).

This trail section has been constructed and home lots will be ready for sale soon. Our intent is to dedicate this trail section to the Town of Archer Lodge, knowing it is an integral part of the Town's future trail system identified in the Town of Archer Lodge Bicycle and Pedestrian Plan. In addition, a public pedestrian access easement will be included on the final plat, ensuring there is adequate space along Castleberry Road for the Town to continue the path's construction towards Covered Bridge Road.

I look forward to speaking with you about the details and timing of this dedication.

Regards,

James H. Lipscomb

CC: Julie Maybee, Town Planner

Town of Archer Lodge, North Carolina

Planning & Zoning Report: July 1, 2019 – September 30, 2020

Permits Issued:					
FY 2019-2020	Permit Type	Site Address:	Street	Property Owner	Use
7/11/2019	Z	299 Glenn Farm Ln.	Glenn Farm Ln.	Arthur & Jeanette Canady	Single Family Dwelling (SFD) & Res. Access. Bldg.
7/15/2019	Z	346 Wall Rd.	Wall Rd.	Jason & Bina Blackley	Residential Pool
7/16/2019	Z	474 South Murphrey	Murphrey Rd.	Barbara Whitley	Residential Accessory Bldg../Lean to
7/17/2019	Z	200 Kentucky Dr.	Kentucky Dr.	Aracely El Bascha	Sunroom Addition for Single Family Dwelling
7/17/2019	Z	57 Spring Leave Ln.	Spring Leaf Ln.	Robert Hughes	SFD Enclose Existing Garage for Living Area
7/22/2019	Z	233 Fawn Ln.	Fawn Ln.	Single Family Dwelling	Single Family Dwelling
7/25/2019	Z, WSP	29 Darcy Dr.	Darcy Dr.	Justin & Jennifer Barber	Residential swimming pool
8/15/2019	Z	154 Coharie Dr.	Coharie Dr.	Chris Edmiston	Residential Accessory Bldg.
9/9/2019	Z	104 Bentley Way	Bentley Way	Robbie Gilmore	Residential Accessory Bldg.
9/11/2019	Z	548 Millstone Drive	Millstone Dr.	Karl Repass	Residential Accessory Bldg. Addition
10/9/2019	Z	217 Barrette. Ln.	Barrette Ln.	Samuel Santiago	Home Occupation
11/14/2020	Z	155 Tast Dr.	Tast Dr.	Scott Lockhard	Residential Accessory Bldg. (BOA Variance)
11/25/2019	Z	210 Roanoke Way	Roanoke Way	Daniel Rios Pena	Residential Accessory Bldg.
12/3/2019	Z, WSP	366 Forrest Oaks	Forrest Oaks	Thomas & Jayne L Eannarino	Residential porch, deck addition to SFD
1/9/2020	Z	2002 Woodstone Dr.	Woodstone Dr.	Juan Oviedo	Residential solar pannel
2/4/2020	Z, WSP	861 S. Murphrey Rd.	Murphrey Rd.	Caleb Skinner	Residential Accessory Bldg. (BOA Variance)
2/4/2020	Z, WSP	2995 Castleberry Rd. Johnson Farm, Lot 3)	Castleberry Rd.	Charlie & Lindsay Crocker	Single Family Dwelling
2/4/2020	Z	116 Steeler Ln.	Steeler Ln.	CF Property Management	Single Wide Manufactured Home (SWMH)
2/4/2020	Z, WSP	2111 Castleberry Rd. (Phillip Barnes, Lot 2)	Castleberry Rd.	Phillip & Edna Barnes	Single Wide Manufactured Home (SWMH)
4/6/2020	Z	207 Darcy Dr. (Mayfield, Lot 9)	Darcy Dr.	Sean & Cori Martin	Residential Access. Bldg.
4/6/2020	Z	12270 Buffalo Road	Buffalo Rd.	Brian Callahan & Kelly Callahan	Home Occupation/Sign
4/6/2020	Z	303 Nashville Dr.	Nashville Dr.	Stanley Ozarowski & Robin Metz	Finish Residential Attic for Rec Room
4/8/2020	Z	12460 Buffalo Rd.	Buffalo Rd.	Gerald & Judy Brown	Home Occupation/Sign
4/22/2020	Z	12924 Buffalo Rd.	Buffalo Rd.	Thomas Juarez	Wyndfall Subdivision Entrance Sign
4/22/2020	Z	37 Swindell Rd.	Swindell Rd.	Robert Little	Residential Accessory Bldg.
4/23/2020	Z	222 Etowah Dr. (Woodfin, Lot 17)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
4/23/20	Z	192 Etowah Dr. (Woodfin, Lot 18)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/5/2020	Z	2008 Hunter's Ridge	Hunter's Ridge	Patrick & Shannon Johnson	Finish Attic for craft/study rm in SFD
5/6/2020	Z	213 Fawn Dr.	Fawn Dr.	Hearbert & Susan Locklear	Residential Pool
5/14/2020	Z	83 Etowah Dr. (Woodfin, Lot 2)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/14/2020	Z	101 Etowah Dr. (Woodfin, Lot 3)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/14/2020	Z	115 Etowah Dr. (Woodfin, Lot 4)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/14/2020	Z	121 Etowah Dr. (Woodfin, Lot 5)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/14/2020	Z	221 Etowah Dr. (Woodfin, Lot 10)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/14/2020	Z	248 Etowah Dr.(Woodfin, Lot 16)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/14/2020	Z	160 Etowah Dr. (Woodfin, Lot 19)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
5/16/2020	Z	312 Pembroke Ct.	Pembroke Ct.	Shannon Griffith	Residential Pool
5/18/2020	Z	249 Etowah Dr. (Woodfin, Lot 11)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling

5/20/2020	Z	39 Etowah Dr. (Woodfin, Lot 1 - Sign Easement)	Etowah Dr.	Cloudbreak Investments	Woodfin Subdivision Entrance Sign
5/26/2020	Z	365 Nashville Dr.(Lot 52 Heritage)	Nashville Dr.	Andrew & Keri Council	Garage/Storage Bldg.
5/28/2020	Z	762 Wendell Rd.	Wendell Rd.	Johnston County BOE	2 Modular Classrooms
5/28/2020	Z	504 Abbingtion Court (Virginia Downs, Lot 51)	Abbingtion Ct.	James & Teresa Washington	Shed Addition
6/22/2020	Z	14765A Buffalo Rd.	Buffalo Rd.	Greenfield Housing Center	Double Wide Manufactured Home
6/29/2020	Z	225 Darcy Dr.	Darcy Dr.	Robert Larson, Jr.	Residential Accessory Bldg.
6/29/2020	Z	Bittle Creek Subdivision (Sign Easement)	Buffalo Rd.	Ken Poole	Bittle Creek Subiv. Entrance Sign
FY 2020-21	Permits	Site Location	Street	Property Owner	Use
7/2/2020	Z	180 Loop Rd.	Loop	James Gilhchrist	Residential Solar Panels
7/8/2020	Z	13726 Buffalo Rd.	Buffalo Rd.	CE Barnes Family Trust	Temporary Vendor - Ice Cream Trailer
7/15/2020	Z	370 Nashville Dr.	Nashville Dr.	James & Julie King	Residential Pool
7/23/2020	Z	287 Etowah Dr. (Lot 13 Woodfin)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
7/20/2020	Z	13413 Buffalo Rd. (Lot 2 Margaret Stevens)	Buffalo Rd.	First Family of Home Care, Inc., A NC Corp.	Single Family Dwelling
7/26/2020	Z	122 Talmadge Farm Dr.	Talmage Farm Dr.	Earnest & Janet Hughes	Residential Accessory Building
8/10/2020	Z	58 Opry Ln.	Opry Ln.	John & Alyssa Franklin	Residential Accessory Building
8/24/2020	Z	3114 Castleberry Rd.	Castleberry Rd.	Michael & Angela Windley	Residential Accessory Building
9/10/2020	Z	62 Aldean Dr.	Aldean Dr.	Matthew and Mary Bartell	Recreation Room (convert attic)
9/14/2020	Z	138 Opry Dr.	Opry Ln.	David Mertens	Residential Solar Panels
9/16/2020	Z	149 Helena Ln.	Helena Ln.	Maria Bonino Houseman	Residential Spa
9/30/2020	Z	371 Nashville Dr.	Nashville Dr.	Mike & Jennifer Cline	Residential Pool
Permits Issued by Type:					
FY 2019-20:	Total	Summary:	FY 2020-21:	Total	Summary:
	15	Single Family Homes		2	Single Family Homes
		12 - Stick built/Modular			2 - Stick built/Modular
		3 - Manufactured Homes			0 - Manufactured Homes
	6	Single Family Residential Additions/Alterations		3	Single Family Residential Additions/Alterations
		1 - Residential Solar Panels			2 - Residential Solar Panes
		3 - Additions			0 - Additions
		2 - Alterations			1 - Alterations
	13	Single Family Residential Accessory Structures		6	Single Family Residential Accessory Structures
		3 - Residential Pools			3 - Residential Pools/Spa
		10 - Residential Accessory Building/Garage/Storage			3 - Residential Accessory Building/Garage/Storage
	3	Home Occupations		0	Home Occupations
		2 - Home Occupation Signs			0 - Home Occupation Signs
	1	Institutional Uses (2 modular classrooms)		0	Institutional Uses
	0	Commercial Uses		1	Commercial Uses
	3	Other			1 - Temporary Vendor - Ice Cream Sales
		3 - Residential Subdivision Entrance Signs		0	Other
Cumulative Total	41		Cumulative Total	12	

FY 2019-2020 Incoming E-mails:	Total	Planning & Zoning Staff Member	FY 2020-2021 Incoming E-mails:	Total	Planning & Zoning Staff Member
July - June	7708	Town Planner	July	858	Town Planner
July - June	2522	Zoning Administrator	August (August 1-31)	747	“
July - June	1629	Sr. Planner	September	567	“
Cumulative Total	11859		Cumulative Total	2172	
FY 2019-2020 Sent E-mails:	Total	Staff Member:	FY 2020-2021 Sent E-mails:	Total	Staff Member:
July - June	4181	Town Planner	July	398	Town Planner
July - June	302	Zoning Administrator	August (August 1 -31)	281	“
July - June	359	Sr. Planner	September	383	“
Cumulative Total	4842		Cumulative Total	1062	
Other Activities:					
	FY 2019 - 20:	FY 2020 - 21:			
	Joint Town Council/Planning Board Meeting	Schedule 2nd Joint Town Council/Planning Board Meeting (COVID 19 - Status Pending)			
	Planning Board/Board of Adjustment Goals Set	Planning Board/Board of Adjustment Goals - Implementation Underway			
	Bike and Pedestrian Plan Adopted.	Submit Resolution/Approved Plan to NCDOT			
	Web Site Updated (Permitting Process, Fillable Forms)	Web Site Updates - Efforts Ongoing			
	Hazard Mitigation Action Plan/ Web Site Information Updated	Hazard Mitigation Plan Update - Efforts Ongoing			
	2020 Census Information Updated	No further action at this time.			
	Developing Permit System	Permit System Developed - Training Underway, Data entry underway			
	Partnerships	Partnership - Efforts Ongoing			
	Sewer Feasibility Study Underway (Admin./Planning Project)	Sewer Feasibility Study Completed - July 2020 Presentation to Town Council (TC)- Admin./Planning			
	Updating Ordin. to comply with 160D (TC/Planning Board, Admin., Planning, Attorneys)	Updating Ordinance to Comply with 160 D (TC/Planning Board, Admin., Planning, Attorneys)			
	Code Enforcement (See Code Report)	Code Enforcement (See Report)			
	Department Reports/Forms (Create/Update)	Department Reports/Forms (Create/Update)			
	Miscellaneous:	Miscellaneous:			
	- Boundary & Annexation Report	- Boundary & Annexation Report			
	- Residential Construction Report	- Responding to inquires			
	- CAMPO Report	- Attended (Virtual) Cape Fear Regional Hazard Mitigation Public Hearing			
	- Update Preliminary Plat Application	- Reviewed CAMPO TCC – September 3, 2020 Agenda Material			
	- Archer Lodge Addressing Project (Admin./Planning Project)	- Mtg. on Archer Park Plans/Design with Mike Gordon, Susan Hatchell/Team – 30%			
	Subdivisions:	Subdivisions:			
	- Exempt Plats – Tafton , Lot 92; Johnson Farms – recombination; Heritage lot 55; Castleberry Rd;	- Exempt Plats – 1 (Bittle Creek recomb.)			
	- Major Subdivision – Woodfin Final Plat Approved: 20 lots; Harden Creek Preliminary Plat Approved: 10 lots	- Major Subdivision – 1 (Bittle Creek Final Plat Approved: 10 lots)			
	- Minor Subdivision – Skinner Final Plat Approved : 3 lots (included recombination); Johnson Farms Final Plat Approved: 4 lots; Margaret Stevens Final Plat Approved: 3 lots;	- Minor Subdivision – 1 (Ali Farms Final Plat Approved: 2 lots)			
	Text Amendments - 6	Text Amendments - 2			
	Variances – 2 (Lockhard; Skinner)	Variances - 0			
		Distribution of Archer Lodge’s adopted Bike and Ped. Plan (Adjoin. Plan. Juris., CAMPO, Steering Com, Co. Prk.)			