



Town of Archer Lodge

AGENDA

Regular Council Meeting
Monday, December 7, 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. CONSENT AGENDA:

3 - 43

- 4.a. Approval of Minutes:
 - 21 Sep 2020 Work Session Minutes
 - 05 Oct 2020 Regular Council Meeting Minutes
 - 02 Nov 2020 Regular Council Meeting Minutes
 - [Work Session - 21 Sep 2020 - DRAFT](#)
 - [Regular Council - 05 Oct 2020 - DRAFT](#)
 - [Regular Council - 02 Nov 2020 - DRAFT](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 5.a. Discussion and Consideration of Appointing Budget Director per Classification and Pay Plan and Personnel Policy adopted May 7, 2018

6. TOWN ATTORNEY'S REPORT:

7. TOWN ADMINISTRATOR'S REPORT:

8. FINANCIAL/TOWN CLERK'S REPORT:

- 44 - 48 8.a. November 30, 2020 Interim Financials & Year-to-Date Comparison
(FY20 compared to FY21)
[NOVEMBER 2020 - ALL FUNDS](#)
[NOVEMBER 2020 - YTD COMP](#)
[PARTF-ARCHER LODGE TOWN PARK FUND 41 ENDING 06.30.2020](#)
[PARTF-ARCHER LODGE TOWN PARK FUND 41 ENDING 11.30.2020](#)

9. PLANNING/ZONING REPORT:

- 49 - 53 9.a. Cape Fear Regional Hazard Mitigation Plan Update
[Staff Report - Cape Fear Regional Hazard Mitigation Plan Update](#)
[Cape Fear Mitigation Plan Fact Sheet](#)
- 9.b. Planning | Zoning | Projects | Updates
- 9.c. Code Enforcement
- 9.d. CAMPO Update

10. MAYOR'S REPORT:

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

12. ADJOURNMENT:



Work Session - Minutes Monday, September 21, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton (Remotely)
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Mike Gordon, Town Administrator
Julie Maybee, Town Planner
Marcus Burrell, Town Attorney
Al Benshoff, Special Attorney (Remotely)
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

MEDIA PRESENT:

None

1 WELCOME/CALL TO ORDER:

- a) **Mayor Mulhollem called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present.**

Due to the State of NC Guidelines and to limit the spread of Coronavirus (COVID-19) Council Member Bruton and Attorney Benshoff attended remotely via Webex/Phone conferencing.

2 NEW BUSINESS:

- a) **Discussion and Consideration of Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Zoning and Subdivisions, Articles II, III, IV and Appendices pertaining to ordinance applicability, special use permits, zoning compliance permits, site plans, design standards, and other related provisions, and Setting a Public Hearing for Monday, October 5, 2020**

Ms. Maybee thanked Staff for organizing the materials for the work session, and Attorney Benshoff, Mr. Chad Meadows, AICP, President and Founder of CodeWright Planners, LLC. for putting the revisions together.
Ms. Maybee provided a brief overview in her Staff report which appears as follows:



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) Furvis, III
 Mark B. Wilson

To: Town Council
 From: Julie Maybee, Town Planner
 Date: September 17, 2020
 Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, Brough Law Firm, CodeWright Planners
 Re: Agenda Item 2.a. - Proposed Revisions of Chapter 30 - Zoning & Subdivisions, Articles II, III, IV and Appendices

Background Information:

North Carolina laws have changed, or in the process of changing, that affect the development of land in Archer Lodge, NC. As referenced at the Council's recent budget retreat and at subsequent meetings, revisions to the Code of Ordinances, Town of Archer Lodge, NC, are ongoing.

As you may recall, Chad Meadows provided an overview of the proposed commercial building design standards at the Council's September 8, 2020 meeting; and the provisions are provided in the context of the ordinance draft at the link below.

Also, on Thursday, September 10, 2020, Kim Batten, Town Clerk, sent an email to the Town Council Members and Hewett Law Group that included a memorandum, for your review, which was addressed to the Planning Board from Julie Maybee, Town Planner; Al Benshoff, The Brough Law Firm; and Chad Meadows, CodeWright Planners; pertaining to proposed ordinance revisions addressing: applicability, special use permits, zoning compliance permits, site plans, design standards, and other related provisions. The memorandum may be viewed at the link below for convenience:

<https://townofarcherlodge.civicweb.net/document/13429/2020%2009%20ZONING%20ORDINANCE%20AMENDMENTS%20FOR%20PLAN%20BOARD.pdf?handle=5AA9851A82CC48049896260CBBF>

As proposed, the revisions will follow guiding land use principals referenced in the *Town of Archer Lodge 2030 Comprehensive Land Use Plan* and other adopted plans having bearing on the matter. "Archer Lodge's vision for future land development is to encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features." (*Town of Archer Lodge 2030 Comprehensive Land Use Plan*)

A PowerPoint overview of the draft revisions will be presented at the upcoming Town Council Work Session on Monday, September 21, 2020.

Planning Board Recommendation:

On September 16, 2020, the Planning Board deliberated, made consistency statement findings¹ and recommended approval of proposed amendments.

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) provide input on the proposed provisions, and
- (2) set a public hearing date at an upcoming regular Town Council meeting on Monday, October 5, 2020.

¹ Planning Board consistency statement findings/comments will be presented at the public hearing.

Attorney Benshoff provided the following PowerPoint presentation of the proposed Zoning Ordinance Amendments and appears as follows:

Archer Lodge
North Carolina
MAY 20, 1894
NOVEMBER 2, 2008
10th ANNIVERSARY

ZONING ORDINANCE AMENDMENTS

Town Council Work Session
9-21-20

THE BROUGH
LAW FIRM, PLLC

John Brough

Overview of Task 3

Slide 2

- 3a. Update procedural requirements
- 3b. Update subdivision standards, add model covenants; update Water Supply Watershed Protection ordinance
- 3c. Update design standards.
- Page Numbers (Memo Page Numbers)

Task 3a. Procedures

Slide 3

Section #	NAME
30-89	Applicability
30-90	Special Uses
Art. III	Div. 1. Intro, Gen'l Requirements. Sections 30-163, -164, -165, Address staff comments on draft
	Div. 2. Zoning Compliance Permit Procedure
	Div. 3. Site Plan Procedure
Appendices	30-A3 List of Recommended Plants 30-A5 Info Required w/ Applications 30-A6 Info Required on Lighting Plans

Section 30-90 Special Uses, G.S. § 160D-703(b)
Page 6

Slide 4

- A. No more “Conditional Uses” per General Assembly
- B. ALWAYS QUADI-JUDICIAL. Procedures in Chapter 2, Art. II, Div. 2 and 4
- C. Town Council holds public hearing. Like a trial in that witnesses are sworn in , cross examinations, motions, standing, etc.
- D. If there is Planning Board review, Council may not base its’ decision on Planning Board recommendation.

Public hearing procedure § 30-90(d)(3)

Slide 5

- ☐ “At a Special Meeting Town Council may view the premises”.
- ☐ Strongly recommended that Council visits should be an advertised meeting.
- ☐ Other contacts and visits should be disclosed before public hearing.

30-90 (d)(4) Conditions (P. 7)

Slide 6

- Standards that applicant must meet (Bottom of page 7)
- a. Meets Ordinance
 - b. Access
 - c. Parking and Loading
 - d. Utilities and public safety adequate
 - e. Site arrangement harmonizes with neighbors
 - f. Complies with Comp. Plan
 - g. Reduce or minimize any potentially injurious effect on adjoining properties, neighborhood character, community health, safety and welfare

30-90 Special Uses

Slide 7

- ☐ Should be used sparingly – only for most important land uses
- ☐ Town Council must find facts showing how applicant meets ALL conditions
- ☐ Town Council must make conclusions of law
- ☐ Council’s order recorded at Deed Registry – runs with land
- ☐ Appeal to Superior Court

Art. III Zoning compliance permits (ZCP) & Site Plans

Slide 8

- Site plan is a plan of a single parcel, group of buildings or a combination of buildings and parcels
- Site Plans and Subdivisions are the two ways developments are reviewed, approved
- Div. 1. General Requirements. §§ (sections) 30-163 through 30-165. Pages 8 – 9).

Div. 2. Zoning Compliance Permit (ZCP) Procedures

Slide 9

- ZCP Procedures. Required for all developments unless a site plan required. Approval by Zoning Administrator (ZA). §§ (sections) 30-166 through 30-172. (Pages 9-12)
- Sketch Plans defined at 30-166 (c)(1) and (2) [P. 9-10]

Div. 3. Site Plan Procedures §§ 30-173 through 30-178. (P. 12-14)

Slide 10

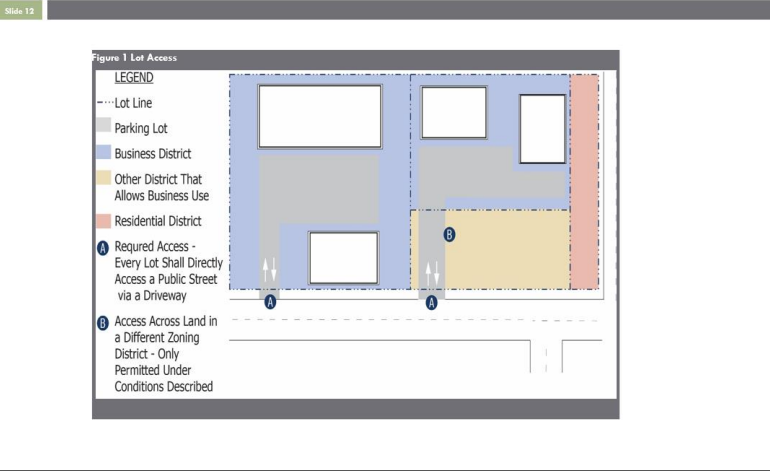
- Standards are in next Article. Application requirements in § 30 A-5
- Reviewed by ZA and a “committee” of interested persons and agencies. EX ZA and Johnston County utilities.
- Approved by ZA, UNLESS site plan accompanies another application. EX. Site Plan + Special Use, then approved by Town Council.
- Time limit: Two years. (Option to make shorter)
- Appeals from ZA to Board of Adjustment. Appeals from Town Council to Superior Court. 30 days for both.
- ZA Modifications permitted – to be defined by Council. Cannot be uses or densities.

Art. IV. Design Standards §§ 30-194 through 30-210. (P. 14-86)

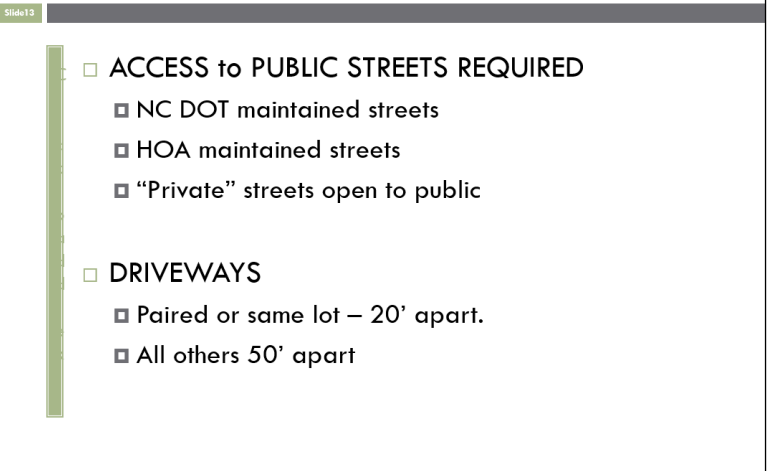
Slide 11

- §§ 30-194 through 30-198 are amended versions of current code.
- NEW § 30-199 Site Access and on-site circulation.
- Access through property in SAME zoning district except part of same development or only choice.

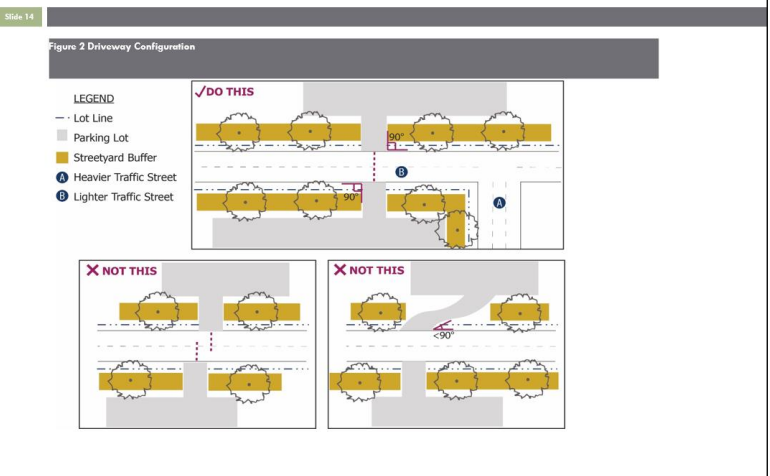
§30-199 Lot Access (P. 15)



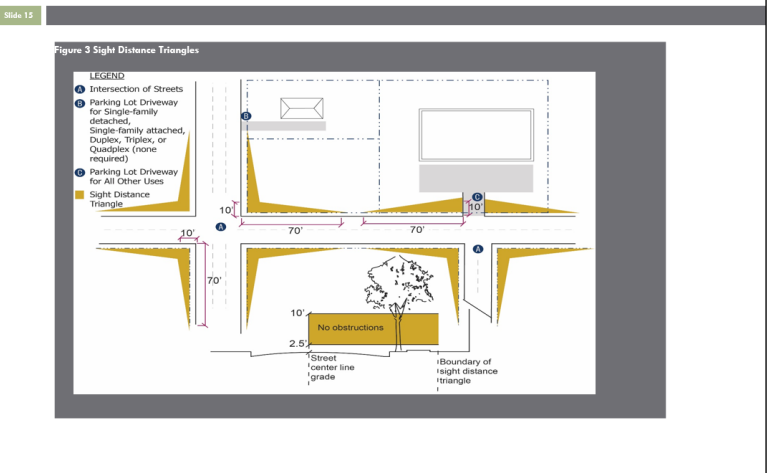
Driveways



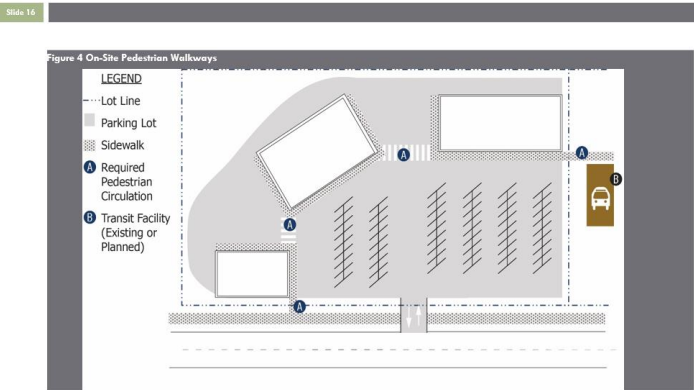
§30-199 Driveway Configurations (P. 17)



§30-199 Driveways, Site Distances (P. 18)



§30-199 Sidewalks (P. 20)

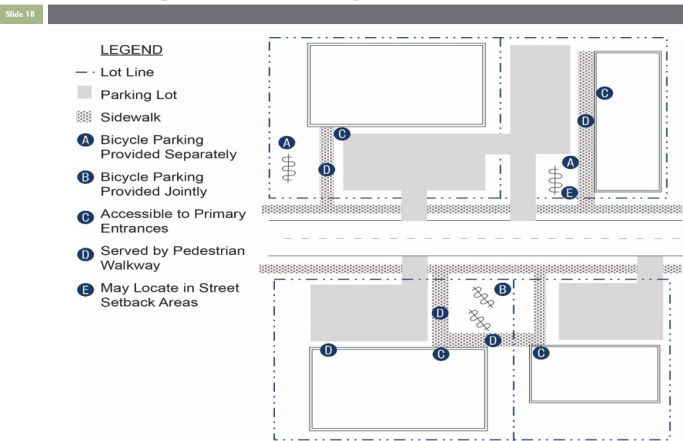


NEW §30-200 Off-street parking and loading. New Table (P. 23)

Slide 17

Table of Minimum Off-Street Parking Requirements	
Use Type	Minimum Number of Off-Street Parking Spaces
Residential Uses	
Assisted Living Facility	1 per employee on the largest shift + 0.25 per bed
Boarding/Rooming House	2 + 1 per each rental room
Continuing Care Retirement Community	1.5 per every individual dwelling unit + 1 per every employee on the largest shift + per every 200 sf used by the public
Duplex Dwelling	2 per every dwelling unit
Dormitory (for students or workers)	1 per employee on largest shift + 0.25 per bed
Family Care Home	2 + 1 per bedroom

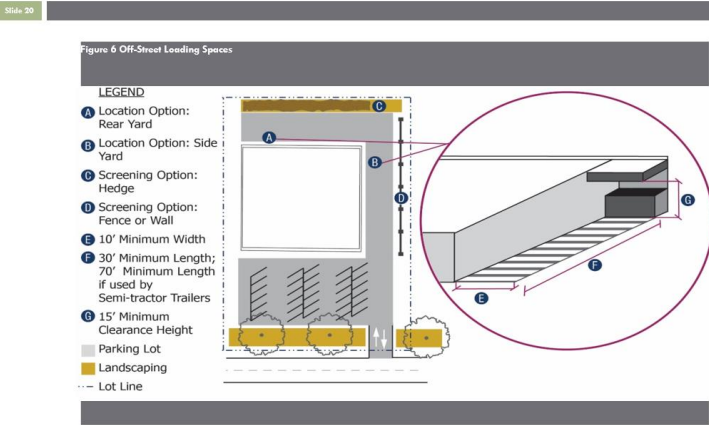
NEW §30-200 Off-street parking and loading. New Bicycles (P. 27)



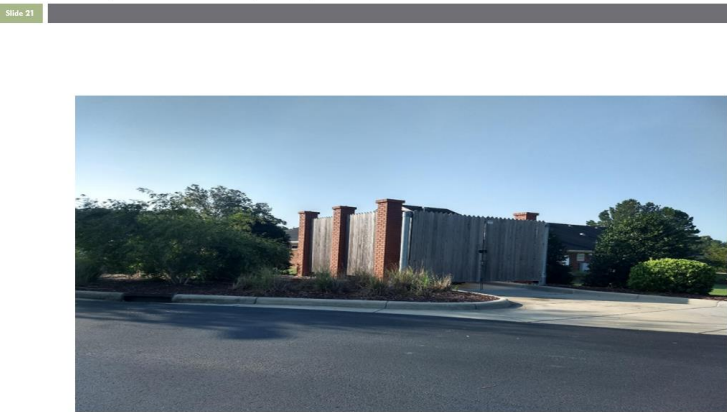
NEW §30-200 Off-street parking and loading. Other.

- Slide 19
- Maximum parking allowed is 150% of minimum.
 - Remote parking.
 - Shared parking.
 - Off-street loading.
 - Rule of reason ZA has flexibility to make site solutions.

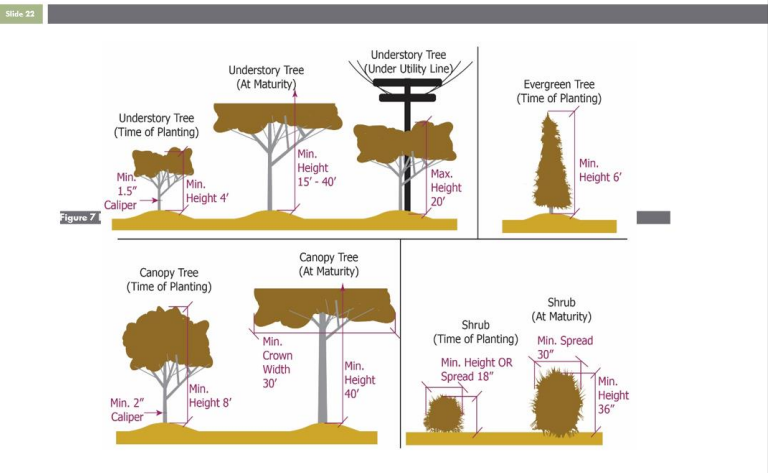
NEW §30-200 (h) Off-street loading. (P.32/74)



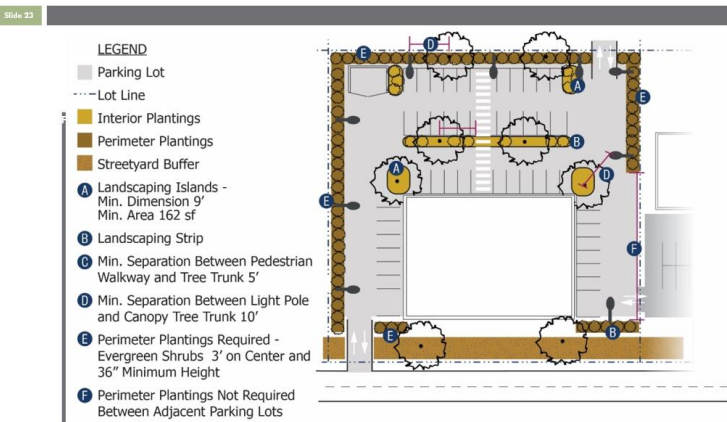
§30-204 – Collection of solid waste and recyclables (P. 34)



NEW § 30-205 Landscaping (P. 35)



NEW § 30-205(i) Parking lot landscaping. (P. 42)



NEW § 30-205(k) Perimeter buffers (P. 44)

Slide 24

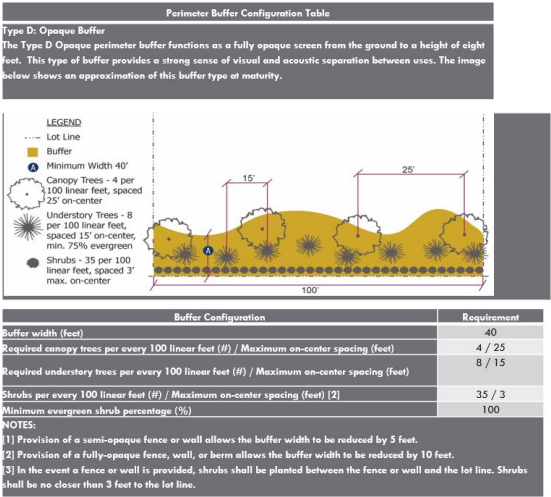
- (3) Buffers distinguished. The Perimeter Buffer Configuration Table, establishes the standards for four perimeter buffers, including the minimum requirements for each of the following buffer types:
- a. Type A, Separation Buffer;
 - b. Type B, Intermittent Buffer;
 - c. Type C, Semi-Opaque Buffer; and
 - d. Type D, Opaque Buffer.

Perimeter Buffers, Cont.

Slide 25

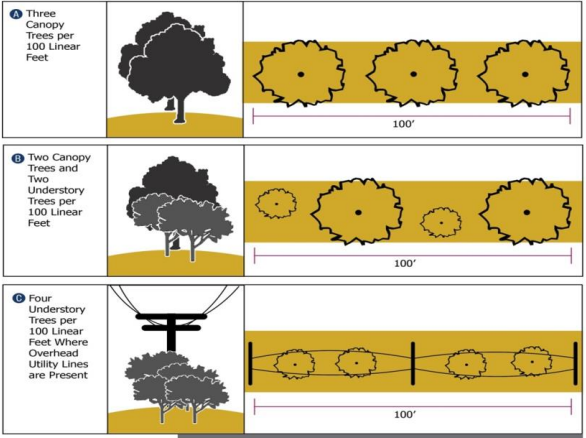
Buffer Application Table				
Zoning District of Developing Land	Zoning District of Land Adjacent to Proposed Development			
	AR, SFR-1	SFR-2, SFR-3	R-MHP, OI, NB	CB
AR, SFR-1	A	C	B	B
SFR-2, SFR-3	C	A	B	B
R-MHP, OI, NB	D	C	A	None
CB	D	D	C	None

Slide 26



§30-205 (l) Streetscape Buffers (P. 50)

Slide 27



§30-205 Misc.

Slide 28

- (n) Planting flexibility
- Credit for existing plants
- Alternative plans.
- NEW Appendix of recommended species

Slide 29

30-206 Outdoor lighting (P. 54)

New appendix §30-A6 Info Required on Lighting Plans - Page 100

§30-209 Commercial design standards

Slide 30

- Planning Board has already reviewed this section.
- Pages 55-71

New §30-210 Multi-family design standards. (P. 71)

Slide 31

- Applies to new multi-family, triplex, quadruplex dwellings and
- New multi family dwellings in a continuing care retirement community
- New assisted living and nursing homes

New §30-210 Multi-family design standards. (e)(2) Orientation (P. 72)

Slide 32

Figure 20 Multi-Family Building Orientation

LEGEND

- A Buildings Abutting Streets Oriented Parallel to Street
- B Corner Lot Building's Longer Axis Parallel to Longest Lot Frontage
- C Buildings Clustered to Define Open Space Areas
- D Vehicular Entrance Min. 100' Separation from Intersection

New §30-210 Multi-family design standards. (f)(2) Building facades (P. 74)

Slide 33

LEGEND

- A Covered Porch or Terrace
- B Dormer Windows or Cupolas
- C Eyebrow Windows
- D Awnings or Overhangs
- E Decorative Moldings
- F Shutters
- G Pillars, Posts, or Pilasters
- H Bay Window(s) (Min. 12" Projection)
- I Windows With Minimum 4" Wide Trim
- J Corniced Parapets
- K Eaves With Min. 4" Wide Trim
- L Integral Planters or Seating Areas

New §30-210 (f)(3) Building massing (P. 75)

Slide 34

LEGEND

- A Upper Story Facade May Only Project Beyond Ground Floor Footprint With Window Bump-Outs

Two Story Building Options:

- B Second Story In Line With Facade of First Story
- C Second Story Setback from First Story Facade

Three or More Story Buildings:

- D Upper Story Facades Setback from Second or First Floor Facades

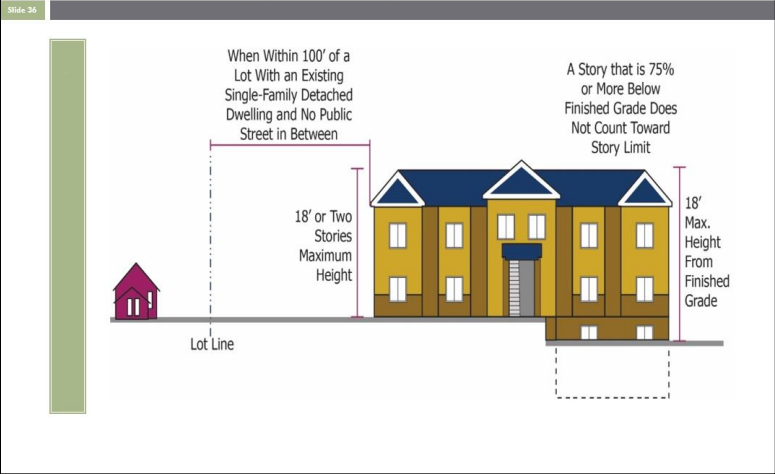
New §30-210 Multi-family design standards. (f)(4) Articulation (P. 76)

Slide 35

LEGEND

- A Primary Facade
- B Minimum 2' Articulation Every 35 Linear Feet
- C Projections Extend to Top of Highest Story
- D Not a Projection Because Does Not Extend to Highest Story

New §30-210 Multi-family design standards. (f)(5) Height (P. 76)



New §30-210 Multi-family design standards. More

- Slide 37
- ☐ Pitched roofs
 - ☐ Prohibited materials (P. 78)
 - ☐ Street network (P. 72)
 - ☐ Accessory structures (P. 73)
 - ☐ Site Features (P. 73)
 - ☐ Entrances (P. 74)

New §30-210 Multi-family design standards. (f)(7) Materials (P. 77)



Other

- Slide 39
- ☐ §30-421. Sedimentation, erosion control and stormwater management. Applies the site plan section on these topics to subdivisions (P. 87)
 - ☐ §30-208 Transportation Impact Analysis. Applies the subdivision TIA standards to site planned developments. (P. 55)
 - ☐ Definitions.
 - ☐ Appendices

Discussion

Slide 40



Points of Discussion:

- Sections with the following acronyms with their meaning appear below:
 - ZCP** - Zoning Compliance Permits
 - ZA** - Zoning Administrator (aka: Town Planner in Archer Lodge)
 - §** - refers to Subsection in General Statutes
- This final text amendment is to update the code of ordinances making them usable while a new Unified Development Ordinance (UDO) is being prepared that will meet the requirements of the new General Statute Chapter 160D, with a deadline of July 1, 2021.
- The Water Supply Watershed Protection District is now being reviewed by the NC Department of Environmental Quality, so the ordinance is forthcoming.
- Rewrote procedures for Special Use Permits and General Statutes.
- Rewrote procedures for Zoning Compliance Permits for clarity.
- Site Plan procedures are almost entirely new.
- Appendix on information to be submitted with application is entirely new.
- The Standards that an applicant must meet were brought over from the current ordinance.
- Suggested that *"Section 30-90 (d)(4) Other conditions to be met"* be removed in the next draft due to being repetitive.
- Recommended changing Section 30-90 (d)(4)(d) to read as follows: *"Utilities and public safety will be adequate to handle the proposed use."* Remove schools and other necessary public facilities.
- The duration of a site plan approval before any building begins cannot be less than one year by the General Statutes, but the length of time is up to the Town Council's discretion.
- The terms *Special Use Approval* and *Special Use Permits* are used interchangeably and suggested that before a Public Hearing, the terms be made the same throughout the ordinance.

Ms. Maybee shared the following:

- The importance of having standards in place is to protect the community and preserve the character of the Town.
- Noted that in the future an ordinance can be tweaked if needed.
- Have received good feedback from the Planning Board and Town Council regarding the proposed amendments.
- The Watershed Protection Provisions is currently being reviewed by the State and will be discussed tentatively at the upcoming November Town Council and Planning Board Joint Meeting.
- Census information projected a growth rate of over 20% in Johnston County within next 10 years and will continually increase thereafter.
- As mentioned in the Staff Report, the Planning Board recommended approval of Findings and Facts as written.

Mayor Mulhollem opened the floor for discussion with the following comments being noted:

- The PowerPoint presentation was simplistic, but the **DRAFT** ordinance is a complex document, not easy to read, and lengthy for the public to understand.
- Mr. Gordon hoped that the public would contact Staff in advance with any questions or concerns.
- Attorney Burrell noted that the design standards should be in-depth due to developers requesting special use permits that could potentially result in holding a Quasi-Judicial Hearing for Town Council.

Ms. Maybee added additional comments for clarification:

- The amendments to the current ordinances are in preparation to comply with the new Chapter 160D of the NC General Statutes with a deadline of July 1, 2021.
- An item that is forthcoming will be a Unified Development Ordinance (UDO) that Town Attorneys, Staff, Town Council, and Planning Board will bring up to current standards.
- Once Chapter 160D has been implemented, the next plan for the Town will be updating the Comprehensive Development Plan, that will be due within a year after the Chapter 160D is implemented.

Discussion followed regarding a Public Hearing. Mayor Mulhollem suggested the Board review the proposed ordinance. Mr. Gordon asked Council to contact Staff with any questions or concerns prior to the Public Hearing.

Town Council agreed to set a Public Hearing on Monday, October 5, 2020 for Amending the Code of Ordinances in the Town Archer Lodge, NC , Chapter 30, Articles II, III, IV and Appendices.

3 ADJOURNMENT:

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 7:46 pm.**
-

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Regular Council - Minutes Monday, October 5, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton (Remotely)
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Mike Gordon, Town Administrator
Kim P. Batten, Finance Officer/Town Clerk
Julie Maybee, Town Planner

COUNCIL ABSENT:

GUEST PRESENT:

James Lipscomb, Vinson Park Subdivision Dev.
Mike Mulhollem, Co-Chair AL Veterans Committee

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

Due to the State of NC Guidelines and to limit the spread of Coronavirus (COVID-19) Council Member Bruton attended remotely via Phone conferencing.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No additions or changes noted.

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) No Public Comments.

4. RECOGNITION/PRESENTATION:

a) Proclamation - Breast Cancer Awareness Month

Mayor Mulhollem proclaimed October 2020 as Breast Cancer Awareness Month by reading the following Proclamation for Breast Cancer Awareness:



b) Junior Women's League of Smithfield's Diaper Drive

Mayor Mulhollem applauded the Junior Women's League (JWL) of Smithfield, NC for their volunteers that are dedicated to helping local communities. He referred to their flyer in the agenda packet that states their 2020 "Touch-A-Truck" fall event has been cancelled due to COVID-19 pandemic; however, there are other ways to help with the Diaper Drive. The JWL of Smithfield's Diaper Drive flyer appears as follows:

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

Questions? Email JWL_Smithfield@gmail.com

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) **Discussion and Consideration of the Vinson Park Trail Dedication**

Ms. Maybee shared in a staff report information regarding the Vinson Park Subdivision's multi-purpose Greenway trail in relation with the Town Park and appears as follows:



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

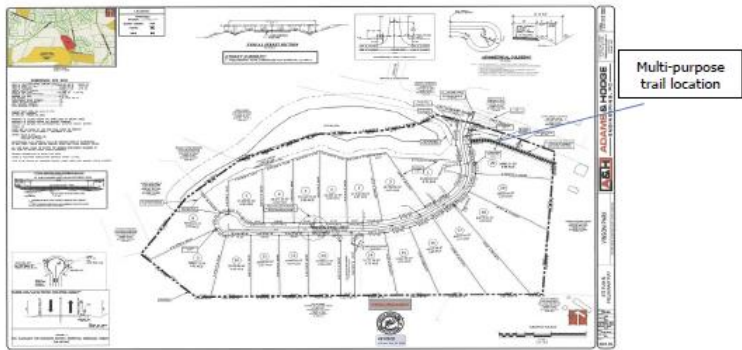
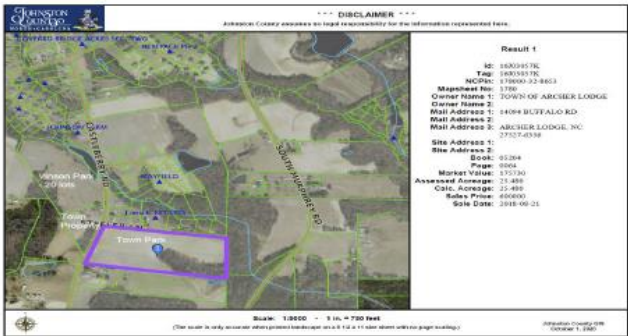
Mayor:
Matthew B. Muthollem

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



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.

Following her staff report, Ms. Maybee introduced Mr. James Lipscomb and shared his letter of intent to dedicate the Greenway trail section to the Town of Archer Lodge which appears as follows:



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

328 E Main Street, Clayton NC 27520 James@myHTR.com (919) 422-4704

Ms. Maybee shared a PowerPoint presentation regarding the Greenway Trail and the offer of Dedication to the Town of Archer Lodge and appears as follows:



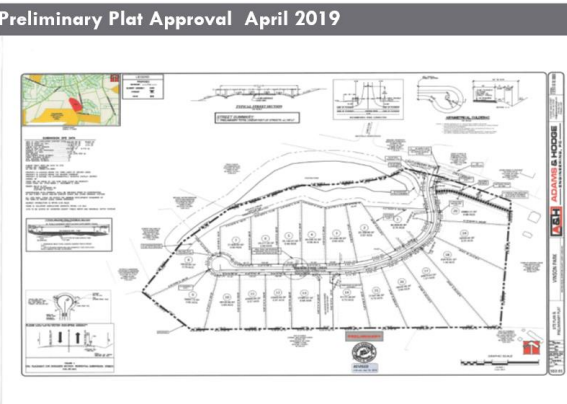
Town Park & Vinson Park Subdivision
Vicinity Map

2



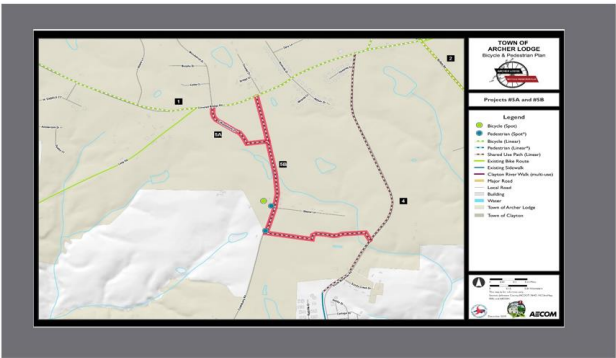
Vinson Park Subdivision

3



Bicycle and Pedestrian Plan, Town of Archer Lodge, NC
Adopted April 2020

4



Vinson Park Subdivision Trail,
Town of Archer Lodge

5



Comprehensive Land Use Plan, Town of Archer Lodge

6

Vision Statement:
“Today and into the future the Town of Archer Lodge, will be a peaceful, family oriented, active community that looks to retain our small-town, agricultural character, meeting the needs of our current and future residents and businesses.”

Goal:
“To offer diverse and continually improving leisure and recreational opportunities for citizens of all ages and interests, improve the quality of life of citizens, and promote healthy living and a healthy population.”

Comprehensive Parks and Recreation Master Plan

7

“Action Steps for moving forward Develop parks, greenways, and other recreational facilities in phases to address urgent demands and seek connectivity with adjacent communities ...”

Discussion

8



- Following the presentation, Mayor Mulhollem opened the floor for discussion. Discussion followed regarding the following:
- Existing pond will remain on the property.
 - The Johnson Farm property has an existing 10 ft. easement and the proposed plan is to extend the existing easement between the road and the pond to the Vinson Park entrance which is undeveloped.
 - Dedicating this trail to the Town will hopefully eliminate negotiations with the future Homeowners Association (HOA) for easements. Monies will be available for the HOA to maintain the trail until the Town expands it.
 - Once the trail is expanded by the Town, the Town will assume the maintenance of the asphalt, but the HOA would continue to assume the responsibility of grounds maintenance service.

- Plan to install a 20 ft. fence along the Castleberry roadside of the property that will be between the easement for the trail and the pond for safety reasons.

The Mayor, Town Council and Staff expressed appreciation to Mr. Lipscomb's offering the dedication of the Vinson Park Trail to the Town. Having no further discussion or objections, Mayor asked staff to correspond with legal counsel and provide a Resolution for consideration to accept the offer at the Regular Town Council meeting scheduled for Monday, November 2, 2020.

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

Mayor Mulhollem explained, after confirming with Ms. Batten, that publication deadline dates had changed without notice. Therefore, the amount of time required for publishing a Legal Ad before the Monday, October 5, 2020 Council Meeting was insufficient. No further discussion.

Mayor Mulhollem called for a motion to reschedule the Public Hearing to Monday, November 2, 2020 at the Regular Town Council Meeting.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Rescheduled the Public Hearing originally set for Monday, October 5, 2020 to Monday, November 2, 2020 for Amending the Code of Ordinances, Town of 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.

CARRIED UNANIMOUSLY

6. TOWN ADMINISTRATOR'S REPORT:

a) Archer Lodge Town Park Discussion

Prior to beginning his report, Mr. Gordon mentioned that Hewett Law Group has been affected by COVID-19 and asked all to keep them in your prayers.

Mr. Gordon reported the following:

- Grading for the Town Park property will be starting in 2021.
- He referred to a Park Design drawing provided by Susan Hatchell, Landscape Architect, which appears as follows:



- Mr. Gordon share a few changes that will be necessary for the following:
- Having no sewer connection, the Town added a septic system for public restrooms near the ballfields.
 - Johnston County Department of Environmental Health has determined there are three potential areas for a septic field.
 - Prefer septic system than investing in Port-A-John services.
 - Mr. Gordon shared a conversation with Mr. Adrian O'Neal, Johnston County Parks, Greenways, and Open Space Coordinator, regarding the Johnston County Open Space Grant which was awarded for a picnic shelter. Mr. O'Neal recommended relocating the shelter in current design to the area near ball fields and add restrooms to shelter. Any changes must be presented to the Johnston County Board of Commissioners for approval.
 - Mayor Mulhollem shared that it would be better for the Town to make necessary changes while the Park in is the planning stages.

Mr. Gordon commended Mr. O'Neal for his knowledge and expertise with parks and recreation and for providing information to Staff for additional grant funds.

b) ALVM Sidewalk/Parking Pad Project Update

Mr. Gordon provided the following update:

- Construction begins Tuesday, October 6, 2020, weather permitting.
- Three parking spaces will be provided at the site.
- Extra bricks from the site have been relocated to the Town park storage building.

7. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Updates

Ms. Maybee reported the following:

- Since July 1, 2020 - 12 permits issued with six being single-family dwellings.
- Approximately 10 permits are pending at the Johnston County Environmental Department due to a five-week to six-week backlog.
- Update to ordinances to comply with the new Chapter 160D requirements continues.
- Progress is being made for streamlining permits online due to COVID-19.
- Completed Boundary and Annexation reports.

- Provided input for the Cape Fear Regional Mitigation Plan for their Public Hearings.
 - The Adopted Bicycle and Pedestrian Plan has been distributed to the Steering Committee Members, adjacent communities, and CAMPO.
 - Working on the park plan design.
 - Incoming emails for September 2020 was 567 & outgoing emails were 383.
 - Code enforcement is ongoing, but Staff considers the pandemic when dealing with citizens about violations.
 - Continuing to work with NCDOT, Johnston County Public Utilities, Johnston County Soil & Water Conservation, and Johnston County Inspection Department.
 - Election signs are allowed by the roadside, but they must meet the General Statute requirements.
 - Animal Control activity for the month of September 2020:
 - Six cat complaints.
 - Two cat traps were deployed.
 - Five dog complaints.
 - One dog trap deployed.
 - One livestock complaint.
-

8. MAYOR'S REPORT:

- a) **Mayor Mulhollem asked everyone to continue to keep the Town of Clayton Firefighters in their thoughts and prayers due to their loss. He expressed extreme gratitude to all emergency workers for their dedication to help others.**

Mayor Mulhollem allowed Mr. Mike Mulhollem, Co-Chair of the Archer Lodge Veterans Committee to share the following:

- Due to COVID-19 pandemic, the Archer Lodge Veterans Committee will not hold a formal Veterans Day Ceremony on Wednesday, November 11, 2020.
- He asked the Town to share Veterans Day on the digital sign.
- The Veterans Memorial will be decorated for Veterans Day and as always, visitors are welcome.
- He thanked the Town for providing three parking spaces at the Veterans Memorial and for their support.
- Bricks orders are still being accepted.
- Mr. Gordon noted that once the sidewalk project is completed, directional signs will be placed for the public to know about access.

Mayor Mulhollem thanked Mr. Mulhollem for sharing the information and welcomed everyone to stop by the Veterans Memorial on Veterans Day. He expressed gratitude to the AL Veterans Memorial Committee members and volunteers for their support of the Memorial Site Project. He also thanked everyone that has volunteered to lower the flags when needed.

9. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Wilson encourage everyone to vote during the upcoming election.**

-
- b) **Council Member Jackson noted that he plans to vote at "Early-Voting." He shared that the local NC National Guard Soldiers of the 30th Armored Brigade Combat Team are in the process of returning home.**

c) Council Member Bruton shared that being a breast cancer survivor she appreciated the Proclamation for Breast Cancer Awareness Month and ask everyone to stay safe.

d) Mayor Pro Tem Castleberry reminded all about the "Buy a Boot Campaign" which aids families of NC National Guard members deployed overseas. In addition, he requested prayer for a personal matter.

e) Council Member Purvis shared that "Early Voting" begins Thursday, October 15, 2020 at the Archer Lodge Community Center and the CDC guidelines will be followed. He encouraged everyone to vote and noted that if anyone has any personal items in the building, then please remove them by Monday, October 12, 2020.

He reminded everyone of the Brunswick Stew Sale on Saturday, October 10, 2020 from 2 pm - 5 pm and noted that it will be pick-up only and tickets are available.

10. ADJOURNMENT:

a) Having no further business, Mayor Mulhollem asked for a motion to adjourn meeting.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned meeting at 7:29 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



**Regular Council Meeting &
Public Hearing Minutes on Amending the Code
of Ordinances, Town of Archer Lodge, NC, in
accordance with State Law as referenced below:**

**1. Chapter 30, Articles II, III, IV, VI, Section 30-421
and Appendices**

Monday, November 2, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Mike Gordon, Town Administrator
Marcus Burrell, Town Attorney
Julie Maybee, Town Planner
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

Council Member Bruton

MEDIA PRESENT:

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:32 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No additions or changes noted.

Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry

Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) No Public Comments.

4. CONSENT AGENDA:

a) Approval of Minutes:

**04 May 2020 Virtual Regular Council Meeting Minutes
18 May 2020 Virtual Special Meeting Minutes
01 June 2020 Regular Council Meeting Minutes
15 June 2020 Work Session Minutes
15 June 2020 Special Meeting Minutes
13 July 2020 Regular Council Meeting Minutes**

**03 Aug 2020 Regular Council Meeting Minutes
08 Sept 2020 Regular Council Meeting Minutes**

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved Consent Agenda.

CARRIED UNANIMOUSLY

5. PUBLIC HEARING, DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) **PUBLIC HEARING - Text Amendments - Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Zoning and Subdivisions, Articles II, III, IV, VI, Section 30-421 - Sedimentation, Erosion Control and Stormwater Management and Appendices addressing:**
- ordinance applicability
 - special use procedures/permits
 - zoning compliance procedures/permits
 - site plans
 - design standards
 - other related provision
1. **Open Public Hearing**
 2. **Staff Report and Planning Board Recommendations**
 3. **Public Comments**
 4. **Close Public Hearing**
 5. **Governing Body**
 - Discussion and Consideration of Consistency Statement
 - Discussion and Consideration of Adopting Ordinance# AL2020-11-1 Amending Chapter 30, Articles II, III, IV, VI, Section 30-421 and Appendices

1. Mayor Mulhollem called for a motion to **Open the Public Hearing.**

2. Staff Report and Planning Board Recommendations

Ms. Maybee shared a couple of slides from a PowerPoint presentation regarding her staff report which both appear as follows:



Town Council Requested Action

2

Click to add text

- Staff respectfully requests that the Town Council:
 - Open Public Hearing;
 - Staff Report and Planning Board Recommendations’
 - Public Comments
 - Close Public Hearing
- Governing Body:
 - Discussion and Consideration of Consistency Statement (Draft Consistency Statement included for Council’s consideration.)
 - Discussion & Consideration of Adopting Ordinance #AL2020-11-1 Amending Chapter 30, Article II, II, IV,VI, Section 30-421 and Appendices (Draft Ordinance included for Council’s consideration.)

Overview

Slide 9

- Article II. Zoning, Division 2. – Zoning Districts, Subdivision 2 – Zoning District Regulations
 - Applicability
 - Special Uses
- Article III. Site Plans
 - General Requirements
 - Zoning Compliance Permit Procedures
 - Site Plan Procedures
- Article IV. Design Standards. Article VI. Subdivisions, Division 5. – Design of Subdivisions
 - Section 30-421: Sedimentation, Erosion control and Stormwater Management
- Appendices:
 - Sec. 30-A3. List of Recommended Plants (Update)
 - Sec. 30-A6. Information Required with Applications
 - Sec. 30-A7. Information Required on Lighting Plans

Staff Report Page | 1



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: November 2, 2020
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, Brough Law Firm, CodeWright Planners
Re: Agenda Item 5.a. - Proposed Revisions of Chapter 30 - Zoning & Subdivisions, Articles II, III, IV, VI, Section 30-421- Sedimentation, Erosion Control and Stormwater Management and Appendices

At the Town Council meeting on the October 5, 2020, the Council set a 11-2-20¹ public hearing date to consider proposed amendments to the Archer Lodge Code of Ordinances referenced herein.

Accordingly, ordinance "AL#2020-11-1 Amending Chapter 30 - Zoning and Subdivisions, Articles II, III, IV, VI, Section 30-421 and Appendices, was drafted, and subsequently reviewed by Town Attorney Marcus Burrell.

Proposed ordinance provisions were prepared by Special Counsel Al Benshoff, The Brough Law Firm; and Chad Meadows, CodeWright Planners. Input and comments were also received from Council Members, Town Attorney, Planning Board and staff.

Public Hearing Notification:

Notice of public hearing was published in accordance with NC General Statutes. Also, a public hearing notice was posted at Town Hall, on the Town’s website, and on the Town’s social media.

¹ Initially an October 5, 2020, Public Hearing date was set by Council. However, the date was moved to 11-2-20 due to a change in legal ad publication process; and to allow additional time to receive Council/public comments.

The proposed text provisions were also placed on the Town's website.

Background Information:

North Carolina laws have changed, or in the process of changing, that affect the development of land in Archer Lodge, NC. As referenced at the Council's recent budget retreat and at subsequent meetings, revisions to the Code of Ordinances, Town of Archer Lodge, NC, are ongoing.

As you may recall, Chad Meadows provided an overview of the proposed commercial building design standards at the Council's September 8, 2020 meeting.

Also, on Thursday, September 9, 2020, a memorandum from Al Benshoff, Chad Meadows, and Julie Maybee was forwarded to the Town Council and Planning Board along with proposed ordinance revisions pertaining to applicability, special use permits, zoning compliance permits, site plans, design standards, and other related provisions.

Special Counsel Al Benshoff provided a comprehensive overview of proposed revisions, under consideration, with the Planning Board on September 16, 2020, and at the September 21, 2020, Town Council Work Session meeting.

As proposed, the revisions will follow guiding land use principals referenced in the *Town of Archer Lodge 2030 Comprehensive Land Use Plan* and other adopted plans having bearing on the matter. "Archer Lodge's vision for future land development is to encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features." (*Town of Archer Lodge 2030 Comprehensive Land Use Plan*)

Planning Board Recommendation:

On September 16, 2020, the Planning Board deliberated, made consistency statement findings referenced below; and recommended approval of the proposed amendments. Clarifications were also offered by the Board and incorporated into the proposed text as well.

Consistency Statement: The Planning Board finds that the proposed amendments to Chapter 30, Zoning & Subdivision, Articles II, III, IV, VI, Section 30-421 and Appendices, are reasonable and in the public interest. The proposed revisions clarify/streamline procedures and provisions pertaining to:

- Ordinance applicability
- Zoning Compliance Permits
- Site Plans
- Special Use Permits
- Design Standards
- Other related provisions in accordance with NC State laws.

Furthermore, the proposed amendments are in compliance with the *Town of Archer Lodge, NC 2030 Comprehensive Land Use Plan*, aka "*Comprehensive Plan*", and other adopted Town plans having bearing on the matter.

The proposed revisions will follow the guiding land use principals of the "Comprehensive Plan". Archer Lodge's vision for future land development is to

encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features."

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) Open Public Hearing;
- (2) Staff Report and Planning Board Recommendations'
- (3) Public Comments
- (4) Close Public Hearing
- (5) Governing Body:
 - a. Discussion and Consideration of Consistency Statement (Draft Consistency Statement included for Council's consideration.)
 - b. Discussion & Consideration of Adopting Ordinance #AL2020-11-1 Amending Chapter 30, Article II, II, IV,VI, Section 30-421 and Appendices (Draft Ordinance included for Council's consideration.)

Draft Town Council Consistency Statement

Consistency Statement: The Town Council finds that the proposed amendments to Chapter 30, Zoning & Subdivision, Articles II, III, IV, VI, Section 30-421 and Appendices, are reasonable and in the public interest. The proposed revisions comply with NC GS 160D, clarify/streamline procedures and provisions pertaining to:

- Ordinance applicability
- Zoning Compliance Permits
- Site Plans
- Special Use Permits
- Design Standards
- Other related provisions

Furthermore, the proposed amendments are in accordance with the *Town of Archer Lodge, NC 2030 Comprehensive Land Use Plan*, aka "*Comprehensive Plan*", and other adopted Town plans having bearing on the matter. The proposed revisions follow the guiding land use principals of the "Comprehensive Plan". Archer Lodge's vision for future land development is to encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features."

Ms. Maybee offered a brief timeline of the text amendments being considered:

- September 8, 2020 - Chad Meadows, Code Wright Planners, LLC, gave a presentation of the Commercial Design Standards.
- September 16, 2020 - Special Attorney Benshoff discussed the Text Amendments with the Planning Board.
- September 21, 2020 - Special Attorney Benshoff discussed the Text Amendments with the Town Council.
- Public Hearing was set for October 5, 2020 but the N&O publication changed due dates for advertising a legal ad, so public hearing was rescheduled for tonight's meeting, November 2, 2020.

Nothing furthered was mentioned.

3. Mayor Mulhollem asked if there were any **Public Comments**. There were no public comments.

4. Mayor Mulhollem called for a motion to **Close the Public Hearing**.

5. Mayor Mulhollem opened the floor for the **Governing Body Discussion** session.

Consistency Statement

- No further discussion regarding the Consistency Statement.

Ordinance# AL2020-11-1

- No comments or concerns.

Having no further discussion, Mayor Mulhollem called for a motion to adopt the Consistency Statement as written and presented by Staff.

The Adopted Archer Lodge Town Council Consistency Statement appears as follows:

The Town Council finds that the proposed amendments to Chapter 30, Zoning & Subdivision, Articles II, III, IV, VI, Section 30-421 and Appendices, are reasonable and in the public interest. The proposed revisions comply with NC GS 160D, clarify/ streamline procedures and provisions pertaining to:

- Ordinance applicability
- Zoning Compliance Permits
- Site Plans
- Special Use Permits
- Design Standards
- Other related provisions

Furthermore, the proposed amendments are in accordance with the *Town of Archer Lodge, NC 2030 Comprehensive Land Use Plan*, aka "Comprehensive Plan", and other adopted Town plans having bearing on the matter. The proposed revisions follow the guiding land use principals of the "Comprehensive Plan". "Archer Lodge's vision for future land development is to encourage a compatible mix of uses which preserves the Town of Archer Lodge's small-town character while respecting its historic features."

Having adopted the Consistency Statement, Mayor Mulhollem called for a motion to Adopt Ordinance# AL2020-11-1 Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30, Articles II, III, IV, VI, Section 30-421 and Appendices as presented by Staff.

The Adopted 103-page Ordinance# AL2020-11-1 as presented in the agenda is on file in the clerk's office. Page 1 and page 103, Adoption Certification page, appear as follows:

AN ORDINANCE AMENDING THE CODE OF ORDINANCES,
TOWN OF ARCHER LODGE, NORTH CAROLINA,
CHAPTER 30 – ZONING AND SUBDIVISIONS,
ARTICLES II, III, IV, VI, SECTION 30-421 AND APPENDICES

Section 1. Pursuant to authority granted to by N.C. Gen. Stat. § 160A – 381, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 30 - Zoning & Subdivisions, Articles II, III, IV, VI, Section 30-421 and Appendices as follows:

[Space below intentionally left blank]

* The maximum level of illumination at the outer perimeter of the site or project shall be 0.5 foot-candles when abutting a residential zoning district and 5.0 foot-candles when abutting all other districts and/or streets.

- (g) Excessive illumination. Lighting within any lot that unnecessarily illuminates and substantially interferes with the use or enjoyment of any other property is prohibited. Lighting unnecessarily illuminates another lot if it exceeds the requirements of this subsection.
- (1) All outdoor lighting shall be designed and located such that the maximum illumination measured in foot-candles at the property line does not exceed 0.2 on neighboring residential uses, and 0.5 on neighboring commercial sites and public rights-of-way.
- (2) Lighting shall not be oriented to direct glare or excessive illumination onto streets in a manner that may distract or interfere with the vision of drivers on such streets.
- (3) Fixtures used to accent landscaping or art shall be located, aimed, or shielded to minimize light spill into the night sky.
- (4) Blinking or flashing lights shall be prohibited unless the lights are required as a safety feature.
- (h) Nonconforming lighting. Lighting fixtures existing as of the date of adoption of this ordinance, may remain, and shall be considered lawful nonconforming structures. Modifications, replacement or expansions shall conform to the standards of this ordinance.

Section 2. This ordinance shall become effective on November 2, 2020.

DULY ADOPTED, THIS 2ND DAY OF NOVEMBER 2020.

TOWN OF ARCHER LODGE

(SEAL)



Matthew B. Mulhollem, Mayor



ATTEST:



Kim P. Batten, Town Clerk

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved to Open the Public Hearing at 6:35 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Jackson
Seconded by: Council Member Purvis
Approved to Close the Public Hearing at 6:43 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Adopted the Consistency Statement as written.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Adopted Ordinance# AL2020-11-1 Amending Chapter 30, Articles II, III, IV, VI, Section 30-421 and Appendices as presented.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Adopting a Resolution Approving Dedication of Trail in Vinson Park Subdivision (Resolution# AL2020-11-02a)

Ms. Maybee opened with a Staff report which reminded Council of their consensus to accept Mr. James Lipscomb's dedication of the Vinson Park Subdivision Trail to the Town of Archer Lodge. Ms. Maybee, along with Council, extended appreciation to Mr. Lipscomb.

Ms. Maybee's Staff report appears as follows:

Staff Report Page | 1



TOWN OF ARCHER LODGE
14094 Buffalo Road
Archer Lodge, NC 27527

Matn: 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: November 2, 2020
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney
Re: Agenda Item 5.b. Discussion and Consideration of Adopting a Resolution Approving Dedication of Trail in Vinson Park Trail Subdivision

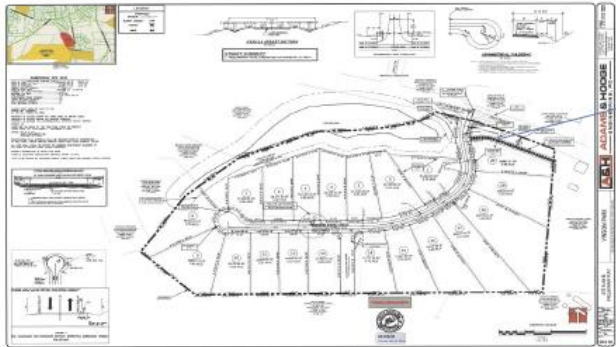
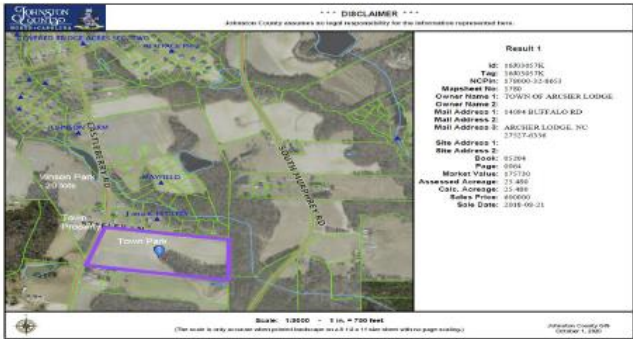
At the October 5, 2020, meeting it was the consensus of the Town Council to move forward with Mr. James Lipscomb's offer of trail dedication as conveyed below. He is the Registered Agent and Managing Member for Goodwin Chase, LLC, a North Carolina limited liability company, developing the property.

"... 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..."

Accordingly, "AL#2020-11-02a Resolution Approving Dedication of Trail in Vinson Park Subdivision", was prepared by Town Attorney Marcus Burrell and is forwarded for Council's consideration and adoption.

Subdivision Approval/Bike and Pedestrian Plan 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:



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 and Council's adoption of "AL2020-11-02a Resolution Approving Dedication of Trail in Vinson Park Subdivision."

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) Adopt "AL2020-11-02a Resolution Approving Dedication of Trail in Vinson Park Subdivision."

Following a few comments, Mayor Mulhollem read Resolution# AL2020-11-02a Approving Dedication of Trail in Vinson Park Subdivision and called for a motion to approve.

The Approved Resolution# AL2020-11-02a appears as follows:



RESOLUTION# AL2020-11-02a

TOWN OF ARCHER LODGE
RESOLUTION APPROVING DEDICATION OF TRAIL IN
VINSON PARK SUBDIVISION

WHEREAS, an offer of dedication of a bicycle and pedestrian trail was made by Goodwin Chase, LLC, a North Carolina limited liability company, being the developer of Vinson Park Subdivision located adjacent to Castleberry Road; and

WHEREAS, the Archer Lodge Town Council has previously approved a bicycle and pedestrian plan, together with bicycle and pedestrian trails; and

WHEREAS, the proposed dedicated trail would connect with the previously approved trail section 5B (as referenced on Exhibit #1); and

WHEREAS, said developer has provided that private maintenance of the trail would be performed until such a time that the completed trail section 5B connects to the dedicated trail, at which time, the Town of Archer Lodge would assume maintenance of the dedicated portion of trail section 5B; and

WHEREAS, the Archer Lodge Town Council has determined it is in the best interest of the Town to approve the dedication of the trail located adjacent to Castleberry Road and Vinson Park Subdivision; and

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby approves the dedication of the trail located adjacent to Castleberry Road and Vinson Park Subdivision. That the maintenance of said trail shall be assumed by the Town of Archer Lodge at such time that trail section 5B joins the dedicated trail. Until such a time, the maintenance shall be the responsibility of the developer or Vinson Park Subdivision homeowners' association.

DULY ADOPTED ON THIS 2ND DAY OF NOVEMBER 2020 WHILE IN REGULAR SESSION.

 (SEAL)
Matthew B. Mulhollem, Mayor

ATTEST:

 (SEAL)
Kim F. Batten, Town Clerk





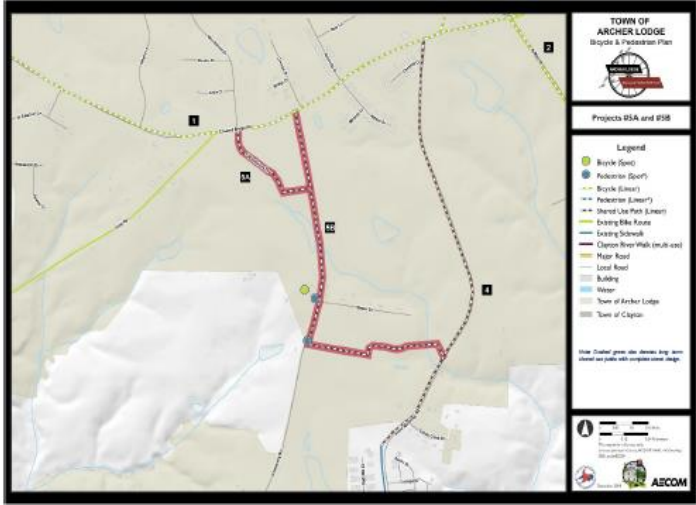
RESOLUTION# AL2020-11-02a

EXHIBIT #1

Map Excerpt (Page 79) from the Bicycle and Pedestrian Plan,
Town of Archer Lodge, North Carolina
Adopted April 6, 2020



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



No further discussion.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

**Adopted Resolution# AL2020-11-02a Approving Dedication of Trail in
Vinson Park Subdivision to the Town of Archer Lodge.**

CARRIED UNANIMOUSLY

**c) Discussion and Consideration of Approving a Resolution Adopting
the 2021 Holiday Schedule (Resolution# AL2020-11-02b)**

Mayor Mulhollem noted that the Town normally follows the Holiday Schedule set by the State. No comments or discussion followed.

**The Approved Resolution# AL2020-11-02b Adopting the 2021
Holiday Schedule appears as follows:**



RESOLUTION# AL2020-11-02b

TOWN OF ARCHER LODGE

RESOLUTION ADOPTING THE 2021 HOLIDAY SCHEDULE

WHEREAS, it is the policy of the Town to follow the holiday schedule provided by the State of North Carolina for its employees; and

WHEREAS, the below 2021 Holiday Schedule was retrieved from the State of North Carolina website <https://oshr.nc.gov/state-employee-resources/benefits/leave/holidays#2021>

2021 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1st	Friday
Martin Luther King Jr's Birthday	January 18th	Monday
Good Friday	April 2nd	Friday
Memorial Day	May 31st	Monday
Independence Day	July 5th	Monday
Labor Day	September 6th	Monday
Veterans Day	November 11th	Thursday
Thanksgiving	November 25th & 26th	Thursday & Friday
Christmas	December 23rd, 24th & 27th	Thursday, Friday & Monday

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2021 Holiday Schedule as presented.

DULY ADOPTED ON THIS 2ND DAY OF NOVEMBER 2020 WHILE IN REGULAR SESSION.

ATTEST:

Kim P. Batten
Town Clerk


Matthew B. Mulhollem
Mayor



Moved by: Council Member Jackson
Seconded by: Council Member Purvis
Approved Resolution# AL2020-11-02b Adopting the 2021 Holiday Schedule.

CARRIED UNANIMOUSLY

d) Discussion and Consideration of Approving a Resolution Adopting the 2021 Town Council Meeting Schedule (Resolution# AL2020-11-02c)

Mayor Mulhollem opened the floor for discussion.

- Comment was heard regarding the Budget Retreat being changed in 2021. Mr. Gordon noted that the Budget Retreat will be on the 3rd Monday in February instead of the last Saturday in February. and replaces the Work Session in February.
- Mayor Mulhollem shared that he had discussed with Staff about scheduling the Retreat on a weeknight which would be focused on the deadlines of the PARTF Grant for the Town Park. He noted that if additional time is needed, then another meeting can be scheduled.

No further discussion.

The Approved Resolution# AL2020-11-02c Adopting the 2021 Town Council Meeting Schedule appears as follows:



RESOLUTION# AL2020-11-02c

TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE
2021 TOWN COUNCIL MEETING SCHEDULE

WHEREAS, the Archer Lodge Town Council exists to conduct the business of the citizens; and

WHEREAS, the Regular Town Council meetings for the Archer Lodge Town Council are held the first Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, the Work Sessions for the Archer Lodge Town Council are held the third Monday of the month at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers, unless otherwise noted; and

WHEREAS, each meeting of the Archer Lodge Town Council is open to the public, except as provided by NC G.S. 143-318.11; and

WHEREAS, the Archer Lodge Town Council may amend the yearly meeting schedule in accordance with NC G.S. 143-318.12:

TOWN OF ARCHER LODGE 2021 CALENDAR TOWN COUNCIL MEETINGS			
MONTH	REGULAR MEETING	WORK SESSION	BUDGET RETREAT
January	Monday, Jan 4		
February	Monday, Feb 1		Monday, Feb 15
March	Monday, Mar 1		
April	Monday, Apr 5		
May	Monday, May 3	Monday, May 17	
June	Monday, Jun 7	Monday, Jun 21	
July	* Monday, Jul 12 *		
August	Monday, Aug 2		
September	* Tuesday, Sep 7 *	Monday, Sep 20	
October	Monday, Oct 4		
November	Monday, Nov 1	Monday, Nov 15	
December	Monday, Dec 6		

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby adopts the 2021 Town Council Meeting Schedule as presented.

DULY ADOPTED ON THIS 2ND DAY OF NOVEMBER 2020 WHILE IN REGULAR SESSION.

ATTEST:


Kim P. Batten
Town Clerk




Matthew B. Mulhollem
Mayor

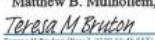
Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Approved Resolution# AL2020-11-02c Adopting the 2021 Town Council Meeting Schedule.

CARRIED UNANIMOUSLY

e) Discussion and Consideration of Adopting Budget Amendment (BA 2021 01) for Fiscal Year Ending June 30, 2021

Ms. Batten reported that Ad Valorem tax revenues are expected to be higher than budgeted and Investment Earnings were much lower than budgeted in all funds. With the revenue changes mentioned, Ms. Batten added that expenditures in all funds needed to be reappropriated or reduced as reflected in the budget amendment.

Adopted Budget Amendment (BA 2021 01) appears as follows:

Town of Archer Lodge Fiscal Year Ending June 30, 2021		BA 2021 01		
				
		Budget Amendment # BA 2021 01 Date: 02-Nov-20		
		General Fund/Capital Reserve Fund/Park Reserve Fund/Public Safety Reserve Fund		
Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen: 2019 Property Taxes	10-3119-0000	-	900.00	900.00
Gen: 2020 Property Taxes	10-3120-0000	740,000.00	8,000.00	748,000.00
Gen: 2020 Vehicle Taxes	10-3120-0120	104,000.00	7,000.00	111,000.00
Gen: Investment Earnings	10-3831-0000	16,000.00	(13,000.00)	3,000.00
Gen: Transfer from Town Hall Exp Fund 40	10-3900-3940	-	1,100.00	1,100.00
Cap Res: Investment Earnings	30-3831-0000	4,200.00	(2,700.00)	1,500.00
Park Res: Investment Earnings	31-3831-0000	2,400.00	(1,600.00)	800.00
Pub Safety Res: Investment Earnings	32-3831-0000	2,400.00	(1,400.00)	1,000.00
Total Increase (Decrease) in Revenues			(1,700.00)	
Expenditures:				
Gen/Gov Body: Town's Annual Events	10-4110-3160	7,000.00	(3,000.00)	4,000.00
Gen/Public Buildings: Contracted Services	10-4190-3500	20,500.00	5,000.00	25,500.00
Gen/Public Safety: Contracted Services-AL Fire Department	10-4300-3500	329,000.00	3,000.00	332,000.00
Gen/Public Works: Capital Outlay	10-4510-5100	10,000.00	(3,000.00)	7,000.00
Gen/Parks & Recreation: Social Media Services (new account)	10-6120-3360	-	2,000.00	2,000.00
Cap Res: Transfer to General Fund 10	30-9900-0010	4,200.00	(2,700.00)	1,500.00
Park Res: Recreation Development	31-6120-5500	83,400.00	(82,600.00)	800.00
Park Res: Transfer to Archer Lodge Town Park Fund 41	31-9900-0010	-	81,000.00	81,000.00
Pub Safety Res: Public Safety Development	32-4300-5500	27,400.00	(1,400.00)	26,000.00
Total Increase (Decrease) in Expenditures			(1,700.00)	
			0.00	
Justification for Budget Amendment: To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 2nd day of November 2020				
ATTEST:  Kim P. Batten, Town Clerk		  Matthew B. Mulhollem, Mayor  Teresa M. Bruton, Budget Officer		

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Adopted Budget Amendment (BA 2021 01) for Fiscal Year Ending June 30, 2021.

CARRIED UNANIMOUSLY

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

- a) **Attorney Burrell expressed sincere appreciation for the thoughts and prayers during the impact of COVID-19 at Hewett Law Group and was thankful that all were better and doing well.**

7. **TOWN ADMINISTRATOR'S REPORT:**

- a) **Mr. Gordon reported the following:**
- Discussed the Annual Appreciation Celebration at ALCC. Council agreed to have the event with a reduced number of attendees and follow the requirements of the CDC.
 - Discussed attending the November 16, 2020 Town Council & Planning Board Joint Meeting at ALCC. Those planning to attend confirmed with Ms. Batten.
 - Discussed agenda preferences: hard copy or digital version. Council Member Purvis, Jackson, Mayor Pro Tem Castleberry preferred digital, Council Member Wilson preferred a hard copy and Attorney Burrell preferred either a Town iPad or a hard copy.
 - Staff and Mr. Jim Thames, Consultant Engineer, attended a meeting with the Public Services Directors of the Town of Clayton regarding sewer. Mr. Thames will provide a letter with a 10-year

projection of sewer needs for the Town. This letter will assist with costs estimates for a sewer project and will be share with the Town of Clayton.

- Advised that Staff will contract with Mr. Thames for his services at an hourly rate regarding sewer related duties. Updated information will be shared with Council before moving forward.

No further discussion.

8. FINANCIAL/TOWN CLERK'S REPORT:

a) September 30, 2020 Interim Financials & Year-to-Date Comparison (FY20 compared to FY21)

Ms. Batten shared that the first quarter of the fiscal year had ended on September 30, 2020. General Fund revenues remain slow at only 12.45% and expenditures remain constant at 22.57%. Fees in Lieu of Recreation revenues were received for Bittle Creek Subdivision for 10 lots. Investment earnings are very low in all funds and the only other activity was the monthly three cents tax transfer from General Fund to the Park Reserve Fund which this month included the Fees in Lieu of Recreation collected from Bittle Creek Subdivision.

In comparing September 2019 with September 2020, revenues are slightly lower in 2020 by roughly \$2,400 but expenditures are lower in 2020 than they were in 2019. Therefore, Ms. Batten noted that September 2020 is demonstrating a net increase of roughly \$19,000. No further comments or discussion followed.

b) Audit Update for Period Ending June 30, 2020

Ms. Batten informed Council that normally October 31st of each year is the due date for the Audit and the Annual Financial Information Report (AFIR); however, due to COVID-19 Pandemic, the deadline has been extended to January 31, 2021. This change relieves auditors as well as finance officers. Also, Ms. Batten mentioned that our auditor has had health issues and this extension allows him additional time to recover. No more information was provided.

**c) Joint Meeting with the Archer Lodge Planning Board
Monday, November 16, 2020
Archer Lodge Community Center
6:30 p.m.**

Ms. Batten reiterated that the Joint Meeting with Council and the Planning Board is scheduled for Monday, November 16, 2020 at ALCC.

9. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Updates

Ms. Maybee reported the following:

- Discussed the Planning and Zoning Report for July 1, 2019 - October 29, 2020 and highlighted the following:
 - Zoning Permits are a little ahead from the same period in 2019.
 - Johnston County's evaluation of septic systems is impacting the issuance of permits in Archer Lodge.
 - NC mandates water shed protection provisions and the Town must comply so those provisions will be presented at the November 16, 2020 Joint Meeting.
 - Approved Bittle Creek Subdivision - 10 Lots.

- Vinson Park Subdivision plat approval is pending on a mail kiosk installation and assuring the road will be maintained by Developer until NCDOT approves and assumes maintenance.
 - Email Correspondence: 1,304 out-going & 2,972 in-coming
- Ms. Maybee thanked Council for adopting Ordinance# AL2020-11-1 which she believes will keep Archer Lodge a unique community plus gain more tax base. She further thanked Attorney Burrell for his assistance.

b) Code Enforcement

Ms. Maybee shared she's monitoring code enforcement cases/complaints and sees improvements. However, she's mindful of COVID-19 pandemic and shares understanding for slow resolutions.

10. MAYOR'S REPORT:

- a) **Mayor Mulhollem reminded everyone to vote tomorrow and added that approximately 60% of the Johnston County voters had already voted. He stated that the Archer Lodge Community Center voting poll had over 10,000 voters already.**
-

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Wilson shared he will be a Poll Observer on Election Day from 1:00 p.m. - 5:00 p.m.**
-

b) **Council Member Jackson shared the following:**

- **He and his wife had already voted and noted that his Son will be working at the polls.**
 - **Reminded everyone that November 9th is the Anniversary of the Town.**
 - **Veterans Day & Thanksgiving are approaching.**
 - **Expressed that he hoped the Town would recognize by some means the Founding Individuals of the Town before they are forgotten.**
-

- c) **Mayor Pro Tem Castleberry shared that his daughter voted for the first time at the early voting at the ALCC and was the 11,885th voter. He requested prayer for the people that are sick in the community.**
-

- d) **Council Member Purvis encouraged everyone to vote and expressed that he was happy to attend the meeting.**
-

12. ADJOURNMENT:

- a) **Having no further business, Mayor Mulhollem asked for a motion to adjourn meeting.**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned meeting at 7:33 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH ENDING NOVEMBER 30, 2020

GENERAL FUND 10				
<i>REVENUES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	861,900.00	30,654.75	143,517.71	16.65%
SALES TAXES	135,510.00	21,092.61	65,788.58	48.55%
FRANCHISE TAXES	157,200.00	0.00	0.00	0.00%
ALCOHOL BEV TAXES/JO CO ABC DIST	49,000.00	0.00	9,761.06	19.92%
PERMITS AND FEES	5,140.00	0.00	835.00	16.25%
FEE IN LIEU OF RECREATION	30,000.00	20,000.00	30,000.00	100.00%
PEG CHANNEL SUPPORT	53,000.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	0.00	0.00	15.53	#DIV/0!
INVESTMENT EARNINGS	3,000.00	358.32	1,506.41	50.21%
TRANSFER IN FROM CAP RES FUND	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM PARK RES FUND	64,000.00	0.00	64,000.00	100.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM TOWN HALL EXP FUND	1,100.00	0.00	1,098.70	99.88%
FUND BALANCE APPROPRIATION	0.00	0.00	0.00	#DIV/0!
TOTALS	1,359,850.00	72,105.68	316,522.99	23.28%
<i>EXPENDITURES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	47,679.00	1,070.02	18,997.29	39.84%
ADMINISTRATION	258,185.00	16,645.21	98,063.32	37.98%
JO CO TAX COLLECTION FEES	25,000.00	833.56	4,003.09	16.01%
LEGAL	14,750.00	0.00	4,537.50	30.76%
PROPERTY TAXES	100.00	0.00	0.00	0.00%
PUBLIC BUILDINGS	55,300.00	3,152.65	18,765.12	33.93%
PEG MEDIA PARTNERS	53,000.00	0.00	0.00	0.00%
PUBLIC SAFETY	337,000.00	12,491.47	55,213.70	16.38%
TRANSPORTATION-PUBLIC WORKS	50,000.00	455.29	11,132.15	22.26%
PLANNING & ZONING	156,767.00	4,553.93	46,346.86	29.56%
CULTURAL & RECREATION	47,000.00	2,950.00	19,130.00	40.70%
DEBT SERVICES	145,069.00	0.00	103,771.00	71.53%
TRANSFER TO CAP RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO PARK RESERVE	145,000.00	24,067.61	49,029.80	33.81%
TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	0.00	25,000.00	100.00%
TOTALS	1,359,850.00	66,219.74	453,989.83	33.39%
Y-T-D GENERAL FUND INCREASE (DECREASE)		5,885.94	(137,466.84)	

CAPITAL RESERVE FUND 30

<i>REVENUES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,500.00	165.39	706.59	47.11%
TRANSFER FROM GEN FUND 10	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	1,500.00	165.39	706.59	47.11%
<i>EXPENDITURES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	1,500.00	0.00	0.00	0.00%
TOTALS	1,500.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		165.39	706.59	

PARK RESERVE FUND 31

<i>REVENUES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	800.00	83.66	363.88	45.49%
TRANSFER FROM GEN FUND 10	145,000.00	24,067.61	49,029.80	33.81%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	145,800.00	24,151.27	49,393.68	33.88%
<i>EXPENDITURES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	800.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	64,000.00	0.00	64,000.00	100.00%
TRANSFER TO AL TOWN PRK FND 41	81,000.00	18,315.00	38,665.00	47.73%
TOTALS	145,800.00	18,315.00	102,665.00	70.41%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		5,836.27	(53,271.32)	

PUBLIC SAFETY RESERVE FUND 32

<i>REVENUES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	115.42	493.11	49.31%
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	26,000.00	115.42	25,493.11	98.05%
<i>EXPENDITURES</i>	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
PUBLIC SAFETY DEVELOPMENT	26,000.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TOTALS	26,000.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		115.42	25,493.11	



Kim P. Batten



**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FISCAL YEAR COMPARISON FOR
PERIOD ENDING NOVEMBER 30**

GENERAL FUND				
REVENUES		Nov-20	Nov-19	DIFFERENCE
	AD-VAL & MOTOR VEHICLE TAXES	143,517.71	228,787.57	(85,269.86)
	SALES TAXES	65,788.58	55,499.63	10,288.95
	FRANCHISE TAXES	0.00	(457.71)	457.71
	ALCOHOL BEV TAXES/JO CO ABC DIST	9,761.06	8,676.50	1,084.56
	PERMITS AND FEES	835.00	2,770.00	(1,935.00)
	FEE IN LIEU OF RECREATION	30,000.00	0.00	30,000.00
	PEG CHANNEL SUPPORT	0.00	0.00	0.00
	MISCELLANEOUS REVENUES	15.53	6,800.05	(6,784.52)
	INVESTMENT EARNINGS	1,506.41	7,238.95	(5,732.54)
	TRANSFER IN FROM CAPITAL RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM PARK RESERVE	64,000.00	66,000.00	(2,000.00)
	TRANSFER IN FROM PUBLIC SAFE RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM TOWN HALL EXP FUND	1,098.70	1,919.11	(820.41)
	TRANSFER IN FROM AL TOWN PARK FUND	0.00	0.00	0.00
	FUND BALANCE APPROPRIATED	0.00	0.00	0.00
Y-T-D INCREASE (DECREASE)		316,522.99	377,234.10	(60,711.11)
EXPENDITURES		Nov-20	Nov-19	DIFFERENCE
	GOVERNING BODY	18,997.29	24,498.43	(5,501.14)
	ADMINISTRATION	98,063.32	99,430.39	(1,367.07)
	JO CO TAX COLLECTION FEES	4,003.09	6,077.05	(2,073.96)
	LEGAL	4,537.50	5,115.00	(577.50)
	PROPERTY TAXES	0.00	54.50	(54.50)
	PUBLIC BUILDINGS	18,765.12	19,976.71	(1,211.59)
	PEG MEDIA PARTNERS	0.00	0.00	0.00
	PUBLIC SAFETY	55,213.70	88,164.93	(32,951.23)
	TRANSPORTATION-PUBLIC WORKS	11,132.15	8,255.43	2,876.72
	PLANNING & ZONING	46,346.86	56,687.04	(10,340.18)
	CULTURAL & RECREATION	19,130.00	20,000.00	(870.00)
	DEBT SERVICES	103,771.00	102,817.60	953.40
	TRANSFER TO CAP RESERVE	0.00	25,000.00	(25,000.00)
	TRANSFER TO PARK RESERVE	49,029.80	30,377.73	18,652.07
	TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	25,000.00	0.00
	TRANSFER TO AL TOWN PARK FUND	0.00	0.00	0.00
		453,989.83	511,454.81	(57,464.98)
Y-T-D INCREASE (DECREASE)		(137,466.84)	(134,220.71)	(3,246.13)

Kim P. Batten

Revenue Account Range: 41-3000-0000
Expend Account Range: 41-4000-0000
Print Zero YTD Activity: No

to 42-0000-0000
to 42-0000-0000

Include Non-Anticipated: Yes
Include Non-Budget: No

Year To Date As Of: 06/30/20

Current Period: 07/01/19 to 06/30/20

Prior Year: 07/01/18 to 06/30/19

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	% Real
41-3482-0000	NC PARTF Grant - NCDNCR	0.00	500,000.00	0.00	0.00	0
41-3900-3931	Transfer from Park Reserve Fund 31	0.00	500,000.00	27,100.00	27,100.00	5
Archer Lodge Town Park Fun Revenue Total		0.00	1,000,000.00	27,100.00	27,100.00	3

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
41-6120-3500	Contracted Services-Design/Engineering	0.00	146,342.00	27,100.00	27,100.00	119,242.00	19
41-6120-3550	Contracted Services-Construction	0.00	813,008.00	0.00	0.00	813,008.00	0
41-6120-3600	Contingency	0.00	40,650.00	0.00	0.00	40,650.00	0
Archer Lodge Town Park Fund Expend Total		0.00	1,000,000.00	27,100.00	27,100.00	972,900.00	3

Archer Lodge Town Park Fund 41 - PARTF Project

Town of Archer Lodge
Statement of Revenue and Expenditures

Revenue Account Range: 41-3000-0000

to 42-0000-0000

Include Non-Anticipated: Yes

Year To Date As Of: 11/30/20

Expend Account Range: 41-4000-0000

to 42-0000-0000

Include Non-Budget: No

Current Period: 07/01/20 to 11/30/20

Print Zero YTD Activity: No

Prior Year: 07/01/19 to 11/30/19

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	% Real
41-3482-0000	NC PARTF Grant - NCDNCR	0.00	500,000.00	23,725.00	23,725.00	5
41-3900-3931	Transfer from Park Reserve Fund 31	0.00	472,900.00	38,665.00	38,665.00	8
Archer Lodge Town Park Fun Revenue Total		0.00	972,900.00	62,390.00	62,390.00	6

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
41-6120-3500	Contracted Services-Design/Engineering	0.00	119,242.00	38,665.00	38,665.00	80,577.00	32
41-6120-3550	Contracted Services-Construction	0.00	813,008.00	0.00	0.00	813,008.00	0
41-6120-3600	Contingency	0.00	40,650.00	0.00	0.00	40,650.00	0
Archer Lodge Town Park Fund Expend Total		0.00	972,900.00	38,665.00	38,665.00	934,235.00	4

Archer Lodge Town Park Fund 41 - PARTF Project



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: December 7, 2020
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, Brough Law Firm
Re: Agenda Item 9. a. - Cape Fear Regional Hazard Mitigation Plan Update

As conveyed in the fact sheet (link below) for the "Cape Fear Regional Hazard Mitigation Plan", the counties of Chatham, Harnett, Johnston, Lee and Moore, in coordination with their participating municipal jurisdictions (including but not limited to the Town of Archer Lodge, NC) have prepared¹ an update to the regional plan that covers the five county Cape Fear area.

The plan identifies local policies and actions for reducing risk and future losses from natural hazards such as floods, severe storms, wildfires and winter weather.

[www.archerlodgenc.gov/media/Dept%20-%20Services/Planning%20&%20Zoning/Cape%20Fear%20Mitigation%20Plan%20Fact Sheet.pdf](http://www.archerlodgenc.gov/media/Dept%20-%20Services/Planning%20&%20Zoning/Cape%20Fear%20Mitigation%20Plan%20Fact%20Sheet.pdf)

The updated plan (see link below) also serves to meet key federal planning regulations which require local governments to develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for hazard mitigation projects. These requirements stem from the Disaster Mitigation Act of 2000 which was passed by the President in October of 2000. This Act mandates that all states and local governments must have hazard mitigation plans in place in order to be eligible to apply for funding under such programs as the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation (PDM) program.

https://gis.aecomonline.net/IRISK2/Documents/Cape%20Fear%20Regional%20Plan/Support/Cape_Fear_Final-Draft_2020-10-22.pdf

Background Information:

On March 14, 2016, Archer Lodge Town Council adopted by Resolution# AL2016-03-14b (below) the (initial) Cape Fear Regional Hazard Mitigation Plan.

**RESOLUTION TO ADOPT THE
CAPE FEAR REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Archer Lodge is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Archer Lodge desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Archer Lodge Town Council to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Archer Lodge Town Council to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Archer Lodge; and

WHEREAS, the Town of Archer Lodge, in coordination with Johnston County, Chatham County, Harnett County, Lee County, Moore County and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Cape Fear Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby:

1. Adopts the Cape Fear Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted this the 14th day of March 2016.

Michael A. Gordon, Mayor

ATTEST:

Kim P. Batten, Town Clerk

Town Council Requested Action:

Staff respectfully requests that the Town Council:

- (1) Review/consider the updated Cape Fear Regional Hazard Mitigation Plan; and
- (2) Please note that a Resolution of Adoption will be presented for consideration at the regular Town Council meeting in January 2021.



Cape Fear Regional Hazard Mitigation Plan

Natural hazards have the potential to cause property damage, loss of life, economic hardship, and threats to public health and safety. Hazard mitigation measures are the things we do today to be more protected in the future. They are actions taken before a disaster happens to reduce the impact of future hazard events on people and property in the community. Mitigation reduces the risk of loss and creates a more resilient and sustainable community.

Project Overview

The counties of Chatham, Harnett, Johnston, Lee and Moore, in coordination with their participating municipal jurisdictions, are preparing a **regional hazard mitigation plan** that will cover the five-county Cape Fear area. The Cape Fear Regional Hazard Mitigation Plan will identify local policies and actions for reducing risk and future losses from natural hazards such as floods, severe storms, wildfires, and winter weather.

The plan will also serve to meet key federal planning regulations which require local governments to develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for hazard mitigation projects.

These requirements stem from the Disaster Mitigation Act of 2000 which was passed by the President in October of 2000. This Act mandates that all states and local governments must have hazard mitigation plans in place in order to be eligible to apply for funding under such programs as the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation (PDM) program.

The Planning Process

The planning process for the Cape Fear Regional Hazard Mitigation Plan will consist of six main phases described in detail in the following sections: **public outreach, risk assessment, capability assessment, mitigation strategy development, plan maintenance, and plan adoption.**



Public Outreach

The goals of the public outreach strategy for this planning effort are to: generate public interest, solicit citizen input, and engage additional partners in the planning process.

Public outreach will include two open public meetings, a project information website (the Cape Fear Hazard Mitigation Planning website located at <https://gis.aecomonline.net/irisk2/NCHMP.aspx?region=5>).

Risk Assessment

The desired outcomes of a risk assessment are an evaluation of each identified hazard's potential impacts on the people, economy, and built and natural environments in the planning area plus an understanding of each participating jurisdiction's overall vulnerability and most significant risks. These potential impacts and a thorough understanding of the overall vulnerability can be used to create problem statements and identify mitigation actions to reduce risk.

Capability Assessment

Each participating jurisdiction has a unique set of capabilities, including authorities, policies, programs, staff, funding, and other resources available to accomplish mitigation and reduce long-term vulnerability. By reviewing the existing capabilities in each jurisdiction, the planning team can identify capabilities that currently reduce disaster losses or could be used to reduce losses in the future.

Mitigation Strategy Development

The primary purpose of mitigation planning is to systematically identify policies, actions, and activities to reduce the impact that future natural hazard occurrences will have on people and property in the planning area. Mitigation strategy development includes long-range mitigation goals common to the planning area and short-term mitigation actions specific to each participating jurisdiction.

Plan Maintenance

Plan maintenance is the process established to track the plan's implementation and to aid in updating the plan every five years. These procedures help to ensure that the mitigation strategy is implemented according to the plan. They also provide the foundation for an ongoing mitigation program, standardize long-term monitoring of hazard-related activities, integrate mitigation principles into local officials' daily job responsibilities, and maintain momentum through continued engagement and accountability in the plan's progress.

Plan Adoption

Each participating jurisdiction seeking plan approval must adopt the plan. Adoption by the local governing body demonstrates the community's commitment to implementing the mitigation strategy and authorizes responsible agencies to execute their actions. The final plan is not approved until the community adopts the plan and FEMA receives documentation of formal adoption by the governing body of the jurisdictions requesting approval.

Project Leadership

This regional planning effort is being led by the Caldwell County Emergency Management, with technical assistance from AECOM. A local Hazard Mitigation Planning Committee made up of local officials, representatives, and stakeholders has been established to guide this process. In addition, local points of contact have been established for each of the four counties as well as all of the participating municipal jurisdictions. Planning committee meetings and open public meetings will be scheduled to occur at key points throughout the project timeline.

Schedule

The planning process began in November 2018 and a fully updated plan is expected to be ready for review by the North Carolina Division of Emergency Management and the Federal Emergency Management Agency by July 2019. Draft documents will be available on the project information website at various stages in the planning process.

For More Information

To learn more about this project, or to find out how you can be involved, please contact Sandy Wood, Johnston County Emergency Management Coordinator, at (919) 989-5050 or sandy.wood@johnstonnc.com. Additional information and regular updates throughout the duration of this project can be found on the Cape Fear Hazard Mitigation Planning website at <https://gis.aecomonline.net/irisk2/NCHMP.aspx?region=5>

