



Town of Archer Lodge

AGENDA

Regular Council Meeting

Tuesday, September 8, 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 - 72

- 4.a. Approval of Minutes:
 - 29 Feb 2020 Budget Planning Retreat ~ FY 2020/2021
 - 02 Mar 2020 Regular Council Meeting Minutes
 - 06 Apr 2020 Regular Council Meeting Minutes
 - [Budget Planning Retreat ~ FY 2020/2021 - 29 Feb 2020 - DRAFT](#)
 - [Regular Council - 02 Mar 2020 - DRAFT](#)
 - [Regular Council - 06 Apr 2020 - DRAFT \(3\)](#)

5. RECOGNITION/PRESENTATION:

73 - 89

- 5.a. Commercial Building Design Standards ~ Julie Maybee, Town Planner & Chad Meadows, CodeWright Planners, LLC
 - [9.8.20 Staff Report - Commercial Design Standards](#)
 - [9.8.20 Archer Lodge Draft Commercial Design Standards](#)

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 90 - 91
- 6.a. Discussion and Consideration of a Resolution Adopting a Title VI Policy for the Town of Archer Lodge to Prohibit Discrimination in Programs and Services and in Activities Receiving Federal Financial Assistance (RESOLUTION# AL2020-09-08 Adopting a Title VI Policy)
[AL2020-09-08 Resolution Adopting a Title VI Policy](#)
- 6.b. Discussion and Consideration of changing the November Town Council Work Session to a **Joint Meeting with the Archer Lodge Planning Board**. Due to COVID-19 restrictions, the meeting can be held at the Archer Lodge Community Center on Monday, November 16, 2020 beginning at 6:30 p.m.

7. TOWN ATTORNEY'S REPORT:

8. TOWN ADMINISTRATOR'S REPORT:

9. FINANCIAL/TOWN CLERK'S REPORT:

- 92 - 94
- 9.a. July 31, 2020 Interim Financials & Year-to-Date Comparison (FY20 compared to FY21)
[JULY 2020 - ALL FUNDS](#)
[JULY 2020 - YTD COMP](#)
- 95 - 97
- 9.b. August 31, 2020 Interim Financials & Year-to-Date Comparison (FY20 compared to FY21)
[AUGUST 2020 - ALL FUNDS](#)
[AUGUST 2020 - YTD COMP](#)

10. PLANNING/ZONING REPORT:

- 98 - 100
- 10.a. Planning | Zoning | Projects | Updates
[Planning Zoning Projects Report 08.31.20](#)
- 10.b. Code Enforcement

11. MAYOR'S REPORT:

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

13. ADJOURNMENT:



Budget Planning Retreat - Minutes Saturday, February 29, 2020

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

MEDIA PRESENT:

None

1. WELCOME ~ MAYOR MULHOLLEM

- a) **Mayor Mulhollem called the meeting to order at 9:03 a.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present.**

2. INVOCATION & PLEDGE OF ALLEGIANCE

- a) **Council Member Jackson offered the invocation. Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.**

3. BREAKFAST

- a) **Mayor Pro Tem Castleberry blessed the meal.**

4. FINANCIALS ~ KIM BATTEN

Following Breakfast, Item#4 on the Agenda resumed in the C. L. Gobble Conference Room located at the same address.

a) **Interim Financial Reports for January 2020**

Ms. Batten shared that January 31, 2020 marked the fiscal year 2019-2020 was 58% completed. Approximately 69% of anticipated revenues had been collected in the General Fund while estimated expenditures were slightly lower at 64%. At the close of January, the year-to-date revenues exceeded expenditures by nearly \$74,000.

In other funds, an average of 50.78% of investment earnings were shared between the Capital Reserve, Park Reserve and Public Safety Reserve Funds and roughly \$30,000, 32,000 and \$28,000 illustrates an increase in their fund balances respectively.

Comparing January 2020 with January 2019, revenues were less in January 2020, but so were expenditures and Ms. Batten stated that the net was slightly better in January 2020. Nothing further was discussed.

b) Budget Amendment Review (BA 2020 03)

Ms. Batten discussed Budget Amendment (BA 2020 03) for Fiscal Year 2019-2020 with Council which affects the General Fund and Park Reserve Funds only. In reviewing anticipated revenues for Ad Valorem Taxes, Fee in Lieu of Recreation and Investment Earnings, Ms. Batten recommended making the adjustments based on excess collections of taxes and the drop in the economy. Having no further discussion, Council agreed to place Budget Amendment, BA 2020 03, under the consent agenda at the March 2, 2020 Regular Council meeting.

BA 2020 03 appears as follows:

BA 2020 03

Town of Archer Lodge
Budget Amendment

Fiscal Year Ending June 30, 2020
Budget Amendment #
Date

BA 2020 03
02-Mar-20

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

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen: 2019 Property Taxes	10-3119-0000	716,000.00	12,000.00	728,000.00
Gen: Penalties and Interest	10-3180-0000	1,300.00	700.00	2,000.00
Gen: Fee in Lieu of Recreation	10-3345-0000	45,000.00	(35,000.00)	10,000.00
Gen: Investment Earnings	10-3831-0000	24,000.00	(7,000.00)	17,000.00
Park Res: Transfer from Gen Fund 10	31-3900-3910	160,000.00	(35,000.00)	125,000.00
Total Increase (Decrease) in Revenues		(64,300.00)		
Expenditures:				
Gen/Gov Body: Town's Anniversary Event (s)	10-4110-3150	10,000.00	500.00	10,500.00
Gen/Admin: Salaries	10-4120-1210	103,300.00	2,000.00	105,300.00
Gen/Admin: FICA Taxes	10-4120-1810	11,000.00	200.00	11,200.00
Gen/Admin: Retirement	10-4120-1820	11,800.00	200.00	12,000.00
Gen/Admin: NC 401-K	10-4120-1840	5,200.00	100.00	5,300.00
Gen/Admin: Contracted Services-Consultant	10-4120-3550	15,000.00	(10,000.00)	5,000.00
Gen/Admin: Equipment Lease	10-4120-4200	4,000.00	1,000.00	5,000.00
Gen/Admin: Small Equipment & Furnishings	10-4120-5000	2,500.00	(500.00)	2,000.00
Gen/Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	23,000.00	2,000.00	25,000.00
Gen/Pub Bldgs: Communications	10-4190-3340	6,600.00	400.00	7,000.00
Gen/Pub Bldgs: Repairs & Maintenance Buildings	10-4190-3520	8,000.00	1,000.00	9,000.00
Gen/Pub Safety: Contracted Services-AL Fire Dept	10-4300-3500	325,000.00	5,000.00	330,000.00
Gen/Public Works: Installation Street Lights	10-4510-5000	2,500.00	(500.00)	2,000.00
Gen/Public Works: Capital Outlay	10-4510-5100	10,000.00	(8,500.00)	1,500.00
Gen/Plan & Zone: Salaries	10-4910-1210	15,980.00	2,000.00	17,980.00
Gen/Plan & Zone: Salaries (Part-Time)	10-4910-1220	37,070.00	7,000.00	44,070.00
Gen/Plan & Zone: FICA Taxes	10-4910-1810	4,500.00	700.00	5,200.00
Gen/Plan & Zone: Retirement	10-4910-1820	1,600.00	300.00	1,900.00
Gen/Plan & Zone: NC 401-K	10-4910-1840	850.00	200.00	1,050.00
Gen/Plan & Zone: Supplies-Planning/Zoning	10-4910-2000	2,800.00	1,500.00	4,300.00
Gen/Plan & Zone: Training & Meetings	10-4910-3110	1,000.00	1,000.00	2,000.00
Gen/Plan & Zone: Dues & Subscriptions	10-4910-4000	820.00	100.00	920.00
Gen/Interfund Transfers: Transfer to Park Reserve Fund 31	10-9900-0031	160,000.00	(35,000.00)	125,000.00
Park Res: Recreation Development	31-6120-5500	99,000.00	(35,000.00)	64,000.00
Total Increase (Decrease) in Expenditures		\$ (64,300.00)		
		\$ -		
Justification for Budget Amendment:				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 2nd day of March 2020				
ATTEST:		Matthew B. Mulhollem, Mayor		
Kim P. Batten, Town Clerk		Teresa M. Bruton, Budget Officer		

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

Ms. Batten shared the Local Finance Bulletin #54 dated June 2019 with Council from the UNC School of Government as prepared by Gregory S. Allison. Mr. Allison is a faculty member at the school and specializes in governmental accounting and financial reporting for state and local governmental entities. This bulletin is the 2019-2020 Finance Calendar of Duties for City and County Officials as well as other offices in a City/Town or County. In a quick glance, it was determined that Finance Officers versus Governing Bodies perform most the financial duties throughout the year for a City/Town or County. A small discussion followed.

The Local Finance Bulletin #54 appears as follows:



UNC
SCHOOL OF GOVERNMENT

LOCAL FINANCE BULLETIN

No. 54 | June 2019

2019–2020

Finance Calendar
of Duties

for City and County Officials

Prepared by Gregory S. Allison

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

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Local Finance Bulletin No. 54 | June 2019

FINANCE CALENDAR OF DUTIES

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

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

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

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

—Gregory S. Allison

HOLIDAYS
2019–2020

July 4
Independence Day
Closed

September 2
Labor Day
Closed

October 9
Yom Kippur
Open

October 14
Columbus Day
Open

November 11
Veterans’ Day
Closed

November 28
Thanksgiving Day
Closed November 28, 29

December 25
Christmas Day
Closed December 24, 25, 26

January 1
New Year’s Day
Closed

January 19
Robert E. Lee’s Birthday
Closed

January 20
Martin Luther King, Jr.’s Birthday
Closed

February 17
Washington’s Birthday
Open

March 25
Greek Independence Day
Closed

April 10
Good Friday
Closed

April 12
Halifax Resolves Day
Open

May 10
Confederate Memorial Day
Closed

May 20
Mecklenburg Declaration Day
Open

May 25
Memorial Day
Closed

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FEBRUARY 29, 2020

BUDGET PLANNING RETREAT MEETING

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ABBREVIATIONS

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

Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
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MONTHLY DUTIES

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

MISCELLANEOUS DUTIES

JULY 2019

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

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Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
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JULY 2019 (continued)

22–Mon.	Mayor		Last day to file with State Department of Transportation statement relating to eligibility for Powell Bill funds and a certified map showing nonhighway street mileage in the city.	2, 3	136-41.1
30–Tues.	FO		Last day to file quarterly local public health expenditure report with State Department of Health and Human Services.	2	130A-4
31–Wed.	FO	FO	Quarterly federal income tax withholding report due. (Due August 10 if all deposits have been made.)	2	26 U.S.C. § 3402
	FO	FO	Quarterly state income tax withholding report due.		105-163.6
	FO	FO	Quarterly application for refund of state gasoline taxes due.		105-449.106
	FO	FO	Quarterly report and payment due to Unemployment Insurance Fund, Employment Security Commission.		96-9(a)(1)

AUGUST 2019

1–Thur.	FO		Final accounting forms regarding community-based alternatives programs due with State Division of Youth Services.	2	7A-649
	FO		Last day to file with State Department of Transportation a statement of Powell Bill fund expenditures during preceding fiscal year.		136-41.3
30–Fri.	FO		Report on local health staff time and activity due to State Department of Health and Human Services.	2	130A-4

SEPTEMBER 2019 No Entries

OCTOBER 2019

30–Wed.	FO		Last day to file quarterly local public health expenditure report with State Department of Health and Human Services.	2	130A-4
31–Thurs.	FO	FO	Quarterly federal income tax withholding report due. (Due November 11 if all deposits have been made.)	2, 4	26 U.S.C. § 3402
	Clerk		Report to state insurance commissioner on firefighting equipment and water system.		58-84-46
	FO	FO	Quarterly report and payment due to Unemployment Insurance Fund, Employment Security Commission.		96-9(a)(1)
	FO	FO	Quarterly state income tax withholding report due.		105-163.6
	FO	FO	Quarterly application for refund of state gasoline taxes due.		105-449.106
	FO	FO	Submit annual financial information report to Local Government Commission.	2	159-33.1
	FO	FO	Last day to mail escheat notices to owners of abandoned property held by the unit on preceding June 30.		116B-28(b)

NOVEMBER 2019 No Entries

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

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Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
APRIL 2020					
During Month	CC		If there is a desire to change the method for distributing local sales tax proceeds among the county government and city governments therein, adopt resolution changing method of distribution and deliver certified copy to commissioner of revenue within fifteen days after adoption. New method of distribution will take effect July 1.		105-472
1–Wed.	FO	FO	Report to secretary of the Department of Administration on effectiveness and cost benefit of utilization of each of the construction methods authorized in G.S. 143-128(a1).	2	S.L. 2001-496, § 13
30–Thurs.	FO	FO	Quarterly federal income tax withholding report due. (Due May 10 if all deposits have been made.)	2	26 U.S.C. § 3402
	FO	FO	Quarterly application for refund of state gasoline taxes due.		105-449.106
	FO	FO	Quarterly report and payment due to Unemployment Insurance Fund, Employment Security Commission.		96-9(a)(1)
	FO	FO	Quarterly state income tax withholding report due.		105-163.6
	FO	FO	Last day to file quarterly local public health expenditure report with State Department of Health and Human Services.	2	130A-4
MAY 2020					
No Entries					
JUNE 2020					
30–Tues.	All	All	Fiscal year ends today.		159-7
	FO	FO	Semiannual report due to the Department of Administration, Office of Historically Underutilized Business, of spending of \$30,000 or more on a building project.	2	143-128.3(a)
July 2020					
	FO	FO	Semiannual report due to the Department of Administration, Office of Historically Underutilized Business, of spending of \$30,000 or more on a building project.	2	143-128.3(a)
DUTIES CONNECTED WITH BUDGET PREPARATION AND ADOPTION					
JULY 2019					
1–Mon.	All	All	Fiscal year begins today.		159-7
	GB	CC	Deadline for 2019–2020 budget ordinance adoption.		159-13(a)
		CC	Deadline for completing action on school budget, unless later date is agreed to by school board.		115C-429(b)
		CC	Deadline for completing action on two-year institution budget, unless later date is agreed to by board of trustees.		115D-55(a)
15–Mon.	SD	SD	Deadline for reporting tax rate to city or county collecting taxes, if district levies own taxes.		159-14

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

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Date	City	County	Duty	Notes	Statutory Reference (G.S. unless noted)
JULY 2020					
1–Wed.	All	All	Fiscal year begins today.		159-7
	GB	CC	Deadline for 2020–2021 budget ordinance adoption.		159-13(a)
		CC	Deadline for completing action on school budget, unless later date is agreed to by school board.		115C-429(b)
		CC	Deadline for completing action on two-year institution budget, unless later date is agreed to by board of trustees.		115D-55(a)
15–Wed.	SD	SD	Deadline for reporting tax rate to city or county that collects taxes, if district levies own taxes.		159-14

Notes

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

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d) Compare Audit ending June 30, 2019 with Other Municipalities with Population < 9,999

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

Due to time constraints, Ms. Batten provided handouts on the following for the Town Council to review when time allows:

1. Management's Discussion and Analysis page from the last five Audit years (2015 - 2019)
2. Pie Charts, Bar Graphs and Spreadsheet depicting the Town's Revenues per Capita from 2015 - 2019
3. Pie Charts, Bar Graphs and Spreadsheet depicting the Town's Expenditures per Capita from 2015 - 2019
4. Items #2 & #3 may be compared with other municipalities without electricity and with populations less than 9,999 as was provided on another handout made available on the NC Department of State Treasurer's website:

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

e) Exercising Budget Skills & Sharing Budget Ideas

Ms. Batten chose to forego the budget exercise skill due to time constraints and move to the next item: budget ideas.

Budget ideas mentioned were as follows:

- Sponsor a couple of summer concerts and include food trucks.
- Annual Town float for the Christmas parade.
- Partnership with ALCC to enhance Christmas decor.
- Increase hours for the Town Administrator.
- Potential revenue source for Town, require Town vehicle tags.
- Sponsor Fall festival/rent spaces and/or Family oriented Mardi Gras
- Join Triangle East Chamber of Commerce.
- Welcome sign for Town (possibly on water tower(s)).

Mike Gordon shared the following:

- N-Focus contract will be terminated as of April 2020.
- Al Benshoff, attorney with The Brough Law Firm, has been hired to work with Ms. Maybee to reorganize, revise and update certain high priority Zoning and Subdivision Ordinances for the Town and she will be sharing more information later in the meeting regarding that subject.
- Town plans to recognize N*Focus, specifically Bob Clark and Andy Thomas, for their services.

Having nothing further, Mr. Gordon suggested taking a 15-minute break.

5. BREAK

6. PLANNING/ZONING ITEMS ~ JULIE MAYBEE

a) Bicycle and Pedestrian Plan - FINAL

Ms. Maybee thanked everyone that participated in the Bicycle and Pedestrian Plan. Council Member Bruton suggested some changes and Ms. Maybee noted that she would do an addendum to incorporate the changes. The consensus of the Council was to keep shared paths off main roads.

Ms. Maybee provided the following presentation and discussion continued throughout:

Archer Lodge Bike and Pedestrian Plan



- North Carolina Division of Bicycle and Pedestrian Transportation has assisted numerous municipalities to develop 193 bicycle and pedestrian plans funded through NCDOT's Planning Grant Initiative program.
- In the 2018 grant cycle, the Town of Archer Lodge initiated a robust public involvement program. A steering committee was formed, citizen surveys were solicited, and public workshops were held to facilitate the development of Bicycle and Pedestrian Plan for the Town of Archer Lodge. Initially draft reviewed by staff, Steering Committee, Planning Board, Town Council.
- Promotes multi-modal mobility and will help guide these efforts for the town, the NCDOT, and associated local and regional partners.
- Feb. 29, 2020 & March 2, 2020 – Presentation to the Town Council on Final Draft of Plan

Purpose and Scope of Plan

The purpose of the *Archer Lodge Bicycle and Pedestrian Plan*, (hereafter referred to as the “*plan*”), is to evaluate the existing bicycle and pedestrian conditions within the Town of Archer Lodge and recommend programmatic and infrastructure projects to improve safety, connectivity, and well-being.

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

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

Goals and Objectives

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

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

☐ **Encourage Economic Benefits of Biking and Walking**

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

☐ **Connect Cultural Sites and Natural Resources**

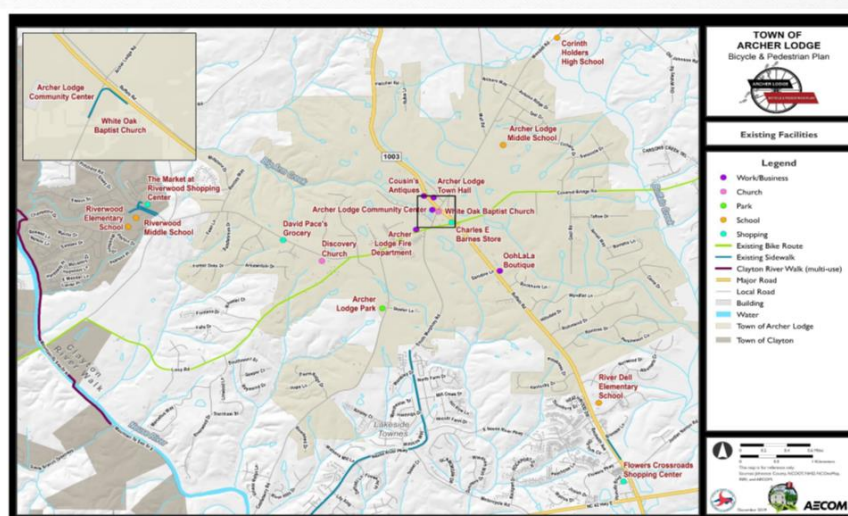
Develop facilities and programs that enhance the connection between local and regional cultural sites and natural resources through bicycle and pedestrian facilities such as greenways or trails.



☐ **Improve Mobility through Bicycle and Pedestrian Networks**

☐ **Provide Bicycle and Pedestrian Education**

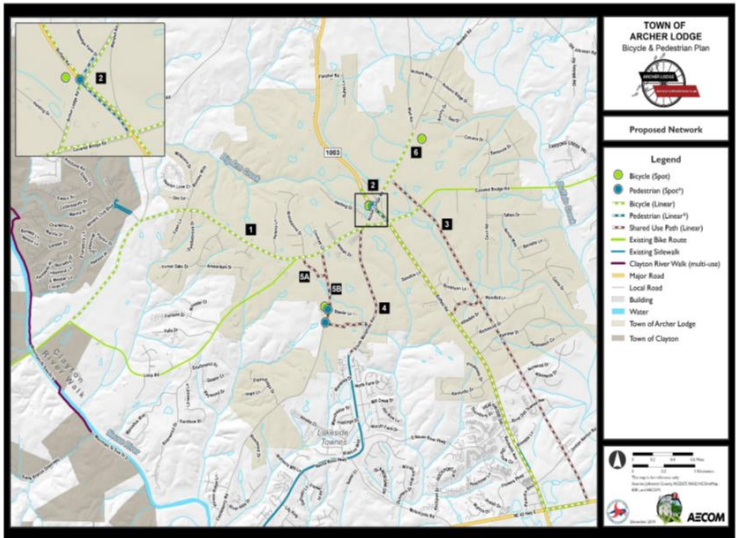
Existing Facilities



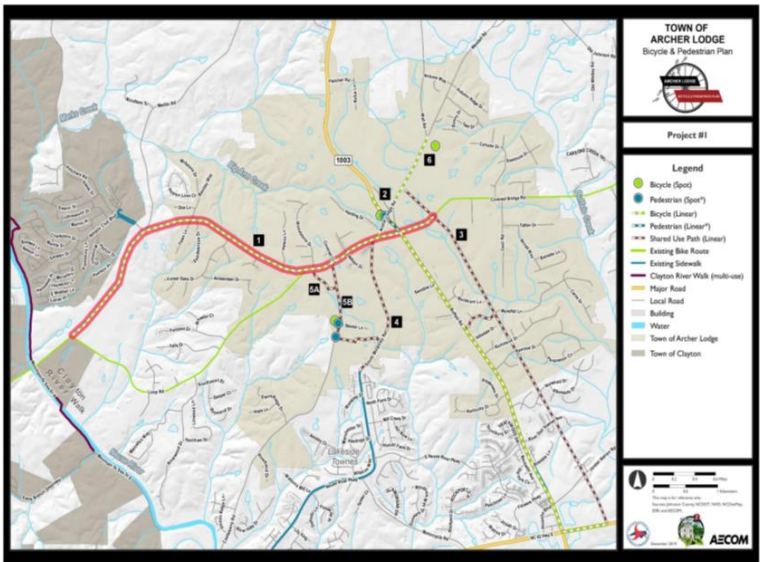
1. Covered Bridge Road – Corridor Improvements (see plan pages 62 -65)
2. Buffalo Road – Corridor Improvements (see plan pages 66 – 71)
3. Duke Energy Easement Greenway – Shared Use Improvements (see plan page 72 – 74)
4. South Murphrey Road – Shared Use Improvements (see plan pages 76-78)
5. South Woodstone (5A)/Castleberry Drive (5b) –Shared Use Improvements/Bicycle and Pedestrian Improvements, Respectively (see plan pages 79-85)

Note: See Executive Summary Page 6

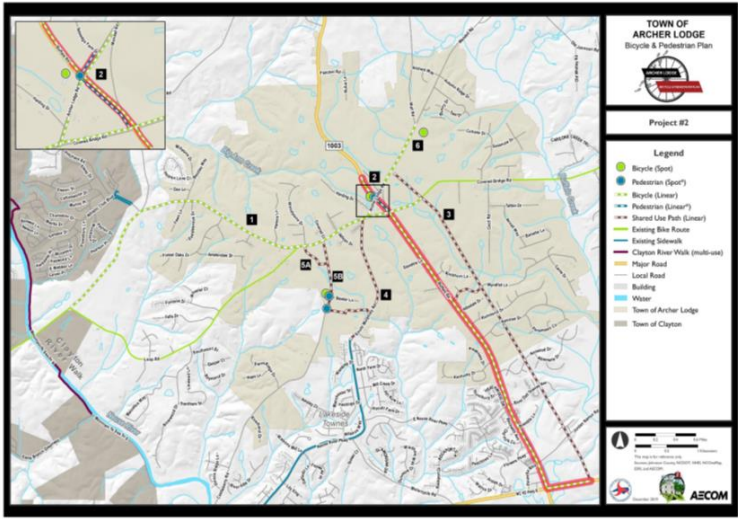
Priority (aka Project) Map



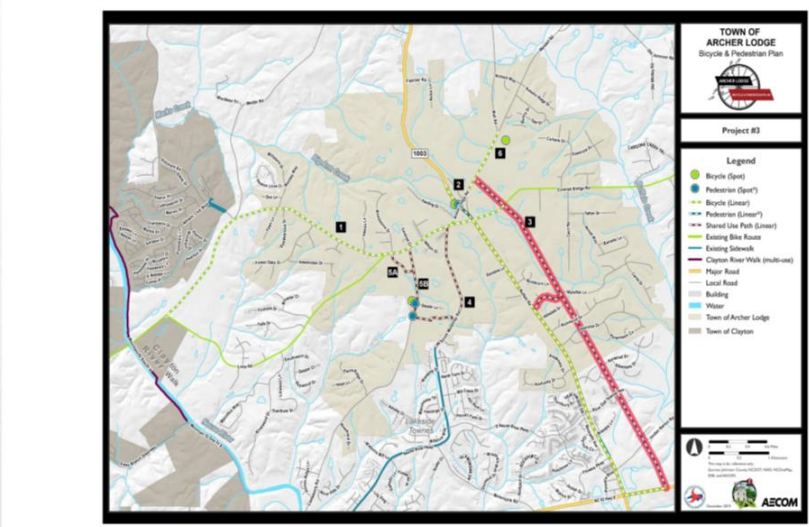
Priority (aka Project) #1 – Covered Bridge Corridor Improvements



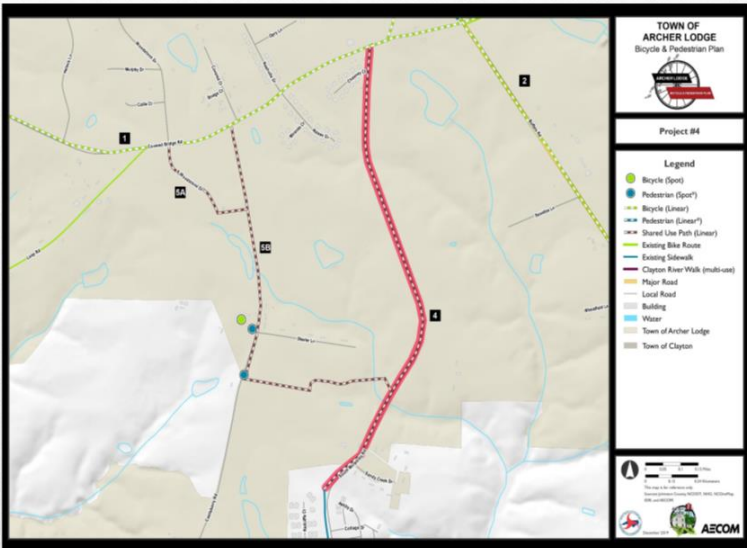
Priority (aka Project) #2 – Buffalo Road Corridor Improvements



Priority (aka Project) #3 – Duke Energy Greenway



Priority #4 – South Murphrey Shared Use Improvements



Priority (aka Project) #5A&B – South Woodstone and Castleberry Road



Implementation Strategy

As referenced in Section 5 of the plan, the implementation strategy includes several components to facilitate programs and construct bicycle and pedestrian facilities:

- ❑ Key Action Steps: *Describing actions to help the town implement the recommendations of this plan and improve overall bicycling and pedestrian facilities (see Table 5-1, pages 99-100)*
- ❑ Project Development Strategies: *Utilizing key action steps to implement specific projects (See pages 101- 104)*
- ❑ Funding Process and Sources: *Identifying and mobilizing funding for projects (see pages 104 – 105)*
- ❑ Performance Evaluation Measures: *Evaluating the effectiveness of projects (see Table 5-2, pages 107 – 108)*

Key Action Steps

1. Adopt the *Town of Archer Lodge Bicycle and Pedestrian Plan*.

2. Establish a Bicycle and Pedestrian Advisory Committee or appoint a town identified council member or interested citizen who will be responsible for overseeing the implementation of the *plan*.

3. Strengthen partnerships with Johnston County and its municipalities.

4. Coordinate with NCDOT Division 4 to incorporate projects on a regional scale.

5. Coordinate with the NC Capital Area Metropolitan Planning Organization (CAMPO) to include infrastructure projects in the metropolitan planning process.

6. Include bicycle and pedestrian facilities in town ordinances.

7. Adopt key zoning amendments including a sidewalk overlay district.

8. Apply for grants and explore other funding sources and develop local funding for match requirements for the *plan's* projects and programs.
13. Coordinate projects and programs with the Triangle Conservancy of North Carolina.

14. Partner with NC Department of Commerce and others to promote ecotourism.

15. . Carry out programs that educate residents on the health benefits of bicycle and walking.

16. Program local funds for bicycle and pedestrian projects.

17. Coordinate with Region 7 Active Routes to School Coordinator.

18. Develop a wayfinding program.

19. Apply and participate in NCDOT's Watch for Me NC campaign to raise awareness and provide educational details.

20. Prepare the first Archer Lodge Bicycle and Pedestrian Annual Report.

21. Work with adjoining communities whenever possible.
- Note: See Table 5-1, page 99 for Timeline, etc.

Timeline

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

b) Archer Lodge, NC Code of Ordinances

Ms. Maybee shared a PowerPoint slide providing an overview of items that will be discussed following the Break. The overview slide appears as follows:

Agenda Item #6 B – Archer Lodge Code of Ordinances

- Overview:
 - New NC Chapter 160D
 - January 1, 2021 Deadline –Amend our Zoning & Subdivision Regulations and related ordinances to comply with new law.
 - Extensive checklist provided
 - Ongoing Training with the Planning Board and Board of Adjustment on New Chapter 160 D.
 - Board Recommendations:
 - Planning Board Goals and Objectives – 2020/21
 - Board of Adjustment Goals and Objectives- 2020/21

The extensive checklist from UNC School of Government appears as follows:



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

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

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

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

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

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

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

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

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

II. Geographic Jurisdiction [Chapter 2, Section I]

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

III. Boards [Chapter 2, Section II]

A. In General

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

B. Planning Board

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

C. Board of Adjustment

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

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

A. In General

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

B. Enforcement

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

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

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

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

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

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

A. Historic Preservation

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

B. Development Agreements

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

VII. Comprehensive Plan [Chapter 4, Section I]

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

VIII. Legislative Decisions [Chapter 4, Section II]

A. Notice

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

B. Planning Board Comment

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

C. Plan Consistency

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

D. Voting

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

E. Certain Legislative Decisions

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

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

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

A. Procedures

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

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

B. Certain Quasi-Judicial Decisions

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

X. Administrative Decisions [Chapter 4, Section IV]

A. Development Approvals

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

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

B. Determinations

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

C. Appeals of Administrative Decisions

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

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

A. Vested Rights

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

B. Permit Choice

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

XII. Judicial Review [Chapter 5, Section II]

A. Declaratory Judgments

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

B. Appeals of Quasi-Judicial Decisions

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

C. Subdivision Decisions

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

D. Attorneys' Fees

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

E. Additional Judicial Rules

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

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In reviewing the required 160D Checklist of Changes to Local Ordinances, Policies and Practices as provided by UNC School of Government and shared by Ms. Maybee that must be in place by January 2021, Mayor Mulhollem recommended another 15-minute break.

7. BREAK

8. PLANNING/ZONING ITEMS (CONT.) ~ JULIE MAYBEE

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

Following the break, Ms. Maybee provided more in-depth slides on those same topics for further discussion which appear below:

- New NC Chapter 160 D & The Brough Law Firm
- Ongoing Training with the Planning Board and Board of Adjustment on New Chapter 160 D
- Board Recommendations
- Planning Board Goals & Objectives 2020/2021
- Board of Adjustment Goals & Objectives 2020/2021

- New NC Chapter 160D
 - Brough Law Firm Memorandum
 - Executive Summary
 - Annotated Outline
 - Draft Table of Contents
 - Draft Comparison of Current Chapter 2 and 30 with a Revised/Updated Chapter 30

The Brough Law Firm Memorandum appears as follows:



G. Nicholas Herman
Robert E. Hornik, Jr.
T.C. Morphis, Jr.
Albert M. Benshoff
S. Ellis Hankins
Kevin R. Hornik
Brady N. Herman

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MEMORANDUM

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

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

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

DATE: February 24, 2020

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

Table 1.

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

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

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

Table 2: Deadlines from SL 2019-111

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

2. SUGGESTED IMPROVEMENTS of a GENERAL NATURE.

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

3. CHAPTER 30 ARTICLE SUMMARIES.

Feb. 19, 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

The Brough Law Firm thanks you for this opportunity.

Feb. 19, 2020

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Ms. Maybee continued with the PowerPoint presentation as follows:

New Planning Legislation

- General Assembly adopted the first complete revision of the statutes governing municipal zoning ordinances for the first time since 1970's. (Session Law 2019-111 consists of two parts.)
- Brough Law Firm was hired to revise/update high priority ordinances for the Town . One of the principal goals of this project is to make every amendment compliant with the new law. The Brough Memorandum the executive summary explains what will be done and provides a draft structure for a revised/updated zoning and subdivisions ordinances. Suggested improvements of a general nature are provided regarding:
 - Ordinance Organization
 - Ambiguous Language
 - Enhanced Standards.
 - New Standards

New Planning Legislation

- ❑ Brough Law Firm executive summary elaborates on the general contents each planning and zoning article, etc;
- ❑ A draft Table of Contents for the Revised/Updated Zoning and Subdivision Ordinance is provided; and
- ❑ Draft Comparison of the Current Chapter 2 and 30 with the Revised/Updated Chapter 30 is provided. The draft comparison is especially helpful in showing where existing ordinance provisions will be inserted into the revised ordinance.

Planning Board Goals 2020/2021

Consideration of Goals:

- ❑ **160D Information Modules Training – UNC School of Government**
 - ❑ What is 160D? (Conducted 1.15.20)
 - ❑ Jurisdictions and Board (Conducted 1.15.20)
 - ❑ Context and Backgrounds
 - ❑ Substance of Development Ordinances
 - ❑ Comprehensive Plan Requirement
 - ❑ Decision Types and Specific Approvals
 - ❑ Administrative Land Use Decisions
- ❑ **Collaborate with Town Council/Board of Adjustment**
 - ❑ Uniform Rules of Procedure Consistent with NC General Statute 160 D
- ❑ **Joint Meeting with Town Council/Planning Board/Board of Adjustment – Fall 2020**

Planning Board Goals 2020/2021

Consideration of Goals (Continued)

- ❑ **Review Comprehensive Plan and Land Use Ordinance (Zoning Regulations)**
- ❑ **Prepare Outline of Revised (Proposed) Land Use Ordinance**
 - ❑ Show Sections to be Revised
 - ❑ Show where existing sections or topics or sections will be found.
 - ❑ Consider “Objectives” and “Action Items” in the 2020 Comprehensive Land Use Plan
- ❑ **Revise Subdivision Ordinance**
 - ❑ Add Subdivision Plat Certifications to an Appendix
 - ❑ Clarify when a transportation impact analysis is required
 - ❑ Add Penalties for failure to dedicate roads for ongoing maintenance
 - ❑ Revise Requirement for payment-in-lieu of dedication of land for recreation
 - ❑ Review Family Subdivision Procedures
 - ❑ Add Subdivision Development Options.

Planning Board Goals 2020/2021

Consideration of Goals (Continued)

- ☐ Revise/Add Design Standards, including but not limited to:
 - ☐ Commercial Design Standards
 - ☐ Street Standards
 - ☐ Connectivity Standards
 - ☐ Mail Kiosk Standards
- ☐ Update Water Supply Protection Standards in Accordance with NC Law
- ☐ Other?

Board of Adjustment Goals 2020/2021

- Consideration of Goals:
- 160D Information Modules Training – UNC School of Government
 - Quasi-Judicial Land Use Decisions
 - Judicial Review of Land Use Decisions
 - Administrative Land Use Decisions
- Ongoing Training
 - Collaborate with Town Council/Planning Board
 - Uniform Rules of Procedure Consistent with NC General Statute 160 D
 - Joint Meeting with Town Council/Planning Board in Fall 2020
 - Other?
 -

- Budget items for review:
- Fee in Lieu Of
 - Permit Fees
 - Variance Request Fee

9. OTHER TOPICS OF DISCUSSION ~ MIKE GORDON

a) Capital Project Ordinance - Archer Lodge Town Park

Mr. Gordon shared a proposed Capital Project Ordinance# AL2020-03-1 for the Archer Lodge Town Park project. He explained that the project will extend over a three-year period and the Ordinance matches the Project Costs Statement as submitted in the PARTF Application. Having no further comments, Ms. Batten advised that Capital Project Ordinance# AL2020-03-1 will appear on the March 2, 2020 Regular Town Council Meeting Agenda for consideration.

(INTENTIONALLY LEFT BLANK)

Capital Project Ordinance# AL2020-03-1 appears as follows:

ORDINANCE# AL2020-03-1

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

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

Section 1. The project authorized by this ordinance is for a town park.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

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

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

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

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements and any state regulations that may apply.

Section 6. The Finance Officer is directed to report, as needed by Council, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 7. Copies of this capital project ordinance shall be filed with the Finance Officer/Town Clerk for direction in carrying out this project.

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

TOWN OF ARCHER LODGE

ATTEST:

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

(SEAL)

b) PARTF Grant & Landscape Architect/Designer/Engineer Agreement (Year 1, Year 2, Year 3)

Mr. Gordon shared the following information:

- Proposed Agreement between the Town and Susan Hatchell Landscape Architecture, PLLC is for three-year period.
- Regarding the initial park drawing, NCDOT is requiring the driveway entrance to be moved.
- The speed limit will not need to be reduced at the new location of the park entrance according to NCDOT.
- Farmhouse on the park land was inspected by an Historical Inspector and moving the structure is a possibility.
- Quotes for the maintenance of the park grounds are forthcoming.

Having no further comments, Ms. Batten advised that the Agreement will appear on the March 2, 2020 Regular Town Council Meeting Agenda for consideration.

(INTENTIONALLY LEFT BLANK)

The Agreement between the Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC appears as follows:

AGREEMENT BETWEEN CLIENT AND LANDSCAPE ARCHITECT

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

Archer Lodge Town Park Phase 1

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

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

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

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

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

Article 1 Landscape Architect's Basic and Additional Services

Year 1 (2020): Design and Permitting

Year 1, Task 1: Kick-off

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

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

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

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

Year 1, Task 2 Deliverables: 30% Schematic Design PDF Review set, 30% preliminary cost estimate, project schedule, updates to include general time frame for the overall project, design phases, milestones, anticipated construction for two construction packages.

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

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

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

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

Year 1, Task 4: Permitting/Site Plan Approvals

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

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

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

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

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

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

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

Year 2, Task 1: Bidding

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

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

Year 2, Task 2: Construction Administration

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

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

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

Year 3, Task 1: Bidding

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

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

Year 3, Task 2: Construction Administration

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

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

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

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

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

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

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

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

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

Article 2 Client's Responsibilities

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

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

- C. Client agrees to advise Landscape Architect of any known or suspected contaminants at the Project site. Client shall be solely responsible for all subsurface soil conditions.
- D. Client will pay for all necessary permits from authorities with jurisdiction over the Project.
- E. Client agrees to provide the items described in Article 2.A and to render decisions in a timely manner so as not to delay the orderly and sequential progress of Landscape Architect's services.
- F. Susan M. Hatchell, FASLA will serve as Project Manager for Susan Hatchell Landscape Architecture, PLLC. Mike Gordon will serve as Project Manager for the Town of Archer Lodge.

Article 3 Estimated Schedule and Project Budget

- A. Landscape Architect shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule.
- B. As of the date of this Agreement, Client's Project and construction budget has not been established. Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget or to the Project's scope may require Additional Services of Landscape Architect.
- C. Schedule: Three-year period with specific dates to be determined.

Article 4 Compensation and Payments

- A. Client agrees to pay Landscape Architect as follows:

1. Basic Services:

A. Basic Services Fee

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

2. Additional Services:

- A. Additional Meetings \$800 each

Standard Hourly Rates and Direct Expenses are as follows:

SHLA, PLLC Professional Hourly Fees:

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

Senior Engineer \$155

- B. Reimbursable Expenses for Additional Services include, but are not limited to: reproduction, postage, and handling of documents; long distance and facsimile charges; authorized travel; and Client requested renderings and models.
- C. Landscape Architect shall bill Client for Basic and Additional Services and Reimbursable Expenses once a month. All payments are due Landscape Architect upon receipt of invoice.

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

Name



Title

Dated February 5, 2020
NC Landscape Architect No. 528

Dated -----

10. **CLOSING REMARKS ~ ARCHER LODGE TOWN COUNCIL**
Mayor Mulhollem asked that the meeting resume in the Jeffery D. Barnes Council Chambers for Item#10.

- a) **Mayor Mulhollem shared the following:**
 - **Town might want to consider purchasing another Speed Limit Radar Sign.**

- Due to increasing activities, Mayor Mulhollem informed Council that an increase in the Budget for the Town Administrator position to allow for more hours.
- Groundbreaking at Park Land to include Mr. and Mrs. Smith

- b) Council Member Jackson recommended the following:
- Incentive policy to encourage annexation.
 - Need for a Learning Resource Center in the Town.

- c) Mayor Pro Tem Castleberry mentioned the following:
- Suggested having an entrance to the Park Land from Murphy Road.
 - He would not be attending the Monday, March 2, 2020 Town Council Meeting.
 - He agreed to remove Section 3-50 - Carrying concealed handgun in town-owned buildings on the proposed Ordinance Regulating Firearms Within the Town of Archer Lodge.

- d) Council Member Bruton mentioned naming the Park with considerations being given to Mr. and Mrs. George Smith.

- e) Mr. Wilson shared that his concerns for the maintenance of the Archer Lodge Memorial Site had been addressed.

- f) Council Member Purvis recommended that the Town continue to be proactive of the needs of the Archer Lodge Community Center Recreation.

11. ADJOURNMENT ~ MAYOR MULHOLLEM

- a) Mayor thanked all for attending a successful Budget Planning Retreat Meeting.

Adjourned Budget Planning Retreat Meeting at 2:30 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Regular Council - Minutes Monday, March 2, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Bruton
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Mike Gordon, Town Administrator
Julie Maybee, Town Planner
Andy Thomas Jr., Senior Planner
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

Mayor Pro Tem Castleberry

GUEST PRESENT:

Cindy Camacho, AECOM
Haley Lloyd, AECOM
Girl Scout Troop 1999

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 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: 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. CONSENT AGENDA:

a) Approval of Minutes: 21 Oct 2019 Town Council and Planning Board Joint Work Session Minutes

b) Budget Amendment (BA 2020 03)

Budget Amendment (BA 2020 03) appears as follows:

Town of Archer Lodge
Budget Amendment

BA 2020 03

Fiscal Year Ending June 30, 2020
Budget Amendment #
Date

BA 2020 03
02-Mar-20

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

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen: 2019 Property Taxes	10-3119-0000	716,000.00	12,000.00	728,000.00
Gen: Penalties and Interest	10-3180-0000	1,300.00	700.00	2,000.00
Gen: Fee in Lieu of Recreation	10-3345-0000	45,000.00	(35,000.00)	10,000.00
Gen: Investment Earnings	10-3831-0000	24,000.00	(7,000.00)	17,000.00
Park Res: Transfer from Gen Fund 10	31-3900-3910	160,000.00	(35,000.00)	125,000.00
Total Increase (Decrease) in Revenues			(64,300.00)	
Expenditures:				
Gen/Gov Body: Town's Anniversary Event (s)	10-4110-3150	10,000.00	500.00	10,500.00
Gen/Admin: Salaries	10-4120-1210	103,300.00	2,000.00	105,300.00
Gen/Admin: FICA Taxes	10-4120-1810	11,000.00	200.00	11,200.00
Gen/Admin: Retirement	10-4120-1820	11,800.00	200.00	12,000.00
Gen/Admin: NC 401-K	10-4120-1840	5,200.00	100.00	5,300.00
Gen/Admin: Contracted Services-Consultant	10-4120-3550	15,000.00	(10,000.00)	5,000.00
Gen/Admin: Equipment Lease	10-4120-4200	4,000.00	1,000.00	5,000.00
Gen/Admin: Small Equipment & Furnishings	10-4120-5000	2,500.00	(500.00)	2,000.00
Gen/Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	23,000.00	2,000.00	25,000.00
Gen/Pub Bldgs: Communications	10-4190-3340	6,600.00	400.00	7,000.00
Gen/Pub Bldgs: Repairs & Maintenance Buildings	10-4190-3520	8,000.00	1,000.00	9,000.00
Gen/Pub Safety: Contracted Services-AL Fire Dept	10-4300-3500	325,000.00	5,000.00	330,000.00
Gen/Public Works: Installation Street Lights	10-4510-5000	2,500.00	(500.00)	2,000.00
Gen/Public Works: Capital Outlay	10-4510-5100	10,000.00	(8,500.00)	1,500.00
Gen/Plan & Zone: Salaries	10-4910-1210	15,980.00	2,000.00	17,980.00
Gen/Plan & Zone: Salaries (Part-Time)	10-4910-1220	37,070.00	7,000.00	44,070.00
Gen/Plan & Zone: FICA Taxes	10-4910-1810	4,500.00	700.00	5,200.00
Gen/Plan & Zone: Retirement	10-4910-1820	1,600.00	300.00	1,900.00
Gen/Plan & Zone: NC 401-K	10-4910-1840	850.00	200.00	1,050.00
Gen/Plan & Zone: Supplies-Planning/Zoning	10-4910-2000	2,800.00	1,500.00	4,300.00
Gen/Plan & Zone: Training & Meetings	10-4910-3110	1,000.00	1,000.00	2,000.00
Gen/Plan & Zone: Dues & Subscriptions	10-4910-4000	820.00	100.00	920.00
Gen/Interfund Transfers: Transfer to Park Reserve Fund 31	10-9900-0031	160,000.00	(35,000.00)	125,000.00
Park Res: Recreation Development	31-6120-5500	99,000.00	(35,000.00)	64,000.00
Total Increase (Decrease) in Expenditures			\$ (64,300.00)	
			\$ -	

Justification for Budget Amendment:
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 2nd day of March 2020

ATTEST:

Kim P. Batten, Town Clerk

Matthew B. Mulhollem, Mayor

Teresa M. Bruton, Budget Officer

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

CARRIED UNANIMOUSLY

5. **RECOGNITION/PRESENTATION:**

a) **Final Version of the Bicycle and Pedestrian Plan Presentation by AECOM Representative's, Cindy Camacho**

Ms. Cindy Camacho presented AECOM's Final Version of the Archer Lodge Bicycle and Pedestrian Plan and appears as follows:

MARCH 2, 2020
Page 44 of 100

REGULAR COUNCIL MEETING

Page 2 of 21

Overview

- Plan showcases the Town's strong commitment to bicycle + pedestrian planning improvements
- Funded by NCDOT grant with matching funds from the Town
- Collaborative effort between the Steering Committee, NCDOT, Project Consultant, and the public
- Plan's Purpose:
 - Evaluate existing bike/ped conditions
 - Recommend programmatic and infrastructure projects to improve safety, connectivity, and wellbeing

Community Vision

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



Goals

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

Existing Conditions

- Thorough evaluation:
 - Demographics
 - Land use and development
 - Existing plans/projects
 - Community features
 - Transportation network and infrastructure
- Used to formulate and prioritize the policies and programs recommended in this plan

Proposed Projects/Existing Conditions

- Projects were developed through steering committee and public input
- Infrastructure projects with a priority ranking (high, medium, low)
 - Prioritization as a general guide to implementation
- Policies, ordinances, and programs

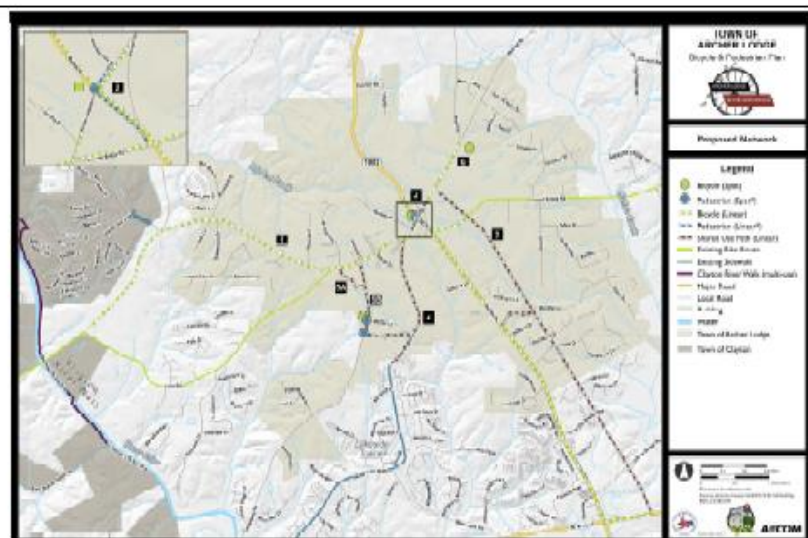
Proposed Network

- Network designed for user experience level - beginner, intermediate, and advanced
- Routes link schools, parks and recreation
- Access to Community Center, Clayton Riverwalk, and neighborhoods

Priority Projects

- Covered Bridge Road
- Buffalo Road
- Duke Energy Easement Greenway
- South Murphrey Road
- South Woodstone/Castleberry Drive

Other Projects: Archer Lodge/Wendell Road





Covered Bridge Road
Signed bike route along Covered Bridge Road.

Covered Bridge Road

- (Long Term) Continue pedestrian and bicycle improvements associated with STIP project W-5704E from project end west to town limits. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs
- (Long Term) Coordinate with the Town of Clayton to provide future pedestrian connections to destinations on Pritchard Road



Buffalo Road
Install a bike rack at the community center.



Buffalo Road
Install a crosswalk and a pedestrian hybrid beacon (HAWK) (intersection of Buffalo Road and Archer Lodge Road).

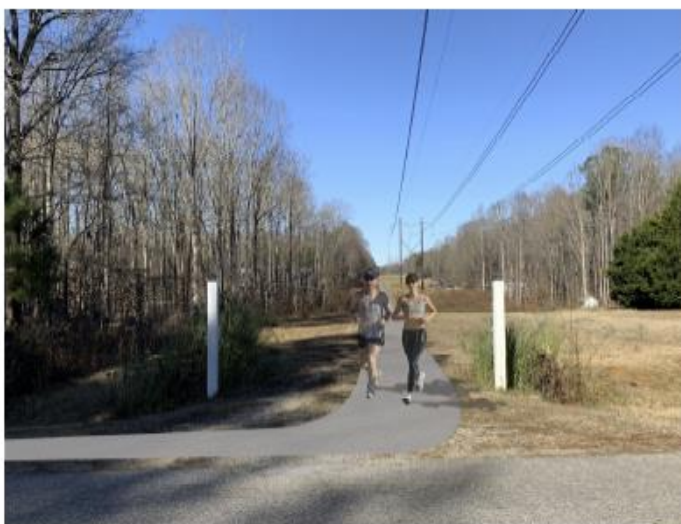


Buffalo Road

Install a sidewalk (eastern side of Buffalo Road across from community center).

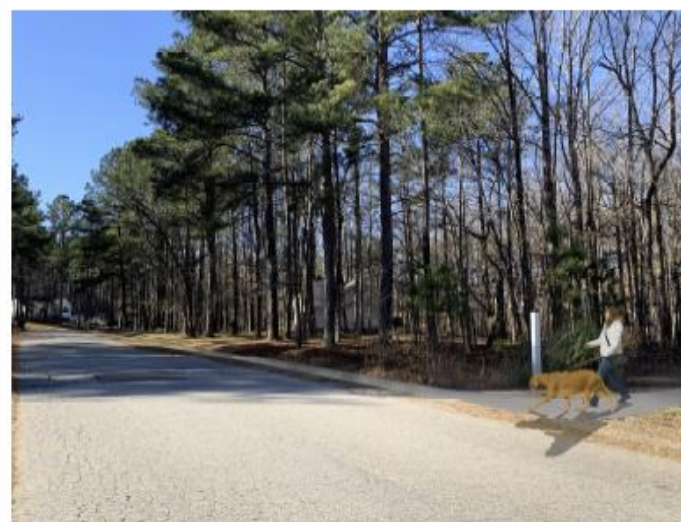
Buffalo Road

- Install a sidewalk (eastern side of Buffalo Road across from community center).
- Install a crosswalk and a pedestrian hybrid beacon (HAWK) (intersection of Buffalo Road and Archer Lodge Road).
- Bike rack at the community center.
- Add a signed bike route along Buffalo Road south of Fletcher Road until it meets NC Highway 42 and connects to the proposed greenway.
- (Long Term) Continue pedestrian improvements associated with STIP project W-5704E to link to existing sidewalks in front of the White Oak Baptist Church and proposed sidewalks as a part of Project 80094 along Buffalo Road.



Duke Energy Greenway

Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road.



Duke Energy Greenway

Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndall Lane.

Duke Energy Greenway

- Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road.
- Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndfall Lane. This will provide connections to existing neighborhoods.



South Murphrey Road

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

South Murphrey Road

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



South Woodstone

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

South Woodstone

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



Castleberry Road

Provide a multi-use connection path along Castleberry Road from Darcy Drive to Archer Lodge Park, including wayfinding signage.

Castleberry Road Shared-use

- Install a bike rack at the park.
- Provide a multi-use connection path along Castleberry Road from Darcy Drive to Archer Lodge Park, including wayfinding signage.
- (Long Term) Install pedestrian crosswalk and a pedestrian hybrid beacon on Castleberry Road between the two future park entrances.
- (Long Term) Continue future park greenway to link to proposed shared-use path on South Murphrey Road.

Archer Lodge/Wendell Road

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

Cost Estimates (Short Term)

Project	Cost Estimate
Covered Bridge Road	\$20,000
Buffalo Road	\$270,660
Duke Energy Easement Greenway	\$11,935,000
South Murphrey Road	\$1,895,000
South Woodstone/Castleberry Drive	\$325,000 + \$610,660 = \$935,660
Archer Lodge/Wendell Road	\$20,660

Key Action Steps

- Adopt the *Town of Archer Lodge Bicycle and Pedestrian Plan*
- Create a Bicycle and Pedestrian Advisory Committee (BPAC) to meet regularly, implement the plan, and report annually to the Town Commissioners
- Strengthen partnerships with surrounding governments and institutions

Key Action Steps (continued)

- Strategic coordination (NCDOT, MPO, local clubs, etc.)
- Amend town ordinances and policies to include requirements for bicycle facilities and wayfinding signage
- Identify and apply for funding sources

Thank you

cindy.camacho@aecom.com



Following the PowerPoint presentation, discussion followed. Information was shared that these plans are adopted by Resolutions and can be amended at any time with addendums. Mayor Mulhollem thanked Ms. Camacho and AECOM for their services and was looking forward to implementing the plan in the future. No further discussion.

b) Proclamation - Girl Scout Week
Sunday, March 8, 2020 - Saturday, March 14, 2020

Mayor Mulhollem proclaimed Sunday, March 8, 2020 to Saturday, March 14, 2020 as Girl Scout Week by reading the following Girl Scout Week Proclamation:



**Celebrating Girl Scout Week and
the Importance of Girls' Leadership Development**

WHEREAS, Girl Scouts is recognized as a national leader in providing the best leadership development experience in the world for girls; and

WHEREAS, Girl Scouts brings time-tested methods and research backed programs that speak to the strengths of girl leadership development, backed by more than 100 years of experience and expertise in the field; and

WHEREAS, in Girl Scouts, girls develop their leadership potential through activities that enable them to discover their values, skills and the world around them, connecting with others in a multicultural environment; and

WHEREAS, Girl Scouting is continuing a legacy of creating gender balanced leadership in the United States and the world in its second century of service to girls, by providing girls with the tools to become leaders dedicated to making this country and the world a better place; and

WHEREAS, Girl Scouts offers hands-on, girl-led, girl-centered learning in STEM, the outdoors, and entrepreneurship, and abundant opportunities to develop invaluable life skills, helping all girls take the lead early and often; and

WHEREAS, the Girl Scout Gold Award, the highest honor a Girl Scout can earn, acknowledges each recipient's power and dedication to not only bettering herself, but to making the world a better place for others; and

WHEREAS, Girl Scouts was founded in 1912 by Juliette Gordon Low whose life mission was to build girls of courage, confidence, and character and through her legacy continues to have an extraordinary influence on the lives of millions of girls across the country; and

WHEREAS, today, more than 50 million American women are Girl Scout alumnae and 2.6 million girls and adult volunteers are active members;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Council of the Town of Archer Lodge, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 8-14, 2020

Girl Scout Week

Duly adopted this 2nd day of March 2020.


Matthew B. Mulhollem
Mayor

Moved by: Council Member Jackson
Seconded by: Council Member Purvis
Proclaimed Girl Scout Week Sunday, March 8, 2020 - Saturday, March 14, 2020.

CARRIED UNANIMOUSLY

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Adopting the Final Version of the Bicycle and Pedestrian Plan as presented by AECOM for the Town of Archer Lodge.

Following AECOM's presentation and the earlier discussion, Mayor Mulhollem recommended that staff review the recommended changes and/or corrections, make amendments, prepare a Resolution to Adopt the

Bicycle and Pedestrian Plan for consideration at the April 6, 2020 Regular Town Council Meeting. No further comments.

b) Discussion and Consideration of Renewing Urban Archery for 2021 in the Town of Archer Lodge

Mayor Mulhollem mentioned that the Town had participated many years in the Urban Archery Season and was unaware of any controversy. Other members had no concerns. Mayor ask for a motion to proceed with renewing the application with the NC Wildlife Resources Commission for the Deer Urban Archery Season in Archer Lodge from January 9, 2021 - February 14, 2021. Ms. Batten, Town Clerk, noted that hunters must obtain permission from landowners and not the Town.

The 2021 Deer Urban Archery Season Renewal Form appears as follows:



Deer Urban Archery Season Renewal Form
(January 9 - February 14, 2021)

January 31, 2020

Town of Archer Lodge
Mayor Matthew Mulhollem
14094 Buffalo Road
Clayton, NC 27527

Please update any contact information that is not correct

Name of Representative: Mayor Matthew Mulhollem

Address: 14094 Buffalo Rd

City: Archer Lodge, NC Zip Code: 27527

Email Address: matt.mulhollem@archerlodgenc.gov

Phone Number: 919-359-9727

Do you wish to participate in the 2021 Deer Urban Archery Season (January 9 - February 14, 2021)

Yes ☒

No ☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the 2020-2021 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 919-359-9727

Website: archerlodgenc.gov

Are there any changes to the map submitted with your participation letter?

Yes ☐

No ☒

If "Yes", please attached a new map to this form. (No larger than 11"x17")

Please print and sign the name of the representative for the Town of Archer Lodge.

Name of Representative: Matthew B. Mulhollem, Mayor

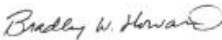
Signature: 

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

Shauna Glover, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email: shauna.glover@ncwildlife.org




Brad Howard
Chief, Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2020 to be a part of the Deer Urban Archery Season

Mailing Address: Wildlife Management Division • 1722 Mail Service Center, Raleigh, NC 27699-1700
Phone: (919) 707-0050 • Fax: (919) 707-0067

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Approved the 2021 Deer Urban Archery Season Renewal.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Adopting a Capital Project Ordinance for the Archer Lodge Town Park (Ordinance# AL2020-03-1)

Mr. Gordon commented that this item was discussed in detail at the Budget Planning Retreat held on Saturday, February 29, 2020. Mayor Mulhollem opened the floor, but no further discussion.

MARCH 2, 2020

REGULAR COUNCIL MEETING

Page 53 of 100

Page 11 of 21

Adopted Capital Project Ordinance# AL2020-03-1 appears as follows:

ORDINANCE# AL2020-03-1

TOWN OF ARCHER LODGE
CAPITAL PROJECT ORDINANCE
ARCHER LODGE TOWN PARK

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

Section 1. The project authorized by this ordinance is for a town park.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

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

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

NC PARTF Grant	\$	500,000
Town Funds	\$	500,000
Total	\$	1,000,000

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements and any state regulations that may apply.

Section 6. The Finance Officer is directed to report, as needed by Council, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

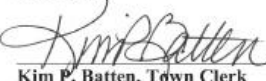
Section 7. Copies of this capital project ordinance shall be filed with the Finance Officer/Town Clerk for direction in carrying out this project.

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

TOWN OF ARCHER LODGE


Matthew B. Mulhollem, Mayor
(SEAL)



ATTEST:

Kim P. Batten, Town Clerk

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Adopted Capital Project Ordinance - Archer Lodge Town Park
(Ordinance# AL2020-03-1).

CARRIED UNANIMOUSLY

d) Discussion and Consideration of Approving an Agreement between the Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC for the Archer Lodge Town Park (Three-Year PARTF Grant)

Mr. Gordon remarked that this agreement was discussed in detail at the Budget Planning Retreat. As mentioned at the retreat, the park project requires professional services and the next step utilizing the PARTF Grant. With no further discussion, Mayor Mulhollem asked for a motion to approve the agreement as presented.

Approved Agreement appears as follows:

	AGREEMENT BETWEEN CLIENT AND LANDSCAPE ARCHITECT This Agreement, effective as of March 2, 2020, is between Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC in Raleigh, NC for the following Project: Archer Lodge Town Park Phase 1 Necessary work will include the planning, design and construction phase services for Phase 1 of Archer Lodge Town Park in Archer Lodge, NC. Work includes the preparation of construction documents for the following: earthwork, sedimentation and erosion control, new driveway from Castleberry Road, gravel entrance drive and parking lot, stormwater, water extension, site electrical, internal sidewalk connections, 200' little league ballfield (with lighting, irrigation, dugouts, infield, sprigging and fencing), 200' girls softball (with lighting, infield, sprigging, irrigation, dugouts and fencing), one-half mile of walking trail, planting, seeding, trash and recycling receptacles, entrance sign, site fencing and gates. • Susan Hatchell Landscape Architecture (SHLA) – Project Management, Landscape Architectural Services • NV5 – Civil Engineering • GeoTechnologies – Geotechnical investigations for planning • S&ME – septic field investigations Year 1 (2020): Design and Permitting for all Park Development Year 2 (2021): Construction of Site Work Package (Site grading, water line, entrance drive and gravel parking lot construction, sidewalks and trails, seeding, perimeter fencing and gates) Year 3 (2022): Construction of Site Recreational Facilities Package (Two softball fields (with lighting, fencing, dugouts, infield, sprigging, irrigation), playground, planting, entrance sign, waste and recycling receptacles. Article 1 Landscape Architect's Basic and Additional Services Year 1 (2020): Design and Permitting <u>Year 1, Task 1: Kick-off</u> 1) Site Review of investigations prepared by others and to be provided for the Design Team include: a) Topographic survey of the site, survey provided by Owner dated March 22, 2019 by Coulter Jewell Thames, PA. b) Geotechnical information will be obtained after final site layout is approved. c) Potential septic tank and field location for future structures will be obtained. d) Testing of the water pressure (by Owner) is required to evaluate if the existing water extension to the park will be sufficient for irrigation and future structures. 2) Obtain available topographic, planimetric, digital photo and soils GIS data or other available resources to augment the field topographic survey for the construction plans as needed to supplement for drainage area maps and exhibits required for permitting. 3) No wetlands, streams and riparian buffers are within the proposed project limits. 4) Prepare base map in AutoCAD format from topographic survey. 5) Project kick-off meeting with Town Staff (One (1) meeting in Archer Lodge). 6) Determine local and state development guidelines and regulations. 7) Prepare and maintain project schedule and project contact list. Year 1, Task 1 Deliverables: Base Mapping, project schedule, contact list, meeting minutes
	<u>Year 1, Task 2: 30% Master Planning/Schematic Design (SD)</u> 1) NV5 will meet with the district NCDOT office to establish the best driveway location into the site from Castleberry Road. 2) Determine septic usage rate with the County, make soils investigations and prepare location of possible septic for park. 3) Revise the existing park Master Plan to show updated layout of park development in CADD, based on survey information. 4) Meet with NC RRS representative to review preliminary park layout and compliance with PARTF grant requirements. 5) Prepare grading concepts for park development. 6) Revise layout of parking lot, septic, ballfields, etc. 7) Present to town staff for approval (One (1) meeting – SHLA, NV5) 8) The Design Team will prepare 30% SDs which will include a Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan, and Site Layout Plan. 9) Prepare preliminary cost estimate. 10) Conduct regular Design Team meetings in Raleigh. 11) NV5 will coordinate with the Town of Archer Lodge the preliminary designs for water and on-site utilities through one staff meeting. (One (1) meeting in Archer Lodge – NV5) 12) A preliminary phasing plan will be prepared. 13) Preliminary Review Meeting with Town Staff to review plans (One (1) meeting in Archer Lodge – SHLA, NV5) 14) Prepare preliminary permitting and regulatory approval plan identifying key requirements, including governing codes, ordinances, and regulatory reviews needed to comply with all federal, state and local regulations. Year 1, Task 2 Deliverables: 30% Schematic Design PDF Review set, 30% preliminary cost estimate, project schedule, updates to include general time frame for the overall project, design phases, milestones, anticipated construction for two construction packages. <u>Year 1, Task 3: 50% Construction Drawings (CD)</u> 1) Incorporate 30% SD plan comments into a 50% CD set to include the following sheets: Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan and details, Site Layout Plan and details, Grading and Storm Drainage Plan and details, Park Entrance Drive Permit drawings, Sedimentation and Erosion Control Plans and Details, Ballfield Layout Plans and Details, Ballfield Lighting Plans and Details, Ballfield Irrigation Plans and Details, Playground Layout Plans and Details, Water Line Extension Plan and Details, Grading and Storm Drainage Plans, Utility Plans and Details, Stormwater Plans and Details. 2) Prepare stormwater management calculations and design plans to address water quantity and water quality modeling as required by the Authority Having Jurisdiction (AHJ). The plans will address detention/retention system, implementation of best management practices (Stormwater BMP's) to address requirements limiting nitrogen runoff. The stormwater BMPs required for the project will be based on the differences between the amounts of existing impervious versus the proposed impervious. If required, a number of stormwater BMP's will be considered for this project and incorporated into the design if feasible. Appropriate calculations, details, and drawings will be provided. 3) Preliminary utility plan addressing the connection of the potable water, fire services, and sanitary sewer services. It is assumed that potable water is readily available to the site. 4) NV5 will incorporate the findings of an environmental soil scientist into the preliminary plans and adjust as necessary to avoid and preserve suitable septic soils for later use. In

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

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

Year 1, Task 4: Permitting/Site Plan Approvals

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

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

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

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

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

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

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

Year 2, Task 1: Bidding

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

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

Year 2, Task 2: Construction Administration

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

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

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

Year 3, Task 1: Bidding

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

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

Year 3, Task 2: Construction Administration

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

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

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

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

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

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

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

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

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

Article 2 Client's Responsibilities

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

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

- C. Client agrees to advise Landscape Architect of any known or suspected contaminants at the Project site. Client shall be solely responsible for all subsurface soil conditions.
- D. Client will pay for all necessary permits from authorities with jurisdiction over the Project.
- E. Client agrees to provide the items described in Article 2.A and to render decisions in a timely manner so as not to delay the orderly and sequential progress of Landscape Architect's services.
- F. Susan M. Hatchell, FASLA will serve as Project Manager for Susan Hatchell Landscape Architecture, PLLC. Mike Gordon will serve as Project Manager for the Town of Archer Lodge.

Article 3 Estimated Schedule and Project Budget

- A. Landscape Architect shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule.
- B. As of the date of this Agreement, Client's Project and construction budget has not been established. Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget or to the Project's scope may require Additional Services of Landscape Architect.
- C. Schedule: Three-year period with specific dates to be determined.

Article 4 Compensation and Payments

- A. Client agrees to pay Landscape Architect as follows:

1. Basic Services:

A. Basic Services Fee

Year 1: Design, Investigations and Permitting	\$101,750
Year 2: Construction Phasing, Site Work Package Bidding & Construction Phase Services	\$19,440
Year 3: Site Recreational Facilities Package Bidding & Construction Phase Services	\$10,670

Total: \$131,860
(Includes mileage and incidental printing, scanning and postage)

2. Additional Services:

A. Additional Meetings \$800 each

Standard Hourly Rates and Direct Expenses are as follows:

SHLA, PLLC Professional Hourly Fees:

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

Senior Engineer \$155

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

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

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

Susan M. Hatchell

Dated February 5, 2020
NC Landscape Architect No. 528

Name MATTHEW B. MILLHOLLEN
Title MAYOR

Dated 3/2/2020



Kim Batten
Town Clerk / Finance Officer

Moved by: Council Member Jackson
Seconded by: Council Member Bruton

Approved Agreement between the Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC for the Archer Lodge Town Park (Three-Year PARTF Grant).

CARRIED UNANIMOUSLY

e) Discussion and Consideration of Adopting the Proposed Ordinance - Regulating Firearms within the Town of Archer Lodge

Mayor Mulhollem shared that there had been much discussion and consideration on the Proposed Ordinance - Regulating Firearms within the Town of Archer Lodge

- Public Hearing was held on January 6, 2020 at the Regular Town Council Meeting
- Item was tabled until the March 2, 2020 Regular Town Council Meeting to provide Council research time in considering striking Section 3-50—Carrying concealed handguns in town-owned buildings from the proposed ordinance and re-numbering Section 3-51—Discharge of firearms to Section 3-50 - Discharge of firearms.

Mayor Mulhollem opened the floor and much discussion followed.

Mayor Mulhollem ask for a motion to adopt the proposed ordinance regulating firearms within the Town of Archer Lodge by striking Section 3-50—Carrying concealed handgun in town-owned buildings from the proposed ordinance and re-numbering Section 3-51—Discharge of firearms to Section 3-50 - Discharge of firearms.

In addition, Attorney Hewett advised to change the following:

- Page 2 - Section 2. This ordinance shall become effective after a second reading on April 6, 2020.
- Page 3 - **DULY ADOPTED, THIS 2ND DAY OF MARCH 2020.**
- Ordinance Adopted 3 to 1 and will become effective April 6, 2020 due to not having the 2/3 majority vote.

Mayor Mulhollem ask that this adopted ordinance be included under the Consent Agenda for the April 6, 2020 Regular Town Council Meeting.

Adopted Concept Draft Ordinance #1 with Changes Noted (newly Ordinance# AL2020-03-2) appears as follows:

Concept Draft Ordinance #1

ORDINANCE# AL2020-03-2

AN ORDINANCE REGULATING FIREARMS WITHIN THE TOWN OF ARCHER LODGE

Section 1. Pursuant to authority granted by N.C. Gen. Stat. § 160A-189, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 3, as follows:

~~Add to Chapter 3, Sections 3-50 and 3-51 as written below:~~

~~Sec. 3-50. Carrying concealed handgun in town-owned buildings~~

~~No person shall carry a concealed handgun on or within any town-owned building. An appropriate notice of such prohibition shall be posted in a conspicuous place in each town-owned building notifying persons of the prohibition against carrying a concealed handgun in town-owned buildings. This section shall not apply to law enforcement or other government personnel acting within the scope of their employment.~~

~~State law reference— Authority to post concealed weapons signs, G.S. 14-415.23.~~

~~Sec. 3-51. Sec. 3-50. - Discharge of firearms.~~

(a) Application The provisions of this section shall apply to all properties located within the corporate limits of the Town of Archer Lodge.

(b) Definition. For purposes of this section, firearm is defined as a handgun, shotgun, rifle or any device which expels a projectile by action of an explosion.

(c) Violations. It shall be unlawful for any person to:

(1) Discharge a firearm in the town carelessly and heedlessly, so as to endanger any person or property.

(2) Discharge a firearm that results in a projectile crossing the property line of another person without the permission of the owner, or

(3) Discharge a firearm while under the influence of alcohol or a controlled substance (under the influence: determination by the investigating officer that the person is intoxicated by alcohol or a narcotic to the point where physical and mental faculties are appreciably diminished).

(d) Discharge on Public Streets, Highways. It shall be unlawful for any person to discharge any firearm on, from, or across the traveled portion of any public street, or highway.

(e) Prohibited times of discharge. The discharge of firearms from two hours after sunset to one hour before sunrise is prohibited. by Article II, Subsection 12-32(6) of the Johnston County Code of Ordinances.

(f) Miscellaneous Exceptions. The following exceptions are permissible under this section:

Council Direction Requested:

Question: To allow or not allow legal concealed handguns in Town buildings and/or property?

Changes/modifications to Johnston County's Code of Ordinance on subject matter in Chapter 16, Secs. 16-2 through 16-3 highlighted in yellow.

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*Concept Draft Ordinance #1***ORDINANCE# AL2020-03-2**

- (1) Law enforcement officers or members of the armed forces acting in the line of duty;
 - (2) The shooting or killing of any dangerous or destructive animal or reptile when necessary to protect life or property;
 - (3) All legal hunting activities pursuant to the North Carolina Department of Agriculture, the North Carolina Wildlife Commission and G.S. Chapter 113, subchapter IV, as it is from time to time amended or pursuant to lawfully issued state or federal hunting or wildlife removal permits;
 - (4) The use of firearms for defense of persons or property as allowed under state law;
 - (5) Nonprofit special events such as turkey shoots conducted with a valid local town permit issued by the town administrator or their designee;
 - (6) Indoor firing/shooting ranges with an applicable zoning permit(s) issued by the town; and
 - (7) A bonafide training facility acting in the course of providing firearms proficiency training and certification to law enforcement agencies, private security agencies, employers of armored-car personnel (e.g. Brinks, Loomis, and similar companies), and similar legitimate businesses that require such certification. A "bonafide training facility" is one that is: (a) properly authorized to provide such training and certification to North Carolina or federal law enforcement agencies, and (b) obtains an applicable zoning permit(s) issued by the town.
- (g) **Penalties.** A violation of this ~~article~~ [section] by any person is a misdemeanor and shall subject the offender to a fine of \$100.00 and/or imprisonment for up to 30 days. A second or subsequent violation by the same person within one year shall subject such person to a fine of up to \$300.00 but not less than \$100.00 and/or imprisonment for up to 30 days.

State law reference—Authority to regulate, discharge, or prohibit the discharge of firearms, G.S. 160A-189.

Section 2. This ordinance shall become effective **after a second reading on April 6, 2020.**

Concept Draft Ordinance #1
ORDINANCE# AL2020-03-2

DULY ADOPTED, THIS 2ND DAY OF MARCH 2020.

TOWN OF ARCHER LODGE

(SEAL)

Matthew B. Mulhollem
Mayor

ATTEST:

Kim P. Batten
Town Clerk

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Moved by: Council Member Bruton

Seconded by: Council Member Purvis

Adopted Concept Draft Ordinance #1 - Ordinance Regulating Firearms within the Town of Archer Lodge with following changes:

- **striking the section currently identified as Section 3-50 Carrying concealed handgun in town-owned buildings**
- **re-numbering Section 3-51 - Discharge of firearms to Section 3-50 Discharge of firearms**
- **Page 2, Section 2. This ordinance shall become effective after a second reading on April 6, 2020**
- **DULY ADOPTED, THIS 2ND DAY OF MARCH 2020.**

Carried 3 to 1 (Wilson opposed)

7. TOWN ATTORNEY'S REPORT:

- a) Attorney Hewett shared that he is communicating with Ms. Maybee regarding the new Chapter 160D since January 2021 is the deadline for completion.

8. TOWN ADMINISTRATOR'S REPORT:

- a) Mr. Gordon mentioned the following:
- Will meet soon with Mr. Jim Thames regarding the Sewer Feasibility Study

- **Reminded the newly Elected Officials to take Ethics Training webinar as soon as possible**
-

9. PLANNING/ZONING REPORT:

a) Development Activity

Ms. Maybee reported the following:

- Woodfin Final Plat was approved for 20 lots with homes ranging from \$300,000+.
 - Johnston County Stormwater Meeting on March 4, 2020.
 - 5-Year Update Hazard Mitigation Plan Meeting on March 17, 2020.
-

b) Projects

Ms. Maybee reported the following:

- She thanked Andy Thomas and Bob Clark for their hard work on the Bicycle and Pedestrian Plan.
 - Regarding the Bicycle and Pedestrian Plan presented at this meeting, Ms. Maybee anticipates making the revisions and email to Council before the April 6th Town Council Meeting and include the language for the Shared Use Path along Buffalo Road and Covered Bridge Road.
 - Plan to share the revised final draft with Cindy Camacho, AECOM for review and have a Resolution in place for adopting the plan at the April 6th Town Council Meeting.
 - Thanked Staff for continually updating the Planning and Zoning Website page.
 - Working with Johnston County GIS regarding the Town Permitting Software and developing a permit form that will be multi-purpose.
 - Plans to have some text amendments and administrative procedures on the Agenda for the March 18th Planning Board Meeting.
 - Thanked Andy Thomas for his help with the Preliminary Plat Certificates and Staff is continuing to review them and work with Johnston County to assure that it is current with them and keeping in mind what will be needed in the new 160D Ordinance.
 - No updates on the NCDOT Project W-5704E Covered Bridge Road Widening.
-

c) Code Enforcement

Ms. Maybee reported the following:

- Considering preparing a Code Enforcement Report to share with Council.
- Continuing to follow-up with current code violations and working with property owners.

Discussion followed.

d) CAMPO Update

Ms. Maybee shared that the next CAMPO meeting will be on March 5th and she planned to attend. Council Member Bruton questioned if the Town would be represented at the Greenville NCAMPO Conference and Ms. Maybee was unsure but would advise later. No further comments.

10. MAYOR'S REPORT:

- a) Mayor Mulhollem shared that the Budget Planning Retreat on Saturday, February 29th held at Town Hall was very productive and thanked Council and Staff for their attendance and participation. He also thanked Staff for their preparation for the meeting. He**

encouraged everyone to share any budget items for consideration with Staff.

11. COUNCIL MEMBERS' REMARKS:
(non-agenda items)

- a) Council Member Wilson shared that he had participated in a television interview with WARZ TV 34 regarding the Clayton Area Parkinson's Group and will do a follow-up segment for the caregivers. He noted that they discussed including the Veterans Memorial Site for an interview later.
- Also, Mr. Wilson inquired about the Town's flashing Radar Speed Detector Sign on the side of Buffalo Road, near Town Hall. Mr. Gordon informed that it is operational and mobile. The Town purchased the public safety device to deter speeding traffic during heavy recreation times and it has software that gathers data useful for Law Enforcement or NCDOT should they need that information.
- b) Council Member Jackson shared that some of the kids in the community are looking forward to having a Mardi Gras event as mentioned by another Council Member.
- c) Council Member Purvis shared that in February he and Mr. Gordon attended a very informative and educational NCLM Workshop, in Greenville, NC, for Newly Elected Officials. Mayor Mulhollem thanked both for attending.
- d) Council Member Bruton reiterated the Mayor in saying that it was good having the Budget Planning Retreat at Town Hall and thanked Staff for coordinating it. She also thanked Ms. Maybee for quickly making the changes to the Bicycle and Pedestrian Plan that were discussed at the Budget Planning Retreat.
- Ms. Bruton shared that while placing an online order she noticed that the newly changed Archer Lodge address automatically populated when entering the zip code which delighted her.

12. ADJOURNMENT:

- a) **Having no further business.**
Moved by: Council Member Jackson
Seconded by: Council Member Bruton
Adjourned meeting at 8:08 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Regular Council - Minutes Monday, April 6, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton - **Remotely**
Council Member Jackson
Council Member Purvis
Council Member Wilson - **Remotely**

STAFF PRESENT:

Mike Gordon, Town Administrator
Chip Hewett, Town Attorney - **Remotely**
Kim P. Batten, Finance Officer/Town Clerk
Julie Maybee, Town Planner

COUNCIL ABSENT:

MEDIA PRESENT:

None

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, Council Member Wilson and Attorney Hewett 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) Mayor Mulhollem requested the following:

- **Add Agenda Item# 4. a. Proclamation - Parkinson's Awareness Month April 2020**
- **Change Agenda Item# 11. from Adjournment to Council Members' Remarks**
- **Add Agenda Item# 12. Adjournment**

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved Agenda with the requested changes noted above.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

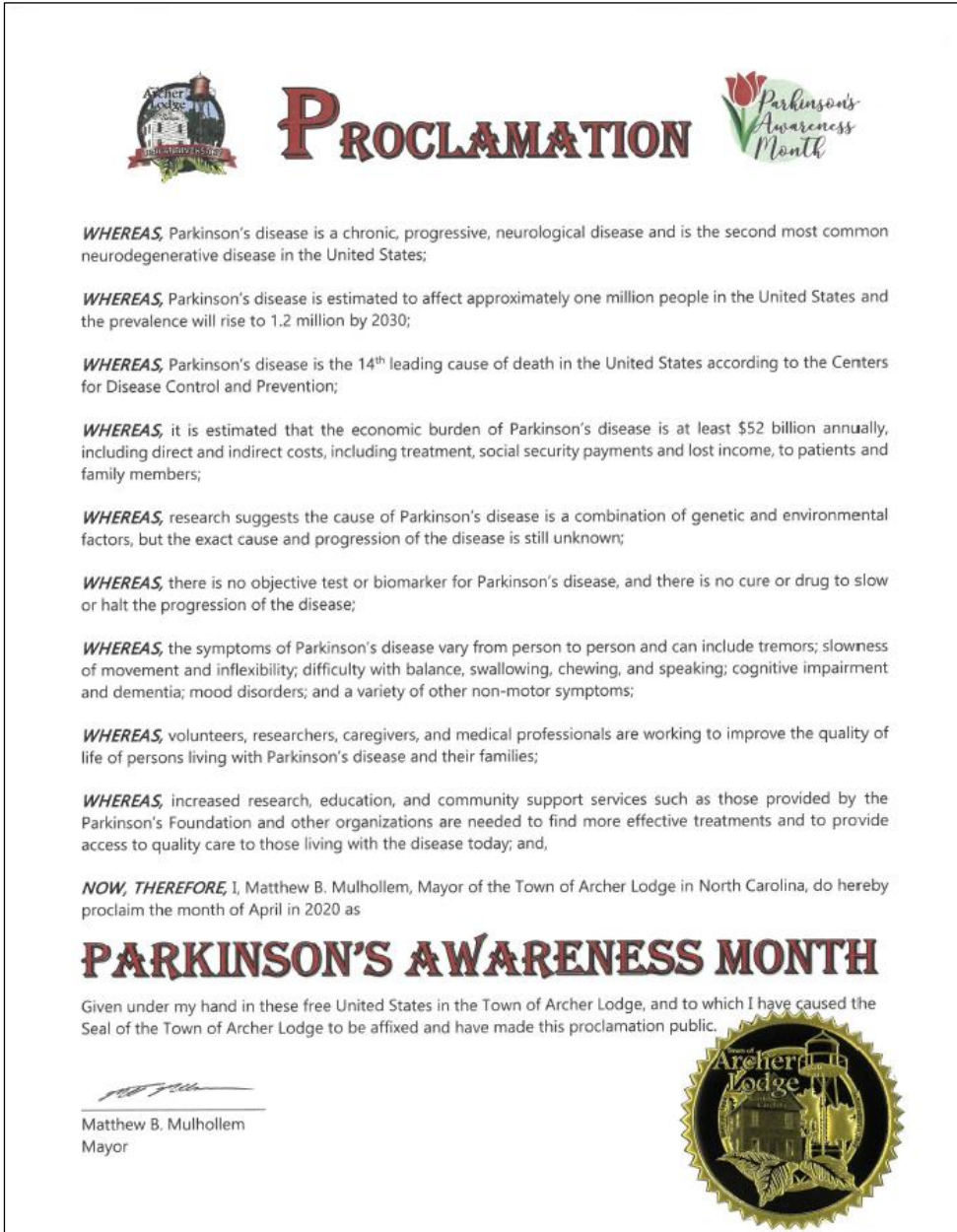
a) No Public Comments.

4. RECOGNITION/PRESENTATION:

a) Proclamation - Parkinson's Awareness Month

Mayor Mulhollem read the Proclamation and proclaimed the Month of April 2020 as Parkinson's Awareness Month and offered it to Council Member Wilson.

The Parkinson's Awareness Month Proclamation appears as follows:



Council Member Wilson publicly thanked Mayor Mulhollem on behalf of himself, other Parkinson's Patients, and the estimated 60,000 people that will be diagnosed this year. Mayor Mulhollem extended prayers to him and others, along with their families, that are suffering from this disease.

5. CONSENT AGENDA:

**a) Approval of Minutes:
02 Dec 2019 Regular Council Meeting Minutes**

**b) Ordinance Regulating Firearms within the Town of Archer Lodge
(ORDINANCE# AL2020-03-2, previously Concept Draft
Ordinance #1)**

Council Member Bruton questioned if the Firearms Ordinance required a 2nd reading before voting. Attorney Hewett clarified the NC General Statutes do not require a 2nd reading, having the ordinance in the minutes is considered a

2nd reading.

Ordinance# AL2020-03-2 (previously Concept Draft Ordinance #1) appears as follows:

ORDINANCE# AL2020-03-2

AN ORDINANCE REGULATING FIREARMS WITHIN THE TOWN OF ARCHER LODGE

Section 1. Pursuant to authority granted by N.C. Gen. Stat. § 160A-189, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 3, as follows:

Sec. 3-50. - Discharge of firearms.

(a) **Application.** The provisions of this section shall apply to all properties located within the corporate limits of the Town of Archer Lodge.

(b) **Definition.** For purposes of this section, firearm is defined as a handgun, shotgun, rifle or any device which expels a projectile by action of an explosion.

(c) **Violations.** It shall be unlawful for any person to:

(1) Discharge a firearm in the town carelessly and heedlessly, so as to endanger any person or property.

(2) Discharge a firearm that results in a projectile crossing the property line of another person without the permission of the owner, or

(3) Discharge a firearm while under the influence of alcohol or a controlled substance (under the influence: determination by the investigating officer that the person is intoxicated by alcohol or a narcotic to the point where physical and mental faculties are appreciably diminished).

(d) **Discharge on Public Streets, Highways.** It shall be unlawful for any person to discharge any firearm on, from, or across the traveled portion of any public street, or highway.

(e) **Prohibited times of discharge.** The discharge of firearms from two hours after sunset to one hour before sunrise is prohibited.

(f) **Miscellaneous Exceptions.** The following exceptions are permissible under this section:

(1) Law enforcement officers or members of the armed forces acting in the line of duty;

(2) The shooting or killing of any dangerous or destructive animal or reptile when necessary to protect life or property;

(3) All legal hunting activities pursuant to the North Carolina Department of Agriculture, the North Carolina Wildlife Commission and G.S. Chapter 113, subchapter IV, as it is from time to time amended or pursuant to lawfully issued state or federal hunting or wildlife removal permits;

(4) The use of firearms for defense of persons or property as allowed under state law;

(5) Nonprofit special events such as turkey shoots conducted with a valid local town permit issued by the Town Administrator or their designee;

(6) Indoor firing/shooting ranges with an applicable zoning permit(s) issued by the town; and

(7) A bonafide training facility acting in the course of providing firearms proficiency training and certification to law enforcement agencies, private security agencies, employers of armored-car personnel (e.g. Brinks, Loomis, and similar companies), and similar legitimate

ORDINANCE# AL2020-03-2

businesses that require such certification. A "bonafide training facility" is one that is: (a) properly authorized to provide such training and certification to North Carolina or federal law enforcement agencies, and (b) obtains an applicable zoning permit(s) issued by the Town.

(g) **Penalties.** A violation of this ordinance by any person is a misdemeanor and shall subject the offender to a fine of \$100.00 and/or imprisonment for up to 30 days. A second or subsequent violation by the same person within one year shall subject such person to a fine of up to \$300.00 but not less than \$100.00 and/or imprisonment for up to 30 days.

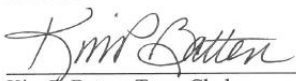
Section 2. This ordinance shall become effective after a second reading on April 6, 2020.

DULY ADOPTED, THIS 2nd DAY OF MARCH 2020.

TOWN OF ARCHER LODGE


Matthew B. Mulhollem, Mayor

ATTEST:


Kim P. Batten, Town Clerk

(SEAL)



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

CARRIED 4 to 1 (Wilson Opposed)

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Adopting by Resolution a Bicycle and Pedestrian Plan for the Town of Archer Lodge (RESOLUTION# AL2020-04-06a and BICYCLE AND PEDESTRIAN PLAN v04.06.20)

Ms. Maybee shared that the Southeast Area Study (SEAS) that Mr. Bob Clark had worked with recommended a shared use path on Covered Bridge and Buffalo Road as a long term recommendation; therefore, he was able to incorporate those suggestions in the Bicycle and Pedestrian Plan as mentioned. Ms. Maybee thanked him for his assistance. In addition, Ms. Maybee referenced other pages with comments from prior discussions as well as additional conversations with Ms. Camacho of AECOM. Council Member Bruton preferred revisions which were noted by Ms. Maybee. Discussion followed.

Mayor Mulhollem ask for a motion to Adopt by Resolution a Bicycle and Pedestrian Plan for the Town of Archer Lodge (RESOLUTION# AL2020-04-06a) to include the revisions preferred by Council Member Bruton.

The Fully Adopted and Revised Bicycle and Pedestrian Plan is on file in the Town Clerk's Office and on the Town's Website at archerlodgenc.gov.

The Approved Resolution# AL2020-04-06a Adopting a Bicycle and Pedestrian Plan for the Town of Archer Lodge appears as follows:

RESOLUTION# AL2020-04-06a

TOWN OF ARCHER LODGE
RESOLUTION ADOPTING A BICYCLE AND PEDESTRIAN PLAN

WHEREAS, the Town of Archer Lodge 2030 Comprehensive Land Use Plan identifies development of a bicycle and pedestrian infrastructure as an important objective for advancing multi-modal transportation for all citizens within the Town of Archer Lodge (Town); and

WHEREAS, the Archer Lodge Town Council (Town Council) entered into a municipal agreement on April 13, 2018 with the N.C. Department of Transportation, Division of Bicycle and Pedestrian Transportation (NCDOT/DBPT) whereby the Department, and its agent, AECOM, in cooperation with the Town, have developed a comprehensive Bicycle and Pedestrian Plan for the Town; and

WHEREAS, the Town Council appointed a Bicycle and Pedestrian Plan Steering Committee (Committee) and charged the Committee with the task of advising the Town and NCDOT/DBPT through the course of preparing a comprehensive Bicycle and Pedestrian Plan for the Town of Archer Lodge; and

WHEREAS, the Committee has completed its work and the Town Council has received a final Bicycle and Pedestrian Plan presented by AECOM at its regular meeting held March 2, 2020; and

WHEREAS, the Town Council has completed its consideration of the final Bicycle and Pedestrian Plan with minor technical changes incorporated in the document.

NOW, THEREFORE, BE IT RESOLVED that the Bicycle and Pedestrian Plan for the Town of Archer Lodge is hereby adopted and shall serve as a policy and planning guide toward development of bicycle and pedestrian infrastructure within the Town.

DULY ADOPTED THIS 6TH DAY OF APRIL 2020 WHILE IN REGULAR SESSION.

(SEAL)
Matthew B. Mulhollem, Mayor

ATTEST:

Kim P. Batten, Town Clerk



Mayor Mulhollem thanked everyone involved for their hard work in putting this plan together.

Moved by: Council Member Jackson
Seconded by: Council Member Purvis

Approved Resolution# AL2020-04-06a Adopting a Bicycle and Pedestrian Plan for the Town of Archer Lodge to include the revisions noted by Council Member Bruton on pages 42, 45 and 99.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Adopting by Resolution a Remote Participation Policy for the Archer Lodge Town Council (RESOLUTION# AL2020-04-06b)

Mr. Gordon shared that having this Resolution in place will approve holding meetings remotely for the safety of the Town Council, Staff and Public due to the Coronavirus (COVID-19) Pandemic restrictions and in the future for any Council Member that is unable to attend.

Attorney Hewett offered additional information since NC General Statutes do not address remote meetings. UNC School of Government has offered guidelines and Johnston County has recently adopted a policy, so he suggested adopting a policy to allow remote meetings for Town Council. Discussion followed.

Mayor Mulhollem ask for a motion to adopt Resolution# AL2020-04-06b as presented and appears as follows:

RESOLUTION# AL2020-04-06b

TOWN OF ARCHER LODGE
RESOLUTION ADOPTING A REMOTE PARTICIPATION POLICY
FOR THE ARCHER LODGE TOWN COUNCIL

WHEREAS, the Archer Lodge Town Council (Council) has determined it is in the best interest of the Town to adopt a policy allowing for limited remote participation by Council at meetings; and

WHEREAS, there is no general statute that regulates remote participation by counties or municipalities, but the University of North Carolina’s School of Government (SOG) has provided guidance on the framework for such a policy; and

WHEREAS, Johnston County has recently adopted a remote participation policy that is substantially like the policy under consideration by the Council, which reads as follows:

REMOTE PARTICIPATION POLICY

Archer Lodge Town Council Members may remotely participate in briefings and official meetings of the Council, subject to the following rules and procedures:

1. Remote participation may be used only in limited circumstances. A Council Member desiring to participate in a meeting remotely must assert one or more of the following reasons for being physically unable to attend the meeting:
 - a. Personal illness or disability;
 - b. Employment purposes;
 - c. Family or another personal emergency; or
 - d. Participation in other scheduled Town related meetings which make it logistically impossible to attend the Council meeting.
2. Remote participation may be allowed only during open sessions when a quorum of the Council is physically present at the meeting and the Council Member participating remotely is not necessary to establish a quorum.
3. Remote participation shall not be allowed during the following:
 - a. Quasi-judicial hearings; and
 - b. Closed sessions.
4. A Council Member desiring to participate in a meeting remotely must notify the Town Clerk of the need for remote participation and request approval by the Mayor of his/her remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical.
5. At the start of the official meeting and prior to participating in deliberations, the Mayor shall announce that a Council Member is participating remotely. Such Council Member shall identify himself or herself and state the reason that he/she is participating remotely.

RESOLUTION# AL2020-04-06b

6. A Council Member participating remotely shall be allowed to participate in all open session briefing and meeting discussions, except for quasi-judicial hearings. A Council Member participating remotely shall be able to vote on matters allowed under the policy.
7. A Council Member participating remotely shall be provided with all documents to be considered during the official meeting.
8. A Council Member participating remotely shall participate via simultaneous and/or electronic communication and must be fully heard and if possible, seen by other members of the Council and any other individuals in attendance at the official meeting. Use of telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Mayor may elect to disallow or discontinue the remote participation.
9. A Council Member participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.
10. The only exception to this policy is that remote participation by electronic means by any and all Council Members is permissible during a state of emergency declared pursuant to N.C.G.S. §166A of the North Carolina General Statutes and Article 36A Chapter 14 of the North Carolina General Statutes and shall be consistent with the North Carolina Open Meetings Law. During a state of emergency, the 24-hour notice requirement shall be waived, and Council may conduct closed sessions, as provided by law.
11. This policy shall be applicable to the Archer Lodge Town Council and any boards or committees appointed by the Council.

NOW, THEREFORE, BE IT RESOLVED that the Archer Lodge Town Council hereby approves the Resolution Adopting a Remote Participation Policy.

DULY ADOPTED THIS 6TH DAY OF APRIL 2020 WHILE IN REGULAR SESSION.

 (SEAL)
Matthew B. Mulhollem, Mayor

ATTEST:
 (SEAL)
Kim P. Batten, Town Clerk



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

Approved Resolution# AL2020-04-06b Adopting a Remote Participation Policy for the Archer Lodge Town Council.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Canceling the April Work Session previously scheduled and approved for Monday, April 20, 2020

Due to COVID-19 Pandemic and present status, Mr. Gordon recommended canceling the April 20, 2020 Town Council Work Session. He informed that Staff would keep everyone updated as well as the status of future meetings. No further discussion.

Mayor ask for a motion to cancel the April 20, 2020 Work Session.

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Cancelled the April 20, 2020 Town Council Work Session due to COVID-19 Pandemic and present status.

CARRIED UNANIMOUSLY

7. TOWN ATTORNEY'S REPORT:

a) Attorney Hewett reported the following:

- Sent everyone well wishes.
- Recommended Staff keep updated with COVID-19 guidelines.

- Johnston County Courts COVID-19 closure has been extended until June 1, 2020, more updates forthcoming.
 - Shared that Mayors are demanding quicker information from County, but County believes data is protected under HIPPA. State is saying County can provide information. Clarity will soon come for all.
 - No Quasi-Judicial Hearings can be held until June 1, 2020.
 - Public Hearings are allowed but COVID-19 restrictions must be followed.
 - Mentioned the Coronavirus Aid, Relief, and Economic Security (CARES) Act that should be shared with local small businesses to help ease their financial burdens during the Coronavirus Pandemic.
-

8. TOWN ADMINISTRATOR'S REPORT:

a) Mr. Gordon reported the following:

- The results of the Request for Proposal (RFP) for a 5-Year Auditing Contract have been reviewed. Since a \$1,000 difference from our present auditing firm, May & Place, CPA and a new firm, he along with Staff advised to continue with May & Place, CPA.
 - Interim Financials for February 2020 and March 2020 were handed out to Town Council for review and he advised them to contact Ms. Batten within the week for any questions or concerns.
 - Town Hall offices are closed to the Public due to COVID-19 and some staff may work remotely.
 - Meeting this week to review Sewer Study Analysis with plans for Engineers to present the Study to Council within 30 - 45 days depending on COVID-19 restrictions.
 - Council Member Bruton inquired if the Town could get an electronic signature software package and Mr. Gordon advised that he will research for one.
-

9. PLANNING/ZONING REPORT:

a) Planning Activity

Ms. Maybee reported the following:

- Permit activity to date:
 - 8 - Zoning Permits issued.
 - 11 - Zoning Permit applications pending Johnston County Environmental Health approval.
 - 3 - Zoning Applications approved pending issuance and having been working electronically with applicants.
 - 4 - Watershed Protection Permits.
 - Minor Subdivisions:
 - 4 - Exempt Plats.
 - 1 - Minor Plat with 3 Lots.
 - Major Subdivisions:
 - 1 - Major Subdivision with 20 Lots (Woodfin - signed off)
 - Major Subdivision under development:
 - Harden Creek Subdivision moving forward to start construction.
 - Cape Fear Hazard Mitigation Plan Meeting for March 17, 2020 was cancelled.
-

b) Projects

Ms. Maybee shared the following:

- She thanked everyone for their support and adoption of the Bicycle and Pedestrian Plan.
- Planning and Zoning Website page is continually being updated and forms are fillable.

- Working with Johnston County GIS regarding the Permitting Software.
- At the March 25, 2020 Planning Board meeting the following amendment recommendations were approved for Town Council:
 - ❖ Chapter 2, Article II - Boards and Commissions, pertaining to Board of Adjustment
 - ❖ Chapter 2, Article II - Boards and Commissions, pertaining to Planning Board
 - ❖ Chapter 30, Article II - Zoning, pertaining to amendment procedures
- Updating existing Ordinances with the current NC General Statutes.
- Scheduling a Town Council Public Hearing as soon as possible.
- Planning Board meeting on May 20, 2020 will address Commercial Designs Standards, Subdivision Standards, and Plat Certificates, in efforts to make them more streamline and traffic concerns.

c) Code Enforcement

Ms. Maybee reported the following:

- Removed 94 portable signs in the right-of-way as of the end of March 2020.
- Creating a Code report that only lists the streets and will email to Council Members.

Council Member Jackson commended Ms. Maybee for not identifying addresses on the Code Enforcement report. No further comments.

10. MAYOR'S REPORT:

a) Mayor Mulhollem shared the following:

- Recognized Council Member Jackson, Council Member Wilson, and Attorney Hewett's Birthday.
 - Shared the Johnston County Public Health Department updated case status on COVID-19 that was released on April 6, 2020 at 4:00 p.m. He encouraged everyone to take precautions and stay safe.
 - Wished everyone and their families a Happy Easter Holiday.
-

11. COUNCIL MEMBERS' REMARKS:

a) Council Member Wilson shared that he was having "Cabin Fever" due to the COVID-19 Quarantine.

b) Council Member Jackson reminded everyone of it being "Holy Week" and especially during the unusual times during the present status of the COVID-19 restrictions. He shared a quote "This too shall pass".

c) Council Member Purvis shared that the Archer Lodge Community Center is working with the Johnston County Schools on a Food Drive. He thanked the volunteers for their support. Mayor Mulhollem commended all the volunteers and humanitarians that are supporting the cause.

d) Mayor Pro Tem Castleberry ask everyone to keep his wife in their prayers. He expressed compassion for the 2020 graduating Seniors due to the Coronavirus Pandemic.

e) Council Member Bruton ask everyone to stay safe, and that she appreciated Staff for their efforts to provide the meeting remotely.

12. ADJOURNMENT:

a) Having no further business.

Moved by: Council Member Jackson
Seconded by: Mayor Pro Tem Castleberry
Adjourned meeting at 7:44 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



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
Date: September 8, 2020
From: Julie Maybee, Town Planner; Chad Meadows, CodeWright Planners, LLC
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney, The Brough Law Firm
Re: Proposed Revision of Chapter 30 – Zoning and Subdivisions, Article IV – Design Standards, Section 30-208 – Commercial Building Design Standards

Background Information:

At the Town Council's Budget Planning Retreat on Saturday, February 29, 2020, Staff presented the Planning Board's goals for the upcoming year that included, but not limited to, the development of commercial design standards.

Chad Meadows, AICP, CodeWright Planners, LLC, discussed the development of commercial design standards for Archer Lodge with the Town Council at the work session meeting on Monday, June 15, 2020. Below is a link to his presentation:

<https://townofarcherlodge.civicweb.net/document/13020/Archer%20Lodge%20Commercial%20Design%20Standards%20Discussio.pdf?handle=67308F7817344E72A45084D84A830D66>

As conveyed by Mr. Meadows, design standards benefit a community by:

- Protecting community character
- Enhancing property values
- Encouraging desirable development
- Establishing/promoting a “Sense of Place”, and
- Doesn’t limit development – seek to control its impacts

The standards will be included in a new set of proposed zoning ordinance amendments that will be forwarded to Planning Board/Town Council later this month.

These standards include cross-reference placeholders shown in yellow highlight. The correct citation number for the referenced section will need to be inserted once this text is located in the ordinance.

The draft includes footnotes at the bottom of each page that provide background or pose questions for the Town to consider. Footnotes should be deleted from the draft when consolidated with the other material in the ordinance.

Planning Board Recommendation:

The proposed commercial design standards were considered by the Planning Board on July 15, 2020. The Board made consistency statement findings and recommended approval. Suggested revisions were addressed/incorporated into the revised text.

Requested Town Council Action:

No action is requested at this time. The draft commercial design standards will be incorporated into a new set of proposed zoning ordinance amendments complying with NC General Statute 160D, as amended.

Archer Lodge Commercial Design Standards

Revised Draft 7-16-20

Sec. 30-208. Commercial Design Standards¹

(a) Purpose and Intent

These commercial design standards supplement the applicable zoning district and use-specific standards of this Ordinance and provide minimum requirements for the design of commercial development. These standards are intended to provide clarity on the Town's expectations for new commercial development quality and appearance. More specifically, the purpose of these standards is to:

- (1) Implement the policy guidance from the Comprehensive Plan regarding protection of the desired small-town community character;
- (2) Assure a fair and consistent application of the commercial design standards to new development and redevelopment;
- (3) Foster increased compatibility between commercial development and nearby residences;
- (4) Encourage the maintenance of a village atmosphere; and
- (5) Promote property values and protect existing public and private investment.

(b) Applicability

The standards in this section shall be applied to the following forms of development and land use activities:

- (1) New Commercial Development. The establishment of new principal structures containing or intended for a commercial, office, personal service, retail, restaurant, or light industrial use type, as identified in the principal table of uses found in this Ordinance.²
- (2) Changes in Use. Changes in use of an existing principal building or development site where the new use is subject to these commercial design standards but no additions or expansions are proposed shall comply with the requirements in **Section <>, Site Configuration**, but are not required to comply with the standards in **Section <>, Building Configuration**.
- (3) Additions and Expansions to Existing Development. Increases in an existing commercial building's floor area or a commercial site's impervious surface by 51 percent or more beyond that in existence on the effective date of these standards shall require full compliance with these provisions.
- (4) Reconstruction of Existing Buildings. Reconstruction of an existing commercial building shall be treated as new development for the purposes of these standards.

(c) Exemptions

- (1) The standards in this section shall not apply to the following forms of development:
 - a. Commercial development existing prior to effective date of these standards unless subject to a change in use, reconstruction, addition, or expansion;
 - b. Commercial development taking place as part of a bona fide farm;
 - c. Commercial development subject to a historic landmark designation or subject to standards applicable in a local historic district; and
 - d. Development of civic, religious, or fraternal organization use types.
- (2) Adult uses and gaming establishments shall be exempted from the transparency standards in **Section <>, Transparency**.

¹ These standards are developed based on the presentation given to the Archer Lodge Town Council on 6.15.20 and as discussed with Town staff on 6.23.20.

² This language anticipates the development of a consolidated principal use table; if such a table is not prepared, this section needs to be revised to site specific use types from the zoning district language.

Archer Lodge Commercial Design Standards

Revised Draft 7-16-20

(d) Timing of Review

Development subject to these standards shall be reviewed for compliance at the time of site plan, special use permit, or conditional rezoning application review, as appropriate. In cases where a development application is considered by more than one review authority, the decision regarding compliance with these standards shall be made by the review authority making the final decision on the application under review.

(e) Commercial Site Configuration Standards

Development subject to these commercial design standards shall comply with the following:

(1) Building Placement

- a. All principal and accessory buildings shall be set back at least 20 linear feet from the ultimate right-of-way boundary of any adjacent street. The ultimate right-of-way boundary location shall be as indicated in the Town's adopted policy guidance, the applicable comprehensive transportation plan adopted by NC CAMPO, or as indicated by the NCDOT. In cases where the ultimate right-of-way boundary is not identified, the building setback shall be measured from the centerline of the existing right-of-way outwards for a minimum distance corresponding to one-half of the currently specified right-of-way width plus 20 feet.
- b. All development subject to these standards shall have a maximum setback of 50 feet from the ultimate right-of-way boundary of any adjacent street.

(2) Outparcel Development

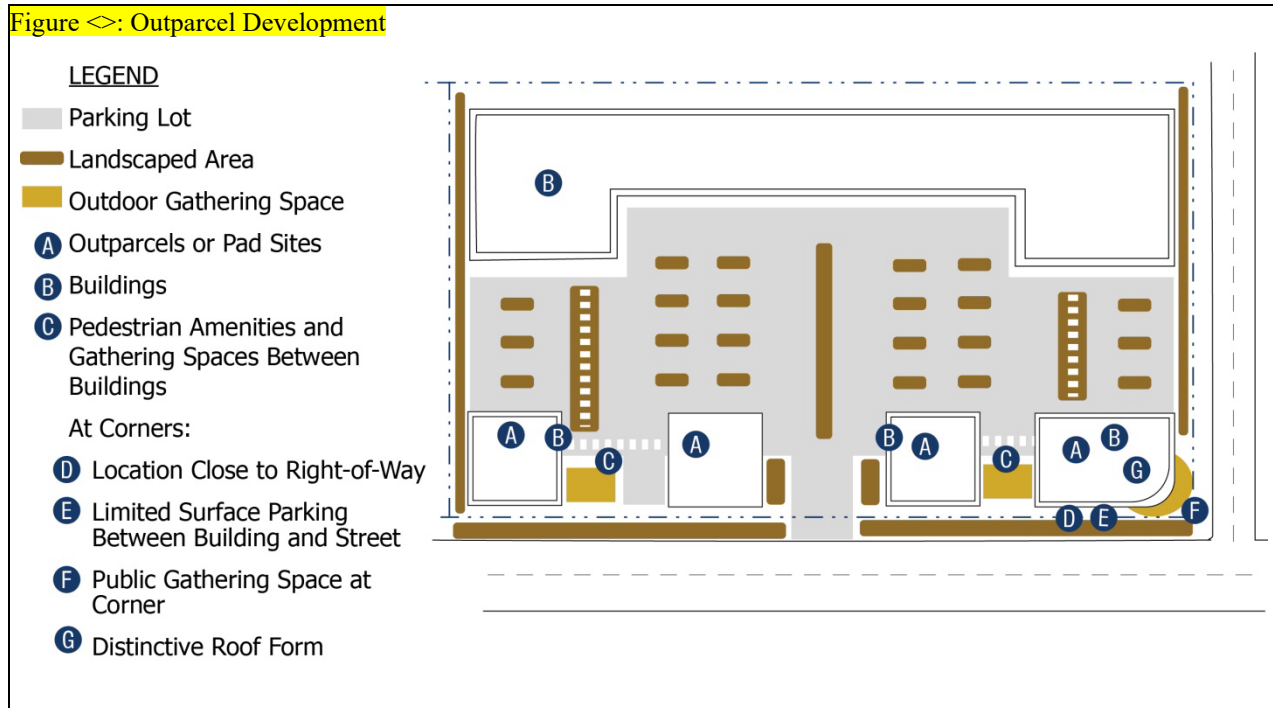
Development on outparcels or pad sites associated with a commercial development shall comply with the following requirements (see **Figure : Outparcel Development**):

- a. Spaces between buildings on outparcels or pad sites shall include pedestrian amenities such as plazas, seating areas, and gathering places in addition to off-street parking spaces.
- b. Outparcel buildings on lots at street corners shall be located and configured to define the corner through a combination of:
 - i. Locating the building as close to the rights-of-way as is practicable;
 - ii. Limiting surface parking between the building and the streets;
 - iii. Providing a public gathering space adjacent to the corner; and
 - iv. Distinctive roof form or other pedestrian features such as porches, canopies, or arcades.

Archer Lodge Commercial Design Standards

Revised Draft 7-16-20

Figure <>: Outparcel Development



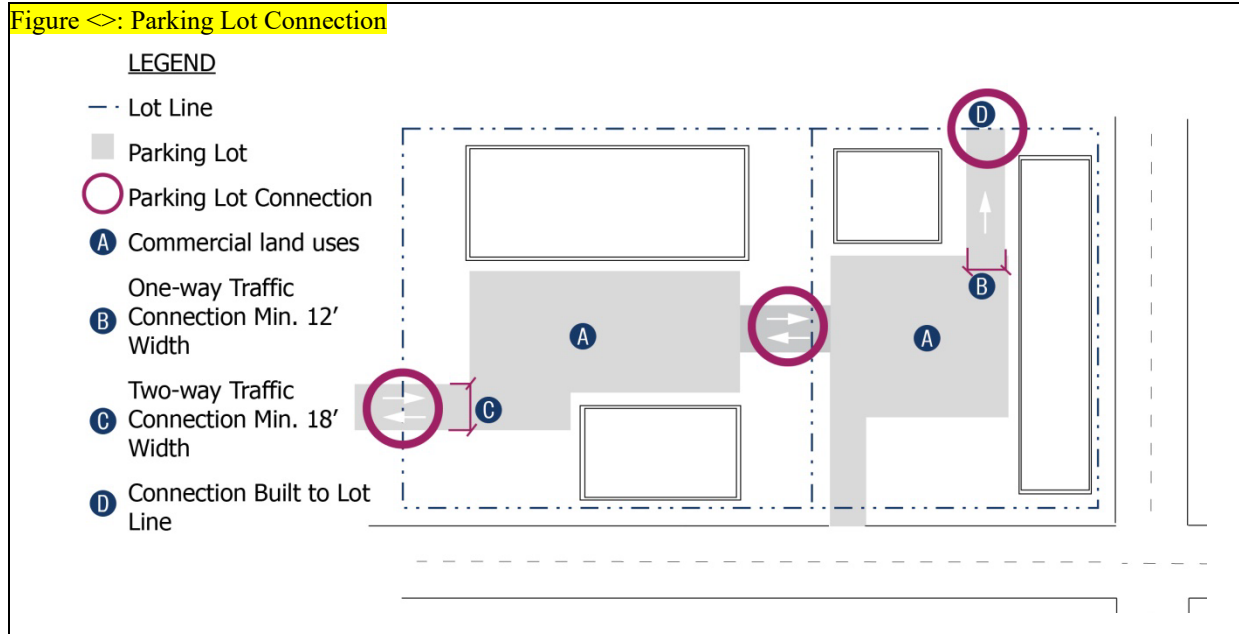
(3) On-Site Circulation

- All driveways shall be constructed so that vehicles can enter and exit from a lot without posing any substantial danger to themselves, pedestrians, bicycles, or vehicles traveling on abutting streets and that any interference with the free and convenient flow of traffic on abutting or surrounding streets is minimized. In no instance shall a driveway be configured so that a vehicle must back onto an arterial, collector, or thoroughfare street.
- Driveways shall be as nearly perpendicular to the street right-of-way as possible.
- In cases where two or more commercial uses are located on adjacent lots along a street, the off-street parking lots serving the uses shall be connected to one another so that a vehicle may travel from one establishment to another without use of the street network (see [Figure <>: Parking Lot Connection](#)). Where a required parking lot connection eliminates a required landscape planting area or required off-street parking space, the landscaping and off-street parking requirements shall be reduced to accommodate the parking lot connection. Compliance with this standard shall be waived in cases where a parking lot connection would create unsafe turning movements or pedestrian conflicts.

Archer Lodge Commercial Design Standards

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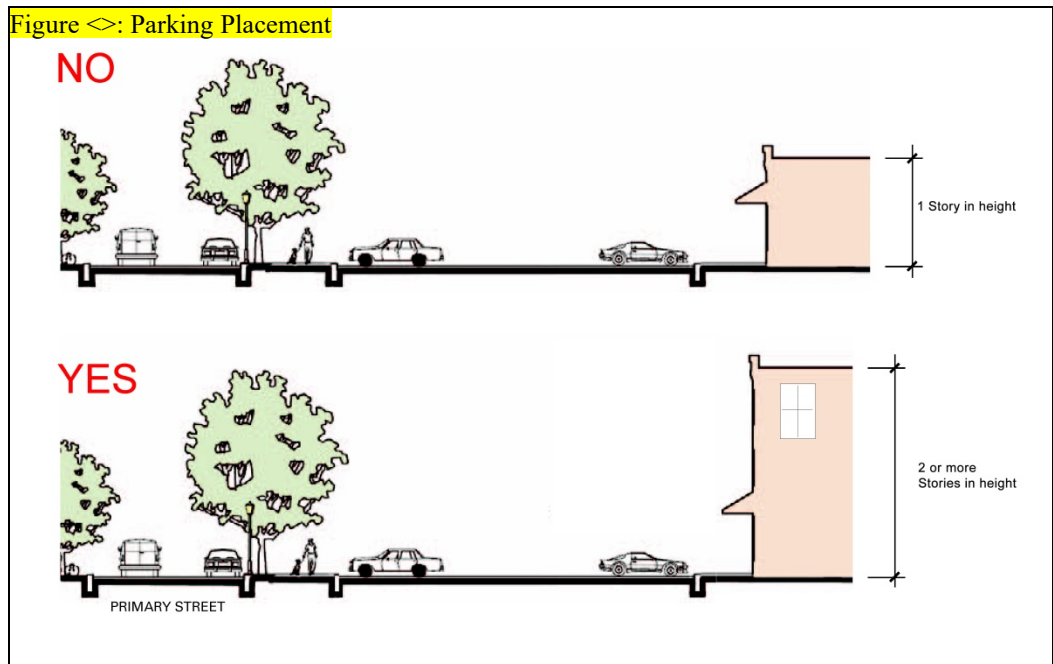
Figure <>: Parking Lot Connection



(4) Off-Street Parking Location

- a. The placement of all off-street parking to the side or rear of the building it serves is strongly encouraged. Buildings of one story in height may have up to one single-loaded row of off-street parking spaces between the front façade of a building and the street it faces.
- b. Buildings of two stories in height may have up to two rows of parking spaces between the front façade of a building and the street it faces (see [Figure <>: Parking Placement](#)).
- c. Multi-building developments shall be configured so that off-street parking areas are internal to the site and located behind the buildings located adjacent to streets.

Figure <>: Parking Placement



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(5) Signage

- a. No flashing, moving, or portable signs shall be permitted.
- b. In no instance shall a window sign or signage placed on or in a window or transparent door obscure more than two square feet of the window or door's total area.

(6) Service Areas

- a. Off-street loading areas, service areas, refuse/recycling collection areas, and outdoor storage of equipment or raw materials shall be located to the side or rear of a principal building. In addition, such features shall be screened through the use of an opaque fence or wall of a minimum height necessary to obscure views from on-site and off-site locations.
- b. Outdoor display of products available for sale may be located in front of a principal building and are not required to be screened provided these areas are physically accessible to patrons. Areas utilized for the display of products for sale that are not physically accessible to patrons shall be considered areas of outdoor storage and shall be located and screened in accordance with these standards.

(7) Equipment Screening

- a. All ground-based and roof-mounted equipment shall be fully screened from view from adjacent streets, parks, open space, and residentially-used lots (see **Figure <: Rooftop Screening**).
- b. Wall-mounted mechanical equipment mounted at heights over 36 inches from grade and measuring 16 inches or more in any dimension shall be fully screened, concealed, or camouflaged to minimize its appearance from adjacent streets, parks, open space, and residentially-used lots.

Figure <: Rooftop Screening



(8) Stormwater Control Measures

- a. Stormwater control measures, including, but not limited to retention ponds and detention basins, shall either be configured as site amenities or be fully screened from view on all sides by evergreen opaque vegetation reaching a minimum height of six feet above grade within three years of planting.
- b. Stormwater control measures (SCMs) shall be considered as site amenities when all of the following are present:
 - i. They are not surrounded by a fence intended to exclude pedestrians;
 - ii. Finished grades around the SCM do not inhibit walking;
 - iii. They include landscaping features such as trees and shrubs;

- iv. There is some form of central feature or focal point such as a fountain; and
- v. Seating or a walking path is provided adjacent to the SCM.

(9) Utilities

New utility service, including electricity, required to serve development subject to these standards shall be located underground. Nothing in these standards shall be construed to require existing above-ground utilities to be placed underground as part of new development.

(e) Building Configuration Standards

Buildings subject to these commercial design standards shall comply with the following:

(1) Maximum Building Size

Individual principal buildings subject to these standards shall maintain a maximum total floor area in accordance with the following:

- a. Lots that front and are accessed by an arterial or thoroughfare street may include up to one principal building with a maximum total floor area of 40,000 square feet.
- b. Lots that front and are accessed by a collector street may include up to one principal building with a maximum total floor area of 25,000 square feet.
- c. Lots that front and are accessed by a local street may include up to one principal building with a maximum total floor area of 10,000 square feet.
- d. Nothing shall limit the cumulative total amount of floor area within a multiple building development, provided that the largest principal building not exceed the applicable maximum set forth in this section, and provided that each additional building within the multi-building development is no larger than 50 percent of the applicable maximum building size.

(2) Orientation

- a. The primary entrance shall be architecturally and functionally designed on the front facade facing the primary street (see **Figure <>: Building Orientation**).
- b. Except for multi-building developments such as shopping centers or campus-style developments, the front facade of the principal structure shall be parallel to the front lot line and street.
- c. Nothing shall limit a secondary entrance from facing an off-street parking lot.

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Figure <>: Building Orientation

- LEGEND**
- A** Primary Entrance On Front Facade Facing Primary Street
 - B** Front Facade Parallel to Front Lot Line and Street



(3) Primary Entrance

- a. Building entrances shall be designated as a primary or a secondary entrance by the applicant, but each principal building shall have at least one primary entrance. Nothing shall limit a building from having multiple primary entrances.
- b. Primary building entrances shall be visually prominent and shall include at least three of the following features (see **Figure <>: Primary Building Entrances**):
 - i. Changes in building material or color;
 - ii. Changes in paving or walking surface materials;
 - iii. A significant architectural feature that extends above the primary roof height;
 - iv. A projection or recess of at least five feet beyond the adjacent wall plane;
 - v. Outdoor pedestrian gathering or seating areas capable of serving at least five people at the same time;
 - vi. A canopy, awning, portico, archway, arcade, or other covering that extends outwards from the building wall by at least five feet;
 - vii. Glazing that extends upwards for at least 75 percent of the building's height proximate to the entrance door(s);
 - viii. Architectural detailing around the entryway such as tilework, entablature, or integrated moldings; or
 - ix. Fountains, artwork, or landscaping plantings in raised planters immediately adjacent to the entrance door(s).

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Figure <>: Primary Building Entrances



LEGEND

- A Change in Building Material or Color
- B Change in Paving Material
- C Significant Architectural Feature
- D Projections or Recesses
- E Canopy, Gallery or Arcade
- F Architectural Detail Such as Tile Work
- G Landscaping Planter
- H Outdoor Pedestrian Gathering Area

(4) Exterior Materials

a. Configuration

- i. Where two or more materials are proposed on a building façade, the heavier or more massive material (like stone) shall be located below the lighter or less massive material (stucco).
- ii. Heavier details may be permitted as details on corners or around doors and windows.
- iii. Material changes shall take place at locations such as the intersection of building wings, the intersection of differing storefronts or leaseholds, interior corners, or other logical locations.
- iv. Material changes shall not take place at outside corners and material returns shall be included to a logical termination point past an exterior building corner such as a bump-out, building wing, or change in wall direction (see Figure <>: Commercial Building Materials).

Figure <>: Commercial Building Materials

LEGEND

- A Heavier Materials Below Lighter Materials
- B Heavier Materials around Doors and Windows
- C Material Changes at Logical Locations



b. Prohibited Materials

The following materials shall be prohibited on any primary or secondary building façade walls:

- i. Untextured tilt-up concrete panels;
- ii. Pre-fabricated steel panels;
- iii. Corrugated sheet metal;
- iv. Smooth-face concrete blocks;
- v. Vinyl siding, soffit, or fascia;
- vi. Synthetic stucco within two feet of the grade;
- vii. Asphalt shingles or siding; or
- viii. Mirrored glass.

c. Color

- i. Primary Colors. Overly bright, neon, or “day-glow” colors shall not be used as primary exterior building colors. Nothing shall limit traditional community material colors.
- ii. Accent Colors. Building trim and accent areas may feature brighter colors, including primary colors, but these colors may not comprise more than 15 percent of any building facade.

d. Compatibility in Multi-Building Developments

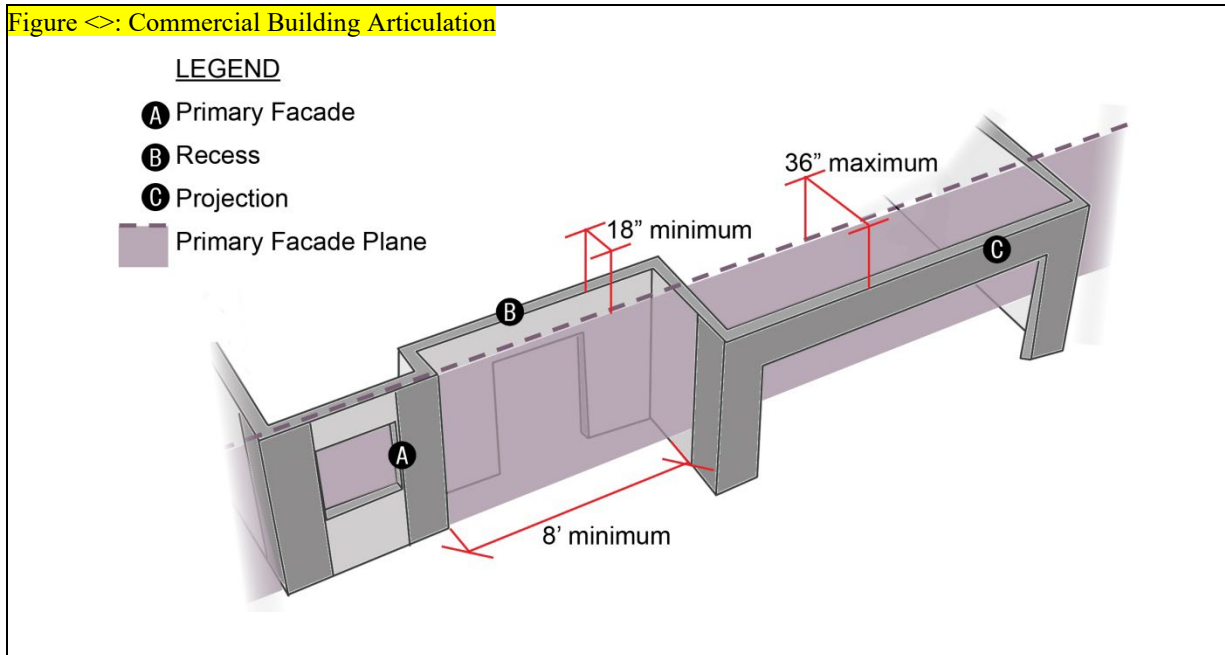
Buildings on outparcels or pad sites shall incorporate materials that are similar to and compatible with those used on the primary buildings in the development. Corporate or prototypical architecture shall be reconfigured as necessary in order to comply with this standard.

(5) Building Articulation

Buildings subject to these standards shall be configured so that no single facade visible from a street shall extend for longer than 35 linear feet without inclusion of one or more of the following features:

- a. The use of projections or recesses in the building façade wall with a depth of between 18 inches and 36 inches from the primary facade plane and a minimum span of eight feet (see **Figure <>: Commercial Building Articulation**);
- b. The use of columns, pilasters, or other architectural detail harmonious with the general design of the structure with a minimum width of eight inches and spaced no less than every ten feet on-center;
- c. Distinct changes in building materials or colors from grade to the roof; or
- d. A single vertical accent or focal point extending well above the primary roofline, such as a tower feature, located on a prominent building corner.

Figure <>: Commercial Building Articulation



(6) Roof Form

- a. Roof pitches less than 3:12 and flat roofs shall require a parapet wall on all building sides visible from a street.
- b. Parapet walls, when provided, shall fully screen all roof-top mechanical equipment from view from the street and shall include decorative cornices or caps.
- c. A pitched roof shall have eaves that extend a minimum of 12 inches beyond the building face.
- d. Gable roofs shall incorporate roof rakes that project outwards a minimum of at least 12 inches from the building face.

(7) Canopies

Except for canopies associated with fuel sales, overhead canopies intended to cover the vehicles of patrons shall be configured in accordance with the following standards:

- a. The total number of canopies shall be limited to one per building;
- b. The canopy shall be physically connected to the principal structure;
- c. The canopy shall be located to the side or rear of the structure, or configured so that it has the appearance of being enclosed by building walls on at least two sides;
- d. The canopy shall be configured of consistent or complimentary materials and colors as the primary exterior materials, including canopy supports;
- e. The canopy shall be subject to maximum height standards for buildings in the zoning district where located; and
- f. Any exterior lighting from under the canopy shall be configured so that the source of illumination (the bulb) is recessed into the canopy and is not visible from off-site areas.

(8) Transparency

- a. Buildings subject to these standards shall be configured so that building facades visible from streets shall include a window or functional general access doorway at least every 20 feet along the façade

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(see **Figure <: Commercial Transparency**). False windows or display casements are an allowable alternative, as approved by the Planning Director.

- b. At least 25 percent of the first ten feet in height of a facade facing a street shall be transparent.
- c. Ventilation grates or emergency exit doors located at the first floor level oriented toward a street shall be decorative.

Figure <: Commercial Transparency

EXAMPLE

First Floor Facade: 10' x 20' = 200 sf

Transparency:

2 Windows at 28 sf Each = 56 sf
Glass Door & Transom = 27 sf

First Floor Facade Transparency:
 $83' \div 200' = 41.5\%$

(Minimum First Floor Facade Transparency
Requirement: 25%)



(9) Lighting

- a. Buildings subject to these standards shall not include neon lighting that is visible from off-site areas.
- b. In no instance shall any exterior lighting flash, blink, or give the appearance of movement.
- c. LED lighting strips around windows or doors are prohibited on the building exterior or within the interior if the lighting strip is visible from off-site areas.

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(f) Definitions ³

ACCESSORY BUILDING	As applied in the commercial design standards, a detached subordinate or incidental structure, the use of which is incidental to the principal structure and which is located on the same lot as the principal structure.
ADDITION OR EXPANSION	As applied in the commercial design standards, an extension or increase in the floor area or height of a building or structure.
ADJACENT	As applied in the commercial design standards, a parcel of land or development that shares all or part of a common lot line or boundary with another parcel of land, or a parcel of land that would abut another parcel of land, but for the fact a street, waterbody, or right-of-way divides the parcels.
ADOPTED POLICY GUIDANCE	As applied in the commercial design standards, the combined future land-use policy guidance provided by the adopted comprehensive plan, area or corridor plans prepared for specific parts of the Town, and system plans related to the Town's infrastructure systems.
ARCADE	As applied in the commercial design standards, a series of arches supported by piers or columns. It is typical for an arcade to have habitable floor space directly above it.
ARTERIAL STREET	As applied in the commercial design standards, a street designated as an arterial street in the Town's adopted policy guidance, the applicable comprehensive transportation plan, or by the NCDOT.
ARTICULATION	As applied in the commercial design standards, the presence or projections, recesses, or other architectural features along a building façade.
BUILDING	As applied in the commercial design standards, a structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, or chattels.
BUILDING PROJECTION	As applied in the commercial design standards, an extension of a building wall or building façade projecting outwards from the primary building façade plane typically used to provide visual interest, contain an entrance, or conceal or screen a service element of site feature like a refuse collection container.
BUILDING RECESS	As applied in the commercial design standards, an inset or indentation of a building wall or building façade from the primary building façade plane typically used to accommodate windows, walk-up service features, doorways, or pass-throughs.
BUILDING WING	As applied in the commercial design standards, a portion of a building that is subordinate to the main or central part of the structure. Building wings may share a wall with the main or central part of the building or be joined to it by another ancillary structure like a hallway or a colonnade.
BUMP OUT	See "Building Projection."
CANOPY	As applied in the commercial design standards, a permanent structure other than an awning made of cloth, metal, or other material attached or unattached to a building for the purpose of providing shelter to patrons or automobiles, or as a decorative feature. A canopy is not a completely enclosed structure.
CHANGE OF USE	As applied in the commercial design standards, the change in the use of a building, structure, or land. "Change of use" includes a change from one use type to another use type.
COLLECTOR STREET	As applied in the commercial design standards, a street designated as a collector street in the Town's adopted policy guidance, the applicable comprehensive transportation plan, or by the NCDOT.
COMPREHENSIVE PLAN	The Comprehensive Plan for the Town of Archer Lodge, as adopted and amended by the Archer Lodge Town Council.

³ Definitions are included here but should be relocated with the balance of the other defined terms in the UDO and should be reviewed for consistency with other defined terms.

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CORNICE	As applied in the commercial design standards, any horizontal member, structural or nonstructural, of any building, projecting outward from the exterior walls at the roof line, including eaves and other roof overhang.
DRIVEWAY	As applied in the commercial design standards, the portion of the vehicle accommodation area that consists of a travel lane bounded on either side by an area that is not a part of the vehicle accommodation.
EAVE	As applied in the commercial design standards, the projecting lower edges of a roof that overhangs the wall of a building.
FAÇADE WALL	As applied in the commercial design standards, the entire exterior wall of a building facing a lot line measured from the grade to the eave or highest point of a flat or mansard roof. Facades may be on the front, side, or rear elevation of the building.
FALSE WINDOW OR DISPLAY CASEMENT	As applied in the commercial design standards, an exterior building material provided to replace or approximate a window, or a glass-fronted niche within a building wall used to display products available for sale.
FASCIA	As applied in the commercial design standards, a fascia is a board or other exterior material provided at the edge of a building where the roof meets the exterior wall. When gutters are provided, they are typically mounted to the fascia.
FRONT FAÇADE	As applied in the commercial design standards, the exterior façade of a building where the primary or front entrance is located. Typically, the front façade faces the street from which the building derives its street address.
GABLE	As applied in the commercial design standards, a triangular area of an exterior wall formed by two sloping roofs
GATHERING SPACE OR AREA	As applied in the commercial design standards, a formal or informal area intended for or used by the general public to gather or congregate together for interaction or recreation.
GLAZING	As applied in the commercial design standards, the portion of an exterior building surface occupied by glass or windows.
IMPERVIOUS SURFACE	As applied in the commercial design standards, any material that reduces and prevents absorption of stormwater runoff into previously undeveloped land.
LED LIGHTING	As applied in the commercial design standards, a strip or connected string of semiconductor diodes that emit visible light when electric voltage is applied.
MULTI-BUILDING DEVELOPMENT	As applied in the commercial design standards, developments that include two or more buildings on one or more lots that is planned, organized, and managed as a single development for the purposes of the development standards.
LOCAL STREET	As applied in the commercial design standards, a street designated as a local street in the Town's adopted policy guidance, the applicable comprehensive transportation plan, or by the NCDOT.
NEON LIGHTING	As applied in the commercial design standards, thing, whether flexible or rigid, mounted to a building wall or other building feature for the purposes of providing illumination, security, attracting attention, or displaying a message.
OPAQUE	As applied in the commercial design standards, a building, structure, building material, vegetation, or other site feature that forms a solid visual barrier.
OUTDOOR DISPLAY	As applied in the commercial design standards, an area used for the display of goods or products available for sale to customers that is accessible to customers of the establishment.
OUTDOOR STORAGE	As applied in the commercial design standards, an area used for the long or short-term storage of goods, products, materials, or inventory (whether for sale or otherwise) that is not accessible to customers of the establishment and is subject to the screening requirements for outdoor storage.
OUTPARCEL OR PAD SITE	As applied in the commercial design standards, a lot located within a multi-tenant development (e.g., a shopping center) which may or may not have access from a public road abutting the development. The lot is treated as part

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	of the larger development with respect to applicable yard and dimensional requirements.
OVERHANG	As applied in the commercial design standards, the edge of a roof or upper building story projecting outwards.
PARAPET	As applied in the commercial design standards, a building façade that rises above the roof level, typically obscuring a gable or flat roof as well as any roof-mounted equipment.
PILASTER	As applied in the commercial design standards, a rectangular column with a capital and base that is attached or affixed to a wall as an ornamental design feature.
PORTICO	As applied in the commercial design standards, a large porch usually with a pediment usually associated with an entrance, supported by columns.
PRIMARY ENTRANCE	As applied in the commercial design standards, the place of ingress and egress to a building, parcel, or development used most frequently by the public.
PRIMARY FAÇADE PLANE	As applied in the commercial design standards, the largest portion of a building wall in terms of area on a single building façade that maintains a uniform distance from the abutting lot line.
PRIMARY STREET	As applied in the commercial design standards, the street that provides the street or property address for a lot or building.
PRINCIPAL STRUCTURE OR BUILDING	As applied in the commercial design standards, a structure in which is conducted the principal use(s) of the lot on which it is located.
PROTOTYPICAL ARCHITECTURE	As applied in the commercial design standards, exterior building materials and architecture that is standardized for a particular use type or franchise operation.
RECONSTRUCTION	As applied in the commercial design standards, rebuilding structures on a site with a pre-existing use that was demolished or removed.
REDEVELOPMENT	As applied in the commercial design standards, installation of any improvements, new construction, or reconstruction on a lot or site that has pre-existing uses.
REVIEW AUTHORITY	As applied in the commercial design standards, a Town official, appointed board, or elected body charged with review and decision-making responsibilities for certain types of development applications required by this Ordinance.
ROOF FORM	As applied in the commercial design standards, the configuration of the top of a building, including its pitch, amount of overhang, shape, surfacing materials, and colors.
ROOF RAKE	As applied in the commercial design standards, the portion of a gabled roof that extends past the exterior wall of the building.
SECONDARY ENTRANCE	As applied in the commercial design standards, an entrance into a building located on a side or rear building façade.
SERVICE AREA	As applied in the commercial design standards, off-street loading, storage, mechanical, equipment, or processing areas associated with a principal building.
SIDEWALK SIGN	As applied in the commercial design standards, a pedestrian-oriented movable sign that sits on the grade located proximate to the primary entrance of the nonresidential or mixed use being advertised. Sidewalk signs are also referred to as “A-frame” signs or “Board” signs. The sign shall be self-supporting and only visible during operating hours. Sidewalk signs are configured with a broader base than a top or are equipped with supports to ensure they remain stable in normal wind conditions.
SMALL-TOWN CHARACTER	As applied in the commercial design standards, the sum or combined effect of the attributes and assets that make the Town unique and that establish the Town’s “sense of place.” Attributes include the resident population, local institutions, visual characteristics, natural features, and shared history.

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SOFFIT	As applied in the commercial design standards, the exterior material mounted to the underside of the roof rafters that project past the edge of an exterior building wall.
STORMWATER CONTROL MEASURE	As applied in the commercial design standards, a physical device, site feature, or construction technique intended to eliminate or reduce contact or exposure of pollutants to stormwater or remove pollutants from stormwater prior to discharge from the measure.
THOROUGHFARE STREET	As applied in the commercial design standards, a street designated as a thoroughfare street in the Town's adopted policy guidance, the applicable comprehensive transportation plan, or by the NCDOT.
WINDOW SIGN	As applied in the commercial design standards, a sign affixed to or visible through the surface of a window or glass door that is intended to be visible to the public from outside the building. Signs painted on glass and etched or frosted glass that includes text or symbols shall be considered as a window sign. Signs mounted to a building's exterior wall are "wall" signs.



**RESOLUTION ADOPTING A TITLE VI POLICY
FOR THE TOWN OF ARCHER LODGE
TO PROHIBIT DISCRIMINATION IN PROGRAMS AND SERVICES
AND IN ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE**

WHEREAS:

Title VI of the Civil Rights Act of 1964 prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

Since the adoption of Title VI, additional federal regulations and court decisions have refined the definition of “federal financial assistance” and what entities are affected and controlled by Title VI; and

The Town of Archer Lodge currently has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

Interpretation and application of said federal law are not intuitive or readily understood, requiring an understanding of what “federal financial assistance” might be in any particular situation and what persons or entities must comply with Title VI; and

Adoption of a policy and procedure for reporting violations will provide guidelines for the Town, Town personnel, and private persons and companies doing business with the Town and receiving federal financial assistance;

NOW, THEREFORE, BE IT RESOLVED by the Archer Lodge Town Council that the attached “Title VI Policy” is hereby adopted as the official policy of the Town of Archer Lodge for applying, reporting, and enforcing Title VI of the Civil Rights Act of 1964.

DULY ADOPTED THIS 8TH DAY OF SEPTEMBER 2020 WHILE IN REGULAR SESSION.

Matthew B. Mulhollem, Mayor

ATTEST:

Kim P. Batten, Town Clerk



Title VI Nondiscrimination Policy Statement

It is the policy of the Town of Archer Lodge to ensure that no person shall, on the ground of race, color, national origin, limited English Proficiency, income-level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Archer Lodge program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Archer Lodge to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discrimination against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.



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

GENERAL FUND 10				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	846,000.00	7,982.89	7,982.89	0.94%
SALES TAXES	135,510.00	0.00	0.00	0.00%
FRANCHISE TAXES	157,200.00	0.00	0.00	0.00%
ALCOHOL BEV TAXES/JO CO ABC DIST	49,000.00	4,338.25	4,338.25	8.85%
PERMITS AND FEES	5,140.00	635.00	635.00	12.35%
FEE IN LIEU OF RECREATION	30,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	53,000.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	0.00	4.01	4.01	#DIV/0!
INVESTMENT EARNINGS	16,000.00	260.95	260.95	1.63%
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	0.00	0.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM AL TOWN PARK FUND	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATION	0.00	0.00	0.00	#DIV/0!
TOTALS	1,355,850.00	13,221.10	13,221.10	0.98%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	50,679.00	9,813.93	9,813.93	19.36%
ADMINISTRATION	258,185.00	27,079.30	27,079.30	10.49%
JO CO TAX COLLECTION FEES	25,000.00	291.16	291.16	1.16%
LEGAL	14,750.00	0.00	0.00	0.00%
PROPERTY TAXES	100.00	0.00	0.00	0.00%
PUBLIC BUILDINGS	50,300.00	5,518.33	5,518.33	10.97%
PEG MEDIA PARTNERS	53,000.00	0.00	0.00	0.00%
PUBLIC SAFETY	334,000.00	0.00	0.00	0.00%
TRANSPORTATION-PUBLIC WORKS	53,000.00	455.29	455.29	0.86%
PLANNING & ZONING	156,767.00	8,230.07	8,230.07	5.25%
CULTURAL & RECREATION	45,000.00	6,000.00	6,000.00	13.33%
DEBT SERVICES	145,069.00	0.00	0.00	0.00%
TRANSFER TO CAP RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO PARK RESERVE	145,000.00	1,049.15	1,049.15	0.72%
TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	25,000.00	25,000.00	100.00%
TOTALS	1,355,850.00	83,437.23	83,437.23	6.15%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(70,216.13)	(70,216.13)	

CAPITAL RESERVE FUND 30

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	4,200.00	121.52	121.52	2.89%
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	4,200.00	121.52	121.52	2.89%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	4,200.00	0.00	0.00	0.00%
TOTALS	4,200.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		121.52	121.52	

PARK RESERVE FUND 31

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,400.00	74.54	74.54	3.11%
TRANSFER FROM GEN FUND 10	145,000.00	1,049.15	1,049.15	0.72%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	147,400.00	1,123.69	1,123.69	0.76%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	83,400.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	64,000.00	0.00	0.00	0.00%
TOTALS	147,400.00	0.00	0.00	0.00%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		1,123.69	1,123.69	

PUBLIC SAFETY RESERVE FUND 32

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,400.00	84.81	84.81	3.53%
TRANSFER FROM GEN FUND 10	25,000.00	25,000.00	25,000.00	100.00%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	27,400.00	25,084.81	25,084.81	91.55%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
PUBLIC SAFETY DEVELOPMENT	27,400.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TOTALS	27,400.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		25,084.81	25,084.81	



Kim P. Batten

FINANCE OFFICER



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

GENERAL FUND				
REVENUES		Jul-20	Jul-19	DIFFERENCE
	AD-VAL & MOTOR VEHICLE TAXES	7,982.89	9,114.84	(1,131.95)
	SALES TAXES	0.00	0.00	0.00
	FRANCHISE TAXES	0.00	0.00	0.00
	ALCOHOL BEV TAXES/JO CO ABC DIST	4,338.25	4,338.25	0.00
	PERMITS AND FEES	635.00	500.00	135.00
	FEE IN LIEU OF RECREATION	0.00	0.00	0.00
	PEG CHANNEL SUPPORT	0.00	0.00	0.00
	MISCELLANEOUS REVENUES	4.01	(0.01)	4.02
	INVESTMENT EARNINGS	260.95	1,660.27	(1,399.32)
	TRANSFER IN FROM CAPITAL RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM PARK RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM PUBLIC SAFE RESERVE	0.00	0.00	0.00
	TRANSFER IN FROM TOWN HALL EXP FUND	0.00	0.00	0.00
	TRANSFER IN FROM AL TOWN PARK FUND	0.00	0.00	0.00
	FUND BALANCE APPROPRIATED	0.00	0.00	0.00
		13,221.10	15,613.35	(2,392.25)
EXPENDITURES		Jul-20	Jul-19	DIFFERENCE
	GOVERNING BODY	9,813.93	8,548.00	1,265.93
	ADMINISTRATION	27,079.30	22,188.22	4,891.08
	JO CO TAX COLLECTION FEES	291.16	308.82	(17.66)
	LEGAL	0.00	0.00	0.00
	PROPERTY TAXES	0.00	0.00	0.00
	PUBLIC BUILDINGS	5,518.33	3,015.14	2,503.19
	PEG MEDIA PARTNERS	0.00	0.00	0.00
	PUBLIC SAFETY	0.00	0.00	0.00
	TRANSPORTATION-PUBLIC WORKS	455.29	465.09	(9.80)
	PLANNING & ZONING	8,230.07	7,537.81	692.26
	CULTURAL & RECREATION	6,000.00	10,000.00	(4,000.00)
	DEBT SERVICES	0.00	0.00	0.00
	TRANSFER TO CAP RESERVE	0.00	25,000.00	(25,000.00)
	TRANSFER TO PARK RESERVE	1,049.15	1,201.14	(151.99)
	TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	25,000.00	0.00
	TRANSFER TO AL TOWN PARK FUND	0.00		0.00
		83,437.23	103,264.22	(19,826.99)
	Y-T-D INCREASE (DECREASE)	(70,216.13)	(87,650.87)	17,434.74

Kim P. Batten

FINANCE OFFICER



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

GENERAL FUND 10				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	846,000.00	7,817.80	15,800.69	1.87%
SALES TAXES	135,510.00	0.00	0.00	0.00%
FRANCHISE TAXES	157,200.00	0.00	0.00	0.00%
ALCOHOL BEV TAXES/JO CO ABC DIST	49,000.00	0.00	4,338.25	8.85%
PERMITS AND FEES	5,140.00	50.00	685.00	13.33%
FEE IN LIEU OF RECREATION	30,000.00	0.00	0.00	0.00%
PEG CHANNEL SUPPORT	53,000.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	0.00	5.98	9.99	#DIV/0!
INVESTMENT EARNINGS	16,000.00	228.75	489.70	3.06%
TRANSFER IN FROM CAP RES FUND	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM PARK RES FUND	64,000.00	64,000.00	64,000.00	100.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM AL TOWN PARK FUND	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATION	0.00	0.00	0.00	#DIV/0!
TOTALS	1,355,850.00	72,102.53	85,323.63	6.29%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	50,679.00	4,537.50	14,351.43	28.32%
ADMINISTRATION	258,185.00	17,013.40	44,092.70	17.08%
JO CO TAX COLLECTION FEES	25,000.00	274.70	565.86	2.26%
LEGAL	14,750.00	2,763.75	2,763.75	18.74%
PROPERTY TAXES	100.00	0.00	0.00	0.00%
PUBLIC BUILDINGS	50,300.00	2,620.60	8,138.93	16.18%
PEG MEDIA PARTNERS	53,000.00	0.00	0.00	0.00%
PUBLIC SAFETY	334,000.00	3,605.64	3,605.64	1.08%
TRANSPORTATION-PUBLIC WORKS	53,000.00	455.29	910.58	1.72%
PLANNING & ZONING	156,767.00	11,580.47	19,810.54	12.64%
CULTURAL & RECREATION	45,000.00	2,000.00	8,000.00	17.78%
DEBT SERVICES	145,069.00	64,000.00	64,000.00	44.12%
TRANSFER TO CAP RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO PARK RESERVE	145,000.00	1,028.88	2,078.03	1.43%
TRANSFER TO PUBLIC SAFETY RESERVE	25,000.00	0.00	25,000.00	100.00%
TOTALS	1,355,850.00	109,880.23	193,317.46	14.26%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(37,777.70)	(107,993.83)	

CAPITAL RESERVE FUND 30

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	4,200.00	108.20	229.72	5.47%
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	4,200.00	108.20	229.72	5.47%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	4,200.00	0.00	0.00	0.00%
TOTALS	4,200.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		108.20	229.72	

PARK RESERVE FUND 31

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,400.00	52.97	127.51	5.31%
TRANSFER FROM GEN FUND 10	145,000.00	1,028.88	2,078.03	1.43%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	147,400.00	1,081.85	2,205.54	1.50%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	83,400.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	64,000.00	64,000.00	64,000.00	100.00%
TOTALS	147,400.00	64,000.00	64,000.00	43.42%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		(62,918.15)	(61,794.46)	

PUBLIC SAFETY RESERVE FUND 32

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,400.00	75.51	160.32	6.68%
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	27,400.00	75.51	25,160.32	91.83%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
PUBLIC SAFETY DEVELOPMENT	27,400.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TOTALS	27,400.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		75.51	25,160.32	



Kim P. Batten



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

GENERAL FUND				
REVENUES		Aug-20	Aug-19	DIFFERENCE
	AD-VAL & MOTOR VEHICLE TAXES	15,800.69	20,042.07	(4,241.38)
	SALES TAXES	0.00	0.00	0.00
	FRANCHISE TAXES	0.00	0.00	0.00
	ALCOHOL BEV TAXES/JO CO ABC DIST	4,338.25	4,338.25	0.00
	PERMITS AND FEES	685.00	3,750.00	(3,065.00)
	FEE IN LIEU OF RECREATION	0.00	0.00	0.00
	PEG CHANNEL SUPPORT	0.00	0.00	0.00
	MISCELLANEOUS REVENUES	9.99	(0.01)	10.00
	INVESTMENT EARNINGS	489.70	3,244.45	(2,754.75)
	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	0.00	0.00	0.00
	TRANSFER IN FROM AL TOWN PARK FUND	0.00	0.00	0.00
	FUND BALANCE APPROPRIATED	0.00	0.00	0.00
		85,323.63	97,374.76	(12,051.13)
EXPENDITURES		Aug-20	Aug-19	DIFFERENCE
	GOVERNING BODY	14,351.43	9,098.32	5,253.11
	ADMINISTRATION	44,092.70	41,393.44	2,699.26
	JO CO TAX COLLECTION FEES	565.86	651.55	(85.69)
	LEGAL	2,763.75	1,072.50	1,691.25
	PROPERTY TAXES	0.00	0.00	0.00
	PUBLIC BUILDINGS	8,138.93	8,371.30	(232.37)
	PEG MEDIA PARTNERS	0.00	0.00	0.00
	PUBLIC SAFETY	3,605.64	4,682.73	(1,077.09)
	TRANSPORTATION-PUBLIC WORKS	910.58	5,739.18	(4,828.60)
	PLANNING & ZONING	19,810.54	19,999.57	(189.03)
	CULTURAL & RECREATION	8,000.00	10,000.00	(2,000.00)
	DEBT SERVICES	64,000.00	66,000.00	(2,000.00)
	TRANSFER TO CAP RESERVE	0.00	25,000.00	(25,000.00)
	TRANSFER TO PARK RESERVE	2,078.03	2,644.87	(566.84)
	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
		193,317.46	219,653.46	(26,336.00)
Y-T-D INCREASE (DECREASE)		(107,993.83)	(122,278.70)	14,284.87

Kim P. Batten

FINANCE OFFICER

Town of Archer Lodge, North Carolina
Planning & Zoning Report: July 1, 2019 – August 31, 2020

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

5/20/2020	Z	39 Etowah Dr. (Woodfin, Lot 1 - Sign Easement)	Etowah	Cloudbreak Investments	Woodfin Subdivision Entrance Sign
5/26/2020	Z	365 Nashville Drive (Lot 52 Heritage)	Nashville Dr.	Andrew & Keri Council	Garage/Storage Bldg.
5/28/2020	Z	762 Wendell Rd.	Wendell Rd.	Johnston County BOE	2 Modular Classrooms
5/28/2020	Z	504 Abbington Court (Virginia Downs, Lot 51)	Abbington Ct.	James & Teresa Washington	Shed Addition
6/22/2020	Z	14765A Buffalo Rd.	Buffalo Rd.	Greenfield Housing Center	Double Wide Manufactured Home
6/29/2020	Z	225 Darcy Dr.	Darcy Dr.	Robert Larson, Jr.	Residential Accessory Bldg.
6/29/2020	Z	Bittle Creek Subdivision (Sign Easement)	Buffalo Rd.	Ken Poole	Bittle Creek Subiv. Entrance Sign
FY 2020-21	Permits	Site Location	Street	Property Owner	Use
7/2/2020	Z	180 Loop Rd.	Loop	James Gilhchrist	Residential Solar Panels
7/8/2020	Z	13726 Buffalo Rd.	Buffalo Rd.	CE Barnes Family Trust	Temporary Vendor - Ice Cream Trailer
7/15/2020	Z	370 Nashville Dr.	Nashville Dr.	James & Julie King	Residential Pool
7/23/2020	Z	287 Etowah Dr. (Lot 13 Woodfin)	Etowah Dr.	JSJ Builders, Inc.	Single Family Dwelling
7/20/2020	Z	13413 Buffalo Rd. (Lot 2 Margaret Stevens)	Buffalo Rd.	First Family of Home Care, Inc., A NC Corp.	Single Family Dwelling
7/26/2020	Z	122 Talmadge Farm Dr.	Talmage Farm Dr.	Earnest & Janet Hughes	Residential Accessory Building
8/10/2020	Z	58 Opry Ln.	Opry Ln.	John & Alyssa Franklin	Residential Accessory Building
8/24/2020	Z	3114 Castleberry Rd.	Castleberry Rd.	Michael & Angela Windley	Residential Accessory Building
Permits Issued by Type:					
FY 2019-20:	Total	Summary:	FY 2020-21:	Total	Summary:
	15	Single Family Homes		2	Single Family Homes
		12 - Stick built/Modular			2 - Stick built/Modular
		3 - Manufactured Homes			0 - Manufactured Homes
	6	Single Family Residential Additions/Alterations		0	Single Family Residential Additions/Alterations
		1 - Residential Solar Panels			1 - Residential Solar Panes
		3 - Additions			0 - Additions
		2 - Alterations			0 - Alterations
	13	Single Family Residential Accessory Structures		4	Single Family Residential Accessory Structures
		3 - Residential Pools			1 - Residential Pools
		10 - Residential Accessory Building/Garage/Storage			3- Residential Accessory Building/Garage/Storage
	3	Home Occupations		0	Home Occupations
		2 - Home Occupation Signs			0 - Home Occupation Signs
	1	Institutional Uses (2 modular classrooms)		0	Institutional Uses
	0	Commercial Uses		1	Commercial Uses
	3	Other			1 - Temporary Vendor - Ice Cream Sales
		3 - Residential Subdivision Entrance Signs		0	Other
Cumulative Total	41		Cumulative Total	7	
Electronic Correspondence:					
FY 2019-2020 Incoming E-mails:	Total	Planning & Zoning Staff Member	FY 2020-2021 Incoming E-mails:	Total	Planning & Zoning Staff Member
July - June	7708	Town Planner	July	858	Town Planner
July - June	2522	Zoning Administrator	August (August 1-31)	747	
July - June	1629	Sr. Planner			
Cumulative Total	11859		Cumulative Total	1605	

FY 2019-2020 Sent E-mails:	Total	Staff Member:	FY 2020-2021 Sent E-mails:	Total	Staff Member:
July - June	4181	Town Planner	July	398	Town Planner
July - June	302	Zoning Administrator	August (August 1 -31)	281	“
July - June	359	Sr. Planner			
Cumulative Total	4842		Cumulative Total	679	
Other Activities:					
	FY 2019 - 20:		FY 2020 - 21:		
	Joint Town Council/Planning Board Meeting		Schedule 2nd Joint Town Council/Planning Board Meeting (COVID 19 - Status Pending)		
	Planning Board/Board of Adjustment Goals Set		Planning Board/Board of Adjustment Goals - Implementation Underway		
	Bike and Pedestrian Plan Adopted.		Submit Resolution/Approved Plan to NCDOT		
	Web Site Updated (Permitting Process, Fillable Forms)		Web Site Updates - Efforts Ongoing		
	Hazard Mitigation Action Plan/ Web Site Information Updated		Hazard Mitigation Plan Update - Efforts Ongoing		
	2020 Census Information Updated		No further action at this time.		
	Developing Permit System		Permit System Developed - Training Underway, Data entry underway		
	Partnerships		Partnership - Efforts Ongoing		
	Sewer Feasibility Study Underway (Admin./Planning Project)		Sewer Feasibility Study Completed - July 2020 Presentation to Town Council (TC)- Admin./Planning		
	Updating Ordin. to comply with 160D (TC/Planning Board, Admin., Planning, Attorneys)		Updating Ordinance to Comply with 160 D (TC/Planning Board, Admin., Planning, Attorneys)		
	Code Enforcement (See Code Report)		Code Enforcement (See Report)		
	Department Reports/Forms (Create/Update)		Department Reports/Forms (Create/Update)		
	Miscellaneous:		Miscellaneous:		
	- Boundary & Annexation Report		- Boundary & Annexation Report		
	- Residential Construction Report		- Responding to inquires		
	- CAMPO Report		- Attended (Virtual) Cape Fear Regional Hazard Mitigation Public Hearing		
	- Update Preliminary Plat Application		- Reviewed CAMPO TCC – September 3, 2020 Agenda Material		
	Archer Lodge Addressing Project (Admin./Planning Project)				