



Regular Council - Minutes Tuesday, September 8, 2020

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

GUESTS PRESENT:

Chad Meadows, CodeWright Planners, LLC

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:33 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) Mayor Pro Tem Castleberry and Council Member Bruton attended remotely via phone conferencing.

b) Pledge of Allegiance

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

2. APPROVAL OF AGENDA:

a) No additions or changes noted.

Moved by: Council Member Wilson
Seconded by: Council Member Purvis

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:**
29 Feb 2020 Budget Planning Retreat ~ FY 2020/2021
02 Mar 2020 Regular Council Meeting Minutes
06 Apr 2020 Regular Council Meeting Minutes

Council Member Bruton commented that she's aware that staff remains busy; however, approving minutes older than six months is hard.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved Consent Agenda.

CARRIED 4 to 1 (Bruton opposed)

5. **RECOGNITION/PRESENTATION:**

- a) **Commercial Building Design Standards ~ Julie Maybee, Town Planner & Chad Meadows, CodeWright Planners, LLC**

Ms. Maybee shared some background information followed by a brief overview which appears as follows:



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

Mayor:
Matthew B. Mulhollem

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

Page 1

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.

Ms. Maybee reintroduced Mr. Chad Meadows to Council for his portion of the agenda. In assisting Mr. Meadows with his Revised Draft of Archer Lodge Commercial Design Standards dated 7-16-20, he provided the following PowerPoint presentation:



Guiding Principles

2

For
Commercial
Design
Standards

- Keep it simple
- Provide clear, quantitative requirements
- Avoid vague guidelines or suggestions
- Regulate only those elements with the most impact on development quality

Timeline

3

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text

TASK #	DESCRIPTION	TIMING
1. Initial Presentation	Discussion with Town Council	June 15
2. Draft Standards	Purpose, applicability, site configuration, building configuration, illustrations, incentives(?), definitions	July 7
3. Discussion	Address staff comments on draft	July 9
4. Presentation	To Planning Board	July 15
5. Revision	Addressed comments	July 16
6. Final Presentation	To Town Council	September 8

Section 30-208. Commercial Design Standards

4

Archer Lodge Commercial Design Standards
Initial Draft 7-8-20

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 to the Town's requirements for new commercial development quality and appearance. More specifically, the purpose of these standards is to:

- (1) Impart the public protection from the Comprehensive Plan quality provisions of the desired small-town community character;
- (2) Foster a fair and consistent application of the commercial design standards to new development and redevelopment;
- (3) Foster historical compatibility between commercial development and nearby residences;
- (4) Encourage the maintenance of a village atmosphere; and
- (5) Preserve property values and protect existing public and private investments.

(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) Change in Use. Changes in use of an existing principal building on development site where the new use is subject to these commercial design standards that are different in use type or appearance are prohibited until proper plans are submitted and approved by the Planning Board. This section does not apply to property with the standards in **Section 30-208(a) Purpose & Intent**.
- (3) Addition and Expansion to Existing Development. Expansion to an existing commercial building's floor area or commercial site's impervious surface by 10 percent or more beyond that in existence as the effective date of these standards shall require full compliance with these provisions.
- (4) Redevelopment of Existing Buildings. Reconstruction or redevelopment of an existing commercial building shall be subject to new development for the purposes of these standards.

(c) Exceptions

The standards in this section shall not apply to the following forms of development:

- (1) Commercial development existing prior to effective date of these standards unless subject to redevelopment, addition, or expansion;
- (2) Commercial development taking place as part of a house flip item;
- (3) Commercial development subject to a historic landmark designation or subject to standards applicable to a local historic district; and
- (4) Development of civic, religious, or historical organizations use types.

(d) Timing of Review

¹These standards are developed based on the presentation given to the Archer Lodge Town Council on 6.15.20 and is discussed with Town Staff on 6.23.20.
This language anticipates the development of a comprehensive plan and table of uses which is not prepared. This section needs to be revised to take specific use types from the coming detailed language.

Cadwlling Planners Page 2

- A. Purpose & Intent
- B. Applicability
- C. Exemptions
- Standards
- E. Site Configuration
- F. Building Configuration
- G. Definitions

30-208(a) Purpose & Intent (pg. 2)

5

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text

- Protect small-town community character
- Fair and consistent application of standards
- Foster compatibility between commercial and adjacent residential
- Maintain village atmosphere
- Protect property values

30-208(b) Applicability (pg. 2)

6

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- ☐ New Commercial Development
- ☐ Changes in Use
 - ☐ Subject to site configuration standards only
- ☐ Additions & Expansions
 - ☐ Full compliance for increases of 51% +
- ☐ Reconstruction

30-208(c) Exemptions (pg. 2)

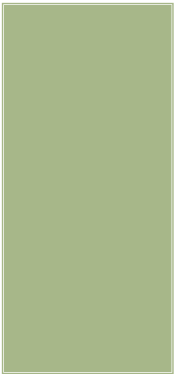
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- ☐ Prior existing commercial development
- ☐ Commercial buildings on a farm
- ☐ Historic landmarks
- ☐ Civic, religious, fraternal organizations
- ☐ Adult & gaming uses exempted from transparency requirements

30-208(e) Site Configuration (pg. 3)

8

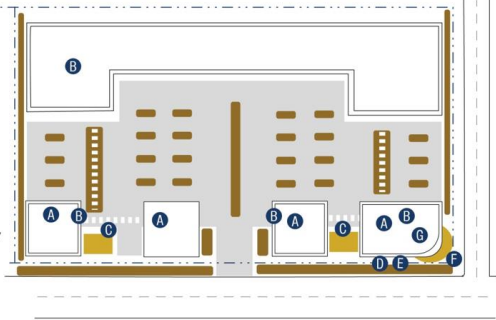


- ☐ Building Placement
- ☐ Outparcel Development
- ☐ On-Site Circulation
- ☐ Off-Street Parking Location
- ☐ Signage
- ☐ Service Areas
- ☐ Equipment Screening
- ☐ Stormwater
- ☐ Utilities

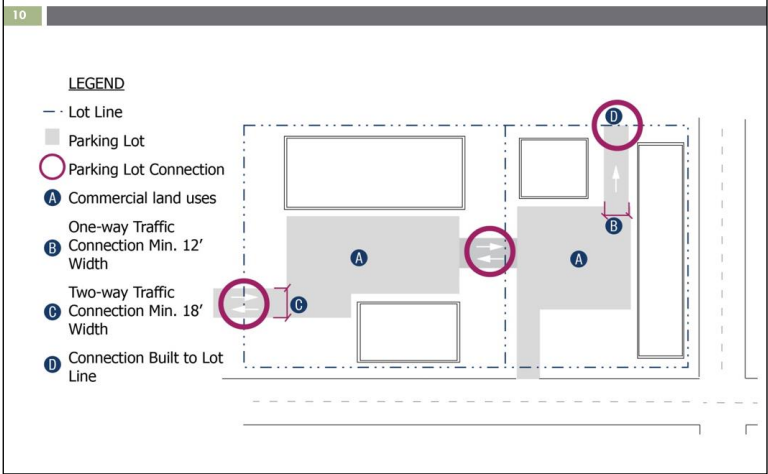
Outparcel Development

9

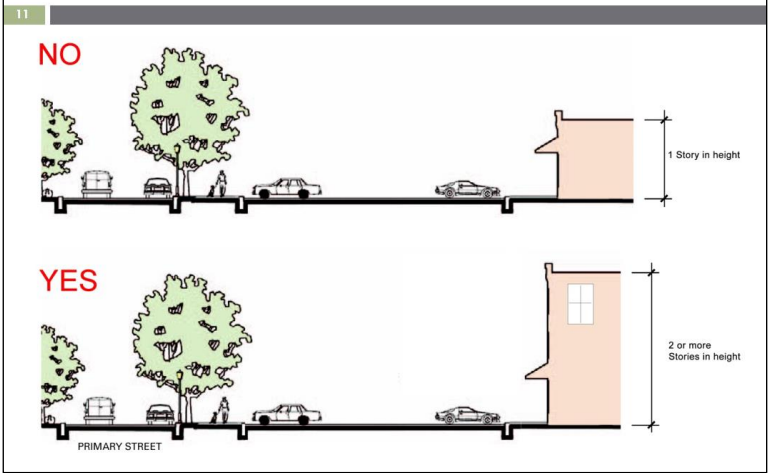
- LEGEND
- Parking Lot
 - Landscaped Area
 - Outdoor Gathering Space
 - Outparcels or Pad Sites
 - Buildings
 - Pedestrian Amenities and Gathering Spaces Between Buildings
- At Corners:
- Location Close to Right-of-Way
 - Limited Surface Parking Between Building and Street
 - Public Gathering Space at Corner
 - Distinctive Roof Form



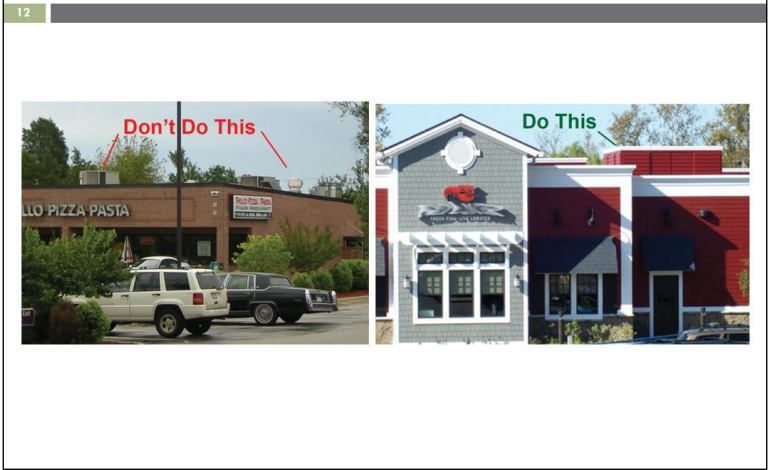
Parking Lot Connections



Parking Placement



Rooftop Screening



30-208(f) Building Configuration (pg. 7)

- 13
- Maximum Building Size
 - Orientation
 - Primary Entrances
 - Exterior Materials
 - Articulation
 - Roof Form
 - Canopies
 - Transparency
 - Lighting
- 

Building Orientation

14

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



Primary Entrances

15



- 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

Exterior Materials

16

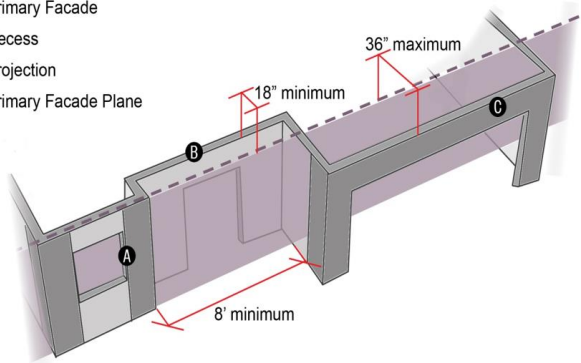
- LEGEND
- A Heavier Materials Below Lighter Materials
 - B Heavier Materials around Doors and Windows
 - C Material Changes at Logical Locations



Articulation

17

- LEGEND
- A Primary Facade
 - B Recess
 - C Projection
 - Primary Facade Plane



Transparency

18

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' ÷ 200' = 41.5%

(Minimum First Floor Facade Transparency Requirement: 25%)



Definitions

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Archer Lodge Commercial Design Standards	
Revised Draft 7-16-20	
1. Definitions	
ACCESSORY BUILDING	As applied in the commercial design standards, a detached structure or outbuilding, separate from the principal structure, used for storage, parking, or other purposes, and not used for retail or service purposes.
ADDITION OR EXPANSION	As applied in the commercial design standards, an addition or expansion to an existing building, including but not limited to the addition of new space, height, or other features.
ADJACENT	As applied in the commercial design standards, a parcel of land or building that is adjacent to another parcel of land or building, including but not limited to the addition of new space, height, or other features.
ADOPTED POLICY GUIDELINES	As applied in the commercial design standards, a set of guidelines or policies that are adopted by the governing body of the community, including but not limited to the addition of new space, height, or other features.
ARCHWAY	As applied in the commercial design standards, a structure that is used to provide a passage over a road, path, or other feature, including but not limited to the addition of new space, height, or other features.
ARTERIAL STREET	As applied in the commercial design standards, a street that is used for through traffic, including but not limited to the addition of new space, height, or other features.
ARTICULATION	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
BUILDING	As applied in the commercial design standards, a structure that is used for commercial purposes, including but not limited to the addition of new space, height, or other features.
BUILDING PROJECTIONS	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
BUILDING RECESSES	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
BUILDING WINGS	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
BUMPERS	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
CANOPY	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
CHANGE OF USE	As applied in the commercial design standards, a change in the use of a building, including but not limited to the addition of new space, height, or other features.
COLLECTOR STREET	As applied in the commercial design standards, a street that is used for local traffic, including but not limited to the addition of new space, height, or other features.
COMPLEMENTARY PLANT	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.

Archer Lodge Commercial Design Standards	
Revised Draft 7-16-20	
1. Definitions	
CORNER	As applied in the commercial design standards, a corner of a building, including but not limited to the addition of new space, height, or other features.
DETERMINATION	As applied in the commercial design standards, a determination made by the governing body of the community, including but not limited to the addition of new space, height, or other features.
EAVE	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
FACADE WALL	As applied in the commercial design standards, a wall that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
FACADE WALL DISPLAY CASE	As applied in the commercial design standards, a display case that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
FACADE WALL	As applied in the commercial design standards, a wall that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
FRONT FACADE	As applied in the commercial design standards, a facade that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
GABLE	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
GATED DRIVEWAY OR AREA	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
GLAZING	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
GUTTERED ROOF	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
LED LIGHTING	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
LOCAL STREET	As applied in the commercial design standards, a street that is used for local traffic, including but not limited to the addition of new space, height, or other features.
MEAN LIGHTING	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
OFFICE	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
OUTDOOR DISPLAY	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
OUTDOOR STORAGE	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.
OUTPAVING OR PAD SITE	As applied in the commercial design standards, a feature that is used to create a sense of movement or rhythm in a building, including but not limited to the addition of new space, height, or other features.

Discussion

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The Revised Draft of Archer Lodge Commercial Design Standards dated 7-16-20 that was provided to Council appears as follows:

Archer Lodge Commercial Design Standards

Revised Draft 7-16-20

Sec. 30-208. Commercial Design Standards:¹

(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:

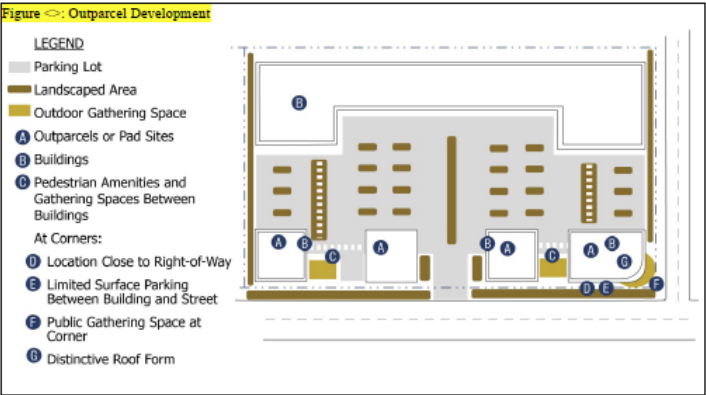
(1) Building Placement

- 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.

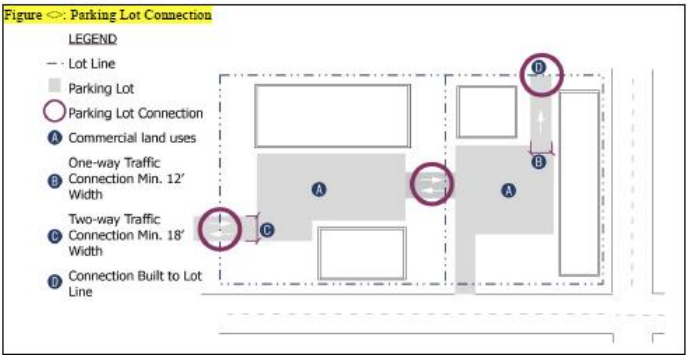
(2) Outparcel Development

Development on outparcels or pad sites associated with a commercial development shall comply with the following requirements (see [Figure <>, Outparcel Development](#)):

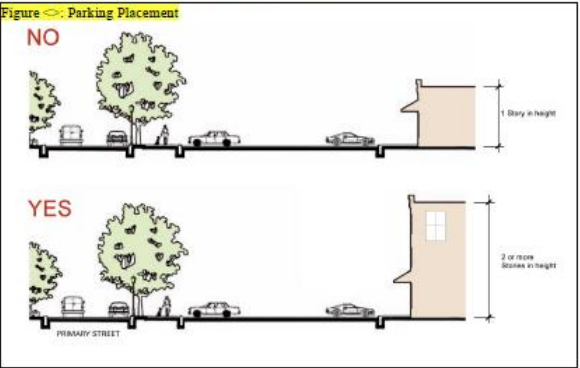
- a. Spaces between buildings on outparcels or pad sites shall include pedestrian amenities such as plazas, seating areas, and gathering places in addition to off-street parking spaces.
- b. Outparcel buildings on lots at street corners shall be located and configured to define the corner through a combination 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.



- (3) On-Site Circulation
- a. 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.
 - b. Driveways shall be as nearly perpendicular to the street right-of-way as possible.
 - c. 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.



- (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.



- (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;

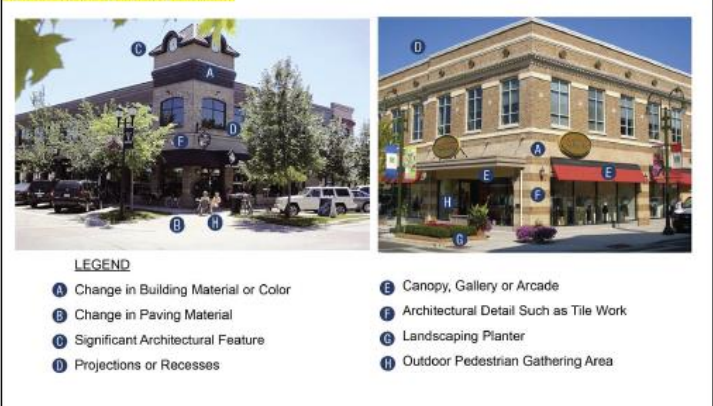
- iv. There is some form of central feature or focal point such as a fountain; and
 - v. Seating or a walking path is provided adjacent to the SCM.
- (9) Utilities
- New utility service, including electricity, required to serve development subject to these standards shall be located underground. Nothing 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.

Figure <>: Building Orientation



- (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).

Figure <>: Primary Building Entrances



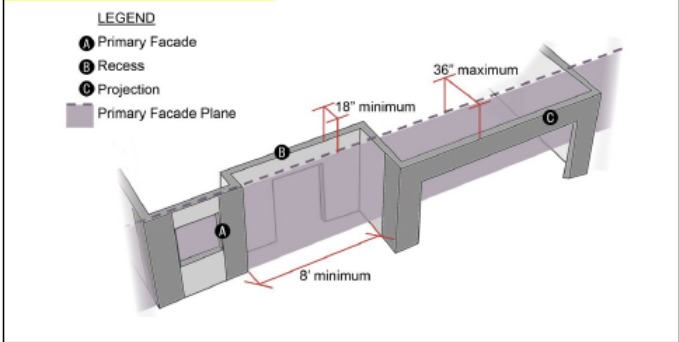
- (4) Exterior Materials
- a. Configuration
 - i. Where two or more materials are proposed on a building façade, the heavier or more massive material (like stone) shall be located below the lighter or less massive material (stucco).
 - ii. Heavier details may be permitted as details on corners or around 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



- 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' ÷ 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.
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Points of discussion for the Site Configuration Elements:

- Limited flashing or moving signage, such as electric mechanically driven, due to safety.
- Surface loading to be near the side or rear of the building and screened.
- Allows outdoor display of products for sale with no screening.
- Storage must be screened.
- Rooftop equipment must be screened, and height is limited.
- Stormwater can be made an amenity with landscaping or must be screened.
- All underground utilities.

Points of discussion for the Building Configuration Elements:

- Buildings in scale with character of existing buildings.
- Primary entrance must include at least 3 of the items listed on page 15 of presentation.
- Material change must be at logical locations.
- Accent colors must be handled in a sensible way.
- Building articulation requires building to have visual interest.
- Basic roof form and canopy standards must be met.
- The amount of glass on the building must meet transparency requirements.
- Neon, flashing, blinking, moving lights, or LED strips are restricted.

Mayor Mulhollem open the floor for discussion. There was no questions or discussion.

Mr. Meadows thank everyone for the opportunity to present the Proposed Commercial Design Standards and commended the Town for not making it overly restrictive for businesses. He shared that he looks forward to seeing the Town grow in the future.

Ms. Maybee informed Council that this Proposed Draft Commercial Design Standards will be incorporated into an overall packet that will include these standards and site plans. The Planning Board will review the overall packet at their September 16, 2020 Planning Board Meeting and provide a recommendation to Council.

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

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)**

Attorney Burrell explained the history of Title VI and the reasons to have a Title VI policy. Staff remarked that the Town's Personnel Policy adopted May 2018 details the Title VI provisions with employment, but due to the Town receiving federal funds for the Bicycle and Pedestrian Grant through NCDOT the Town is required to have a Title VI policy in place for nondiscrimination. Discussion followed.

Mayor Mulhollem called for a motion to approve.

The Approved Resolution# AL2020-09-08 Adopting a Title VI Policy for the Town of Archer Lodge appears as follows:



RESOLUTION# AL2020-09-08

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.

ATTEST:

Kim P. Batten, Town Clerk


Matthew B. Mulhollem, Mayor



**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.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved Resolution# AL2020-09-08 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.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of changing the November Town Council Work Session to a Joint Meeting with the Archer Lodge Planning Board at the Archer Lodge Community Center on Monday, November 16, 2020 at 6:30 p.m.

Ms. Maybee shared a list of items that will be discussed at the Joint Meeting. Having no discussion, Mayor Mulhollem called for a motion to approve the change.

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved changing the November 16, 2020 Town Council Work Session to a Joint Meeting with the Archer Lodge Planning Board to be held at the Archer Lodge Community Center on Monday, November 16, 2020 at 6:30 p.m.

CARRIED UNANIMOUSLY

7. TOWN ATTORNEY'S REPORT:

a) No Report.

8. TOWN ADMINISTRATOR'S REPORT:

a) Mr. Gordon reported the following:

- Proturf Landscapes was awarded the sidewalk/parking pad project at the Archer Lodge Veterans Memorial which should begin within the next few weeks.
 - Inquiring about landscaping with sod at the AL Veterans Memorial Site.
 - Susan Hatchell, Landscape Architect, updated Staff that approximately 30% of the park designs are complete. Staff will be meeting with Ms. Hatchell for discussions.
 - Letter of interest to connect to sewer was sent to Aqua and no response at this time.
 - Staff along with Mr. Jim Thames, Engineer met via phone conferencing with the Town of Clayton Utilities Director, Mr. Rich Cappola, and Interim Town Manager, Mr. J.D. Solomon, the former Waste Water Treatment Plant Upgrade Engineer, and was informed that the option to connect to the Town of Clayton's Sewer System is still available.
 - Letter of interest to connect to sewer was sent to Town of Clayton.
 - A Town Christmas Parade float has been reserved for the Archer Lodge Christmas Celebration and will be held if the guidelines for COVID-19 allow.
-
-

9. FINANCIAL/TOWN CLERK'S REPORT:

a) July 31, 2020 Interim Financials & Year-to-Date Comparison (FY20 compared to FY21)

Ms. Batten provided a financial summary for the first month of the fiscal year ending June 30, 2021. She reminded Council that July revenues are extremely low and the budgeted transfer to the Public Safety Reserve Fund was completed. Expenditures remained constant in the General Fund. Revenues in the other funds were mainly investment earnings which is very low due to the economy and the monthly transfer to Park Reserve Fund.

When comparing July 2020 with July 2019, the net difference is an increase in July 2020 by approximately \$17,000; however, Ms. Batten mentioned that the budget ordinance for FY2021 didn't have the annual transfer of \$25,000 to the Capital Reserve Fund causing July 2020 to record better than July 2019. No further comments.

b) August 31, 2020 Interim Financials & Year-to-Date Comparison (FY20 compared to FY21)

Ms. Batten shared a financial summary for all funds ending August 31, 2020. She commented that revenues remained low even though funds from the Park Reserve Fund to the General Fund transferred to make the annual August Park Land debt payment. Expenditures continued constant without any unanticipated expenses. The Capital Reserve, Park Reserve and Public Safety Reserve funds have investment earnings, though extremely low. The other revenue mentioned was the monthly transfer of funds from the General Fund to Park Reserve Fund for the three-cents designation of the property tax collections received for Johnston County.

Comparing August 2020 with August 2019, figures demonstrate a net difference between revenues and expenditures with an increase in August 2020 by approximately \$14,000. Revenues were lower in 2020 but so were the expenditures since the annual transfer to the Capital Reserve Fund was not in the budget ordinance adopted. Also, Ms. Batten shared

that the first debt payment of the fiscal year was made in August. No further comments regarding financials.

In closing and with much enthusiasm, Ms. Batten announced that her daughter and son-in-law, Hillary & Will Olive, are Proud Parents to a healthy **Baby Boy, Winston Grey Olive**, who arrived on Sunday, September 6th and is her FIRST Grandchild. Everyone applauded.

10. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Update

Ms. Maybee reported the following:

- Seven zoning permits issued.
- Virtual Meeting has been scheduled with the State for the Floodplain Development Ordinance that was approved by the Town Council in 2018.
- Floodplain Ordinance is being reviewed by NC Dept of Environmental Quality to assure that it complies with the State requirements.
- Cape Fear Regional Hazard Mitigation Plan held a Public Hearing and a draft plan has been posted on their website for viewing.
- Correspondence for Planning & Zoning - received 1,600 incoming emails and sent out 607 emails.
- She encourages applicants to utilize the forms and information provided on the Town Website and noted that it is facilitating the process.

b) Code Enforcement

Ms. Maybee handed out an updated Code Enforcement Report to Council and discussed the following:

- Followed up with homeowners that placed a "Tiny Home" on their property and has not been removed yet.
 - Mobile Home was set up on lot without a permit and a "Stop Work Order" was posted by Johnston County. Lessee is obtaining permits to subdivide property since one home on the property is being occupied. Status is pending.
 - Staff remains sensitive during COVID-19 and code violations.
-

11. MAYOR'S REPORT:

a) Mayor Mulhollem reported the following:

- **Invited everyone to join the local Boy Scout Troop 421 for a Flag Retirement Ceremony at the Archer Lodge Veterans Memorial Site on Saturday, September 12, 2020 at Noon. He commended the Troop Leadership and Scouts for their endeavors to hold this ceremony.**
 - **He encouraged everyone to continue taking precautions regarding COVID-19 for their safety and others.**
-

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

a) Council Member Wilson shared that he and Ms. Wilson will be celebrating their 59th Anniversary on Wednesday, September 9, 2020. Everyone applauded.

b) Council Member Jackson had no remarks.

c) Council Member Purvis reminded everyone that Early Voting will be held at the Archer Lodge Community Center beginning on October 15, 2020 and guidelines regarding COVID-19 will be followed. He noted that this was ALCC's first rental.

d) Mayor Pro Tem Castleberry asked that everyone keep the Town of Clayton Fire Department in their thoughts and prayers due to some of its members being infected with COVID-19.

e) Council Member Bruton remarked on the following:

- Congratulated Ms. Batten on the birth of her Grandson.
- Congratulated Mr. and Ms. Wilson for celebrating their 59th Wedding Anniversary.
- Inquired about the Archer Lodge Fire Department Public Hearing regarding merging with Thanksgiving Fire Department. Discussion followed.

13. ADJOURNMENT:

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

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned meeting at 7:59 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

