



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, May 1, 2023 @ 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:

4 - 107

- 4.a. Approval of Minutes:
 - 01 Aug 2022 Regular Council Meeting Minutes
 - 15 Aug 2022 Work Session Minutes
 - 03 Jan 2023 Regular Council Meeting & Public Hearing Minutes
 - [Regular Council - Monday, 01 Aug 2022 - DRAFT](#)
 - [Work Session - Monday, 15 Aug 2022 -DRAFT](#)
 - [Regular Council - Tuesday, 03 Jan 2023 - DRAFT](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 108 - 117 5.a. Discussion and Possible Action of Approving the Updated Lease and Use Agreement between the Town of Archer Lodge and the Archer Lodge Community Center, Inc.
[04.20.23 Redlined ALCC Lease and Use Agreement with ALCC Requests v.1](#)
[04.20.23 ALCC Lease and Use Agreement with ALCC Requests v.1](#)
- 118 - 119 5.b. Discussion and Possible Action of Approving the Resolution Opposing Efforts to Weaken Local Zoning Regulations (Resolution# AL2023-05-01a)
[AL2023-05-01a Resolution Opposing Efforts to Weaken Local Government Zoning Regulations](#)
- 120 - 162 5.c. Discussion and Possible Action of Approving the Resolution Adopting Required Policies Pertaining to Expenditure of ARPA/CSLFRF Funds (Resolution# AL2023-05-01b)
[AL2023-05-01b Resolution Adopting Required Policies Pertaining to Expenditure of ARPA CSLFRF Funds](#)

6. TOWN ATTORNEY'S REPORT:

7. PARK UPDATE ~ MIKE GORDON

8. TOWN ADMINISTRATOR'S REPORT:

9. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

- 163 - 170 9.a. Interim Financial Reports for March 2023
[MARCH 2023 - ALL FUNDS](#)
[MARCH 2023 - YTD COMP](#)
[04.26.23 REAL TIME - PARK PROJECT PARTF FUND 41](#)
[04.26.23 REAL TIME - ARPA FUND 42](#)

[04.26.23 REAL TIME - SCIF FUND 43](#)

10. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

- 171 - 172 10.a. Salary/Hourly Schedule
[Town of Archer Lodge Salary Schedule Effective 7.1.22](#)
[Town of Archer Lodge Hourly Schedule Effective 7.1.22](#)
- 10.b. Drug/Alcohol Testing Update
- 10.c. Parks Maintenance Specialist Position Update

11. PARKS AND RECREATION DIRECTOR'S REPORT:

12. PLANNING/ZONING REPORT:

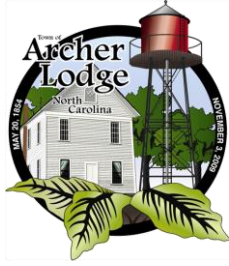
- 12.a. Planning/Zoning Update
- 173 - 175 12.b. Code Enforcement Monthly Report
[AL Monthly Report 04.24.23](#)

13. MAYOR'S REPORT:

14. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

15. ADJOURNMENT:



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

UDO-TA-2-22

UDO-TA-3-22

Monday, August 1, 2022

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

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

COUNCIL ABSENT:

Council Member Bruton
Mayor Pro Tem Castleberry

GUESTS PRESENT:

Chad Meadows, AICP, CodeWright Planners, LLC

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 the Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) No Public Comments.

4. PUBLIC HEARINGS, DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) PUBLIC HEARING - Text Amendments - Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - referenced as Unified Development Ordinance (UDO) Text Amendment# UDO-TA-2-22:**

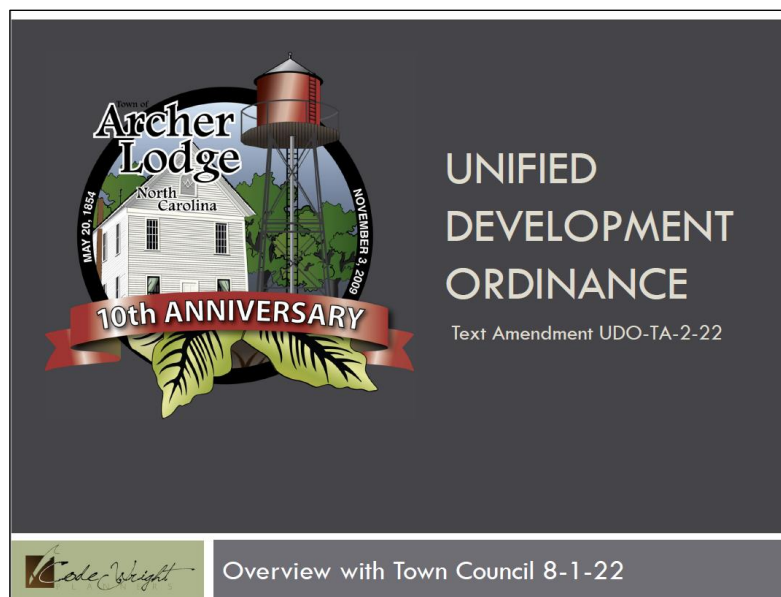
- **Article 2. – Authorities, Division 3. – Planning Board, Sec. 30 – 2304. – Powers and Duties of the Board, to clarify that the Planning Board is omitted from the special use permit process.**
- **Article 3. – Procedures, Division 1. – Summary Procedures Table, to clarify that the Planning Board is omitted from the special use permit process; adds a note to table requiring the submission of concept plan or site plan as part of the application for a special use permit; and Technical Committee Review (TRC) review of the site plan prior to consideration of the special use permit by the Town Council.**
- **Article 3. – Procedures, Division 3. – Specific Development Applications, Sec. 30 – 3317. – Site Plans, to clarify provisions pertaining to special use permit site plan requirements.**
- **Article 3. – Procedures, Division 3. – Specific Development Applications, Sec. 30 – 3318. – Special Use, to clarify provisions pertaining to special use permits and accompanying site plan or concept plan.**
- **Article 10. – Measurement and Definitions, Division 3. – Definitions, to further clarify the definition of a concept plan and site plan**

1. **Open Public Hearing**
2. **Staff Report and Planning Board Recommendations**
3. **Public Comments**
4. **Close Public Hearing**
5. **Governing Body**
 - **Discussion and Consideration of the Consistency Statement**
 - **Discussion and Consideration of Adopting Ordinance# AL2022-08-1 (aka: UDO-TA-2-22) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance:**
 - ❖ **Article 2. – Authorities, Division 3. – Planning Board, Sec. 30-2304.**
 - ❖ **Article 3. – Procedures, Division 1. – Summary Procedures Table., and Division 3 – Specific Development Applications, Sec. 30-3317 and Sec. 30-3318; and**
 - ❖ **Article 10. – Measurement and Definitions, Division 3. – Definitions**

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

2. **Staff Report and Planning Board Recommendations**

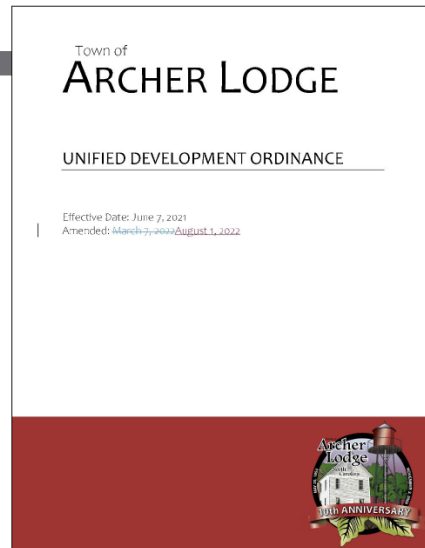
Mr. Meadows provided the following presentation:



Overview

2

- 3rd UDO Amendment
- Current UDO pages with proposed amendments provided
- Proposed amendments provided in tracked changes format
- Planning Board has reviewed and forwards a favorable recommendation to the Town Council to approve



Proposed Amendments

3

4 Proposed Changes (all dealing with special use permits)

1. Remove Planning Board review of special use permits (pp. 22, 27)
2. Clarification about concept plan or site plan option when filing a special use permit application (pp. 28, 59-60, 61, 307)
3. Clarification about TRC review of site plans submitted with a special use permit application (p. 60)
4. Amended definition of concept plan (p. 272)

1. Remove Planning Board Review of Special Use Permits (p. 27)

4

These are quasi-judicial and decisions must be based solely on the testimony and evidence provided during the hearing

Type of Review: =Public Meeting; / =Legislative Hearing; { }=Quasi-Judicial Hearing								
APPLICATION TYPE	UDO SECTION NUMBER	PRE-APPLICATION	REVIEW AUTHORITY /1/					
			TOWN PLANNER	TECH. REVIEW COMMITTEE	PLANNING BOARD	BOARD OF ADJUSTMENT	TOWN COUNCIL	SUPERIOR COURT
Rezoning/Map amendment	30-3316	O	C	•	R	•	/D	A
Site Plan	30-3317	M	•	R	R	•	/D	A
Special Use Permit	30-3318	M	•	R /S/	R	•	{D}	A
Temporary Use Permit	30-3319	N/A	D	•	•	{A}	•	•

2. Clarification about site plan or concept plan option (p. 60)

5

Sec. 30-3318 - Special use permit.

(a) Permitted special uses provide for a more detailed review of applications for certain uses. Subject to the Article 6 Development Standards, certain uses of property are allowed in specified districts where those uses would not otherwise be acceptable. Special uses, in some circumstances, may be compatible with and desirable in the districts in which they are designated, but they may also have characteristics which could have detrimental effects on adjacent properties, or even the entire Town area, if not properly designed and controlled. By means of controls exercised through the special use permit procedures, uses of property which would otherwise be undesirable in certain districts can be developed to minimize any bad effects they might have on surrounding properties.

(b) Special uses require a permit from the Town Council.

(c) Applications for a special use permit shall be accompanied by either a concept plan or a site plan, at the applicant's option. In cases where a concept plan is submitted, the special use, if approved, shall also be required to obtain site plan approval in accordance with § 30-3317, Site plan. Concept plans are more general in nature than site plans, but must show the approximate building placement, building size, proposed streets, utility extensions, street access, as well as adequate details on the proposed use and site features to allow the Town Council to discern any potentially deleterious impacts of the proposed use and how those impacts will be mitigated. The site plan application filed subsequent to the special use permit approval shall be substantially consistent with the approved concept plan.

(d) In cases where an applicant chooses to file a site plan concurrently with the application for a special use permit, the TRC shall review the site plan for consistency with this Ordinance prior to consideration of the special use permit application by the Town Council. The TRC shall provide comments on the site plan for consideration by the Town Council during its consideration. The Town Council shall review and decide the site plan concurrently with the special use permit application.

(e) Special use permits shall only be granted after the Town Council has held a public hearing using the procedure set forth in § 30-3205(e). Quasi-judicial public hearings.

3. TRC Shall Review Site Plans Submitted with a SUP (p. 28)

6

Rezoning/Map amendment	30-3316	O	C	•	R	•	/D\	A
Site Plan	30-3317	M	•	R	R	•	/D\	A
Special Use Permit	30-3318	M	•	R /S/	R	•	{D}	A
Temporary Use Permit	30-3319	N/A	D	•	•	{A}	•	•

NOTES:

/1/ Review authorities are defined in Article 2, Authorities.

/2/ Issued by Johnston County Building Inspections Dept.; Town Planner checks for zoning compliance.

/3/ The Town Planner shall decide interpretations of the text of this Ordinance.

/4/ The Board of Adjustment shall decide interpretations of the Official Zoning Map.

/5/ Special Use Permits require submittal of a concept plan or a site plan as part of the application. In cases where the applicant chooses to file a site plan concurrently with a special use permit application, the TRC shall review the site plan for consistency with this Ordinance prior to consideration of the special use permit by the Town Council.

4. Clarified Definition of a 'Concept Plan' (p. 272)

7

Concept plans must *“allow the Town Council to discern any potentially deleterious impacts of the proposed use and how those impacts will be mitigated.”* (p. 60)

CONCEPT PLAN	light manufacturing use. A plan for development intended solely for illustrative purposes to assist a review authority in its consideration of a proposed development. A concept plan may, but does not necessarily need to include, the detailed elements typically found in a site plan (for example, detailed locations of buildings, <u>building sizes, new streets or street access, and the general location and configuration of site features like off-street parking, location-of landscaping, or other elements that create or mitigate impacts on surrounding properties etc.</u>).
CONDITION OF APPROVAL	A limitation or stipulation on the range of allowable uses, density, intensity, configuration, or operational parameters of new development or redevelopment. A condition may be proposed by an applicant, a staff member, or a review authority that must be

Next Steps...

8



1. Planning Board recommendation to approve on 5/18/22
2. Public Hearing with Town Council 8/1/22
3. Adoption of Consistency Statement Findings and Amendments
4. Accept Redlines, Add Editor's Notes, and Update Footer
5. Post new UDO

No further discussion or questions.

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

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

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

Consistency Statement

- No further discussion regarding the Consistency Statement.

Ordinance# AL2022-08-1

- No comments or concerns.

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

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

The Town Council finds that the proposed amendments to Chapter 30 referenced as Unified Development Ordinance (UDO)Text Amendment Number: UDO-TA-2-22 and summarized below are in accordance with state law are reasonable and in the public interest:

- Article 2. – Authorities, Division 3. – Planning Board, Sec. 30 – 2304. – Powers and Duties of the Board, to clarify that the Planning Board is omitted from the special use permit process.
- Article 3. – Procedures, Division 1. – Summary Procedures Table, to clarify that the Planning Board is omitted from the special use permit process; adds a note to table requiring the submission of concept plan or site plan as part of the application for a special use permit; and Technical Committee Review (TRC) review of the site plan prior to consideration of the special use permit by the Town Council.
- Article 3. – Procedures, Division 3. – Specific Development Applications, Sec. 30 – 3317. – Site Plans, to clarify provisions pertaining to special use permit site plan requirements.
- Article 3. – Procedures, Division 3. – Specific Development Applications, Sec. 30 – 3318. – Special Use, to clarify provisions pertaining to special use permits and accompanying site plan or concept plan.
- Article 10. – Measurement and Definitions, Division 3. – Definitions, to further clarify the definition of a concept plan and site plan

The proposed revisions clarify/streamline ordinance provisions, facilities environmental protection, plans for future development and addresses changes in state law. Furthermore, the proposed amendments are consistent with the Town of Archer Lodge 2030 Comprehensive Land Use Plan, aka "Comprehensive Plan", vision and mission statements and other adopted Town plans having bearing on the matter.

Having adopted the Consistency Statement, Mayor Mulhollem called for a motion to Adopt Ordinance# AL2022-08-1 (aka: UDO-TA-2-22) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance:

- ❖ Article 2. – Authorities, Division 3. - Planning Board, Sec. 30-2304.;
- ❖ Article 3. – Procedures, Division 1. - Summary Procedures Table., and Division 3 - Specific Development Applications, Sec. 30-3317 and Sec. 30-3318; and
- ❖ Article 10. – Measurement and Definitions, Division 3. - Definitions.

The Adopted Ordinance# AL2022-08-1 (aka: UDO-TA-2-22) as presented appears as follows:

ORDINANCE# AL2022-08-1

UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENT# UDO-TA-2-22

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES,
TOWN OF ARCHER LODGE, NORTH CAROLINA,
CHAPTER 30 - UNIFIED DEVELOPMENT ORDINANCE:
ARTICLE 2. - AUTHORITIES, DIVISION 3;
ARTICLE 3. - PROCEDURES, DIVISION 1 AND DIVISION 3; AND
ARTICLE 10. - MEASUREMENT AND DEFINITIONS, DIVISION 3**


Section 1. Pursuant to authority granted by N.C. Gen. Stat. § 143 - 214.5, 160A - 174, 160D - 801, and 160D - 702, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 30 – Unified Development Ordinance, as follows, attached hereto, and incorporated herein by reference:


Article 2. – Authorities, Division 3
Article 3. – Procedures, Division 1, and Division 3; and
Article 10. – Measurement and Definitions, Division 3

Section 2. The amendments to Chapter 30 - Unified Development Ordinance, attached hereto and incorporated herein by reference, shall become effective on August 1, 2022.


DULY ADOPTED, THIS THE 1ST DAY OF AUGUST 2022.

TOWN OF ARCHER LODGE: (SEAL)


Matthew B. Mulhollem, Mayor



ATTEST:


Kim P. Batten, Town Clerk

Town of
ARCHER LODGE

UNIFIED DEVELOPMENT ORDINANCE

Effective Date: June 7, 2021

Amended: ~~March 7, 2022~~ August 1, 2022



ORDINANCE AMENDMENTS

TABLE OF UDO AMENDMENTS		
ORDINANCE NUMBER	ADOPTION DATE	DESCRIPTION
UDO-TA-1-21	11-15-21	- Clarification of Review Authority roles, - Updates to the Water-Supply Watershed Overlay Districts standards, - Update to manufactured home park standards for masonry skirting in accordance with State law - Revisions to Electronic Gaming Operation use standards
UDO-TA-1-22	03-07-22	- Bona fide farm exemptions - Electronic plat signatures - Subdivision requirements table (new Division 6 of Appendix) - Simple and super majority voting calculations
<u>UDO-TA-2-22</u>	<u>08-01-22</u>	<u>- Removal of Planning Board review of Special Use Permits</u>

ARTICLE 2 - AUTHORITIES

Sec. 30-2304 - Powers and duties of board.

- (a) At its first regular meeting of each calendar year, the Planning Board shall, by majority vote of its membership (excluding vacant seats), elect one of its members to serve as Chairperson and preside over the Board's meetings and one member to serve as Vice-Chairperson. All elected person shall serve in these capacities for terms of one year. A certified municipal clerk shall be appointed by the Town Council as Secretary to the Planning Board. Any appointed secretary shall serve at the pleasure of the Town Council. Vacancies among the appointed or elected officials may be filled for the unexpired terms only by majority vote of the Town Council.
- (b) The Chairperson and Vice-Chairperson may take part in all deliberations and vote on all issues.
- (c) The Board shall draw up and adopt rules of procedure under which it will operate. The Town Council will approve the rules of procedure and any amendments.

Sec. 30-2304 - Powers and duties of board.

- (a) The Planning Board shall hear and decide applications for major subdivisions (See § 30-3312).
- (b) The Planning Board shall hear and provide a recommendation to the Town Council on the following:
 - (1) Adoption of or amendment to the comprehensive plan or any other Town plan, as requested by the Town Council (see § 30-3305);
 - (2) Development agreements (See § 30-3307);
 - (3) Planned developments (See § 30-3314);
 - (4) Rezoning/Map amendments (See § 30-3318);
 - (5) Site plans (See § 30-3317); and
 - ~~(6) Special use permits (See § 30-3318); and~~
 - ~~(7)(6)~~ Text amendments (See § 30-3320).
- (c) Any of the duties listed in §180D-301 of the North Carolina General Statutes that are assigned by the Town Council.

Sec. 30-2305 - Meetings and quorum.

- (a) The Planning Board shall meet every other month, unless meetings are cancelled for lack of business, emergency, or other valid reason. Special meetings may be called in accordance with §180A-71 of the North Carolina General Statutes.
- (b) All meetings of the Planning Board shall be open to the public, and the agenda for each Planning Board meeting shall be made available in advance of the meeting. A notice of the meeting shall be published in a local newspaper and be posted at Town Hall in accordance with §180A-71 of the North Carolina General Statutes.
- (c) A quorum for the Planning Board shall consist of three or more members. A quorum is necessary for the Planning Board to take any action.
- (d) A member who has withdrawn from the meeting without being excused, as provided in §180A-75 of the North Carolina General Statutes shall be counted as present for purposes of determining whether a quorum is present.

Sec. 30-2306 - Voting.

- (a) Once a quorum is established the concurring vote of a majority of board members (excluding vacant board member positions and any board members who are recused from voting on a particular case) shall be necessary to make any decision.
(Amended 03-07-22 UDOTA 1-22)
- (b) Once a member is physically present at a Planning Board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with subsection (c) of this section or has been allowed to withdraw from the meeting in accordance with subsection (d) of this section.

ARTICLE 3. - PROCEDURES
Summary Procedures Table.

ARTICLE 3. - PROCEDURES

DIVISION 1. - SUMMARY PROCEDURES TABLE.

(Amended 11-15-21 UDOTA 3-21)

APPLICATION SUMMARY TABLE								
Review Authority Actions:			C = Comment; R= Recommendation; D = Decision; A = Appeal;					
Pre-Application Conferences			M = Mandatory; O = Optional; N/A = Not Applicable					
Type of Review:			=Public Meeting; / =Legislative Hearing; {}=Quasi-Judicial Hearing					
APPLICATION TYPE	UDO SECTION NUMBER	PRE-APPLICATION	REVIEW AUTHORITY /1/					
			TOWN PLANNER	TECH. REVIEW COMMITTEE	PLANNING BOARD	BOARD OF ADJUSTMENT	TOWN COUNCIL	SUPERIOR COURT
Administrative Adjustment	30-3301	M	D	.	.	.	{A}	.
Appeal	30-3302	N/A	{D}	A
Building Permit /2/	30-3303	N/A	C
Certificate of Occupancy /2/	30-3304	N/A	C
Comprehensive Plan	30-3305	M	C	C	{R}	.	.	/D\ A
Determination and Interpretation	30-3306	O	D /3/	.	.	.	{D} /4/	.
Development Agreement	30-3307	M	C	.	{R}	.	.	/D\ A
Exempt Subdivision	30-3308	N/A	D	.	.	.	{A}	.
Expedited Subdivision	30-3309	N/A	D	A
Final Plat	30-3310	N/A	D	A
Floodplain Development Permit	30-3311	N/A	D	.	.	.	{A}	.
Major Subdivision	30-3312	O	C	R	{D}	.	.	A
Minor Subdivision	30-3313	O	D	.	.	.	{A}	.
Planned Development	30-3314	M	.	C	{R}	.	.	/D\ A
Reasonable Accommodation	30-3315	O	.	C	.	.	{D}	A
Rezoning/Map amendment	30-3316	O	C	.	{R}	.	.	/D\ A
Site Plan	30-3317	M	.	R	{R}	.	.	/D\ A
Special Use Permit	30-3318	M	.	<u>R/5/</u>	<u>{R}</u>	.	.	{D} A
Temporary Use Permit	30-3319	N/A	D	.	.	.	{A}	.
Text Amendment	30-3320	O	C	.	{R}	.	.	/D\ A
Variance	30-3321	M	C	.	.	.	{D}	A

ARTICLE 3 - PROCEDURES
Summary Procedures Table.

APPLICATION SUMMARY TABLE								
Review Authority Actions:			C = Comment; R= Recommendation; D = Decision; A = Appeal;					
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Type of Review:			I=Public Meeting; /I=Legislative Hearing; {}=Quasi-Judicial Hearing					
APPLICATION TYPE	UDO SECTION NUMBER	PRE-APPLICATION	REVIEW AUTHORITY /I/					
			TOWN PLANNER	TECH. REVIEW COMMITTEE	PLANNING BOARD	BOARD OF ADJUSTMENT	TOWN COUNCIL	SUPERIOR COURT
Vested Rights Certificate	30-3322	O	R	.	.	.	/D/	A
Zoning Compliance Permit	30-3323	N/A	D	.	.	{A}	.	.

NOTES:

/1/ Review authorities are defined in Article 2, Authorities.
 /2/ Issued by Johnston County Building Inspections Dept.; Town Planner checks for zoning compliance.
 /3/ The Town Planner shall decide interpretations of the text of this Ordinance.
 /4/ The Board of Adjustment shall decide interpretations of the Official Zoning Map.
 /5/ Special Use Permits require submittal of a concept plan or a site plan as part of the application. In cases where the applicant chooses to file a site plan concurrently with a special use permit application, the TRC shall review the site plan for consistency with this Ordinance prior to consideration of the special use permit by the Town Council.

ARTICLE 3.- PROCEDURES

DIVISION 3. - Specific Development Applications.

(a) Site plan application submittal requirements.

(1) Site plans applications are required for all developments except detached single family. Site plan applications may be submitted in conjunction with other permit applications, or alone. For example, if a commercial subdivision has already received zoning and subdivision approval, then a site plan application may be submitted by itself. In other cases, site plan applications are requirements for a permit application. For example, site plan applications are required either with or subsequent to special use permit applications. In cases where a special use permit is approved subject to a concept plan, approval of a site plan consistent with the approved concept plan shall also be required. A pre-application conference is mandatory (See § 30-3201, Pre-application conference). The Town Planner should be consulted for details on the procedural requirements.

(2) Applications for a site plan permit shall be submitted to the Town Planner. The Town Planner shall prescribe the form on which applications are made. Applications shall include the information listed in Article 11, Division 5 Information required with site plans and subdivisions. The Town Planner shall prescribe any other material that may reasonably be required to determine compliance with this Ordinance. Two copies of the application and attachments shall be submitted to the Town Planner. No application shall be accepted by the Town Planner unless it complies with § 30-3202, Application filing and acceptance.

(b) Action on the application. On receipt of a completed application for a site plan, the Town Planner shall review as required in § 30-3203, Staff review and action. Site plans will be forwarded to the Planning Board for a written recommendation to the Town Council. Public notice of the hearing shall be made in accordance with § 30-3204, Public notification.

(c) Decision. The Town Council shall review and decide the application for a site plan. The Town Council may impose such reasonable conditions as detailed in § 30-3206, Conditions of approval.

(d) Actions subsequent to decision. In the case of denial, approval or approval with conditions of a site plan application, the Town Planner shall notify the applicant as required in § 30-3207, Written notice of decision. If approved, the Town Planner may issue the zoning compliance permit if no other permits or approvals are required. Where a building permit or stormwater management permit is required, such permit shall not be issued prior to the issuance of the site plan permit and shall comply with the approved site plan, including all conditions of approval thereto (See § 30-3208, Effect of development approval).

(e) Appeal of decision. A decision by the Town Council in granting or denying a site plan, may be appealed to the Superior Court within 30 days of the decision.

(f) Modification of site plan permits. The Town Planner may approve a modification of a site plan (including site plans approved as a part of another permit application, such as a special use permit.) in accordance with § 30-3301, Administrative Adjustment. Except for minor modifications in accordance with § 30-3301, an application for modification of a site shall be reviewed in accordance with the procedures established in this Article for a new site plan.

(g) Expiration and revocation of site plan approvals.

(1) Starting time limit. If the use, construction, or activity authorized by approval of an application for a site plan permit or modification of a site plan permit is not started within 24 months of the date of approval, the permit shall expire, and any Town permit issued pursuant to the approval may be voidable. The Town Planner may grant an extension of the starting time limit for up to 12 months. The Town Planner shall determine whether the use, construction, or activity has started.

(2) Revocation of site plan permit. If any conditions of a site plan permit or modification of a site plan permit, or requirements of this Article applicable to the permit or modification are violated, the Town Council may revoke the permit or modification. The Town Council may reinstate a revoked site permit or modification of a zoning compliance permit if it determines that:

- a. The holder of the revoked permit or modification submitted a request for reinstatement within 90 days of the revocation;
- b. The violations that were the cause of the revocation have been corrected; and

ARTICLE 3.- PROCEDURES

DIVISION 3. - Specific Development Applications.

c. The development fully complies with all conditions of the permit or modification and all applicable requirements of this Article.

Sec. 30-3318 - Special use permit.

(a) Permitted special uses provide for a more detailed review of applications for certain uses. Subject to the Article 6 Development Standards, certain uses of property are allowed in specified districts where those uses would not otherwise be acceptable. Special uses, in some circumstances, may be compatible with and desirable in the districts in which they are designated, but they may also have characteristics which could have detrimental effects on adjacent properties, or even the entire Town area, if not properly designed and controlled. By means of controls exercised through the special use permit procedures, uses of property which would otherwise be undesirable in certain districts can be developed to minimize any bad effects they might have on surrounding properties.

(b) Special uses require a permit from the Town Council.

(c) Applications for a special use permit shall be accompanied by either a concept plan or a site plan, at the applicant's option. In cases where a concept plan is submitted, the special use, if approved, shall also be required to obtain site plan approval in accordance with § 30-3317. Site plan. Concept plans are more general in nature than site plans, but must show the approximate building placement, building size, proposed streets, utility extensions, street access, as well as adequate details on the proposed use and site features to allow the Town Council to discern any potentially deleterious impacts of the proposed use and how those impacts will be mitigated. The site plan application filed subsequent to the special use permit approval shall be substantially consistent with the approved concept plan.

(d) In cases where an applicant chooses to file a site plan concurrently with the application for a special use permit, the TRC shall review the site plan for consistency with this Ordinance prior to consideration of the special use permit application by the Town Council. The TRC shall provide comments on the site plan for consideration by the Town Council during its consideration. The Town Council shall review and decide the site plan concurrently with the special use permit application.

(e) Special use permits shall only be granted after the Town Council has held a public hearing using the procedure set forth in § 30-3205(c), Quasi-Judicial public hearings.

- (1) Pre-application conferences with the Town Planner are mandatory in accordance with § 30-3201. Pre-application conference.
- (2) Applications for special use permits and a fee in accordance with the fee schedule adopted by the Town Council shall be received by the Town Planner in accordance with § 30-3202 Application filing and acceptance.
- (3) The Town Council shall call for a public hearing. Public notice of the hearing shall be made in accordance with § 30-3204, Public notification.
- (4) Public hearings by the Town Council for special use permits shall be conducted in accordance with following § 30-3205(c), Quasi-judicial public hearings and the following:
 - a. The Mayor shall summarize the evidence that has been presented, giving the parties opportunity to make objections or corrections. The Town Council members, parties, or other persons with standing (See § 30-3205(c)(8)) shall be the only persons allowed to ask questions of a witness.
 - b. At a special meeting called for the purpose; the Town Council may view the premises.
 - c. The Town Council may continue the hearing until a certain date and time.
 - d. In order to issue a special use permit, the Town Council shall consider each of the following conditions, and based on the evidence presented at the hearing, make findings in regard to each and must find that the issuance of the special use permit promotes the public health, safety, and welfare and is in the best interest of the Town:
 - 1. Will not materially endanger the public health, safety if located where proposed;
 - 2. Complies with all standards, conditions, and specifications of the UDO, including Article 5 Use Regulations, and Article 6 Development Standards;

ARTICLE 3 - PROCEDURES

DIVISION 3 - Specific Development Applications.

- 3. Will not substantially injure the value of the abutting land, or the special use is a public necessity;
 - 4. Will be in harmony with the area in which it is to be located;
 - 5. Is in general conformity with the Town's adopted policy guidance; and
 - 6. Will not exceed the Town's ability to provide adequate public facilities (fire and rescue, utilities, etc.).
- e. If the Town Council approves a special use permit, it may, as part of the terms of such approval, impose any additional reasonable conditions and safeguards as may be necessary to ensure that the criteria for the granting of such a permit will be followed per § 30-3206, Conditions of approval. Where appropriate, such conditions may include requirements that streets and/or utility rights-of-way be dedicated to the public, and that provisions be made for recreational space and facilities. The Town Council may not impose conditions for which the Town does not have statutory authority, including taxes, impact fees, building design elements for one- or two-family dwellings and driveway improvements in excess of those allowed by §180D-702 (b) of the North Carolina General Statutes.
 - f. The Town Council's final decisions shall be shown in the order of the case as entered in the Town Council's minutes and signed by the Clerk and the Mayor on approval of the minutes by the Town Council. Such order shall show the reasons for the determinations, with a summary of the evidence introduced and the findings of fact made by the Town Council. When a special use permit is granted, the order shall state the facts that support findings required to be made before such permit is issued. The order shall state in detail what, if any, conditions and safeguards the Town Council imposes in connection with granting of a special use permit. The record shall be final when it is filed in the Town Clerk's office.
 - g. The order of the decision in each case shall be prepared, filed in the Clerk's office, and furnished to any person as stipulated in § 30-3207, Written notice of decision.
 - h. A copy of the record shall be filed in the office of the Johnston County Register of Deeds.

~~(e)(f)~~ Effect.

- (1) Applicable (see § 30-3208, Effect of development approval).
- (2) A special use and the associated concept plan or site plan approval are perpetually binding and run with the land, unless amended.
- (3) An action invalidating a special use condition of approval (such as exceeding maximum allowable intensity or hours of operation limitation) shall render the special use permit as well as the concept plan or site plan approval null and void.

~~(e)(g)~~ Amendment. Applicable. Minor modifications may be considered in accordance with § 30-3301, Administrative adjustments / Modifications, but a major modification (such as changes in density or changes in use types) requires a new application and approval by the Town Council following a quasi-judicial hearing.

~~(f)(b)~~ State and federal requirements. Special uses shall meet all applicable State and federal requirements for location and operation. Failure to maintain compliance with those requirements may result in the revocation of the special use permit.

~~(g)(i)~~ Expiration.

- (1) Replacement. If a special use is replaced by a use otherwise permitted by right in the zoning district, the special use permit approval is deemed abandoned and the special use permit approval is null and void, but the site plan approval is unaffected, provided there are no physical changes to the building or the site.
- (2) Failure to complete construction. Unless otherwise stated in the special use permit approval, a special use permit shall expire and become null and void two years after the date of issuance if:
 - a. The authorized use has not commenced;

ARTICLE 10. - MEASUREMENT & DEFINITIONS
 DIVISION 3. - Definitions

TABLE OF DEFINED TERMS	
TERM	DEFINITION(S)
COMPREHENSIVE PLAN	means the Comprehensive Plan for the Town of Archer Lodge, as adopted and amended by the Archer Lodge Town Council. A comprehensive plan sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development of the jurisdiction. A land-use plan uses text and maps to designate the future use or reuse of land. A comprehensive or land-use plan is intended to guide coordinated, efficient, and orderly development within the planning and development regulation jurisdiction based on an analysis of present and future needs. See. §160D-501 of the North Carolina General Statutes.
COMPUTER RELATED SERVICE	A commercial establishment engaged in diagnosis and repair of personal computers and associated peripherals, including printers, network equipment, monitors, and related equipment. Such uses may also procure replacement parts and construct computer components or systems for clients. Limited sale of new or reconstructed computers and computer equipment is an accessory use. Manufacture or assembly of computer systems on an industrial scale or for resale to members of the general public is a light manufacturing use.
CONCEPT PLAN	A plan for development intended solely for illustrative purposes to assist a review authority in its consideration of a proposed development. A concept plan may, but does not necessarily need to include, the detailed elements typically found in a site plan (for example, detailed locations of buildings, <u>building sizes, new streets or street access, and the general location and configuration of site features like off-street parking, location of landscaping, or other elements that create or mitigate impacts on surrounding properties</u> etc.).
CONDITION OF APPROVAL	A limitation or stipulation on the range of allowable uses, density, intensity, configuration, or operational parameters of new development or redevelopment. A condition may be proposed by an applicant, a staff member, or a review authority that must be accepted by an applicant and the Town to become binding.
CONDOMINIUM	A development containing individually owned dwelling units and jointly owned and shared areas and facilities that is subject to the North Carolina Unit Ownership Act (North Carolina General Statutes § Ch. 47A) and/or the North Carolina Condominium Act (§Ch. 47C of the North Carolina General Statutes).
CONE OF ILLUMINATION	The detectable spread of illumination from a source of exterior lighting.
CONSTRUCTION	The erection of any building, structure, on-site improvement, or any preparations (including land disturbing activities) for the same, regardless whether the site is presently improved, unimproved or hereafter becomes unimproved by "demolition," destruction of the improvements located thereon by fire, windstorm or other casualty.
CONSTRUCTION PLAT	means a plan with supporting data for a proposed subdivision, developed for the purpose of establishing the layout and provision of roads and utilities.
CONTAINERIZED STOCK	means trees or other vegetation delivered for planting or establishment in individual or group containers.

ARTICLE 10. - MEASUREMENT & DEFINITIONS
DIVISION 3. - Definitions

TABLE OF DEFINED TERMS	
TERM	DEFINITION(S)
SITE PLAN	means a scaled drawing and supporting text showing the relationship between lot lines and the existing or proposed uses, buildings, or structures on the lot. The site plan may include site-specific details such as building areas, building height and floor area, setbacks from lot lines and street rights-of-way, intensities, densities, utility lines and locations, parking, access points, roads, and stormwater control facilities that are depicted to show compliance with all legally required development regulations that are applicable to the project and the site plan review. A site plan approval based solely upon application of objective standards is an administrative decision and a site plan approval based in whole or in part upon the application of standards involving judgment and discretion is a quasi-judicial decision. A site plan may also be approved as part of a conditional zoning special use permit , or other decision.
SITE PLAN REVIEW	means the process whereby the Town review agents review plans, of a development proposal which is a permitted use, to ensure that it complies with applicable development regulations. Review agents may include Johnston County building inspections, Johnston County Environmental Health, the Fire Chief, Emergency Management Services, NC Department of Transportation, the Town Planner, public utilities, and stormwater administration.
SITE SPECIFIC VESTING PLAN	may be in the form of, but not be limited to, any of the following approved: a planned development master plan, a major subdivision final plat, a preliminary or general development plan, or a special use permit. Unless otherwise expressly provided by this Ordinance such a plan shall include the approximate boundaries of the site; significant topographical and other natural features effecting development of the site; the approximate location on the site of the proposed buildings, structures, and other improvements; the approximate dimensions, including height, of the proposed buildings and other structures; and the approximate location of all existing and proposed infrastructure on the site, including water, sewer, roads, bicycle facilities and pedestrian walkways.
SLATS, FENCE	means thin strips of wood, plastic, or other material woven between the components of a chain link-style fence or gate.
SMALL WIRELESS FACILITY	A wireless telecommunications facility consisting of an antenna and associated wireless telecommunications equipment installed on a utility pole, public utility pole, building, or other vertical projection not specifically intended for the accommodation of wireless telecommunications facilities (e.g., a traffic signal mast arm, a light standard, sign pole, etc.) that does not exceed the maximum size requirements for such facilities as listed in §160D-947 of the North Carolina General Statutes.
SMALL-TOWN CHARACTER	means 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.
SMOOTH-FACED CONCRETE BLOCK	means concrete blocks that do not include adornment or any surface relief.
SOFFIT	means the exterior material mounted to the underside of the roof rafters that project past the edge of an exterior building wall.
TOWN OF ARCHER LODGE Unified Development Ordinance	307
	LAST AMENDED March 7, 2022 August 1, 2022

Moved by: Council Member Wilson

Seconded by: Council Member Purvis

Approved to Open the Public Hearing at 6:33 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved to Close the Public Hearing at 6:42 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Adopted the Consistency Statement as written.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adopted Ordinance# AL2022-08-1 (aka: UDO-TA-2-22) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance as presented:

Article 2. – Authorities, Division 3

Article 3. – Procedures, Division 1, and Division 3; and

Article 10. – Measurement and Definitions, Division 3

CARRIED UNANIMOUSLY

b) PUBLIC HEARING - Text Amendments - Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - referenced as Unified Development Ordinance (UDO) Text Amendment# UDO-TA-3-22:

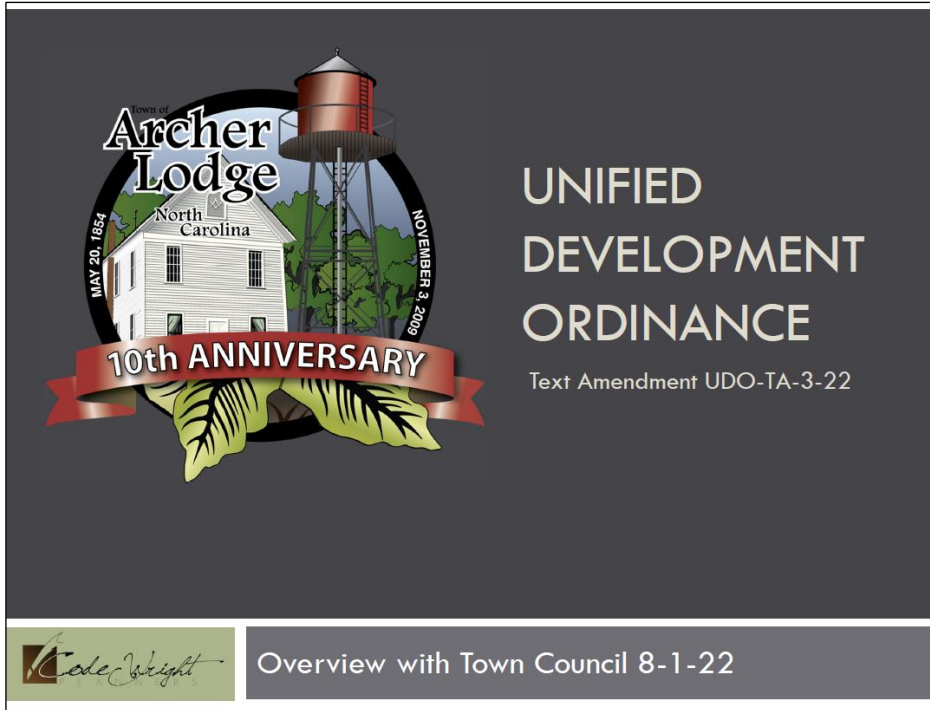
- **Article 4. – Zoning Districts, Division 2. – Residential Zoning Districts: Sec. 30 – 4201. – Agricultural Residential District (AR), Sec. 30-4202. – Single Family Residential District (SFR-1), Sec. 30-4203. - Single Family Residential District (SFR-2), Sec. 30-4204. - Single Family Residential (SFR-3); Sec. 30-4205. – Residential – Manufactured Home Park District (R-MHP), and Sec. 30-4206. – Residential Multi-Family District (RMF) to clarify that accessory structures must maintain the same setback from streets and easements as principal uses.**
- **Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30-6101. – Site Access and On-Site Circulation: allowing a shared driveway to serve a maximum of three lots; driveway serving four or more lots to be configured as a private street meeting applicable standards in Section 30-7301 – Roads; site distance triangle standards, spacing provisions for driveways, and driveway surfacing standards for new commercial, institutional, or industrial uses.**
- **Article 7. – Subdivisions, Division 3. – Street and Sidewalks, Sec. 30-7301 – Roads, further clarifying minimum construction/maintenance standards for privately owned roads.**
- **Article 3. – Procedures, Division 3.- Specific Development Applications: Sec. 30 – 3312. – Major Subdivision and Section 30 – 3313. – Minor Subdivision pertaining to approval process/requirements.**
- **Article 10. – Measurement and Definitions, Division 3. – Definitions – to further clarify the definitions of Major/ Minor Subdivision, and public utility extension.**
- **Article 3. – Procedures, Division 3.- Specific Development Applications, Sec. 3310. – Final Plat to clarify and relocate Plat Certificate requirements to Article 11. - Appendix, Division 3. - Plat Certificates.**
- **Article 11. - Appendix, Division 3, Plat Certificates, to include Certificate of Wastewater Disposal and remove notice to Homeowners to Connect to Public Utility System Certificate and remove Register of Deeds Certificate.**
- **Article 6. – Development Standards, Division 7. – Off-Street Parking and Loading, Sec. 30- 6701. - Off Street Parking and Loading, reducing width of a perpendicular parking space to nine (9) feet.**

1. **Open Public Hearing**
2. **Staff Report and Planning Board Recommendations**
3. **Public Comments**
4. **Close Public Hearing**
5. **Governing Body**
 - **Discussion and Consideration of the Consistency Statement**
 - **Discussion and Consideration of Adopting Ordinance# AL2022-08-2 (aka: UDO-TA-3-22) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance:**
 - ❖ **Article 3. – Procedures, Division 3**
 - ❖ **Article 4. – Zoning Districts, Division 2**
 - ❖ **Article 6. – Development Standards, Division 1, and Division 7**
 - ❖ **Article 7. – Subdivisions, Division 3**
 - ❖ **Article 10. – Measurement and Definitions, Division 3; and**
 - ❖ **Article 11. – Appendix, Division 3**

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

2. **Staff Report and Planning Board Recommendations**

Mr. Meadows provided the following presentation:



Overview

2

- 4th UDO Amendment
- Current UDO pages with proposed amendments provided
- Proposed amendments provided in tracked change format
- Planning Board reviewed and forwards a recommendation of approval*

ORDINANCE AMENDMENTS

ORDINANCE NUMBER	ADOPTION DATE	DESCRIPTION
UDO-TA-1-21	11-15-21	- Clarification of Review Authority roles, - Updates to the Water-Supply Watershed Overlay Districts standards - Update to manufactured home park standards for masonry skirting in accordance with State law - Revisions to Electronic Gaming Operation use standards
UDO-TA-1-22	03-07-22	- Bona fide farm exemptions - Electronic plat signatures - Subdivision requirements table (new Division 6 of Appendix) - Simple and super majority voting calculations
UDO-TA-2-22	08-01-22	- <u>Removal of Planning Board review of Special Use Permits</u>
UDO-TA-3-22	08-01-22	- <u>Lot access/driveway standards</u> - <u>Limitations on successive minor subdivisions</u> - <u>Updates to plat certifications</u> - <u>Public utility extension clarity</u> - <u>Accessory structure setbacks</u> - <u>Parking space width revisions</u>

NOTE: At the time this text amendment is prepared, the prior text amendment (UDO-TA-3-22) is still pending. As a result, references on the following pages are shown in the draft text of the UDO, but are NOT part of this amendment.

Pages 22, 24, 27, 28, 59, 60, 61, 272, 307.

The changes on these pages will be accepted if UDO-TA-2-22 is adopted by the Town Council, and an updated UDO will be published at that time. That version of the adopted UDO will NOT include the proposed changes suggested in UDO-TA-3-22 (this proposed text amendment).

TOWN OF ARCHER LODGE
Unified Development Ordinance
3
LAST AMENDED
March 7, 2022/August 1, 2022

Overview (continued)

3

- Planning Board reviewed and forwards a recommendation of approval*

* Planning Board did not recommend approval of proposed changes to § 30-7301(a)

ARTICLE 7 - SUBDIVISIONS
DIVISION 3 - Streets and sidewalks.

DIVISION 3 - STREETS AND SIDEWALKS.

The type and arrangement of streets within a development under this Article shall comply with and coordinate with the Town's adopted transportation plan(s), or the decision of the Town Planner. Principal vehicular access points to the subdivision shall be designed to encourage smooth traffic flow and minimize hazard to vehicular traffic, pedestrian and bicycle traffic. Accommodation for controlled turning movements into and out of the subdivision and improvement of the approach street should be considered where existing or anticipated heavy traffic flows indicate need. Safe and convenient vehicular access shall be provided for emergency, service and school bus vehicles.

Sec. 30-7301 - Roads.

The arrangement, character, extent, width, grade, and location of all roads should be designed in relation to existing and proposed transportation patterns, topographical and other natural features, public convenience and safety, and proposed uses of lands to be served by such roads and existing and potential land uses in adjoining areas.

(a) Minimum construction standards. All roads, whether public or private, shall meet the road construction standards as set forth in the latest edition of the NCDOT subdivision roads minimum construction standards for public roads, and shall:

(1) Be dedicated for public use and meet the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes; or

(1)(2) Be privately owned and maintained while also meeting the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes.

(2) For all roads not maintained by NCDOT and/or not dedicated for public use, be ensured proper maintenance through the establishment of a homeowners' association or a road maintenance agreement. Updated 08-01-2022

(b) Other road requirements.

(1) Permits for connecting to state roads. An approved permit is required to connect any subdivision street to an existing state road. This permit is required prior to constructing the road. The application is available at the office of the nearest district engineer of the division of highways.

(2) Paving. All roads, whether public or private, shall be paved with asphalt, concrete, NCDOT-approved pavers, or other suitable all-weather surface as determined by the NCDOT. Gravel shall not be permitted as a surface for a new public or private roadway. Extensions of existing gravel roads are permitted provided the total number of lots accessing the road does not increase by more than four from the number of lots accessing the road as of June 7, 2021. If the number of lots accessing an existing gravel roadway is increased by four or more after June 7, 2021, the gravel roadway shall be paved in accordance with these standards. Updated 08-01-2022

(3) Offsets to utility poles. Overhead utility poles shall be break-away or located outside the roadway clear zone.

(4) Wheelchair ramps and curb cuts for disabled persons. All roads, sidewalks, curbing, crosswalks, and other road improvements shall conform to the requirements of § 136-44.14 of the North Carolina General Statutes and the Americans with Disabilities Act.

(5) Mail box kiosks. All mail box kiosks shall meet the USPS Cluster Box Units Concrete Pad Installation - Interim Pad Policy (2/19/2017 or most recent edition) and the NCDOT Policy for Placement of Mail Cluster Box Units (9/1/2015 or most recent edition) and be subject to approval by the North Carolina Department of Transportation.

TOWN OF ARCHER LODGE
Unified Development Ordinance
225
LAST AMENDED
March 7, 2022/August 1, 2022

Proposed Amendments

4

8 Proposed Changes:

1. Definition of major & minor subdivisions (pp. 53, 313)
2. Town Planner Minor subdivision referral (p. 54)
3. Accessory structure setbacks (pp. 74-78, 80)
4. Clarification of shared driveways/surfacing (pp. 148, 151)
5. Sight distance triangles (pp. 151-152)
6. Perpendicular parking spaces (p. 205)
7. Clarification about private roads (p. 225)
8. Changes to plat certificates (pp. 336-340, 346)

5

1. Subdivision Definitions

ARTICLE 6 - MEASUREMENT & DEFINITIONS
DIVISION 3 - Definitions

TABLE OF DEFINED TERMS	
TERM	DEFINITION(S)
SUBDIVISION, MAJOR	means any subdivision that: (1) Includes any new dedication of public right-of-way (2) Establishes or extends a public water line; (3) Establishes or extends a sanitary sewer line; or (4) Creates five or more lots (including the adjoining tract or parent parcel). For the purposes of this definition, a public water line or sanitary sewer line shall be a line not solely intended as a service line serving a single lot, rather it is a line that is designed and configured to serve two or more lots or to connect two or more existing lines.
SUBDIVISION, MINOR	means a subdivision of a parent parcel, creating four lots or less (including the adjoining tract or parent parcel), that: (1) Does not involve any new dedication of public right-of-way to give access to interior lots or parcels; (2) Does not involve the extension of public water or sanitary sewer lines; (3) Will not adversely affect the development of the remainder of the parcel or of adjoining property; and (4) Will not create any new or residual parcels which do not satisfy the requirements of this Ordinance or other applicable local and State codes. For the purposes of this definition, a public water line or sanitary sewer line shall be a line not solely intended as a service line serving a single lot, rather it is a line that is designed and configured to serve two or more lots or to connect two or more existing lines.
SUBSTANTIAL MODIFICATION	The collocation of antenna and related wireless telecommunications equipment on an existing telecommunications tower that necessitates replacement of the existing tower, structural additions to the existing tower that increase its height or the length of protrusions from the tower, or increases in the size of the equipment compound by an amount specified in §1600-541 of the North Carolina General Statutes. Collocations requiring structural modifications are reviewed and decided in accordance with the procedures for a major collocation. Collocations involving changes to an existing telecommunications tower or equipment compound beyond those identified as "substantial modifications" in §1600-541 in the North Carolina General Statutes are reviewed and decided in accordance with the procedures for a major telecommunications tower.
SWIMMING POOL/HOT TUB	An above- or below-ground structure that is filled with water and used for swimming or relaxing.

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TOWN OF ARCHER LODGE 313 LAST AMENDED
Unified Development Ordinance March 7, 2018/September 6, 2022

6

1. Subdivision Definitions

ARTICLE 6 - PROCEDURES
DIVISION 3 - Specific Development Applications.

Sec. 30-3312 - Major subdivision.

- (a) **Preliminary plat approval.** All major subdivisions, whether configured in accordance with the definition of a major subdivision in § 30-10301 Definitions, or referred by the Town Planner, must have a preliminary plat approved by the Planning Board prior to any construction or final plat approval.
- (b) **Preliminary conference.** Optional (See § 30-3201, Pre-application conference).
- (c) **Application submittal requirements.** Applications for major preliminary plat approval shall be filed with the Town Planner. The Town Planner shall not accept an application unless it complies with all UDO requirements, including written confirmation that the applicant is the owner or agent having a valid ownership interest, or a valid enforceable contract or option for an ownership interest in the property involved. An incomplete application shall be returned to the applicant, with a notation of its deficiencies.
- (d) **Town Planner's Report.** The Town Planner shall forward to the planning board an analysis of an application for major preliminary plat approval with his/her recommendation.
- (e) **Planning Board review and action.**
 - (1) After receiving the Town Planner's report on an application for major subdivision preliminary plat approval, the Planning Board shall consider the application at its next regularly scheduled meeting. No formal public hearing will be held. The Planning Board may hear comments and questions. The Planning Board may place reasonable and fair limitations on comments, arguments, and questions to avoid undue delay. The applicant shall bear the burden of establishing that they are entitled to approval of the application.
 - (2) The Planning Board shall act on an application for major subdivision preliminary plat approval after reviewing the application, the Town Planner's report, and public comment on the application. It shall base its action on its findings as to conformity with all applicable requirements of this Article. Its action shall be one of the following: approval, approval subject to conditions, tabled to address deficiencies identified by the Planning Board, or denial. The Planning Board may impose reasonable conditions on its approval to ensure compliance with the UDO.
 - (3) The Town Planner shall notify the applicant in writing of the planning board's decision and shall file a copy of the decisions.
- (f) **Expiration of preliminary plat approval.** Preliminary plat approval, or re-approval, for a major or commercial subdivision shall be effective for three years from the date of approval with no extension allowed by the Town Planner or a designee. An extension may be requested of the Planning Board for an additional three-year period. Otherwise the existing provisions in Article 1, Division 3 shall apply.
- (g) **Appeal of decision.** The Planning Board's decision on an application for a preliminary plat approval for a major subdivision may be appealed to the Johnston County Superior Court within 30 days from receipt of written notice of the decision.

Sec. 30-3313 - Minor subdivision.

- (a) **Application submittal requirements.** Applications for minor subdivision approval, along with any required fees, shall be filed with the Town Planner. The Town Planner shall prescribe the form of applications, as well as any other material that may reasonably be required to determine compliance with this division. Minor subdivision plats shall comply with the definition of a major subdivision in § 30-10301 Definitions, the mapping requirements of § 30-3316 Final plat, Article 7, Subdivisions, and Article 11, Division 3 Plat certificates. The Town Planner shall not review an application unless it is complete and complies with the requirements of the UDO. An incomplete application shall be returned to the applicant, with a notation of its deficiencies.

TOWN OF ARCHER LODGE 53 LAST AMENDED
Unified Development Ordinance March 7, 2018/September 6, 2022

2. Town Planner Minor Subdivision Referral

ARTICLE 3 - PROCEDURES
DIVISION 3 - Specific Development Applications.

(b) **Town Planner's action.** When an application for minor subdivision approval is accepted, the Town Planner shall determine if the plat and application conform with all applicable regulations. The Town Planner shall act on an application based solely on the findings as to compliance with applicable regulations. The Planner shall approve, approve subject to conditions, deny, or refer to the major subdivision approval process. If the Town Planner refers the request to a major subdivision approval process, the applicant shall submit an application as required in § 30-3314, Major subdivisions. The Town Planner may impose reasonable conditions on their approval to ensure the subdivision complies with the intent and requirements of the UDO.

(c) **Referral as a major subdivision.** In the event the Town Planner determines, following review, that a proposed minor subdivision qualifies as a major subdivision, or that the minor subdivision is land already subject to a prior minor subdivision application or is land abutting and under common ownership with land already subject to a prior minor subdivision application, or is requested for the applicant to be reviewed as a major subdivision, the Town Planner shall refer to the major subdivision approval process. If the Town Planner refers the request a minor subdivision application to a major subdivision review, an approved application shall be submitted as required in § 30-3317, Major subdivision.

(d)(i) **Actions subsequent to decision.** The Town Planner shall notify the applicant of their decision on the applicant's application for a minor subdivision approval and shall file a copy of the decision in the office of the Town Planner. The Town Planner shall endorse their approval on a minimum of two reproducible Mylar originals of the final plat if they approve an application or approve it with conditions. The applicant shall record each plat with the Johnston County Register of Deeds returning one to the Town Planner and one copy to the Johnston County Department of Environmental Health. Approval of any minor subdivision plan is void if it is not properly recorded within 60 days after the Town Planner's approval. The Town Planner may extend this deadline provided the applicant has demonstrated a good faith effort to comply with the deadline, but for reasons beyond their control, fails to meet the requirements of the Register of Deeds for recording within that period. Plans shall conform to the drawing specifications and certification requirements of § 30-3310 Final plat, Article 7, Subdivisions, and Article 11, Division 3, Plat certificates.

(d)(ii) **Appeal of Decision.** Minor subdivisions not approved by the Town Planner may be appealed to the Board of Adjustment in accordance with § 30-3302 Appeals.

Sec. 30-3314 - Planned development.

(a) **Purpose and Intent.** The purpose for the planned development procedure is to provide a uniform means for amending the Official Zoning Map to establish a planned development (PD) zoning district. The planned development district creates opportunities for master planned development that is developed under unified control in accordance with flexible standards and procedures that are conducive to creating mixed-use, pedestrian-oriented development that makes efficient use of land while protecting natural resources. It is the intent of these standards to allow an applicant to propose a wide variety of allowable uses and the flexible application of some of the development standards in Article 6, Development Standards, in return for a higher quality of development with more amenities than might otherwise result from a strict application of the standards in this Ordinance.

(b) **Applicability.** The standards in this section may be applied to any land of one acre in area or more and under unified control.

(c) **Planned development procedure.**

(1) **Pre-application conference.** Applicable (see § 30-3201, Pre-application conference).

(2) **Application submittal.**

a. Applicable (see § 30-3202 Application filing and acceptance).

b. Planned development applications may not be initiated by anyone other than the landowner(s) of the land subject to the application or a contract purchaser with written approval to submit the application by the landowner(s).

TOWN OF ARCHER LODGE 54 LAST AMENDED
Unified Development Ordinance March 9, 2022/September 6, 2022

3. Accessory Structure Setbacks (AR, SFR-1, SFR-2, SFR-3, R-MHP, RMF)

ARTICLE 4 - ZONING DISTRICTS
DIVISION 2 - Residential zoning districts.

DIVISION 2 - RESIDENTIAL ZONING DISTRICTS.

Sec. 30-4201 - Agricultural-residential district (AR).

(a) **District intent.**
The AR district is established to accommodate agriculture, agriculturally-related uses, and limited forms residential development at low densities in rural portions of the Town's planning jurisdiction. The district is primarily intended to preserve and protect bona fide farms and resource lands for current or future agricultural use as well as to protect the rural character of the area. It is also intended to ensure that residential development maintains appropriate densities consistent with the suitability of land, availability of public services, accessibility to transportation systems, and that are compatible with surrounding development. The district also accommodates "agri-tourism" as well as service and support uses to the rural community, including day care, educational uses, public safety facilities, parks, and utility features.

(b) **Typical development**


(c) **Dimensional standards [1]**

Max. Density (units/acre)	1.0 [2]
Min. Lot Area (sf)	43,560 [3] [4]
Min. Lot Width (ft)	150
Max. % Impervious Surface	30 [5]
Min. Street Setback (ft)	
From Arterial/Collector	70
From Local Outside Subdivision	50
From Local Inside Subdivision	25 [6]
Min. Access Easement Setback (ft)	15
Min. Side Lot Line Setback (ft)	10 [7] [8]
Min. Rear Lot Line Setback (ft)	10 [7]
Min. Perimeter Setback (ft)	25
Min. Building Separation (ft)	10
Min. Accessory Structure Setback (ft)	10 [9]
Min. Open Space Set-Aside (% of total site size)	15 [10]
Max. Building Height	40

NOTES: [1] "ft" = square feet, "ft" = linear feet.
[2] May increase to 1.5 on lots served by a public water system.
[3] Johnston County Public Health may require a larger minimum lot area based on soil conditions.
[4] 29,040 sf for lots served by a public water system.
[5] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-402, Water Supply Watershed Protection Overlay District.
[6] May be reduced to 20' in a subdivision served by a public water system.
[7] May be reduced to 5' in a subdivision with lots served by a public water system.
[8] One side setback may be reduced to zero if the opposing side setback is double the minimum.
[9] Accessory structures shall maintain the same setbacks from streets and easements as principal uses.
[10] Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less.

TOWN OF ARCHER LODGE 74 LAST AMENDED
Unified Development Ordinance March 9, 2022/September 6, 2022

3. Accessory Structure Setbacks (AR, SFR-1, SFR-2, SFR-3, R-MHP, RMF)

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From Local Inside Subdivision	25 [6]
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Min. Side Lot Line Setback (ft)	10 [7] [8]
Min. Rear Lot Line Setback (ft)	10 [7]
Min. Perimeter Setback (ft)	25
Min. Building Separation (ft)	10
Min. Accessory Structure Setback (ft)	10 [9]
Min. Open Space Set-Aside (% of total site size)	15 [10]
Max. Building Height	40

NOTES: [1] "ft" = square feet, "ft" = linear feet.
[2] May increase to 1.5 on lots served by a public water system.
[3] Johnston County Public Health may require a larger minimum lot area based on soil conditions.
[4] 29,040 sf for lots served by a public water system.
[5] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-402, Water Supply Watershed Protection Overlay District.
[6] May be reduced to 20' in a subdivision served by a public water system.
[7] May be reduced to 5' in a subdivision with lots served by a public water system.
[8] One side setback may be reduced to zero if the opposing side setback is double the minimum.
[9] Accessory structures shall maintain the same setbacks from streets and easements as principal uses.
[10] Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less.

TOWN OF ARCHER LODGE 74 LAST AMENDED
Unified Development Ordinance March 9, 2022/September 6, 2022

10

4. Shared driveways/ surfacing

ARTICLE 6. - DEVELOPMENT STANDARDS
DIVISION 1. - Access and circulation.

ARTICLE 6. - DEVELOPMENT STANDARDS

DIVISION 1. - ACCESS AND CIRCULATION.

Sec. 30-6101 - Site access and on-site circulation.

(a) *Purpose and intent.* The purpose of this section is to ensure the safe and efficient movement of vehicles, bicyclists, pedestrians, and deliveries on development sites in the Town's planning jurisdiction. More specifically, these standards are intended to:

- (1) Protect the health and safety of Town residents and visitors;
- (2) Ensure pedestrian accessibility is included in site planning;
- (3) Protect the safety of motorists, pedestrians, and bicyclists from traffic entering or exiting the street system; and
- (4) Encourage alternative forms of transportation.

(b) *Applicability.*

- (1) *General.* Except where otherwise expressly stated, the standards in this section apply to all new development in the Town's planning jurisdiction.
- (2) *Existing development.* Compliance with these standards shall also apply to redevelopment of an existing structure, building, or use when it is expanded, enlarged, or otherwise increased in intensity in an amount equivalent to or beyond 50 percent.
- (3) *Conflict.* In the event of conflict or overlap with the standards in this section and the standards in Article 6, Development Standards the standards in Article 7, Subdivisions, shall control.

(c) *Timing of review.* Development subject to these standards shall be reviewed for compliance at the time of site plan, or special use permit 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.

(d) *Site access and circulation standards.*

- (1) *Access to lots.*
 - a. While every lot is not required to have lot frontage on a public street, every lot shall abut or have direct access, via a driveway configured in accordance with § 30-6101(d)(3), Driveways to a public street.
 - b. A single shared driveway may serve a maximum of up to three lots. A driveway serving four or more lots shall be configured as a private street meeting the applicable standards in § 30-7501 Roads.
 - c. No building or structure shall be constructed or placed on a lot that does not abut or have direct access to a public street.
 - d. Direct access to a publicly-maintained street shall not extend through or across land in a different zoning district than the lot being served by the access (see Figure 1 Lot Access). This requirement is waived when the land in the different zoning district is classified as a business district, allows the use being served by the direct access, or provides the sole means of access for the use.

TOWN OF ARCHER LODGE Unified Development Ordinance | 148 | LAST AMENDED March 2, 2009/September 6, 2022

11

4. Shared driveways/ surfacing

ARTICLE 6. - DEVELOPMENT STANDARDS
DIVISION 1. - Access and circulation.

3. Except when configured as paired driveways, driveways serving individual single-family detached dwellings, individual single-family attached dwellings, duplex, triplex, or quadruplex buildings shall be located at least 50 linear feet from any other driveway on the same or different lot. For the purposes of this section, paired driveways are up to two driveways, whether on the same or different lots, where one side of a driveway is within 10 feet greater than five feet away from the side of the other paired driveway.

4. Except as provided in § 30-6101(d)(3), Driveways, above, no two driveway access points, whether on the same or different lots, shall be located within 50 feet of each other, to the maximum extent practicable.

e. *Driveway surfacing.* New driveways established after the effective date of these standards that abut a paved street shall be surfaced with asphalt or six inches of concrete for a distance of at least five feet from the edge of the right-of-way or the driveway radius point, whichever is greater. New driveways established after the effective date of these standards serving a commercial, institutional, or industrial use shall be fully paved with asphalt, concrete, pavers, or other suitable alternative surface other than crushed stone.

(4) *Sight distance triangles.*

- a. Corner lots and lots with driveways, alleys, or other methods of ingress/egress to a street shall include sight distance triangles to ensure visibility for drivers and pedestrians moving through or in an intersection. Required sight distance triangles shall be configured in accordance with the sight distance triangle requirements table below.

SIGHT DISTANCE REQUIREMENTS TABLE	
TYPE OF INTERSECTION	MINIMUM SIGHT DISTANCE TRIANGLE REQUIRED [1] [2]
Intersection between 2 streets (public or private)	10/70 from all approaches
Driveways serving parking lots	10/70 from the street approaches
Driveways serving individual land uses without parking lots	None
	10/70 from street approaches, wherever possible

NOTES:

[1] Sight distance triangles shall be an area between a point at the edge of a the street right-of-way located 70 linear feet from the intersection and a second point at the edge of the opposing street right-of-way located ten feet from the intersection.

[2] The NCDOT may require an alternative configuration.

- b. No planting, structure, fence, wall, slope, embankment, parked vehicle, or other obstruction to vision between the heights of two-and-one-half feet and ten feet above the centerline grades of intersecting streets or accessways may be located within a required sight distance triangle (see Figure 3 Sight Distance Triangles).

TOWN OF ARCHER LODGE Unified Development Ordinance | 151 | LAST AMENDED March 2, 2009/September 6, 2022

12

5. Sight Distance Triangles

ARTICLE 6. - DEVELOPMENT STANDARDS
DIVISION 1. - Access and circulation.

FIGURE 3: SIGHT DISTANCE TRIANGLE

LEGEND

- 1 Intersection of Streets
- 2 Parking Lot Driveway for Single-family detached, Single-family attached, Duplex, Triplex, or Quadruplex (none required)
- 3 Parking Lot Driveway for All Other Uses
- 4 Sight Distance Triangle

(5) *On-site pedestrian walkways.* On-site pedestrian walkways that minimize conflict between pedestrians and vehicles shall be provided on all non-residential, mixed-use, and multi-family development sites, and shall be configured in accordance with the following standards.

- a. On-site pedestrian walkways shall connect building entrances to off-street parking areas and to other building entrances on the same site (see Figure 4 On-Site Pedestrian Walkways).
- b. Development subject to these standards shall provide at least one connection to an existing or planned public sidewalk or existing greenway via an on-site pedestrian walkway configured in accordance with these standards. In cases where existing or planned sidewalks do not exist, at least one on-site pedestrian connection shall continue to the right-of-way edge.
- c. Connections shall be made to all existing or planned adjacent transit facilities, to the maximum extent practicable.
- d. On-site pedestrian walkways shall be paved with asphalt, concrete, or other all-weather material, and shall be of contrasting color or materials when crossing parking lot drive aisles.
- e. On-site pedestrian walkways shall be positively drained and configured to avoid areas of pooling water.
- f. On-site pedestrian walkways shall be in compliance with applicable state and federal requirements, including ADA requirements.

TOWN OF ARCHER LODGE Unified Development Ordinance | 152 | LAST AMENDED March 2, 2009/September 6, 2022

13

6. Perpendicular (90°) parking spaces

ARTICLE 6 - DEVELOPMENT STANDARDS
DIVISION 2 - Off-street parking and loading

d. Shared bicycle parking spaces. Nothing shall limit uses on the same block face from establishing shared or consolidated bicycle parking spaces in central or mid-block locations, provided there are sufficient bicycle parking spaces for all uses sharing the required bicycle parking.

(f) **Parking lot configuration.**

(1) **General.**

- All required off-street parking spaces shall be located on the same lot as the principal use, they serve, except as allowed in §30-6701(g), Alternatives.
- Required off-street parking shall be maintained for the duration of the principal use and shall not be reduced unless the principal use ceases or changes.
- Except where allowed by this Article, off-street parking spaces shall be not be located in any required landscaping or stormwater management area.
- Off-street parking spaces shall not protrude into any street, fire lane, drive aisle, sidewalk, greenway, or pedestrian connection.

(2) **Dimensional standards for parking spaces and aisles.** Off-street parking spaces and drive aisles serving them shall comply with the minimum dimensional standards established in the table of dimensional standards for off-street parking lots.

TYPE OF PARKING SPACE	MINIMUM WIDTH (FEET)	MINIMUM DEPTH (FEET)	MINIMUM AISLE WIDTH (FEET) [1]	
			ONE-WAY TRAFFIC	TWO-WAY TRAFFIC
Parallel (0°)	9	22	12	24
Angled (45°)	10	20	12	24
Perpendicular (90°)	10	20	20	24

NOTES:
[1] Minimum aisle width shall be measured from edge-of-pavement to edge-of-pavement and shall not include gutters or curbing.

(3) **Compact parking spaces.**

- Compact car off-street parking spaces with a minimum width of eight and one-half feet and a minimum depth of 15 feet may be provided for up to 50 percent of the minimum parking requirements in the table of minimum off-street parking requirements.
- In no instance shall the minimum size of a compact parking space be further reduced.

(4) **Parking space access.**

- All off-street parking spaces shall be accessed directly from drive aisles or private driveways and not directly from arterial or collector streets.
- All off-street parking areas shall be designed with an appropriate means of vehicular access to a street or alley in a manner that allows for safe vehicular movements.
- Vehicle backing.** Vehicular use areas shall be designed so that a vehicle is not required to back onto a street to enter or exit the parking lot, a parking space, or a stacking space.
- Surface materials.** All off-street parking spaces, accessible parking spaces, drive aisles, and vehicular use areas shall be paved and maintained with concrete, asphalt, or similar material of sufficient thickness and consistency to support anticipated traffic volumes and weights.

TOWN OF ARCHER LODGE
Unified Development Ordinance

205

LAST AMENDED
March 7, 2008/September 6, 2011

14

7. Private roads

ARTICLE 7 - SUBDIVISIONS
DIVISION 3 - Streets and sidewalks.

DIVISION 3 - STREETS AND SIDEWALKS.

The type and arrangement of streets within a development under this Article shall comply with and coordinate with the Town's adopted transportation plan(s), or the decision of the Town Planner. Principal vehicular access points to the subdivision shall be designed to encourage smooth traffic flow and minimize hazard to vehicular traffic, pedestrian and bicycle traffic. Accommodation for controlled turning movements into and out of the subdivision and improvement of the approach street should be considered where existing or anticipated heavy traffic flows indicate need. Safe and convenient vehicular access shall be provided for emergency, service and school bus vehicles.

Sec. 30-7301 - Roads.

The arrangement, character, extent, width, grade, and location of all roads should be designed in relation to existing and proposed transportation patterns, topographical and other natural features, public convenience and safety, and proposed uses of lands to be served by such roads and existing and potential land uses in adjoining areas.

(a) **Minimum construction standards.** All roads, whether public or private, shall meet the road construction standards as set forth in the latest edition of the NCDOT subdivision roads minimum construction standards for public roads, and shall:

(1) Be dedicated for public use and meet the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes; or

~~(1)(2)~~ (2) Be privately owned and maintained while also meeting the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes.

~~(2)(3)~~ (3) For all roads not maintained by NCDOT and/or not dedicated for public use, be ensured proper maintenance through the establishment of a homeowners' association or a road maintenance agreement.
(Amended 03-07-22 LTOFA 1-22)

(b) **Other road requirements.**

- Permits for connecting to state roads.** An approved permit is required to connect any subdivision street to an existing state road. This permit is required prior to constructing the road. The application is available at the office of the nearest district engineer of the division of highways.
- Paving.** All roads, whether public or private, shall be paved with asphalt, concrete, NCDOT-approved pavers, or other suitable all-weather surface as determined by the NCDOT. Gravel shall not be permitted as a surface for a new public or private roadway. Extensions of existing gravel roads are permitted provided the total number of lots accessing the road does not increase by more than four from the number of lots accessing the road as of June 7, 2021. If the number of lots accessing an existing gravel roadway is increased by four or more after June 7, 2021, the gravel roadway shall be paved in accordance with these standards.
(Amended 03-07-22 LTOFA 1-22)
- Offsets to utility poles.** Overhead utility poles shall be break-away or located outside the roadway clear zone.
- Wheelchair ramps and curb cuts for disabled persons.** All roads, sidewalks, curbing, crosswalks, and other road improvements shall conform to the requirements of § 136-44.14 of the North Carolina General Statutes and the Americans with Disabilities Act.
- Mail box kiosks.** All mail box kiosks shall meet the USPS Cluster Box Units Concrete Pad Installation - Interim Pad Policy (2/19/2017 or most recent edition) and the NCDOT Policy for Placement of Mail Cluster Box Units (8/12/15 or most recent edition) and be subject to approval by the North Carolina Department of Transportation.

TOWN OF ARCHER LODGE
Unified Development Ordinance

225

LAST AMENDED
March 7, 2008/September 6, 2011

15

7. Private roads

§30-7301(a) is a clarification, not a new standard

(a) **Minimum construction standards.** All roads, whether public or private, shall meet the road construction standards as set forth in the latest edition of the NCDOT subdivision roads minimum construction standards for public roads, and shall:

(1) Be dedicated for public use and meet the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes; or

~~(1)(2)~~ (2) Be privately owned and maintained while also meeting the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes.

~~(2)(3)~~ (3) For all roads not maintained by NCDOT and/or not dedicated for public use, be ensured proper maintenance through the establishment of a homeowners' association or a road maintenance agreement.
(Amended 03-07-22 LTOFA 1-22)

- This is done to help ensure that the Town or NCDOT can take over ownership of a private street without exorbitant costs of upgrading it to public standards

16

8. Plat certificates

DIVISION 3. - PLAT CERTIFICATES

(a) Certificates and endorsements on final plats. The certificates and endorsements in the following table, where applicable, shall be shown on all final plats of subdivisions. See Article 11, Division 3 for specifics of the certificates.

Type of Subdivision	Required Certificates Table
Extended	(1) - (63), (6), (89), (10), (11)
Minor	(1) - (63), (9-10)
Major	As applicable (87), through (6), (12), (13)
Major	(1) - (12)

(1) Certificate of Survey and Accuracy:

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (see description recorded in Book _____, page _____, etc.) (other) that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____, that the ratio of precision or positional accuracy as calculated is _____, that this plat was prepared in accordance with § 47-30 of the North Carolina General Statutes as amended. Witness my original signature, license number and seal this day of, A.D., _____.

Professional Land Surveyor
License Number # _____

(2) Professional Land Surveyor's Certification:

As denoted by an "X" below, I, _____, certify as to the following:

a. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

b. That the survey is in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.

c. Any one of the following:

- (1) That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. For the purposes of this subsection, an "existing parcel" or "existing easement" is an area of land described in a single, legal description or legally recorded subdivision that has been or may be legally conveyed to a new owner by deed in its existing configuration.
- (2) That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
- (3) That the survey is a control survey. For the purposes of this subsection, a "control survey" is a survey that provides horizontal or vertical position data for support or control of other surveys or for mapping. A control survey, by itself, cannot be used to define or convey rights or ownership.
- (4) That the survey is of a proposed easement for a public utility as defined in § 62-3.
- d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- e. That the information available to the surveyor is such that the surveyor is unable to determine to the best of the surveyor's professional ability as to provisions contained in (a) through (c) above.

TOWN OF ARCHER LODGE 336 LAST AMENDED
Unified Development Ordinance March 9, 2010/Amended: Dec 6, 2022

17

8. Plat certificates

(3) Certificate of Floodway Information:

Property shown hereon _____ is not located in a FEMA designated flood zone. FEMA Flood Hazard Panel _____ Effective Date: _____

Professional Land Surveyor
License Number # _____

(4) Certificate of Ownership, Maintenance and Dedication:

I hereby certify that I am the owner (or corporate officer) of the property shown and described hereon, which is located in the zoning and subdivision jurisdiction of Archer Lodge and that I hereby adopt this subdivision plan with my free consent, establish minimum setback lines, and dedicate all streets, alleys, parks and other sites and easements to the public or private as noted. I understand that I am responsible for maintenance of public property shown hereon until it is accepted by the appropriate government entity.

Date _____ Owner/Officer or Corporation _____

(5) Notice-to-Homeowners to Connect to Public Utility System/Certificate of Wastewater Disposal:

I hereby certify that all lots are provisionally approved for subsurface wastewater disposal systems, based as noted on the plat, subject to issuance of improvement permits by the Johnston County Health Department, and, to the North Carolina Administrative Code.

OR

On _____ (date), lot(s) _____ were found to be unsuitable for installation of a subsurface wastewater disposal system, in accordance with North Carolina Administrative Code.

OR

Lot(s) _____ has an existing sewage disposal system that complies with all applicable requirements of the Johnston County Code of Ordinances.

Homeowner is required to connect to public water and/or sewer (where available) before a Certificate of Occupancy is issued for the principal structure and/or any structure served by water and/or sewer.

THIS THE DAY OF _____ 20____
COUNTY OF JOHNSTON

By _____
Designated Johnston County Official

TOWN OF ARCHER LODGE 337 LAST AMENDED
Unified Development Ordinance March 9, 2010/Amended: Dec 6, 2022

18

Next Steps...

1. Planning Board recommendation to approve (most, but not all) 7/20/22
2. Public Hearing with Town Council 8/1/22
3. Adoption of Consistency Statement Findings and Amendments
4. Accept Redlines, Add Editor's Notes, and Update Footer
5. Post new UDO



Points of Discussion throughout presentation:

- A major subdivision includes more than four lots, or extension of a roadway, or extension of water/sewer.
- A minor subdivision is less than four or fewer lots, no roadway, no water extension.
- Existing homes prior to proposed amendments are not included, if approved, new development triggers the requirements.
- It is clarified in the proposed amendment that shared driveways are the responsibility of the landowners and not the Town.

3. Mayor Mulhollem asked if there were any **Public Comments**.

There were no public comments.

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

Mayor Mulhollem read aloud the items being excluded and items being included in the vote.

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

Consistency Statement

Mayor Mulhollem opened the floor for discussion.

Council Member Jackson asked for a Planning Board Member in attendance to share their perspective.

- Planning Board Member Barnes shared his concerns with the proposed amendment regarding shared driveways and how it would affect an existing mile long dirt path that has more than three (3) dwellings/lots where landowners have access easements. He further shared that he was concerned with the possibility of having to add a paved road if someone was to rebuild or add another home on the mile long dirt path.
- Mr. Meadows explained that the existing landowners and lots that utilize a shared driveway with more than three (3) lots would not have to meet the requirements for a paved road/private street unless the land was re-subdivided or a change in boundaries, then it would require the dirt path to be changed and upgraded to a paved road/private street.
- Alternatively a person can seek a variance, which is another option, Mr. Meadows explained.

Discussion followed with more scenarios and Council Member Jackson shared that he wasn't ready to vote on this at this time.

Mr. Meadow explained that there were options that the Council could consider:

- Determine a rational number of lots and three (3) is what we chose because it mirrors the state. If there are more than three, then it triggers the upgrade requirement.
- The council can choose three, five, or seven lots or come up with something different.
- Have each member discuss what they prefer.
- The proposed amendments can be approved individually and
- Articles 6, Division 1 and Article 7, Division 3 can be discussed preferably at a work session.
- Currently there is not a provision regarding a shared driveway.

A majority of the board members wish to table voting on Article 6. - Development Standards, Division 1, and Article 7. – Subdivisions, Division 3 for further discussion. They decided to vote on the remaining amendments. Ms. Maybee stressed that these issues need to be addressed due to site plans received.

Mayor Mulhollem summarized the motion to consider as follows:**Text Amendments - Code of Ordinances, Town of Archer Lodge, NC,**

Chapter 30 - referenced as Unified Development Ordinance (UDO) Text Amendment# UDO-TA-3-22:

- **(Include)** Article 4. – Zoning Districts, Division 2. – Residential Zoning Districts: Sec. 30 – 4201. – Agricultural Residential District (AR), Sec. 30-4202. – Single Family Residential District (SFR-1), Sec. 30-4203. - Single Family Residential District (SFR-2), Sec. 30-4204. - Single Family Residential (SFR-3); Sec. 30-4205. – Residential – Manufactured Home Park District (R-MHP), and Sec. 30-4206. – Residential Multi-Family District (RMF) to clarify that accessory structures must maintain the same setback from streets and easements as principal uses.
- **(Exclude)** Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30-6101. – Site Access and On-Site Circulation: allowing a shared driveway to serve a maximum of three lots; driveway serving four or more lots to be configured as a private street meeting applicable standards in Section 30-7301 – Roads; site distance triangle standards, spacing provisions for driveways, and driveway surfacing standards for new commercial, institutional, or industrial uses.
- **(Exclude)** Article 7. – Subdivisions, Division 3. – Street and Sidewalks, Sec. 30-7301 – Roads, further clarifying minimum construction/maintenance standards for privately owned roads.
- **(Include)** Article 3. – Procedures, Division 3.- Specific Development Applications: Sec. 30 – 3312. – Major Subdivision and Section 30 – 3313. – Minor Subdivision pertaining to approval process/requirements.
- **(Include)** Article 10. – Measurement and Definitions, Division 3. – Definitions – to further clarify the definitions of Major/Minor Subdivision, and public utility extension.
- **(Include)** Article 3. – Procedures, Division 3.- Specific Development Applications, Sec. 3310. – Final Plat to clarify and relocate Plat Certificate requirements to Article 11. - Appendix, Division 3. - Plat Certificates.
- **(Include)** Article 11. - Appendix, Division 3, Plat Certificates, to include Certificate of Wastewater Disposal and remove notice to Homeowners to Connect to Public Utility System Certificate and remove Register of Deeds Certificate.
- **(Include)** Article 6. – Development Standards, Division 7. – Off-Street Parking and Loading, Sec. 30- 6701. - Off Street Parking and Loading, reducing width of a perpendicular parking space to nine (9) feet.

With no further discussion, Mayor Mulhollem called for a motion to adopt the Consistency Statement excluding Article 6. - Development Standards, Division 1. - Access and Circulation, Sec. 30-6101. - Site Access and On-Site Circulation, and Article 7 - Subdivisions, Division 3. - Street and Sidewalks, Sec. 30-7301 - Roads, further clarifying minimum construction/maintenance standards for privately owned roads.

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

The Town Council finds that the proposed amendments to Chapter 30 referenced as Unified Development Ordinance (UDO) Text Amendment# UDO-TA-3-22, and summarized below are in accordance with state law are reasonable and in the public interest:

- Article 4. – Zoning Districts, Division 2. – Residential Zoning Districts: Sec. 30 – 4201. – Agricultural Residential District (AR), Sec. 30-4202. – Single Family Residential District (SFR-1), Sec. 30-4203. - Single Family Residential District (SFR-2), Sec. 30-4204. - Single Family Residential (SFR-3); Sec. 30-4205. – Residential – Manufactured Home Park District (R-MHP), and Sec. 30-4206. – Residential Multi-Family District (RMF) to clarify that accessory structures must maintain the same setback from streets and easements as principal uses.
- ~~○ Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30-6101. – Site Access and On-Site Circulation, allowing a shared driveway to serve a maximum of three lots; driveway serving four or more lots to be configured as a private street meeting applicable standards in Section 30-7301 – Roads; site distance triangle standards, spacing provisions for driveways, and driveway surfacing standards for new commercial, institutional, or industrial uses.~~
- ~~○ Article 7. – Subdivisions, Division 3. – Street and Sidewalks, Sec. 30-7301 – Roads, further clarifying minimum construction/maintenance standards for privately owned roads.~~
- Article 3. – Procedures, Division 3.- Specific Development Applications: Sec. 30 – 3312. – Major Subdivision and Section 30 – 3313. – Minor Subdivision pertaining to approval process/requirements.
- Article 10. – Measurement and Definitions, Division 3. – Definitions – to further clarify the definitions of Major/ Minor Subdivision, and public utility extension.
- Article 3. – Procedures, Division 3.- Specific Development Applications, Sec. 3310. – Final Plat to clarify and relocate Plat Certificate requirements to Article 11. - Appendix, Division 3. - Plat Certificates.
- Article 11. - Appendix, Division 3, Plat Certificates, to include Certificate of Wastewater Disposal and remove notice to Homeowners to Connect to Public Utility System Certificate and remove Register of Deeds Certificate.
- Article 6. – Development Standards, Division 7. – Off-Street Parking and Loading, Sec. 30- 6701. - Off Street Parking and Loading, reducing width of a perpendicular parking space to nine (9) feet.

The proposed revisions clarify/streamline ordinance provisions, facilities environmental protection, plans for future development and addresses changes in state law. Furthermore, the proposed amendments are consistent with the Town of Archer Lodge 2030 Comprehensive Land Use Plan, aka "Comprehensive Plan", vision and mission statements and other adopted Town plans having bearing on the matter.

Ordinance# AL2022-08-1

Having much discussion to exclude Article 6. - Development Standards, Division 1. - Access and Circulation, Sec. 30-6101; and Article 7. - Subdivisions, Division 3. - Street and Sidewalks, Sec. 30-7301., Mayor Mulhollem called for a motion to Adopt Ordinance# AL2022-08-2 (aka: UDO-TA-3-22) with those exclusions.

After receiving a motion and second, Mayor Mulhollem once more asked if there were any additional discussion and Council Member Wilson asked Ms. Maybee to provide more clarity. She shared that she has had requests for shared driveways and as the ordinances read now, the location in question would become a major subdivision. There are so many scenarios to consider. Discussion followed.

The Adopted Ordinance# AL2022-08-2 (aka: UDO-TA-3-22) as amended appears as follows:

ORDINANCE# AL2022-08-2
UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENT# UDO-TA-3-22

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES,
TOWN OF ARCHER LODGE, NORTH CAROLINA,
CHAPTER 30 - UNIFIED DEVELOPMENT ORDINANCE:
ARTICLE 3. - PROCEDURES, DIVISION 3;
ARTICLE 4. - ZONING DISTRICTS, DIVISION 2;
ARTICLE 6. - DEVELOPMENT STANDARDS, DIVISION 7;
ARTICLE 10. - MEASUREMENT AND DEFINITIONS, DIVISION 3; AND
ARTICLE 11. - APPENDIX, DIVISION 3**


Section 1. Pursuant to authority granted by N.C. Gen. Stat. § 143 - 214.5, 160A - 174, 160D - 801, and 160D - 702, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 30 - Unified Development Ordinance, as follows, attached hereto, and incorporated herein by reference:

Article 3. - Procedures, Division 3;
Article 4. - Zoning Districts, Division 2;
Article 6. - Development Standards, Division 7;
Article 10. - Measurement and Definitions, Division 3; and
Article 11. - Appendix, Division 3

Section 2. The amendments to Chapter 30 - Unified Development Ordinance, attached hereto and incorporated herein by reference, shall become effective on August 1, 2022.

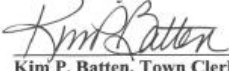
DULY ADOPTED, THIS THE 1ST DAY OF AUGUST 2022.

TOWN OF ARCHER LODGE: (SEAL)




Matthew B. Mulhollem, Mayor

ATTEST:



Kim P. Batten, Town Clerk



Town of
ARCHER LODGE

UNIFIED DEVELOPMENT ORDINANCE

Effective Date: June 7, 2021

Amended: ~~March 7, 2022~~ August 1, 2022



ORDINANCE AMENDMENTS

TABLE OF UDO AMENDMENTS		
ORDINANCE NUMBER	ADOPTION DATE	DESCRIPTION
UDO-TA-1-21	11-15-21	- Clarification of Review Authority roles, - Updates to the Water-Supply Watershed Overlay Districts standards - Update to manufactured home park standards for masonry skirting in accordance with State law - Revisions to Electronic Gaming Operation use standards
UDO-TA-1-22	03-07-22	- Bona fide farm exemptions - Electronic plat signatures - Subdivision requirements table (new Division 6 of Appendix) - Simple and super majority voting calculations
<u>UDO-TA-2-22</u>	<u>08-01-22</u>	- <u>Removal of Planning Board review of Special Use Permits</u>
<u>UDO-TA-3-22</u>	<u>08-01-22</u>	- <u>Lot access/driveway standards</u> - <u>Limitations on successive minor subdivisions</u> - <u>Updates to plat certifications</u> - <u>Public utility extension clarity</u> - <u>Accessory structure setbacks</u> - <u>Parking space width revisions</u>

NOTE: At the time this text amendment is prepared, the prior text amendment (UDO-TA-2-22) is still pending. As a result, redlines on the following pages are shown in the draft text of the UDO, but are NOT part of this amendment:

Pages 22, 24, 27, 28, 59, 60, 61, 272, 307.

The changes on these pages will be accepted if UDO-TA-2-22 is adopted the Town Council, and an updated UDO will be published at that time. That version of the adopted UDO will NOT include the proposed changes suggested in UDO-TA-3-22 (this proposed text amendment).

ARTICLE 3 - PROCEDURES
 DIVISION 3 - Specific Development Applications.

- (2) *Data relating to the subdivision.* Lines and names of streets; lines of all lots, easements, areas devoted to common use, with notes stating clearly their proposed use, required landscape buffers, any limitations and the person or entity responsible for continued maintenance; corporate and/or other boundaries; lots numbered consecutively through the subdivision; building lines; metes and bounds survey information sufficient to determine readily on the ground the location of every street, lot line, boundary line, block line, easements line, and building line; the radius central angle, and tangent distance for both street lines of curved streets, the locations and types of all permanent monuments; the names of subdivisions, subdivision entrance sign easement, and streets adjoining the platted subdivision; if applicable, the location of mail kiosk; and designation of all streets and easements within the subdivision as public or private.
- (3) *State statute.* All data shown on the final plat shall be consistent with the provisions set out in §47-30 of the North Carolina General Statutes.
- (4) *Easements.* All easements and their function shall be shown on the final plat. Drainage easements shall comply with Johnston County's Storm Water Management Ordinance, Johnston County Stormwater Design Manual, and NCDOT Subdivision Road Standards.
- (5) *Floodway data.* The boundaries of both the floodway and 100-year floodplain zone, as shown on the map entitled "Flood Boundary and Floodway Map," shall be shown. The FIRM panel and its adoption date shall be shown.
- (6) *Future streets.* All streets intended for future extension either within or beyond the boundaries of the subdivision shall clearly be indicated on the plat, by the words "Reserved for Future Public Access."
- (7) *Subdivision road disclosure statement.* The subdivision road disclosure statement shall be shown on the final plat. All roads shown on the final plat shall be designated in accordance with §136-102.6 of the North Carolina General Statutes and designation as a public road shall be conclusively presumed an offer of dedication to the public. Where roads are dedicated to the public but not accepted into a municipal or the state system, before lots are sold, a statement explaining the status of the road shall be noted on the final plat.
- (8) *Plat certificates.* As required by Article 11, Division 3, Plat certificates.
- ~~(9) *Certificates and endorsements on final plat.* The certificates and endorsements in the following table, where applicable, must be shown on all final plats of subdivisions. See Article 11, Division 3 for examples of the certificates.~~

REQUIREMENTS/TABLE	
Index Subdivision	Reference Numbers
Example	(4), (5), (9), (10), (11)
None	(4), (9), (10), (11)
Major	(4), (10)

- (g) *Distribution of recorded plat and recorded covenants.* When approved by the Town Planner, they shall endorse his/her approval on a minimum of two reproducible Mylar originals of the final plat. The Town Planner may or approve a final plat with conditions. The applicant shall record such plats with the Johnston County Register of Deeds returning one to the Town Planner, along with a recorded copy of the required covenants in 30 days. The applicant shall provide a copy of the recorded plat to the Johnston County Department of Environmental Health and the Department of Public Utilities.

Sec. 30-3311 - Floodplain development permit.

See Town Code of Ordinances Chapter 14, Flood Damage Prevention.

ARTICLE 3 - PROCEDURES

DIVISION 3 - Specific Development Applications.

Sec. 30-3312 - Major subdivision.

- (a) *Preliminary plat approval.* All major subdivisions, whether configured in accordance with the definition of a major subdivision in § 30-10301 Definitions, or referred by the Town Planner, must have a preliminary plat approved by the Planning Board prior to any construction or final plat approval.
- (b) *Preliminary conference.* Optional (See § 30-3201, Pre-application conference).
- (c) *Application submittal requirements.* Applications for major preliminary plat approval shall be filed with the Town Planner. The Town Planner shall not accept an application unless it complies with all UDO requirements, including written confirmation that the applicant is the owner or agent having a valid ownership interest, or a valid enforceable contract or option for an ownership interest in the property involved. An incomplete application shall be returned to the applicant, with a notation of its deficiencies.
- (d) *Town Planner's Report.* The Town Planner shall forward to the planning board an analysis of an application for major preliminary plat approval with his/her recommendation.
- (e) *Planning Board review and action.*
 - (1) After receiving the Town Planner's report on an application for major subdivision preliminary plat approval, the Planning Board shall consider the application at its next regularly scheduled meeting. No formal public hearing will be held. The Planning Board may hear comments and questions. The Planning Board may place reasonable and fair limitations on comments, arguments, and questions to avoid undue delay. The applicant shall bear the burden of establishing that they are entitled to approval of the application.
 - (2) The Planning Board shall act on an application for major subdivision preliminary plat approval after reviewing the application, the Town Planner's report, and public comment on the application. It shall base its action on its findings as to conformity with all applicable requirements of this Article. Its action shall be one of the following: approval, approval subject to conditions, tabled to address deficiencies identified by the Planning Board, or denial. The Planning Board may impose reasonable conditions on its approval to ensure compliance with the UDO.
 - (3) The Town Planner shall notify the applicant in writing of the planning board's decision and shall file a copy of the decisions.
- (f) *Expiration of preliminary plat approval.* Preliminary plat approval, or re-approval, for a major or commercial subdivision shall be effective for three years from the date of approval with no extension allowed by the Town Planner or a designee. An extension may be requested of the Planning Board for an additional three-year period. Otherwise the vesting provisions in Article 1, Division 3 shall apply.
- (g) *Appeal of decision.* The Planning Board's decision on an application for a preliminary plat approval for a major subdivision may be appealed to the Johnston County Superior Court within 30 days from receipt of written notice of the decision.

Sec. 30-3313 - Minor subdivision.

- (a) *Application submittal requirements.* Applications for minor subdivision approval, along with any required fees, shall be filed with the Town Planner. The Town Planner shall prescribe the form of applications, as well as any other material that may reasonably be required to determine compliance with this division. Minor subdivision plats shall comply with the definition of a minor subdivision in § 30-10301 Definitions, the mapping requirements of § 30-3310 Final plat, Article 7, Subdivisions, and Article 11, Division 3 Plat certificates. The Town Planner shall not review an application unless it is complete and complies with the requirements of the UDO. An incomplete application shall be returned to the applicant, with a notation of its deficiencies.

ARTICLE 3.- PROCEDURES

DIVISION 3. - Specific Development Applications.

(b) *Town Planner's action.* When an application for minor subdivision approval is accepted, the Town Planner shall determine if the plat and application conform with all applicable regulations. The Town Planner shall act on an application based solely on the findings as to compliance with applicable regulations. The Planner shall approve, approve subject to conditions, deny, or refer ~~to the major subdivision approval process if they find it to be a major subdivision proposal or if requested by the applicant~~ the application. ~~If the Town Planner refers the request to a major subdivision review, an amended application shall be submitted as required in § 30-3312, Major subdivision.~~ The Town Planner may impose reasonable conditions on their approval to ensure the subdivision complies with the intent and requirements of the UDO.

(c) Referral as a major subdivision. In the event the Town Planner determines, following review, that a proposed minor subdivision qualifies as a major subdivision, or that the minor subdivision is land already subject to a prior minor subdivision application approval, or is land abutting and under common ownership with land already subject to a prior minor subdivision application, or is requested by the applicant to be reviewed as a major subdivision, the Town Planner shall refer to the major subdivision approval process. If the Town Planner refers the request to a minor subdivision application to a major subdivision review, an amended application shall be submitted as required in § 30-3312, Major subdivision.

(d) *Actions subsequent to decision.* The Town Planner shall notify the applicant of their decision on the applicant's application for a minor subdivision approval and shall file a copy of the decision in the office of the Town Planner. The Town Planner shall endorse their approval on a minimum of two reproducible Mylar originals of the final plat if they approve an application or approve it with conditions. The applicant shall record such plats with the Johnston County Register of Deeds returning one to the Town Planner and one copy to the Johnston County Department of Environmental Health. Approval of any minor subdivision plat is void if it is not properly recorded within 60 days after the Town Planner's approval. The Town Planner may extend this deadline provided the applicant has demonstrated a good faith effort to comply with the deadline, but for reasons beyond their control, fails to meet the requirements of the Register of Deeds for recordation within that period. Plats shall conform to the drawing specifications and certification requirements of § 30-3310 Final plat, Article 7, Subdivisions, and Article 11, Division 3, Plat certificates.

(e) *Appeal of Decision.* Minor subdivisions not approved by the Town Planner may be appealed to the Board of Adjustment in accordance with § 30-3302 Appeals.

Sec. 30-3314 - Planned development.

(a) *Purpose and Intent.* The purpose for the planned development procedure is to provide a uniform means for amending the Official Zoning Map to establish a planned development (PD) zoning district. The planned development district creates opportunities for master planned development that is developed under unified control in accordance with flexible standards and procedures that are conducive to creating mixed-use, pedestrian-oriented development that makes efficient use of land while protecting natural resources. It is the intent of these standards to allow an applicant to propose a wide variety of allowable uses and the flexible application of some of the development standards in Article 6, Development Standards, in return for a higher quality of development with more amenities than might otherwise result from a strict application of the standards in this Ordinance.

(b) *Applicability.* The standards in this section may be applied to any land of one acre in area or more and under unified control.

(c) *Planned development procedure.*

(1) *Pre-application conference.* Applicable (see § 30-3201, Pre-application conference).

(2) *Application submittal.*


a. Applicable (see § 30-3202 Application filing and acceptance).

b. Planned development applications may not be initiated by anyone other than the landowner(s) of the land subject to the application or a contract purchaser with written approval to submit the application by the landowner(s).

ARTICLE 4. - ZONING DISTRICTS
 DIVISION 2. - Residential zoning districts.

DIVISION 2. - RESIDENTIAL ZONING DISTRICTS.

Sec. 30-4201 - Agricultural-residential district (AR).

(a) District intent		(b) Typical development	
<p>The AR district is established to accommodate agriculture, agriculturally-related uses, and limited forms residential development at low densities in rural portions of the Town's planning jurisdiction. The district is primarily intended to preserve and protect bona fide farms and resource lands for current or future agricultural use as well as to protect the rural character of the area. It is also intended to ensure that residential development maintains appropriate densities consistent with the suitability of land, availability of public services, accessibility to transportation systems, and that are compatible with surrounding development. The district also accommodates "agri-tourism" as well as service and support uses to the rural community, including day care, educational uses, public safety facilities, parks, and utility features.</p>			
(c) Dimensional standards [1]			
Max. Density (units/ac)	1.0 [2]		
Min. Lot Area (sf)	43,560 [3] [4]		
Min. Lot Width (lf)	150		
Max. % Impervious Surface	30 [5]		
Min. Street Setback (lf)			
From Arterial/Collector	70		
From Local Outside Subdivision	50		
From Local Inside Subdivision	25 [6]		
Min. Access Easement Setback (lf)	15		
Min. Side Lot Line Setback (lf)	10 [7] [8]		
Min. Rear Lot Line Setback (lf)	10 [7]		
Min. Perimeter Setback (lf)	25		
Min. Building Separation (lf)	10		
Min. Accessory Structure Setback (lf)	10 [9]		
Min. Open Space Set-Aside (% of total site size)	15 [10]		
Max. Building Height	40		
<p>NOTES: [1] "sf" = square feet; "lf" = linear feet. [2] May increase to 1.5 on lots served by a public water system. [3] Johnston County Public Health may require a larger minimum lot area based on soil conditions. [4] 29,040 sf for lots served by a public water system. [5] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-4502, Water Supply Watershed Protection Overlay District. [6] May be reduced to 20 in a subdivision served by a public water system. [7] May be reduced to 5 in a subdivision with lots served by a public water system. [8] One side setback may be reduced to zero if the opposing side setback is double the minimum. [9] Accessory structures shall maintain the same setbacks from streets and easements as principal uses. [10] Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less.</p>			




ARTICLE 4. - ZONING DISTRICTS
 DIVISION 2. - Residential zoning districts.

Sec. 30-4202 - Single-family residential district (SFR-1).

(a) District intent		(b) Typical development	
<p>The Single-Family Residential 1 (SFR-1) district is established to accommodate low density residential neighborhoods and supporting uses throughout the Town's planning jurisdiction in rural locations. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity or negatively impact the surrounding rural character. The district accommodates single-family detached homes and associated accessory uses. It also allows supporting uses like public safety facilities, and utilities. District regulations discourage uses that interfere with the development of residential dwellings or that are detrimental to the low density residential nature of the district.</p>			
(c) Dimensional standards [1]		 	
Max. Density (units/ac)	1.0 [2]		
Min. Lot Area (sf)	43,560 [3] [4]		
Min. Lot Width (lf)	150		
Max. % Impervious Surface	35 [5]		
Min. Street Setback (lf)			
From Arterial/Collector	70		
From Local Outside Subdivision	50		
From Local Inside Subdivision	25 [6]		
Min. Access Easement Setback (lf)	15		
Min. Side Lot Line Setback (lf)	10 [7] [8]		
Min. Rear Lot Line Setback (lf)	10 [7]		
Min. Perimeter Setback (lf)	25		
Min. Building Separation (lf)	10		
Min. Accessory Structure Setback (lf)	10 [9]		
Min. Open Space Set-Aside (% of total site size)	15 [10]		
Max. Building Height	40		
<p>NOTES: [1] "sf" = square feet; "lf" = linear feet. [2] May increase to 1.5 on lots served by a public water system. [3] Johnston County Public Health may require a larger minimum lot area based on soil conditions. [4] 29,040 sf for lots served by a public water system. [5] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-4502, Water Supply Watershed Protection Overlay District. [6] May be reduced to 20 in a subdivision served by a public water system. [7] May be reduced to 5 in a subdivision with lots served by a public water system. [8] One side setback may be reduced to zero if the opposing side setback is double the minimum. [9] Accessory structures shall maintain the same setbacks from streets and easements as principal uses. [10] Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less.</p>			



ARTICLE 4. - ZONING DISTRICTS
DIVISION 2. - Residential zoning districts.

Sec. 30-4203 - Single-family residential district (SFR-2).

(a) District intent		(b) Typical development	
<p>The Single-Family Residential 2 (SFR-2) district is established to accommodate low-to-moderate density residential neighborhoods and supporting uses throughout the Town's planning jurisdiction in suburban locations. The district is intended to accommodate residential development on individual lots and in neighborhood settings. The district accommodates single-family detached homes and associated accessory uses as well as duplex dwellings with the approval of a special use permit. It also allows supporting uses like public safety facilities, parks, educational uses, and utilities. District regulations discourage uses that interfere with the development of residential neighborhoods or that are detrimental to the district's single-family neighborhood character.</p>			
(c) Dimensional standards [1]		 	
Max. Density (units/ac)	1.5 [2]		
Min. Lot Area (sf)	29,040 [3] [4] [5]		
Min. Lot Width (lf)	125		
Max. % Impervious Surface	40 [6]		
Min. Street Setback (lf)			
From Arterial/Collector	70		
From Local Outside Subdivision	50		
From Local Inside Subdivision	25 [7]		
Min. Access Easement Setback (lf)	15		
Min. Side Lot Line Setback (lf)	10 [8] [9]		
Min. Rear Lot Line Setback (lf)	10 [8]		
Min. Perimeter Setback (lf)	20		
Min. Building Separation (lf)	10		
Min. Accessory Structure Setback (lf)	10, [10]		
Min. Open Space Set-Aside (% of total site size)	15 [40] [11]		
Max. Building Height	40		
<p>NOTES: [1] "sf" = square feet; "lf" = linear feet. [2] May increase to 2.0 on lots served by a public water system. [3] Johnston County Public Health may require a larger minimum lot area based on soil conditions. [4] 21,780 sf for lots served by a public water system. [5] Duplexes may only be established on lots of 43,580 sf or larger. [6] Development in a water supply watershed shall be subject to the built-upon limits in Sec. 30-4502. [7] May be reduced to 20 in a subdivision served by a public water system. [8] May be reduced to 5 in a subdivision with lots served by a public water system. [9] One side setback may be reduced to zero if the opposing side setback is double the minimum. [10] <u>Accessory structures shall maintain the same setbacks from streets and easements as principal uses.</u> [11] Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less.</p>			




ARTICLE 4. - ZONING DISTRICTS
DIVISION 2. - Residential zoning districts.

Sec. 30-4204 - Single-family residential district (SFR-3).

(a) District intent		(b) Typical development
<p>The Single-Family Residential 3 (SFR-3) district is established to accommodate a wide range of residential dwelling types at moderate densities. Development patterns consist primarily of residential neighborhoods and supporting uses located suburban and urban contexts throughout the Town's planning jurisdiction. The district accommodates single-family detached homes and associated accessory uses as well as manufactured homes and duplex dwellings. It also allows supporting uses like public safety facilities, parks, educational uses, and utilities. District regulations discourage uses that interfere with the development of residential neighborhoods or that are detrimental to the district's neighborhood character.</p>		
(c) Dimensional standards [1]		 
Max. Density (units/ac)	1.75 [2]	
Min. Lot Area (sf)	24,800 [3] [4] [5]	
Min. Lot Width (lf)	125	
Max. % Impervious Surface	45 [6]	
Min. Street Setback (lf)		
	From Arterial/Collector 70	
	From Local Outside Subdivision 50	
	From Local Inside Subdivision 25 [7]	
Min. Access Easement Setback (lf)	15	
Min. Side Lot Line Setback (lf)	10 [8] [9]	
Min. Rear Lot Line Setback (lf)	10 [8]	
Min. Perimeter Setback (lf)	20	
Min. Building Separation (lf)	10	
Min. Accessory Structure Setback (lf)	10 [10]	
Min. Open Space Set-Aside (% of total site size)	15 [4] [11]	
Max. Building Height	40	
<p>NOTES: [1] "sf" = square feet; "lf" = linear feet. [2] May increase to 2.0 on lots served by a public water system. [3] Johnston County Public Health may require a larger minimum lot area based on soil conditions. [4] 21,780 sf for lots served by a public water system. [5] Duplexes may only be established on lots of 43,560 sf or larger. [6] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-4502, Water Supply Watershed Protection Overlay District. [7] [May be reduced to 20 in a subdivision served by a public water system. [8] May be reduced to 5 in a subdivision with lots served by a public water system. [9] One side setback may be reduced to zero if the opposing side setback is double the minimum. [10] <u>Accessory structures shall maintain the same setbacks from streets and easements as principal uses.</u> [11] <u>Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less.</u></p>		

ARTICLE 4. - ZONING DISTRICTS
 DIVISION 2. - Residential zoning districts.

Sec. 30-4205 - Residential-manufactured home park district (R-MHP).

(a) District intent		(b) Typical development
<p>The Residential Manufactured Home Park (R-MHP) district is established as a means of providing reasonable opportunities for the placement of manufactured dwellings in the Town's planning jurisdiction. The district provides attainable housing opportunities for low and moderate-income residents while at the same time establishing minimum design requirements for manufactured home parks to ensure a minimum level of quality and safety. The standards are intended to protect property values and preserve the character and integrity of individual neighborhoods within the community. In addition to manufactured homes, the district also allows single-family detached residential development and a very limited range of supporting institutional uses. Manufactured home parks shall be served by a public water supply system or community well. As well as a public wastewater system or by individual septic systems.</p>		
(c) Dimensional standards [1]		 
Max. Density (units/ac)	3.0 [2]	
Min. Lot Area (sf)	14,520 [3] [4]	
Min. Lot Width (lf)	150 [5]	
Max. % Impervious Surface	50 [5] [6]	
Min. Street Setback (lf)		
From Arterial/Collector	80	
From Local Outside Subdivision	50	
From Local Inside Subdivision	20	
Min. Access Easement Setback (lf)	15	
Min. Side Lot Line Setback (lf)	10	
Min. Rear Lot Line Setback (lf)	10	
Min. Building Separation (lf)	20 [7]	
Min. Accessory Structure Setback (lf)	10 [8]	
Min. Open Space Set-Aside (% of total site size)	15 [9]	
Max. Building Height	40	
<p>NOTES: [1] "sf" = square feet; "lf" = linear feet. [2] May increase to 4.0 on lots served by a public sewer system. [3] Johnston County Public Health may require a larger minimum lot area based on soil conditions. [4] 10,890 sf for lots served by a public sewer system. [5] Applied to the entire site size for manufactured home parks. [6] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-4502, Water Supply Watershed Protection Overlay District. [7] Applied to dwellings located on manufactured home spaces rather than on individual lots. [8] Accessory structures shall maintain the same setbacks from streets and easements as principal uses. [9] Not applied to the development of an individual manufactured home on its own lot or a development of two acres in area or less.</p>		

ARTICLE 4 - ZONING DISTRICTS
DIVISION 2 - Residential zoning districts.

Sec. 30-4206 - Residential multi-family district (RMF).

(a) District intent

The Residential Multi-Family (RMF) district is established to accommodate a wide range of residential and institutional use types at medium densities. The district allows a wide range of housing types, including single-family detached homes, duplexes, townhouses, and multi-family development (apartments), but manufactured housing is not permitted. The district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, churches, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes. District regulations are intended to support the Town's investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Multi-family development is typically denser than its immediate surroundings, and can also serve as an effective transition between single-family detached development and adjacent commercial or employment uses. Buildings in the RMF district tend to have shared site access, shared building access, common site features (like recreation space) owned in common, and centralized service functions.

(b) Typical development



(c) Dimensional standards [1]

Requirement	SF Detached	Duplex	Townhouse	Multi-Family	All Other Uses
Max. Density (units/ac)	3.0 [2]	2.0 [2]	4.0 [3]	5.0 [4]	N/A
Min. Lot Area (sf) [5]	14,520 [8]	43,560 [7]	87,120 [8]	130,680 [8]	43,560
Min. Lot Width (lf)	125	150	175 [9]	200 [9]	150
Max. % Impervious Surface [10]	50	50	55 [9]	60 [9]	40
Min. Street Setback (lf)					
From Arterial/Collector	70	70	70	70	70
From Local Outside Subdivision	50	50	50	50	50
From Local Inside Subdivision	25 [11]	25 [11]	25 [11]	25 [11]	25 [11]
Min. Access Easement Setback (lf)	15	15	N/A	N/A	N/A
Min. Side Lot Line Setback (lf)	10 [12]	10 [12]	20	20	10
Min. Rear Lot Line Setback (lf)	10 [12]	10 [12]	20	20	10
Min. Perimeter Setback (lf)	N/A	N/A	20	20	20
Min. Building Separation (lf)	10	10	20	20	20
Min. Accessory Structure Setback (lf) [13]	10	10	10	10	10
Min. Open Space Set-Aside (% of total site size) [+&-14]	15	15	20	20	N/A
Max. Building Height	40	40	40	40	40

ARTICLE 4. - ZONING DISTRICTS
DIVISION 2. - Residential zoning districts.

RMF District Dimensional standards continued [1]

NOTES (for RMF district dimensional requirements):

- [1] "sf" = square feet; "lf" = linear feet.
- [2] May increase to 3.0 on lots served by a public sewer system.
- [3] May increase to 5.0 for developments served by a public sewer system.
- [4] May increase to 6.0 for developments served by a public sewer system.
- [5] Johnston County Environmental Health may require a larger minimum lot area based on soil conditions.
- [6] 10,890 sf for lots served by a public sewer system.
- [7] 21,780 sf per dwelling unit.
- [8] Minimum development size.
- [9] Applied to entire development site, not individual lots.
- [10] Development in a water supply watershed protection overlay district shall be subject to the built-upon limits in § 30-4502, Water Supply Watershed Protection Overlay District.
- [11] May be reduced to 20 in a subdivision served by a public water system.
- [12] May be reduced to 5 in a subdivision with lots served by a public water system.
- [13] Accessory structures shall maintain the same setbacks from streets and easements as principal uses.
- [14] Not applied to the development of an individual single-family detached dwelling on its own lot, a non-residential use, or a development of two acres in area or less.

ARTICLE 6. - DEVELOPMENT STANDARDS
 DIVISION 7. - Off-street parking and loading

d. *Shared bicycle parking spaces.* Nothing shall limit uses on the same block face from establishing shared or consolidated bicycle parking spaces in central or mid-block locations, provided there are sufficient bicycle parking spaces for all uses sharing the required bicycle parking.

(f) *Parking lot configuration.*

(1) *General.*

- a. All required off-street parking spaces shall be located on the same lot as the principal use, they serve, except as allowed in §30-6701(g), Alternatives.
- b. Required off-street parking shall be maintained for the duration of the principal use and shall not be reduced unless the principal use ceases or changes.
- c. Except where allowed by this Article, off-street parking spaces shall be not be located in any required landscaping or stormwater management area.
- d. Off-street parking spaces shall not protrude into any street, fire lane, drive aisle, sidewalk, greenway, or pedestrian connection.

(2) *Dimensional standards for parking spaces and aisles.* Off-street parking spaces and drive aisles serving them shall comply with the minimum dimensional standards established in the table of dimensional standards for off-street parking lots.

TABLE OF DIMENSIONAL STANDARDS FOR OFF-STREET PARKING LOTS				
TYPE OF PARKING SPACE	MINIMUM WIDTH (FEET)	MINIMUM DEPTH (FEET)	MINIMUM AISLE WIDTH (FEET) [1]	
			ONE-WAY TRAFFIC	TWO-WAY TRAFFIC
Parallel (0°)	9	22	12	24
Angled (45°)	10	20	12	24
Perpendicular (90°)	40	20	20	24

NOTES:
 [1] Minimum aisle width shall be measured from edge-of-pavement to edge-of-pavement and shall not include gutters or curbing.

(3) *Compact parking spaces.*

- a. Compact car off-street parking spaces with a minimum width of eight and one-half feet and a minimum depth of 18 feet may be provided for up to 30 percent of the minimum parking requirements in the table of minimum off-street parking requirements.
- b. In no instance shall the minimum size of a compact parking space be further reduced.

(4) *Parking space access.*

- a. All off-street parking spaces shall be accessed directly from drive aisles or private driveways and not directly from arterial or collector streets.
- b. All off-street parking areas shall be designed with an appropriate means of vehicular access to a street or alley in a manner that allows for safe vehicular movements.

(5) *Vehicle backing.* Vehicular use areas shall be designed so that a vehicle is not required to back onto a street to enter or exit the parking lot, a parking space, or a stacking space.

(6) *Surface materials.* All off-street parking spaces, accessible parking spaces, drive aisles, and vehicular use areas shall be paved and maintained with concrete, asphalt, or similar material of sufficient thickness and consistency to support anticipated traffic volumes and weights.

ARTICLE 10. - MEASUREMENT & DEFINITIONS
 DIVISION 3. - Definitions

TABLE OF DEFINED TERMS	
TERM	DEFINITION(S)
SUBDIVISION, MAJOR	<p>means any subdivision that: (1) Includes any new dedication of public right-of-way; (2) Establishes or extends a public water line; (3) Establishes or extends a sanitary sewer line; or (4) Creating five or more lots (including the originating tract or parent parcel).</p> <p>For the purposes of this definition, a public water line or sanitary sewer line shall be a line not solely intended as a service line serving a single lot; rather it is a line that is designed and configured to serve two or more lots or to connect two or more existing lines.</p>
SUBDIVISION, MINOR	<p>means a subdivision of a parent parcel, creating four lots or less (including the originating tract or parent parcel), that:</p> <p>(1) Does not involve any new dedication of public right-of-way to give access to interior lots or parcels;</p> <p>(2) Does not involve the extension of public water or sanitary sewage lines;</p> <p>(3) Will not adversely affect the development of the remainder of the parcel or of adjoining property; and</p> <p>(4) Will not create any new or residual parcels which do not satisfy the requirements of this Ordinance or other applicable local and State controls.</p> <p>For the purposes of this definition, a public water line or sanitary sewer line shall be a line not solely intended as a service line serving a single lot; rather it is a line that is designed and configured to serve two or more lots or to connect two or more existing lines.</p>
SUBSTANTIAL MODIFICATION	<p>The collocation of antenna and related wireless telecommunications equipment on an existing telecommunications tower that necessitates replacement of the existing tower, structural additions to the existing tower that increase its height or the length of protrusions from the tower, or increases in the size of the equipment compound by an amount specified in §160D-931 of the North Carolina General Statutes. Collocations requiring structural modifications are reviewed and decided in accordance with the procedures for a major collocation. Collocations involving changes to an existing telecommunications tower or equipment compound beyond those identified as "substantial modifications" in §160D-931 in the North Carolina General Statutes are reviewed and decided in accordance with the procedures for a major telecommunications tower.</p>
SWIMMING POOL/HOT TUB	<p>An above- or below-ground structure that is filled with water and used for swimming or relaxing.</p>

DIVISION 3. - PLAT CERTIFICATES

(a) Certificates and endorsements on final plat. The certificates and endorsements in the following table, where applicable, must be shown on all final plats of subdivisions. See Article 11, Division 3 for examples of the certificates:

REQUIRED CERTIFICATES TABLE	
TYPE OF SUBDIVISION	REFERENCE NUMBERS
Exempt	(1) - (53), (5), (89), (10), (11)
Minor	(1) - (85), (9-104) As applicable (67), through (8), (12), (13)
Major	(1) - (121)

(1) Certificate of Survey and Accuracy:

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision or positional accuracy as calculated is _____; that this plat was prepared in accordance with § 47-30 of the North Carolina General Statutes as amended. Witness my original signature, license number and seal this day of, A.D., .
Seal or Stamp

Professional Land Surveyor
License Number # _____

(2) Professional Land Surveyor's Certification:

As denoted by an "X" below, I, _____, certify as to the following:

- a. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- b. That the survey is in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- c. Any one of the following:
 - (1) That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. For the purposes of this subsection, an "existing parcel" or "existing easement" is an area of land described in a single, legal description or legally recorded subdivision that has been or may be legally conveyed to a new owner by deed in its existing configuration.
 - (2) That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
 - (3) That the survey is a control survey. For the purposes of this subsection, a "control survey" is a survey that provides horizontal or vertical position data for support or control of other surveys or for mapping. A control survey, by itself, cannot be used to define or convey rights or ownership.
 - (4) That the survey is of a proposed easement for a public utility as defined in § 82-3.
- d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- e. That the information available to the surveyor is such that the surveyor is unable to determine to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

(9) Town Planner 's Certification:

Certificate of Approval for Recording - Subdivision Plat
I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Archer Lodge, North Carolina, and that this plat has been approved for recording in the Office of the Register of Deeds of Johnston County. This plat is null and void if not recorded at the Johnston County Deed Registry within 60 days of the date written below.

Date Town Planner

Certificate of Approval for Recording - Exempt Plat
I hereby certify that this plat is exempt from the Subdivision Regulations with the Town of Archer Lodge, North Carolina, and that this plat has been approved for recording in the Office of the Register of Deeds of Johnston County.

Date Town Planner

(10) Review Officer's Certification:

State of North Carolina
County of _____
I, _____, Review Officer of _____ County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Date Review Officer

(11) Register-of-Deed-Certification:

State of North Carolina, Johnston County
This instrument was presented for registration and recording this _____ day of _____,
20____ at _____
by _____
Register of Deeds _____ Acct. Reg. of Deeds _____
Recorded in PB _____ PG _____

(12) Acceptance of Offer of Dedication

NOTE: To be used only if Town Council accepts an offer of dedication.
I hereby certify that all parks and greenways as shown on this plat were accepted, as specified, by the Town Council by a resolution adopted at the meeting held on _____, 2____.

Date Town Clerk

(12) Subdivision Road Disclosure Statement:

Developers are required to give lot purchasers a subdivision street disclosure statement pursuant to §136-102.6(F) of the North Carolina General Statutes.

(4413) Additional Certifications, Statements, or Notations necessary.

Notations:

1. Maximum Impervious Surface Per Lot.
2. Designate whether lot is within a protected watershed.

(4514) Electronic Signatures.

Verifiable digital or electronic signatures ("e-signatures" such as those provided by Adobe Sign software) may be substituted for a handwritten signature on any of the above certification statements included on a subdivision plat.

(Amended 03-07-22 UDOTA 1-22)

~~DIVISION 5~~ - **DIVISION 6** - SUBDIVISION REQUIREMENTS BY TYPE OF SUBDIVISION

The Subdivision Requirements Table below specifies the characteristics and requirements for each type of subdivision required by this Ordinance. In the event of conflict between the table below and the text of this Ordinance, the text shall control. *(Amended 03-07-22 UDOTA 1-22)*

CHARACTERISTIC OR REQUIREMENT	TYPE OF SUBDIVISION			
	EXEMPT SUBDIVISION	EXPEDITED SUBDIVISION [1]	MINOR SUBDIVISION [1]	MAJOR SUBDIVISION [1]
Maximum Number of Lots Created [2]	No Limit	3 or less [3]	4 or less [3]	No Limit
Minimum Tract Size	[4]	More than 5 acres	No minimum	No minimum
Review Authority Deciding Application	Town Planner	Town Planner	Town Planner	Planning Board [5]
Plat for Recording Required	No	Yes	Yes	Yes [8]
Lot Access Provided Solely by Individual Driveway or Alternative Accessway	Yes	Yes	Yes	No
Driveway Permit Required for each new Driveway a Public Street [7]	Yes	Yes	Yes	Yes
Public or Private Street Extension Permitted	No	No	No	Yes [8]
Traffic Impact Analysis Required	No	[9]	[9]	[9]
Potable Water or Sanitary Sewer Extension Permitted	No	No	No	Yes
Curb and Gutter Required	No	No	No	[10]
Sidewalks Required	No	No	No	Yes [11]
Open Space Set-Aside Required	No	No	No	Yes [12]
Parkland Dedication Required	No	No	No	Yes [13]
Owners' Association Required	No	No	No [10]	Yes [14]
Certificate Statements Required	No	[15]	[15]	[15]

NOTES:
 [1] All proposed lots must meet the minimum dimensional requirements of the base and overlay district(s) where located.
 [2] Including "parent" tract or residual parcel.
 [3] Extension of public utilities (like water, sewer, roads, or public roads) makes this a major subdivision.

TOWN OF ARCHER LODGE
 Unified Development Ordinance

346

LAST AMENDED
~~March 7, 2022~~ **August 1, 2022**

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

Approved to Open the Public Hearing at 6:45 p.m.

CARRIED UNANIMOUSLY

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

Approved to Close the Public Hearing at 7:31 p.m.

CARRIED UNANIMOUSLY

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

Adopted Consistency Statement as Amended.

CARRIED UNANIMOUSLY

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

Adopted Ordinance# AL2022-08-2 (aka: UDO-TA-3-22) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance Excluding:

Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30-6101. – Site Access and On-Site Circulation; and, Article 7. – Subdivisions, Division 3. – Street and Sidewalks, Sec. 30-7301., but Including:

Article 3. - Procedures, Division 3. - Specific Development Applications: Sec. 30-3310, Sec. 30-3312 and Sec. 30-3313,

Article 4. - Zoning Districts, Division 2. - Residential Zoning Districts: Sec. 30-4201, Sec. 30-4202, Sec. 30-4203, Sec. 30-4204, Sec. 30-4205; and Sec. 30-4206,

Article 6. - Development Standards, Division 7. - Off-Street Parking and Loading, Sec. 30-6701,
Article 10. - Measurement and Definitions, Division 3. - Definitions; and,
Article 11. - Appendix, Division 3. - Plat Certificates.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Naming the New Town Park

Mr. Gordon led in the discussion to name the new park. Discussion followed but no action was taken.

Mr. Gordon suggested that Council Members confer with one another to come up with a potential name for the park. Mayor Mulhollem asked that this agenda item be tabled until the Regular Town Council meeting scheduled in September 2022 due to a couple of members not being present.

d) Discussion and Consideration of the Type of Sign for the New Town Park

Mr. Gordon recommended installing a digital sign for the park due to it being beneficial in informing the public. It was the consensus of the Council Members to have a digital sign. Council Member Wilson suggested having a "rustic look" that would fit the theme of the park. Mr. Gordon informed that he would provide some quotes on pricing at the September 2022 Regular Council Meeting.

Having no action, Mayor Mulhollem asked that it be tabled until the Regular Town Council September 2022 meeting.

5. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell explained having a "Consistency Statement:"**
- **Is it consistent to the Town's goals?**
 - **Is it consistent to the Town's Land Use Plan?**
 - **Are the amendments consistent with what Archer Lodge should be in the future?**
 - **Keep the consistency statement separate from the ordinance amendment.**
 - **The Consistency Statement is required by Chapter 160D.**

6. TOWN ADMINISTRATOR'S REPORT:

- a) Mr. Gordon shared that as directed by Council, Staff has received pricing for Phase II of the new Town Park from JM Daniels Construction Co. Inc., who is currently working on Phase I and plans to get with Legal Counsel regarding this information. He plans to have an update by the next Work Session.**

7. FINANCIAL/TOWN CLERK'S REPORT:

- a) Interim & Preliminary Financial Reports for June 2022**

Ms. Batten shared that the financials for the period ending June 30, 2022 (end of fiscal year) were preliminary figures. She noted that the fiscal year actually stays opened thru September 15th each year to account for

the final franchise tax revenues and sales tax revenues that are received after June 30th and thru September 15th for period ending June 30, 2022.

In regard to the General Fund, Ms. Batten mentioned that revenues are approximately 98% collected and the final revenues, as she mentioned earlier, will be received on September 15, 2022. As it currently stands, Ms. Batten stated, revenues are higher than expenditures for the month of June 2022 by roughly \$82,800 and for the fiscal year by approximately \$214,700. There are still some expenditures that must be paid prior to closing out the fiscal year, Ms. Batten mentioned, but it appears that the general fund balance will have an increase at the close of fiscal year ending June 30, 2022.

Ms. Batten shared that the Capital Reserve Fund had activity other than investment earnings for the month. Due to budget amendment BA 2022 05 approved on June 20, 2022, there was a transfer from the Capital Reserve Fund to the General Fund in the amount of \$154,250 to cover the expenses associated with Phase 1 at the Town Park: asphaltting the entrance and the parking lot per the Town's ordinance.

Ms. Batten stated that the Park Reserve Fund showed roughly \$120,400 received in revenues for the fiscal year, but expenditures exceeded revenues by approximately \$143,500 due to transfers to the Archer Lodge Town Park project for the Town's portion of the PARTF Grant.

Regarding the Public Safety Reserve Fund, Ms. Batten conveyed that the only activity in that fund for the fiscal year was investment earnings totaling \$1,459.

In comparing June 2022 with June 2021 in the General Fund, Ms. Batten noted that June 2022 showed that revenues exceeded expenditures by roughly \$214,700 and in June 2021, revenues exceeded expenditures by approximately \$73,996; therefore, fiscal year ending June 30, 2022 increased by roughly \$140,708 than fiscal year ending June 30, 2021.

Ms. Batten briefly mentioned the activity in the Archer Lodge Town Park PARTF Project Fund with revenues from the PARTF Grant and transfers from the Park Reserve Fund totaling \$219,664 and expenditures for design/engineering and construction amounting to approximately \$201,902.

With regards to the ARPA Fund for the period ending June 30, 2022, Ms. Batten noted that revenues for investment earnings were roughly \$669 with the first distribution of the grant itself, \$525,213, and a few expenditures totaling \$28,351.

Lastly, Ms. Batten shared, the only activity in the SCIF Fund was revenues from investment earnings at roughly \$316 and the grant amount of \$850,000. Ms. Batten had no further information and no discussion followed.

8. PLANNING/ZONING REPORT:

a) Planning | Zoning | Projects | Updates

Ms. Maybee reported the following:

- Approximately \$1M of investments have been made in the Town according to the permits issued from June 2022 to date.
- Permits were for single-family dwellings, accessory buildings, additions, and an increase in the number of solar panels.

- BOA considered a variance request for impervious surface at their June 2022 meeting and was conditionally approved.
- The Planning Board, at their July 2022 meeting, considered a major subdivision request on South Murphrey Road for 16 lots, and there is a possibility of a dedication of a shared use path located along South Murphrey Road.

b) Code Enforcement

Ms. Maybee reported that she has been in touch with Triangle J for assistance with Code Enforcement and will provide an update at a future meeting.

c) CAMPO Update

Ms. Maybee reported the following:

- This upcoming Wednesday, Ms. Maybee will be participating in a Southeast Area Study (SEAS) meeting at the Clayton Town Hall for the Technical Coordinating Committee (TCC) members to discuss the needs in Archer Lodge and surrounding communities.
- The regular NC Capital Area Metropolitan Planning Organization (CAMPO) will be having a regular TCC meeting on August 4, 2022 to discuss the preliminary draft to the State Transportation and Air Quality Plan and the Triangle Feasibility Study will be presented.
- Chad Meadows will discuss the Comprehensive Land Use Plan and ETJ at the August 15, 2022, Work Session.

Discussion followed.

9. MAYOR'S REPORT:

- a) Mayor Mulhollem shared that Mr. Ted Budd, Republican Candidate for the US Senate, will be visiting C. E. Barnes Store on Tuesday, August 2, 2022, at 10:00 a.m.**

10. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson recommended wearing a hat for protection from the sun and staying cool due to the extreme heat.**

-
- b) Council Member Jackson questioned whether a tax rate could be considered in a budget amendment. Ms. Batten advised a tax rate change can only be done with the fiscal year budget and the deadline was June 30th. Mr. Jackson noted that he was absent when the budget and tax rate was voted on, but was not in approval of the increase for the Town.**

-
- c) Council Member Purvis had no remarks.**
-
-

11. ADJOURNMENT:

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

Moved by: Council Member Wilson

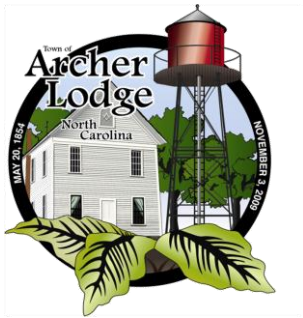
Seconded by: Council Member Jackson

Adjourned meeting at 8:58 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



**Work Session - Minutes
Monday, August 15, 2022**

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

Council Member Bruton

GUESTS PRESENT:

Chad Meadows, CodeWright Planners, LLC
Hearbert Locklear, Planning Board Vice Chair
Chris Cipriani, Planning Board Member
Terry Barnes, Planning Board Member

Page

1 WELCOME/CALL TO ORDER:

- a) **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.**

2 OLD BUSINESS:

- a) **Mike Gordon, Town Administrator - Update on Town Park**

Mr. Gordon reported the following:

- After consulting with Attorney Burrell, Staff amended the current contract with J.M. Daniels Construction Co. to begin Phase II of the Park Project.
- Working on erosion control.
- Requesting quotes for ballfield fencing.
- Looking at the using sod versus sprig grass on the ballfields because of time of year.
- Consulting with Attorney Burrell regarding a contract/lease with the Archer Lodge Community Center and will present to the ALCC Board for discussion.
- Requesting quotes for a maintenance building to store equipment and offices for staff at the park.

- b) **Mike Gordon, Town Administrator - Introduction of New Hire for the Human Resources Officer/Town Clerk Position, Ms. Jennifer (Jenny) Martin**

Mr. Gordon introduced the newest member of Staff, Ms. Jenny Martin, Human Resources Officer/Town Clerk. He noted that Ms. Martin was formerly employed by Johnston County's Human Resources Department. Everyone applauded and welcomed Ms. Martin.

3 NEW BUSINESS:

4 - 34

- a) **Julie Maybee, Town Planner, and Chad Meadows, CodeWright Planners -
Review the Status of Goals Outlined in the 2015 Comprehensive Land Use Plan and Discuss Future Goals including, but not limited to, Archer Lodge Extra Territorial Planning Jurisdiction (ETJ).**

Ms. Maybee thanked the planning board members that were present for the meeting. She shared that Mr. Meadows would be presenting a presentation on updating the Town's Comprehensive Land Use Plan, the goals and what to expect in the future.

Mr. Meadows presented a PowerPoint Presentation, and it appears following the signature page of the minutes.

Points of Interest:

- Current Land Use Plan was adopted in 2015 - 7 years old.
- Chapter 160D - In 2019, North Carolina overhauled the laws and mandated the Comprehensive Land Use Plan be updated every 5 years.
- Time is of the essence for an Extra Territorial Jurisdiction (ETJ).
- The Town will have a significant increase in population.
- Voluntary annexation needs tools in the "toolbox" for negotiations with landowners.
- Involuntary annexation is legal but expensive and requires a referendum by those being annexed and those already in town.
- The State Constitution allows up to one-mile ETJ and it depends on the population.
- Larger cities/towns can go up to a two-mile ETJ.
- Sewer is very important for the Town.
- Town's vision statement: low taxes and with limited commercial growth, however, ***the two do not go together!***
- Preferences: small businesses, medical offices, grill, bank, no industrial
- Destiny of commercial growth - must have SEWER and MEANS OF TRANSPORTATION.
- Plan for Community Development, Workforce Development, Economic Development and Infrastructure.

Due to time restrictions, Mr. Meadows shared that he would discuss Part 2 - New Goals and Objectives at a later date. Discussion throughout the session.

Mayor Mulhollem thanked Mr. Meadows and the Planning Board Members for attending.

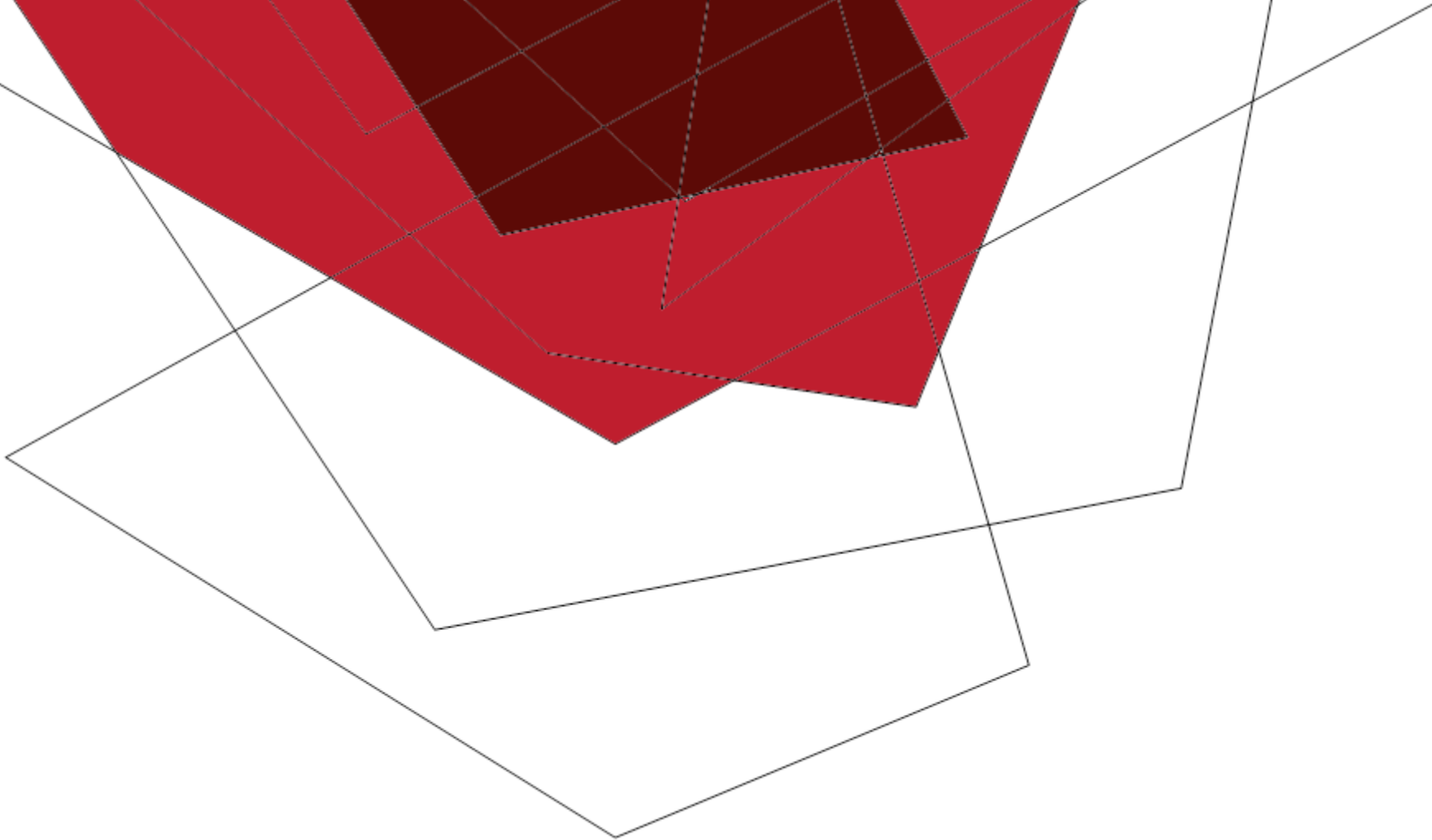
[Comprehensive Plan Update Worksession 08.15.22](#)

4 ADJOURNMENT:

- a) **Having no further business, Mayor Mulhollem adjourned meeting at 8:22 p.m.**

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



ARCHER LODGE

Land Use Plan Update

Town Council Work Session 8-15-22



COMPREHENSIVE PLAN UPDATE

Introductory discussion



Town Council Meeting 4.18.22

Land Use Plan Observations

18

- ❑ 7 years old – update due
- ❑ Population/demographic data is from 2010
- ❑ Made some progress on plan objectives, including new UDO
- ❑ Continuing/accelerated growth rates
- ❑ Complete 540
<https://www.ncdot.gov/projects/complete-540/Pages/default.aspx>
- ❑ Clayton ETJ expansion

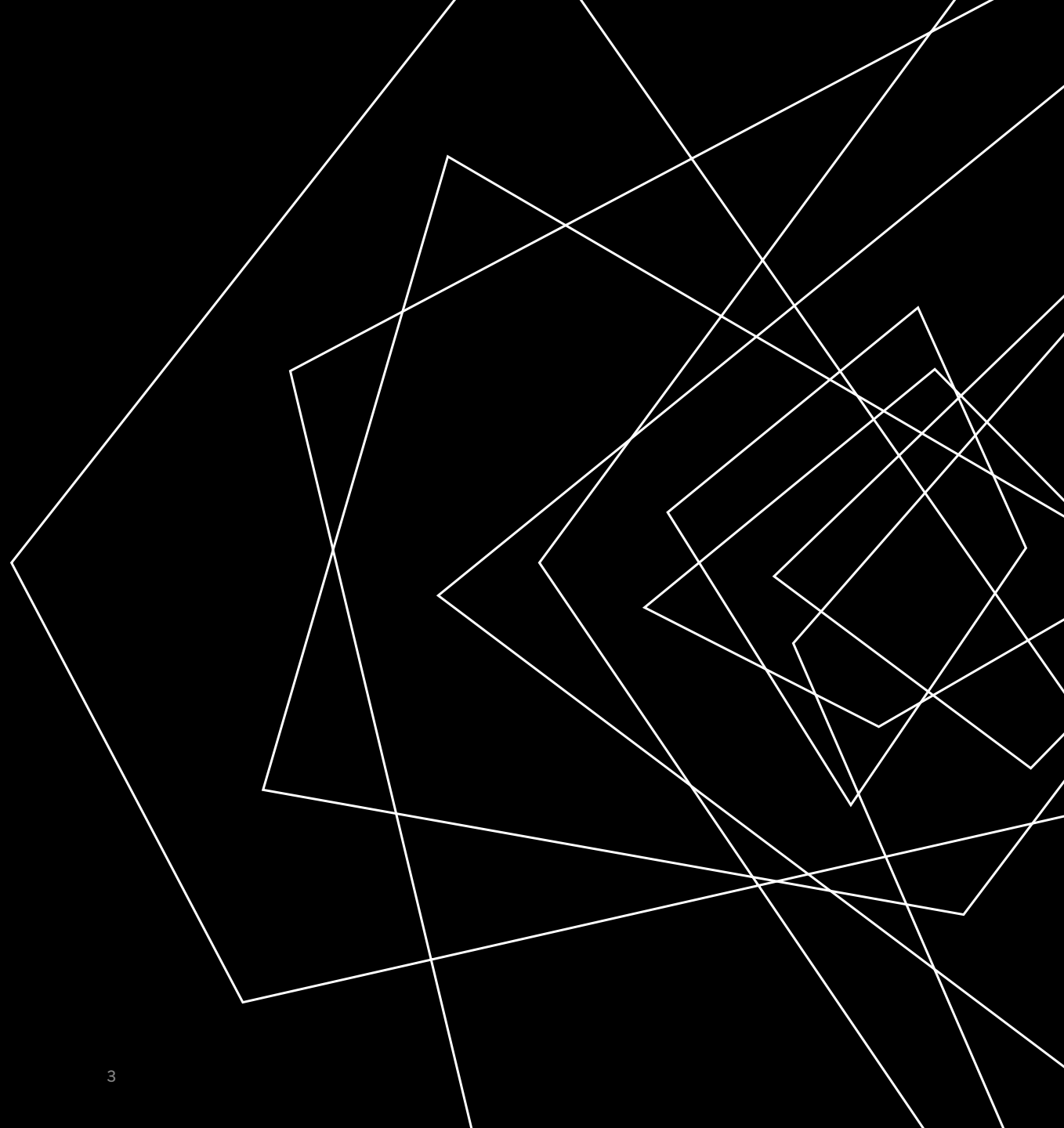
Land Use Plan Update - Tasks

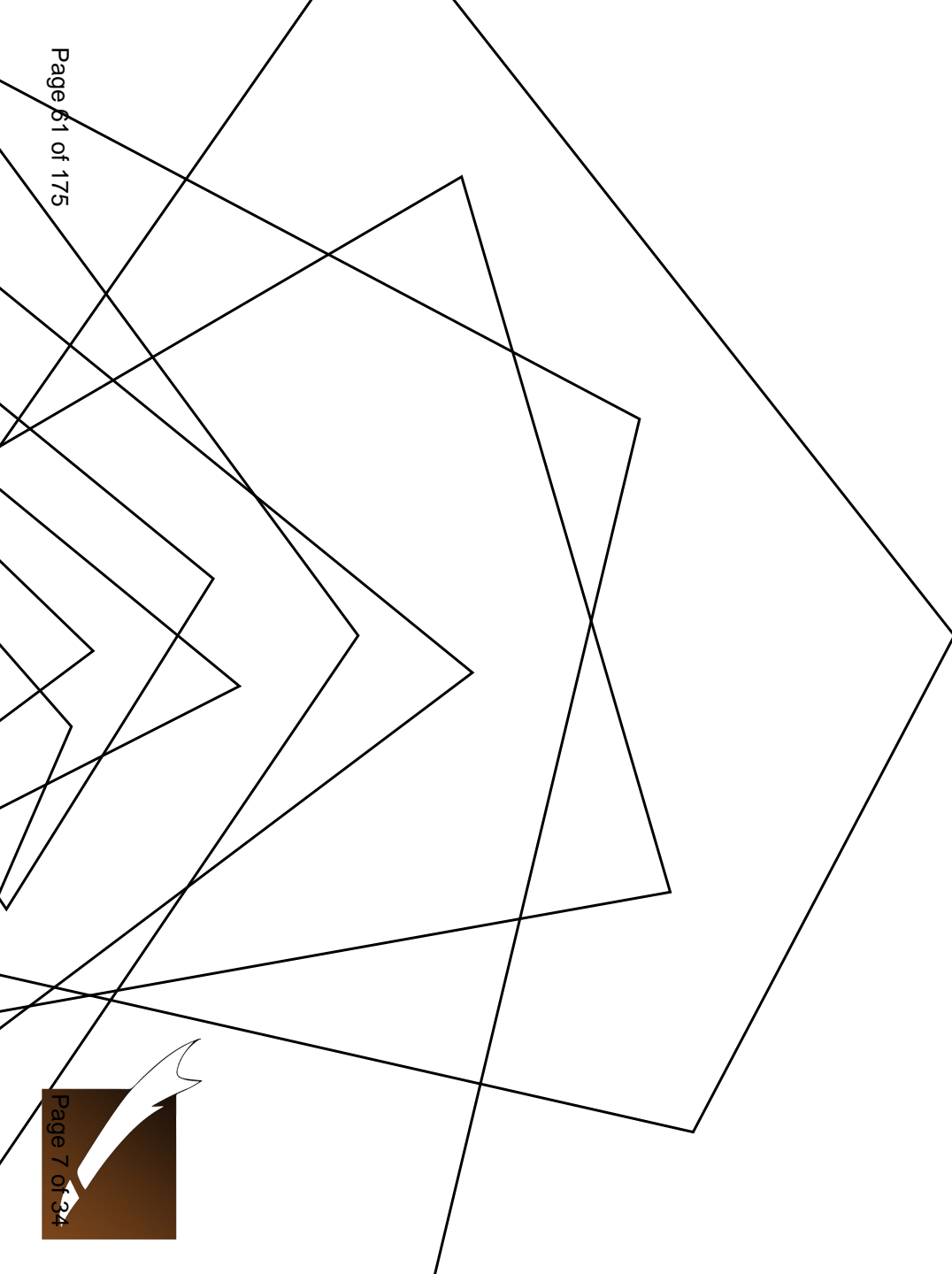
27

1. **Town Council Work session**
Review and update areas of inquiry
2. **Data Update**
Population, permitting, projections
3. **Public Forum**
Vision, mission, top 3 future goals
4. **On-line Survey**
Follow up on forum input
5. **Draft Text**
6. **Adoption**

LAND USE PLAN UPDATE

- Review current Land Use Plan
- New goals & objectives
- Process for update





PART 1 REVIEW CURRENT LAND USE PLAN



CH 2 WHO WE ARE

Population, Demographics, Survey Results

CH 3 WHERE DO WE WANT TO BE

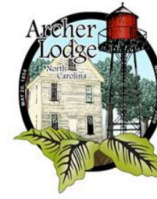
Community Vision

CH 4 PLAN ELEMENTS

Existing Conditions & Goals (6 Topics)

CH 5 HOW DO WE GET THERE

Action Plan, Use Categories, Monitoring



Town of Archer Lodge

North Carolina's Newest Town

Recommended to the Planning Board by the Steering Committee on 10-14-14
Recommended to the Town Council by the Planning Board on 12-17-14
Adopted by the Town Council after a public hearing on 03-09-15



2030

Comprehensive Land Use Plan

Adopted March 9, 2015



CH 2 WHO WE ARE

POPULATION

Growth, projections (to 2030), age distribution, health (?)

HOUSING

Ownership, value, age of housing, housing types

INCOME

Household income, per capita income, poverty

EDUCATION

Attainment

EMPLOYMENT

Employment by sector, unemployment rate (county), commuting

NEEDS:

Growth projections to 2050

Detail on housing sizes, types

Detail on permitting trends

Detail on traffic counts

4836

CH 3 WHERE DO WE WANT TO BE

VISION

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

COMMUNITY SURVEY

- Prefer rate of growth to increase slightly or stay the same
- Protect/rebuild/restore historic properties
- Like small town atmosphere & recreational events
- Want to remain a small town with residential growth, limited commercial growth, low taxes

NEEDS: update

CH 4 PLAN ELEMENTS

1. COMMUNITY DEVELOPMENT

Existing conditions/**Goal**

Archer Lodge will strive to maintain a peaceful, family oriented active community

2. WORKFORCE DEVELOPMENT

Existing conditions/**Goal**

Foster job training and business opportunities that meet the needs of the Town's citizens & businesses

3. INFRASTRUCTURE

Existing conditions/**Goal**

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

4. ECONOMIC DEVELOPMENT

Existing conditions/**Goal**

Meet the needs of current and future businesses while maintaining "village" characteristic

5. ENVIRONMENTAL RESOURCES

Existing conditions

6. LAND USE PATTERNS

NEEDS:

Move some elements into existing conditions

Remove aspects un-related to land use

Review & update existing conditions

Consider new goals

CH 5 HOW DO WE GET THERE

1. Community Development

Goal: Archer Lodge will strive to maintain a peaceful, family oriented active community.

Objective: Archer Lodge will continue to have a small town feel and be a safe place to live		
Action Items	Partners	Timeframe
Inform and support with branding and advertising efforts	Town of Archer Lodge, Johnston County Tourism Authority	Short-term
Develop aesthetic non-residential building, streetscaping, landscaping, site development, parking and sign guidelines to have the desired community appearance	Town of Archer Lodge Planning Board and Town Council, Realtors, Developers	Short-term
Provide events that encourage community involvement		On-going
Objective: Encourage historic preservation, restoration and rebuilding		
Action Items	Partners	Timeframe
Organize a Historical Resources Committee (HRC)	Town of Archer Lodge, Archer Lodge Community Center, Johnston County Heritage Center	Short-term
Identify, inventory and recognize historically significant properties as defined by HRC and provide National Registry and land conservancy information to land owners	Town of Archer Lodge, NC Farm Bureau, J. Co. Heritage Center, NC Dept of Agriculture	Medium-term
Utilize "Preservation NC" as a historical resource partner	Town of Archer Lodge, Preservation NC	Short-term
Seek out and provide information of state and federal tax credits and incentives for rebuilding and restoring buildings	Town of Archer Lodge, Preservation NC and NC Economic Development Center	Short-term
Promote historically significant properties i.e. lighted tours of historic areas at holidays	Town of Archer Lodge	Long-term

Objective: Incorporate growing greener through conservation by design as a means of responsible development and farmland preservation.		
Action Items	Partners	Timeframe
Amend the zoning and subdivision ordinances to include this concept	Town of Archer Lodge Planning Board and Town Council	Medium-term
Objective: Keep taxes low as possible		
Action Items	Partners	Timeframe
Maintaining a responsible level of expenditures based on service demands required by the Town's growth	Town of Archer Lodge	Short-term, On-going
Objective: Increase volunteerism throughout the town		
Action Items	Partners	Timeframe
Promote the need for volunteerism, designate a volunteer coordinator to generate volunteer opportunities and associated time frames, etc.	J. Co. Schools (class projects), Scout groups, Church Groups	Short-term, On-going

CH 5 HOW DO WE GET THERE

2. Workforce Development

Goal: Foster job training and business opportunities to meet the needs of the town's citizens and businesses.

Objective: Encourage accessibility to technical schools for service and skilled training		
<i>Action Items</i>	<i>Partners</i>	<i>Timeframe</i>
Have a public location with technological equipment where people can have education opportunities	Town of Archer Lodge, Johnston Co. Community College (JCC)	Long-term
Partner with JCC to foster the "High School Partnerships" program	Town of Archer Lodge, JCC, local high school	Long-term
Explore opportunities for people to attend continuing education programs	Town of Archer Lodge	Medium-term
Plan for and implement access to fiber optic nodes	Town of Archer Lodge, Johnston Co. Schools, Service Providers	Medium-term
Objective: Have a local business incubator		
<i>Action Items</i>	<i>Partners</i>	<i>Timeframe</i>
Build a replica of the Archer Lodge Masonic Lodge as a place for multiple uses	Town of Archer Lodge, Corinth Holders Masons, Civic Organizations	Long-term
Partner with JCC to provide information and contact sources for the Small Business Center of JCC	Town of Archer Lodge, JCCC,	Short-term

4. Economic Development

Goal: Meet the needs of current and future businesses

Objective: Encourage and support small local business growth (home and cluster)		
<i>Action Items</i>	<i>Partners</i>	<i>Timeframe</i>
Promote the type of businesses that are a "good" fit for Archer Lodge	Town of Archer Lodge, Johnston County Economic Development Council, Cooperative Extension	Short-term
Objective: Create partnerships with the farming community		
<i>Action Items</i>	<i>Partners</i>	<i>Timeframe</i>
Support Farmer's Market Committee	Town of Archer Lodge, Cooperative Extension, SWCD, Farm Bureau, NC Grange, equestrian groups, High School FFA, Boy Scouts	Short-term and ongoing
Identify and partner with the expanded network of agri-related interest groups	Same as above	Short-term
Objective: Direct small business development around the county store		
<i>Action Items</i>	<i>Partners</i>	<i>Timeframe</i>
Develop a public sewer plan that may include connecting to established regional sewer systems.	Town of Archer Lodge, Johnston County Utilities, Developers and Property Owners	Long-term

CH 5 HOW DO WE GET THERE

3. Infrastructure

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

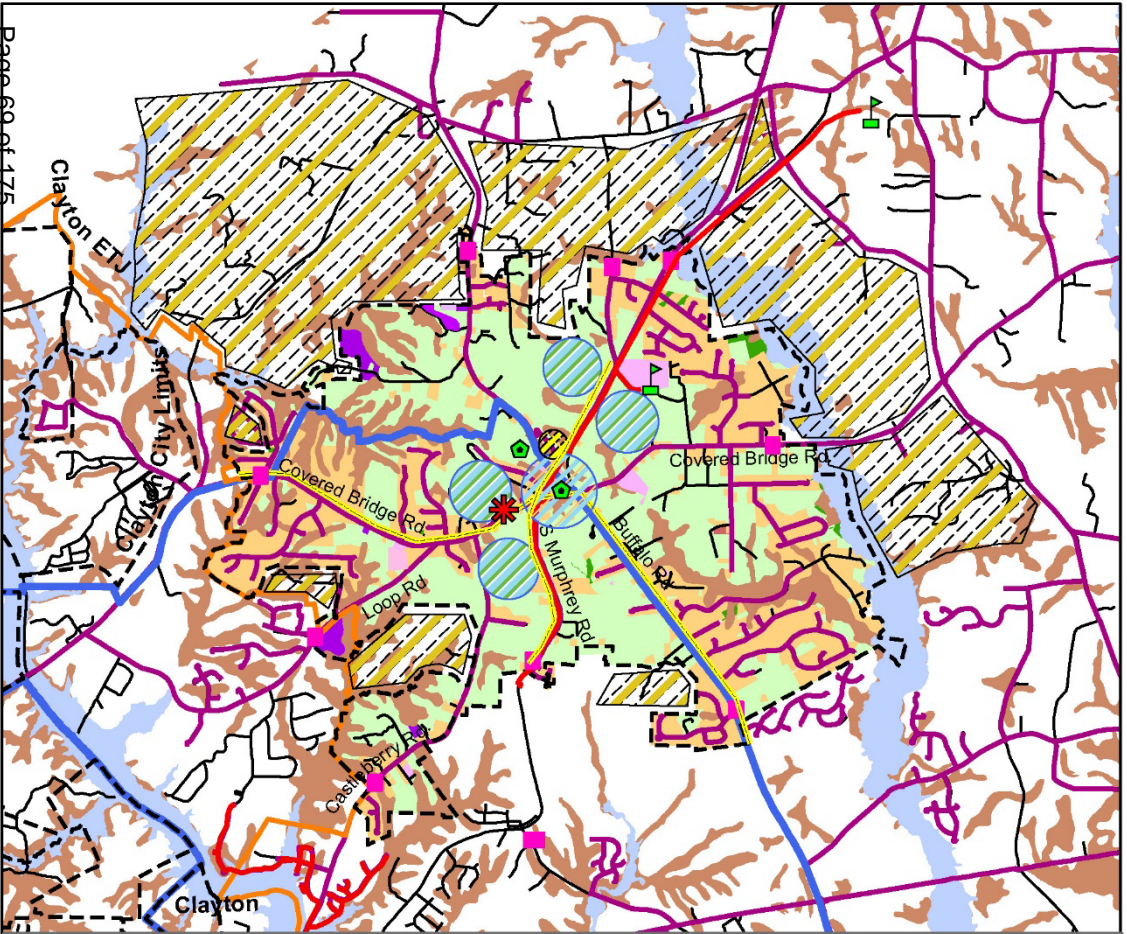
Objective: Encourage active and passive open space connectivity		
Action Items	Partners	Timeframe
Seek funding support for trail work such as "Adopt a trail" for existing trails	NCDENR-Darrell McBaine	Long-term
Partner with public and private organizations to plan, map, design, build and connect trails and recreation facilities	Town of Archer Lodge, Property Owners, Duke Energy, developers NCDOT, NCDENR, PTA, School System, County Tourism, County Commissioners, Riverdale Subdivision, Flower's trails, Johnston Co. Schools	Medium-term
Objective: Increase recreational capital improvements		
Action Items	Partners	Timeframe
Create and allocate an acceptable annual budget that contributes to a Town recreational capital improvement fund	Town of Archer Lodge	Short-term
Encourage use of an open space fee in lieu for residential developments and review Town Ordinances for equitable applications	Town of Archer Lodge Planning Board and staff	Short-term
"Land bank" properties for future recreational uses (50 acre goal)	Johnston County schools, County Commissioners, Town of Archer Lodge, LWCF	Long-term
Create a recreational plan with programs for all ages	Schools, County Commissions, Community Center	Short-term

Objective: Develop transportation relationships with county, state and federal agencies		
Action Items	Partners	Timeframe
Maintain relationships with transportation related organizations and participate in regional initiatives	CAMPO, Johnston County Visitors Bureau, NCDOT,	Short-term, Ongoing
Objective: Focus on complete streets design concepts incorporating multi-modal forms of transportation that incorporate bicycle, pedestrian and public transportation		
Action Items	Partners	Timeframe
Develop an "Infrastructure Statement" to submit to NCDOT (sidewalk and crosswalk requirements)	Town of Archer Lodge, Schools and NCDOT	Short-term and On-going
Participate in an "Active Routes to Schools" campaign	Town of Archer Lodge, Schools and NCDOT	Short-term and On-going
Plan for pedestrian and bicycle safety through the "Watch for Me NC" plan	Town of Archer Lodge, Schools and NCDOT	Short-term and On-going
Review Town Ordinances for compliance with objective	Town of Archer Lodge Planning Board	Medium-term
Objective: Consider environmental protection with all planning		
Action Items	Partners	Timeframe
Have adequate stormwater regulations and enforcement for all development that is coordinated with the County Erosion Control Authority	Town of Archer Lodge, Johnston County Public Utilities (Stormwater Section)	Short-term, Ongoing
Educate the public on the importance of a well maintained private septic system	Town of Archer Lodge, Johnston County Environmental Health	Short-term, Ongoing
Objective: Allow ample space for enhancing recreational activities and healthy living		
Action Items	Partners	Timeframe
Approach schools to execute a joint use agreement that allows the Town access to their recreational facilities	Town of Archer Lodge and schools	Short-term

CH 5 HOW DO WE GET THERE

Land Use Categories

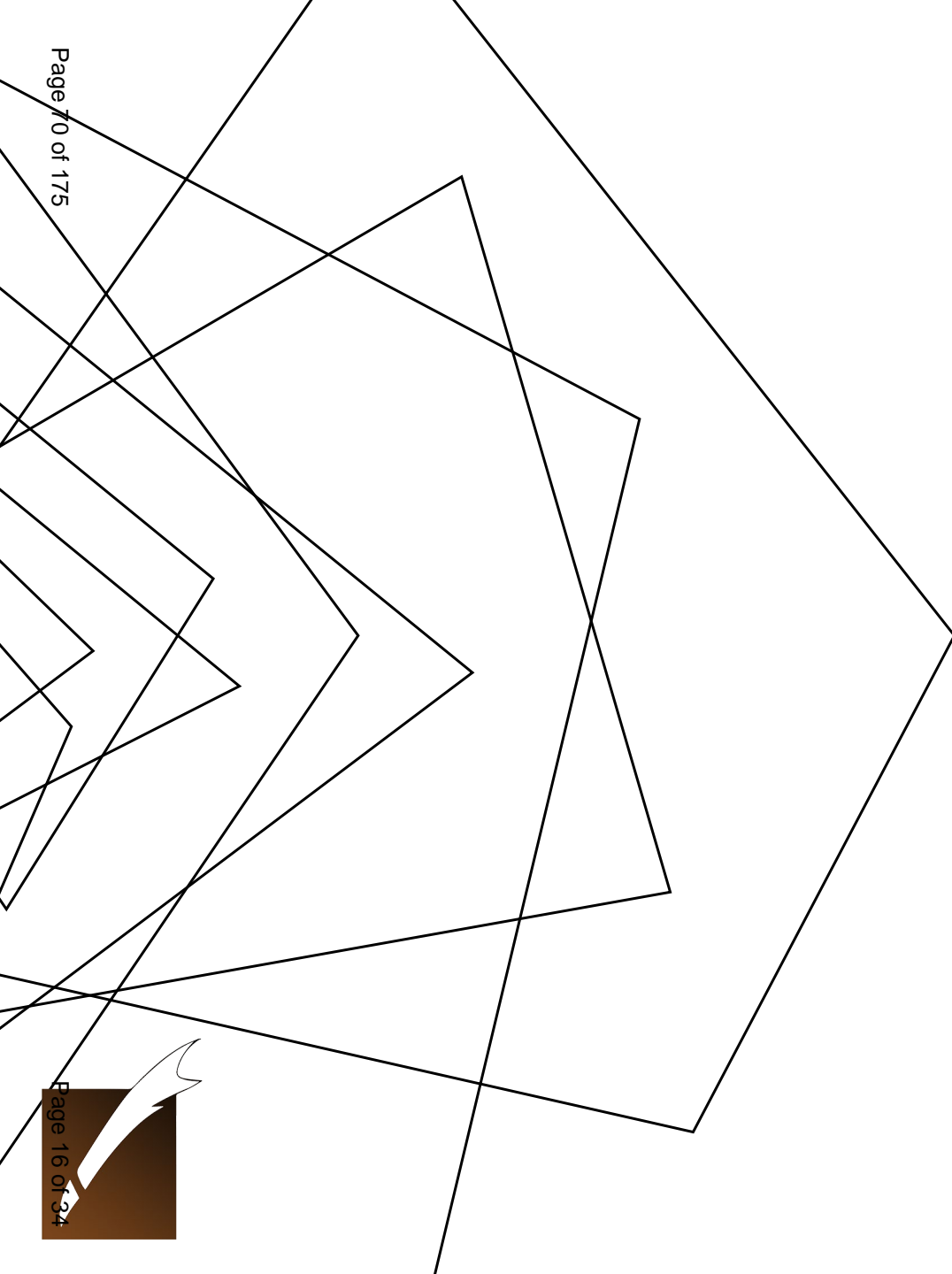
- Agriculture
- Open Space
- Neighborhood Business, Community Business & Offices
- Institutional and Public
- Residential
Low to medium density, Suburban density, Mixed use
- Gateway Corridors & Special Focus
Covered Bridge & Buffalo Roads



Town of Archer Lodge, North Carolina
Future Land Use Map

Legend

Possible Future Growth	Residential	Waterlines
Possible Future Residential Growth	Commercial	Sewer
Possible Small Commercial & Mixed Use	Institutional	100 Year Flood Plain
Governmental	Ded Open Space	Protected Water Supply Watershed
Future Bike/WalkWay	Undeveloped	Soil Limitations (severe wetness/perks slowly)
School	Historical Site	N
Gateway	Fire Station	5,300 Feet



PART 2 NEW GOALS AND OBJECTIVES



INFRASTRUCTURE

LAND USE POLICY

STUDY AREA / ETJ

PARKS & RECREATION

OTHERS?



INFRASTRUCTURE

ADMINISTRATION/PLANNING

Administrator (pt), Town
Clerk/Finance Officer(ft); Deputy
Clerk(ft); Human Resources/Town
Clerk (ft); Town Planner (pt);

LAW ENFORCEMENT

Johnston County Sheriff Dept.

FIRE PROTECTION

North Side Fire Dept.
(2 stations)

POTABLE WATER

private wells /
Johnston County Public Utilities

TRASH/RECYCLING

Private

RECREATION

Archer Lodge Community
Center
Archer Lodge Town Park

STREET LIGHTS

Town owned

PUBLIC TRANSPORTATION

JCATS

SANITARY SEWER

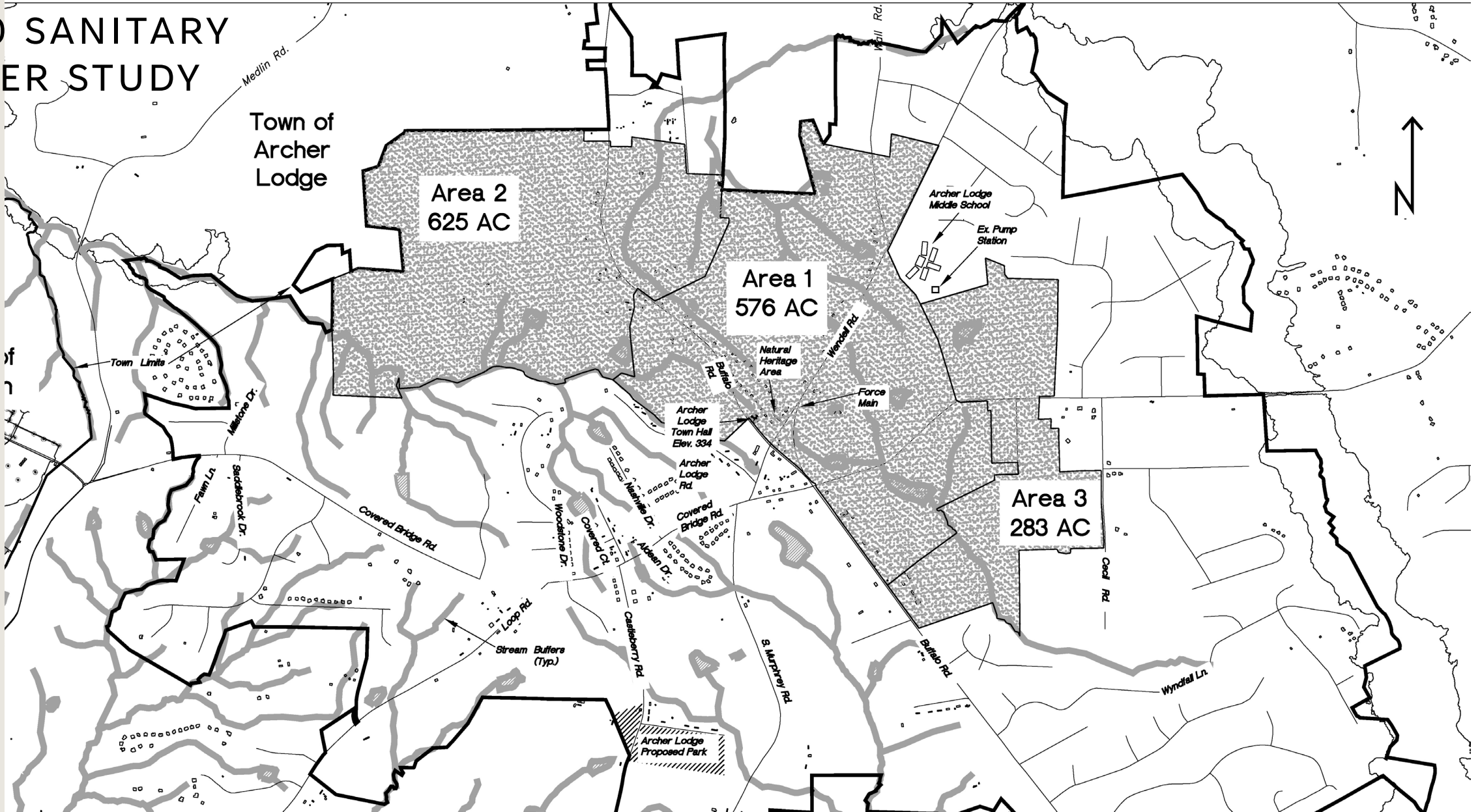
?????
Private septic systems

STREETS

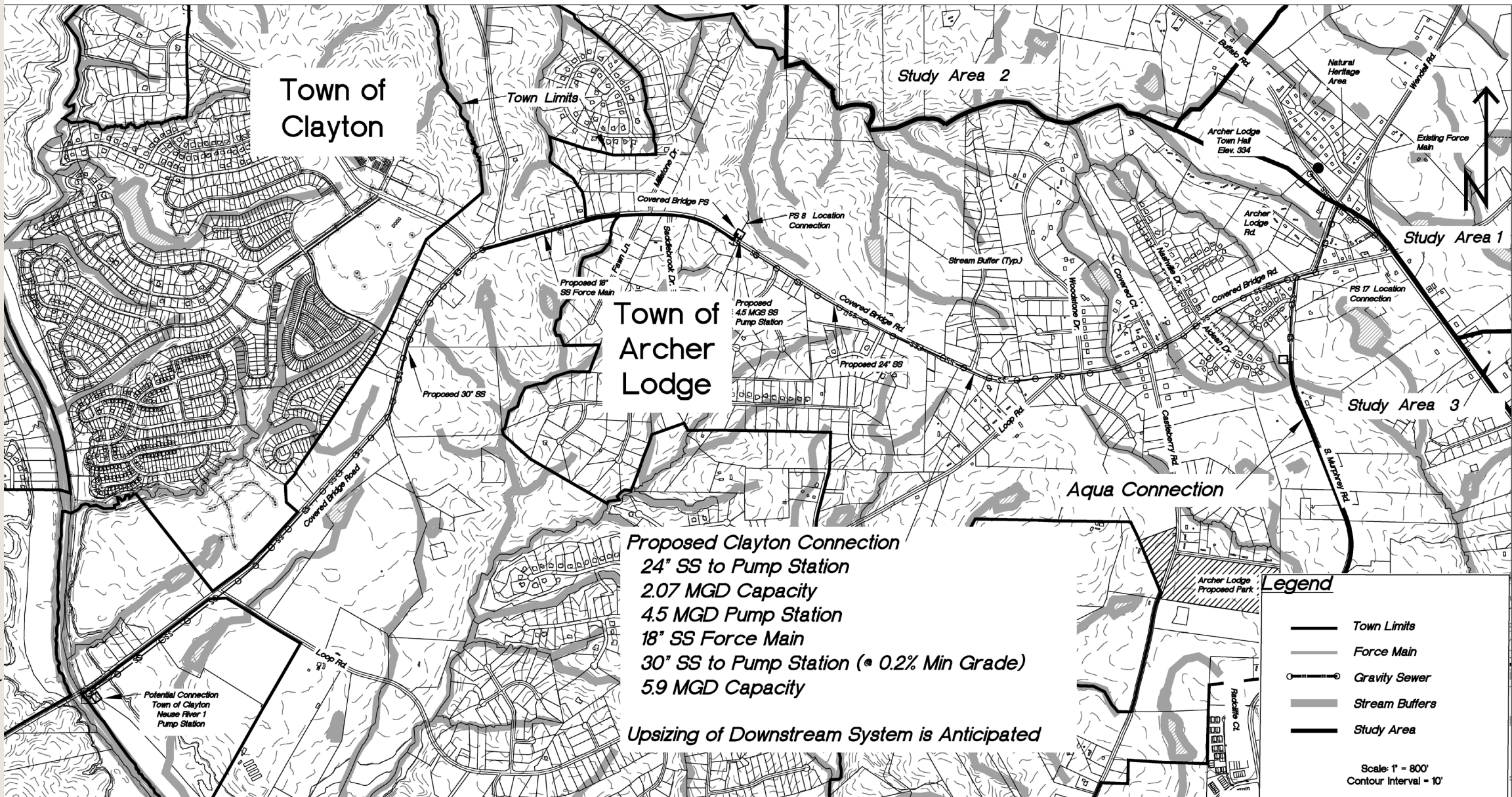
NCDOT/ private
(No Town owned)



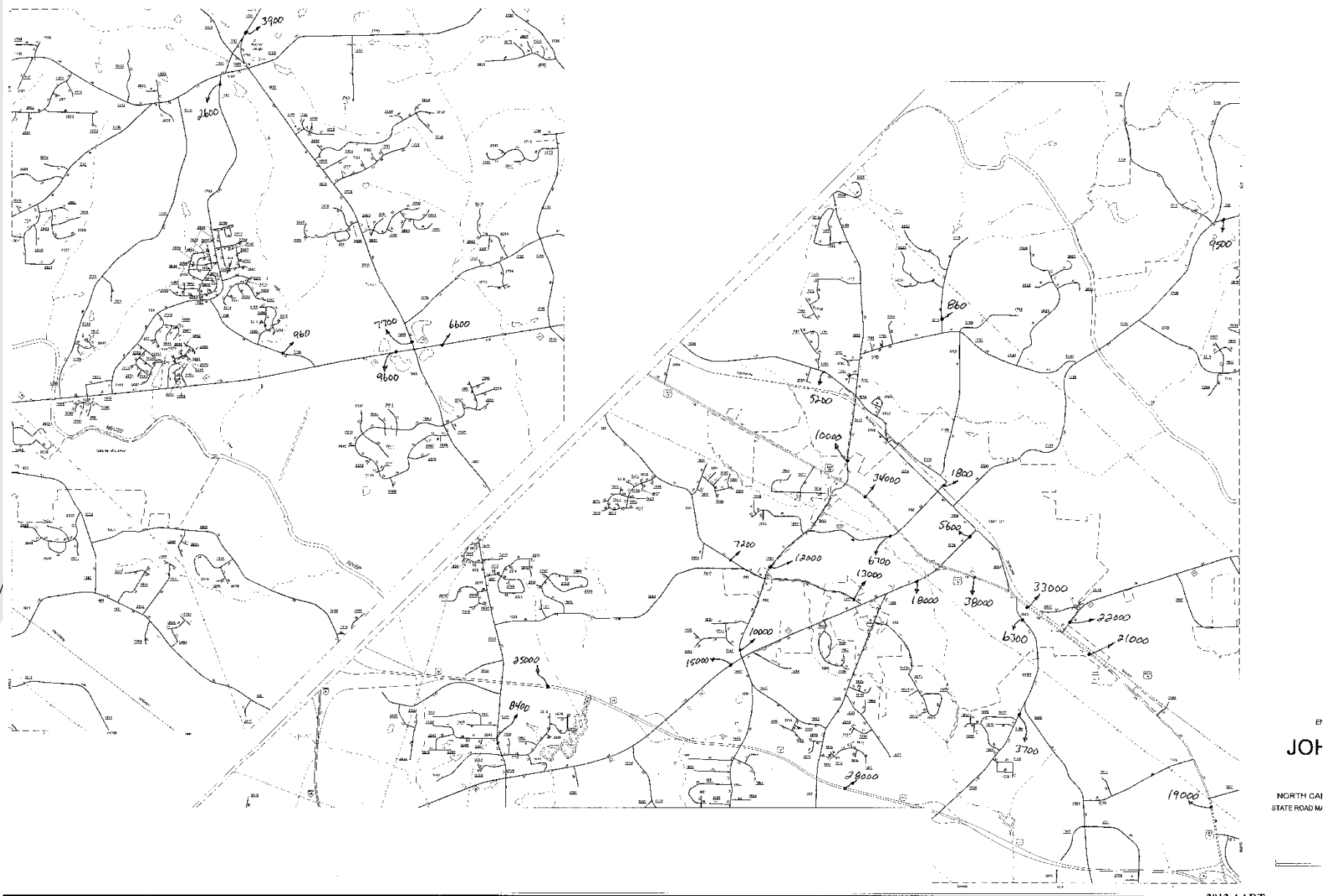
2020 SANITARY SEWER STUDY



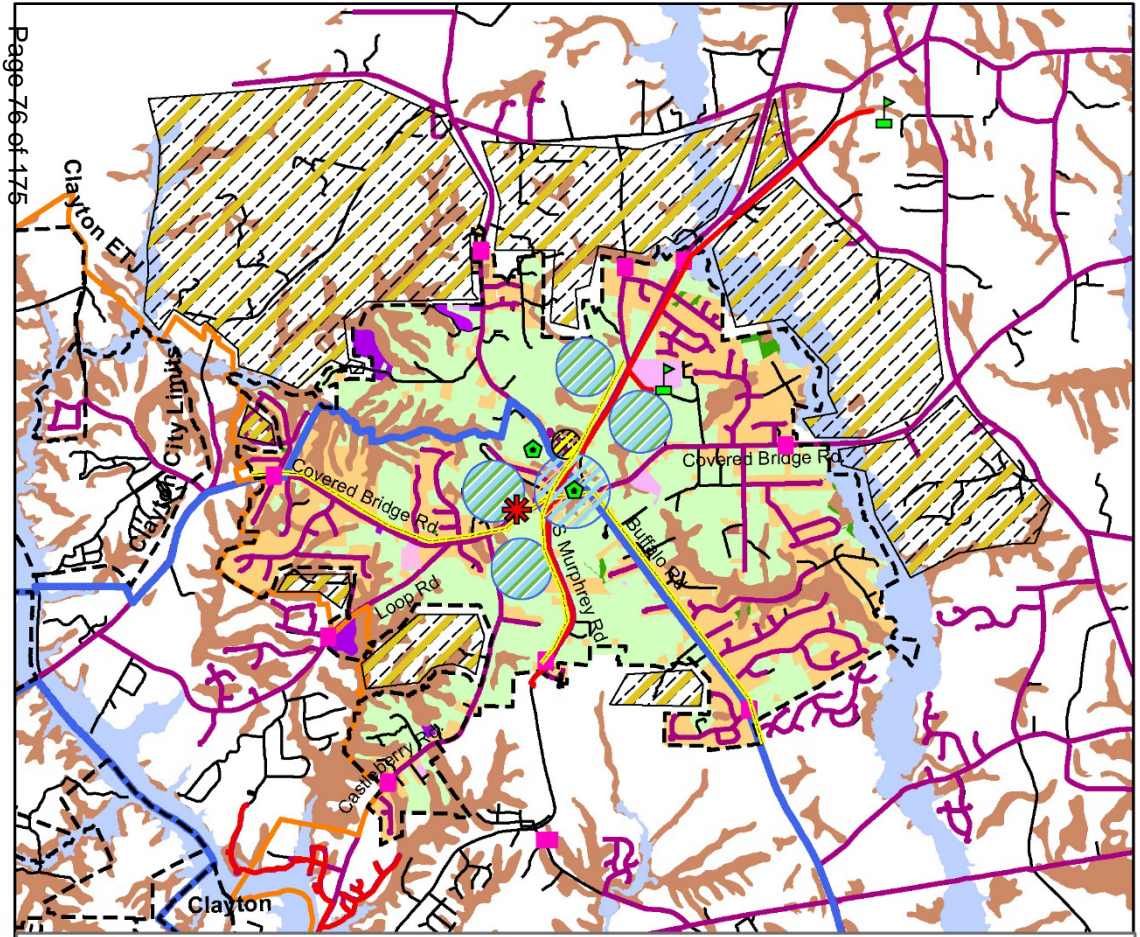
2020 SANITARY SEWER STUDY



2012 TRAFFIC COUNTS



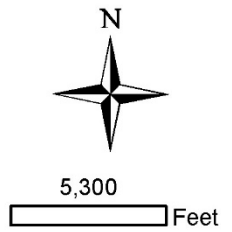
2012 AADT
 ANNUAL AVERAGE DAILY TRAFFIC
 JOHNSTON COUNTY
 COMPILED BY TRG
TRAFFIC SURVEY GROUP
 TRANSPORTATION PLANNING BRANCH



Town of Archer Lodge, North Carolina Future Land Use Map

Legend

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> Possible Future Growth Possible Future Residential Growth Possible Small Commercial & Mixed Use Governmental Future Bike/WalkWay School | <ul style="list-style-type: none"> Residential Commercial Institutional Ded Open Space Undeveloped Historical Site Gateway | <ul style="list-style-type: none"> Waterlines Sewer 100 Year Flood Plain Protected Water Supply Watershed Soil Limitations (severe wetness/perks slowly) Fire Station |
|--|--|---|



LAND USE

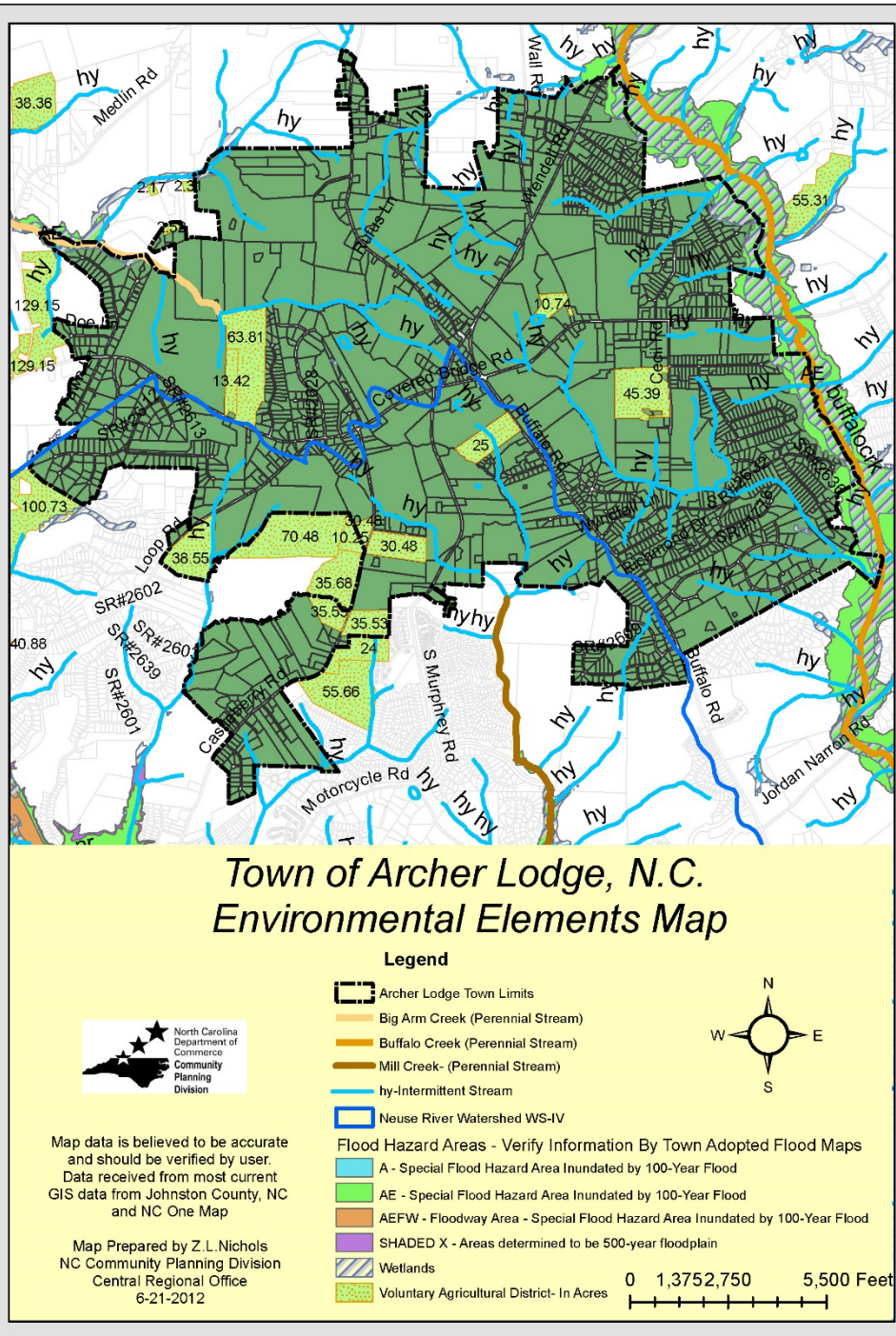
Agriculture/Forest	3,277	59%
Residential	2,036	36%
Open Space (in subdiv)	111	2%
Commercial	80	1%
Institutional (gov't)	77	1%
Industrial	3	<1%
TOTAL	5,584	
Approx. Developed		41%

AGRICULTURE

- 5 AC min lot size
- Encourage Agricultural Conservation Districts
- Discourage subdivisions in rural areas not supported by public utilities
- Separate agriculture from other uses with buffers

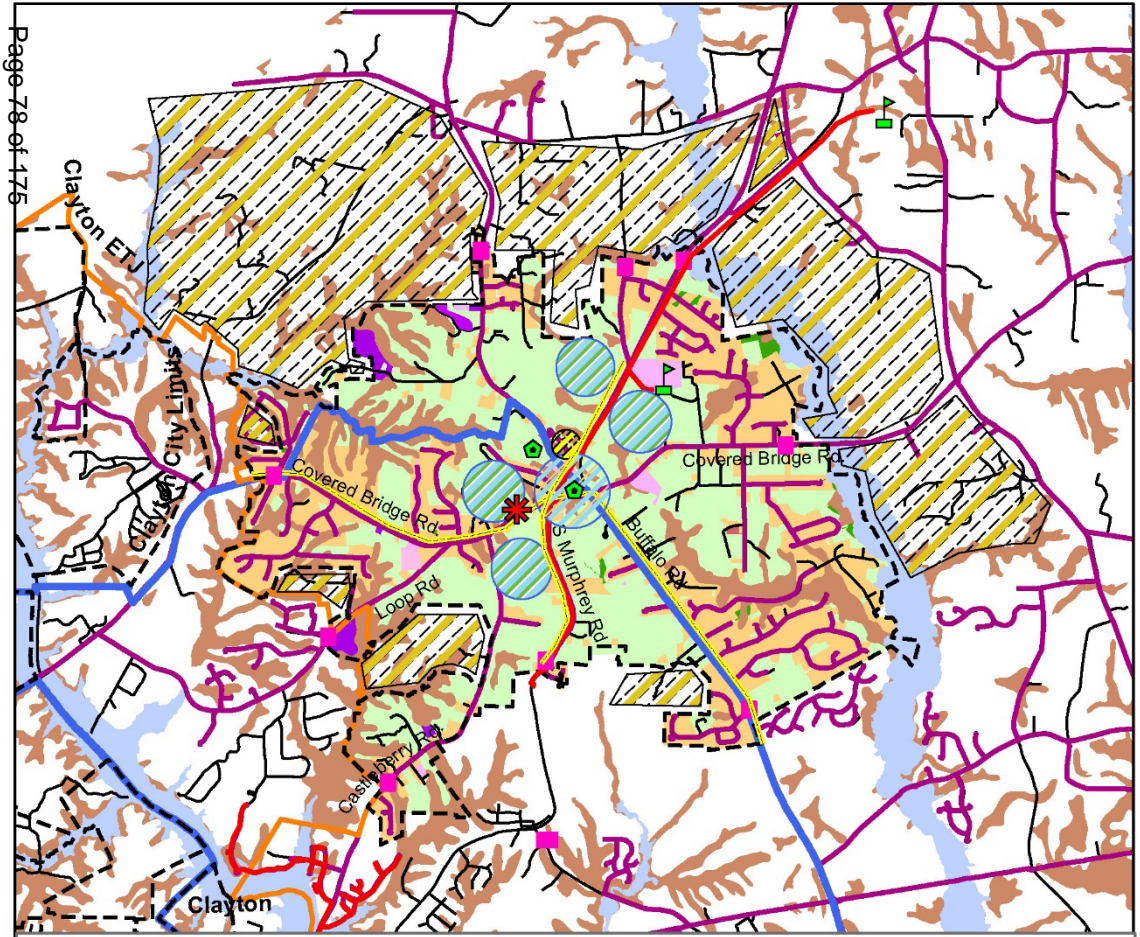
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OPEN SPACE (CONSERVATION VS. RECREATION)

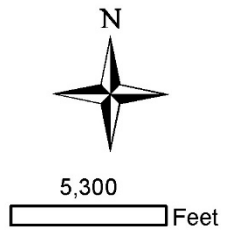
- Establish conservation design standards
- Develop flexible parking standards – to minimize runoff
- Preserve water sources
- Identify new facilities/recreation areas
- Increase available land via set aside or fee requirement



Town of Archer Lodge, North Carolina Future Land Use Map

Legend

- Possible Future Growth
- Possible Future Residential Growth
- Possible Small Commercial & Mixed Use
- Governmental
- Future Bike/WalkWay
- School
- Residential
- Commercial
- Institutional
- Ded Open Space
- Undeveloped
- Historical Site
- Gateway
- Waterlines
- Sewer
- 100 Year Flood Plain
- Protected Water Supply Watershed
- Soil Limitations (severe wetness/perks slowly)
- Fire Station

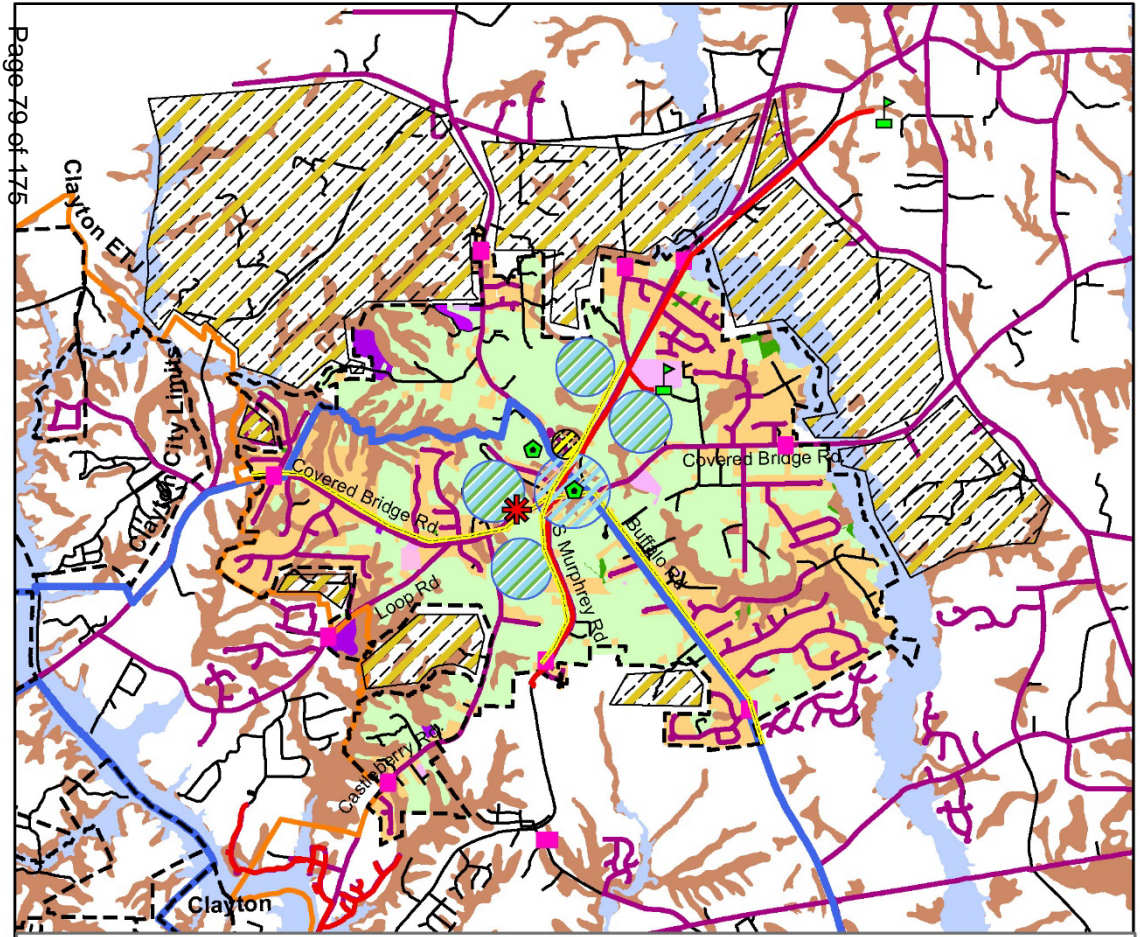


LAND USE

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NEIGHBORHOOD BUSINESS, COMMUNITY BUSINESS, OFFICES (TOWN WIDE VS. DOWNTOWN)

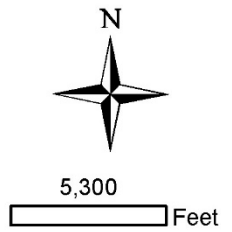
- Access to arterials/collectors
- Public water & sewer
- Retail 125,000 sf
- Buffers adjacent to residential
- Pedestrian linkage
- Appearance compatibility standards
- Update sign ordinance
- Review landscaping standards
- Require underground wiring
- Discourage suburban development in downtown (buildings to streets)
- Reuse existing buildings in downtown



Town of Archer Lodge, North Carolina Future Land Use Map

Legend

- | | | |
|--|--|---|
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|--|--|---|

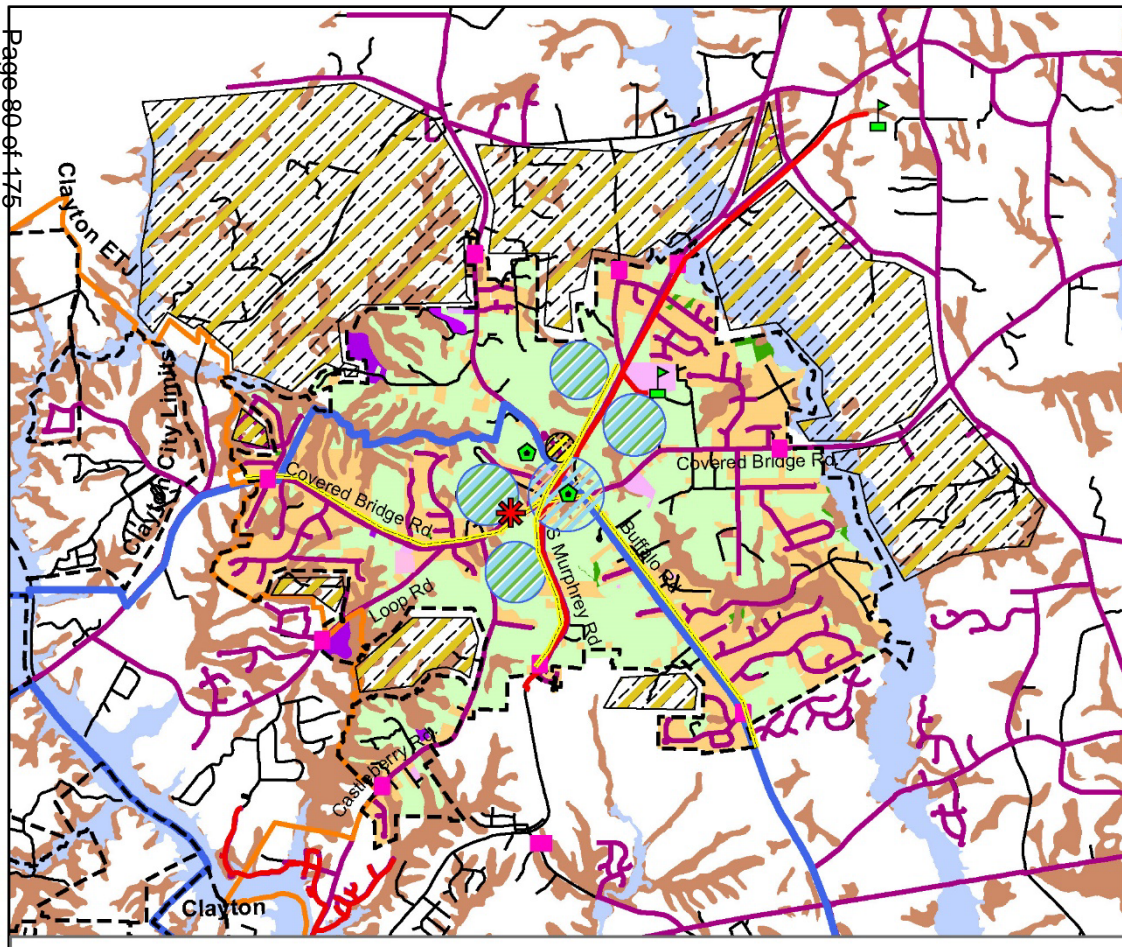


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INSTITUTIONAL & PUBLIC

- Access to arterials and collectors
- Require designations of schools within major new residential developments
- Develop a defined growth area



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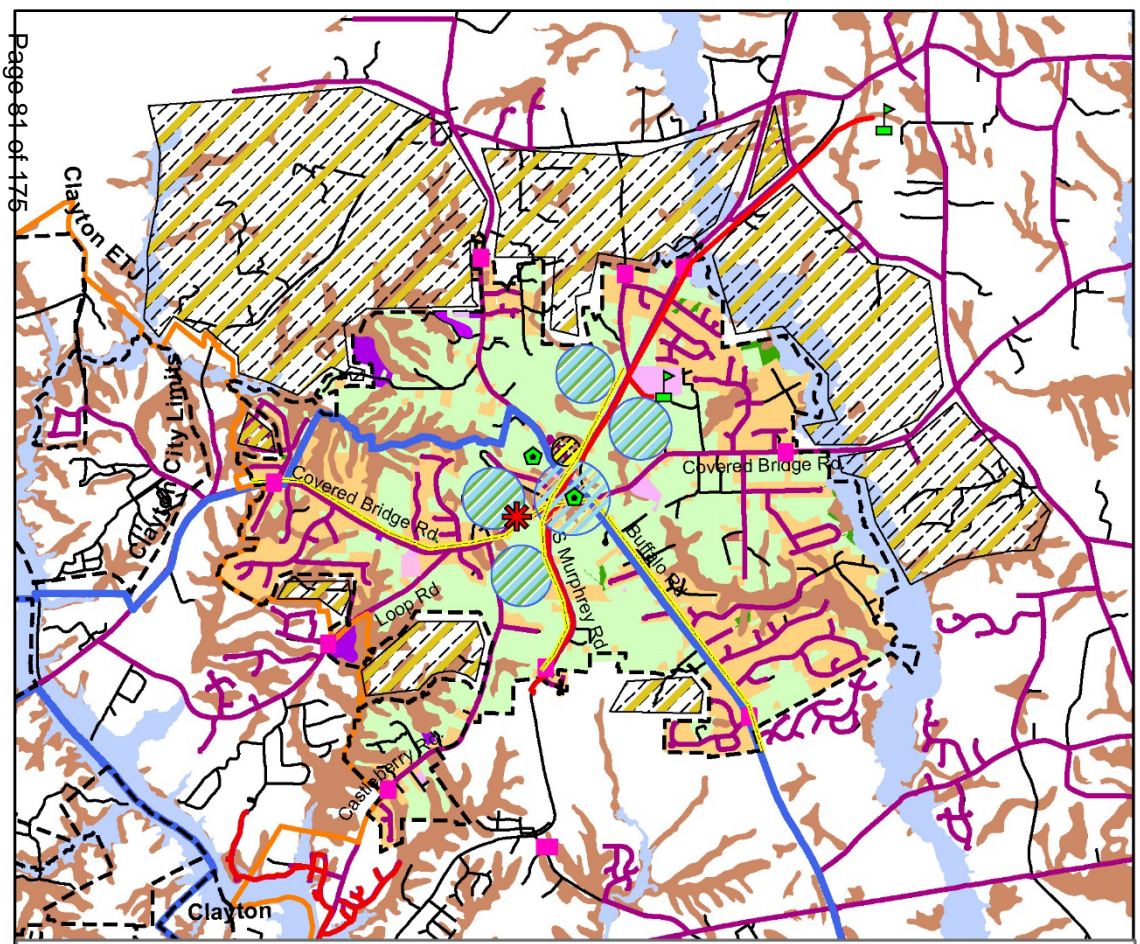
LAND USE

RESIDENTIAL

- A. LOW-TO-MEDIUM DENSITY (.5 TO 1 DU/AC)
 - Single-family detached/manufactured home
 - Public water/sewer not yet required
 - Walkable/bikeable design required
 - Curb & gutter, where appropriate

- B. SUBURBAN DENSITY (2 TO 4 DU/AC)
 - Single-family detached/Duplexes
 - Parks & recreation/ Churches, civic uses
 - Public water & sewer
 - Sidewalks, curb & gutter (along paved streets)
 - Pedestrian-friendly/traffic calming
 - APFO

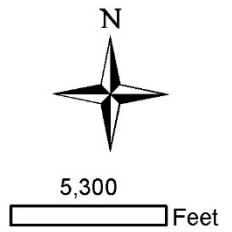
- C. MIXED-USE DENSITY (?? DU/AC)
 - Office center development
 - Single-family planned residential with retail
 - Access to arterials & collectors
 - Public water & sewer
 - Recreational facilities
 - Buffers to surrounding areas/Landscaping
 - Pedestrian linkage with adjacent developments



Town of Archer Lodge, North Carolina Future Land Use Map

Legend

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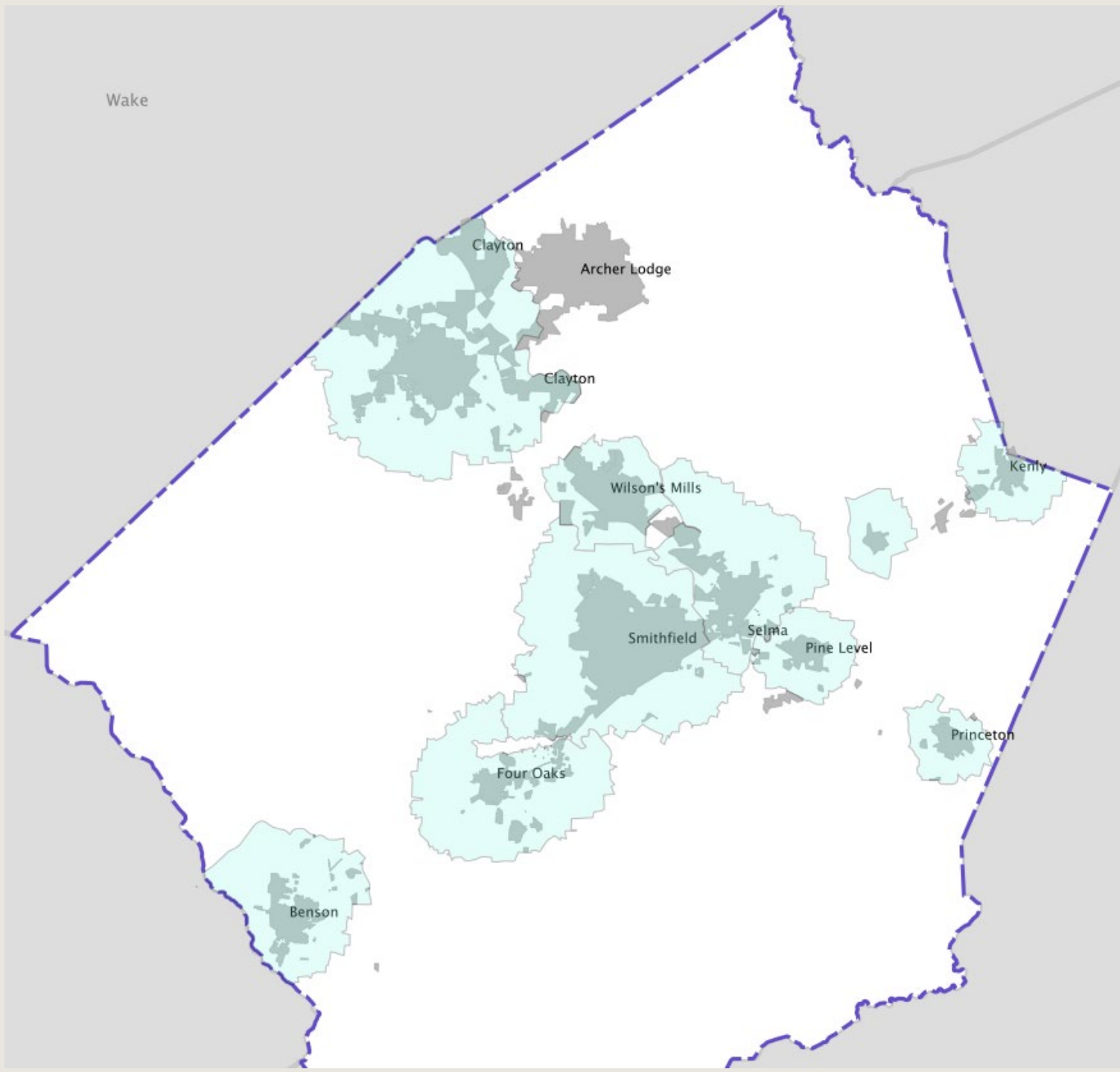
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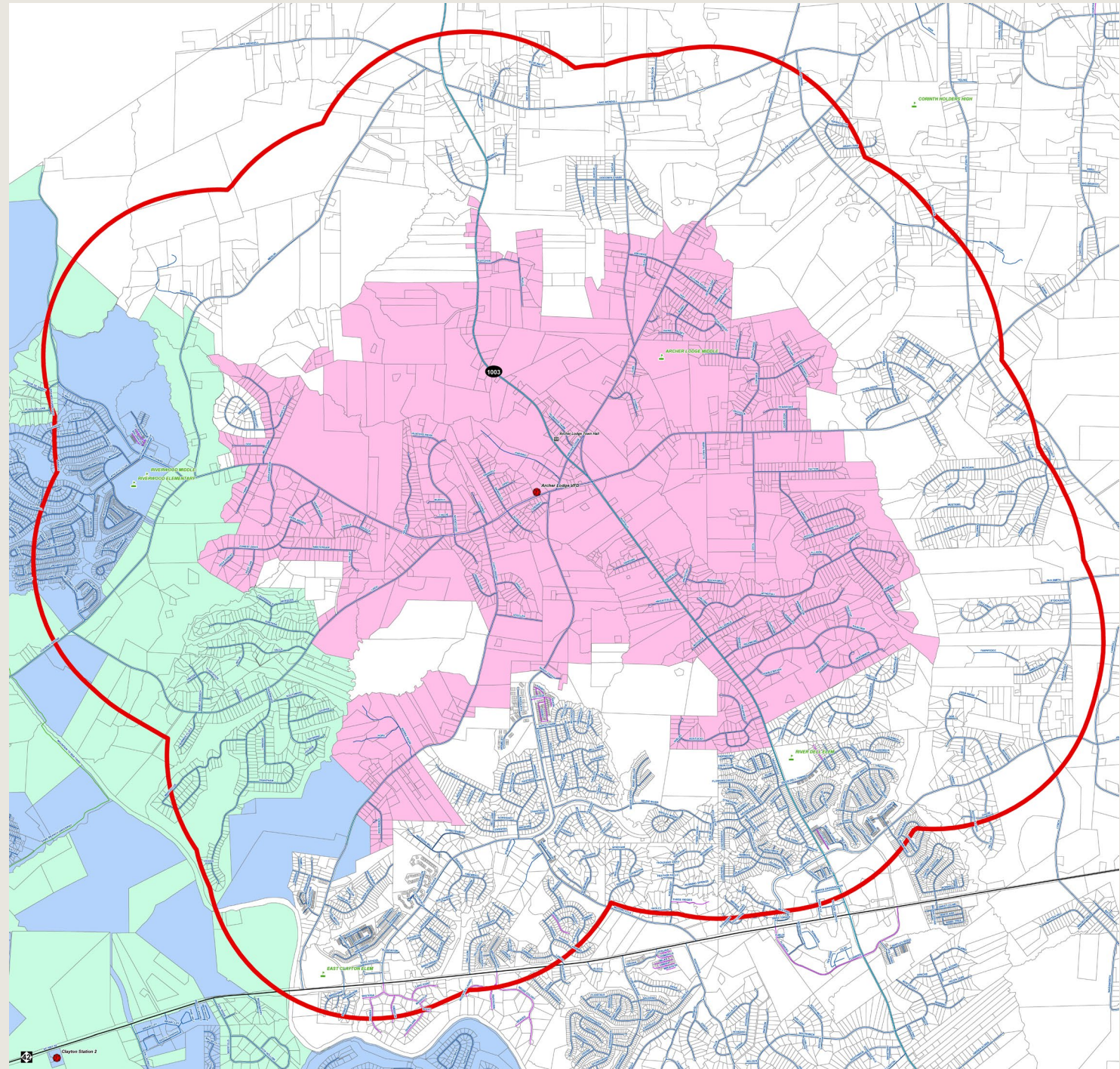
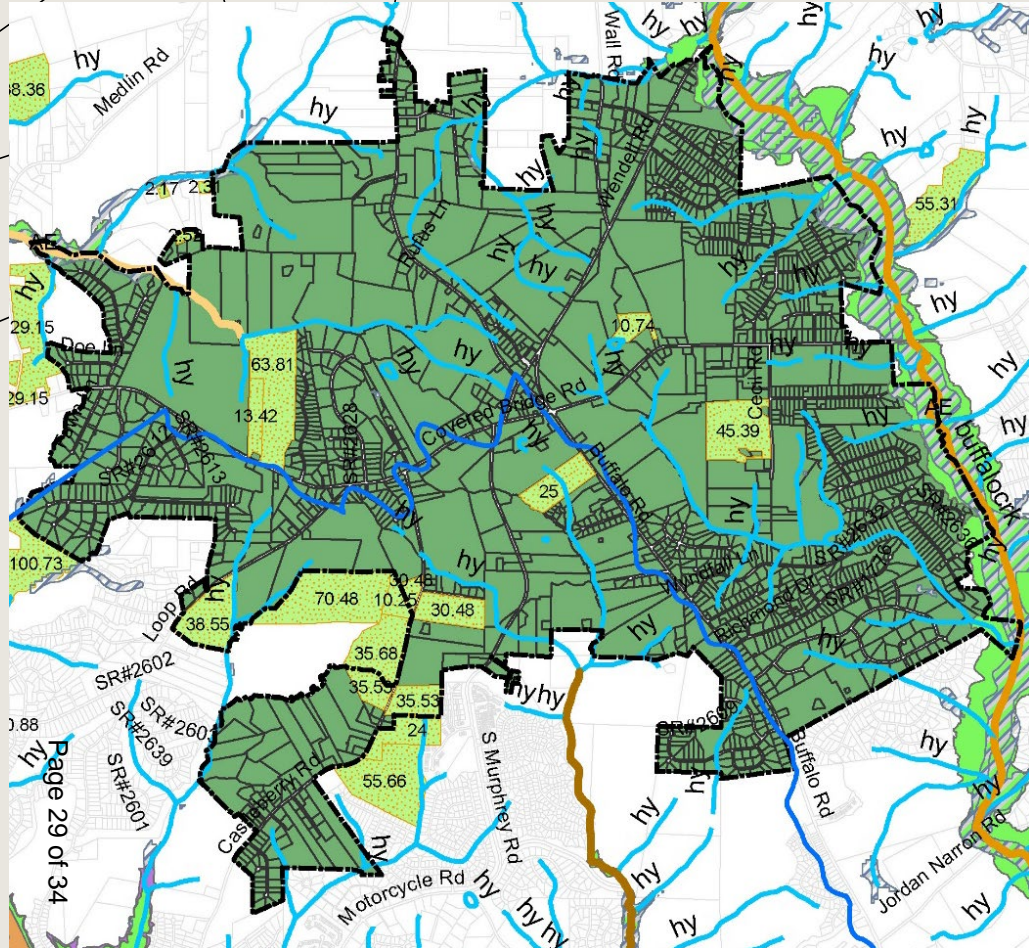
GATEWAY CORRIDORS & SPECIAL FOCUS AREAS

- Covered Bridge Road
- Buffalo Road
- Interchange Area
- Design and appearance standards for corridors
- Minimize # of driveways
- Incorporate service roads

STUDY AREA / ETJ



STUDY AREA / ETJ



PARKS & RECREATION

————— 2020 Bike & Ped Plan

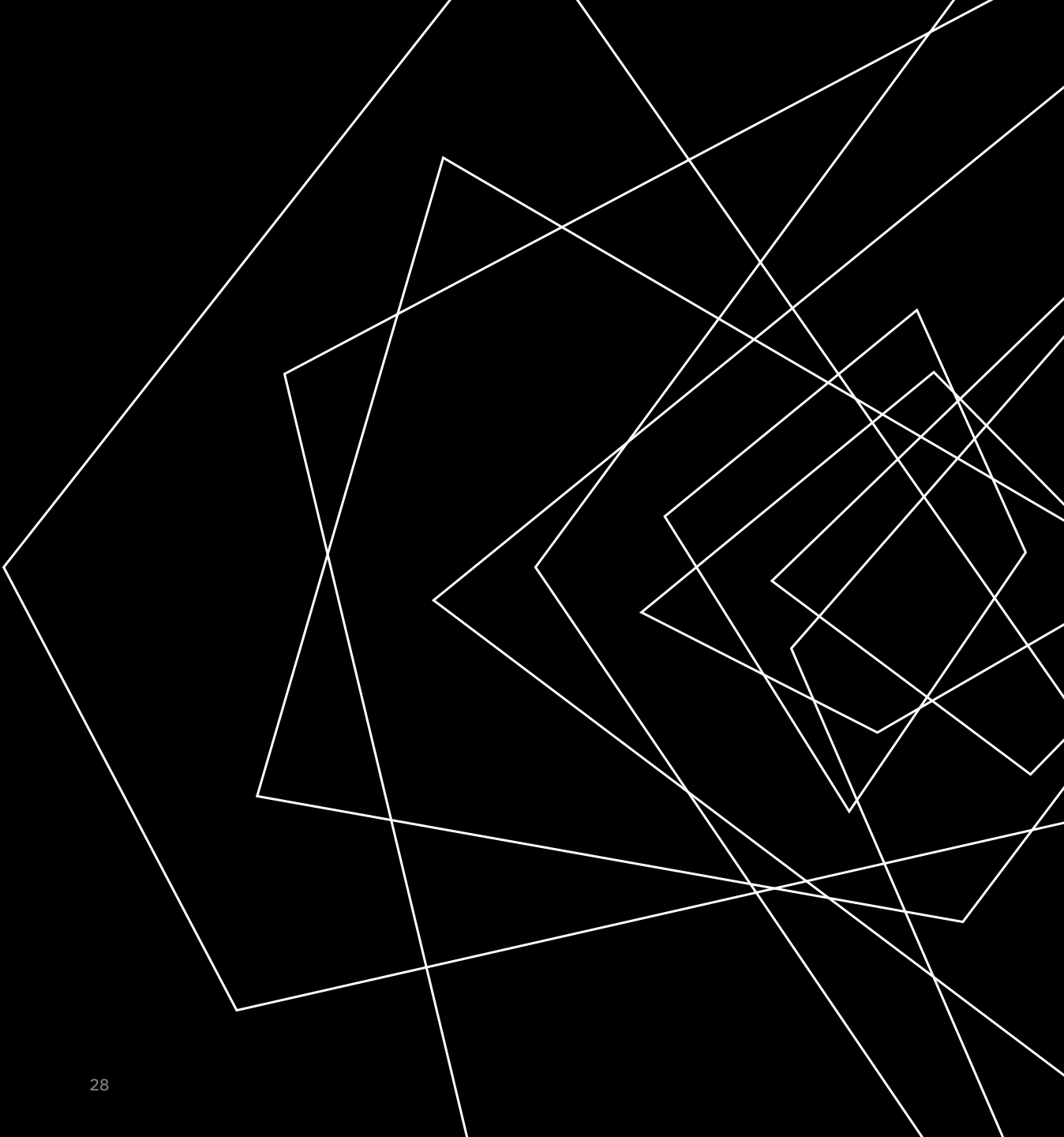
————— New Town Park

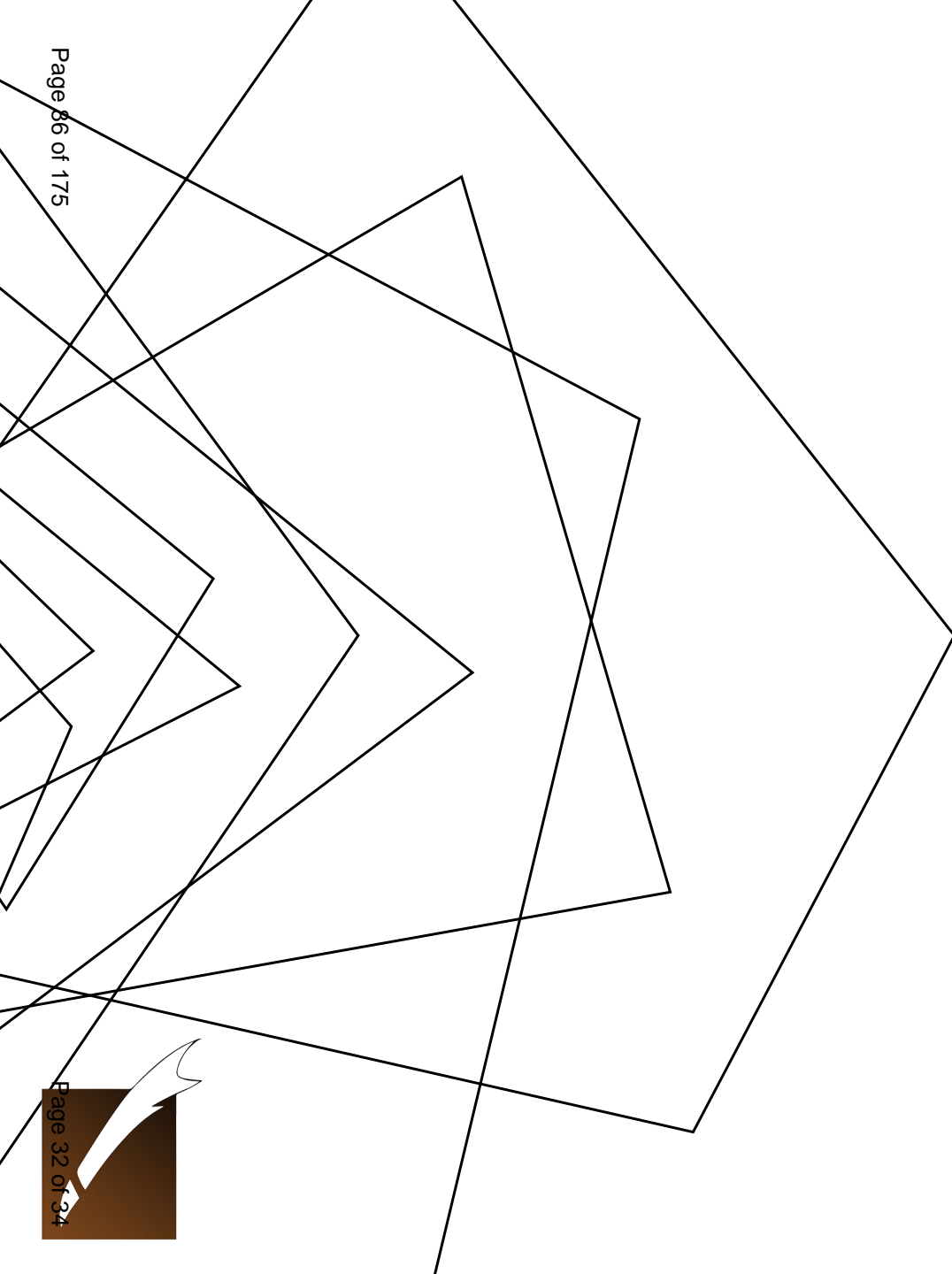
————— Greenways / Sidewalks

————— Anything else?



OTHER AREAS/IDEAS?

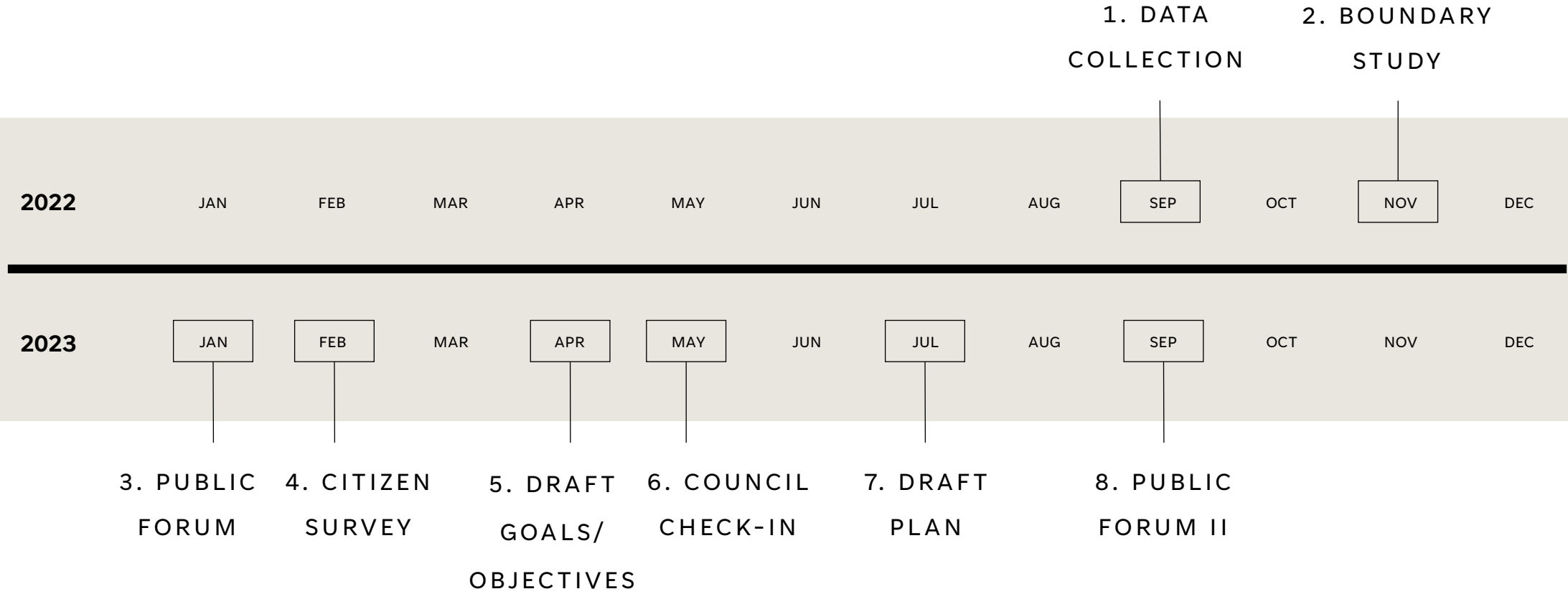




PART 3 PROCESS FOR UPDATE



PLAN UPDATE PROCESS



THANK YOU!!





Regular Council & Public Hearing Minutes on Amending the Code of Ordinances, Town of Archer Lodge, NC in Accordance with State Law as Referenced Below:

UDO-TA-1-23

Tuesday, January 3, 2023

COUNCIL PRESENT:

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

STAFF PRESENT:

Mike Gordon, Town Administrator
Marcus Burrell, Town Attorney
Brandon Emory, Interim Town Planner
Kim P. Batten, Assist. Town Admin./Finance Officer(Remotely)
Chris Allen, Parks & Recreation Director
Chris Curry, Code Enforcement Officer
Chad Meadows, AICP, CodeWright Planners, LLC
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

Council Member Bruton

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) Mr. Gary Grodecki of 115 Coharie Drive, Archer Lodge, NC expressed his concerns regarding insane traffic in the area and the need for road improvements. He asked if anyone knew the future plans for the roads.

Mayor Mulhollem thanked Mr. Grodecki for coming to the meeting and sharing. He informed Mr. Grodecki that the Town doesn't own the roads, but NCDOT has several projects for the Town planned for the future once the N.C. 42 Hwy. road project has been completed. Discussion followed.

-
- b) Mr. John Oglesby of 535 Barrette Lane, Archer Lodge, NC commented as a citizen of the Town of Archer Lodge thanking the Council for having an invocation at the beginning of their meetings and for the services they provide to the Town. He expressed prayers for their protection as they continue to go forward and meet the challenges to come.**

Mayor Mulhollem and the Council thanked Mr. Oglesby.

4. CONSENT AGENDA:

- a) Approval of Minutes:
07 Nov 2022 Regular Council Meeting Minutes
21 Nov 2022 Special Meeting Minutes**

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

CARRIED UNANIMOUSLY

5. ORGANIZATIONAL ITEMS:

- a) Welcome Chris Allen, Archer Lodge's new Parks and Recreation Director**

Mr. Mike Gordon welcomed the Town's first Parks & Recreation Director, Mr. Chris Allen.

Mr. Gordon introduced Mr. Allen, explaining his background in Parks & Recreation. Mr. Gordon stated that Mr. Allen previously worked for the Town of Rocky Mount Parks & Recreation and Durham Parks and Recreation. Mr. Allen spent 11 years at Rocky Mount as a Recreation Services Manager where he oversaw community centers, special events, Special Olympics, special programs, and some athletic sports. He received his bachelor's degree and his master's degree from North Carolina Central University in Sports Management. Mr. Allen is a Certified Parks and Recreation Professional and serves on a number of state and national boards.

The Council welcomed Mr. Chris Allen. Mr. Allen thanked Council for the opportunity and noted that he is looking forward to working with everyone.

-
- b) Administration of Oath of Parks and Recreation Director Christopher L. Allen by Mayor Matthew B. Mulhollem**

Mayor Mulhollem administered the Oath of Parks and Recreation Director to Christopher L. Allen, with the support of the Town Administrator, Mike Gordon, which appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

23R110


OATH OF OFFICE FOR THE
PARKS AND RECREATION DIRECTOR
TOWN OF ARCHER LODGE

I, **Christopher L. Allen**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Christopher L. Allen**, do swear (or affirm) that I will faithfully and impartially execute the duties of the Parks and Recreation Director for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


Christopher L. Allen

Sworn to and subscribed before me
this 3rd day of January 2023.


Matthew B. Mulhollem
Mayor
Town of Archer Lodge



c) Administration of Oath of Planning Board and Board of Adjustment Member Hearbert A. Locklear by Mayor Matthew B. Mulhollem

Mayor Mulhollem administered the Oath of Planning Board and Board of Adjustment to Hearbert A. Locklear with the support of the Town Administrator, Mike Gordon, which appears as follows:

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON
TOWN OF ARCHER LODGE

**OATH OF PLANNING BOARD MEMBER AND
OATH OF BOARD OF ADJUSTMENT MEMBER
TOWN OF ARCHER LODGE**

I, **Hearbert A. Locklear**, do solemnly swear (or affirm) that I will support the Constitution of the United States of America; that I will be faithful and bear true allegiance to the State of North Carolina, and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Hearbert A. Locklear**, do swear (or affirm) that I will faithfully and impartially execute the duties of a member of the Planning Board and a member of the Board of Adjustment for the Town of Archer Lodge, North Carolina according to the best of my skills and ability, according to law.


Hearbert A. Locklear

Sworn to and subscribed before me
this 3rd day of January 2023.


Matthew B. Mulhollem
Mayor
Town of Archer Lodge



6. PUBLIC HEARINGS, DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) **PUBLIC HEARING - Text Amendments - Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - referenced as Unified Development Ordinance (UDO) Text Amendment# UDO-TA-1-23:**
 - **Article 3. – Procedures, Division 1. – Summary Procedures Table, to clarify that appeals of the Town Planner’s decision on an expedited subdivision or final plat application is made to the Archer Lodge Board of Adjustment rather than to Johnston County Superior Court in accordance with NCGS Session Law 2022-62.**

- **Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30 – 6101. – Site Access and On-Site Circulation, to add a new set of provisions permitting the establishment of a shared driveway to serve up to four lots with single-family detached dwellings, along with new standards for configuration and maintenance of shared driveways. Also re-numbering subsequent sub-sections and illustrations in Sec. 30-6101.**
- **Article 7. – Subdivisions, Division 3. – Streets and Sidewalks, Sec. 30 – 7301. – Roads, to clarify that existing gravel roads may be extended by the distance necessary to serve up to five additional lots beyond those established on June 7, 2021. Paving of the entire gravel road is required for extensions seeking to provide access to six or more lots unless the applicant enters into a development agreement with the Town. Also re-numbering subsequent sub-sections in Sec. 30-7301.**

1. **Open Public Hearing**
2. **Staff Report and Planning Board Recommendations**
3. **Public Comments**
4. **Close Public Hearing**
5. **Governing Body**
 - **Discussion and Consideration of the Consistency Statement**
 - **Discussion and Consideration of Adopting Ordinance#AL2023-01-1 (aka: UDO-TA-1-23) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance:**

Article 3. - Procedures, Division 1
Article 6. - Development Standards, Division 1
Article 7. - Subdivisions, Division 3

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

2. **Staff Report and Planning Board Recommendations.**

Mr. Meadows presented a report referring to the Archer Lodge UDOTA-1-23. The staff report 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: Planning Board
From: Chad Meadows, CodeWright Planners
Date: December 19, 2022
Cc: Town Administrator, Finance Officer/Town Clerk, Deputy Clerk, Town Attorney,
Alliance Code Enforcement
Re: Agenda Item ____ - Staff Report – Amendments to the Code Of Ordinances,
Archer Lodge, North Carolina , Chapter 30 - Unified Development Ordinance
(Outlined Below)

Summary: Amendments (attached) are proposed to the Archer Lodge Code of Ordinances, Chapter 30 – Unified Development Ordinance (UDO). The provisions are intended to further clarify/streamline ordinance provisions and address changes in state law.

It is respectfully requested that the Town Council deliberate on the attached revisions. Proposed changes are **red text** and deleted text in **blue-strikethrough**.

Below is in overview/summary of the proposed amendments to the Code of Ordinances, Archer Lodge, North Carolina, Chapter 30 – Unified Development Ordinance:

- o Article 3. – Procedures, Division 1. – Summary Procedures Table, to clarify that appeals of the Town Planner’s decision on an expedited subdivision or final plat application is made to the Archer Lodge Board of Adjustment rather than to Johnston County Superior Court in accordance with NCGS Session Law 2022-62.

Previously, the General Statutes required appeals of such decisions to be made to the Superior Court of Johnston County, but this was changed by the General Assembly earlier this year.

- o Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30 – 6101. – Site Access and On-Site Circulation, to add a new set of provisions permitting the establishment of a shared driveway to serve up to four lots with single-family detached dwellings, along with new standards for configuration and maintenance of shared driveways. Also re-numbering subsequent sub-sections and illustrations in Sec. 30-6101.

It is necessary to allow expedited subdivisions of up to 4 lots to gain access to the street network without need of extending the public roadway system (see NCGS 160D-802). The shared driveway option addresses this issue. The new standards limit shared driveways to up to four single-family residential lots and require shared driveways serving more than four lots to be configured as public or private roads. Standards also clarify that the owners of lots served by a shared driveway are the one responsible for its maintenance.

- o Article 7. – Subdivisions, Division 3. – Streets and Sidewalks, Sec. 30 – 7301. – Roads, to clarify that existing gravel roads may be extended by the distance necessary to serve up to five additional lots beyond those established on June 7, 2021. Paving of the entire gravel road is required for extensions seeking to provide access to six or more lots unless the applicant enters into a development agreement with the Town. Also re-numbering subsequent sub-sections in Sec. 30-7301.

This item was considered by the Planning Board as part of a package of proposed text amendments referred to as UDO-TA- 3-22 in June of 2022, and after discussion, opted not to recommend approval to Town Council. A follow-up discussion of the issue was conducted with the Planning Board on September 21, 2022 and consensus was reached regarding the proposal. The draft amendments were presented to the Planning Board as UDO-TA-1-23 on November 16, 2022 and passed unanimously. The revisions clarify that up to five additional lots may be added to an existing gravel road anytime after June 7, 2021 without triggering requirements to pave the road. Once the sixth lot is proposed to be served by the gravel road, it must be paved in its entirety. The applicant seeking the sixth lot’s access is responsible for the cost of paving. If the paving requirement is longer than 2,500 linear feet, the applicant may request to enter into a development agreement with the Town to explore alternatives to paving or alternatives for payment.

Publication Requirements

Notice of the Public Hearing was completed in accordance with Unified Development Ordinance Provisions.

Staff Recommendations:

A PowerPoint presentation will be given at the meeting. Staff recommends approval of the proposed text amendments finding said amendments are in accordance with applicable ordinance provisions. A draft consistency statement will be presented at the meeting.

Planning Board Recommendations:

On November 16, 2022, the Planning Board held a public meeting and considered the proposed text amendments to Unified Development Ordinance. After deliberation, the Planning Board found the proposed amendments to Chapter 30, referenced as Text Amendment UDO-TA-1-23, and summarized below, are in accordance with state law, reasonable, and in the public interest:

- o Article 3. – Procedures, Division 1. – Summary Procedures Table, to clarify that appeals of the Town Planner’s decision on an expedited subdivision or final plat application is made to the Archer Lodge Board of Adjustment rather than to Johnston County Superior Court in accordance with NCGS Session Law 2022-62.
- o Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30 – 6101. – Site Access and On-Site Circulation, to add a new set of provisions permitting the establishment of a shared driveway to serve up to four lots with single-family detached dwellings, along with new standards for configuration and maintenance of shared driveways. Also re-numbering subsequent sub-sections and illustrations in Sec. 30-6101.
- o Article 7. – Subdivisions, Division 3. – Streets and Sidewalks, Sec. 30 – 7301. – Roads, to clarify that existing gravel roads may be extended by the distance necessary to serve up to five additional lots beyond those established on June 7, 2021. Paving of the entire gravel road is required for extensions seeking to provide access to six or more lots unless the applicant enters into a development agreement with the Town. Also re-numbering subsequent sub-sections in Sec. 30-7301.

Furthermore, the proposed revisions clarify/streamline ordinance provisions, and are in accordance with changes in state law. Furthermore, the proposed amendments are consistent with the Town of Archer Lodge 2030 Comprehensive Land Use Plan, aka “Comprehensive Plan”, vision and mission statements and other adopted Town plans having bearing on the matter.

Motion:

The Planning Board recommends approval to the Town Council on amendments to the Unified Development Ordinance, referenced as Unified Development Ordinance (UDO) Text Amendment Number: UDO-TA-1-23.

Town Council Recommendations:

Staff respectfully requests that the Town Council:

- a) Conduct a public hearing on the proposed text amendments in accordance with adopted policy/ordinance provisions;
- b) Deliberate and vote on the consistency statement findings (Draft Town Council Consistency Statement below)
- c) Vote to approve, deny, or modify the proposed amendments (Draft Motion and Ordinance included under the agenda item.)

Town Council Consistency Statement (DRAFT)

The Town Council finds that the proposed amendments to Chapter 30 referenced as Unified Development Ordinance (UDO) Text Amendment Number: UDO-TA-1-23 and summarized below are in accordance with state law are reasonable and in the public interest:

- o Article 3. – Procedures, Division 1. – Summary Procedures Table, to clarify that appeals of the Town Planner’s decision on an expedited subdivision or final plat application is made to the Archer Lodge Board of Adjustment rather than to Johnston County Superior Court in accordance with NCGS Session Law 2022-62.
- o Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30 – 6101. – Site Access and On-Site Circulation, to add a new set of provisions permitting the establishment of a shared driveway to serve up to four lots with single-family detached dwellings, along with new standards for configuration and maintenance of shared driveways. Also re-numbering subsequent sub-sections and illustrations in Sec. 30-6101.
- o Article 7. – Subdivisions, Division 3. – Streets and Sidewalks, Sec. 30 – 7301. – Roads, to clarify that existing gravel roads may be extended by the distance necessary to serve up to five additional lots beyond those established on June 7, 2021. Paving of the entire gravel road is required for extensions seeking to provide access to six or more lots unless the applicant enters into a development agreement with the Town. Also re-numbering subsequent sub-sections in Sec. 30-7301.

The proposed revisions clarify/streamline ordinance provisions, facilities environmental protection, plans for future development and addresses changes in state law. Furthermore, the proposed amendments are consistent with the Town of Archer Lodge 2030 Comprehensive Land Use Plan, aka “Comprehensive Plan”, vision and mission statements and other adopted Town plans having bearing on the matter.

Town Council Motion (DRAFT)

Upon making consistency findings, Councilmember _____ moves to approve Ordinance AL#2023-01-1 as presented. The motion was seconded by Councilmember _____ and approved by a __ to __ vote.

Points of Discussion:

- Planning Board unanimously approved a Recommendation of Approval for proposed amendments at the November 16, 2022, Planning Board Meeting.

- Clarifies appellate bodies for an administrative decision on expedited subdivisions and final plat from going before Superior Court to going before the Board of Adjustment, making it consistent with State Law associated with Session Law 2022-62.
- Creates the ability for up to 4 single-family detached residential lots to be able to gain access to the street via a single shared driveway.
- Clarifies that the sixth lot on an existing gravel road will be responsible for paving road and set a maximum of paving at least 2,500 linear feet of distance; if there is more street length, the responsible party can pave it all or approach the Town Council to request consideration of a development agreement to explore options in how the paving might be approached.

Mr. Meadows noted that if adopted he would amend the digital version of the UDO and provide it to Staff.

Discussion followed.

3. Mayor Mulhollem asked if there were any **Public Comments**.

- No public comments.

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

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

Consistency Statement

- It was the consensus of the Board to approve after having been approved by the Planning Board.
- No further discussion.

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

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

The Town Council finds that the proposed amendments to Chapter 30 referenced as Unified Development Ordinance (UDO) Text Amendment Number: UDO-TA-1-23 and summarized below are in accordance with state law are reasonable and in the public interest:

- Article 3. – Procedures, Division 1. – Summary Procedures Table, to clarify that appeals of the Town Planner’s decision on an expedited subdivision or final plat application is made to the Archer Lodge Board of Adjustment rather than to Johnston County Superior Court in accordance with NCGS Session Law 2022-62.
- Article 6. – Development Standards, Division 1. – Access and Circulation, Sec. 30 – 6101. – Site Access and On-Site Circulation, to add a new set of provisions permitting the establishment of a shared driveway to serve up to four lots with single-family detached dwellings, along with new standards for configuration and maintenance of shared driveways. Also re-numbering subsequent sub-sections and illustrations in Sec. 30-6101.
- Article 7. – Subdivisions, Division 3. – Streets and Sidewalks, Sec. 30 – 7301. – Roads, to clarify that existing gravel roads may be extended by the distance necessary to serve up to five additional lots beyond those established on June 7, 2021. Paving of the entire gravel road is required for extensions seeking to provide access to six or more lots unless the applicant enters into a development agreement with the Town. Also re-numbering subsequent sub-sections in Sec. 30-7301.

The proposed revisions clarify/streamline ordinance provisions, facilities environmental protection, plans for future development and addresses changes in state law. Furthermore, the proposed amendments are consistent with the Town of Archer Lodge 2030 Comprehensive Land Use Plan, aka “Comprehensive Plan”, vision and mission statements and other adopted Town plans having bearing on the matter.

Ordinance# AL2023-01-1 (aka: UDO-TA-1-23)

- No further discussion.

Having adopted the Consistency Statement, Mayor Mulhollem called for a motion to Adopt Ordinance# AL2023-01-1 (aka: UDO-TA-1-23) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance as presented by Staff.

The Adopted Ordinance# AL2023-01-1 (aka: UDO-TA-1-23) as presented appears as follows:

ORDINANCE# AL2023-01-1

UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENT# UDO-TA-1-23

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES,
TOWN OF ARCHER LODGE, NORTH CAROLINA,
CHAPTER 30 - UNIFIED DEVELOPMENT ORDINANCE:
ARTICLE 3. – PROCEDURES, DIVISION 1;
ARTICLE 6. – DEVELOPMENT STANDARDS, DIVISION 1; AND
ARTICLE 7. – SUBDIVISION, DIVISION 3**


Section 1. Pursuant to authority granted by N.C. Gen. Stat. § 143 - 214.5, 160A - 174, 160D - 801, and 160D - 702, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 30 – Unified Development Ordinance, as follows, attached hereto, and incorporated herein by reference:


Article 3. – Procedures, Division 1;
Article 6. – Development Standards, Division 1; and
Article 7. – Subdivision, Division 3

Section 2. The amendments to Chapter 30 - Unified Development Ordinance, attached hereto and incorporated herein by reference, shall become effective on January 3, 2023.


DULY ADOPTED, THIS THE 3rd DAY OF JANUARY 2023.

TOWN OF ARCHER LODGE:


 Matthew B. Mulhollem, Mayor




ATTEST:


 Jenny Martin, Town Clerk

Town of
ARCHER LODGE

UNIFIED DEVELOPMENT ORDINANCE

Effective Date: June 7, 2021
Amended: ~~August 4, 2022~~ January 3, 2023



ORDINANCE AMENDMENTS

TABLE OF UDO AMENDMENTS		
ORDINANCE NUMBER	ADOPTION DATE	DESCRIPTION
UDO-TA-1-21	11-15-21	- Clarification of Review Authority roles, - Updates to the Water-Supply Watershed Overlay Districts standards, - Update to manufactured home park standards for masonry skirting in accordance with State law - Revisions to Electronic Gaming Operation use standards
UDO-TA-1-22	03-07-22	- Bona fide farm exemptions - Electronic plat signatures - Subdivision requirements table (new Division 6 of Appendix) - Simple and super majority voting calculations
UDO-TA-2-22	08-01-22	- Removal of Planning Board review of Special Use Permits
UDO-TA-3-22	08-01-22	- Limitations on successive minor subdivisions - Updates to plat certifications - Public utility extension clarity - Accessory structure setbacks - Parking space width revisions
UDO-TA-1-23	01-03-23	- Clarified appellate bodies for administrative decisions on subdivisions - Added rules for shared driveways - Clarified rules for paving of existing gravel streets

ARTICLE 3. - PROCEDURES
Summary Procedures Table.

ARTICLE 3. - PROCEDURES

DIVISION 1. - SUMMARY PROCEDURES TABLE.

~~(Amended 11-15-21 UDOTA 1-21)~~

APPLICATION SUMMARY TABLE									
Review Authority Actions: C – Comment; R – Recommendation; D – Decision; A – Appeal; Pre-Application Conferences: M – Mandatory; O – Optional; N/A – Not Applicable Type of Review: [] – Public Meeting; / – Legislative Hearing; { } – Quasi-Judicial Hearing									
APPLICATION TYPE	UDO SECTION NUMBER	PRE-APPLICATION	REVIEW AUTHORITY /1/						
			TOWN PLANNER	TECH. REVIEW COMMITTEE	PLANNING BOARD	BOARD OF ADJUSTMENT	TOWN COUNCIL	SUPERIOR COURT	
Administrative Adjustment	30-3301	M	D	-	-	{A}	-	-	-
Appeal	30-3302	N/A	-	-	-	{D}	-	-	A
Building Permit /2/	30-3303	N/A	C	-	-	-	-	-	-
Certificate of Occupancy /2/	30-3304	N/A	C	-	-	-	-	-	-
Comprehensive Plan	30-3305	M	C	C	{R}	-	{D}	/D\	A
Determination and Interpretation	30-3306	O	D /3/	-	-	{D}	/4/	-	-
Development Agreement	30-3307	M	C	-	{R}	-	/D\	-	A
Exempt Subdivision	30-3308	N/A	D	-	-	{A}	-	-	-
Expedited Subdivision	30-3309	N/A	D	-	-	{A}	-	-	-A
Final Plat	30-3310	N/A	D	-	-	{A}	-	-	-A
Floodplain Development Permit	30-3311	N/A	D	-	-	{A}	-	-	-
Major Subdivision	30-3312	O	C	R	{D}	-	-	-	A
Minor Subdivision	30-3313	O	D	-	-	{A}	-	-	-
Planned Development	30-3314	M	-	C	{R}	-	/D\	-	A
Reasonable Accommodation	30-3315	O	-	C	-	-	{D}	-	A
Rezoning/Map amendment	30-3316	O	C	-	{R}	-	/D\	-	A
Site Plan	30-3317	M	-	R	{R}	-	/D\	-	A
Special Use Permit (Amended 08-01-22 UDOTA 3-22)	30-3318	M	-	R /5/	-	-	{D}	-	A
Temporary Use Permit	30-3319	N/A	D	-	-	{A}	-	-	-
Text Amendment	30-3320	O	C	-	{R}	-	/D\	-	A
Variance	30-3321	M	C	-	-	{D}	-	-	A

ARTICLE 6. - DEVELOPMENT STANDARDS
DIVISION 1. - Access and circulation.

3. Except when configured as paired driveways, driveways serving individual single-family detached dwellings, individual single-family attached dwellings, duplex, triplex, or quadruplex buildings shall be located at least 50 linear feet from any other driveway on the same or different lot. For the purposes of this section, paired driveways are up to two driveways, whether on the same or different lots, where one side of a driveway is no greater than five feet away from the side of the other paired driveway.

(Amended 08-01-22 UDOTA 3-22)

e. **Driveway surfacing.** New driveways established after the effective date of these standards that abut a paved street shall be surfaced with asphalt or six inches of concrete for a distance of at least five feet from the edge of the right-of-way or the driveway radius point, whichever is greater. New driveways established after the effective date of these standards serving a multi-family, commercial, institutional, or industrial use shall be fully paved with asphalt, concrete, pavers, or other suitable all-weather surfacing other than crushed stone. *(Amended 08-01-22 UDOTA 3-22)*

(4) Shared Driveways.

a. Up to a maximum of four individual residential lots configured with single-family detached dwellings may establish access across one or more different lots via a single shared driveway provided the shared driveway (see Figure 3, Shared Driveways).

1. Is located within a recorded access easement recorded in the offices of the register of deeds;

2. The minimum easement width is 25 feet and the driveway is at least 15 feet in width;

3. The minimum separation between the easement and any other platted access or right-of-way is at least 150 feet;

4. The location of the easement is recorded on a plat;

5. The easement permits ingress, egress, regress, and necessary utilities to serve the lot; and

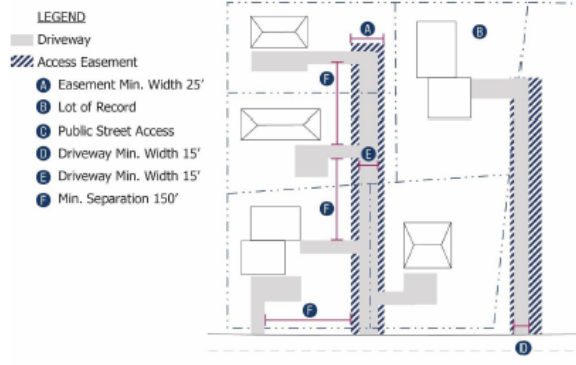
6. The shared driveway connects to a publicly maintained or a private street built to public street standards.

b. Maintenance of a shared driveway shall be the responsibility of the landowners whose lots receive access via the shared driveway. In no instance shall the Town be responsible for maintenance or repair of a shared driveway.

c. Shared driveways serving more than four individual residential lots configured with single-family detached dwellings shall be configured in accordance with the standards for public or private roads in 6.30-7301, Roads.

ARTICLE 6. - DEVELOPMENT STANDARDS
DIVISION 1. - Access and circulation.

FIGURE 3. SHARED DRIVEWAYS



(4)(5) Sight distance triangles.

a. Corner lots and lots with driveways, alleys, or other methods of ingress/egress to a street shall include sight distance triangles to ensure visibility for drivers and pedestrians moving through or in an intersection. Required sight distance triangles shall be configured in accordance with the sight distance triangle requirements table below.

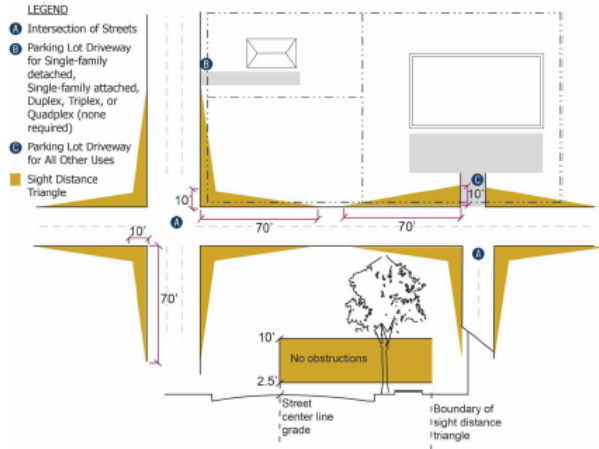
SIGHT DISTANCE REQUIREMENTS TABLE	
TYPE OF INTERSECTION	MINIMUM SIGHT DISTANCE TRIANGLE REQUIRED [1] [2]
Intersection between 2 streets (public or private)	10/70 from all approaches
Driveways serving parking lots	10/70 from the street approaches
Driveways serving individual land uses without parking lots	Single-family detached and attached dwellings (including duplexes) None All other uses of land 10/70 from street approaches, wherever possible

NOTES:
(Amended 08-01-22 UDOTA 3-22)
[1] Sight distance triangles shall be an area between a point at the edge of the street pavement located 70 linear feet from the intersection and a second point at the edge of the opposing street pavement located ten feet from the intersection.
[2] The NCDOT may require an alternative configuration.

ARTICLE 6. - DEVELOPMENT STANDARDS
DIVISION 1. - Access and circulation.

4. No planting, structure, fence, wall, slope, embankment, parked vehicle, or other obstruction to vision between the heights of two-and-one-half feet and ten feet above the centerline grades of intersecting streets or accessways may be located within a required sight distance triangle (see Figure 4-4 Sight Distance Triangles).

FIGURE 4-4: SIGHT DISTANCE TRIANGLE



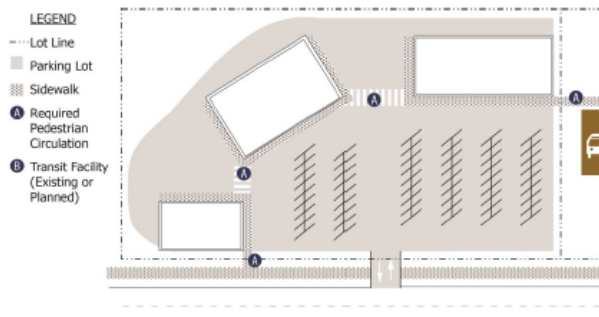
(5)(6) On-site pedestrian walkways. On-site pedestrian walkways that minimize conflict between pedestrians and vehicles shall be provided on all non-residential, mixed-use, and multi-family development sites, and shall be configured in accordance with the following standards.

- a. On-site pedestrian walkways shall connect building entrances to off-street parking areas and to other building entrances on the same site (see Figure 4-5 On-Site Pedestrian Walkways).
- b. Development subject to these standards shall provide at least one connection to an existing or planned public sidewalk or existing greenway via an on-site pedestrian walkway configured in accordance with these standards. In cases where existing or planned sidewalks do not exist, at least one on-site pedestrian connection shall continue to the right-of-way edge.
- c. Connections shall be made to all existing or planned adjacent transit facilities, to the maximum extent practicable.

ARTICLE 6. - DEVELOPMENT STANDARDS
DIVISION 1. - Access and circulation.

- d. On-site pedestrian walkways shall be paved with asphalt, concrete, or other all-weather material, and shall be of contrasting color or materials when crossing parking lot drive aisles.
- e. On-site pedestrian walkways shall be positively drained and configured to avoid areas of pooling water.
- f. On-site pedestrian walkways shall be in compliance with applicable state and federal requirements, including ADA requirements.

FIGURE 4-5: ON-SITE PEDESTRIAN WALKWAYS



(6)(7) Compliance with requirements for sidewalks. Development subject to the standards in this section shall comply with all applicable standards in § 30-7301, Roads, and § 30-7303, Sidewalks.

Sec. 30-6102 - Accessibility for the handicapped.

Except for single-family dwellings, all buildings and facilities used by the general public shall be accessible to and usable by the physically handicapped in accordance with the building code provisions as established by the state.

ARTICLE 7. - SUBDIVISIONS
DIVISION 3. - Streets and sidewalks.

DIVISION 3. - STREETS AND SIDEWALKS.

The type and arrangement of streets within a development under this Article shall comply with and coordinate with the Town's adopted transportation plan(s); or the decision of the Town Planner. Principal vehicular access points to the subdivision shall be designed to encourage smooth traffic flow and minimize hazard to vehicular traffic, pedestrian and bicycle traffic. Accommodation for controlled turning movements into and out of the subdivision and improvement of the approach street should be considered where existing or anticipated heavy traffic flows indicate need. Safe and convenient vehicular access shall be provided for emergency, service and school bus vehicles.

Sec. 30-7301 - Roads.

The arrangement, character, extent, width, grade, and location of all roads should be designed in relation to existing and proposed transportation patterns, topographical and other natural features, public convenience and safety, and proposed uses of lands to be served by such roads and existing and potential land uses in adjoining areas.

(a) **Minimum construction standards.** All roads, whether public or private, shall meet the road construction standards as set forth in the latest edition of the NCDOT subdivision roads minimum construction standards for public roads, and shall:

- (1) Be dedicated for public use and meet the design and construction standards as required by the NCDOT for the functional classification and projected traffic volumes;
- (2) For all roads not maintained by NCDOT and/or not dedicated for public use, be ensured proper maintenance through the establishment of a homeowners' association or a road maintenance agreement.
(Amended 03-07-21 UDOTA 1-23)

(b) **Other road requirements.**

- (1) **Permits for connecting to state roads.** An approved permit is required to connect any subdivision street to an existing state road. This permit is required prior to constructing the road. The application is available at the office of the nearest district engineer of the division of highways.
- (2) **Paving.** All roads, whether public or private, shall be paved with asphalt, concrete, NCDOT-approved pavers, or other suitable all-weather surface as determined by the NCDOT. Gravel shall not be permitted as a surface for a new public or private roadway.
- (3) **Extension of gravel roads.** Extensions of existing gravel roads are permitted provided the total number of lots accessing the road does not increase by more than four from the number of lots accessing the road as of June 7, 2021. If the number of lots accessing an existing gravel roadway is increased by ~~four~~ five or more after June 7, 2021, the ~~full extent of the gravel roadway shall be paved in accordance with these standards.~~ The development triggering the need to pave the existing gravel road shall bear the full financial responsibility for the costs of paving. In instances where the full extent of the gravel road requiring paving exceeds 2,500 linear feet in length, the Town Council may, in its sole discretion, enter into a development agreement (see §30-3307) with the party financially responsible for the paving to explore alternatives.
(Amended 03-07-21 UDOTA 1-23)
- (3)~~(4)~~ **Offsets to utility poles.** Overhead utility poles shall be break-away or located outside the roadway clear zone.
- (4)~~(5)~~ **Wheelchair ramps and curb cuts for disabled persons.** All roads, sidewalks, curbing, crosswalks, and other road improvements shall conform to the requirements of § 136-44.14 of the North Carolina General Statutes and the Americans with Disabilities Act.
- (5)~~(6)~~ **Mail box kiosks.** All mail box kiosks shall meet the USPS Cluster Box Units Concrete Pad Installation - Interim Pad Policy (2/19/2017 or most recent edition) and the NCDOT Policy for Placement of Mail Cluster Box Units (9/1/2015 or most recent edition) and be subject to approval by the North Carolina Department of Transportation.

TOWN OF ARCHER LODGE | 226 | LAST AMENDED
Unified Development Ordinance | August 1, 2022 | January 3, 2023

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved to Open the Hearing at 7:01 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Approved to Close the Public Hearing at 7:02 p.m.

CARRIED UNANIMOUSLY

Moved by: Council Member Purvis

Seconded by: Council Member Jackson

Approved the Consistency Statement.

CARRIED UNANIMOUSLY

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Adopted Ordinance #AL2023-01-1 (aka: UDO-TA-1-23) Amending the Code of Ordinances, Town of Archer Lodge, NC, Chapter 30 - Unified Development Ordinance.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Appointing a Town of Archer Lodge Representative for the Johnston County Economic Development Advisory Board

Mayor Mulhollem informed that Mayor Pro Tem Castleberry has served on this board for a number of years and had completed an application to serve the Johnston County Economic Development Advisory Board another year to represent the Town.

Mayor Mulhollem opened the floor for discussion. No further discussion.

Having no further discussion, Mayor Mulhollem called for a motion.

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

Approved to reappoint Mayor Pro Tem Castleberry to serve as a Town of Archer Lodge Representative for the Johnston County Economic Development Advisory Board for one year.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Appointing a Voting Delegate for NCLM

Mr. Gordon recommended that the Town Administrator position be appointed as a voting delegate for the North Carolina League of Municipalities and noted that it is a one time vote.

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

Approved to appoint the Town Administrator as a Voting Delegate for the North Carolina League of Municipalities (NCLM).

CARRIED UNANIMOUSLY

d) Discussion and Consideration of Selecting 10 of the 16 NCLM's Proposed Advocacy Goals

Mr. Gordon advised Council of the list of proposed North Carolina Municipalities Advocacy Goals that was included in their agenda packet and reviewed the list of goals that he would recommend for the Town from that list.

The recommended Advocacy Goals are as follows:

1. Create an adequate and permanent funding stream for local infrastructure.
2. Expand state transportation funding streams of construction and maintenance for municipal and state-owned secondary roads.
3. Increase state funding for public transportation operations.
4. Expand incentives and funding for local economic development.
5. Expand incentives that encourage regionalization of water and sewer, as well as other municipal services, when appropriate.
6. Enhance state systems and resources for local law enforcement officer recruitment, training, and retention.
7. Provide state assistance for yearly financial audits, ensuring that a adequate number of auditors are available.
8. Revise state law contracting laws to better protect public entities from the effects of inflation.
9. Update annexation petition thresholds to make voluntary annexations easier to initiate.
10. Provide local revenue options beyond property tax.

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

Approved to authorize the Town Administrator to vote on the North Carolina Municipalities proposed Advocacy Goals as presented.

CARRIED UNANIMOUSLY

e) Discussion and Consideration of Adopting Budget Amendment for Fiscal Year Ending June 30, 2023 ~ (BA 2023 02)

Ms. Kim Batten explained the following reasons for amending the budget:



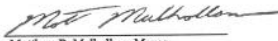
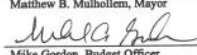
- Funds affected by BA 2023 02 are as follows: General Fund, Capital Reserve Fund, Public Safety Reserve Fund, ARPA Fund Grant, and the SCIF Fund Grant.
- Increased revenues of the General Fund and the Capital Reserve Fund.

- Reappropriating expenditures in funds shown.
- Increased investment earnings in all funds shown which affects the expenditures in those funds as shown.

Mr. Gordon confirmed the increased costs in quotes for the park and thanked JM Daniels Construction Company for helping to keep costs for construction to a minimum.

Discussion followed.

The adopted Budget Amendment (BA 2023 02) appears as follows:

Town of Archer Lodge Fiscal Year Ending June 30, 2023		BA 2023 02		
		Budget Amendment # BA 2023 02 Date: 03-Jan-23		
		Gen Fund/Cap Res Fund/Public Safety Res Fund ARPA Fund Grant/State Capital & Infrastructure Fund (SCIF) Grant		
Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen/Miscellaneous Revenues	10-3800-0000	-	4,000.00	4,000.00
Gen/Investment Earnings	10-3831-0000	15,000.00	5,000.00	20,000.00
Gen/Transfer from Capital Reserve Fund	10-3900-3930	-	200,000.00	200,000.00
Gen/Fund Balance Appropriated	10-3990-0000	40,000.00	200,000.00	240,000.00
Cap Res Fnd/Investment Earnings	30-3831-0000	5,000.00	2,000.00	7,000.00
Cap Res Fnd/Fund Balance Appropriated	30-3990-0000	-	200,000.00	200,000.00
Public Safety Res Fnd/Investment Earnings	32-3831-0000	5,000.00	2,000.00	7,000.00
ARPA/Investment Earnings	42-3831-0000	1,500.00	1,000.00	2,500.00
SCIF/Investment Earnings	43-3831-0000	2,000.00	1,000.00	3,000.00
Total Increase (Decrease) in Revenues			615,000.00	
Expenditures:				
Gen/Admin/Training & Meetings	10-4120-3110	4,000.00	2,000.00	6,000.00
Gen/Admin/Contracted Services-Software	10-4120-3600	15,075.00	1,925.00	17,000.00
Gen/Public Building/Professional Fees	10-4190-1900	-	5,000.00	5,000.00
Gen/Parks & Rec/Training & Meetings	10-6120-3110	1,225.00	75.00	1,300.00
Gen/Parks & Rec/Contracted Services	10-6120-3500	26,750.00	400,000.00	426,750.00
Cap Res Fnd/Transfer to General Fund 10	30-9990-0010	-	200,000.00	200,000.00
Cap Res Fnd/Transfer to Fund Balance	30-9990-0000	5,000.00	2,000.00	7,000.00
Public Safety Res Fnd/Transfer to Fund Balance	32-9990-0000	-	2,000.00	2,000.00
ARPA/Capital Outlay	42-6120-3100	384,500.00	(194,500.00)	190,000.00
ARPA/Contracted Services	42-6120-3500	71,759.00	120,000.00	191,759.00
ARPA/Contracted Services-Construction	42-6120-3550	497,118.00	75,500.00	572,618.00
SCIF/Contracted Services-Construction	43-6120-3550	552,250.00	1,000.00	553,250.00
Total Increase (Decrease) in Expenditures			615,000.00	
Justification for Budget Amendment: To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 3rd day of January 2023				
ATTEST:  Jenny Martin, Town Clerk		  Matthew B. Mulhollem, Mayor  Mike Gordon, Budget Officer		

Having no further discussion, Mayor Mulhollem called for a motion.

Moved by: Council Member Purvis

Seconded by: Mayor Pro Tem Castleberry

Adopted Budget Amendment (BA 2023 02) for Fiscal Year Ending June 30, 2023.

CARRIED UNANIMOUSLY

7. TOWN ATTORNEY'S REPORT:

- a) **Attorney Burrell wished everyone a Happy and Prosperous New Year and welcomed Mr. Chris Allen on board.**

8. TOWN ADMINISTRATOR'S REPORT:

- a) **Mr. Gordon reported that construction has slowed down at the park, waiting for the land to dry due to the rain. He stated that once the land dries, the ballfields will be ready for sod and for**

the installation of an irrigation system. Mr. Gordon also mentioned that the Town now has a truck for the park.

No further comments or discussion.

9. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

a) Interim Financial Reports for November 2022

Ms. Batten shared an interim summary of all funds ending November 30, 2022. She noted that the collection rate for revenues are at 33%. The actual net difference between revenues and expenditures in the general fund is a deficit of \$94,986.63.

Regarding the Capital Reserve Fund, it's 82% to 83% collected. The budget amendment accounts for the increase.

Regarding the Park Reserve Fund, additional investment earnings were received as well as \$2,600 from the General Fund for the \$0.02 tax designation.

Regarding the Public Safety Reserve Fund, a little less than \$3,900 of investment earnings have been received. The budget amendment accounts for the increase.

When comparing revenues in November 2022 with November 2021, we had more ad-valorem from motor vehicle taxes and our revenues were higher last November than this November. Our investment earnings are a lot higher this November than last November. Ms. Batten stated that the expenditures that were higher last November were Public Safety, Capital Reserve Fund, and Public Safety Reserve. November 2022 was better than November 2021 by approximately \$23,500 due to higher expenditures in 2021.

Regarding the PARTF Project Fund 41, Ms. Batten mentioned that we have received approximately \$91,000 in revenues and that there are some encumbrances that are coming up to be paid.

Regarding the ARPA Fund 42, Ms. Batten stated that the revenues this year has been \$526,412, and we have spent \$270,887. Ms. Batten explained that \$623,849 is encumbered.

Regarding the SCIF Fund 43, Ms. Batten stated that the grant was \$850,00, and we have spent \$38,653. Ms. Batten explained that we have encumbered \$229,000. This leaves roughly \$580,000 left.

No further comments or discussion.

10. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

a) Ms. Martin welcomed the new Parks and Recreation Director, Chris Allen. She expressed how she was proud of the Town for being able to get such a qualified candidate.

Ms. Martin also explained that she had been working on creating new hire orientation and all of the new hire paperwork for Chris and any future employees of the Town.

No further comments or discussion.

11. PLANNING/ZONING REPORT:

- a) Mr. Emory reported that there hasn't been any loss in time with his transition into the role. He has been receiving inquiries daily. Mr. Emory explained that he has been processing permit requests and has done some minor subdivision requests, which have all been family related.

He shared that he has received positive feedback on Mr. Curry in Code Enforcement, such as how happy the citizens were with the professionalism and the ease of the process. Mr. Emory also shared a positive email from a citizen regarding the citizen having a pleasant experience working with him, Mr. Emory, and complimented his customer service.

He stated that everything is going well in planning and that he was working towards finishing up some projects that have been going on.

No further comments or discussion.

12. CODE ENFORCEMENT OFFICER'S REPORT:

a) **Monthly Report**

Mr. Curry shared the following update:

- 23 new cases have been opened
- 23 notice of violations were issued
- 11 cases were abated
- 6 hearings
- 22 signs were picked up
- Inspections, follow ups and in-person meetings or attempted in-person meetings were made with all violators
- Gave an update on a couple of properties that made progress and that were successful
- Assisted Animal Control with contact and delivery of documentation

Mr. Emory elaborated on Mr. Curry's report on assisting Animal Control stating that it was something that was thought through and was very strategic.

Council Member Wilson asked if Mr. Emory had an update on the Piedmont Natural Gas, Co. Pump Station:

- Mr. Emory responded that he reached out to the attorney for Piedmont Natural Gas and was informed as far as the water supply, it is a multi-step process, they have some permits already on hand and they are being regulated by the state on how to go about doing the process properly. Mr. Emory noted that he had received an email from the attorney indicating the exact steps and advising that the stream issue is a little more involved, but Piedmont Natural Gas has an Army Corp of Engineers for the proper certifications and confirmed that the plans for the buffer complies with the Town's UDO Ordinance. Mr. Emory contacted the citizen and explain all of this information to him and put him in touch directly with the attorney. Mr. Emory received some certification prior to the meeting, and he issued the zoning permit for them.
- Mr. Wilson questioned the security at the site. Mr. Emory responded that the security was not regulated by the ordinance

and noted that the conditions are already set, so no further conditions can be set on this permit.

Discussion followed.

Mr. Emory shared that his goal is to steer as best as he could towards the direction that will best serve the citizens.

13. MAYOR'S REPORT:

- a) **Mayor Mulhollem wished everyone a Happy New Year and noted that 2022 was challenging. He stated that it will continue to be very busy at Town Hall with all of the projects and the park. He welcomed Chris Allen, the new Parks & Recreation Director.**

14. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Wilson encouraged everyone to get their COVID/Flu vaccine shots.**
-
- b) **Council Member Jackson wished everyone a Happy New Year. He welcomed Chris Allen and noted that he was the first Parks & Recreation Director and with a brand new park. Council Member Jackson expressed that he is ready to get the park going.**
-
- c) **Mayor Pro Tem Castleberry wished everyone a Happy New Year and welcomed Chris Allen.**
-
- d) **Council Member Purvis reiterated the same as the other council members and added that he was looking forward to working with Chris Allen.**

15. CLOSED SESSION - PERSONNEL MATTER:

§ 143-318.11(a)(6)

- a) **Attorney Burrell advised that pursuant to NCGS § 143.318.11(a)(6), personal matters, the Town Council is authorized to enter into Closed Session pending a motion and vote.**

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

Approved to enter in Closed Session at 8:22 p.m.

CARRIED UNANIMOUSLY

16. RETURN TO OPEN SESSION:

- a) **Mayor Mulhollem called for a motion to return to Open Session.**

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

Approved to return to Open Session at 9:02 p.m.

CARRIED UNANIMOUSLY

17. POTENTIAL ACTION:

a) Selection of Candidate for Town Administrator Position

Mayor Mulhollem called for a motion to appoint Bryan Chadwick as Town Administrator with a starting salary of \$105,000 and the general full-time employee benefit package.

Moved by: Council Member Purvis

Seconded by: Council Member Jackson

Appointed Bryan Chadwick as Town Administrator with a starting salary of \$105,000 and the general full-time employee benefit package.

CARRIED 3 to 1

b) Approving the Assistant Town Administrator/Finance Officer Job Description and Reclassification of Position

Mayor Mulhollem called for a motion to approve the reclassification for the Assistant Town Administrator/Finance Officer position with an increase from Grade 28 to Grade 30 and include a 5% salary increase over the current salary.

Moved by: Council Member Jackson

Seconded by: Council Member Purvis

Approved the reclassification for the Assistant Town Administrator/Finance Officer position with an increase from Grade 28 to Grade 30 and include a 5% salary increase over the current salary.

CARRIED 3 to 1

18. ADJOURNMENT:

a) No further business.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Purvis

Adjourned meeting at 9:07 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk

STATE OF NORTH CAROLINA

LEASE & USE AGREEMENT

JOHNSTON COUNTY

This Lease & Use Agreement is entered into this ____ day of _____, 20____ by and between the Town of Archer Lodge (hereinafter "Lessee") and the Archer Lodge Community Center, Inc. (hereinafter "Lessor"). This Agreement hereby revokes, replaces, and supersedes any Agreement currently or previously in place between the Parties.

WHEREAS Lessee is a municipal corporation, formed under the laws of the State of North Carolina and a political subdivision of the State of North Carolina;

WHEREAS Lessor is a non-profit corporation formed and operating under the laws of the State of North Carolina that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code;

WHEREAS Lessor was formed and operates for the purpose of organizing youth sports leagues and other community events in the Town of Archer Lodge and surrounding areas in Johnston County, North Carolina;

WHEREAS Lessor is the owner in fee simple of that certain parcel of land located at 14009 Buffalo Rd., Archer Lodge, North Carolina and being more particularly described in Exhibit A attached hereto (hereinafter the "Property"). The Property shall include use of the baseball field, soccer field, and restroom facilities;

WHEREAS the Property has been used for, among other things, organized recreational youth sports leagues for many years operated by Lessor;

WHEREAS Lessee now desires to assume operation and organization of the youth sports leagues currently operated by Lessor; and

WHEREAS Lessor wishes to grant Lessee long-term access to the Property in exchange for Lessee continuing to organize and conduct youth sports recreational leagues in the Town of Archer Lodge.

NOW THEREFORE, in consideration of the premises and the mutual promises contained herein, the adequacy and sufficiency of which is hereby acknowledged by all parties hereto, the parties agree as follows.

1. Grant. Lessor hereby leases the Property and all appurtenances thereto to Lessee for a term of twenty (20) years (the "Term"). The Term shall begin on January 1, 2023, and shall expire December 31, 2043.

2. Rent. In exchange for the lease contemplated hereunder, Lessee shall pay to Lessor rent in the amount of \$1.00 per year. Said rent shall be due on January 1st of each

year and shall be considered late if not paid by January 15th.

3. Renewals. Provided that Lessee is not in default under this Lease Agreement at the time and has not previously during the Term or any extensions thereof, Lessee shall ~~be entitled~~have the option to renew this Lease by giving notice to Lessor or its successors or assigns no sooner than one hundred eighty (180) days and no later than ninety (90) days before the expiration of the Term or any extensions thereof. If Lessor or its successors option not to renew this Lease, Lessor will give notice to Lessee no less than one hundred eighty (180) days before the expiration of the Term or any extensions thereof.

4. Lessee Obligations. In addition to the obligation to pay rent noted above, during the Term and any extensions thereof, Lessee shall:

- a) Continue to organize and conduct recreational youth sports leagues on the Property including, but not limited to, leagues for baseball, softball, and soccer;
- b) Maintain a high standard of cleanliness and orderliness during and after each use of the Property;
- c) Maintain the Property in an attractive manner and consistent with the use of the Property for their current recreational use;
- d) Schedule use of the Property; and
- e) Pay for maintenance, utilities, and upgrades to the Property. The maintenance, utilities, and upgrades shall be limited to the baseball field (including ball field lights), soccer field, associated sports facilities (dugouts, bleachers, etc.), and use of the restroom facilities in the picnic shelter. Upgrades shall be at the sole discretion of Lessee with permission of Lessor. Permission of Lessor shall not be unreasonably withheld. Use shall exclude the community center building, amphitheater, playground, concession stand, and picnic shelter. Mowing shall include grass areas on the whole property.
- f) Lessee shall be granted exclusive use of the John Deere infield groomer and mower being leased by Lessor (hereinafter "Equipment") for use on the fields of Lessor and those owned by Lessee. Lessee shall be responsible for all maintenance on said groomer. Lessee shall pay to lessor a use fee equal to the lease payments made by Lessor on the Equipment. Lessee shall be permitted to house the Equipment at ALCC until such a time as Lessee shall have their own suitable storage.

5. Authority of Lessee. Lessee shall have sole and full authority to provide all youth sports leagues, including registration, use of registration fees, and contracting with third parties, such as Johnston County Little League and Neuse River Futbol, for use of the Property and the rental fees associated with such use. Lessor shall not have rights to govern these activities or collected monies. If Lessor has a need to use the Property, Lessor and Lessee shall coordinate

Lessor's use. Lessor will meet at least annually with Lessee to relay information concerning possible programs being considered.

6. **Liability Insurance.** At all times during the Term of this Lease and any extensions hereof, Lessee shall maintain, at a minimum, a liability insurance policy or policies with limits of at least \$1,000,000.00 covering the Property. Upon the request of Lessor or its successors or assigns, Lessee shall, at Lessee's expense, include Lessor or its successors or assigns as an additional insured on such liability policy or policies.

7. To the fullest extent permitted by laws, Lessee agrees to fully indemnify, defend and save Lessor harmless from and against any and all claims and demands for or in connection with, any accident, injury or damage whatsoever caused to any person or property arising, directly or indirectly, out of the use of the Property or any part thereof, or arising directly or indirectly, from any act or omission of Lessee its agents, employees, invitees, customers or contractors, and from and against any and all costs, expenses, reasonable attorneys' fees, and liabilities incurred in connection with any such claims and/or proceedings brought thereon. To the fullest extent permitted by laws, Lessor agrees to fully indemnify, defend and save Lessee harmless from and against any and all claims and demands for or in connection with, any accident, injury or damage whatsoever caused to any person or property arising, directly or indirectly, out of the use of the property of Lessor not subject to this agreement, or any part thereof, or arising directly or indirectly, from any act or omission of Lessor, its agents, employees, invitees, customers or contractors, and from and against any and all costs, expenses, reasonable attorneys' fees, and liabilities incurred in connection with any such claims and/or proceedings brought thereon.

8. The parties shall cooperate in executing and recording a memorandum of this Lease Agreement in the Johnston County Registry. Lessee shall pay the cost of such recording.

9. **Assignment.** Lessee shall not assign this Lease Agreement or sublet the whole or any portion of the Property without the consent of Lessor or its successors or assigns. Upon any such assignment, the assignor shall assume all obligations of Lessee and be subject to all remedies by Lessor under this Lease Agreement.

10. **Default.** If Lessee fails to pay the rent due hereunder or otherwise fails to comply with any of its obligations hereunder, Lessee shall be in default. In such event, Lessor shall have the right to cancel this Lease Agreement if the acts or omissions of Lessee giving rise to such default are not cured by Lessee within thirty (30) days of the date which Lessee receives written notice from Lessor of such default. Provided, however, that if such default other than rent is impossible to cure in thirty (30) days through no fault of Lessee, then Lessee shall have a reasonable time after written notice of default from Lessor to cure the default.

11. **Notice.** Whenever written notice is required to be provided hereunder, or whenever either party hereto wishes to send written correspondence to the other, such notice

shall be delivered as follows:

- a) If to Lessor,
deliver to:

Archer Lodge Community Center Inc.
14009 Buffalo Rd.
Archer Lodge, NC 27527

- b) If to Lessee, deliver to:

Town of Archer Lodge
14094 Buffalo Rd.
Archer Lodge, NC 27527

12. This Lease Agreement shall be interpreted and governed by the laws of the State of North Carolina., all parties hereto, by executing this document, hereby voluntarily submit themselves, their successors and assigns to the jurisdiction of the applicable courts in North Carolina, and the parties acknowledge that the courts in Johnston County, North Carolina are an appropriate venue for any disputes between the parties hereto that may arise out of this Lease Agreement..

13. This Lease Agreement represents the entire agreement of the parties. To the extent that any oral representations, or terms discussed orally, between any of the parties are inconsistent with the terms herein, each party hereto acknowledge that such inconsistent representations or terms were not accepted by the other(s) and that such inconsistent representations or terms are not part of any agreement between the parties related to the subject matter of this Lease Agreement.

14. This Lease Agreement cannot be modified except in a writing executed by all of the parties hereto executed under the same formalities as this Lease Agreement.

15. Any determination by any court that any term of this Lease Agreement is invalid, in whole or in part, shall not affect the validity of the remainder of this Lease Agreement.

16. If any party hereto, or their respective successors or assigns, files a lawsuit to enforce or set aside this Lease Agreement or any portion hereof, or any other lawsuit that is in any way related to this Lease Agreement, the prevailing party in such lawsuit shall be entitled to its costs, including reasonable attorney's fees, of prosecuting or defending such lawsuit. This entitlement to costs of litigation, including reasonable attorney's fees, is contractual in nature and is intended by the parties to be in addition to, and not substituted for, any other legal entitlement to such costs of litigation, including reasonable attorney's fees, that the parties hereto, or either of them, may have.

17. Each party hereto acknowledges that they enter into this Lease Agreement of their own free will, and that they are under no duress or undue influence to execute the same.

18. All terms hereof shall be binding upon each party's successors and assigns.

Each party hereto acknowledges that the signature line(s) below for such party is signed by a person with the full authority, whether actual or apparent, to execute this Contract on behalf of such indicated party.

ARCHER LODGE COMMUNITY CENTER, INC.

TOWN OF ARCHER LODGE

By: _____
Dene Castleberry, President

By: _____
Matthew B. Mulhollem, Mayor

STATE OF NORTH CAROLINA

LEASE & USE AGREEMENT

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WHEREAS Lessor is the owner in fee simple of that certain parcel of land located at 14009 Buffalo Rd., Archer Lodge, North Carolina and being more particularly described in Exhibit A attached hereto (hereinafter the "Property"). The Property shall include use of the baseball field, soccer field, and restroom facilities;

WHEREAS the Property has been used for, among other things, organized recreational youth sports leagues for many years operated by Lessor;

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WHEREAS Lessor wishes to grant Lessee long-term access to the Property in exchange for Lessee continuing to organize and conduct youth sports recreational leagues in the Town of Archer Lodge.

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- c) Maintain the Property in an attractive manner and consistent with the use of the Property for their current recreational use;
- d) Schedule use of the Property; and
- e) Pay for maintenance, utilities, and upgrades to the Property. The maintenance, utilities, and upgrades shall be limited to the baseball field (including ball field lights), soccer field, associated sports facilities (dugouts, bleachers, etc.), and use of the restroom facilities in the picnic shelter. Upgrades shall be at the sole discretion of Lessee with permission of Lessor. Permission of Lessor shall not be unreasonably withheld. Use shall exclude the community center building, amphitheater, playground, concession stand, and picnic shelter. Mowing shall include grass areas on the whole property.
- f) Lessee shall be granted exclusive use of the John Deere infield groomer and mower being leased by Lessor (hereinafter "Equipment") for use on the fields of Lessor and those owned by Lessee. Lessee shall be responsible for all maintenance on said groomer. Lessee shall pay to lessor a use fee equal to the lease payments made by Lessor on the Equipment. Lessee shall be permitted to house the Equipment at ALCC until such a time as Lessee shall have their own suitable storage.

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Lessor's use. Lessor will meet at least annually with Lessee to relay information concerning possible programs being considered.

6. **Liability Insurance.** At all times during the Term of this Lease and any extensions hereof, Lessee shall maintain, at a minimum, a liability insurance policy or policies with limits of at least \$1,000,000.00 covering the Property. Upon the request of Lessor or its successors or assigns, Lessee shall, at Lessee's expense, include Lessor or its successors or assigns as an additional insured on such liability policy or policies.

7. To the fullest extent permitted by laws, Lessee agrees to fully indemnify, defend and save Lessor harmless from and against any and all claims and demands for or in connection with, any accident, injury or damage whatsoever caused to any person or property arising, directly or indirectly, out of the use of the Property or any part thereof, or arising directly or indirectly, from any act or omission of Lessee its agents, employees, invitees, customers or contractors, and from and against any and all costs, expenses, reasonable attorneys' fees, and liabilities incurred in connection with any such claims and/or proceedings brought thereon. To the fullest extent permitted by laws, Lessor agrees to fully indemnify, defend and save Lessee harmless from and against any and all claims and demands for or in connection with, any accident, injury or damage whatsoever caused to any person or property arising, directly or indirectly, out of the use of the property of Lessor not subject to this agreement, or any part thereof, or arising directly or indirectly, from any act or omission of Lessor, its agents, employees, invitees, customers or contractors, and from and against any and all costs, expenses, reasonable attorneys' fees, and liabilities incurred in connection with any such claims and/or proceedings brought thereon.

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Archer Lodge, NC 27527

- b) If to Lessee, deliver to:

Town of Archer Lodge
14094 Buffalo Rd.
Archer Lodge, NC 27527

12. This Lease Agreement shall be interpreted and governed by the laws of the State of North Carolina., all parties hereto, by executing this document, hereby voluntarily submit themselves, their successors and assigns to the jurisdiction of the applicable courts in North Carolina, and the parties acknowledge that the courts in Johnston County, North Carolina are an appropriate venue for any disputes between the parties hereto that may arise out of this Lease Agreement..

13. This Lease Agreement represents the entire agreement of the parties. To the extent that any oral representations, or terms discussed orally, between any of the parties are inconsistent with the terms herein, each party hereto acknowledge that such inconsistent representations or terms were not accepted by the other(s) and that such inconsistent representations or terms are not part of any agreement between the parties related to the subject matter of this Lease Agreement.

14. This Lease Agreement cannot be modified except in a writing executed by all of the parties hereto executed under the same formalities as this Lease Agreement.

15. Any determination by any court that any term of this Lease Agreement is invalid, in whole or in part, shall not affect the validity of the remainder of this Lease Agreement.

16. If any party hereto, or their respective successors or assigns, files a lawsuit to enforce or set aside this Lease Agreement or any portion hereof, or any other lawsuit that is in any way related to this Lease Agreement, the prevailing party in such lawsuit shall be entitled to its costs, including reasonable attorney's fees, of prosecuting or defending such lawsuit. This entitlement to costs of litigation, including reasonable attorney's fees, is contractual in nature and is intended by the parties to be in addition to, and not substituted for, any other legal entitlement to such costs of litigation, including reasonable attorney's fees, that the parties hereto, or either of them, may have.

17. Each party hereto acknowledges that they enter into this Lease Agreement of their own free will, and that they are under no duress or undue influence to execute the same.

18. All terms hereof shall be binding upon each party's successors and assigns.

Each party hereto acknowledges that the signature line(s) below for such party is signed by a person with the full authority, whether actual or apparent, to execute this Contract on behalf of such indicated party.

ARCHER LODGE COMMUNITY CENTER, INC.

TOWN OF ARCHER LODGE

By: _____
Dene Castleberry, President

By: _____
Matthew B. Mulhollem, Mayor



**TOWN OF ARCHER LODGE
RESOLUTION OPPOSING EFFORTS TO WEAKEN
LOCAL ZONING REGULATIONS**

WHEREAS, North Carolina has more than 532 towns and cities, the vast majority of which are small or mid-sized, and each of which has a unique identity, history, and governance; and

WHEREAS, planning and zoning options in all communities must adhere to state statute, they vary greatly, based on the desires of each community's residents and elected officials; and

WHEREAS, threats to the state's cities and towns can arise when developers try to convince legislators to strip local zoning requirements to meet their needs or allow them to opt out of local zoning altogether. Threats can also arise when advocates for increased housing demand that legislators support homogenization in zoning, arguing that all types of housing should be allowed everywhere; and

WHEREAS, hundreds of other small- to medium-sized towns in our state, including neighboring towns here in Johnston County, our town has worked diligently since our incorporation in 2009 to craft local zoning that is responsive to the needs of residents, builders, and developers, as well as local businesses; to this end, members of our Planning and Zoning Board, as well as periodic ad hoc resident committees tasked with recommending updates to the town's Future Land Use Plan, have worked with residents and our Town Council to periodically update local zoning; and

WHEREAS, Archer Lodge's Future Land Use Plan continues to evolve, incorporating new zoning options and revising others, consistent with the needs of our community. Our zoning reflects a strong commitment to individual property rights while seeking to retain the unique rural and historic character that has attracted so many residents to our beautiful town and has continued to strengthen property values; and

WHEREAS, we acknowledge the State of North Carolina's oversight over all state municipalities, respect the limitations and requirements established by current state statutes, and are grateful to state legislators for their dedication, and recognize their desire to address state-wide housing issues. At the same time, we believe that one-size-fits-all efforts that mandate significant changes to local zoning authority are misguided.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Archer Lodge urges the state legislature to work with local leaders and the North Carolina League of Municipalities to craft incentives and targeted approaches appropriate to housing issues in specific areas. We ask our state legislators to balance their oversight with respect for the critical role local zoning plays in maintaining the civic health of our state and balancing the needs of residents with those of builders and developers. Finally, we strenuously object to state bills seeking to homogenize, significantly weaken, or otherwise interfere in local zoning authority, on the basis that such interference threatens a town's ability to determine its unique identity and future within the limitations and requirements established by state statute. More specifically, the Town objects to the following:

- A potential bill that would overturn local zoning to authorize the removal of

approximately 1,000 acres of land from the center of the Town of Summerfield, commonly referred to as “de-annexation,” despite being a constituent area within the Summerfield’s original boundaries, as chartered by the General Assembly, and despite the proximity of some of this property to the Greensboro watershed;

- Senate Bill 317, which would allow developers to skirt all local zoning under the guise of providing affordable housing, a requirement that would expire within a year’s time;
- House Bill 332/Senate Bill 275, which would impose a 21-day shot clock on local building inspections;
- House Bill 474, which would mandate that all residential and mixed-use zoning allow small housing such as tiny homes, cottage homes, and accessory dwelling units;
- Senate Bill 675, which would eliminate municipal extraterritorial jurisdiction (ETJ) which has been a tool that has been used to maintain balance between urban centers and rural centers of the state for nearly 75 years; and
- All other similar bills that seek to override local zoning authority without the active collaboration and consent of local communities.

In this way, the Town of Archer Lodge also seeks to uphold the rights of all municipalities in North Carolina to self-determination within the parameters established by state statute and in collaboration with residents as well as state and county leaders.

DULY ADOPTED ON THIS 1st DAY OF MAY 2023, WHILE IN REGULAR SESSION.

_____(SEAL)
Matthew B. Mulhollem
Mayor

ATTEST:

_____(SEAL)
Jenny Martin
Town Clerk



**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING REQUIRED POLICIES
PERTAINING TO EXPENDITURE OF ARPA/CSLFRF FUNDS**

WHEREAS, the Town of Archer Lodge received an allocation of \$1,050,426 from the “Coronavirus State Fiscal Recovery Fund” or “Coronavirus Local Fiscal Recovery Fund” (together “CSLFRF funds”), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the “ARPA/CSLFRF award”).

WHEREAS, CSLFRF funds are subject to the U.S. Department of Treasury (“Treasury”) regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

WHEREAS, ARPA/CSLFRF funds are subject to the compliance requirements as listed in the Award Terms and Conditions and the Federal Uniform Grant Guidance, 2 C.F.R. Sect. 200 (UG). The Town of Archer Lodge agrees to follow all federal statutes in its administration of ARPA/CSLFRF funds. It is a requirement of the ARPA/CSLFRF award that the following policies be adopted as it relates to the expenditure of these specific funds.

- **Eligible Use Policy**: This policy defines the permissible and prohibited uses of the ARPA/CSLFRF funds. It also outlines the procedures for determining how the county will spend its ARP/CSLFRF funds. Permissible expenditure categories include: 1) support COVID-19 public health expenditures; 2) address negative economic impacts caused by the public health emergency; 3) to provide governmental services through the revenue calculation; 4) provide premium pay for essential workers; and 5) invest in water, sewer, and broadband infrastructure.
- **Conflict of Interest Policy**: Establishes conflict of interest standards that apply when the unit enters into a contract or makes a subaward.
- **Nondiscrimination Policy**: Reaffirms that the unit will ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise, subject to discrimination under any program or activity administered by the local government, including programs/activities funded in whole or part with ARPA/CSLFRF.
- **Records Retention Policy**: Outlines Treasury’s five-year record retention requirement for documents related to expenditures ARPA/CSLFRF funds. This record retention requirement is longer than the traditional three-year record retention requirement. The county shall retain relevant records for a period of five years beyond the final expenditure of ARP/CSLFRF funds.

- **Allowable Cost Policy:** Defines those items of cost that are allowable, and which are unallowable. The tests of allowability under the cost principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects; (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP/CSLFRF grant award as to types or amounts of cost items.

Eligible Use Policy

This policy defines the permissible and prohibited uses of the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARPA/CSLFRF) funds. It also outlines the procedures for determining how [Local Government Name] will spend its ARPA/CSLFRF funds.

I. Permissible Uses of ARPA/CSLFRF Funding

US Treasury issued its [Final Rule](#) regarding use of ARPA funds on January 6, 2022. (The Final Rule is effective as of April 1, 2022. Until that date, a local government may proceed under the regulation promulgated by US Department of the Treasury in its [Interim Final Rule](#) or the Final Rule.) The Final Rule (and the Interim Final Rule) identify permissible uses of ARPA/CSLFRF funds and certain limitations and process requirements. Local governments must allocate ARPA/CSLFRF funds no later than December 31, 2024 and disburse all funding no later than December 31, 2026. Failure of an entity to expend all funds by December 31, 2026 will result in forfeiture of ARP funds.

ARPA/CSLFRF funds may be used for projects within the following categories of expenditures:

1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, non-profits, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

II. Prohibited Uses of ARPA Funding

The ARPA/CSLFRF and US Treasury's Final Rule prohibit certain uses of ARPA/CSLFRF funds. Specifically, ARPA/CSLFRF funds may not be used for projects within the following categories of expenditures:

1. To make a deposit into a pension fund that constitutes an extraordinary payment of an accrued, unfunded liability (Note that routine contributions as part of a payroll obligation for an eligible project are allowed.);
2. To borrow money or make debt service payments;
3. To replenish rainy day funds or fund other financial reserves;

4. To satisfy an obligation arising from a settlement agreement, judgment, consent decree, or judicially confirmed debt restricting in a judicial, administrative, or regulatory proceeding (There is an exception to this prohibition if the settlement or judgment requires the [Local Government Name] to provide services to respond to the COVID-19 public health emergency or its negative economic impacts or to provide government services, then the costs of those otherwise ARPA/CSLFRF-eligible projects are allowed.);
5. For a project that includes a term or condition that undermines efforts to stop the spread of COVID-19 or discourages compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19;
6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 CFR 200.318(c).
7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

The Town of Archer Lodge, and any of its contractors or subrecipients, may not expend any ARPA/CSLFRF funds for these purposes.

III. Procedures For Project Approval

The following are procedures for ARPA/CSLFRF project approvals. All Town of Archer Lodge employees and officials must comply with these requirements.

1. Requests for ARPA/CSLFRF funding, must be made in writing and include all the following:
 - a. Brief description of the project
 - b. Identification of ARPA/CSLFRF Expenditure Category (EC) (A list of ECs in in the Appendix to the [US Treasury Compliance and Reporting Guidance](#).)
 - c. Required justifications for applicable projects, according to the requirements in the Final Rule. Employees or any applicant seeking ARP funding should review the [Final Rule](#) and [Final Rule Overview](#) prior to submitting a proposal.
 - d. Proposed budget, broken down by cost item, in accordance with the [Local Government Name]'s Allowable Cost Policy.
 - e. A project implementation plan and estimated implementation timeline (All ARPA/CSLFRF funds must be fully obligated by December 31, 2024, and fully expended by December 31, 2026.)
2. Requests for funding must be submitted to Kim P. Batten for approval. All requests will be reviewed by Kim P. Batten for ARPA/CSLFRF compliance and by Kim P. Batten for allowable costs and other financial review.
3. No ARPA/CSLFRF may be obligated or expended before final written approval by Kim P. Batten. Council Approval or budget amendments will not be required before approval.
4. If a proposal does not meet the required criteria, it will be returned to the requesting party for revision and resubmittal.

5. Following approval, employees responsible for implementing the project must conform to actual obligations and expenditures to the pre-approved project budget. Changes in project budgets must be approved by the Town Administrator, Bryan Chadwick and Finance Officer, Kim P. Batten and may require a budget amendment before proceeding. Any delay in the projected project completion date shall be communicated to the Finance Officer immediately.
6. Kim P. Batten must collect, and document required information for each EC, for purposes of completing the required Project and Expenditure reports.
7. Kim P. Batten must maintain written project requests and approvals, all supporting documentation, and financial information at least until December 31, 2031.

Conflict of Interest Policy

**APPLICABLE TO CONTRACTS AND SUBAWARDS OF THE
TOWN OF ARCHER LODGE
SUPPORTED BY FEDERAL FINANCIAL ASSISTANCE**

* * * * *

I. Scope of Policy

- a. Purpose of Policy. This Conflict of Interest Policy (“*Policy*”) establishes conflict of interest standards that (1) apply when the Town of Archer Lodge enters into a Contract (as defined in Section II hereof) or makes a Subaward (as defined in Section II hereof), and (2) meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c).
- b. Application of Policy. This Policy shall apply when the Unit (1) enters into a Contract to be funded, in part or in whole, by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies, or (2) makes any Subaward to be funded by Federal Financial Assistance to which 2 C.F.R. § 200.318(c) applies. If a federal statute, regulation, or the terms of a financial assistance agreement applicable to a particular form of Federal Financial Assistance conflicts with any provision of this Policy, such federal statute, regulation, or terms of the financial assistance agreement shall govern.

II. Definitions

Capitalized terms used in this Policy shall have the meanings ascribed thereto in this Section II: Any capitalized term used in this Policy but not defined in this Section II shall have the meaning set forth in 2 C.F.R. § 200.1.

- a. “*COI Point of Contact*” means the individual identified in Section III(a) of this Policy.
- b. “*Contract*” means, for the purpose of Federal Financial Assistance, a legal instrument by which the Unit purchases property or services needed to carry out a program or project under a Federal award.
- c. “*Contractor*” means an entity or individual that receives a Contract.
- d. “*Covered Individual*” means a Public Officer, employee, or agent of the Unit.
- e. “*Covered Nonprofit Organization*” means a nonprofit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State of North Carolina primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes, excluding any board, entity, or other organization created by the State of North Carolina or any political subdivision of the State (including the Unit).
- f. “*Direct Benefit*” means, with respect to a Public Officer or employee of the Unit, or the spouse of any such Public Officer or employee, (i) having a ten percent (10%) ownership interest or other interest in a Contract or Subaward; (ii) deriving any income or commission directly from a Contract or Subaward; or (iii) acquiring property under a Contract or Subaward.

- g. “*Federal Financial Assistance*” means Federal financial assistance that the Unit receives or administers in the form of grants, cooperative agreements, non-cash contributions or donations of property (including donated surplus property), direct appropriations, food commodities, and other Federal financial assistance (except that the term does not include loans, loan guarantees, interest subsidies, or insurance).
- h. “*Governing Board*” means the Town Council of the Town of Archer Lodge.
- i. “*Immediate Family Member*” means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
- j. “*Involved in Making or Administering*” means (i) with respect to a Public Official or employee, (a) overseeing the performance of a Contract or Subaward or having authority to make decisions regarding a Contract or Subaward or to interpret a Contract or Subaward, or (b) participating in the development of specifications or terms or in the preparation or award of a Contract or Subaward, (ii) only with respect to a Public Official, being a member of a board, commission, or other body of which the Public Official is a member, taking action on the Contract or Subaward, whether or not the Public Official actually participates in that action.
- k. “*Pass-Through Entity*” means a non-Federal entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.
- l. “*Public Officer*” means an individual who is elected or appointed to serve or represent the Unit (including, without limitation, any member of the Governing Board), other than an employee or independent contractor of the Unit.
- m. “*Recipient*” means an entity, usually but not limited to a non-Federal entity, that receives a Federal award directly from a Federal awarding agency. The term does not include Subrecipients or individuals that are beneficiaries of the award.
- n. “*Related Party*” means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.
- o. “*Subaward*” means an award provided by a Pass-Through Entity to carry out part of a Federal award received by the Pass-Through Entity. It does not include payments to a contractor or payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- p. “*Subcontract*” means any agreement entered into by a Subcontractor to furnish supplies or services for the performance of a Contract or a Subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- q. “*Subcontractor*” means an entity that receives a Subcontract.

- r. “*Subrecipient*” means an entity, usually but not limited to a non-Federal entity, that receives a subaward from a Pass-Through Entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
- s. “*Unit*” has the meaning specified in Section I hereof.

III. COI Point of Contact.

- a. Appointment of COI Point of Contact. Jenny Martin, Town Clerk of the Town of Archer Lodge, shall have primary responsibility for managing the disclosure and resolution of potential or actual conflicts of interest arising under this Policy. In the event that Jenny Martin is unable to serve in such a capacity, Kim P. Batten, Assistant Town Administrator shall assume responsibility for managing the disclosure and resolution of conflicts of interest arising under this Policy. The individual with responsibility for managing the disclosure and resolution of potential or actual conflicts of interest under Section III(a) shall be known as the “*COI Point of Contact*”.
- b. Distribution of Policy. The COI Point of Contact shall ensure that each Covered Individual receives a copy of this Policy.

IV. Conflict of Interest Standards in Contracts and Subawards

- a. North Carolina Law. North Carolina law restricts the behavior of Public Officials and employees of the Unit involved in contracting on behalf of the Unit. The Unit shall conduct the selection, award, and administration of Contracts and Subawards in accordance with the prohibitions imposed by the North Carolina General Statutes and restated in this Section III.
 - i. G.S. § 14-234(a)(1). A Public Officer or employee of the Unit Involved in Making or Administering a Contract or Subaward on behalf of the Unit shall not derive a Direct Benefit from such a Contract or Subaward.
 - ii. G.S. § 14-234(a)(3). No Public Officer or employee of the Unit may solicit or receive any gift, favor, reward, service, or promise of reward, including but not limited to a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a Contract or Subaward by the Unit.
 - iii. G.S. § 14-234.3. If a member of the Governing Board of the Unit serves as a director, officer, or governing board member of a Covered Nonprofit Organization, such member shall not (1) deliberate or vote on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, (2) attempt to influence any other person who deliberates or votes on a Contract or Subaward between the Unit and the Covered Nonprofit Corporation, or (3) solicit or receive any gift, favor, reward, service, or promise of future employment, in exchange for recommending or attempting to influence the award of a Contract or Subaward to the Covered Nonprofit Organization.

- iv. G.S. § 14-234.1. A Public Officer or employee of the Unit shall not, in contemplation of official action by the Public Officer or employee, or in reliance on information which was made known to the public official or employee and which has not been made public, (1) acquire a pecuniary interest in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or other information, or (2) intentionally aid another in violating the provisions of this section.

b. Federal Standards.

- i. Prohibited Conflicts of Interest in Contracting. Without limiting any specific prohibition set forth in Section IV(a), a Covered Individual may not participate in the selection, award, or administration of a Contract or Subaward if such Covered Individual has a real or apparent conflict of interest.

1. Real Conflict of Interest. A real conflict of interest shall exist when the Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward. Exhibit A attached hereto provides a non-exhaustive list of examples of (i) financial or other interests in a firm considered for a Contract or Subaward, and (ii) tangible personal benefits from a firm considered for a Contract or Subaward.

2. Apparent Conflict of Interest. An apparent conflict of interest shall exist where a real conflict of interest may not exist under Section IV(b)(i)(1), but where a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the appearance that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract or Subaward.

- ii. Identification and Management of Conflicts of Interest.

1. Duty to Disclose and Disclosure Forms

- a. Each Covered Individual expected to be or actually involved in the selection, award, or administration of a Contract or Subaward has an ongoing duty to disclose to the COI Point of Contact potential real or apparent conflicts of interest arising under this Policy.

- b. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall advise Covered Individuals expected to be involved in the selection, award, or administration of the Contract or Subaward of such duty.

- c. If the value of a proposed Contract or Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of

Interest Disclosure Form contained in Exhibit C (for Contracts) and Exhibit E (for Subawards) from each Covered Individual and file such Conflict of Interest Disclosure Form in records of the Unit.

2. Identification Prior to Award of Contract or Subaward.

- a. Prior to the Unit's award of a Contract or Subaward, the COI Point of Contact shall complete the appropriate Compliance Checklist contained in Exhibit B (for Contracts) and Exhibit D (for Subawards) attached hereto and file such Compliance Checklist in the records of the Unit.

3. Management Prior to Award of Contract or Subaward

- a. If, after completing the Compliance Checklist, the COI Point of Contact identifies a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the COI Point of Contact shall disclose such finding in writing to Town Administrator and Assistant Town Administrator and to each member of the Governing Board. If the Governing Board desires to enter into the proposed Contract or Subaward despite the identification by the COI Point of Contact of a potential real or apparent conflict of interest, it may either:
 - i. accept the finding of the COI Point of Contact and direct the COI Point of Contact to obtain authorization to enter into the Contract or Subaward from (a) if Unit is a Recipient of Federal Financial Assistance, the Federal awarding agency with appropriate mitigation measures, or (b) if Unit is a Subrecipient of Federal Financial Assistance, from the Pass-Through Entity that provided a Subaward to Unit; or
 - ii. reject the finding of the COI Point of Contact and enter into the Contract or Subaward. In rejecting any finding of the COI Point of Contact, the Governing Board shall write a justification supporting such rejection.
- b. If the COI Point of Contact does not identify a potential real or apparent conflict of interest relating to a proposed Contract or Subaward, the Unit may enter into the Contract or Subaward in accordance with the Unit's purchasing or subaward policy.

4. Identification After Award of Contract or Subaward.

- a. If the COI Point of Contact discovers that a real or apparent conflict of interest has arisen after the Unit has entered into a Contract or Subaward, the COI Point of Contact shall, as soon as

possible, disclose such finding to the Town Administrator and Assistant Town Administrator and to each member of the Governing Board. Upon discovery of such a real or apparent conflict of interest, the Unit shall cease all payments under the relevant Contract or Subaward until the conflict of interest has been resolved.

5. Management After Award of Contract or Subaward.

- a. Following the receipt of such disclosure of a potential real or apparent conflict of interest pursuant to Section IV(b)(ii)(4), the Governing Board may reject the finding of the COI Point of Contact by documenting in writing a justification supporting such rejection. If the Governing Board fails to reject the finding of the COI Point of Contact within 15 days of receipt, the COI Point of Contact shall:
 - i. if Unit is a Recipient of Federal Financial Assistance funding the Contract or Subaward, disclose the conflict to the Federal awarding agency providing such Federal Financial Assistance in accordance with 2 C.F.R. § 200.112 and/or applicable regulations of the agency, or
 - ii. if Unit is a Subrecipient of Federal Financial Assistance, disclose the conflict to the Pass-Through Entity providing a Subaward to Unit in accordance with 2 C.F.R. § 200.112 and applicable regulations of the Federal awarding agency and the Pass-Through Entity.
 - iii. agency and the Pass-Through Entity.

V. Oversight of Subrecipient's Conflict of Interest Standards

- a. Subrecipients of Unit Must Adopt Conflict of Interest Policy. Prior to the Unit's execution of any Subaward for which the Unit serves as a Pass-Through Entity, the COI Point of Contact shall ensure that the proposed Subrecipient of Federal Financial Assistance has adopted a conflict of interest policy that satisfies the requirements of 2 C.F.R. § 200.318(c)(1), 2 C.F.R. § 200.318(c)(2), and all other applicable federal regulations.
- b. Obligation to Disclose Subrecipient Conflicts of Interest. The COI Point of Contact shall ensure that the legal agreement under which the Unit makes a Subaward to a Subrecipient shall require such Subrecipient to disclose to the COI Point of Contact any potential real or apparent conflicts of interest that the Subrecipient identifies. Upon receipt of such disclosure, the COI Point of Contact shall disclose such information to the Federal awarding agency that funded the Subaward in accordance with that agency's disclosure policy.

VI. Gift Standards

- a. Federal Standard. Subject to the exceptions set forth in Section VI(b), a Covered Individual may not solicit or accept gratuities, favors, or anything of monetary value from a Contractor or a Subcontractor.
- b. Exception. Notwithstanding Section VI(a), a Covered Individual may accept an unsolicited gift from a Contractor or Subcontractor of one or more types specified below if the gift has an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of all gifts received by the Covered Individual pursuant to this Section VI(b) does not exceed \$50 in a calendar year:
 - i. honorariums for participating in meetings;
 - ii. advertising items or souvenirs of nominal value; or
 - iii. meals furnished at banquets.
- c. Internal Reporting. A Covered Individual shall report any gift accepted under Section VI(b) to the COI Point of Contact. If required by regulation of a Federal awarding agency, the COI Point of Contact shall report such gifts to the Federal awarding agency or a Pass-Through Entity for which the Unit is a Subrecipient.

VII. Violations of Policy

- a. Disciplinary Actions for Covered Individuals. Any Covered Individual that fails to disclose a real, apparent, or potential real or apparent conflict of interest arising with respect to the Covered Individual or Related Party may be subject to disciplinary action, including, but not limited to, an employee's termination or suspension of employment with or without pay, the consideration or adoption of a resolution of censure of a Public Official by the Governing Board, or termination of an agent's contract with the Unit.
- b. Disciplinary Actions for Contractors and Subcontractors. The Unit shall terminate any Contract with a Contractor or Subcontractor that violates any provision of this Policy.
- c. Protections for Whistleblowers. In accordance with 41 U.S.C. § 4712, the Unit shall not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant: (i) a member of Congress or a representative of a committee of Congress; (ii) an Inspector General; (iii) the Government Accountability Office; (iv) a Treasury or other federal agency employee responsible for grant oversight or management; (v) an authorized official of the Department of Justice or other law enforcement agency; (vi) a court or grand jury; of (vii) a management official or other employee of the Unit, a Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

EXHIBIT A

Examples

<i>Potential Examples of a “Financial or Other Interest” in a Firm or Organization Considered for a Contract or Subaward</i>	<i>Potential Examples of a “Tangible Personal Benefit” From a Firm or Organization Considered for a Contract or Subaward</i>
<p>Direct or indirect equity interest in a firm or organization considered for a Contract or Subaward, which may include:</p> <ul style="list-style-type: none">- Stock in a corporation.- Membership interest in a limited liability company.- Partnership interest in a general or limited partnership.- Any right to control the firm or organization’s affairs. For example, a controlling equity interest in an entity that controls or has the right to control a firm considered for a contract.- Option to purchase any equity interest in a firm or organization.	<p>Opportunity to be employed by the firm considered for a contract, an affiliate of that firm, or any other firm with a relationship with the firm considered for a Contract.</p> <p>A position as a director or officer of the firm or organization, even if uncompensated.</p>
<p>Holder of any debt owed by a firm considered for a Contract or Subaward, which may include:</p> <ul style="list-style-type: none">- Secured debt (e.g., debt backed by an asset of the firm (like a firm’s building or equipment))- Unsecured debt (e.g., a promissory note evidencing a promise to repay a loan).<ul style="list-style-type: none">o Holder of a judgment against the firm.	<p>A referral of business from a firm considered for a Contract or Subaward.</p>
<p>Supplier or contractor to a firm or organization considered for a Contract or Subaward.</p>	<p>Political or social influence (e.g., a promise of appointment to a local office or position on a public board or private board).</p>

EXHIBIT B**COMPLIANCE CHECKLIST FOR OVERSIGHT OF CONTRACT CONFLICTS OF INTEREST**

The Town of Archer Lodge has adopted a Conflict of Interest Policy that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Jenny Martin, Town Clerk as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Contracts (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
2. If the value of the proposed Contract exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the Town Administrator and Assistant Town Administrator and to each member of the Governing Board.

Definitions.

1. *Covered Individual.* Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.
2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step			
1	Identify the proposed Contract, counterparty, and the subject of the Contract.	<u>Name of Contract:</u> <hr/> <u>Name of Counterparty</u> <hr/> <u>Subject of Contract:</u> <hr/>	
2	Identify all individuals involved in the selection, award, or administration of the Contract. These individuals are “Covered Individuals”. Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.		
	<u><i>Public Officials</i></u>	<u><i>Employees</i></u>	<u><i>Agents</i></u>
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Contract. [If the estimated Contract amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]		
Any identified interest in Step 3 is a potential “real” conflict of interest.	<u><i>Public Officials</i></u>	<u><i>Employees</i></u>	<u><i>Agents</i></u>

4	Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Contract. If the estimated Contract amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.		
Any identified interest in Step 4 is a potential “real” conflict of interest.	<u><i>Public Officials – Related Party</i></u>	<u><i>Employees – Related Party</i></u>	<u><i>Agents – Related Party</i></u>
5	Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the <i>appearance</i> that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Contract? If yes, explain.		
Any identified interest in Step 5 is a potential “apparent” conflict of interest.	<u><i>Public Officials</i></u>	<u><i>Employees</i></u>	<u><i>Agents</i></u>

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

EXHIBIT C

CONTRACT CONFLICT OF INTEREST DISCLOSURE FORM

FOR OFFICIALS, EMPLOYEES, AND AGENTS

The Town of Archer Lodge has adopted a Conflict of Interest Policy that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Jenny Martin, Town Clerk as the "COI Point of Contact."

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following contract: _____ (the "*Contract*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Contract. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

2. Will you receive any tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Contract or will such current or potential employer receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the appearance that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Contract or will receive a tangible personal benefit from a firm considered for this Contract?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

* * * * *

Sign Name: _____

Print Name: _____

Name of Employer _____

Job Title: _____

Date of Completion: _____

* * * * *

EXHIBIT D

COMPLIANCE CHECKLIST FOR SUBAWARD OVERSIGHT

The Town of Archer Lodge has adopted a Conflict of Interest Policy that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Jenny Martin, Town Clerk as the "COI Point of Contact." The Policy requires the COI Point of Contact to complete this Compliance Checklist to identify potential real or apparent conflicts of interest in connection with proposed Subawards (as defined in Section II) and file the Checklist in the records of the Unit.

Instructions for Completion

1. The COI Point of Contact shall complete Steps 1 through 5 of the Checklist below.
2. If the value of the proposed Subaward exceeds \$250,000, the COI Point of Contact shall collect a Conflict of Interest Disclosure Form from each Covered Individual.
3. If the COI Point of Contact identifies a potential real or apparent conflict of interest after completing this Compliance Checklist, the COI Point of Contact shall report such potential conflict of interest to the Town Administrator and Assistant Town Administrator and to each member of the Governing Board.

Definitions.

1. *Covered Individual.* Each person identified in Section 1 of this Checklist is a "Covered Individual" for purposes of this Compliance Checklist and the Policy.
2. *Immediate Family Member* means, with respect to any Covered Individual, (i) a spouse, and parents thereof, (ii) a child, and parent thereof, (iii) a parent, and spouse thereof, (iv) a sibling, and spouse thereof, (v) a grandparent and grandchild, and spouses thereof, (vi) domestic partners and parents thereof, including domestic partners of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with the Covered Individual is the equivalent of a family relationship.
3. *Related Party* means (i) an Immediate Family Member of a Covered Individual, (ii) a partner of a Covered Individual, or (iii) a current or potential employer (other than the Unit) of a Covered Individual, of a partner of a Covered Individual, or of an Immediate Family Member of a Covered Individual.

Step			
1	Identify the proposed Subaward, Subrecipient, and the subject of the Subaward.	<u>Name of Contract:</u> <hr/> <u>Name of Counterparty</u> <hr/> <u>Subject of Subaward:</u> <hr/>	
2	Identify all individuals involved in the selection, award, or administration of the Subaward. These individuals are “Covered Individuals”. Ensure that each Covered Individual has been provided with a copy of the Conflict of Interest Policy.		
	<u><i>Public Officials</i></u>	<u><i>Employees</i></u>	<u><i>Agents</i></u>
3	Identify whether any Covered Individual has a (i) financial or other interest in, or (ii) tangible personal benefit from the firm considered for a Subaward. [If the estimated Subaward amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]		
Any identified interest in Step 3 is a potential “real” conflict of interest.	<u><i>Public Officials</i></u>	<u><i>Employees</i></u>	<u><i>Agents</i></u>

<p>4</p>	<p>Identify whether any Related Party has a (i) financial or other interest in or (ii) tangible personal benefit from the firm considered from a Subaward. If the estimated Subaward amount exceeds \$250,000, ensure that each Covered Individual files a Conflict of Interest Disclosure Form with the COI Point of Contact.]</p>		
<p>Any identified interest in Step 4 is a potential “real” conflict of interest.</p>	<p><u><i>Public Officials – Related Party</i></u></p>	<p><u><i>Employees – Related Party</i></u></p>	<p><u><i>Agents – Related Party</i></u></p>
<p>5</p>	<p>Identify whether a reasonable person with knowledge of the relevant facts would find that an existing situation or relationship creates the <i>appearance</i> that a Covered Individual or any Related Party has a financial or other interest in or a tangible personal benefit from a firm considered for a Subaward? If yes, explain.</p>		
<p>Any identified interest in Step 5 is a potential “apparent” conflict of interest.</p>	<p><u><i>Public Officials</i></u></p>	<p><u><i>Employees</i></u></p>	<p><u><i>Agents</i></u></p>

COI Point of Contact: _____

Signature of COI Point of Contact: _____

Date of Completion: _____

EXHIBIT E

SUBAWARD CONFLICT OF INTEREST DISCLOSURE FORM

FOR OFFICIALS, EMPLOYEES, AND AGENTS

The Town of Archer Lodge has adopted a Conflict of Interest Policy that governs the Unit's expenditure of Federal Financial Assistance (as defined in Section II of the Policy). The Policy designates Jenny Martin, Town Clerk as the COI Point of Contact.

The COI Point of Contact has identified you as an official, employee, or agent of the Unit that may be involved in the selection, award, or administration of the following subaward: _____ (the "*Subaward*"). To safeguard the Unit's expenditure of Federal Financial Assistance, the COI Point of Contact has requested that you identify any potential real or apparent conflicts of interest in the Firm considered for the award of a Subaward. Using the Exhibit A to the Policy as a guide, please answer the following questions:

1. Do you have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

2. Will you receive any tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

3. For purposes of Question 3(a) and 3(b), your "Immediate Family Members" include: (i) your spouse and their parents, (ii) your child, (iii) your parent and any spouse of your parent, (iv) your sibling and any spouse of your sibling, (v) your grandparents or grandchildren, and the spouses of each, (vi) any domestic partner of any individual in (ii) through (v) of this definition; and (vii) any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

a. Do you have an Immediate Family Member with a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

b. Do you have an Immediate Family Member that will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

4. Do you have any other partner with a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

5. Will any other partner of yours receive any tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

6. Does your current or potential employer (other than the Unit) have a financial or other interest in a firm considered for this Subaward or will such current or potential employer receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

7. Benefits to Employers

- a. Does a current or potential employer (other than the Unit) of any of your Immediate Family Members have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- b. Will a current or potential employer (other than the Unit) of any of your Immediate Family Members receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- c. Does a current or potential employer (other than the Unit) of any partner of yours have a financial or other interest in a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

- d. Will a current or potential employer (other than the Unit) of any partner of yours receive a tangible personal benefit from this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

8. Does any existing situation or relationship create the *appearance* that you have a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

9. Does any existing situation or relationship create the *appearance* that any Immediate Family Member of yours has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

10. Does any existing situation or relationship create the *appearance* that your current or potential employer (other than the Unit) has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

11. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any of your Immediate Family Members has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

12. Does any existing situation or relationship create the *appearance* that any current or potential employer (other than the Unit) of any other partner has a financial or other interest in a firm considered for this Subaward or will receive a tangible personal benefit from a firm considered for this Subaward?

Yes _____ No _____ Unsure: _____

If the answer is Yes or Unsure, please explain:

* * * * *

Sign Name: _____

Print Name: _____

Name of Employer _____

Job Title: _____

Date of Completion: _____

* * * * *

Nondiscrimination Policy

It is the policy of the Town of Archer Lodge to ensure that no person shall, on the ground of race, color, national origin (including limited English Proficiency), familial status, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity administered by the Town of Archer Lodge, including programs or activities that are funded in whole or part, with Coronavirus State and Local Fiscal Recovery Funds ("CSLFRF"), which the Town of Archer Lodge received from the U.S. Department of Treasury ("Treasury") pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (herein the "ARP/CSLFRF award").

I. Governing Statutory & Regulatory Authorities

As required by the CSLFRF Award Terms and Conditions, the Town of Archer Lodge shall ensure that each "activity," "facility," or "program"¹ that is funded in whole, or in part, with CSLFRF and administered under the ARP/CSLFRF award, will be facilitated, operated, or conducted in compliance with the following federal statutes and federal regulations prohibiting discrimination. These include, but are not limited to, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age within programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

¹ 22 C.F.R. § 22.3 defines "program" and "activity" as all operations of an entity, including local governments, that receive Federal financial assistance, and the departments, agencies, or special purpose districts of the local governments to which Federal financial assistance is distributed. "Federal financial assistance" includes, among other things, grants and loans of federal funds. "Facility" includes all or any part of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration, or acquisition of facilities.

II. Discriminatory Practices Prohibited in the Administration of the ARP/CSLFRF Award

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, the Town of Archer Lodge shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

1. Denying to a person any service, financial aid, or other program benefit without good cause;
2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program.
3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment;
10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

III. Reporting & Enforcement

1. The Town of Archer Lodge shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town of Archer Lodge shall comply with information requests, on-site compliance reviews, and reporting requirements.
2. The Town of Archer Lodge shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town of Archer Lodge shall inform the Treasury if it has received no complaints under Title VI.
3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by the Town of Archer Lodge in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence:

Town of Archer Lodge
Attn: Town Administrator
14094 Buffalo Rd
Archer Lodge, NC 27527

Record Retention Policy

This policy defines the Coronavirus Local Fiscal Recovery Funds (“CSLFRF”) [Award Terms and Conditions](#) and the [Compliance and Reporting Guidance](#) set forth the U.S. Department of Treasury’s (“Treasury”) record retention requirements for the ARPA/CSLFRF award.

It is the policy of the Town of Archer Lodge to follow Treasury’s record retention requirements as it utilizes the CSLFRF funds pursuant to the APR/CSLFRF award. Accordingly, the Town of Archer Lodge agrees to the following:

- Retain all financial and programmatic records related to the use and expenditure of CSLFRF pursuant to the ARPA/CSLFRF award for a period of five (5) years after all CLFRF funds have been expended or returned to Treasury, whichever is later.
- Retain records for real property and equipment acquired with CSLFRF for five years after final disposition.
- Ensure that the financial and programmatic records retain sufficient evidence compliance with section 603(c) of the Social Security Act “ARPA,” Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
- Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of timely and unrestricted access to any records for the purpose of audits or other investigations.
- If any litigation, claim, or audit is started before the expiration of the 5-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.

Covered Records: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town of Archer Lodge’s expenditure of CSLFRF funds on eligible projects, programs, or activities pursuant to the ARPA/CSLFRF award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

- Financial statements and accounting records evidencing expenditures of CSLFRF for eligible projects, programs, or activities.
- Documentation of rational to support a particular expenditure of CSLFRF (e.g., expenditure constitutes a general government service);
- Documentation of administrative costs charged to the ARPA/CSLFRF award;

- Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price;
- Subaward agreements and documentation of subrecipient monitoring;
- Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. §§ 200.310-316 and 200.329;
- Personnel and payroll records for full-time and part-time employees compensated with CSLFRF, including time and effort reports; and
- Indirect cost rate proposals

Storage: The Town of Archer Lodge’s records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Departmental Responsibilities: Any department or unit of the Town of Archer Lodge, and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the Town of Archer Lodge to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Town Clerk is responsible for identifying the documents that the Town of Archer Lodge must or should retain and arrange for the proper storage and retrieval of records. The Town Clerk shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: The Town of Archer Lodge is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee’s supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Town Administrator. The Town of Archer Lodge prohibits, any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

Questions About the Policy: Any questions about this policy should be referred to Jenny Martin, Town Clerk, 919-359-9727; Jenny.Martin@archerlodgenc.gov, who is in charge of administering, enforcing, and updating this policy.

Allowable Costs Policy

This policy defines the [Title 2 U.S. Code of Federal Regulations Part 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARPA/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARPA/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

The Town of Archer Lodge shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARPA/CSLFRF funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARPA/CSLFRF grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with Bryan Chadwick, Town Administrator and Kim P. Batten, Assistant Town Administrator/Finance Officer, who are charged with the administration and financial oversight of the ARPA/CSLFRF. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARPA/CSLFRF grant funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Finance Department. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

I. GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARPA/CSLFRF funds must meet the following general criteria:

- a. **Be necessary and reasonable for the proper and efficient performance and administration of the grant program.**

A cost must be *necessary* to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant project.
- Whether the cost is identified in the approved project budget or application.

- Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- Whether the cost addresses project goals and objectives and is based on program data.

A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town of Archer Lodge or the proper and efficient performance of the federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARPA/CSLFRF award.
- Market prices for comparable goods or services for the geographic area.
- Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town of Archer Lodge, its employees, the public at large, and the federal government.
- Whether the Town of Archer Lodge significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARPA/CSLFRF award's cost.

1. **Be allocable to the ARPA/CSLFRF federal award.** A cost is allocable to the ARPA/CSLFRF award if the goods or services involved are chargeable or assignable to the ARPA/CSLFRF award in accordance with the relative benefit received. This means that the ARPA/CSLFRF grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of his/her time on the grant program.*

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the ARPA/CSLFRF, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

2. **Be authorized and not prohibited under state or local laws or regulations.**
3. **Conform to any limitations or exclusions set forth in the principles, federal laws, ARPA/CSLFRF award terms, and other governing regulations as to types or amounts of cost items.**
4. **Be consistent with policies, regulations, and procedures that apply uniformly to both the ARPA/CSLFRF federal award and other activities of the Town of Archer Lodge.**
5. **Be accorded consistent treatment.** A cost MAY NOT be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. And a cost must be treated consistently for both federal award and non-federal award expenditures.
6. **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.**
7. **Be net of all applicable credits.** The term “applicable credits” refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the ARPA/CSLFRF award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms.
8. **Be adequately documented.**

II. SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

§ 200.416 COST ALLOCATION PLANS AND INDIRECT COST PROPOSALS.

(a) For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

(b) Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

- (1) The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and
- (2) The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

(c) The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

§ 200.417 INTERAGENCY SERVICE.

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

III. COST ALLOWABILITY REVIEW PROCESS

PREAPPROVAL COST ALLOWABILITY REVIEW

Before an ARPA/CSLFRF-funded project is authorized, Assistant Town Administrator/Finance Officer must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and *before* obligating or expending any ARPA/CSLFRF funds.

- Local government personnel must submit proposed ARPA/CSLFRF projects to the Assistant Town Administrator for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item.
- Along with a general review of project eligibility and conformance with other governing board management directives, if required, Assistant Town Administrator must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre-approval by the US Treasury.
- If a proposed project includes a request for an unallowable cost, the Assistant Town Administrator will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.
- Once a proposed project budget is pre-approved by the Assistant Town Administrator, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

POST-EXPENDITURE COST ALLOWABILITY REVIEW

Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, the Assistant Town Administrator must perform a second review to ensure that actual expenditures comprise allowable costs.

- All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Assistant Town Administrator will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.
- The Assistant Town Administrator must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.
- If all cost items are deemed allowable and properly allocable, the [Assistant Town Administrator must proceed through the local government's normal disbursement process.

- If any cost item is deemed unallowable, the Assistant Town Administrator will notify the project management and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with ARPA/CSLFRF funds. The Assistant Town Administrator may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. The Town of Archer Lodge's governing board must approve any allocation of other funds for this purpose.
- The Finance Department must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

IV. COST TRANSFERS

Any costs charged to the ARPA/CSLFRF federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

EXHIBIT A

Selected Items of Cost	Uniform Guidance General Reference	Allowability
Advertising and public relations costs	2 CFR § 200.421	Allowable with restrictions
Advisory councils	2 CFR § 200.422	Allowable with restrictions
Alcoholic beverages	2 CFR § 200.423	Unallowable
Alumni/ae activities	2 CFR § 200.424	Not specifically addressed
Audit services	2 CFR § 200.425	Allowable with restrictions
Bad debts	2 CFR § 200.426	Unallowable
Bonding costs	2 CFR § 200.427	Allowable with restrictions
Collection of improper payments	2 CFR § 200.428	Allowable
Commencement and convocation costs	2 CFR § 200.429	Not specifically addressed
Compensation – personal services	2 CFR § 200.430	Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5))
Compensation – fringe benefits	2 CFR § 200.431	Allowable with restrictions
Conferences	2 CFR § 200.432	Allowable with restrictions
Contingency provisions	2 CFR § 200.433	Unallowable with exceptions
Contributions and donations	2 CFR § 200.434	Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity)
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent	2 CFR § 200.435	Allowable with restrictions

infringements		
Depreciation	2 CFR § 200.436	Allowable with qualifications
Employee health and welfare costs	2 CFR § 200.437	Allowable with restrictions
Entertainment costs	2 CFR § 200.438	Unallowable with exceptions
Equipment and other capital expenditures	2 CFR § 200.439	Allowability based on specific requirement
Exchange rates	2 CFR § 200.440	Allowable with restrictions
Fines, penalties, damages and other settlements	2 CFR § 200.441	Unallowable with exceptions
Fund raising and investment management costs	2 CFR § 200.442	Unallowable with exceptions
Gains and losses on disposition of depreciable assets	2 CFR § 200.443	Allowable with restrictions
General costs of government	2 CFR § 200.444	Unallowable with exceptions
Goods and services for personal use	2 CFR § 200.445	Unallowable (goods/services); allowable (housing) with restrictions
Idle facilities and idle capacity	2 CFR § 200.446	Idle facilities - unallowable with exceptions; Idle capacity - allowable with restrictions
Insurance and indemnification	2 CFR § 200.447	Allowable with restrictions
Intellectual property	2 CFR § 200.448	Allowable with restrictions
Interest	2 CFR § 200.449	Allowable with restrictions
Lobbying	2 CFR § 200.450	Unallowable
Losses on other awards or contracts	2 CFR § 200.451	Unallowable (however, they are required to be included in the indirect cost rate base for

		allocation of indirect costs)
Maintenance and repair costs	2 CFR § 200.452	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454	Allowable with restrictions; unallowable for lobbying organizations
Organization costs	2 CFR § 200.455	Unallowable except federal prior approval
Participant support costs	2 CFR § 200.456	Allowable with prior approval of the federal awarding agency
Plant and security costs	2 CFR § 200.457	Allowable; capital expenditures are subject to § 200.439
Pre-award costs	2 CFR § 200.458	Allowable if consistent with other allowabilities and with prior approval of the federal awarding agency
Professional services costs	2 CFR § 200.459	Allowable with restrictions
Proposal costs	2 CFR § 200.460	Allowable with restrictions
Publication and printing costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and reconversion costs	2 CFR § 200.462	Allowable (ordinary and normal)
Recruiting costs	2 CFR § 200.463	Allowable with restrictions
Relocation costs of employees	2 CFR § 200.464	Allowable with restrictions
Rental costs of real property and equipment	2 CFR § 200.465	Allowable with restrictions
Scholarships and student aid costs	2 CFR § 200.466	Not specifically addressed
Selling and marketing costs	2 CFR § 200.467	Unallowable with exceptions

Specialized service facilities	2 CFR § 200.468	Allowable with restrictions
Student activity costs	2 CFR § 200.469	Unallowable unless specifically provided for in the federal award
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions
Termination costs	2 CFR § 200.471	Allowable with restrictions
Training and education costs	2 CFR § 200.472	Allowable for employee development
Transportation costs	2 CFR § 200.473	Allowable with restrictions
Travel costs	2 CFR § 200.474	Allowable with restrictions
Trustees	2 CFR § 200.475	Not specifically addressed

NOW, THEREFORE, BE IT RESOLVED, that the Archer Lodge Town Council of the Town of Archer Lodge, North Carolina, hereby adopts and enacts the policies herein, which shall apply to any expenditure of the ARPA/CSLFRF funds.

DULY ADOPTED ON THIS 1st DAY OF MAY 2023, WHILE IN REGULAR SESSION.

_____ (SEAL)
Matthew B. Mulhollem
Mayor

ATTEST:

_____ (SEAL)
Jenny Martin
Town Clerk



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH END MAR 31, 2023

GENERAL FUND 10				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	1,117,200.00	29,618.03	1,080,327.26	96.70%
SALES TAXES	284,000.00	32,058.04	197,484.78	69.54%
FRANCHISE TAXES	142,500.00	34,117.25	75,206.87	52.78%
ALCOHOL BEV TAXES/JO CO ABC DIST	39,000.00	0.00	10,845.62	27.81%
PERMITS AND FEES	8,500.00	800.00	5,195.00	61.12%
FEE IN LIEU OF RECREATION	78,000.00	0.00	0.00	0.00%
AMERICAN RESCUE PLAN ACT GRANT (ARPA)	525,500.00	0.00	525,213.37	99.95%
JO CO OPEN SPACE/COMMUNITY GRANT	83,400.00	0.00	0.00	
PEG CHANNEL SUPPORT	51,500.00	12,820.52	25,641.04	49.79%
MISCELLANEOUS REVENUES	4,000.00	15.00	4,156.12	103.90%
INVESTMENT EARNINGS	20,000.00	6,516.87	37,595.64	187.98%
TRANSFER IN FROM CAP RES FUND 30	200,000.00	0.00	200,000.00	100.00%
TRANSFER IN FROM PARK RES FUND 31	60,000.00	0.00	60,000.00	100.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND 32	200,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	240,000.00	0.00	0.00	0.00%
TOTALS	3,053,600.00	115,945.71	2,221,665.70	72.76%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	57,605.00	3,272.55	24,682.20	42.85%
ADMINISTRATION	337,910.00	34,607.20	251,805.19	74.52%
JO CO TAX COLLECTION FEES	30,000.00	855.92	27,864.37	92.88%
LEGAL	18,000.00	950.00	9,400.00	52.22%
PROPERTY TAXES	100.00	0.00	12.48	12.48%
PUBLIC BUILDINGS	88,600.00	2,706.47	36,984.15	41.74%
PEG MEDIA PARTNERS	51,500.00	12,820.52	25,641.04	49.79%
PUBLIC SAFETY	571,700.00	33,612.93	343,021.23	60.00%
TRANSPORTATION-PUBLIC WORKS	28,500.00	496.53	8,141.03	28.57%
PLANNING & ZONING	236,530.00	17,056.05	122,815.64	51.92%
CULTURAL & RECREATION	810,990.00	31,029.70	170,223.39	20.99%
DEBT SERVICES	136,940.00	39,016.66	136,932.96	99.99%
TRANSFER TO CAP RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO PARK RESERVE	160,000.00	2,131.27	80,293.57	50.18%
TRANSFER TO PUBLIC SAFETY RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO AM RESCUE PLAN (ARPA)	525,225.00	0.00	525,213.37	100.00%
TRANSFER TO STATE INFRASTRUCTURE (SCIF)	0.00	0.00	0.00	#DIV/0!
	3,053,600.00	178,555.80	1,763,030.62	57.74%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(62,610.09)	458,635.08	

MARCH 31, 2023

CAPITAL RESERVE FUND 30				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	7,000.00	821.70	7,535.40	107.65%
TRANSFER FROM GEN FUND 10	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATED	200,000.00	0.00	0.00	0.00%
TOTALS	207,000.00	821.70	7,535.40	3.64%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	200,000.00	0.00	200,000.00	100.00%
TRANSFER TO FUND BALANCE	7,000.00	0.00	0.00	0.00%
TOTALS	207,000.00	0.00	200,000.00	96.62%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		821.70	(192,464.60)	

PARK RESERVE FUND 31				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,000.00	216.33	2,482.02	124.10%
TRANSFER FROM GEN FUND 10	160,000.00	2,131.27	80,293.57	50.18%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	162,000.00	2,347.60	82,775.59	51.10%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	0.00	0.00	0.00	#DIV/0!
TRANSFER TO GEN FUND 10	60,000.00	0.00	60,000.00	100.00%
TRANSFER TO AL TOWN PRK FND 41	102,000.00	0.00	0.00	0.00%
TOTALS	162,000.00	0.00	60,000.00	37.04%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		2,347.60	22,775.59	

PUBLIC SAFETY RESERVE FUND 32				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	7,000.00	1,422.17	8,846.82	126.38%
TRANSFER FROM GEN FUND 10	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATED	195,000.00	0.00	0.00	0.00%
				#DIV/0!
TOTALS	202,000.00	1,422.17	8,846.82	4.38%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	200,000.00	0.00	0.00	0.00%
TRANSFER TO FUND BALANCE	2,000.00	0.00	0.00	0.00%
TOTALS	202,000.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		1,422.17	8,846.82	



Kim P. Batten

FINANCE OFFICER

ASSISTANT TOWN ADMINISTRATOR

WITH ARPA AND SCIF



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

GENERAL FUND			
REVENUES	Mar-23	Mar-22	DIFFERENCE
AD-VAL & MOTOR VEHICLE TAXES	1,080,327.26	853,776.70	226,550.56
SALES TAXES	197,484.78	180,846.13	16,638.65
FRANCHISE TAXES	75,206.87	74,093.48	1,113.39
ALCOHOL BEV TAXES/JO CO ABC DIST	10,845.62	13,014.74	(2,169.12)
PERMITS AND FEES	5,195.00	6,275.00	(1,080.00)
FEE IN LIEU OF RECREATION	0.00	0.00	0.00
ARPA GRANT & SCIF GRANT	525,213.37	525,213.38	(0.01)
JO CO OPEN SPACE/COMMUNITY GRANT	0.00	0.00	0.00
PEG CHANNEL SUPPORT	25,641.04	25,974.04	(333.00)
MISCELLANEOUS REVENUES	4,156.12	5.27	4,150.85
INVESTMENT EARNINGS	37,595.64	3,289.18	34,306.46
TRANSFER IN FROM CAPITAL RES FND 30	200,000.00	0.00	200,000.00
TRANSFER IN FROM PARK RESERVE FND 31	60,000.00	62,000.00	(2,000.00)
TRANSFER IN FROM PUBLIC SAFE RES FND 32	0.00	0.00	0.00
FUND BALANCE APPROPRIATED	0.00	0.00	0.00
Y-T-D INCREASE (DECREASE)	2,221,665.70	1,744,487.92	477,177.78
EXPENDITURES	Mar-23	Mar-22	DIFFERENCE
GOVERNING BODY	24,682.20	35,481.70	(10,799.50)
ADMINISTRATION	251,805.19	205,633.18	46,172.01
JO CO TAX COLLECTION FEES	27,864.37	22,059.29	5,805.08
LEGAL	9,400.00	10,517.50	(1,117.50)
PROPERTY TAXES	12.48	24.97	(12.49)
PUBLIC BUILDINGS	36,984.15	28,714.47	8,269.68
PEG MEDIA PARTNERS	25,641.04	25,974.04	(333.00)
PUBLIC SAFETY	343,021.23	337,998.98	5,022.25
TRANSPORTATION-PUBLIC WORKS	8,141.03	13,278.12	(5,137.09)
PLANNING & ZONING	122,815.64	78,936.18	43,879.46
CULTURAL & RECREATION	170,223.39	23,525.00	146,698.39
DEBT SERVICES	136,932.96	140,982.04	(4,049.08)
TRANSFER TO CAP RESERVE	0.00	25,000.00	(25,000.00)
TRANSFER TO PARK RESERVE	80,293.57	113,450.09	(33,156.52)
TRANSFER TO PUBLIC SAFETY RESERVE	0.00	25,000.00	(25,000.00)
TRANSFER TO ARPA & SCIF FUNDS	525,213.37	525,213.38	(0.01)
Y-T-D INCREASE (DECREASE)	1,763,030.62	1,611,788.94	151,241.68

Kim P. Batten

FINANCE OFFICER

PARTF#2020-904

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT LESS TAX	DEPOSIT	RUNNING BALANCE
12/01/19		State of NC			NC Parks & Recreation Trust Fund (PARTF)			-
06/11/20	1342	Susan Hatchell Landscape	20-00292	41-6120-3500	Park Design/Landscape Architecture	20,350.00		(20,350.00)
06/19/20	1349	Soil & Environmental Const	20-00273	41-6120-3500	Soil/Site Evaluation Septic System	3,250.00		(23,600.00)
06/25/20	1356	TerraTech Engineers	20-00282	41-6120-3500	Subsurface/Geotech Engineer Evaluation	3,500.00		(27,100.00)
09/17/20	1437	Susan Hatchell Landscape	20-00292	41-6120-3500	Park Design/Landscape Architecture	20,350.00		(47,450.00)
11/13/20		PARTF Grant		41-3482-0000	REQ #1 & REQ #2		23,725.00	(23,725.00)
11/18/20	1489	Susan Hatchell Landscape	20-00292	41-6120-3500	Park Design/Landscape Architecture	18,315.00		(42,040.00)
02/25/21		PARTF Grant		41-3482-0000	REQ #3		9,157.50	(32,882.50)
03/31/21	1596	Susan Hatchell Landscape	20-00292	41-6120-3500	Park Design/Landscape Architecture	22,385.00		(55,267.50)
04/22/21		PARTF Grant		41-3482-0000	REQ #4		11,192.50	(44,075.00)
06/17/21	1664	Susan Hatchell Landscape	20-00292	41-6120-3500	Park Design/Landscape Architecture	15,262.50		(59,337.50)
09/28/21		PARTF Grant		41-3482-0000	REQ #5		7,631.25	(51,706.25)
07/29/21	1704	Susan Hatchell Landscape	20-00292	41-6120-3500	Park Design/Landscape Architecture	5,087.50		(56,793.75)
12/16/21		PARTF Grant		41-3482-0000	REQ #6		2,543.75	(54,250.00)
03/17/22	1874	Kilian Engineering	22-00172	41-6120-3500	Park Electrical Design (Deposit)	120.00		(54,370.00)
05/05/22	1909	Susan Hatchell Landscape	22-00026	41-6120-3500	Park Design/Landscape Architecture	9,720.00		(64,090.00)
	1909	Susan Hatchell Landscape	22-00204	41-6120-3500	Park Design/Landscape Architecture (2022)	5,335.00		(69,425.00)
05/26/22	1922	J.M. Daniels Construction	22-00177	41-6120-3550	Construction Pay App 1	98,011.50		(167,436.50)
05/31/21		PARTF Grant		41-3482-0000	REQ #7		7,587.50	(159,849.00)
06/16/22	1939	ATC Associates of NC	22-00171	41-6120-3550	Construction Materials Testing	1,269.75		(161,118.75)
06/16/22	1942	J.M. Daniels Construction	22-00177	41-6120-3550	Construction Pay App 2	80,852.60		(241,971.35)
06/16/22	1945	Susan Hatchell Landscape	22-00026	41-6120-3500	Park Design/Landscape Architecture	972.00		(242,943.35)
	1945	Susan Hatchell Landscape	22-00204	41-6120-3500	Park Design/Landscape Architecture (2022)	533.50		(243,476.85)
08/04/22	1993	ATC Associates of NC	22-00171	41-6120-3550	Construction Materials Testing	1,261.50		(244,738.35)
08/04/22	1994	J.M. Daniels Construction	22-00177	41-6120-3550	Construction Pay App 3	191,747.60		(436,485.95)
08/18/22	2021	Susan Hatchell Landscape	22-00026	41-6120-3500	Park Design/Landscape Architecture (2021)	6,026.40		(442,512.35)
	2021	Susan Hatchell Landscape	22-00204	41-6120-3500	Park Design/Landscape Architecture (2022)	3,307.70		(445,820.05)
08/26/22		PARTF Grant		41-3482-0000	REQ #8		90,819.68	(355,000.37)
09/08/22	2035	Kilian Engineering	22-00172	41-6120-3500	Park Electrical Design	1,580.00		(356,580.37)
10/20/22	2085	Susan Hatchell Landscape	22-00026	41-6120-3500	Park Design/Landscape Architecture (2021)	777.60		(357,357.97)
			22-00204	41-6120-3500	Park Design/Landscape Architecture (2022)	426.80		(357,784.77)
11/03/22	2097	ATC Associates of NC	22-00171	41-6120-3550	Construction Materials Testing	495.00		(358,279.77)
11/23/22	2119	Susan Hatchell Landscape	22-00026	41-6120-3500	Park Design/Landscape Architecture (2021)	388.80		(358,668.57)
			22-00204	41-6120-3500	Park Design/Landscape Architecture (2022)	213.40		(358,881.97)
12/01/22	2124	J.M. Daniels Construction	22-00177	41-6120-3550	Construction Pay App 5	28,971.73		(387,853.70)
12/05/22		PARTF Grant		41-3482-0000	REQ #9		102,150.07	(285,703.63)
01/19/23	2173	Susan Hatchell Landscape	22-00026	41-6120-3500	Park Design/Landscape Architecture (2021)	1,555.20		(287,258.83)

PARTF#2020-904

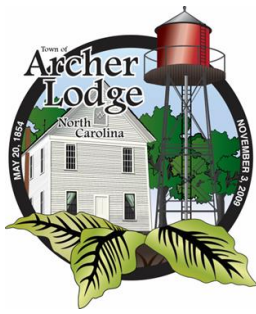
			22-00204	41-6120-3500	Park Design/Landscape Architecture (2022)	853.60		(288,112.43)
01/26/23	2180	Frye Fence Co	23-00082	41-6120-3550	Fencing-Ball Parks	12,398.00		(300,510.43)
02/02/23	2185	Walter Holmes Electric	23-00136	41-6120-3550	Installation of Musco Lighting System	4,000.00		(304,510.43)
02/22/23	2213	Musco Corp	22-00259	41-6120-3550	LED Ball Field Lights (2 fields)/Phase 1	174,568.00		(479,078.43)
02/24/23		PARTF Grant		41-3482-0000	REQ #10		15,636.92	(463,441.51)
03/23/23	2238	Barr's Recreation	23-00038	41-6120-3550	Playground Equipment/Freight	99,279.00		(562,720.51)
								(562,720.51)
								(562,720.51)
								(562,720.51)
						\$ 833,164.68	\$ 270,444.17	
					Encumbered Amount as of 04.25.23	\$ 151,937.35		
					Amount Left to Encumber	\$ 14,897.97		
					TOTAL GRANT & MATCHING AMOUNT	1,000,000.00		

ARPA-NC0012

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT	DEPOSIT	RUNNING BALANCE	
08/13/21		US Treasury		10-3450-0000	American Rescue Plan Act (ARPA) Grant Funds		525,213.38	525,213.38	
08/31/21		KS Bank		42-3831-0000	Investment Earnings		12.95	525,226.33	
09/30/21		KS Bank		42-3831-0000	Investment Earnings		64.75	525,291.08	
10/29/21		KS Bank		42-3831-0000	Investment Earnings		66.92	525,358.00	
11/30/21		KS Bank		42-3831-0000	Investment Earnings		64.77	525,422.77	
12/31/21		KS Bank		42-3831-0000	Investment Earnings		66.94	525,489.71	
01/31/22		KS Bank		42-3831-0000	Investment Earnings		66.94	525,556.65	
02/28/22		KS Bank		42-3831-0000	Investment Earnings		60.48	525,617.13	
03/31/22		KS Bank		42-3831-0000	Investment Earnings		66.96	525,684.09	
04/07/22	1888	James Moore & Co	22-00186	42-4120-1900	CPA-Professional Services	1,770.00		523,914.09	28,351.00
04/30/22		KS Bank		42-3831-0000	Investment Earnings		64.79	523,978.88	
05/05/22	1907	James Moore & Co	22-00186	42-4120-1900	CPA-Professional Services	2,360.00		521,618.88	
05/26/22	1921	James Moore & Co	22-00186	42-4120-1900	CPA-Professional Services	1,180.00		520,438.88	
05/31/22		KS Bank		42-3831-0000	Investment Earnings		66.50	520,505.38	
06/02/22	1932	And Other Works	22-00224	42-6120-3500	Restroom Facility Design/Architecture (Under Park Shelter)	3,250.00		517,255.38	
06/16/22	1945	Susan Hatchell Landscape	22-00225	42-6120-3500	Park Design/Landscape Architecture (Amend #1)	5,944.00		511,311.38	
	1945	Susan Hatchell Landscape	22-00226	42-6120-3500	Park Design/Landscape Architecture (Amend #2)	7,660.00		503,651.38	
	1945	Susan Hatchell Landscape	22-00227	42-6120-3500	Park Design/Landscape Architecture (Amend #3)	6,187.00		497,464.38	
06/30/22		KS Bank		42-3831-0000	Investment Earnings		66.65	497,531.03	
07/07/22	1963	And Other Works	22-00224	42-6120-3500	Restroom Facility Design/Architecture (Under Park Shelter)	2,600.00		494,931.03	
07/31/22		KS Bank		42-3831-0000	Investment Earnings		147.30	495,078.33	
08/04/22	1992	And Other Works	22-00224	42-6120-3500	Restroom Facility Design/Architecture (Under Park Shelter)	5,200.00		489,878.33	
08/04/22	1994	J.M. Daniels Construction	22-00177	42-6120-3550	Phase 1, Construction Pay App 3 (concrete)	48,059.00		441,819.33	
08/04/22		US Treasury		10-3450-0000	American Rescue Plan Act (ARPA) Grant Funds		525,213.37	967,032.70	
08/18/22	2021	Susan Hatchell Landscape	22-00225	42-6120-3500	Park Design/Landscape Architecture (Amend #1)	3,715.00		963,317.70	
	2021	Susan Hatchell Landscape	22-00226	42-6120-3500	Park Design/Landscape Architecture (Amend #2)	10,724.00		952,593.70	
	2021	Susan Hatchell Landscape	22-00227	42-6120-3500	Park Design/Landscape Architecture (Amend #3)	11,489.00		941,104.70	
08/31/22		KS Bank		42-3831-0000	Investment Earnings		245.22	941,349.92	
09/15/22	2047	And Other Works	22-00224	42-6120-3500	Restroom Facility Design/Architecture (Under Park Shelter)	2,260.00		939,089.92	
09/29/22	2066	J.M. Daniels Construction	22-00177	42-6120-3550	Phase 1, Construction Pay App 4	85,524.70		853,565.22	
09/30/22		KS Bank		42-3831-0000	Investment Earnings		268.97	853,834.19	
10/06/22	2070	And Other Works	22-00224	42-6120-3500	Restroom Facility Design/Architecture (Under Park Shelter)	4,340.00		849,494.19	
10/20/22	2085	Susan Hatchell Landscape	22-00225	42-6120-3500	Park Design/Landscape Architecture (Amend #1)	1,040.20		848,453.99	
			22-00226	42-6120-3500	Park Design/Landscape Architecture (Amend #2)	3,676.80		844,777.19	
			22-00227	42-6120-3550	Park Design/Landscape Architecture (Amend #3)	995.00		843,782.19	
			22-00227	42-6120-3500	Park Design/Landscape Architecture (Amend #3)	3,424.00		840,358.19	
10/31/22		KS Bank		42-3831-0000	Investment Earnings		251.67	840,609.86	
11/03/22	2095	And Other Works	22-00224	42-6120-3500	Restroom Facility Design/Architecture (Under Park Shelter)	620.00		839,989.86	
11/03/22	2102	J.M. Daniels Construction	23-00041	42-6120-3550	Phase 2, Construction Pay App 1	135,411.10		704,578.76	
11/23/22	2119	Susan Hatchell Landscape	22-00225	42-6120-3500	Park Design/Landscape Architecture (Amend #1)	2,674.80		701,903.96	
			22-00226	42-6120-3500	Park Design/Landscape Architecture (Amend #2)	919.20		700,984.76	
			22-00227	42-6120-3550	Park Design/Landscape Architecture (Amend #3)	1,473.00		699,511.76	
11/30/22		KS Bank		42-3831-0000	Investment Earnings		285.82	699,797.58	
12/01/22	2124	J.M. Daniels Construction	22-00177	42-6120-3550	Phase 1, Construction Pay App 5	3,628.00		696,169.58	
12/22/22	2146	J.M. Daniels Construction	23-00041	42-6120-3550	Phase 2, Construction Pay App 2	101,490.40		594,679.18	
12/30/22		KS Bank		42-3831-0000	Investment Earnings		616.32	595,295.50	
01/13/23	2156	And Other Works	22-00224	42-6120-3500	Restroom Facility Design/Architecture (Under Park Shelter)	930.00		594,365.50	

SCIF-CONTRACT#10481

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT	DEPOSIT	RUNNING BALANCE
04/27/22		State of NC			State Capital & Infrastructure Fund (SCIF) Directed Grant Funds		850,000.00	850,000.00
04/30/22		KS Bank		43-3831-0000	Investment Earnings		13.97	850,013.97
05/31/22		KS Bank		43-3831-0000	Investment Earnings		144.38	850,158.35
06/30/22		KS Bank		43-3831-0000	Investment Earnings		157.22	850,315.57
07/31/22		KS Bank		43-3831-0000	Investment Earnings		252.77	850,568.34
08/31/22		KS Bank		43-3831-0000	Investment Earnings		252.84	850,821.18
09/15/22	2050	N.W. Poole Well/Pump	23-00019	43-6120-3550	Well Install	8,673.00		842,148.18
09/30/22		KS Bank		43-3831-0000	Investment Earnings		244.01	842,392.19
10/31/22		KS Bank		43-3831-0000	Investment Earnings		250.41	842,642.60
11/03/22	2098	David Brantley & Sons	23-00078	43-6120-3550	Septic Install/Pump Install	29,980.00		812,662.60
11/30/22		KS Bank		43-3831-0000	Investment Earnings		327.86	812,990.46
12/30/22		KS Bank		43-3831-0000	Investment Earnings		768.44	813,758.90
01/31/23		KS Bank		43-3831-0000	Investment Earnings		1,036.71	814,795.61
02/28/23		KS Bank		43-3831-0000	Investment Earnings		937.57	815,733.18
03/31/23		KS Bank		43-3831-0000	Investment Earnings		1,039.23	816,772.41
04/06/23	2260	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,300.00		815,472.41
								815,472.41
								815,472.41
								815,472.41
								815,472.41
						\$ 39,953.00	\$ 855,425.41	
					Encumbered Amount as of 04.26.23	\$ 273,410.00		
					Amount Left to Encumber	\$ 542,062.41		

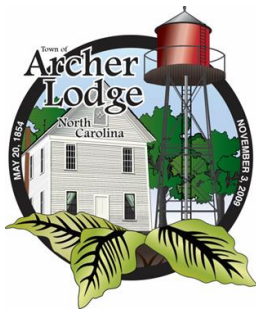


TOWN OF ARCHER LODGE

SALARY SCHEDULE EFFECTIVE

7.1.22

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
4	19,909	20,904	24,887	29,864	4
5	20,904	21,949	26,130	31,356	5
6	21,949	23,046	27,437	32,924	6
7	23,046	24,198	28,808	34,569	7
8	24,198	25,408	30,248	36,297	8
9	25,408	26,678	31,760	38,112	9
10	26,678	28,012	33,348	40,017	10
11	28,012	29,413	35,015	42,018	11
12	29,413	30,884	36,767	44,120	12
13	30,884	32,428	38,605	46,326	13
14	32,428	34,049	40,535	48,642	14
15	34,049	35,751	42,562	51,074	15
16	35,751	37,539	44,689	53,627	16
17	37,539	39,416	46,924	56,309	17
18	39,416	41,387	49,270	59,124	18
19	41,387	43,456	51,734	62,081	19
20	43,456	45,629	54,320	65,184	20
21	45,629	47,910	57,037	68,444	21
22	47,910	50,306	59,888	71,865	22
23	50,306	52,821	62,883	75,459	23
24	52,821	55,462	66,027	79,232	24
25	55,462	58,235	69,328	83,193	25
26	58,235	61,147	72,794	87,353	26
27	61,147	64,204	76,434	91,721	27
28	64,204	67,414	80,255	96,306	28
29	67,414	70,785	84,268	101,121	29
30	70,785	74,324	88,482	106,178	30
31	74,324	78,040	92,905	111,486	31
32	78,040	81,942	97,550	117,060	32
33	81,942	86,039	102,428	122,913	33
34	86,039	90,341	107,549	129,059	34
35	90,341	94,858	112,927	135,512	35
36	94,858	99,601	118,573	142,287	36
37	99,601	104,581	124,502	149,402	37
38	104,581	109,810	130,727	156,872	38
39	109,810	115,301	137,263	164,715	39
40	115,301	121,066	144,127	172,952	40
41	121,066	127,119	151,333	181,599	41
42	127,119	133,475	158,899	190,679	42



TOWN OF ARCHER LODGE HOURLY SCHEDULE EFFECTIVE 7.1.22

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
4	9.57	10.05	11.97	14.36	4
5	10.05	10.55	12.56	15.08	5
6	10.55	11.08	13.19	15.83	6
7	11.08	11.63	13.85	16.62	7
8	11.63	12.22	14.54	17.45	8
9	12.22	12.83	15.27	18.32	9
10	12.83	13.47	16.03	19.24	10
11	13.47	14.14	16.83	20.20	11
12	14.14	14.85	17.68	21.21	12
13	14.85	15.59	18.56	22.27	13
14	15.59	16.37	19.49	23.39	14
15	16.37	17.19	20.46	24.55	15
16	17.19	18.05	21.49	25.78	16
17	18.05	18.95	22.56	27.07	17
18	18.95	19.90	23.69	28.43	18
19	19.90	20.89	24.87	29.85	19
20	20.89	21.94	26.12	31.34	20
21	21.94	23.03	27.42	32.91	21
22	23.03	24.19	28.79	34.55	22
23	24.19	25.39	30.23	36.28	23
24	25.39	26.66	31.74	38.09	24
25	26.66	28.00	33.33	40.00	25
26	28.00	29.40	35.00	42.00	26
27	29.40	30.87	36.75	44.10	27
28	30.87	32.41	38.58	46.30	28
29	32.41	34.03	40.51	48.62	29
30	34.03	35.73	42.54	51.05	30
31	35.73	37.52	44.67	53.60	31
32	37.52	39.40	46.90	56.28	32
33	39.40	41.36	49.24	59.09	33
34	41.36	43.43	51.71	62.05	34
35	43.43	45.60	54.29	65.15	35
36	45.60	47.89	57.01	68.41	36
37	47.89	50.28	59.86	71.83	37
38	50.28	52.79	62.85	75.42	38
39	52.79	55.43	65.99	79.19	39
40	55.43	58.20	69.29	83.15	40
41	58.20	61.11	72.76	87.31	41
42	61.11	64.17	76.39	91.67	42



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Archer Lodge

Updated
April 24, 2023

ADDRESS	VIOLATION	STATUS
126 Preakness Dr	JV	ABATED
437 Triple Crown Cir	JV	ABATED
147 Coharie Dr	JV/OL	ABATED
108 Sprewell Ct	OL/JV/JP	ABATED
131 Ottawa Dr	JV/OL	ABATED
113 Ottawa Dr	JP	ABATED
109 Ottawa Dr	JP/OL	ABATED
277 Cohaire Dr	JP/JV	OPEN
107 Sprewell Ct	JP/JV	ABATED
111 Cohaire Dr	JV/OL	ABATED
202 Sanidine Ln	JV	ABATED
180 Sanidine Ln	JP	ABATED
13217 Buffalo Rd	JP	OPEN
13175 Buffalo Rd	JP/JV	OPEN
1001 Deerfield Trail	JP	ABATED
13250 Buffalo Rd	JP	OPEN
137 Wheatfield Ln	JP	ABATED
170 Wheatfield Ln	JV	ABATED
35 Wheatfield Ln	JV	ABATED
11 Wheatfield Ln	JP/JV	OPEN
112 Hillsdale Dr	JV/JP	ABATED
-----	JP/JV	OPEN
113 Chatham Ct	JP	ABATED
505 Abbington Ct	JV	ABATED
70 Richmond Dr	JV	ABATED
27 Richmond Dr	OL/JV	ABATED
112 Chatham Ct	JP	ABATED
425 Roanoke Way	JV	ABATED
82 Richmond Dr	JP	ABATED
86 Richmond Dr	JP	ABATED
128 Richmond Dr	JV	ABATED
70 Richmond Dr	JV	ABATED
501 Abbington Ct	JP	ABATED
12910 Buffalo Rd	JV/JP	OPEN
200 Wyndfall Ln	JV	OPEN
287 Wyndfall Ln	JV	ABATED
306 Wyndfall Ln	JV/JP	OPEN



PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Archer Lodge

Updated
April 24, 2023

307 Wyndfall Ln	JV	OPEN
359 Wyndfall Ln	JV	ABATED
101 Carrie Dr	JP	ABATED
105 Buckhorn Ln	JP/JV	OPEN
501 Whitetail Ln	JV	OPEN
120 Buckhorn Ln	JV	OPEN
113 Buckhorn Ln	JV	OPEN
143 Buckhorn Ln	OL	OPEN
129 Buckhorn Ln	JV	OPEN
118 Buckhorn Ln	JP	OPEN
620 Whitetail Ln	JV	OPEN
101 Buckhorn Ln	JP/Limbs	OPEN

HIGHLIGHTS

- 09 New Cases were opened.
- 09 Notice of Violations were issued.
- 31 Cases were abated.
- 09 Cases no progress at present.
- 10 Abatement in progress.
- 00 Notice of Hearings sent out.
- 22 Signs picked up.
- Received several complaints about livestock & no ordinances to regulate it.
- Inspections, follow ups and in person meetings or attempted in person meetings were made with all violators.
- 9 new cases were open I conducted 41 follow ups on previous cases.
- I would like to thank each of you for the opportunity to serve this community and "Protecting Quality of Life"



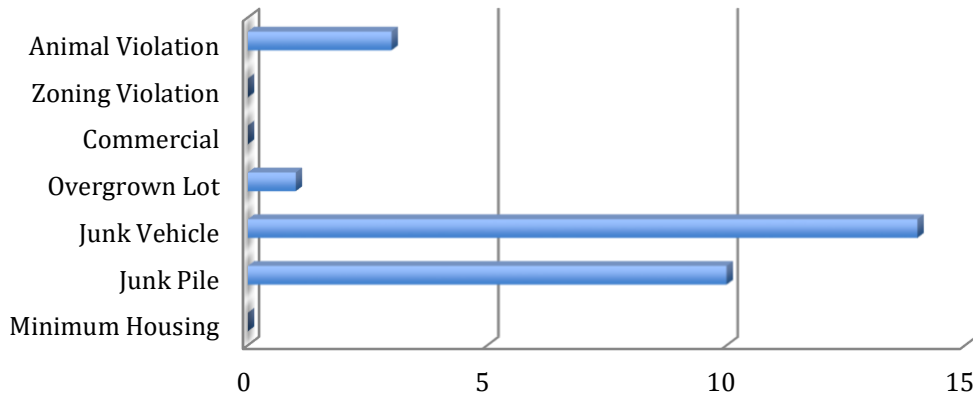
PROTECTING QUALITY OF LIFE

Alliance Code
Enforcement LLC

Monthly Report
Town of Archer Lodge

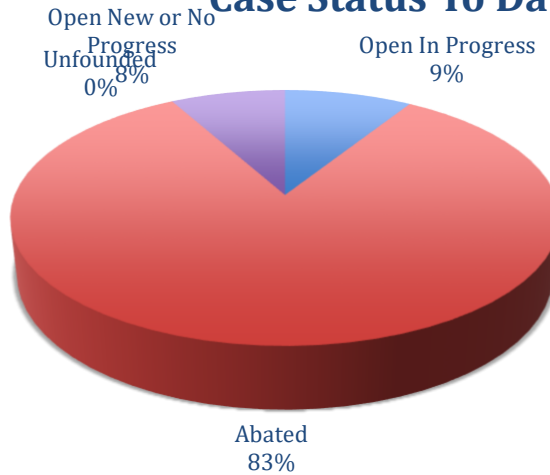
Updated
April 24, 2023

Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot	Commercial	Zoning Violation	Animal Violation
Violations by the Numbers	0	10	14	1	0	0	3

Case Status To Date



Total Cases - 109
 Abated - 93
 Unfounded - 0
 Open In Progress - 9
 Open New/No Progress - 10

■ Open In Progress ■ Abated ■ Unfounded ■ Open New or No Progress