

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday; July 16, 2022

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

NOTICE AND AGENDA

1. Call to Order

2. Roll Call

Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information *on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.*

3. Approval of Minutes:

a. [Regular Meeting of the CL Board of Trustees on June 18, 2022](#)

4. [Acknowledge receipt of Claims and Purchase Orders Report](#)

5. Items Removed from Consent Agenda

6. Presentation from Fire Services Committee on status of Fire Services within Carlton Landing.

7. [Consider, discuss and possible vote to amend, revise, approve or deny Ordinance 2022-07-01 related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting; and Declaring an Emergency, or take any other appropriate action.](#)

Exhibit: [Outdoor Lighting Ordinance](#)

a. Vote to approve or deny Declaring an Emergency

8. [Consider, discuss and possible vote to amend, revise, approve or deny the placement and installation of a streetlight, or take any other appropriate action.](#)

Exhibit: [Location Pictures](#)

9. [Consider, discuss and possible vote to amend, revise, approve or deny a Town of Carlton Landing Communication Plan, or take any other appropriate action.](#)

Exhibit: [Communication Plan 7-11-22](#)

10. Reports

- a. [Sales Tax Revenue](#) and other Financial Reports; [Statement of Revenue and Expenditures - BOT June 2022](#), [Bank Register - BOT June 2022](#)
- b. [Town Administrator](#)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

11. Recognize Citizens wishing to comment on non-Agenda Items

Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.

12. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as "the High School Classroom"

At 4:00 PM on the ____th day of July 2022, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Jan Summers
Printed Name of Person Posting the Agenda

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday, **June 18, 2022**

Immediately following the Regular Meeting of the Carlton Landing Economic Development
Trust

MINUTES

1. Call to Order

The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

ABSENT: Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on May 21, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Chinnici to accept
The consent agenda as presented.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

NAY: None

5. Consider, discuss and possible vote to amend, revise, approve or deny the engagement letter with Crawford and Associates for financial services, or take any other appropriate action.

Exhibit:

Included in the Consent Agenda to approve the Engagement letter with Crawford and Associates for financial services.

6. Consider, discuss and possible vote to amend, revise, approve or deny the engagement letter with Elfrink & Associates for Auditing Services, or take any other appropriate action
Exhibit:

Included in the Consent Agenda to approve the engagement letter with Elfrink & Associates for auditing services.

7. Items Removed from Consent Agenda

8. Consider, discuss, and possibly vote to approve, amend, revise, or deny FY 21-22 Budget Amendment #2 for Carlton Landing General Fund Fiscal Year End Budget Adjustments, or take any other appropriate action.
Exhibits:

MOTION: A motion was made by Chinnici and seconded by Mai to approve FY 21-22 Budget Amendment ##2 for Carlton Landing General Fund Fiscal Year End Budget Adjustments.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

NAY: None

9. Reports

- a. Sales Tax Revenue and other Financial Reports (See attachments)
- b. Town Administrator (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall, Town Attorney reported her review of and approval of the agenda.

10. Recognize Citizens wishing to comment on non-Agenda Items.

Heather Scott spoke as a representative of the people to request that the HOA and town work more closely together to provide security and the creation of the fire district.

Trustee Myrick then suggested that an important aspect of the town is to increase communications that create a culture of safety and beauty of the town. A plan was suggested defining these communication issues.

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:34 a.m., June 18, 2022

Mayor

Attest:

Town Clerk

DRAFT

Amendment #2:

Approved by the Town Bord of Trustees on June 18, 2022

[Clerk Seal]

**General Fund
Bank Register
5/1/2022 to 5/31/2022**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	435,159.62
5/2/2022	R-00227	Humphreys Partners 2009			228.86	0.00	435,388.48
5/4/2022	EFT	RWS Cloud Services			0.00	90.00	435,298.48
5/9/2022	R-00230	Oklahoma Tax Commission			21,537.34	0.00	456,835.82
5/9/2022	R-00229	Oklahoma Tax Commission			5,478.61	0.00	462,314.43
5/9/2022	R-00228	Oklahoma Tax Commission			1,305.58	0.00	463,620.01
5/9/2022	R-00226	Pittsburg County Clerk			552.16	0.00	464,172.17
5/10/2022	R-00231	Oklahoma Tax Commission			14.19	0.00	464,186.36
5/11/2022	R-00232	Oklahoma Tax Commission			249.39	0.00	464,435.75
5/12/2022	EFT	EFTPS			0.00	2,728.62	461,707.13
5/13/2022					0.00	71.49	461,635.64
5/13/2022	1289	OPEH&W			0.00	1,436.96	460,198.68
5/13/2022	A-10059	James G Buckley			0.00	3,052.74	457,145.94
5/16/2022	EFT	Oklahoma Tax Commission			0.00	399.00	456,746.94
5/17/2022	R-00233	Kerney Homes			686.58	0.00	457,433.52
5/17/2022	GJ-10075	Pittsburg County Clerk			0.00	400.49	457,033.03
5/20/2022	1291	Freese and Nichols			0.00	3,269.25	453,763.78
5/20/2022	1290	McAlester News Capital			0.00	160.00	453,603.78
5/23/2022	R-00234	Scissortail Homes			1,525.82	0.00	455,129.60
5/27/2022	1299	OkMRF			0.00	1,727.58	453,402.02
5/27/2022	1298	Amanda Harjo			0.00	800.00	452,602.02
5/27/2022	1297	Kay Robbins Wall			0.00	1,200.00	451,402.02
5/27/2022	1296	Kiamichi Economic Dev Dist			0.00	50.00	451,352.02
5/27/2022	1295	BOK Credit Card			0.00	1,208.72	450,143.30
5/27/2022	1294	Crawford & Associates, P.C.			0.00	287.50	449,855.80
5/27/2022	1293	Oklahoma Municipal League			0.00	714.73	449,141.07
5/27/2022	1292	OMAG			0.00	175.00	448,966.07
5/27/2022	A-10060	James G Buckley			0.00	2,821.01	446,145.06
5/31/2022	R-00235	CLEDT			10,133.07	0.00	456,278.13
1000 Town of CL Checking 9683 Totals					\$41,711.60	\$20,593.09	\$456,278.13
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67
1010 2018 GO Bond Checking Totals					\$0.00	\$0.00	\$69,786.67

General Fund
Payments Journal (Summary)
5/1/2022 to 5/31/2022

Check Date	Check / Reference #	Payee	Amount
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5/4/2022	EFT	RWS Cloud Services	90.00
5/12/2022	EFT	EFTPS	2,728.62
5/13/2022			71.49
5/13/2022	1289	OPEH&W	1,436.96
5/13/2022	A-10059	James G Buckley	3,052.74
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5/27/2022	1299	OkMRF	1,727.58
5/27/2022	1298	Amanda Harjo	800.00
5/27/2022	1297	Kay Robbins Wall	1,200.00
5/27/2022	1296	Kiamichi Economic Dev Dist of	50.00
5/27/2022	1295	BOK Credit Card	1,208.72
5/27/2022	1294	Crawford & Associates, P.C.	287.50
5/27/2022	1293	Oklahoma Municipal League	714.73
5/27/2022	1292	OMAG	175.00
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Report Options

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Display Notation: No

Fund: General Fund

**General Fund
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6/14/2022
4:41 PM

General Fund
Payments Journal (Summary)
5/1/2022 to 5/31/2022

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5/27/2022	1292	OMAG	175.00
5/27/2022	A-10060	James G Buckley	2,821.01
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Report Options

Check Date: 5/1/2022 to 5/31/2022

Display Notation: No

Fund: General Fund

General Fund
Statement of Revenue and Expenditures

		Current Period May 2022 May 2022 Actual	Year-To-Date Jul 2021 May 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Total Budget Carryover		\$0.00	\$0.00	\$50,000.00	\$50,000.00	
Other Revenue						
4012	Alcohol Beverage Tax	83.66	825.80	600.00	(225.80)	137.63%
4100	Building Permits/Inspection Fe	2,441.26	15,360.64	23,580.00	8,219.36	65.14%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	5,478.61	72,344.66	24,000.00	(48,344.66)	301.44%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	400.49	45,213.93	57,190.00	11,976.07	79.06%
4000	Sales Tax	21,786.73	243,605.15	114,800.00	(128,805.15)	212.20%
9002	Transfer IN from TIF	10,133.07	83,663.36	101,989.00	18,325.64	82.03%
4005	Use Tax	1,305.58	10,797.83	7,200.00	(3,597.83)	149.97%
4010	Utility Tax	0.00	12,956.67	12,000.00	(956.67)	107.97%
4013	Vehicle Gas/Fuel Tax	82.20	608.50	0.00	(608.50)	0.00%
Total Other Revenue		\$41,711.60	\$485,948.90	\$341,559.00	(\$144,389.90)	
Non-Departmental Revenues Totals		\$41,711.60	\$485,948.90	\$391,559.00	(\$94,389.90)	
Revenue		\$41,711.60	\$485,948.90	\$391,559.00	(\$94,389.90)	
Gross Profit		\$41,711.60	\$485,948.90	\$391,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	17,277.22	17,244.00	(33.22)	100.19%
5025	Employer Retirement Contributi	778.64	8,711.10	8,842.00	130.90	98.52%
5000	Salaries	7,461.54	83,537.81	88,424.00	4,886.19	94.47%
5010	Social Security	595.67	6,663.95	7,063.00	399.05	94.35%
5001	Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	0.00	248.02	1,846.00	1,597.98	13.44%
5030	Vehicle/Cell Allowance	324.85	3,573.35	3,900.00	326.65	91.62%
Total Personal Services		\$10,597.66	\$120,511.45	\$127,319.00	\$6,807.55	
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	240.00	320.00	80.00	75.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	474.05	600.00	125.95	79.01%
5520	Software Programs/ Services	0.00	24.95	0.00	(24.95)	0.00%
Total Materials & Supplies		\$0.00	\$739.00	\$1,020.00	\$281.00	
Other Services						
6035	Dues & Memberships	0.00	1,179.00	1,210.00	31.00	97.44%
6015	Insurance	175.00	735.00	350.00	(385.00)	210.00%
6005	Rent	997.73	4,784.85	5,760.00	975.15	83.07%
6040	School, Training, Travel	0.00	1,241.51	5,700.00	4,458.49	21.78%
6000	Utilities	144.00	2,192.65	4,339.00	2,146.35	50.53%
Total Other Services		\$1,316.73	\$10,133.01	\$17,359.00	\$7,225.99	
Administration Totals		\$11,914.39	\$131,383.46	\$145,698.00	\$14,314.54	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%

Town Administrator's Report – June 18, 2022

- ☐ Entrance Road – Contacted Pittsburgh County about filling potholes and road repair. Pittsburgh County began repairs to the Entrance Road by digging out a few soft spots, adding stabilization material and filling some potholes.
- ☐ Park and Redbud Alley Improvement – Mike and met with Freese and Nichols to review the 30% plans for Alley projects. Outlined suggest changes and next steps.
- ☐ Stephens Road – Mike and met with Freese and Nichols to review the 30% plans for Stephens Road. Outlined suggest changes and next steps.
- ☐ Fire House – Attended and participated in the Fire House group meeting. Participated in other conversations and discussion related to Fire Services.
- ☐ Code Red – Participated in training on Code Red – setting up message, establishing groups, sending message, user management, etc.
- ☐ Builders Guild Meeting– Attended Builders Guild meeting,
- ☐ Phase 8 and Carlton Landing Estates Plats – Developer submitted preliminary Plats for Phase 8 and Carlton Landing Estates. Performed a preliminary review and provided suggestions to Developer and visited with Chairman of Planning Commission.
- ☐ Planning Commission Meeting and Training – Working with Planning Commission Chairman on rescheduling July 2 Planning Commission Meeting to July 16 and scheduling training for the Commission and Board of Adjustments.
- ☐ FY 21-22 Budget Amendment– Reviewed account categories and prepared a Budget Amendment to ensure we remain in compliance with Statues prior to Year-end.

DRAFT

7/14/2022
8:09 AM

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General Fund
Payments Journal (Summary)
6/1/2022 to 6/30/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
6/3/2022	1302	OutLaw Construction	1,650.00
6/3/2022	1301	Kiamichi Electric	127.00
6/3/2022	1300	Cross Telephone Co	52.00
6/6/2022	EFT	RWS Cloud Services	90.00
6/9/2022	GJ-10076	Pittsburg County Clerk	760.37
6/10/2022	1306	Oklahoma Uniform Building	64.00
6/10/2022	1305	Dan Hurd	800.00
6/10/2022	1304	OMAG	350.00
6/10/2022	1303	OPEH&W	1,436.96
6/10/2022	A-10061	James G Buckley	3,052.74
6/14/2022			71.49
6/14/2022	EFTPS	Oklahoma Tax Commission	271.00
6/14/2022	EFTPS	EFTPS	1,847.99
6/22/2022	1308	OkMRF	1,167.96
6/24/2022	1311	BOK Credit Card	2,508.59
6/24/2022	1310	Kay Robbins Wall	600.00
6/24/2022	1309	Crawford & Associates, P.C.	373.75
6/24/2022	A-10062	James G Buckley	2,821.01
6/30/2022	1313	Pied Piper Service	80.00
6/30/2022	1312	Amanda Harjo	800.00
1000 Town of CL Checking 9683 Totals			\$18,924.86

Report Options

Check Date: 6/1/2022 to 6/30/2022

Display Notation: No

Fund: General Fund

Item No. _____

Date: July 16, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to approve, amend, revise or deny Ordinance 2022-07-01 related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting; and Declaring an Emergency, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the February Board of Trustees meeting the Trustees authorized Freese and Nichols to develop a Street Light Ordinance and Policy based on the Dark Sky principles. At this point Freese and Nichols would like to make a presentation and review some of the assumptions used in developing the Ordinance/Policy. The review includes helping the Board and Community understand some of the differences between lighting styles, types, illumination, etc.

On December 11, 2021 at a Special Board of Trustee meeting Freese and Nichols held a street light demonstration. The demonstration provided a visual understanding of two light spectrums, 4000K and 3000K, at the same light level. The demonstration also highlighted the benefits of having an outdoor lighting ordinance which sets the levels of light within certain areas or zones.

At the December 18, 2021 Board of Trustees meeting the Board reviewed and discussed the Street Light Ordinance. The Board and comments from the residents provided the need for further refinement and clarification on some areas of the Ordinance. The Staff and Freese and Nichols have continued to work to address the issues discussed during the meeting. Manly clarified language related to residential outdoor lighting and exemptions, further develop language for Mater Lighting Plan, and establishing warrant guidelines for determining need for a streetlight.

The proposed Outdoor Lighting Ordinance continues to follow “Dark Sky” policy which is a model of restrictive lighting to help minimize light pollution and ambient glare. Carlton Landing currently has minimum light glare which allows for viewing of the night sky and stars. Our desire is to maintain minimal light glare from outdoor light sources and uses as the Town continues to grow and develop. The Ordinance creates multiple lighting zones, which sets the allowed light intensity within each zone. Zone 0 allows no ambient lighting while Zone 4 allows high ambient lighting. Residential areas have been set to Zone 1 or low ambient lighting.

FUNDING: None

EXHIBITS: Outdoor Lighting Ordinance

RECOMMENDED ACTION: Approve Ordinance 2022-07-01 related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting.

Outdoor Lighting Ordinance

TOWN OF CARLTON LANDING - 2022

FINAL DRAFT – JULY 8, 2022

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I. OUTDOOR LIGHTING

A. Purpose

The purpose of this Ordinance is to provide regulations for outdoor lighting that will:

1. Permit the use of outdoor lighting that does not exceed the minimum levels specified in IES (Illuminating Engineering Society) recommended practices for night-time safety, utility, security, productivity, enjoyment, and commerce.
2. Minimize adverse offsite impacts of lighting such as light trespass, and obtrusive light.
3. Curtail light pollution, reduce skyglow and improve the nighttime environment for astronomy.
4. Help protect the natural environment from the adverse effects of night lighting from gas or electric sources.
5. Conserve energy and resources to the greatest extent possible.

II. LIGHTING ZONES

Lighting zones shall be assigned to all properties within the jurisdiction in relationship to adopted transect (or zoning) districts and in accordance with Table II-A below.

A. LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

B. LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

C. LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

D. LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

E. LZ-4: High ambient lighting

Areas of human activity where the vision of human residents and users is adapted to high light levels. Lighting is generally considered necessary for safety, security and/or convenience and it is mostly uniform and/or continuous. After curfew, lighting may be extinguished or reduced in some areas as activity levels decline.

Table II-A

Carlton Landing Transect Designation	Lighting Zone
n/a	LZ-0: No ambient lighting
Civic / Open Space	LZ-1: Low ambient lighting
T1 - USACE Leased Premises	LZ-1: Low ambient lighting
T2 - Neighborhood Edge	LZ-1: Low ambient lighting
T3 - Neighborhood General	LZ-1: Low ambient lighting
T4 - Neighborhood Center	LZ-2: Moderate ambient lighting
T5 - Town Center	LZ-2: Moderate ambient lighting
n/a	LZ-3: Moderately high ambient lighting
n/a	LZ-4: High ambient lighting

III. GENERAL REQUIREMENTS FOR ALL OUTDOOR LIGHTING

A. Conformance with All Applicable Codes

All outdoor lighting shall be installed in conformance with the provisions of this Ordinance, applicable Electrical and Energy Codes, and applicable sections of the Building Code.

B. Applicability

1. Except as described below, all outdoor lighting installed after the date of effect of this Ordinance shall comply with these requirements. This includes, but is not limited to, new lighting, replacement lighting, or any other lighting whether attached to structures, poles, the earth, or any other location, including lighting installed by any third party.
2. Exemptions
 - a. Lighting within the public right-of-way or easement for the principal purpose of illuminating roads and highways. No exemption shall apply to any street lighting and to any lighting within the public right of way or easement when the purpose of the luminaire is to illuminate areas outside of the public right of way or easement.
 - b. Lighting for public monuments and statuary.
 - c. Lighting solely for signs (lighting for signs is regulated by the Sign Ordinance).
 - d. Repairs to existing luminaires not exceeding 25% of total installed luminaires.
 - e. Temporary lighting for theatrical, television, performance areas and construction sites;
 - f. Underwater lighting in swimming pools and other water features

- g. Temporary lighting and seasonal lighting provided that individual lamps are less than 10 watts and 70 lumens.
- h. Lighting that is only used under emergency conditions.

3. Preemption

All lighting shall follow the provisions of this ordinance, except lighting required by federal, state, territorial, commonwealth or provincial laws or regulations.

C. Allowed Correlated Color Temperature

The allowable correlated color temperature of all lighting fixtures shall not exceed 3,000 Kelvins (K).

D. Lighting Control Requirements

1. Automatic Switching Requirements

Controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device.

2. Exceptions

Automatic lighting controls are not required for the following:

- a. Lighting under canopies.
- b. Lighting for tunnels, parking garages, garage entrances, and similar conditions where a light source is almost completely concealed or serves a very specific purpose.

3. Automatic Lighting Reduction Requirements

Total outdoor lighting lumens for businesses shall be reduced by at least 30% or extinguished from one (1) hour after closing until one (1) hour before opening. This reduction does not apply to a business that operates on a 24-hours per day basis.

4. Exceptions

Lighting reductions are not required for any of the following:

- (i) With the exception of landscape lighting, lighting for residential properties including multiple residential properties not having common areas.
- (ii) When the outdoor lighting consists of only one luminaire.
- (iii) Code required lighting for steps, stairs, walkways, and building entrances.
- (iv) When in the opinion of the Authority, lighting levels must be maintained.
- (v) Motion activated lighting.

IV. METHODS FOR DETERMINING COMPLIANCE

Two methods are provided for assessing regulatory compliance:

A. Prescriptive Method

- 1. The Prescriptive Method contains precise and easily verifiable requirements for luminaire light output and fixture design that limit glare, upward projected light (uplight), light trespass, and the amount of light that can be used.

2. The Prescriptive Method constrains total installed initial luminaire lumens based on compliant luminaires and project property conditions and features.
3. The Prescriptive Method is most suitable for outdoor lighting projects that do not involve a lighting professional because it is simple and does not require engineering expertise.

B. Performance Method

1. The Performance Method allows greater flexibility and creativity in meeting the intent of this Section.
2. The Performance Method establishes system performance metrics for the system detailing photometric calculations in addition to individual luminaire compliance.
3. An engineer or lighting professional generally will be required to design within the Performance Method.
4. The Performance Method is most suitable for projects with the following characteristics:
 - a. Lighting must be evaluated under complex requirements not suitable under the Prescriptive Method;
 - b. The applicant wants or needs more flexibility in lighting design;
 - c. The lighting designer plans to aim or direct any light fixture upward (above 90 degrees); or
 - d. The project requires higher lighting levels compared to typical area lighting.

V. REQUIREMENTS FOR NON-RESIDENTIAL AND MIXED-USE OUTDOOR LIGHTING

A. General Requirements

For all Live-Work, Bungalow Court, Rowhouse, Courtyard Building, and Flex Building/Six-Plex properties, all outdoor lighting shall comply either with the Prescriptive Method or the Performance Method described in this section.

B. Prescriptive Method

An outdoor lighting installation complies with this section if it meets the requirements of subsections 1 and 2, below.

1. Total Site Lumen Limit
 - a. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using either the Parking Space Method (Table IX-A) or the Hardscape Area Method (Table IX-B).
 - b. Only one method shall be used per permit application, and for sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens.
 - c. The total installed initial luminaire lumens is calculated as the sum of the initial luminaire lumens for all luminaires.
2. Limits to Off Site Impacts

All luminaires shall be rated and installed according to Table IX-C.

- a. Light Shielding for Parking Lot Illumination
 - (i) All parking lot lighting shall have no light emitted above 90 degrees.
 - (ii) Exception

Ornamental parking lighting shall be permitted by special permit only and shall meet the requirements of Table IX-C for Backlight, Uplight, and Glare, without the need for external field-added modifications.

C. Performance Method

- 1. Total Site Lumen Limit
 - a. The total installed initial luminaire lumens of all lighting systems on the site shall not exceed the allowed total initial site lumens. The allowed total initial site lumens shall be determined using Table IX-D and Table IX-E. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens.
 - b. The total installed initial luminaire lumens of all are calculated as the sum of the initial luminaire lumens for all luminaires.
- 2. Limits to Off Site Impacts
 - a. All luminaires shall be rated and installed using either Option IV.A_Prescriptive Method or Option IV.B_Performance Method. Only one option may be used per permit application.
 - (i) Option A: All luminaires shall be rated and installed according to Table IX-C.
 - (ii) Option B: The entire outdoor lighting design shall be analyzed using industry standard lighting software including inter-reflections in the following manner:
 - (a) Input data shall describe the lighting system including luminaire locations, mounting heights, aiming directions, and employing photometric data tested in accordance with IES guidelines. Buildings or other physical objects on the site within three object heights of the lot line must be included in the calculations.
 - (b) Analysis shall utilize an enclosure comprised of calculation planes with zero reflectance values around the perimeter of the site. The top of the enclosure shall be no less than 33 feet (10 meters) above the tallest luminaire. Calculations shall include total lumens upon the inside surfaces of the box top and vertical sides and maximum vertical illuminance (footcandles and/or lux) on the sides of the enclosure.
 - (c) The design complies if:
 - (i) The total lumens on the inside surfaces of the virtual enclosure are less than 15% of the total site lumen limit; and
 - (ii) The maximum vertical illuminance on any vertical surface is less than the allowed maximum illuminance per Table IX-F.

VI. REQUIREMENTS FOR RESIDENTIAL OUTDOOR LIGHTING

A. General Requirements

For permitted residential uses, all outdoor luminaires shall be fully shielded and shall not exceed the allowed lumen output in Table IX-G, row 2.

B. Exceptions

1. One partly shielded or unshielded luminaire at the main entry, not exceeding the allowed lumen output in Table IX-G, row 1.
2. Any other partly shielded or unshielded luminaires not exceeding the allowed lumen output in Table IX-G, row 3.
3. Low voltage landscape lighting aimed away from adjacent properties and not exceeding the allowed lumen output in Table IX-G, row 4.
4. Shielded directional flood lighting aimed so that direct glare is not visible from adjacent properties and not exceeding the allowed lumen output in Table IX-G, row 5.
5. Open flame gas lamps.
6. Lighting installed with a vacancy sensor, where the sensor extinguishes the lights no more than 15 minutes after the area is vacated.
7. Lighting exempt per [Section III.B.2](#).

C. Requirements for Residential Landscape Lighting

1. Shall comply with Table IX-G.
2. Shall not be aimed onto adjacent properties.

VII. LIGHTING BY SPECIAL PERMIT ONLY

A. Special Lighting Permit Required

Lighting that serves the following types of uses and sites shall obtain a permit in accordance with B. Special Lighting Permit below:

1. Any use located within the Town's defined Lease Premise;
2. Complex sites with unique lighting needs not otherwise addressed in Section V. Requirements for Non-Residential and Mixed-Use Outdoor Lighting or Section VI. Requirements for Residential Outdoor Lighting;
3. Residential lighting applications that require a Special Lighting Permit as indicated in Section IX.G.

B. Special Lighting Permit Process

Upon special permit issued by the Authority, lighting not complying with the technical requirements of this ordinance but consistent with its intent may be installed for complex sites or uses or special uses. Special Lighting Permit Application and Criteria:

1. Applicants shall demonstrate that the proposed lighting installation:
 - a. Has sustained every reasonable effort to mitigate the effects of light on the environment and surrounding properties, supported by a signed statement

describing the mitigation measures. Such statement shall be accompanied by the calculations required for the Performance Method.

- b. Employs lighting controls to reduce lighting at a Project Specific Curfew (“Curfew”) time to be established in the Permit.
 - c. Complies with the Performance Method after Curfew.
2. Approval Process
- a. The Authority shall review each such application.
 - b. A permit may be granted if, upon review, the Authority believes that the proposed lighting will not create unwarranted glare, sky glow, or light trespass.

VIII. EXISTING LIGHTING

Lighting installed prior to the effective date of this ordinance shall comply with the following.

A. New Uses or Structures, or Change of Use

Whenever there is a new use of a property (e.g., zoning change or variance) or the use on the property is otherwise changed requiring a permit, certificate of occupancy, or administrative approval, all outdoor lighting on the property shall be brought into compliance with this Ordinance before the new or changed use commences.

1. Additions or Alterations

a. Major Additions.

If a major addition occurs on a property, lighting for the entire property shall comply with the requirements of this Code. For purposes of this section, the following are considered to be major additions:

- (i) Additions of 25 percent or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions after the effective date of this Ordinance.
- (ii) Single or cumulative additions, modification, or replacement of 25 percent or more of installed outdoor lighting luminaires existing as of the effective date of this Ordinance.

b. Minor Modifications, Additions, or New Lighting Fixtures for Non-residential and Multiple Dwellings

- (i) For non-residential and multiple dwellings, all additions, modifications, or replacement of more than 25 percent of outdoor lighting fixtures existing as of the effective date of this Ordinance shall require the submission of a complete inventory and site plan detailing all existing and any proposed new outdoor lighting.
- (ii) Any new lighting shall meet the requirements of this Ordinance.

c. Resumption of Use after Abandonment

- (i) If a property with non-conforming lighting is abandoned for a period of six months or more, then all outdoor lighting shall be brought into compliance with this Ordinance before any further use of the property occurs.

IX. LIGHTING DESIGN STANDARDS AND METRICS

A. Allowed Total Initial Luminaire Lumens per Site, per Parking Space Method

This method applies only to properties with up to 10 parking spaces (including handicapped accessible spaces).

Table IX-A

LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
350 lms/space	490 lms/space	630 lms/space	840 lms/space	1,050 lms/space

B. Allowed Total Initial Lumens per Site, per Hardscape Area Method

This method may be used for any project. When lighting intersections of site drives and public streets, a total of 600 square feet for each intersection may be added to the actual site hardscape area to provide for intersection lighting.

Table IX-B

	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Base Allowance (per square foot of Hardscape)					
	0.5 lumens	1.25 lumens	2.5 lumens	5 lumens	7.5 lumens
Additional Allowances, in Addition to Base Allowance					
<i>No more than two additional allowances are permitted per site.</i>					
Outdoor Sales Lots. This allowance is lumens per square foot of un-covered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other non-sales areas. To use this allowance, luminaires must be within 2 mounting heights of sales lot area.	0	4 lumens per square foot	8 lumens per square foot	16 lumens per square foot	16 lumens per square foot

Outdoor Sales Frontage. This allowance is for lineal feet of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between the principal viewing location and the frontage outdoor sales area.	0	0	1,000 lumens per lineal feet	1,500 lumens per lineal feet	2,000 lumens per lineal feet
Drive Up Windows. In order to use this allowance, luminaires must be within 20 feet horizontal distance of the center of the window.	0	2,000 lumens per drive up window	4,000 lumens per drive up window	8,000 lumens per drive up window	8,000 lumens per drive up window
Vehicle Service Station. This allowance is lumens per installed fuel pump.	0	4,000 lumens per pump (based on 5 fc horiz)	8,000 lumens per pump (based on 5 fc horiz)	16,000 lumens per pump (based on 5 fc horiz)	24,000 lumens per pump (based on 5 fc horiz)

C. Maximum Allowable Backlight, Uplight, and Glare (BUG) Ratings

This table may be used for any project. A luminaire may be used if it is rated for the lighting zone of the site or lower in number for all ratings B, U, and G. Luminaires equipped with adjustable mounting devices permitting alteration of luminaire aiming in the field shall not be permitted.

BUG is an acronym for Backlight, Uplight and Glare addressing the main components of “An automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.”

Table IX-C

	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
1 - Allowed Backlight Rating					
Greater than 2 mounting heights from lot line.	B1	B3	B4	B5	B5
1 to less than 2 mounting heights from lot line and ideally oriented.	B1	B2	B3	B4	B4

0.5 to 1 mounting heights from lot line and ideally oriented.	B0	B1	B2	B3	B3
Less than 0.5 mounting height to lot line and properly oriented.	B0	B0	B0	B1	B2
2 - Allowed Uplight Rating	U0	U1	U2	U3	U4
Allowed % light emission above 90 degrees for street or area lighting.	0%	0%	0%	0%	0%
3 - Allowed Glare Rating	G0	G1	G2	G3	G4
Any luminaire not ideally oriented with 1 to less than 2 mounting heights to any lot line of concern.	G0	G0	G1	G1	G2
Any luminaire not ideally oriented with 0.5 to 1 mounting heights to any lot line of concern.	G0	G0	G0	G1	G1
Any luminaire not ideally oriented with less than 0.5 mounting heights to any lot line of concern.	G0	G0	G0	G0	G1

1. For lot lines that abut public walkways, bikeways, plazas, and parking lots, the lot line may be considered to be 5 feet beyond the actual lot line for purpose of determining compliance with this section. For lot lines that abut public roadways and public transit corridors, the lot line may be considered to be the centerline of the public roadway or public transit corridor for the purpose of determining compliance with this section. NOTE: This adjustment is relative to Table IX-C, Sections 1 and 3 only and shall not be used to increase the lighting area of the site.
2. To be considered 'ideally oriented', the luminaire must be mounted with the backlight portion of the light output oriented perpendicular and towards the lot line of concern.
3. Any luminaire that cannot be mounted with its backlight perpendicular to any lot line within two times the mounting heights of the luminaire location shall meet the reduced Allowed Glare Rating in Table IX-C.

D. Allowed Total Initial Site Lumens

This table may be used for any project.

Table IX-D

	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Allowed lumens per square foot (SF)	0.5	1.25	2.5	5	7.5
Allowed base lumens per site	0	3,500	7,000	14,000	21,000

E. Performance Method Additional Initial Luminaire Lumen Allowances

Table IX-E

Lighting Application	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Additional Lumens Allowances for all buildings <i>except</i> Service Stations and Outdoor Sales Facilities.					
Building Entrances or Exits. This allowance is per door. In order to use this allowance, luminaires must be within 20 feet of the door.	400	1,000	2,000	4,000	6,000
Building Facades. This allowance is lumens per unit area of building façade that are illuminated. To use this allowance, luminaires must be aimed at the façade and capable of illuminating it without obstruction.	0	0	8/SF	16/SF	24/SF
Sales or Non-sales Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to qualify for this allowance, luminaires must be located under the canopy.	0	3/SF	6/SF	12/SF	18/SF
Guard Stations. This allowance is lumens per unit area of guardhouse plus 2000 sf per vehicle lane. In order to use this allowance, luminaires must be within 2 mounting heights of a vehicle lane or the guardhouse.	0	6/SF	12/SF	24/SF	36/SF

Outdoor Dining. This allowance is lumens per unit area for the total illuminated hardscape of outdoor dining. In order to use this allowance, luminaires must be within 2 mounting heights of the hardscape area of outdoor dining.	0	1/SF	5/SF	10/SF	15/SF
Drive Up Windows. This allowance is lumens per window. In order to use this allowance, luminaires must be within 20 feet of the center of the window.	0	2,000 lumens per drive up window	4,000 lumens per drive up window	8,000 lumens per drive up window	8,000 lumens per drive up window
Additional Lumens Allowances for Service Stations only. Service Stations may not use any other additional allowances.					
Vehicle Service Station Hardscape. This allowance is lumens per unit area for the total illuminated hardscape area less area of buildings, area under canopies, area off property, or areas obstructed by signs or structures. In order to use this allowance, luminaires must be illuminating the hardscape area and must not be within a building, below a canopy, beyond lot lines, or obstructed by a sign or other structure.	0	4/SF	8/SF	16/SF	24/SF
Vehicle Service Station Canopies. This allowance is lumens per unit area for the total area within the drip line of the canopy. In order to use this allowance, luminaires must be located under the canopy.	0	8/SF	16/SF	32/SF	32/SF
Additional Lumens Allowances for Outdoor Sales Facilities only. Outdoor Sales Facilities may not use any other additional allowances.					

Outdoor Sales Lots. This allowance is lumens per square foot of uncovered sales lots used exclusively for the display of vehicles or other merchandise for sale, and may not include driveways, parking or other non-sales areas and shall not exceed 25% of the total hardscape area. To use this allowance, luminaires must be within 2 mounting heights of the sales lot area.	0	4/SF	8/SF	12/SF	18/SF
Outdoor Sales Frontage. This allowance is for lineal feet of sales frontage immediately adjacent to the principal viewing location(s) and unobstructed for its viewing length. A corner sales lot may include two adjacent sides provided that a different principal viewing location exists for each side. In order to use this allowance, luminaires must be located between the principal viewing location and the frontage outdoor sales area.	0	0	1,000/LF	1,500/LF	2,000/LF

1. If not used, allowances cannot be applied for other purposes.
2. No more than three additional allowances are permitted per site.
3. All area and distance measurements are based on plan view unless otherwise noted.

F. Maximum Vertical Illuminance at Any Point in the Plane of the Lot line

Table IX-F

LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
0.05 FC or 0.5 LUX	0.1 FC or 1.0 LUX	0.3 FC or 3.0 LUX	0.8 FC or 8.0 LUX	1.5 FC or 15.0 LUX

G. Residential Lighting Limits

Luminaire lumens equals initial lamp lumens for a lamp, multiplied by the number of lamps in the luminaire.

Table IX-G

Lighting Application		LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Row 1	Maximum Allowed Luminaire Lumens* for Unshielded Luminaires at one entry only.	Not allowed	420 lumens	630 lumens	630 lumens	630 lumens
Row 2	Maximum Allowed Luminaire Lumens* for each Fully Shielded Luminaire.	Not allowed	1,260 lumens	1,260 lumens	1,260 lumens	1,260 lumens
Row 3	Maximum Allowed Luminaire Lumens* for each Unshielded Luminaire excluding main entry.	Not allowed	315 lumens	315 lumens	315 lumens	315 lumens
Row 4	Maximum Allowed Luminaire Lumens* for each Landscape Lighting.	Not allowed	Special Lighting Permit Required (see Sec. VII.B)	1,050 lumens	2,100 lumens	2,100 lumens
Row 5	Maximum Allowed Luminaire Lumens* for each Shielded Directional Flood Lighting.	Not allowed	Not allowed	1,260 lumens	2,100 lumens	2,100 lumens
Row 6	Maximum Allowed Luminaire Lumens* for each Low Voltage Landscape Lighting.	Not allowed	Not allowed	525 lumens	525 lumens	525 lumens

X. STREET LIGHTING

A. Purpose

The purpose of this Ordinance is to control the light pollution of street lighting, including all collectors, local streets, alleys, sidewalks and bikeways, as defined by ANSI/IES RP-8 Standard Practice for Roadway and Street Lighting and in a manner consistent with the Model Lighting Ordinance.

B. Applicability

All street lighting not governed by regulation of federal, state, or other superseding jurisdiction.

Exception: Lighting systems mounted less than 10.5 feet above street level and having less than 1000 initial lumens each.

C. Master Lighting Plan

1. The Authority shall develop a Master Lighting Plan based on the American Association of State Highway and Transportation Officials (AASHTO) Roadway Lighting Design Guide GL-6, October 2005, Chapter 2. Such plan shall include, but not be limited to, the Adoption of Lighting Zones and:
 - a. Goals of street lighting in the jurisdiction by Lighting Zone
 - b. Assessment of the safety and security issues in the jurisdiction by Lighting Zone
 - c. Environmentally judicious use of resources by Lighting Zone

- d. Energy use and efficiency by Lighting Zone
 - e. Curfews to reduce or extinguish lighting when no longer needed by Lighting Zone
2. The Master Lighting Plan shall be implemented by the Authority on a case-by-case basis as development occurs.

D. Warranting

A warrant analysis using the criteria in Table X-A is required to determine whether street lighting is required.

1. Such warranting process shall not assume the need for any lighting nor for continuous lighting unless conditions warrant the need.
2. Lighting shall only be installed where warranted.
3. Calculating Warrants
 - a. Calculate a total value using the points assigned and weighting for each factor shown in Table X-A.
 - b. Lighting is warranted where a total point score of 15 or more is achieved.
 - c. Lighting may be prioritized based solely on the point scores, or in conjunction with a benefit/cost analysis as determined by the Authority on a case-by-case basis.

Table X-A

Points Assigned	⁴ 0	1	2	3	Weighting
Geometric Factors					
Number of lanes	-	2	3	4	0.15
¹ Driveways and entrances	-	0 to 10	10 to 25	25+	1.40
² Sight Distance (linear feet)	-	>210	150 to 210	90 to 150	0.15
Parking lanes	-	None	One	Two	0.10
Operational Factors					
Signalized intersections (%)	-	80 to 100	50 to 80	0 to 50	0.15
³ Thoroughfare type	-	PP, LN, AL	RD, GS, ST	AV, MS	0.15
Sidewalks	-	None	One Side	Both Sides	3.15
Built Environment Factors					
Area Classification (Transect)	-	Leased Premises	T-1, 2 or 3	T-4 or T-5	0.15
Level/type of development	Vacant	Sparse	Moderate	Distracting	0.15
Crash Factors					
⁵ Night-to-day (N/D) collision ratio	<1.0	1.0 to 1.5	1.5 to 2.0	>2.0	5.55

¹Number of driveways and entrances within one mile.

²Sight distance is measured horizontally along the roadway of concern.

³Thoroughfare type refers to the Town's adopted Thoroughfare Plan and Thoroughfare Standards.

⁴The "0 Points Assigned" column is applied for undeveloped properties or where no collisions have occurred.

⁵Apply a value of 1 for zero to 1 daytime collisions to calculate the N/D ratio.

E. Light Shielding and Distribution

All street lighting shall have no light emitted above 90 degrees.

Exception: Ornamental street lighting for specific districts or projects shall be permitted by special permit only and shall meet the requirements of Table X-B below without the need for external field-added modifications.

Table X-B

Lighting Zone	Maximum Uplight Rating
LZ-0	U-0
LZ-1	U-1
LZ-2	U-2
LZ-3	U-3
LZ-4	U-4

XI. DEFINITIONS OF KEY TERMS

1. Absolute Photometry

Photometric measurements (usually of a solid-state luminaire) that directly measures the footprint of the luminaire. Reference Standard IES LM-79.

2. Architectural Lighting

Lighting designed to reveal architectural beauty, shape and/or form and for which lighting for any other purpose is incidental.

3. Authority

The adopting municipality, agency, or other governing body.

4. Astronomic Time Switch

An automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.

5. Backlight

For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as front light.

6. BUG

An automatic lighting control device that switches outdoor lighting relative to time of solar day with time of year correction.

7. Canopy

A covered, unconditioned structure with at least one side open for pedestrian and/or vehicular access. (An unconditioned structure is one that may be open to the elements and has no heat or air conditioning.)

8. Common Outdoor Areas

One or more of the following: a parking lot; a parking structure or covered vehicular entrance; a common entrance or public space shared by all occupants of the domiciles.

9. Curfew

A time defined by the authority when outdoor lighting is reduced or extinguished.

10. Emergency Conditions

Generally, lighting that is only energized during an emergency; lighting fed from a backup power source; or lighting for illuminating the path of egress solely during a fire or other emergency; or lighting for security purposes used solely during an alarm.

11. Footcandle

The unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one-foot square from a distance of one foot.

12. Forward Light

For an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the direction of the intended orientation of the luminaire.

13. Fully Shielded Luminaire

A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

14. Glare

Lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.

15. Hardscape

Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways and non-vegetated landscaping that is 10 feet or less in width. Materials may include concrete, asphalt, stone, gravel, etc.

16. Hardscape Area

The area measured in square feet of all hardscape. It is used to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance Methods. Refer to Hardscape definition.

17. Hardscape Perimeter

The perimeter measured in linear feet is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.

18. IDA

International Dark-Sky Association.

19. IESNA

Illuminating Engineering Society of North America.

20. Impervious Material

Material which is sealed to severely restrict water entry and movement.

21. Industry Standard Lighting Software

Lighting software that calculates point-by-point illuminance that includes reflected light using either ray-tracing or radiosity methods.

22. Lamp

A generic term for a source of optical radiation (i.e. “light”), often called a “bulb” or “tube”. Examples include incandescent, fluorescent, high-intensity discharge (HID) lamps, and low-pressure sodium (LPS) lamps, as well as light-emitting diode (LED) modules and arrays.

23. Landscape Lighting

Lighting of trees, shrubs, or other plant material as well as ponds and other landscape features.

24. LED

Light Emitting Diode.

25. Light Pollution

Any adverse effect of artificial light including, but not limited to, glare, light trespass, sky-glow, energy waste, compromised safety and security, and impacts on the nocturnal environment.

26. Light Trespass

Light that falls beyond the property it is intended to illuminate.

27. Lighting

“Electric” or “man-made” or “artificial” lighting. See “Lighting Equipment”.

28. Lighting Equipment

Equipment specifically intended to provide gas or electric illumination, including but not limited to, lamp(s), luminaire(s), ballast(s), poles, posts, lens(s), and related structures, electrical wiring, and other necessary or auxiliary components.

29. Lighting Zone

An overlay zoning system establishing legal limits for lighting for particular parcels, areas, or districts in a community.

30. Low Voltage Landscape Lighting

Landscape lighting powered at less than 15 volts and limited to luminaires having a rated initial luminaire lumen output of 525 lumens or less.

31. Lumen

The unit of measure used to quantify the amount of light produced by a lamp or emitted from a luminaire (as distinct from “watt,” a measure of power consumption).

32. Luminaire

The complete lighting unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

33. Luminaire Lumens

For luminaires with relative photometry per IES, it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute

photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

34. Lux

The SI unit of illuminance. One lux is one lumen per square meter. 1 Lux is a unit of incident illuminance approximately equal to 1/10 footcandle.

35. Mounting Height

The height of the photometric center of a luminaire above grade level.

36. New Lighting

Lighting for areas not previously illuminated newly installed lighting of any type except for replacement lighting or lighting repairs.

37. Object

A permanent structure located on a site. Objects may include statues or artwork, garages or canopies, outbuildings, etc.

38. Object Height

The highest point of an object, not including antennas or similar structures.

39. Ornamental Lighting

Lighting that does not impact the function and safety of an area but is purely decorative, or used to illuminate architecture and/or landscaping, and installed for aesthetic effect.

40. Ornamental Street Lighting

A luminaire intended for illuminating streets that serves a decorative function in addition to providing optics that effectively deliver street lighting. It has a historical period appearance or decorative appearance, and has the following design characteristics:

- Designed to mount on a pole using an arm, pendant, or vertical tenon;
- Opaque or translucent top and/or sides;
- An optical aperture that is either open or enclosed with a flat, sag, or drop lens;
- Mounted in a fixed position; and
- With its photometric output measured using Type C photometry per IESNA LM-75-01.

41. Outdoor Lighting

Lighting equipment installed within the lot line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.

42. Partly Shielded Luminaire

A luminaire with opaque top and translucent or perforated sides, designed to emit most light downward.

43. Pedestrian Hardscape

Stone, brick, concrete, asphalt or other similar finished surfaces intended primarily for walking, such as sidewalks and pathways.

44. Photoelectric Switch

A control device employing a photocell or photodiode to detect daylight and automatically switch lights off when sufficient daylight is available.

45. Relative Photometry

Photometric measurements made of the lamp plus luminaire and adjusted to allow for light loss due to reflection or absorption within the luminaire. Reference standard: IES LM-63.

46. Repair(s)

The reconstruction or renewal of any part of an existing luminaire for the purpose of its ongoing operation, other than lamp replacement or replacement of components including capacitor, ballast or photocell. Note that retrofitting a luminaire with new lamp and/or ballast technology is not considered a repair and for the purposes of this ordinance the luminaire shall be treated as if new. "Repair" does not include normal lamp replacement or replacement of components including capacitor, ballast or photocell.

47. Replacement Lighting

Lighting installed specifically to replace existing lighting that is sufficiently broken to be beyond repair.

48. Sales Area

Uncovered area used for sales of retail goods and materials, including but not limited to automobiles, boats, tractors and other farm equipment, building supplies, and gardening and nursery products.

49. Seasonal Lighting

Temporary lighting installed and operated in connection with holidays or traditions.

50. Shielded Directional Luminaire

A luminaire that includes an adjustable mounting device allowing aiming in any direction and contains a shield, louver, or baffle to reduce direct view of the lamp.

51. Sign

Advertising, directional or other outdoor promotional display of art, words and/or pictures.

52. Sky Glow

The brightening of the nighttime sky that results from scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Skyglow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.

53. Temporary Lighting

Lighting installed and operated for periods not to exceed 60 days, completely removed and not operated again for at least 30 days.

54. Third Party

A party contracted to provide lighting, such as a utility company.

55. Time Switch

An automatic lighting control device that switches lights according to time of day.

56. Translucent

Allowing light to pass through, diffusing it so that objects beyond cannot be seen clearly (not transparent or clear).

57. Unshielded Luminaire

A luminaire capable of emitting light in any direction including downwards.

58. Uplight

For an exterior luminaire, flux radiated in the hemisphere at or above the horizontal plane.

59. Vertical Illuminance

Illuminance measured or calculated in a plane perpendicular to the site boundary or lot line.

Item No. _____

Date: July 16, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny placement and installation of a streetlight, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the May 21, 2022, Board meeting the Board approved the streetlight fixture as the standard for streetlights within Carlton Landing. Staff, Project Manager and Freese and Nichols have discussed possible locations for the installation of the streetlight. Consideration has been made related to accessibility to electric service, visibility, and possible need. You may recall the installation of a streetlight is a requirement within the GO Bond, Series 2020.

The following locations have been identified as possible location for the streetlight.

Water Street and Park Street – on the east side of Water Street

Water Street south of Water Street Pavilion

Water Street and the walkway to Marina – either on the east or west side of Water Street depending on electric access

Ridgeline and Lower Green Way – on the northeast corner

Any of these locations meet the general purposes for installation of a streetlight. One location does not specifically stand out as a best choice compared to the others. The recent changes around Water Street and Park Street have changed the previous lighting limitations with the addition of ambient lighting, however; those still do not provide all night lighting.

FUNDING: GO Bond, Series 2020

EXHIBITS: Location Pictures

RECOMMENDED ACTION: Approve placement and installation of a streetlight.

Location Pictures



Water Street and Park Street



Water Street south of Pavilion



Water Street and the walkway to Marina (either side)



Ridgeline and Lower Green Way

Item No. _____

Date: July 16, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny Carlton Landing Communication Plan and establishing publication schedule for General communication letter, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Mayor Joanne Chinnici, City Clerk Dr. Summers;
Greg Buckley, Town Administrator

BACKGROUND: At the June 18, 2022, Board meeting the Board discussed the desire to create a Communication Plan. The Plan outlines the types of communication for the Town to include Emergency, Urgent, and General communication. Emergency Communication is for critical information related severe weather, lost person, eminent danger. Urgent Communication is for serious information that doesn't reach the level of critical but useful to know and could include road closure, low water pressure or sever leak impacting the community. General Communication is for good to know information in a bulleting format to include general Town rules, regulations, upcoming events, etc. The General Communication will be prepared and sent out in March, June, and September.

FUNDING: None

EXHIBITS: Communication Plan

RECOMMENDED ACTION: Approve Carlton Landing Communication Plan and establishing publication schedule for General communication letter.

Town of Carlton Landing

Communication Plan

In order to provide for the general health and welfare of the Citizens and Guests of the Town of Carlton Landing. And, in addition, to foster the peaceful enjoyment of the Town amenities by the Citizens and Guests of the Town. The Board of Trustees of the Town of Carlton Landing hereby set forth the following Communication Guidelines.

I. Emergency Communications

- A. Emergency communications will be “broadcast” via the Code Red System
- B. Code Red Alerts may be “posted” by the Town Trustee designated by the Board and by the Town Administrator in addition to other designees appointed by the Board of Trustees of the Town of Carlton Landing.
- C. Emergency Communications include but may not be limited to: Weather Emergencies such as Tornado alerts, potential flooding, lost child, or other shelter in place alert.

II. Urgent Communications

- A. Urgent Communications include serious situations not deemed to be an Emergency.
- B. Urgent Communications will be placed on the Community Bulletin Board by the Town Clerk or his/her designee or by the Town Administrator or his/her designee. The Town Administrator and/or Town Clerk may deem the situation serious enough for the Code Red System or may also request a mass HOA e-mail be sent.

III. General Communication

- A. General Communication includes material needed to satisfy compliance with the ordinances of the Town. It may also include information regarding recreational and planned functions of the town.
- B. General Communication is announced on the Community Bulletin Board of Facebook. It may be placed by any concerned citizen or person organizing the activity.
- C. The Town Clerk will be responsible to provide a Town Information Bulletin which will include important upcoming events in addition to reminders of opportunity for compliance with Town Ordinances. The Bulletin will be placed on the Community Bulletin Board, Town website and sent by mass e-mail to homeowners in March, June, and September.

Adopted by the Board of Trustees and signed by the Mayor on July 16, 2022

Joanne Chinnici, Mayor

Jan Summers, Town Clerk

Exhibit A

Schedule for Information Bulletin

The scheduled publication release will be:

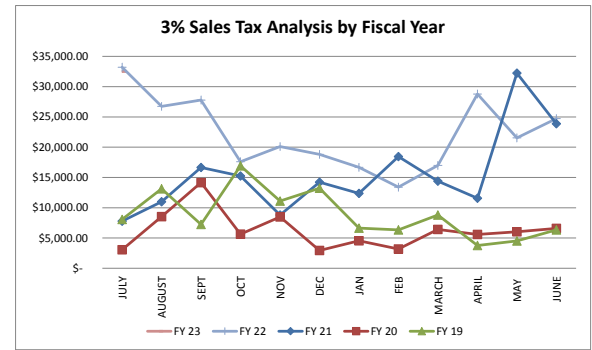
- Last Friday in March
- Third Friday in June
- Last Friday in September

The deadline for submission of material to be included in the Bulletin will be the Friday two weeks prior to the publication release.

DRAFT

**TOWN OF CARLTON LANDING
SALES TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY 23</u>	\$ 32,499.83												\$ 32,499.83
<u>FY22</u>	\$ 33,205.30	\$ 26,739.30	\$ 27,778.11	\$ 17,599.62	\$ 20,093.03	\$ 18,805.23	\$ 16,669.69	\$ 13,403.28	\$ 16,978.58	\$ 28,789.33	\$ 21,537.34	\$ 24,724.76	\$ 266,323.57
<u>FY21</u>	\$ 7,780.42	\$ 10,987.42	\$ 16,659.44	\$ 15,249.30	\$ 8,792.06	\$ 14,225.44	\$ 12,374.07	\$ 18,444.22	\$ 14,390.75	\$ 11,578.57	\$ 32,227.87	\$ 23,870.40	\$ 186,579.96
<u>FY20</u>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
<u>FY19</u>	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
<u>FY18</u>	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
<u>FY17</u>	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92



USE TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY 23</u>	\$ 1,065.28												\$ 1,065.28
<u>FY22</u>	\$ 985.86	\$ 1,463.42	\$ 343.94	\$ 1,165.01	\$ 715.56	\$ 1,058.05	\$ 685.52	\$ 1,234.03	\$ 779.74	\$ 1,061.12	\$ 1,305.58	\$ 575.80	\$ 11,373.63
<u>FY21</u>	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ 921.44	\$ 711.20	\$ 1,154.16	\$ 8,001.54
<u>FY20</u>								\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88		\$ 1,877.21

LODGING TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY 23</u>	\$ 6,831.18												\$ 6,831.18
<u>FY22</u>	\$ 5,672.25	\$ 12,679.63	\$ 15,631.81	\$ 9,357.10	\$ 6,728.90	\$ 6,713.56	\$ 3,463.33	\$ 3,097.16	\$ 1,664.17	\$ 1,858.14	\$ 5,478.61	\$ 2,963.09	\$ 75,307.75
<u>FY21</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

General Fund
Statement of Revenue and Expenditures

		Current Period Jun 2022 Jun 2022 Actual	Year-To-Date Jul 2021 Jun 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Total Budget Carryover		\$0.00	\$0.00	\$50,000.00	\$50,000.00	
Other Revenue						
4012	Alcohol Beverage Tax	127.75	953.55	600.00	(353.55)	158.93%
4100	Building Permits/Inspection Fe	1,548.91	16,909.55	23,580.00	6,670.45	71.71%
4105	Business License and Permits	119.85	311.61	200.00	(111.61)	155.81%
4011	Lodging Tax	2,963.09	75,307.75	24,000.00	(51,307.75)	313.78%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	760.37	45,974.30	57,190.00	11,215.70	80.39%
4000	Sales Tax	24,885.98	268,491.13	211,800.00	(56,691.13)	126.77%
9002	Transfer IN from TIF	8,340.07	92,003.43	101,989.00	9,985.57	90.21%
4005	Use Tax	575.80	11,373.63	7,200.00	(4,173.63)	157.97%
4010	Utility Tax	0.00	12,956.67	12,000.00	(956.67)	107.97%
4013	Vehicle Gas/Fuel Tax	72.92	681.42	0.00	(681.42)	0.00%
Total Other Revenue		\$39,394.74	\$525,343.64	\$438,559.00	(\$86,784.64)	
Non-Departmental Revenues Totals		\$39,394.74	\$525,343.64	\$488,559.00	(\$36,784.64)	
Revenue		\$39,394.74	\$525,343.64	\$488,559.00	(\$36,784.64)	
Gross Profit		\$39,394.74	\$525,343.64	\$488,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	18,714.18	18,715.00	0.82	100.00%
5025	Employer Retirement Contributi	778.64	9,489.74	9,490.00	0.26	100.00%
5000	Salaries	7,461.54	90,999.35	91,000.00	0.65	100.00%
5010	Social Security	595.67	7,259.62	7,400.00	140.38	98.10%
5001	Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	0.00	248.02	1,846.00	1,597.98	13.44%
5030	Vehicle/Cell Allowance	324.85	3,898.20	3,900.00	1.80	99.95%
Total Personal Services		\$10,597.66	\$131,109.11	\$132,351.00	\$1,241.89	
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	320.00	320.00	0.00	100.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	474.05	600.00	125.95	79.01%
5520	Software Programs/ Services	0.00	24.95	0.00	(24.95)	0.00%
Total Materials & Supplies		\$80.00	\$819.00	\$1,020.00	\$201.00	
Other Services						
6035	Dues & Memberships	0.00	1,179.00	1,210.00	31.00	97.44%
6015	Insurance	350.00	1,085.00	350.00	(735.00)	310.00%
6005	Rent	477.78	5,262.63	5,760.00	497.37	91.37%
6040	School, Training, Travel	0.00	1,241.51	5,700.00	4,458.49	21.78%
6000	Utilities	127.00	2,319.65	4,339.00	2,019.35	53.46%
Total Other Services		\$954.78	\$11,087.79	\$17,359.00	\$6,271.21	
Administration Totals		\$11,632.44	\$143,015.90	\$150,730.00	\$7,714.10	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%

General Fund
Statement of Revenue and Expenditures

		Current Period Jun 2022 Jun 2022 Actual	Year-To-Date Jul 2021 Jun 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Expenses						
General Government						
Materials & Supplies						
5530	Miscellaneous	0.00	734.42	1,460.00	725.58	50.30%
5500	Office Supplies	16.82	697.67	1,500.00	802.33	46.51%
5505	Posatge	0.00	58.00	600.00	542.00	9.67%
5520	Software Programs/ Services	90.00	7,840.11	7,428.00	(412.11)	105.55%
Total Materials & Supplies		\$106.82	\$10,722.35	\$13,488.00	\$2,765.65	
Other Services						
6030	Community Support Agreements	0.00	0.00	1,000.00	1,000.00	0.00%
6035	Dues & Memberships	703.99	4,818.74	2,830.00	(1,988.74)	170.27%
6015	Insurance	0.00	4,486.00	1,800.00	(2,686.00)	249.22%
6800	Office/Gen Administrative Exp	0.00	14,725.84	14,800.00	74.16	99.50%
6020	Professional Services	2,637.75	47,833.00	58,800.00	10,967.00	81.35%
6010	Publication & Notice Expense	0.00	2,381.55	2,500.00	118.45	95.26%
6045	Road Maintenance	1,650.00	8,118.00	14,400.00	6,282.00	56.38%
6040	School, Training, Travel	1,310.00	2,594.91	2,000.00	(594.91)	129.75%
6000	Utilities	52.00	886.00	1,000.00	114.00	88.60%
6050	Website Expense	0.00	1,524.00	2,500.00	976.00	60.96%
Total Other Services		\$6,353.74	\$87,368.04	\$101,630.00	\$14,261.96	
Capital Outlay						
7010	Projects	0.00	27,510.09	50,000.00	22,489.91	55.02%
Total Capital Outlay		\$0.00	\$27,510.09	\$50,000.00	\$22,489.91	
Debt Service						
8000	GO Bond Payments	0.00	600.00	57,190.00	56,590.00	1.05%
8500	Interest Expense	71.49	7,052.92	0.00	(7,052.92)	0.00%
Total Debt Service		\$71.49	\$7,652.92	\$57,190.00	\$49,537.08	
Transfers Out						
9503	Transfer OUT to Reserve Fund	0.00	0.00	97,000.00	97,000.00	0.00%
Total Transfers Out		\$0.00	\$0.00	\$97,000.00	\$97,000.00	
General Government Totals		\$6,532.05	\$133,253.40	\$319,308.00	\$186,054.60	
TIF Projects						
Capital Outlay						
7150	2020 Bond - Pavilion	0.00	(4,772.00)	0.00	4,772.00	0.00%
Total Capital Outlay		\$0.00	(\$4,772.00)	\$0.00	\$4,772.00	
TIF Projects Totals		\$0.00	(\$4,772.00)	\$0.00	\$4,772.00	
Expenses		\$18,164.49	\$271,497.30	\$470,038.00	\$198,540.70	
Revenue Less Expenditures		\$21,230.25	\$253,846.34	\$18,521.00	\$0.00	
Net Change in Fund Balance		\$21,230.25	\$253,846.34	\$18,521.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,002,634.77	770,018.68	0.00	0.00	0.00%
Net Change in Fund Balance		21,230.25	253,846.34	18,521.00	0.00	0.00%
Ending Fund Balance		1,023,865.02	1,023,865.02	0.00	0.00	0.00%

General Fund
Bank Register
6/1/2022 to 6/30/2022

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	456,278.13
6/3/2022	1302	OutLaw Construction			0.00	1,650.00	454,628.13
6/3/2022	1301	Kiamichi Electric			0.00	127.00	454,501.13
6/3/2022	1300	Cross Telephone Co			0.00	52.00	454,449.13
6/6/2022	EFT	RWS Cloud Services			0.00	90.00	454,359.13
6/9/2022	R-00239	Oklahoma Tax Commission			24,724.76	0.00	479,083.89
6/9/2022	R-00238	Oklahoma Tax Commission			2,963.09	0.00	482,046.98
6/9/2022	R-00237	Oklahoma Tax Commission			575.80	0.00	482,622.78
6/9/2022	GJ-10076	Pittsburg County Clerk			0.00	760.37	481,862.41
6/9/2022	R-00236	Pittsburg County Clerk			947.01	0.00	482,809.42
6/10/2022	R-00240	Oklahoma Tax Commission			14.03	0.00	482,823.45
6/10/2022	1306	Oklahoma Uniform Building			0.00	64.00	482,759.45
6/10/2022	1305	Dan Hurd			0.00	800.00	481,959.45
6/10/2022	1304	OMAG			0.00	350.00	481,609.45
6/10/2022	1303	OPEH&W			0.00	1,436.96	480,172.49
6/10/2022	A-10061	James G Buckley			0.00	3,052.74	477,119.75
6/13/2022	R-00241	Oklahoma Tax Commission			161.22	0.00	477,280.97
6/14/2022					0.00	71.49	477,209.48
6/14/2022	EFTPS	Oklahoma Tax Commission			0.00	271.00	476,938.48
6/14/2022	EFTPS	EFTPS			0.00	1,847.99	475,090.49
6/16/2022	R-00242	Scissortail Homes			762.91	0.00	475,853.40
6/22/2022	R-00246	CLEDT			8,340.07	0.00	484,193.47
6/22/2022	1308	OkMRF			0.00	1,167.96	483,025.51
6/23/2022	R-00245	Rachel Raiford			23.97	0.00	483,049.48
6/23/2022	R-00244	Jennifer Kerby			23.97	0.00	483,073.45
6/23/2022	R-00243	Micah Gautreaux			23.97	0.00	483,097.42
6/24/2022	1311	BOK Credit Card			0.00	2,508.59	480,588.83
6/24/2022	1310	Kay Robbins Wall			0.00	600.00	479,988.83
6/24/2022	1309	Crawford & Associates, P.C.			0.00	373.75	479,615.08
6/24/2022	A-10062	James G Buckley			0.00	2,821.01	476,794.07
6/27/2022	R-00247	Scissortail Homes			786.00	0.00	477,580.07
6/28/2022	R-00249	Alta Owen			23.97	0.00	477,604.04
6/28/2022	R-00248	Deziray Click			23.97	0.00	477,628.01
6/30/2022	1313	Pied Piper Service			0.00	80.00	477,548.01
6/30/2022	1312	Amanda Harjo			0.00	800.00	476,748.01
1000 Town of CL Checking 9683 Totals					\$39,394.74	\$18,924.86	\$476,748.01

7/14/2022
8:12 AM

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General Fund
Bank Register
6/1/2022 to 6/30/2022

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67
		1010 2018 GO Bond Checking Totals			\$0.00	\$0.00	\$69,786.67
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
		1020 2020 GO Bond Checking Totals			\$0.00	\$0.00	\$79,877.47
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	73,483.11
6/9/2022	GJ-10076	Pittsburg County Clerk			760.37	0.00	74,243.48
		1030 Sinking Fund Checking 3087 Totals			\$760.37	\$0.00	\$74,243.48
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	51,708.07
		1080 BOK 3045 Rev Bond 2020 Totals			\$0.00	\$0.00	\$51,708.07
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	(51,708.07)
		1090 BOK 4044 Rev Bond 2021 Totals			\$0.00	\$0.00	(\$51,708.07)
		Report Totals			\$40,155.11	\$18,924.86	\$700,655.63
		Records included in total = 41					

Report Options

Trans Date: 6/1/2022 to 6/30/2022

Fund: General Fund

Display Notation: No

Town Administrator's Report – July 16, 2022

- Entrance Road – Worked with Pittsburgh County to bring in and add chips in areas seeping oil to the surface from the hot temperatures. Pittsburgh County did bring in and put down chips, although the heat has continued to impact the road.
- Park and Redbud Alley Improvement – Worked with Freese and Nichols on Amendment No 1. for Alley Project related to review of 30% plans.
- Stephens Road – Freese and Nichols updated 30% plans based on our meeting. Worked to set-up meeting with the Corp to review plans, alignment, need for Environmental study. Meeting with Corp is scheduled for July 28.
- Community Center – Worked with Freese and Nichols on updating Community Center Conceptual Plan Task Authorization.
- Street Light Pilot Project – Discussed possible locations for streetlight installation with Project Manager Mike Kerney and Freese and Nichols.
- Outdoor/Street Light Ordinance – Finalized work with Freese and Nichols to revise and amend Outdoor/ Street Light Ordinance based on comments and feedback from the December Board meeting.
- Code Red – Code Red sign-up and logo is on Town's website, main page. Working to add text to the logo.
- Communication Plan – Worked with Mayor Chinnici and City Clerk Dr. Summers on Communication Plan and schedule.
- Planning Commission Meeting and Training – Prepared Planning Commission Agenda and coordinated training for Special Planning Commission meeting on July 16.

- FY 22-23 Budget– Loaded FY 22-23 Budget into CSA Software for start of the fiscal year.
- Other activities –I will be out of the office July 20-22 attending the CMAO Summer Conference. I will have my cell phone and laptop if you need to reach me.

Thank you.