



**MEMBERS OF LANCASTER COUNTY PLANNING COMMISSION**

CHARLES DEESE, DISTRICT 3, CHAIRMAN

JASON CAVALIER, DISTRICT 1

T. YOKIMA CURETON, DISTRICT 2

JUDIANNA TINKLENBERG, DISTRICT 4

MICHELLE RICHARDS, DISTRICT 5

SHEILA HINSON, DISTRICT 6

ALAN PATTERSON, DISTRICT 7

AIMEE SHOLAR, RECORDING SECRETARY

**MINUTES  
Lancaster County Planning Commission  
October 15, 2024 6:00 p.m.**

Chairman Deese called the meeting to order at 6:00 p.m.

**1. ROLL CALL:** Quorum is present (5 Commissioners)

**Commissioners Present:**

|                              |                         |                               |
|------------------------------|-------------------------|-------------------------------|
| Jason Cavalier, Dist. 1      | Yokima Cureton, Dist. 2 | Judianna Tinklenberg, Dist. 4 |
| Shelly Richards, Dist. 5     | Sheila Hinson, Dist. 6  | Alan Patterson, Dist. 7       |
| Charles Keith Deese, Dist. 3 |                         |                               |

Absent: Yokima Cureton and Judianna Tinklenberg

**Staff Present:**

Allison Hardin, Development Services Director

April Williams, Planning Director

Jennifer Bryan, Planning Technician      Administrative Assistant Aimee Sholar

The following press were notified of the meeting by email in accordance with the Freedom of Information Act: The Lancaster News, Kershaw News Era, The Rock Hill Herald, The Fort Mill Times, Cable News 2, Channel 9, and the local Government Channel. The agenda was also posted in the lobby of the County Administration Building for the required length of time and was published on the County website.

Prayer and Pledge of Allegiance: Alan Patterson

THE FOLLOWING IS A SUMMARY OF PROCEEDINGS. IT IS NOT A VERBATIM TRANSCRIPT.

**2. APPROVE AGENDA**

Chairman Deese called for a motion to approve the Agenda.

Motion to Approve by Alan Patterson; 2<sup>nd</sup> by Shelia Hinson

Called vote: 5:0. Motion approved unanimously.

**3. CITIZEN'S COMMENTS [see Sign-In sheet attached]**

Chairman Deese opened the floor to comments from the public.

#### **4. APPROVE MINUTES**

##### **a. September 17, 2024 Regular Minutes**

Chairman Deese called for a motion to approve September 17, 2024 Regular Minutes as written. Motion to Approve by Alan Patterson; 2<sup>nd</sup> by Jason Cavalier.

Called vote: 5:0. **Motion approved unanimously.**

##### **b. October 3, 2024 Workshop Minutes**

Chairman Deese called for a motion to approve October 3, 2024 Workshop Minutes as written. Motion to Approve by Alan Patterson; 2<sup>nd</sup> by Shelia Hinson.

Called vote: 5:0. **Motion approved unanimously.**

#### **5. PUBLIC ITEMS FOR PLANNING COMMISSION DECISION**

##### **a. SD-2022-2122 Riverchase 2 Preliminary Plat**

Application by LGI Homes, Riverchase Estates Partners LLC and R. Joe Harris & Associates for a Preliminary Plat for 578.83 acres on the west side of Riverside Road south of Cobblestone Way (p/o TM# 0030-00-002.00), to develop a 343-lot single family residential subdivision (Section 2 of Riverchase Estates.)

Staff Presentation: Allison Hardin, Development Services Director, presented the application consistent with the staff report.

Staff Recommendations:

Questions to staff: Alan Patterson asked- The larger plan that I had access to, is it trail connectivity or road.

Allison Hardin stated- There is a road that connects to it. We have asked them to connect to the different phases but the UDO in the past wasn't listed.

Comment from applicant(s): Daniel Gates- He is the engineer for Riverchase Estate and is looking forward to resubmitting plans.

Public Hearing: (See attachments: Sign-in Sheets)

1. David Basri
2. Dawne Foster
3. Jennifer Savatino
4. Daniel Gates
5. Jim Hughes

David Basri stated: He was one of the early homeowners in Riverchase. He mainly wants to discuss the way section two plan and plats as proposed and the way it affects the existing trail system and park connectivity. He has had correspondence with

representatives from RJ Harris and from LGI since the April meeting. What is shocking is that there is no diagram from RJ Harris or from LGI that lays out the 3 sections in relation to each other and in relation to the existing nature preserve and trail. These 3 papers in front of you are snips from the utility drawing from the plat diagram and I choose that because it has topographical features and roads of section one (Referring to the 3 handouts) The first sheet represents my lot or something close to it and I walked from the back of our lot line 400 feet and at the end of 400 feet ends up actually in a lot in the new section and in between is a wetlands so the existing trail is in that gray area. If you look at the second diagram it's a lot at the corner of Chimney Bluff and Persimmon and again, I drew in the lot, and it shows that there is only 200 feet between the back of that lot and the lots in section 1. The trail would be somewhere inside these lots so the existing trail will be gone. Again, there is no way to confirm that because there is no diagram that lays these things out with each other. The third one shows down in a curve of Chimney Bluff and there is only 75 feet between what's now section one and what would be section two and the trail is somewhere in the middle of these roads and until they address how this is going to work we were all sold a 500 acre nature preserve with trails and it looks to me that they are gone, but I can't hardly tell because there is no diagram that lays these out together. So, I would hope that the planning commission would require that they address this and they it out. I am in full support of section 2 being built and I am in full support of the planning commission approving the construction permits for section 3, but we can't tell what's going on.

Dawne Foster stated: Thanks for allowing me to speak on the proposed development plans of section 2. I am a concerned citizen from Riverchase and I am among others- I am deeply troubled by the lack of transparency and lack of communication from LJH. The trail is not just a path; it brings our community together. Many of us bought in Riverchase because of the trail system. Our community petitioned and presented it to you back in April which garnished a whole lot of support explicitly requesting that the trail system be incorporated in the plat however it appears that LJH or the county has chosen to disregard this request completely. Without this trail system being formerly included in the plat there is a real risk that LJH can remove or alter these trails without notifying the community. Leaving us with nothing but empty promises. This will fundamentally change the landscape of our neighborhood and undermine the enjoyment and accessibility that we currently cherish. Additionally, I must address the pressing issue of communication, I hope LJH is out there listening. Many of us have experienced firsthand how challenging it is when we reach out to LJH and their new homeowners association called CAMS. Since the change all communication has become even more challenging with all correspondence only allowed through an online portal system. For those of us who have submitted questions or concerns we wait weeks for a response which is disheartening. In some cases, our messages go entirely unanswered. This lack of responsiveness indicates a disturbing disconnect between LJH and our community. I urge each of you to consider the implication of allowing this plat to move forward without the trail system and under the current communication circumstances. We must not let the wishes of LJH overshadow the principal of community engagement and transparency the voice of Riverchase matters and while we do not have a seat at the table yet. We do at the very least deserve the amenities we were promised when we purchased our lots. We

demand answers and accountability from LJH, the sad reality is that speaking publicly at these meetings is our only chance.

Jennifer Sabatino stated that Elaine Bolman and I submitted a petition at the last planning meeting with about 180 resident signatures on it urging that planning would plat out the existing trails 1-3. Most importantly section two where the topography was in question. We stressed that our trails needed to be accessible, safe, and connected. In addition, we asked for county governess and quality assurance. At this point we have not received any assurance in writing let alone quality from LJH. As per section 3.03 of our contract and summation, the county may apply laws adapted after the execution of the agreement through a public hearing and can determine if the laws are essential to public health, safety, and the general welfare of the community. Based on the last statement, there are a few questions I am hoping can be addressed. Looking at the proposed site of section 2 it looks like our petition was not considered why the trails were not plated. Would that not fall under the safety and welfare of the community? Not to the grandfathered 2008 UDO's. After the last tropical storm hurricane in the majority of our trails in section 1 off Chimney Bluff Road 100 feet in were under water until the landing near the river. It was surprising to see how much water pushed inland even at higher topography, out of concern this is nothing compared to the devastation that Hurricane Helene has caused in Western Carolina. Our continued prayers for those who it affected. The deviation hopefully taught us all that we continue to hope and pray for the best, but we must prepare for the worst but with proactive thinking it all starts with planning. To my knowledge the current UDO's as of 2016 includes sidewalks in private developments. Our roads are barely safe to walk on with all through traffic and construction vehicles as a reminder there is no term limit to build in Riverchase Estates. Can sidewalks be enforced and added to sections 2 and 3 not officially approved at this time including official permits. In addition, there is now more oversight and inspections of county of private roads with the current UDO's. Unfortunately, we didn't have this with section 1 of Riverchase Estates and are paying the price now. Through countless emails from many residents over the many years to our management companies we are still with potholes right at our front gate and sinking roads. There has been no action or much communication or concern with our roads at all. Can our roads in section 2 and 3 follow the new 2016 UDO soon to be the new 2025 UDO's follow the better-quality assurance and accountability under section 3.03 of our contract and summation mentioned above for the overall welfare of the community? Lastly, through previous meetings, I and other residents made it clear that LJH hasn't made any effort to get in contact with our community. This is so important to establish trust and show that they care for the benefit and betterment of our community in the short and long term. Our new management company, CAMS, in short has been silent. There is not only no more onsite presence we are struggling with getting our questions answered by email. Most importantly the Van Wyck Fire Chief has still not received any board contacts or local contacts in case of a fire or fire alarm. This is important to close out any emergency response and safety for any community. I, on behalf of any residence of Riverchase Estates urge you County Planning and County to mandate quarterly meetings with both our Riverchase Estates board members and Riverchase Estates current management authority as stated in section 3.03.



Jim Hughes stated: I don't think this specifically a planning commission issue, In the plan that has been submitted I know there is land separated for a fire station. And that seemed all understood but it is very vague beyond the planning commission how that is going to proceed further. There seems to be funds available but as each day goes by those funds become diminished just by inflation so if there is any opportunity to maybe the planning commission to urge counsel or any other parties to release the funds and begin this process. That would be a wonderful thing to do since the agreement expires within a couple of years and we are not at the 250 occupancy certificates to release the funds so whatever the delay is as more people move into this development, we are exposed to more risk and to the wellbeing of the people.

Allison Hardin stated: I wanted to comment on some of the things that were mentioned. The trail system on the map there is a ten-foot easement to be added. While the development agreement doesn't give us the right to require it before it goes forward. The planning commission, however, can require that it get put on the plat in the next 60 days. Regarding the comment on the fire station, I do know that our county administrator has been trying to get ahold of the applicant regarding that and is waiting for a call back. The fire station funds, contrary to what one of the residents said, the fire station funds have been going up each year because they haven't been paid. In the development agreement there is a unique fee generation. The fee is generated per household and goes up every year either by the annual percentage change in the consumer price index or 3% or whichever is greater. That also applies to the funds for the fire station. Those funds for the fire station funds have not been paid yet so the fee is increasing every year that it is not paid, that is not typical in our development agreements but that's one of the unique things about the development agreement. I know Mrs. Sabatino has asked us to apply the 2016 regulations. We won't be able to do that because of the agreement that the developer has with the county counsel.

Discussion: Chairman Deese stated: Riverchase 2 we have heard from staff, citizens, a number of people over several weeks so it has reached a point that we need to make a decision, and it is solely a decision of this planning commission.

Chairman Deese closed public hearing and called for a motion on item SD-2022-2122 Motion to approve by Alan Patterson; 2<sup>nd</sup> by Jason Cavalier.

With Conditions that the applicant meet the staffs suggested conditions that are listed in our packet within the next 60 days in addition to adding the trails to the plat within the next 60 days.

Discussion: Shelly Richards asked: What are the roadway requirements for the 2008 agreement?

Allison Hardin stated: Exhibit B says that the developer is allowed flexibility in road design because interior roads shall be owned and maintained by the HOA. Roads shall not be a requirement set forth in the UDO but must comply with the following minimum standards for the road right away or collector roads 66 feet. For local roads and 60 feet

for pavement width with 24 feet with 12-foot lanes for local roads its 22 feet with 11-foot lanes there is also a specific on the center line curve Radius 250 feet for collector roads. 150 feet for local roads and both of those are minimums. The tangent between the reverse codes and the tangent in the intersection, none are required for either of those. In addition, there are five subcategories under that says the ditch sections shall be permissible for all roadways and ditches shall be lined, rip rap paved and geotextile fabrics etc as necessary to stabilize. When curb and gutter are used it should be 24-inch valley gutter or standard curb, medium curb type shall be approved by DOT. As security for roads the developer may provide a bond or letter of credit equal to or not less than 100% of the construction cost. Side walks are not required and as used in this agreement collector roads shall mean and refer to those roads to have the ability to move traffic from one section of the property to the other. So, the roads that reach the property or boundaries between the two sections or the three sections would be considered the collector roads.

Shelly Richards asks: Did it have a pavement section?

Allison Hardin stated: No it did not. It says roads are not subject to the requirements of the UDO.

Jason Cavalier asked: Was there an amenities plan in the original submittal? Or anything that would pertain to an amenities type?

Allison Hardin stated: there was discussion of a trails system. As the residents have discussed, there was also public benefit in the fire station land to be given to the county and a rooftop fee per house that was built. The infrastructure and services section included the roads, the maintenance and cost for the private roads and the maintenance of any landscaping in the right of way within the medians of the property that maybe then transferred to the homeowner's association resisted access community was allowed in the development agreement the landscaping at the entrance for that. And that is all.

Jason Cavalier asked: You said that the planning commission can require that the trails can be put into the plat within 60 days?

Allison Hardin answered: Yes the statement on the top of the plat is that they can be provided but you can require that it be put on the plat before they are allowed to go forward.

Jason Cavalier asked: So as far as the road improvements because I have driven by there several times because it is in my district, and I take concern that someone stated that there were no turn lanes or anything for egress or ingress of the neighborhood. Is that part of the bond package that is possibly coming up in November?

Allison Hardin answered: There was a Traffic Impact Analysis done for this project that had several offsite improvements that will need to be made at certain times through the development, as you probably guess is not very far along compared to the number of lots

that are potential. There has been a lot of discussion going on about some of the offsite improvements. Including a round a bout proposed so I don't have my notes with me on exactly on that but I can get that back to you as part of the discussion it you like.

Jason Cavalier stated: Thank you.

Chairman Deese stated: We have a motion and a second with conditions to meet the staffed suggested conditions that include adjusting the 12 lots that do not meet the minimum width at the setback line pacifically lots 12, 17, 24, 80, 81, 114, 204, 274, 275, 276, 292&293. The 2<sup>nd</sup> item is to provide a copy of a DA report for the septic tank suitability and the 3<sup>rd</sup> item was to amend the storm exhibit to match the site plan and the last item was to add the trails to the plan itself that all within the next 60 days. Is everyone satisfied with this point?

Called vote: 5:0. **Motion is approved unanimously.**

Planning Commission makes final decisions on Preliminary Plats.

There was a 5 minute recess.

## **6. PUBLIC HEARING ITEMS FOR RECOMMENDATION TO COUNCIL**

### **a. TA-2024-2122 Shooting Ranges (County Council)**

Application by Lancaster County Parks and Recreation to Amend UDO Sec 2.5 Use Table, Sec 5.5.11 Shooting Range (Indoor) and Sec 5.5.12 Shooting Range (Outdoor) to allow archery and airsoft ranges in INS zoning district

Staff Presentation: Allison Hardin, Development Services Director, presented the applications consistent with the staff report.

Staff Recommendations: Staff Recommends Approval

Questions to staff:

Shelia Hinson stated: "I like this!

Jason Cavalier stated: "I also like this! But I do have a concern in the last part here in the archery, airsoft, bb guns there is a significant difference between a crossbow and a curve, recurve bow and compound bow significant difference in the power.

Allison Hardin answered: Yes there is.

Jason Cavalier asked: Is it going to be blanketed as archery?

Allison Hardin answered: The basic understanding that I gathered from Easton and other agencies is that there are different field sizes for different bow types, so that if you have a compound bow you are not going to be shooting the same way as a person with an entry level. The boy scout bow is different from the ones that we have.

Jason Cavalier asked: So refer to the document?

Allison Hardin answered: Yes and they have different competitions based on the different bow strengths as well as the different types on bows. There are some that have different projectile range, and they will be on a separate competition from those that have a shorter range or longer range and the back stop between the target and where the clearance area is expanded for those that have a higher velocity.

Jason Cavalier stated: Sounds good to me.

Allison Hardin stated: I was not aware of all the rules of archery that deep and now I am more aware now.

Chairman Deese stated: It is a known fact that a bow is just as dangerous as a rifle. I've got a 12-year-old friend of mine who killed his first deer with a bow this week. There are 3 types of bows and of course the competition is based on the strength of the bow itself. A curve is not like a recurve and a recurve is not like a compound. All of them are dangerous, they must be controlled they have to be used in the right environment, if not somebody is hurt. So we want to make sure that the environment is as safe as possible before we say yay hey.

Shelia Hinson stated: "We need this because it is teaching our kids and our teenagers. It teaches them and it gives them more things to do and we need to go into another direction.

Alan Patterson asked: So when someone wants to create an indoor outdoor range. Just walk us through the process to the inspection point and who's responsible no more detail than that please.

Allison Hardin stated: So an indoor archery range it would be allowed in any of the RUB, GB, RB, HI, LI, or INS at that point the design would need to be submitted to us before the permit would be provided to retrofitting indoors and we would either look at the design and compare it to the boy scout design or we would seek out the approval of the USA archery staff that says this fits this either USA archery would certify it for us or we would look to our staff to get it certified from USA archery instructors to verify that it meets their criteria. That way we as code enforcement officials don't also have to become experts in bow length and things like that. With the outdoor range we would do the same, except for the outdoor range we would have to be requiring a site plan that shows that because with an indoor range the building is the barrier but there is still issues with the back stop and the areas behind the targets that need to be ensured that those are met. On both I believe it says that we have to have supervision on those as well. It's like the way

we would have a firing range for the NRA for gun training for instance we don't go through and say this is how far you go. We go with the NRA's guidance and say you know for this type of gun, because they have different standards for different types of guns as well this kind of gun you need to go this distance this much buffer this much security around it etc and we would issue a permit. Now if it's indoor what happens to trigger that is it goes through a change of use and it goes to our zoning department. But if it is an outdoor range and it is being constructed that would come to us as well.

Public Hearing: (See attachments: Sign-in Sheets) None signed in.

Chairman Deese closed public hearing and called for a motion on item TA-2024-2122

Motion to Approve by Jason Cavalier; 2<sup>nd</sup> by Shelia Hinson.

Called vote: 5:0. **Motion is approved unanimously.**

Chairman Deese stated the item will go to County Council for consideration, and applicant will be notified of time and date.

**b. Kershaw Annexations (10) Kershaw Town Council**

Applications by Town of Kershaw to remediate annexation procedure for 2 private properties, TM 0156-00-024.01 Melissa Kirk and TM 0156H-0L-022.00 William Faulkenberry, and 8 properties owned by Town of Kershaw, in conformity with UDO and Intergovernmental Agreement: TM 0156B-0C-001.01, TM 0160-00-039.01, TM 0160-00-029.00, TM 0156-00-023.00, TM 0156G-0B-008.00, TM 0156H-0E-001.00, TM 0155-00-024.01, TM 0156I-0M-016.00.

Staff Presentations: Allison Hardin, Development Services Director, presented the applications consistent with the staff report. Staff Recommendations: Approval.

1) **TM 0156-00-024.01** - 404 Kershaw Country Club Road (Melissa Kirk)

- Public Hearing: (See attachments: Sign-in Sheets) No one signed in.
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation 404 Kershaw Country Club Road. TM 0156-00-024.01
- Motion to approve by Shelia Hinson; 2<sup>nd</sup> by Jason Cavalier.
- Called vote: 5:0. **Motion is approved unanimously.**

2) **TM 0156H-0L-022.00** - 124 E. 1<sup>st</sup> Street (William Faulkenberry)

- Public Hearing: (See attachments: Sign-in Sheets) No one signed in.
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation 124 E. 1<sup>st</sup> Street- TM 0156H-0L-022.00
- Motion to approve by Alan Patterson; 2<sup>nd</sup> by Shelia Hinson.
- Called vote: 5:0. **Motion is approved unanimously.**

3) **TM0156B-0C-001.01** (Town of Kershaw)

- Public Hearing: (See attachments: Sign-in Sheets) No one signed in.
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM0156B-0C-001.01.
- Motion to approve by Shelia Hinson; 2<sup>nd</sup> by Shelly Richards.
- Called vote: 5:0. **Motion is approved unanimously.**

4) **TM 0160-00-039.01 Three Cs Rd** (Town of Kershaw) No one signed in.

- Public Hearing: (See attachments: Sign-in Sheets)
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM 0160-00-039.01 Three Cs Rd
- Motion to approve by Alan Patterson; 2<sup>nd</sup> by Shelly Richards.
- Called vote: 5:0. **Motion is approved unanimously.**

5) **TM 0160-00-029.00 Reservoir** (Town of Kershaw)

Public Hearing: (See attachments: Sign-in Sheets) 1 signed in

1. William Gregory asked: he is the owner of 38 acres South of the lake. Is there any plans to change the golf course to single family dwellings? It's all under water.

Allison Hardin stated: The property zoning is R-15. This is the most restricted zoning. The entirety of this area is underwater. The town of Kershaw is just doing a zoning change.

- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM 0160-00-029.00 Reservoir
- Motion to approve by Shelly Richard; 2<sup>nd</sup> by Jason Cavalier.
- Called vote: 5:0. **Motion is approved unanimously.**

6) **TM 0156-00-023.00 Behind Cemetery** (Town of Kershaw)

- Public Hearing: (See attachments: Sign-in Sheets) No one signed in.
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM 0156-00-023.00 Behind Cemetery
- Motion to approve by Alan Patterson; 2<sup>nd</sup> by Shelia Hinson.
- Called vote: 5:0. **Motion is approved unanimously.**

7) **TM 0156G-0B-008.00 Water Tower 248 Kirkland Ave** (Town of Kershaw)

- Public Hearing: (See attachments: Sign-in Sheets) No one is signed in.
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM 0156G-0B-008.00 Water Tower 248 Kirkland Ave
- Motion to approve by Alan Patterson; 2<sup>nd</sup> by Shelly Richards.
- Called vote: 5:0. **Motion is approved unanimously.**

8) **TM 0156H-0E-001.00 E 2nd St & Blackwell Drive** (Town of Kershaw)

- Public Hearing: (See attachments: Sign-in Sheets) No one is signed in.
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM 0156H-0E-001.00 E 2nd St & Blackwell Drive
- Motion to approve by Shelly Richards; 2<sup>nd</sup> by Jason Cavalier.
- Called vote: 5:0. **Motion is approved unanimously.**

9) **TM 0155-00-024.01 Near Blackmon Circle** (Town of Kershaw)

- Public Hearing: (See attachments: Sign-in Sheets) No one is signed in.
- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM 0155-00-024.01 Near Blackmon Circle
- Motion to approve by Alan Patterson; 2<sup>nd</sup> by Shelly Richards.
- Called vote: 5:0. **Motion is approved unanimously.**

10) **TM 0156I-0M-016.00 Horton Rollins & W Richland St** (Town of Kershaw)

Public Hearing: (See attachments: Sign-in Sheets) 1 signed in.

1. Lauren Hilton asked: Does it change the neighboring properties? **No** Her biggest concern is being able to fish there, she states that she was left water rights from her grandfather. She has 9.2 acres and has timber growing on it and doesn't want interference with her being able to harvest it. She just wanted to make sure that nothing had changed.

Allison Hardin stated: Nothing will change only the zoning of the area.

Chairman Deese stated: The water rights that you claimed were left to you by your grandfather should be in the deed.

- Chairman Deese closed public hearing and called for a motion on Kershaw Annexation TM 0156I-0M-016.00 Horton Rollins & W Richland St
- Motion to approve by; Jason Cavalier 2<sup>nd</sup> by Shelly Richards.
- Called vote: 5:0. **Motion is approved unanimously.**

**Annexations will be referred to Kershaw Town Council for final decision**

## **7. NON-HEARING ITEMS**

### **a. NRN-2024-1958 Grammys Way**

Application by Shannon Ogelsby and Ryan Cunningham to name shared private drive, pursuant to Sec. 6.11.4.G of the Unified Development Ordinance.

Staff Presentation: Jennifer Bryan, Planning Technician.

Staff Recommendation: Approval.

Questions/Comments from Commissioners:

Motion to Approve by Shelia Hinson 2<sup>nd</sup> Jason Cavalier

Called Vote: 5:0 **Motion is approved unanimously.**

### **b. NRN-2024-2138 October Group Submittal**

New Road Names from E911 Addressing via Preliminary Plats and Civil Plans, pursuant to Sec. 6.4.11 of the Unified Development Ordinance.

Staff Presentation: Jennifer Bryan, Planning Technician.

Staff Recommendation: Approval.

Questions/Comments from Commissioners:

Motion to Approve by Alan Patterson and 2<sup>nd</sup> by Shelly Richards

Called Vote: 5:0 **Motion is approved unanimously.**

## **8. NEW BUSINESS**

a. Continuing Education: Robert's Rules of Order

b. Overview of Next Month's Agenda:

- Eagles Landing (Edgewater) Preliminary Plat
- Rezoning 2.6 acres at Buford crossroads
- Text amendment – Building Height in GB
- New Road Name -private drive Carter Hill Lane

## **9. ADJOURN**

Motion to adjourn by Alan Patterson; and 2<sup>nd</sup> by Shelly Richards. Motion approved by unanimous consent. Meeting adjourned at **8:30 p.m.**



**ATTACHMENT 1:**  
**SIGN-IN SHEETS**

**SIGN IN ONLY IF YOU WISH TO SPEAK**



**PLANNING COMMISSION  
Public Hearing Sign In Sheet**

**Item 3: CITIZEN'S COMMENTS**

General Comments or comments on matters not on tonight's agenda.

**For comments on specific agenda items under discussion, please sign in on the appropriate sheet.**

Council Chambers  
101 N. Main Street, Lancaster South Carolina  
***Tuesday, October 15, 2024***

Citizens are allowed 3 minutes per person to speak. Everyone speaking before The Commission will be required to do so in a civil manner. The Commission will not tolerate personal attacks on individual Commissioners, County Staff or any person or group. Racial slurs will not be permitted. The Commission's number one priority is to conduct business for the citizens of this county.

**PLEASE PRINT**

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| 3. |
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**SIGN IN ONLY IF YOU WISH TO SPEAK**

# Lancaster County

South Carolina



## PLANNING COMMISSION Public Hearing Sign In Sheet

### **Item 5a: SD-2022-2122: Riverchase 2**

Application by LGI Homes, Riverchase Estates Partners LLC and R. Joe Harris & Associates for a Preliminary Plat for 578.83 acres on the west side of Riverside Road south of Cobblestone Way (p/o TM# 0030-00-002.00), to develop a 343-lot single family residential subdivision (Section 2 of Riverchase Estates.)

Council Chambers  
101 N. Main Street, Lancaster South Carolina  
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**PLEASE PRINT**

- |      |                   |
|------|-------------------|
| ✓ 1. | David Basri       |
| ✓ 2. | Dawne Foster      |
| ✓ 3. | Jennifer Sabatino |

## SIGN IN ONLY IF YOU WISH TO SPEAK

✓ 4. Daniel Gates

✓ 5. Jim HUGHES

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**SIGN IN ONLY IF YOU WISH TO SPEAK**

# Lancaster County

South Carolina



## **PLANNING COMMISSION Public Hearing Sign In Sheet**

### **Item 6a: TA-2024-2122: Shooting Ranges**

Application by Lancaster County Parks and Recreation to Amend UDO Sec 2.5 Use Table, Sec 5.5.11 Shooting Range (Indoor) and Sec 5.5.12 Shooting Range (Outdoor) to allow archery and airsoft ranges in INS zoning district

Council Chambers  
101 N. Main Street, Lancaster South Carolina  
***Tuesday, October 15, 2024***

Citizens are allowed 3 minutes per person to speak. Everyone speaking before the Commission will be required to do so in a civil manner. The Commission will not tolerate personal attacks on individual Commissioners, County Staff or any person or group. Racial slurs will not be permitted. The Commission's number one priority is to conduct business for the citizens of this county.

**PLEASE PRINT**

1.

2.

3.



**SIGN IN ONLY IF YOU WISH TO SPEAK**

# Lancaster County



## PLANNING COMMISSION Public Hearing Sign In Sheet

### **Item 6b: Kershaw Annexations:**

Applications by Town of Kershaw to remediate annexation procedure for 2 private properties, TM 0156-00-024.01 Melissa Kirk and TM 0156H-0L-022.00 William Faulkenberry, and 8 properties owned by Town of Kershaw, in conformity with UDO and Intergovernmental Agreement: ~~TM 0156B-0C-001.01, TM 0160-00-039.01, TM 0160-00-029.00, TM 0156-00-023.00, TM 0156G-0B-008.00, TM 0156H-0E-001.00, TM 0155-00-024.01, TM 0156I-0M-016.00.~~

Council Chambers  
101 N. Main Street, Lancaster South Carolina  
***Tuesday, October 15, 2024***

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**PLEASE PRINT**

|    |              |
|----|--------------|
| 1. | Laura Hilton |
| 2. |              |
| 3. |              |

## **Item 5a: SD-2022-2122 Riverchase 2**

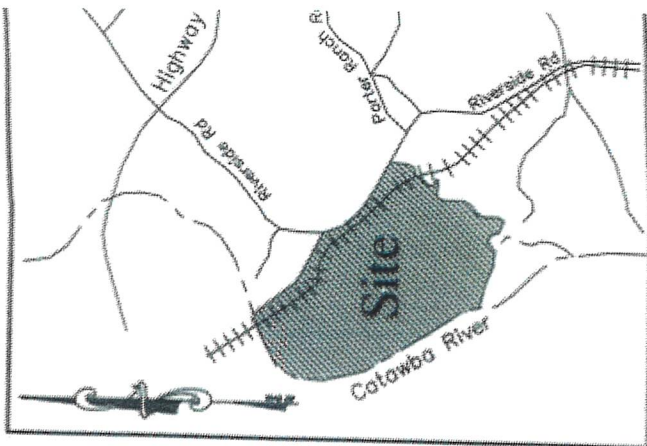
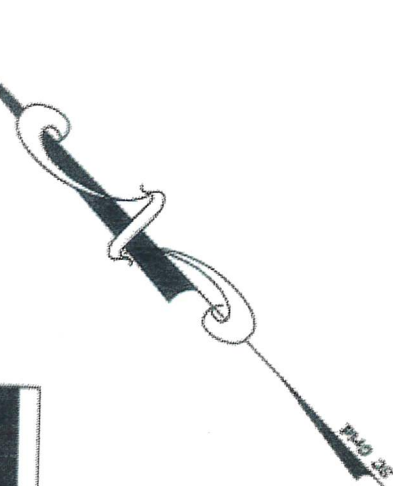
- **Exhibit: David Basri**
- **Email Comment: Michael & Gulden Barry**
- **Email Comment: Ken & Janine Katz**

# GRAPHIC SCALE

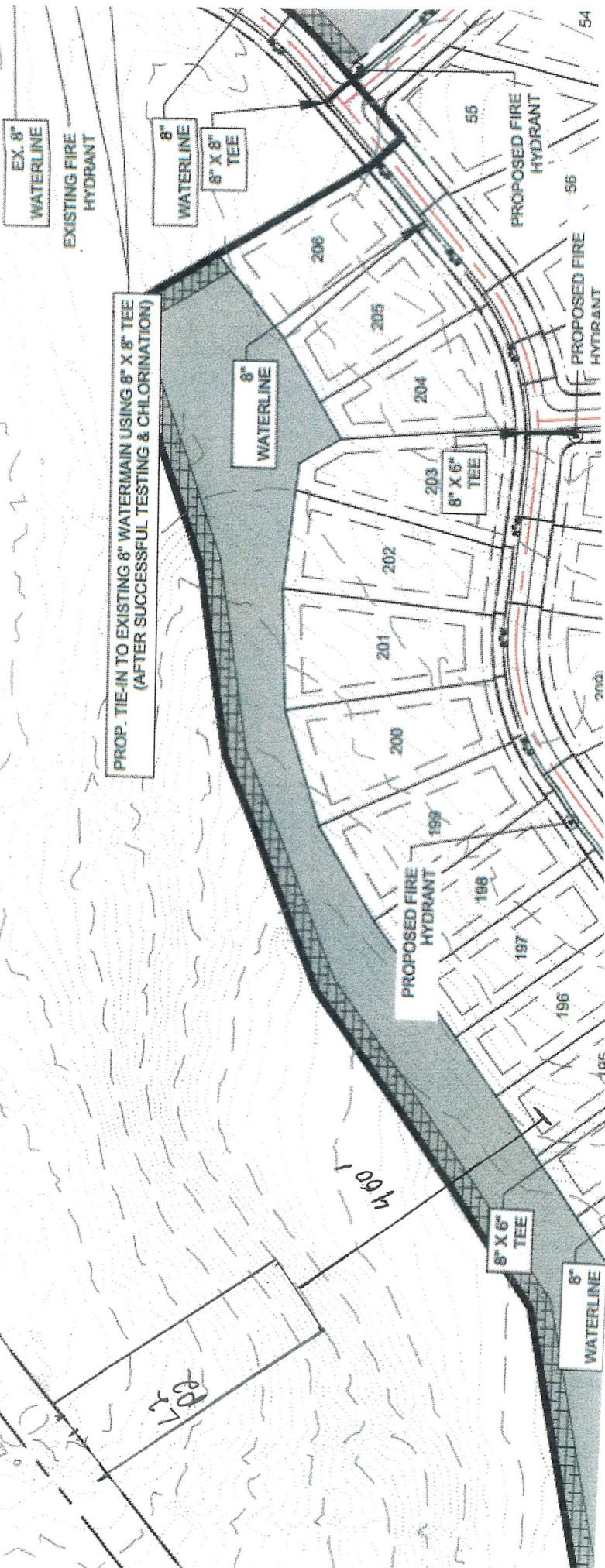


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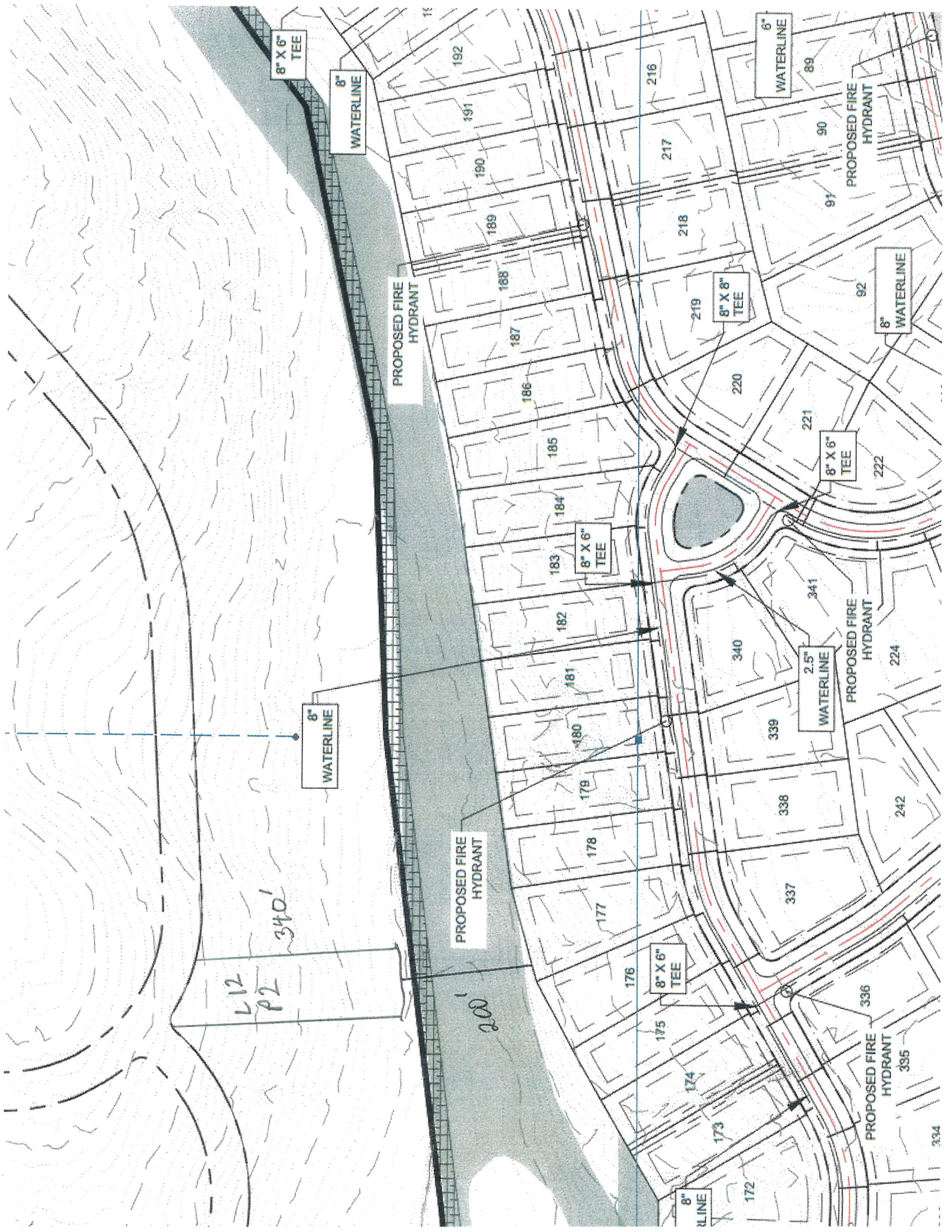
1 inch = 200 ft.



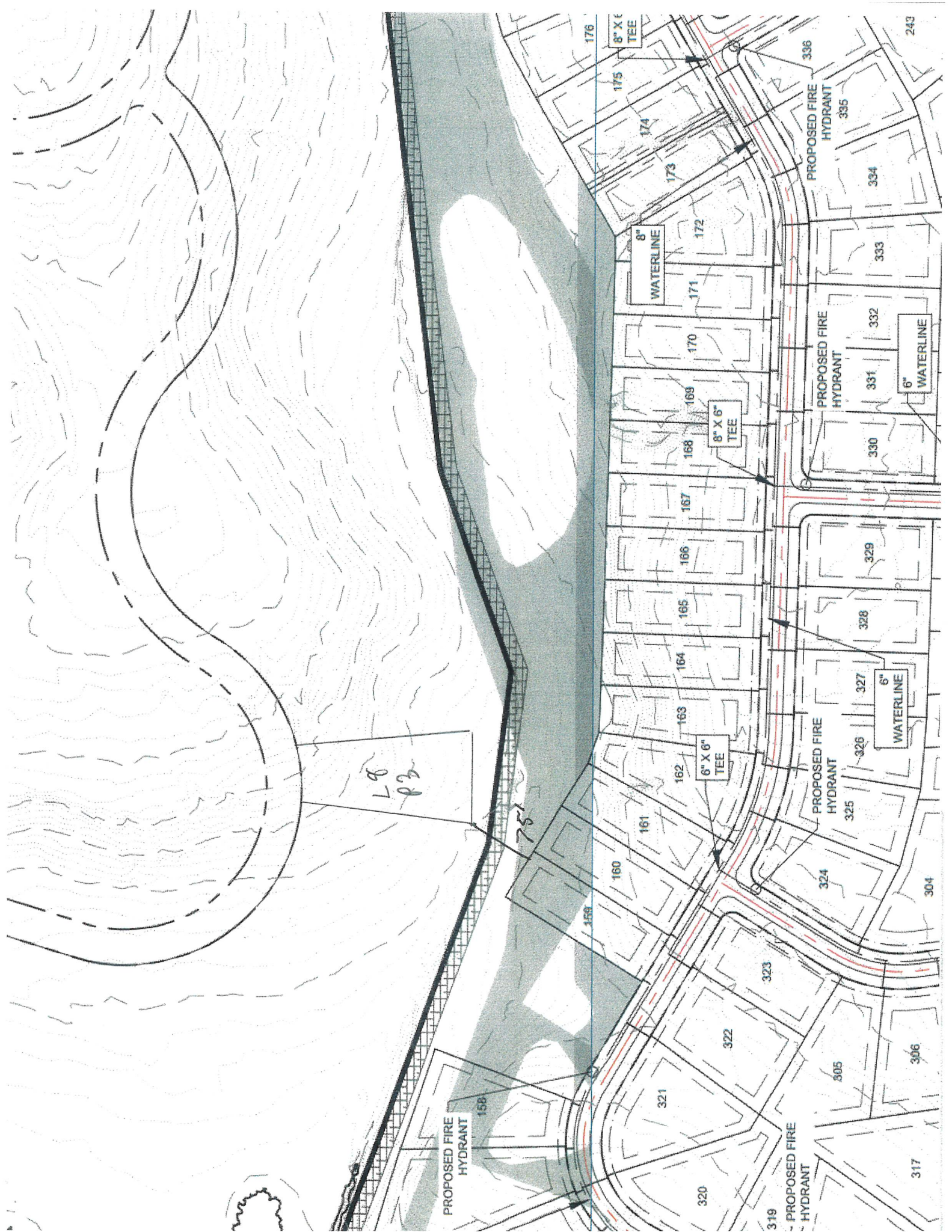
## VICINITY MAP













**Sherrie Simpson**

---

**From:** Ken Katz <katzkj@yahoo.com>  
**Sent:** Monday, October 14, 2024 12:55 PM  
**To:** Sherrie Simpson  
**Cc:** Janine Katz  
**Subject:** Riverchase Estates - Section 2 - Citizen Comments



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—IT Helpdesk, [lancastersc.supportsystem.com](mailto:lancastersc.supportsystem.com)

Dear Ms. Simpson,

My wife and I have lived at **6235 Chimney Bluff Rd in Riverchase Estates** since September 2020. We purchased our lot in March 2016 and were told there would be miles of walking trails and there would be a kayak launch and kayak storage on the Catawba river. There are currently less than 1.5 miles of trails and there is still no safe kayak launch and no kayak storage.

I would like to address several issues related to the new **Section 2** proposal...

1. **Trails** - there does not appear to be any trails in section 2, or any connections to the existing trails in section 1. It's also not clear if the existing trails, in section 1, will still be accessible after section 2 is built out.
2. **River Road** - the current dirt and gravel road, which can be used to drive a car down to the river, is eliminated and there does not appear to be any way to drive a car down to the river. Therefore, kayaks, or anything else, would need to be carried 1.5 miles down to the river, assuming there are trails to even get there.
3. **Kayaks** - there is still no safe kayak launch or kayak storage, as originally promised by LGI when we purchased our lot over 8 years ago.
4. **Construction Entrance** - there is no separate construction entrance for section 2, which means that for the foreseeable future construction vehicles will continue to enter the neighborhood through the main entrance, which is a safety issue and has consistently damaged the road and landscaping, when trucks have cut corners while entering and exiting the neighborhood. The landscaping repair costs have typically fallen on the homeowners since it's very difficult to prove who caused the damage.

Thank you,  
Ken & Janine Katz

**Sherrie Simpson**

**From:** Michael <barreez@gmail.com>  
**Sent:** Monday, October 14, 2024 3:40 PM  
**To:** Sherrie Simpson  
**Subject:** Citizen Comments for the Tuesday, Oct 15, 2024 Planning Commission Meeting - Ref: Riverchase Estates

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 —IT Helpdesk, [lancastersc.supportsystem.com](mailto:lancastersc.supportsystem.com)

We are residents of Riverchase Estates in Lancaster County, and have concerns about the direction of new development in our community. We have concerns about the future availability/accessibility of amenities, and the safety and welfare of all residents in this beautiful community. We urge Lancaster Country Planning Council to:

1. Have LGI add amenities and safety standards promised/sold to the residents of Riverchase Estates via their website, their sales center personnel, posters, and/or signage in and around the community, and to add them to the plats of Sections 1, 2, and 3, and make them permanent additions to the plats.
  - a. Accessible connecting trail systems throughout all 3 communities. Trails that may be in wetlands must have bridges or accessibility so as not to be under water in low lying areas that are muddy and wet. Sidewalks in the layout, safety and/or terrain dictates the need.
  - b. Persimmon Road and Chimney Bluff Trails already in place in Section 1 must connect to a trail system that leads down to the Catawba River.
  - c. A safe and accessible Kayak Launch on the Catawba River.
2. Add separate construction entrances for Sections 2 and 3 and permanently added to the plat.
  - a. Section 3 to have its own construction entrance and section 2 to have its own construction entrance and not use the main entrance gate of section 1. Construction vehicles and damaging to roads, speed through the community, destroy resident lawns, and are a danger to the children and residents of our community.
3. Consider the safety of our community should there be a catastrophic flood, storm, hurricane, fire, or natural disaster that would warrant multiple exits and entrances for residents, fire, EMS, or other emergency services to get in and out of our community.
4. A third Permanent Entrance/Exit in Section 2. As it looks on the plat the existing exit converges with Section 1.

Many of the amenities offered are what sold us on buying property and eventually moving to this beautiful community.

We thank you for your favorable consideration and support of our concerns.

Respectfully,

Michael and Gulden Barry

8620 Rainier Ct  
Lancaster, SC 29720

540-207-2868



## Sherrie Simpson

---

**From:** Ken Katz <katzkj@yahoo.com>  
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Thank you,  
Ken & Janine Katz

## **Item 6a: TA-2024-2122 Shooting Ranges**

- Easton Foundation ARCHERY FACILITY PLANNING GUIDE



*Your Planning Guide  
to designing an  
archery facility  
on virtually any scale:*

*from a small  
Community Archery  
Range to a Full  
Service Archery  
Training Center.*



Prepared by: **S+P+H** ARCHITECTS [www.spsplusarchitects.com](http://www.spsplusarchitects.com)

### Archery Terms

**Target Matt:** A foam or filled matt that holds arrows that are shot at the Target Matt.

**Target Face:** A sheet of paper, plastic sheeting or other material attached to the Target Matt. Target archery target faces are printed with concentric black, blue or multi colored circles. Target faces have five to 10 scoring rings. Each ring represents a scoring area of greater value nearer the center. Target faces may also represent animal shapes. Target faces range in size from sixteen inches to over four feet square.

**Target:** Shortened term for a target matt, target face or target face on a target matt, 3D animal shaped foam or otherwise filled target.

**Shooting Position, Station:** The location where the archer stands when shooting towards a target.

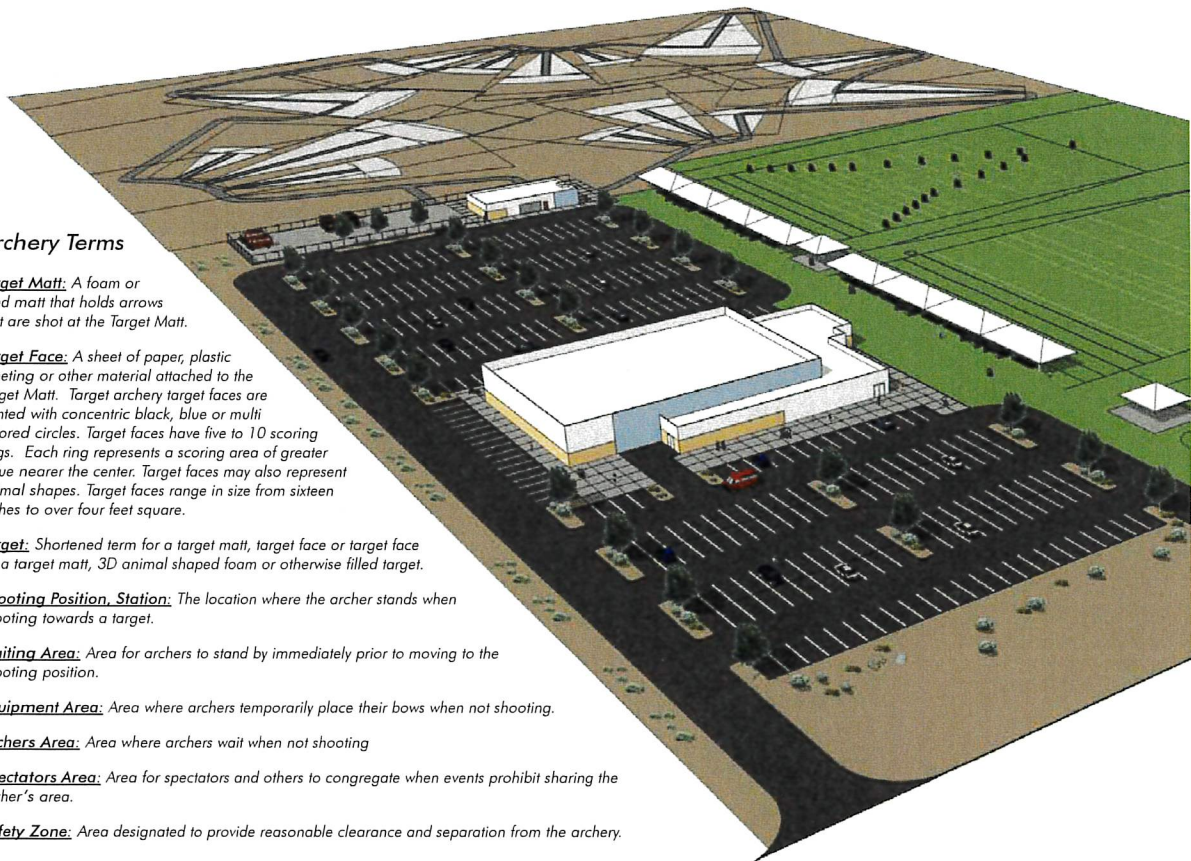
**Waiting Area:** Area for archers to stand by immediately prior to moving to the shooting position.

**Equipment Area:** Area where archers temporarily place their bows when not shooting.

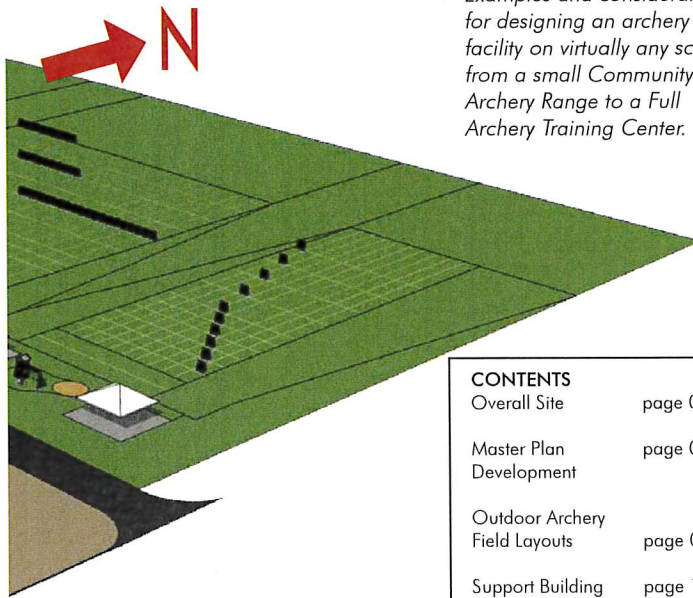
**Archers Area:** Area where archers wait when not shooting

**Spectators Area:** Area for spectators and others to congregate when events prohibit sharing the archer's area.

**Safety Zone:** Area designated to provide reasonable clearance and separation from the archery.







Examples and considerations for designing an archery facility on virtually any scale, from a small Community Archery Range to a Full Archery Training Center.

Designs and Guidelines created for Easton Foundations by--

**SPS+**  
ARCHITECTS

www.spsplusarchitects.com

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## CONTENTS

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| Indoor Range                  | page 11-13 |
| APPENDIX Index                | page 14    |
| Archery Facility Categories   | page 38-39 |

Archery is a diverse sport ranging from a recreational activity, to an Olympic sport, to a self sufficiency skill. Archery outreach, education, programs, training and event facilities, with staff and equipment; provide the opportunity to be introduced to the sport as well as ongoing support.

This guide provides sample designs and general information for those who wish to develop an Archery Facility regardless of the size or complexity, as well as basic functional and design factors for local architects and engineers. Each feature includes a graphic, plan and narrative.

Archery facility requirements vary with each community. After the program goals are identified, this guide can provide a design professional (i.e. Architect, Landscape architect, Engineer...) with introductory information to determine the size of the facility and assist with planning.

Location, property and/or facility search begins by determining viable locations that have the necessary attributes. Properties and facilities are reviewed for a variety of items including but not limited to:

- Size and configuration
- Location within the community
  - Community land use and master plan compatibility
  - Topography and slope, flood plain
- Adjacent property and compatible uses
- Nearby goods and services, food, retail
- Access and transportation
  - Vehicles, bicycles, pedestrians
  - Public transportation
  - Venue specific transportation (i.e. dedicated shuttle)
- Infrastructure and services
  - Water, domestic and fire protection
  - Sewer, storm and sanitary
  - Electricity, Natural gas, propane
  - Communications
  - Public services
    - \* Police, Fire, Medical
    - \* Refuse, maintenance, repair

Size of property and/or facility is based on the program goals and the facility space requirement to provide for the goals.

03



Discuss all the possibilities before deciding on a design and ultimate use of the site, be it a community park or future archery center.

All target archery fields should be oriented to shoot north for maximum usability.

## OVERALL SITE

Archery facilities provide for programs and activities. Main features include fields, courses and indoor ranges. Spaces may be limited to be able to serve only one function, or areas may be multi-purpose with other sports.

Safety is a primary focus. Functions that support that mission :

- Access by vehicles, bicycles, mass transportation and services
- Parking, private, buses, trailers and equipment
  - Comfortable ratio of 1.25 parking spaces per archer
  - Archer's equipment and accessories can be bulky. Ideally parking and unloading/loading areas should be near the range with aisles to the shooting areas.
- Accessibility, wheel chair, etc.
- Controlled access (barrier, fences, walls and gates)
- Safety area and set backs
- General security lighting
- Utility capacity and points of connect
- Landscaping and on site storm water retention
- Multi use by other activities
- Future phased sequence of additional improvements

Community planning, zoning and site engineering requirements and building codes govern development criteria.

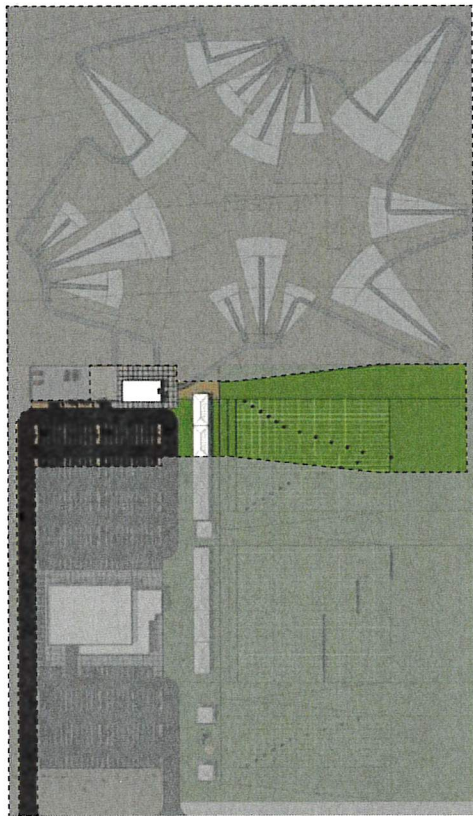
Safety provisions are provided by physical configuration and by participant conduct. Safety zones or buffer area requirements are shown on the field diagrams. They may vary with the park layout. Fences or other barriers help to control area access. Archery industry research reveals that target archery is one of the safest sports in comparison to other sports (Archery Trade Association, Arrow Sport Insight, V3/07). When archers learn, practice, train and compete together; they follow a specific process that inhibits being put into harm's way.

All shoot their arrows from the shooting line or shooting station at the same time. When all have finished shooting, all retrieve their arrows together. Shooting resumes only when the range is clear.

Safety is a full time activity.

See Page 28 for Overall Site Plan





"Phase 1"  
Youth/Community  
Archery Field Only

Example Initial Development  
"Community Archery Field,  
Parking, Support Building"

## MASTER PLAN/INITIAL DEVELOPMENT

Master planning identifies facility requirements and envisions a physical layout. Master plan document may include a strategy to allow the master plan to be development in a series of phases.

This example depicts a community that envisions a comprehensive archery center beginning with a "Youth/Community Archery Field" facility. Phase one amenities include an entrance drive, parking lot with drop off, pick up area and archery field. Support facilities include a classroom, storage for the program and a club, restrooms, utility, office, work room and a shop/garage.

A fenced yard is provided for bulky items and secure outside storage. In this example, expanding the practice area & constructing the field course are in the next phase.

The master plan insures that the place of each amenity is compatible with future improvement and expansion. Initial planning with the help of knowledgeable archery programmer helps to avoid future conflicts. Master plans should be reviewed and updated periodically to address changes in wants and needs.

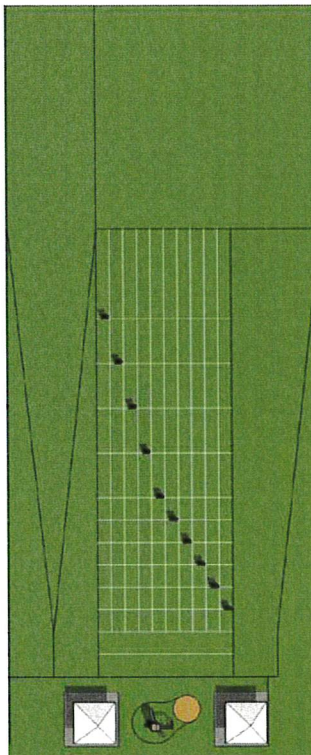
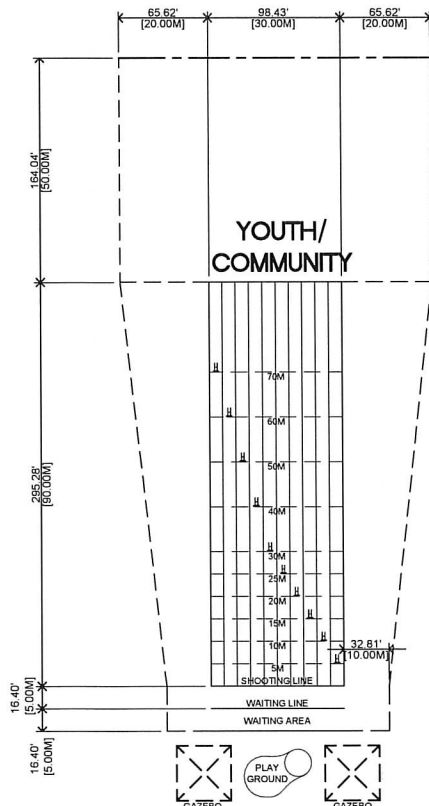
See Page 06 for Community Archery Field Description

See Page 10 for Support Building Description

See Page 29 for Master Plan/Initial Development Plan

05

BACK



## YOUTH/COMMUNITY FIELD

A dedicated Youth/Community Field is the key to the future of archery. It provides the place for parents to bring their children to practice archery in a wholesome environment dedicated to youth and families. Youth/Community fields are located away from "adult" areas so that the focus is on the youth and learning. Like the practice range, youth/community fields feature fixed distance targets. Practice field configuration concepts apply to the youth/community field. Shooting sequence, safety zones, barriers and fences help teach and provide for reasonable safety.

Distances may be either in meters or yards or both. The most popular yardages are 10 and 15. Popular meter distances are 18/20, 25 and 30. 40, 50, 60 and 70 meters are distances for more advanced youth.

Youth/Community field canopy and seating areas allow for family members to oversee and relax while their family takes part independently. A play area allows the youth archer and/or siblings to take a break away. Restrooms, drinking fountains and support functions should be nearby.

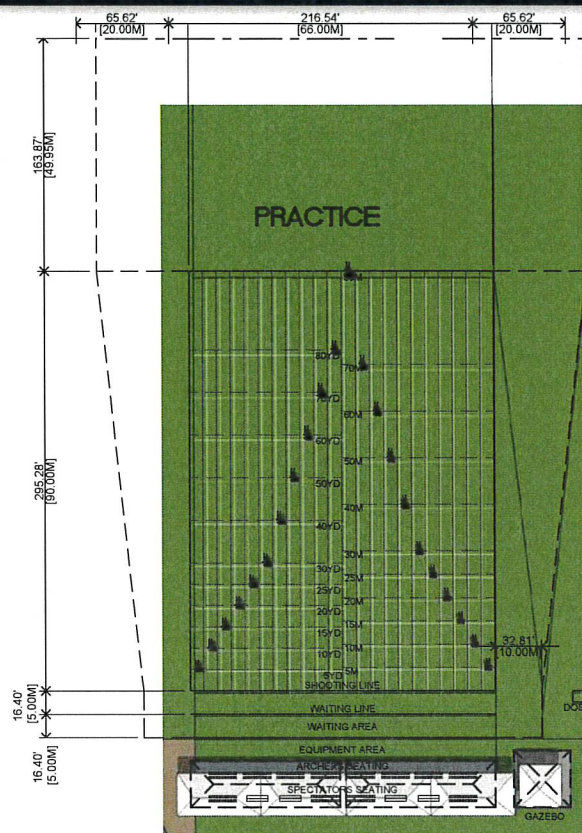
Youth/Community Fields may be designed to fit into a unique landscaping scheme or as part of a designated "Green Space."

Ranges and fields require planning, staff and equipment to serve a comprehensive archery program

See Page 30 for Youth/Community Field Plan

06





## PRACTICE FIELD

Provides for archers to learn, practice, train independently or as a group. Targets are placed at a variety of fixed distances in "meters" for international style and yards for national style. Fields are sloped minimally to allow for drainage. Targets should be spaced to allow multiple archers to shoot at a target simultaneously. Practice fields are used throughout the day, from dawn to dusk and at night if there are lights. Shooting sequence, safety zones, barriers and fences provide for safety. Safety zones may include visual barriers (fences, earthen berms) so that activities adjacent to the field do not distract from the shooting sequence. The side space for safety buffer extends to 10 meters to the side at the shooting line to a 20 meter width at 90 meters and then extends to 140 meters from the shooting line.

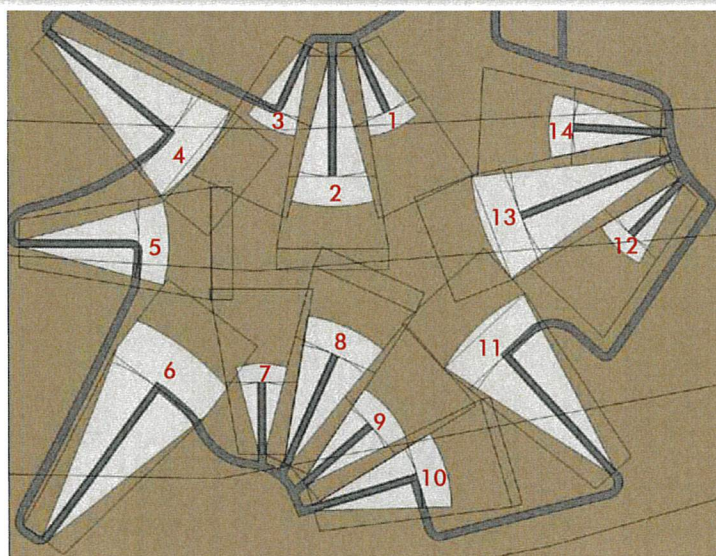
The space for an archer to shoot with a tripod mounted scope is approximately one meter (39 inches). Two archers may shoot at one target with spaced at two meters (79 inches) simultaneously. Three archers may shoot at a target spaced at three meters (118 inches). Popular target meter distances are 70 and 50 followed by 90, 30, 18 and 60. Yardage distances that are most popular for field archery and hunting are 10, 20, 30, 40, 50 and 60 yards followed by 5, 15, 25, 35, yards as well as 70 and 80 yards. Fields oriented to shoot from south to north are preferred to prevent shooting into the sun.

Practice ranges can be used as event fields by temporarily removing the fixed targets.

Space should be provided for waiting, equipment, and conversations. Canopies, tables, bbq's, seating, restrooms and drinking fountains allow patrons to spend time at the field. Nearby storage, work room, classroom and offices allow for programs and education support and equipment tuning. Signage and bulletin boards inform and communicate. Electricity allows for the growing use of electronic devices and tools. Wi-Fi internet access is also popular.

Targets without target faces are often positioned a few feet away. These targets are referred to as "blank bales" and are used by archers to warm up.

See Page 31 for Practice Field Plan



NOTE: This schematic is for demonstration only and should not be used as an actual site plan. Field courses are generally setup by archery range experts, and approved by their governing authority, taking advantage of terrain and other barriers to insure safety.

| Quantity of Stations | Distance in Meters | Yards | Feet |
|----------------------|--------------------|-------|------|
| 4                    | 27                 | 30    | 90   |
| 2                    | 33                 | 36    | 108  |
| 1                    | 41                 | 45    | 135  |
| 3                    | 45                 | 50    | 150  |
| 3                    | 60                 | 66    | 198  |
| 1                    | 72                 | 80    | 240  |
| Total: 14            |                    |       |      |

## FIELD ARCHERY

A field archery course consists of a foot trail with shooting positions or "stations" on the path. Stations should have space (about 6 feet) for two archers to shoot at one target. The archers shoot arrows at the target from the station, retrieve arrows and clear the area. They then move on to the next shooting station. Targets can be a concentric circle or an animal shape on "paper" on a target mat that retains the arrow or 3D (foam) animal shapes.

Courses are typically a minimum of fourteen (14) targets to allow for both International (World Archery/FITA, USA Archery) and national style (National Field Archery Association, Archery Shooter Association and other) target archery events. Competitions include known and unknown distance targets. Courses are typically unmarked distances and allow for targets to be moved to change the course. Known distance competitions are temporarily marked with a temporary sign. Safety zones vary with terrain and often natural features (creek banks, hills) are used to enhance the safety and archery experience. Variety is the key to a quality field archery course. More target stations allow additional variety. When space allows, multiple fourteen target field courses are ideal. Trail layouts include planning for rain water and water ways to minimize flooding, erosion and muddy shoes.

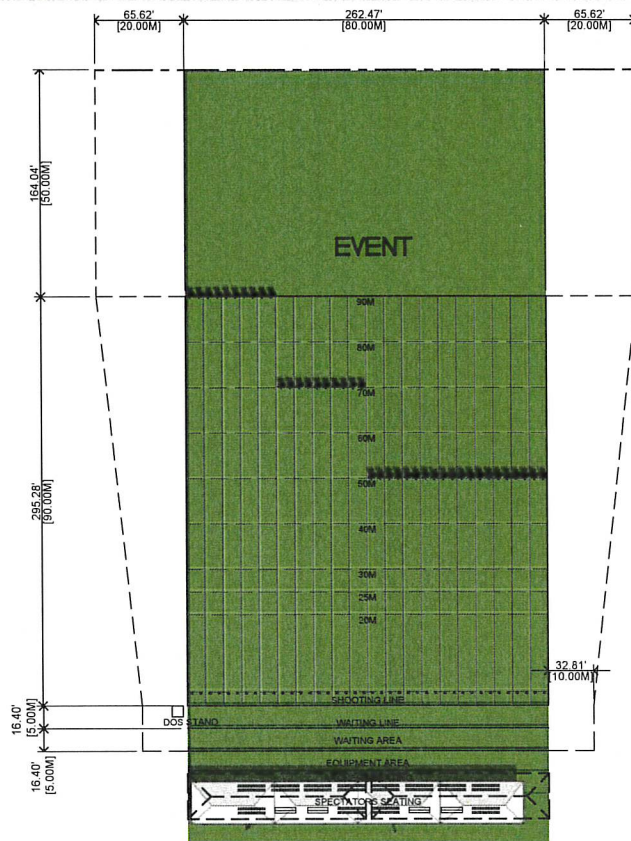
A field course requires approximately 1 acre (43,560 square feet) per station with target and associated dedicated and overlapping safety areas. Placement of the targets and pathways considers the archers view. 35 meters of clear space "behind" the target and 20 meters of clear space at each side of the target at 72 meters are common clearances. The field archery course safety zone template is a combination of space, angle and distance guide safety zone areas. The designer is encouraged to provide additional space as practical.

The following schedule of stations by target distance allows for common types of practice, training and competitions.

Field courses are lengthy. Maintenance, operation and oversight of the course is best conducted via a small off-road utility vehicle.

See Page 32-33 for Field Course Templates





## EVENT FIELD

Provides for organized activities such as programs, camps and tournaments. The primary use of this field is for competition, including international and Olympic style archery. Practice field configuration concepts apply to the event field. Shooting sequence is highly controlled at tournaments. Safety zones, barriers and fences provide for safety in similar fashion to the practice and youth/community fields.

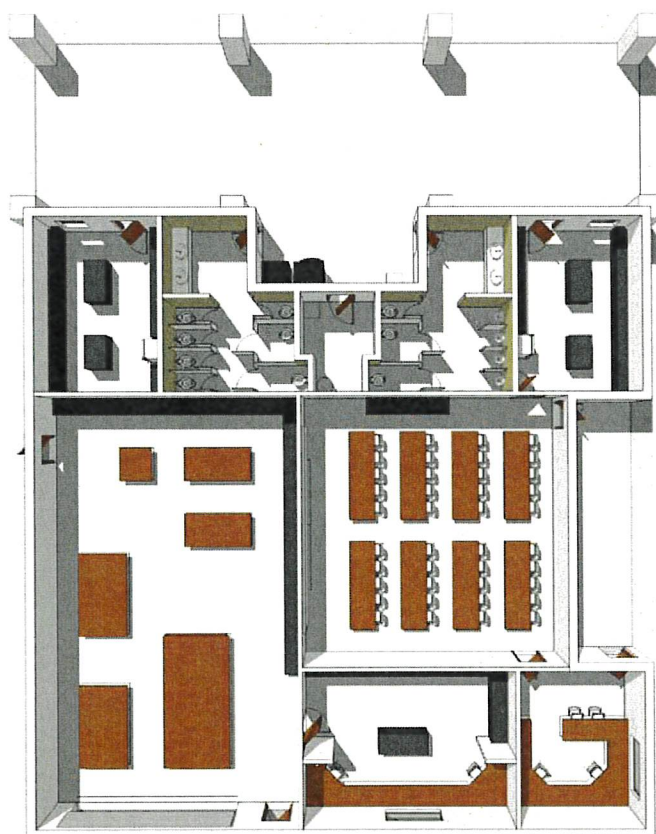
In addition to the amenities of the practice field, event fields have a temporary or permanent raised Director of Shooting (DOS) stand with canopy. Electricity is required at the DOS stand, on the field for timing and sound systems and in the archers and spectator area for tournament administration. Support spaces (restrooms, storage, offices, meeting rooms) should be nearby and sized to provide for the event functions.

Many functions such as first aid and registration may be accommodated via temporary provisions until permanent facilities can be erected. Canopies are recommended over the seating area.

Competition and training target distances range from 5 yards to 90 meters (100 yards).

See Page 34 for Event Field Plan

09



## SUPPORT FACILITY

Along with the first Community Archery Range, the Support Facility may be the initial construction within a Community Archery Park project. Depending upon the Master Plan, this may be the only structure built, or the first of a series, depending on the extent of the overall archery complex. That said, it is designed to be self contained to house a number of storage and program capabilities. It is assumed that all archery shooting will take place outdoors.

Because of its physical positioning on the site map, it can also function as a secondary structure to the main facility, and provide much needed storage and program space as the need grows.

Support facilities provide for the staff, equipment and materials needed to maintain the facility and grounds.

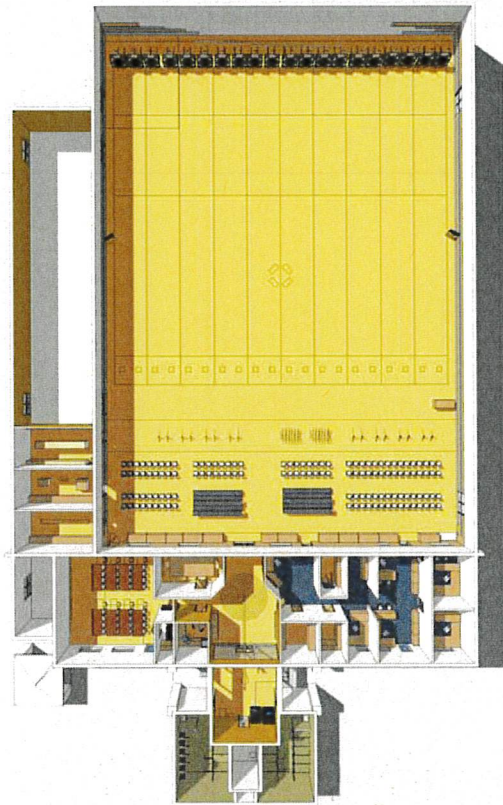
As shown in this example, Support Facility spaces may include restrooms, utility space, work room, garage/storage, office and a space for club or program storage. Classroom space is useful. Configuration for support services will vary greatly between facilities.

A fenced and paved yard provides for secure storage of vehicles, equipment (mowers, tractors) and target stands. A canopy may cover target mats.

In addition to a Support Facility, many sites use metal forty feet by eight feet wide "shipping containers" for bulk storage.

See Page 35 for Support Facility Floorplan





## INDOOR FACILITY

An indoor archery facility provides a safe, comfortable space to learn, train and compete. Indoor facilities are archer, family and spectator friendly on a year-round basis.

The main feature of this example of an Indoor Facility is the indoor archery range. The most popular indoor distance is 18 meters (20 yards). 25 meter competition is recognized internationally. Beginner programs will utilize 5, 10 and 15 yard distances. Indoor space is provided behind the targets for an arrow curtain to slow down arrows that miss the target. The back wall is typically lined with plywood to stop arrows that pass through the curtain. The 50 feet of space behind the shooting line provides for equipment, seating and benches. Additional space allows for longer distance shooting and/or more equipment or seating space.

The international standard for an archer's space on the shooting line is 80 centimeters (32 inches). Two archers can shoot at one target mat spaced at 64 inches simultaneously. The shooting position at each end should have extra space (perhaps 24") so that the archer does not feel confined against the wall. Plan for a 120 feet deep space the number of targets space width x 12 feet clear height space for an 18 meter range. 30 foot candles is an average lighting level. Air conditioning provides for year-round use.

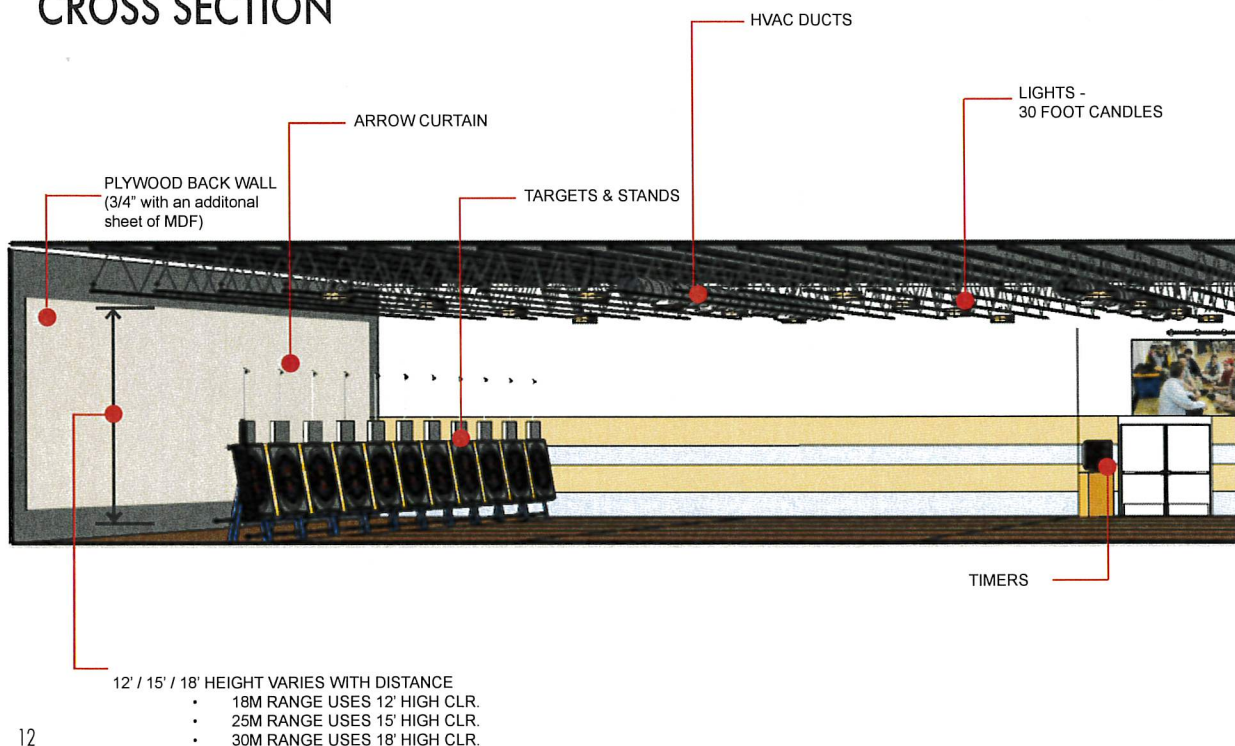
Range equipment includes PA system, LED or video timer displays. Furnishings include chairs, bleachers, benches, mirrors, video equipment, video monitors, internet connection. Windows help staff monitor the ranges. Closed circuit video monitoring of the indoor range and outdoor ranges allows the staff to observe and record.

Indoor range support areas include storage, workshop, classrooms, conference rooms, administration restrooms, snack and beverage areas, entry and building support rooms. Separate work and storage areas allow for agencies and clubs to share the space and provide separate programs for full time facility usage. Each facility will have their own unique space requirements.

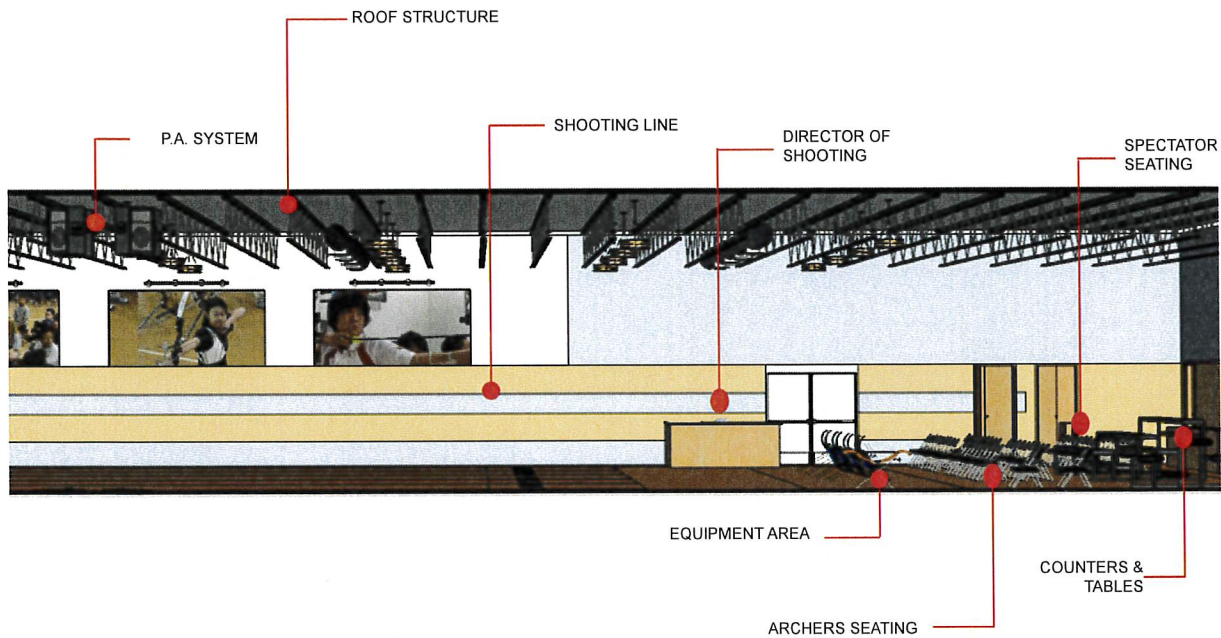
See Page 36-37 for Indoor Facility Floorplan

11

## INDOOR ARCHERY RANGE CROSS SECTION

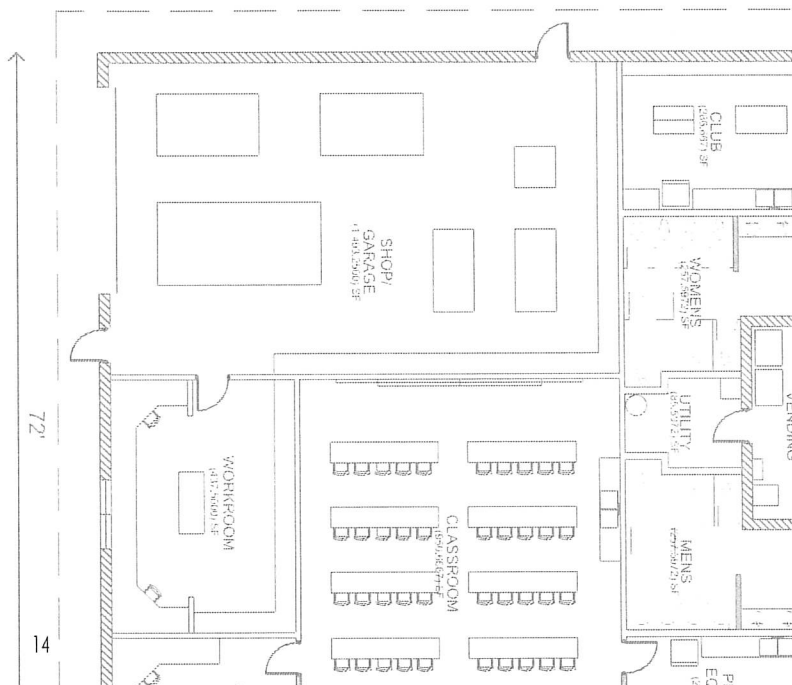






13

## APPENDIX INDEX



### Example Area Catalogs

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| Indoor Range     | page 15-17 |
| Support Facility | page 18-19 |
| Site Area        | page 20    |

### Expanded Ideas Catalogs

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| Support Facility | page 25-26 |
| Site Area        | page 27    |

### Site Plans

|                             |         |
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| Overall Site Plan           | page 28 |
| Master Plan - Initial Phase | page 29 |

### Field Plans

|                        |            |
|------------------------|------------|
| Youth Community Field  | page 30    |
| Practice Field         | page 31    |
| Field Course Templates | page 32-33 |
| Event Field            | page 34    |

### Building Plans

|                             |         |
|-----------------------------|---------|
| Support Facility Floor Plan | page 35 |
| Indoor Range Plan           | page 36 |
| Indoor Facility Floor Plan  | page 37 |

## EXAMPLE INDOOR RANGE AREA CATALOG

| Description                    | Width | Length | Area SF | Notes                                                                                                                                                                                                                                                      |
|--------------------------------|-------|--------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indoor range and support areas |       |        |         | Multiple activities:                                                                                                                                                                                                                                       |
| Archers/Spectator area         | 112   | 50     | 5,600   | Director of shooting area                                                                                                                                                                                                                                  |
| Target lanes                   | 112   | 100    | 11,200  | Timers, PA speakers                                                                                                                                                                                                                                        |
| Target area                    | 112   | 10     | 1,120   | Targets mats, stands, arrow curtain, plywood<br>Introduction to archery and expos<br>Beginner, intermediate and advance classes<br>Practice, training and club sessions<br>Instructor, coach and support staff development<br>Competitions and tournaments |
| Bulk storage                   | 24    | 92     | 2,208   | Target mats and stands<br>3D targets<br>Bow stands<br>Chairs and tables<br>Large equipment                                                                                                                                                                 |
| Association                    | 12    | 24     | 288     | Club or other facility partner<br>Equipment and storage<br>Bow and arrow shop                                                                                                                                                                              |
| Workshop                       | 12    | 24     | 288     | Bow and arrow tuning<br>Workshop benches and tools                                                                                                                                                                                                         |
| Program equipment storage      | 12    | 24     | 288     | Bows, arrows, and accessories<br>Teaching equipment                                                                                                                                                                                                        |
| Education and meetings         |       |        |         |                                                                                                                                                                                                                                                            |
| Classroom                      | 30    | 32     | 960     | Classroom education<br>Multi media presentations                                                                                                                                                                                                           |
| Classroom materials            | 6     | 12     | 72      | Printed teaching materials<br>Small teaching aids and devices                                                                                                                                                                                              |
| Meeting room                   | 12    | 20     | 240     | Conference room<br>Visiting coach and administrators<br>Multi media presentations                                                                                                                                                                          |
| Kitchenette                    | 10    | 12     | 120     | Break room<br>Snacks and beverages<br>Catering serving area                                                                                                                                                                                                |

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## EXAMPLE INDOOR RANGE AREA CATALOG

| Description                   | Width | Length | Area SF | Notes                                                                                                                                                           |
|-------------------------------|-------|--------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operations and administration |       |        |         |                                                                                                                                                                 |
| Front desk                    | 12    | 16     | 192     | Customer check-in and check out<br>Information and printed materials<br>Indoor range supervision<br>Daily operations                                            |
| Technology equipment          | 10    | 12     | 120     | Closed circuit video and recording<br>Sound system<br>Security and fire alarm equipment<br>Network, internet and telephone<br>Energy management system<br>Other |
| Publications                  | 8     | 12     | 96      | Information and printed materials storage                                                                                                                       |
| Office storage                | 8     | 12     | 96      | Supplies and files                                                                                                                                              |
| Office equipment              | 8     | 12     | 96      | Copier<br>Supplies<br>File cabinets<br>Counter and cabinets                                                                                                     |
| Administrator                 | 12    | 16     | 192     | Work station<br>Files<br>Visitor seating                                                                                                                        |
| Assistant/ intern             | 8     | 12     | 96      | Work station                                                                                                                                                    |
| Manager                       | 12    | 16     | 192     | Work station<br>Supervision<br>Visitor seating                                                                                                                  |
| Head coach                    | 12    | 16     | 192     | Work station<br>Teaching equipment<br>Visitor seating                                                                                                           |
| Instructor                    | 12    | 16     | 192     | Work station<br>Files<br>Visitor seating                                                                                                                        |



## EXAMPLE INDOOR RANGE AREA CATALOG

| Description          | Width | Length | Area SF | Notes                                                                                               |
|----------------------|-------|--------|---------|-----------------------------------------------------------------------------------------------------|
| <b>General areas</b> |       |        |         |                                                                                                     |
| Outer lobby          | 20    | 24     | 480     | Restrooms access<br>Vending and drinking fountains                                                  |
| Inner lobby          | 20    | 24     | 480     | Indoor range access<br>Support area access<br>Bulletin board and signage<br>Information and display |
| Men's Restroom       | 16    | 26     | 416     | Fixture count per governing code                                                                    |
| Women's Restroom     | 16    | 26     | 416     | Fixture count per governing code                                                                    |
| Utility              | 8     | 12     | 96      | Mop sink<br>Cleaning supplies and equipment<br>Water heating<br>Electrical panels                   |
| Mechanical           | 12    | 24     | 288     | A/C equipment<br>Fire sprinkler supply riser<br>Facility supplies<br>Electrical service             |
| Subtotal             |       |        | 26,024  | Net area square footage                                                                             |
| Hallways and other   |       | 2.61%  | 678     |                                                                                                     |
| Total area           |       |        | 26,702  | To outside face of exterior walls                                                                   |

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## EXAMPLE SUPPORT FACILITY AREA CATALOG

| Description           | Width | Length | Area SF | Notes                                                                         |
|-----------------------|-------|--------|---------|-------------------------------------------------------------------------------|
| <b>Exterior space</b> |       |        |         |                                                                               |
| Building overall area | 72    | 72     | 5,184   |                                                                               |
| Patio                 | 22    | 72     | 1,584   | Gathering, benches and tables                                                 |
| Surrounding walks     | 8     | 260    | 2,080   | Paved                                                                         |
| Yard                  | 90    | 180    | 16,200  | Vehicles, equipment, storage<br>Paved<br>Fences, pedestrian and vehicle gates |
| Exterior overall area |       |        | 25,048  | Area square footage                                                           |

## EXAMPLE SUPPORT FACILITY AREA CATALOG

| Description               | Width | Length | Area SF | Notes                                                                                                                                    |
|---------------------------|-------|--------|---------|------------------------------------------------------------------------------------------------------------------------------------------|
| Support Facility Building |       |        |         |                                                                                                                                          |
| Men's Restroom            | 15    | 17     | 255     | Fixture count per governing code                                                                                                         |
| Women's Restroom          | 15    | 17     | 255     | Fixture count per governing code                                                                                                         |
| Utility                   | 8     | 11     | 88      | Mop sink<br>Cleaning supplies and equipment<br>Water heating<br>Electrical panels                                                        |
| Classroom                 | 30    | 32     | 960     | Classroom education<br>Multi media presentations                                                                                         |
| Program Equipment         | 14    | 20     | 280     | Practice, training and club sessions<br>Instructor, coach and support staff development<br>Competitions and tournaments                  |
| Club (Association)        | 14    | 20     | 280     | Club or other facility partner<br>Equipment and storage<br>Bow and arrow shop                                                            |
| Office                    | 14    | 18     | 252     | Administration and supervision<br>Information and printed materials<br>Workstation, visitor seating<br>Files, supplies, office equipment |
| Workroom                  | 18    | 24     | 432     | Workshop benches, tools and storage<br>Workstation, files, supplies, equipment                                                           |
| Shop Garage               | 30    | 50     | 1,500   | Work benches, tools and storage<br>Vehicles and garage door<br>Water, electricity, ventilation<br>Per governing codes                    |
| Subtotal                  |       |        | 4,302   | Net area square footage                                                                                                                  |
| Other                     |       | 3.37%  | 145     |                                                                                                                                          |
| Total area                |       |        | 4,447   | To outside face of exterior walls                                                                                                        |

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## EXAMPLE SITE AREA CATALOG

| Description                     | Width | Length | Subtotal | Quantity | Area Total | Notes                                               |
|---------------------------------|-------|--------|----------|----------|------------|-----------------------------------------------------|
| Site areas                      |       |        |          |          |            |                                                     |
| Entry and main drives           | 30    | 800    | 24,000   | 1        | 24,000     | Entrance, vehicle gate for control<br>Signage       |
| Parking                         | 10    | 35     | 350      | 350      | 122,500    | 10% accessible parking<br>Per local governing codes |
| Drop off and pick up            | 30    | 250    | 7,500    | 2        | 15,000     | Bow cases and equipment                             |
| Youth/community field           | 250   | 500    | 125,000  | 1        | 125,000    |                                                     |
| Practice field                  | 350   | 500    | 175,000  | 1        | 175,000    |                                                     |
| Field course                    | 150   | 290    | 43,500   | 14       | 609,000    | Approximately 1 acre per field target               |
| Event field                     | 400   | 500    | 200,000  | 1        | 200,000    |                                                     |
| Shared safety zones             | 66    | 500    | 33,000   | (2)      | (66,000)   | Deduct for shared safety zone areas                 |
| Indoor range building footprint | 150   | 250    | 37,500   | 1        | 37,500     |                                                     |
| Support facility footprint      | 90    | 100    | 9,000    | 1        | 9,000      |                                                     |
| Support facility yard           | 90    | 180    | 16,200   | 1        | 16,200     |                                                     |
| Subtotal                        |       |        |          |          | 1,267,200  |                                                     |
| Landscaping and border spaces   |       |        |          | 10.0%    | 126,720    |                                                     |
| Terrain                         |       |        |          |          |            | Topography varies                                   |
| Total area                      |       |        | -        |          | 1,393,920  |                                                     |
|                                 |       |        |          | 43,560   | 32         | Acres                                               |

## EXPANDED IDEAS INDOOR RANGE CATALOG

| Description                           | Width | Length | Area SF | Notes                                                                                                                                                                                                                                                                                                             |
|---------------------------------------|-------|--------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Indoor range and support areas</b> |       |        |         | <b>Multiple activities:</b>                                                                                                                                                                                                                                                                                       |
| Archers equipment area                |       |        |         | Counter for bow cases, bow set up and take down                                                                                                                                                                                                                                                                   |
| Spectators area                       |       |        |         | Spectator seating                                                                                                                                                                                                                                                                                                 |
| Archers area                          |       |        |         | Archers seating                                                                                                                                                                                                                                                                                                   |
| Director of shooting area             |       |        |         | Desk, chair, timing control, PA system, music                                                                                                                                                                                                                                                                     |
| Equipment area                        |       |        |         | Bow placement during events and programs                                                                                                                                                                                                                                                                          |
| Waiting line                          |       |        |         | Area to wait immediately prior to shooting                                                                                                                                                                                                                                                                        |
| <b>Shooting line</b>                  |       |        |         |                                                                                                                                                                                                                                                                                                                   |
| Target lanes                          | 5.33  |        |         | By distance, 18M, 25M, 30M, 50M, 70M, 90M<br>18M common indoor distance<br>25M offered internationally<br>30M minimum outdoor distance<br>50M compound bow distance<br>70M Olympic bow distance<br>90M maximum outdoor training distance<br>5'-4" per typical target matt and target stand<br>Timers, PA speakers |
| Side of target clearance              | 4     |        |         | Two feet each side of shooting line = 4 feet                                                                                                                                                                                                                                                                      |
| Target area                           |       | 10     |         | Targets mats, stands, arrow curtain, plywood/MDF                                                                                                                                                                                                                                                                  |
| Total range space                     |       |        |         | Allow for columns and obstructions, pad with foam or other soft energy absorbing material<br>Uniform lighting level, 30 foot-candles, diffuse natural lighting<br>Air conditioning<br>Introduction to archery and expos                                                                                           |
| Uses                                  |       |        |         | Beginner, intermediate and advance classes<br>Practice, training and club sessions<br>Instructor, coach and support staff development<br>Competitions and tournaments                                                                                                                                             |
| Mezzanine                             |       |        |         | For observation or as a target or shooting position                                                                                                                                                                                                                                                               |
| Expansion area                        |       |        |         | To increase the range size                                                                                                                                                                                                                                                                                        |
| <b>Range support</b>                  |       |        |         |                                                                                                                                                                                                                                                                                                                   |
| Range support office                  |       |        |         | Range manager, guest instructor or coach                                                                                                                                                                                                                                                                          |
| Program Workshop                      |       |        |         | Bow and arrow tuning<br>Workshop benches and tools                                                                                                                                                                                                                                                                |

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## EXPANDED IDEAS INDOOR RANGE CATALOG

| Description          | Width | Length | Area SF | Notes                                                                                                                                                |
|----------------------|-------|--------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resource room        |       |        |         | Video studio, editing, production                                                                                                                    |
| Publications         |       |        |         | Information and printed materials storage                                                                                                            |
| Office storage       |       |        |         | Supplies and files                                                                                                                                   |
| Office equipment     |       |        |         | Copier<br>Supplies<br>File cabinets<br>Counter and cabinets                                                                                          |
| Staff restroom       |       |        |         | Staff use                                                                                                                                            |
| Staff break room     |       |        |         | Coffee, beverages, snacks, lunch                                                                                                                     |
| Administrator        |       |        |         | Work station<br>Files<br>Visitor seating                                                                                                             |
| Assistant/ intern    |       |        |         | Work station                                                                                                                                         |
| Manager              |       |        |         | Work station<br>Supervision<br>Visitor seating                                                                                                       |
| Head coach           |       |        |         | Work station<br>Teaching equipment<br>Visitor seating                                                                                                |
| Instructor           |       |        |         | Work station<br>Files<br>Visitor seating                                                                                                             |
| <b>General areas</b> |       |        |         |                                                                                                                                                      |
| Entry Vestibule      |       |        |         | Conditioned "air lock"                                                                                                                               |
| Lobby                |       |        |         | Indoor range access<br>Support area access<br>Bulletin board and signage<br>Information, display, pamphlets<br>Restrooms access<br>Drinking fountain |
| Vending area         |       |        |         | Vending machines, beverages, snacks, fund raising                                                                                                    |
| Men's Restroom       |       |        |         | Fixture count per governing code                                                                                                                     |
| Women's Restroom     |       |        |         | Fixture count per governing code                                                                                                                     |

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## EXPANDED IDEAS INDOOR RANGE CATALOG

| Description                      | Width | Length | Area SF | Notes                                                                                                                                                                            |
|----------------------------------|-------|--------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program equipment storage        |       |        |         | Bows, arrows, and accessories<br>Teaching equipment                                                                                                                              |
| Resource                         |       |        |         | Video studio, office, meeting, special use                                                                                                                                       |
| Archers lockers                  |       |        |         | Private equipment storage                                                                                                                                                        |
| Bulk storage                     |       |        |         | Target mats and stands<br>3D targets<br>Bow stands<br>Chairs and tables<br>Large equipment                                                                                       |
| Associations, partners and clubs |       |        |         |                                                                                                                                                                                  |
| Office                           |       |        |         |                                                                                                                                                                                  |
| Workroom                         |       |        |         | Bow and arrow shop                                                                                                                                                               |
| Equipment storage                |       |        |         | Bows, arrows, and accessories                                                                                                                                                    |
| Education and meetings           |       |        |         |                                                                                                                                                                                  |
| Classroom(s)                     |       |        |         | Classroom education<br>Multi media presentations                                                                                                                                 |
| Classroom materials              |       |        |         | Printed teaching materials<br>Small teaching aids and devices                                                                                                                    |
| Conference room                  |       |        |         | Visiting coach and administrators<br>Multi media presentations<br>Break room                                                                                                     |
| Kitchenette                      |       |        |         | Snacks and beverages<br>Catering serving area                                                                                                                                    |
| Operations and administration    |       |        |         |                                                                                                                                                                                  |
| Front desk                       |       |        |         | Customer check-in and check out<br>Information and printed materials<br>Indoor range supervision<br>Closed circuit video and recording, indoors and outdoors<br>Daily operations |
| Technology equipment             |       |        |         | Closed circuit video and recording<br>Sound system<br>Security and fire alarm equipment<br>Network, internet and telephone<br>Energy management system                           |

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## EXPANDED IDEAS SUPPORT FACILITY CATALOG

| Description               | Width | Length | Area SF | Notes                                                                                                                                    |
|---------------------------|-------|--------|---------|------------------------------------------------------------------------------------------------------------------------------------------|
| Support Facility Building |       |        |         |                                                                                                                                          |
| Men's Restroom            |       |        |         | Fixture count per governing code                                                                                                         |
| Women's Restroom          |       |        |         | Fixture count per governing code                                                                                                         |
| Utility                   |       |        |         | Mop sink<br>Cleaning supplies and equipment<br>Water heating<br>Electrical panels                                                        |
| Classroom                 |       |        |         | Classroom education<br>Multi media presentations                                                                                         |
| Program Equipment         |       |        |         | Practice, training and club sessions<br>Instructor, coach and support staff development<br>Competitions and tournaments                  |
| Club (Association)        |       |        |         | Club or other facility partner<br>Equipment and storage<br>Bow and arrow shop                                                            |
| Office                    |       |        |         | Administration and supervision<br>Information and printed materials<br>Workstation, visitor seating<br>Files, supplies, office equipment |
| Rescource room            |       |        |         | Video taping                                                                                                                             |
| Coach/Instructor          |       |        |         | Office                                                                                                                                   |
| Meeting room              |       |        |         | Conference, small classroom                                                                                                              |
| Partner office            |       |        |         | Associate program                                                                                                                        |
| Workroom                  |       |        |         | Workshop benches, tools and storage<br>Workstation, files, supplies, equipment                                                           |
| Shop Garage               |       |        |         | Work benches, tools and storage<br>Vehicles and garage door<br>Water, electricity, ventilation<br>Per governing codes                    |
| Other uses                |       |        |         | See indoor range uses                                                                                                                    |
| Subtotal                  |       |        |         | Net area square footage                                                                                                                  |
| Other                     |       |        |         |                                                                                                                                          |
| Total area                |       |        |         | To outside face of exterior walls                                                                                                        |

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## EXPANDED IDEAS INDOOR RANGE CATALOG

| Description         | Width | Length | Area SF | Notes                                                                                           |
|---------------------|-------|--------|---------|-------------------------------------------------------------------------------------------------|
| Utility             |       |        |         | Mop sink<br>Cleaning supplies and equipment<br>Water heating<br>Electrical panels               |
| Facility storage    |       |        |         | Building facility inventory (filters, light bulbs, materials)                                   |
| Mechanical          |       |        |         | A/C equipment<br>Fire sprinkler supply riser<br>Facility supplies<br>Electrical service         |
| Other uses          |       |        |         |                                                                                                 |
| Compatible programs |       |        |         | Sports, natural resource management, recreation<br>Administration, multipurpose, part time uses |
| Tenant space        |       |        |         | Lease space                                                                                     |
| Temporary           |       |        |         | Seasonal uses                                                                                   |
| Retail              |       |        |         | Archery related                                                                                 |
| Food concessions    |       |        |         | Full time, part time, event specific                                                            |
| Preparation         |       |        |         |                                                                                                 |
| Food storage        |       |        |         |                                                                                                 |
| Supplies            |       |        |         |                                                                                                 |
| Restroom            |       |        |         |                                                                                                 |
| Serving             |       |        |         |                                                                                                 |
| Customer            |       |        |         |                                                                                                 |
| Stage               |       |        |         |                                                                                                 |

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## EXPANDED IDEAS SITE AREA CATALOG

| Description                     | Width | Length | Subtotal | Quantity | Area Total | Notes                                               |
|---------------------------------|-------|--------|----------|----------|------------|-----------------------------------------------------|
| Site areas                      |       |        |          |          |            |                                                     |
| Entry and main drives           |       |        |          |          |            | Entrance, vehicle gate for control<br>Signage       |
| Parking                         |       |        |          |          |            | 10% accessible parking<br>Per local governing codes |
| Drop off and pick up            |       |        |          |          |            | Bow cases and equipment                             |
| Youth/community field           |       |        |          |          |            |                                                     |
| Practice field                  |       |        |          |          |            |                                                     |
| Field course                    |       |        |          |          |            | Approximately 1 acre per field target               |
| Event field                     |       |        |          |          |            |                                                     |
| Shared safety zones             |       |        |          |          |            | Deduct for shared safety zone areas                 |
| Indoor range building footprint |       |        |          |          |            |                                                     |
| Support facility footprint      |       |        |          |          |            |                                                     |
| Support facility yard           |       |        |          |          |            |                                                     |
| Other                           |       |        |          |          |            |                                                     |
| Shared parking space            |       |        |          |          |            |                                                     |
| Partner associations            |       |        |          |          |            |                                                     |
| Retail/commercial               |       |        |          |          |            |                                                     |
| Open space                      |       |        |          |          |            |                                                     |
| Flood plain                     |       |        |          |          |            | Border area                                         |
| Solar/Wind farm                 |       |        |          |          |            |                                                     |
| Agricultural                    |       |        |          |          |            |                                                     |
| Retired landfill                |       |        |          |          |            |                                                     |
| Special events                  |       |        |          |          |            | Fairs and carnivals                                 |
| Camping                         |       |        |          |          |            | Tent and RV                                         |
| Picnic area                     |       |        |          |          |            |                                                     |
| Recreation                      |       |        |          |          |            | Hiking/Fishing                                      |
| Subtotal                        |       |        |          |          |            |                                                     |
| Landscaping and border spaces   |       |        |          |          |            |                                                     |
| Terrain                         |       |        |          |          |            | Topography varies                                   |
| <b>Total area</b>               |       |        |          | 43,560   |            | 43,560 square feet per acre                         |

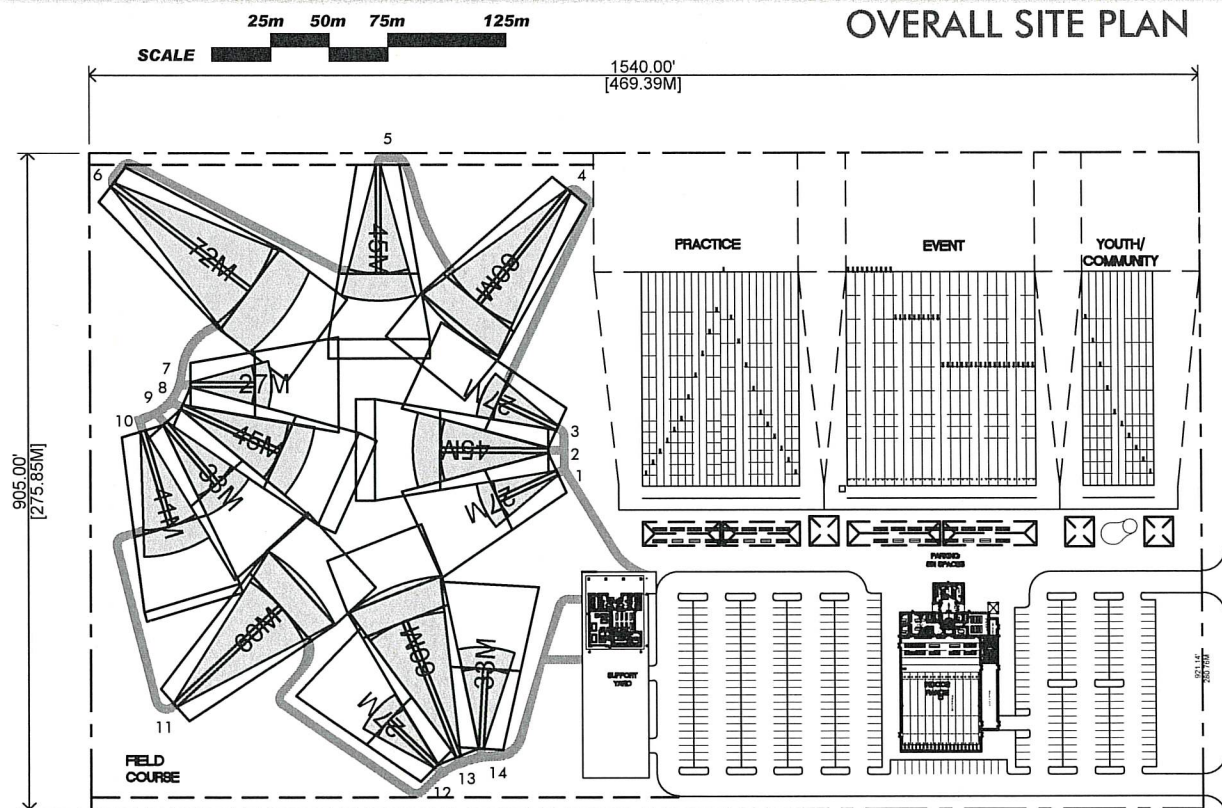
26



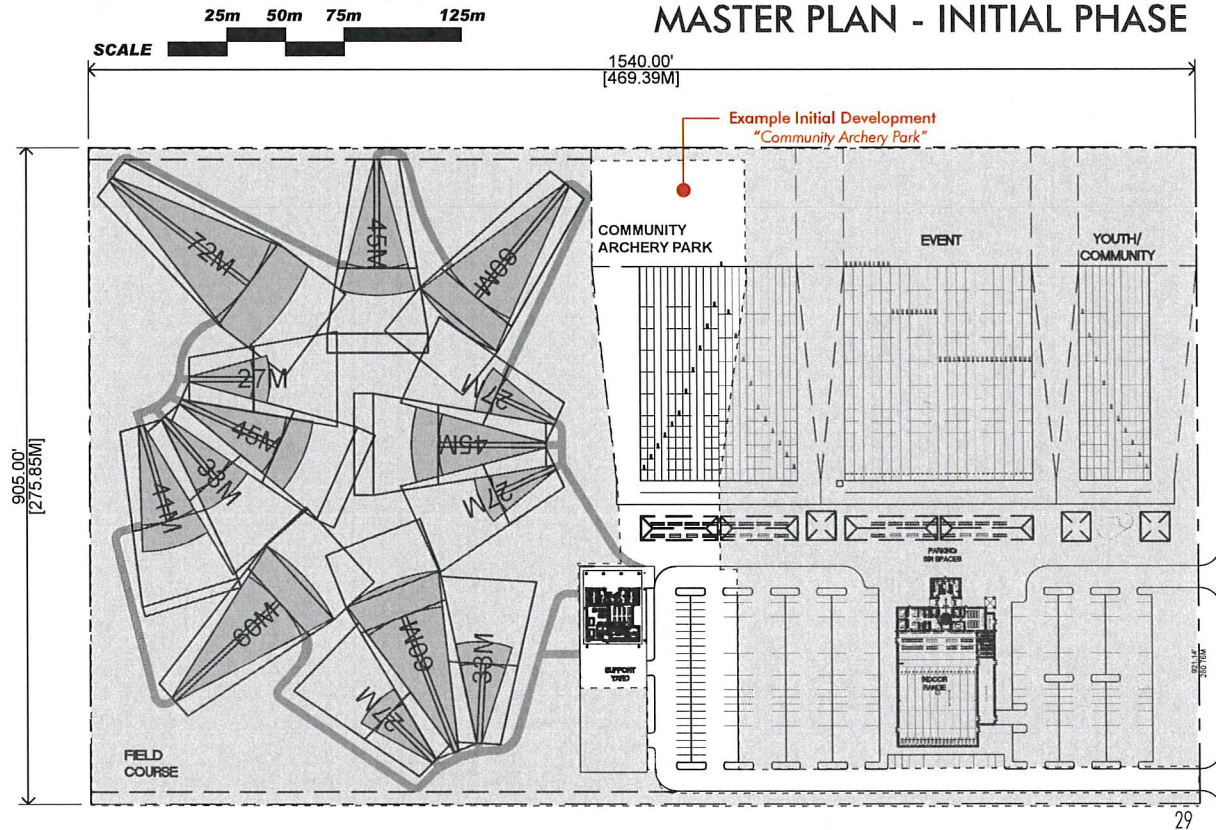
## EXPANDED IDEAS SUPPORT FACILITY CATALOG

| Description           | Width | Length | Area SF | Notes                                                                         |
|-----------------------|-------|--------|---------|-------------------------------------------------------------------------------|
| Exterior space        |       |        |         |                                                                               |
| Building overall area |       |        |         |                                                                               |
| Patio                 |       |        |         | Gathering, benches and tables<br>Shade and rain cover                         |
| Surrounding walks     |       |        |         | Paved                                                                         |
| Yard                  |       |        |         | Vehicles, equipment, storage<br>Paved<br>Fences, pedestrian and vehicle gates |
| Exterior overall area |       |        |         | Area square footage                                                           |

27

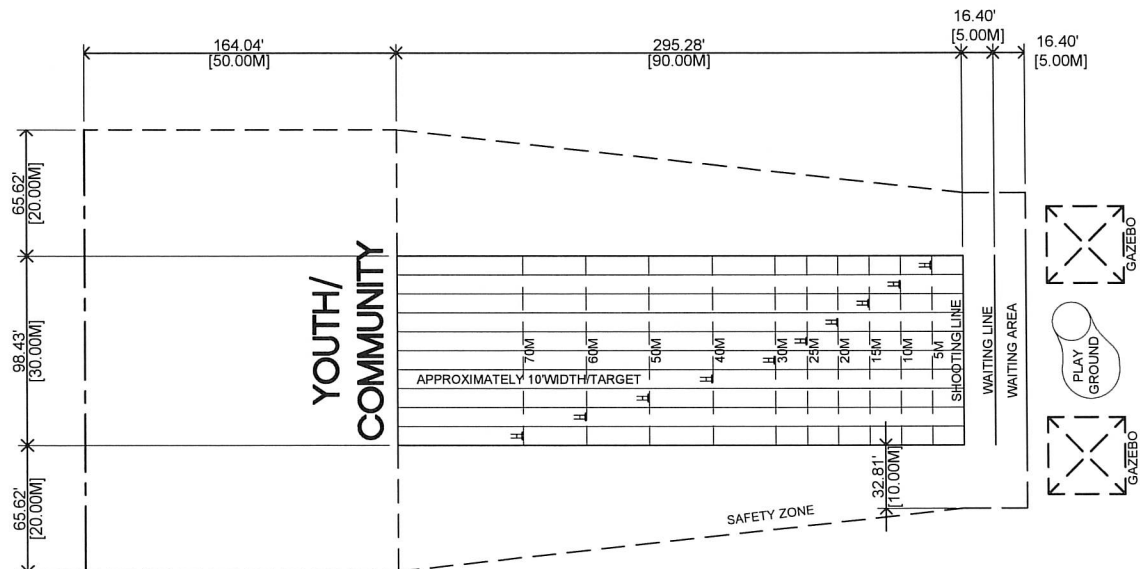


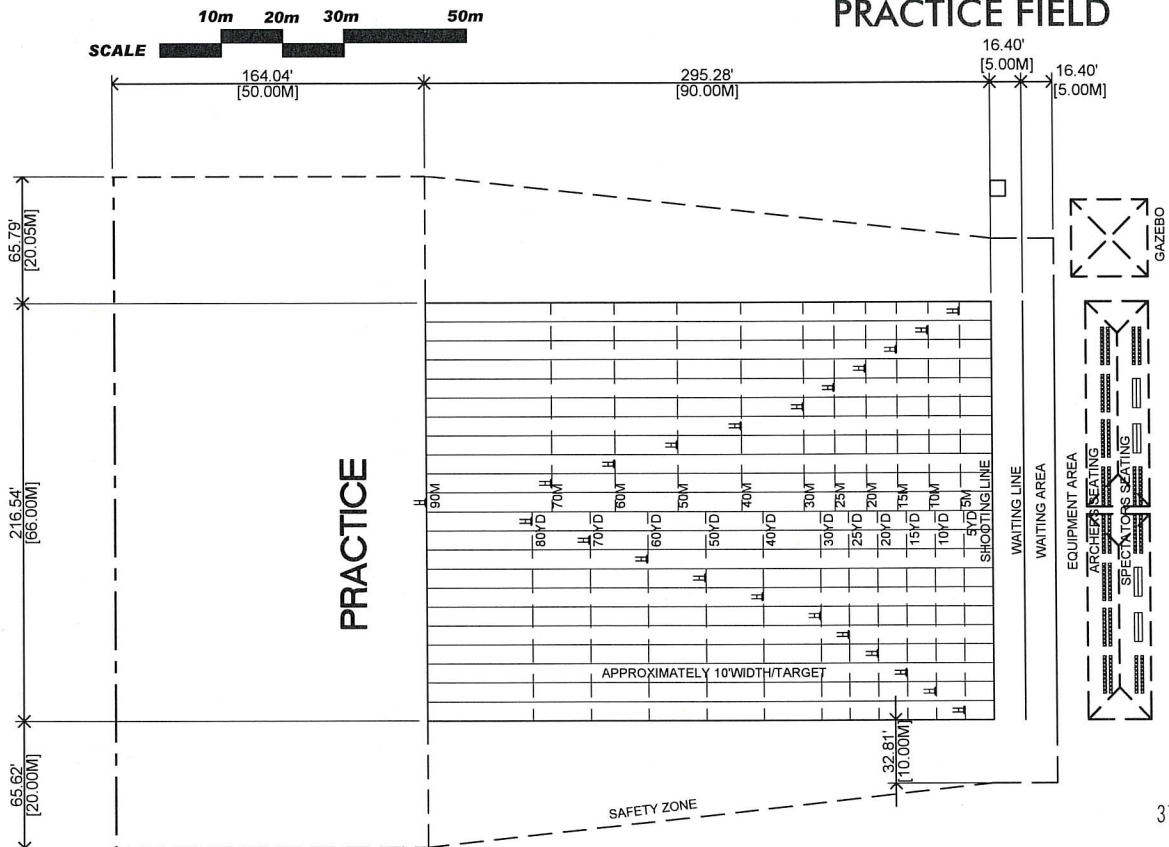




SCALE 10m 20m 30m 50m

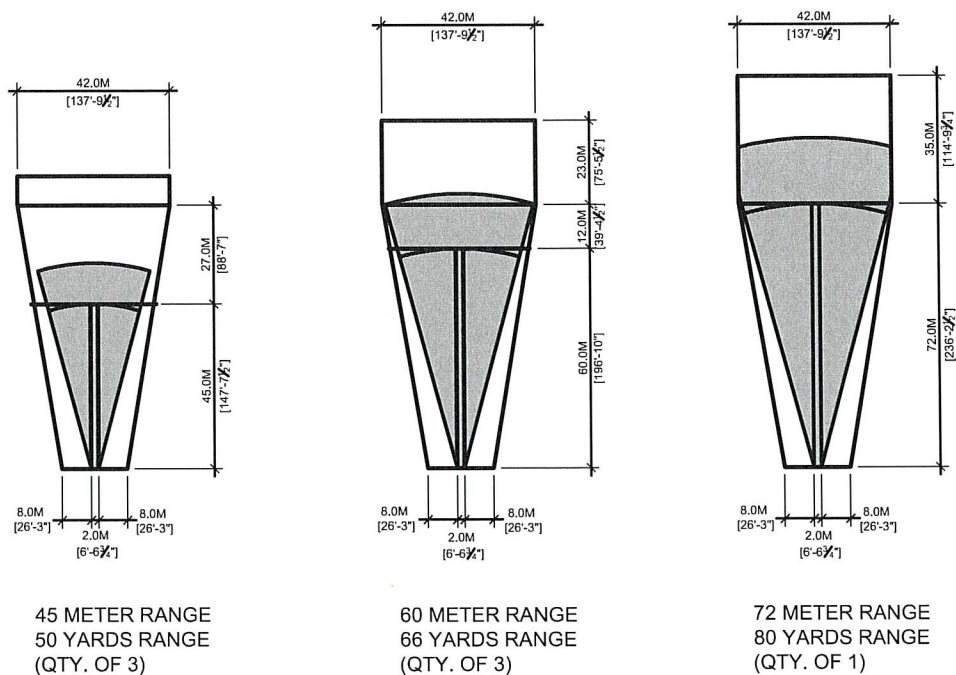
## YOUTH/COMMUNITY FIELD





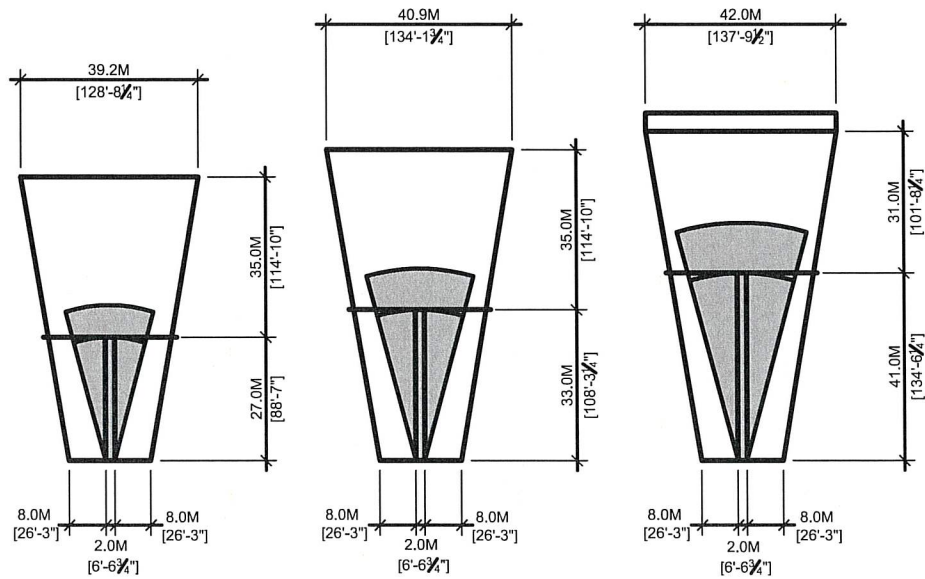
31

## FIELD COURSE TEMPLATES





## FIELD COURSE TEMPLATES

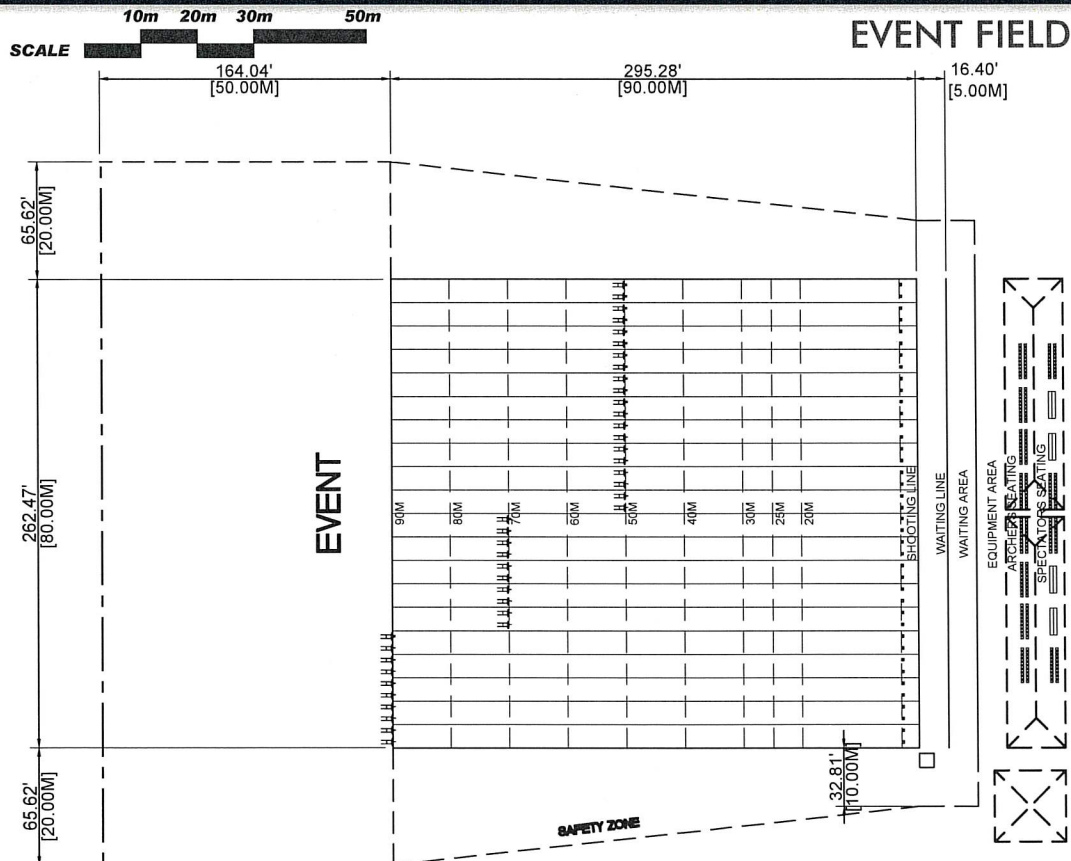


27 METER RANGE  
30 YARDS RANGE  
(QTY. OF 4)

33 METER RANGE  
36 YARDS RANGE  
(QTY. OF 2)

41 METER RANGE  
45 YARDS RANGE  
(QTY. OF 1)

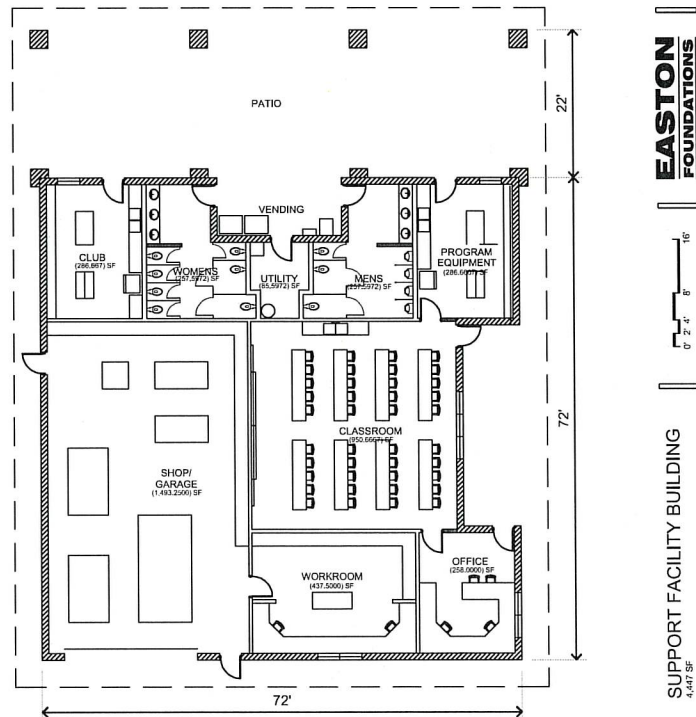
33



34

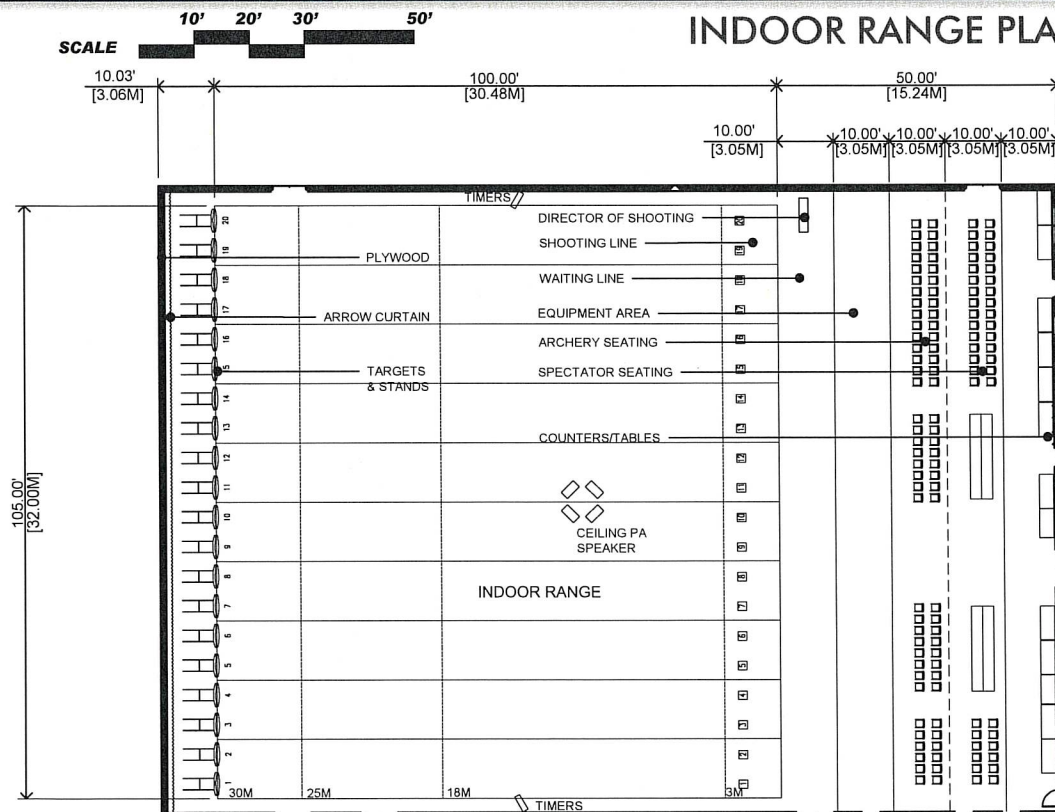


## SUPPORT FACILITY FLOOR PLAN



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## INDOOR RANGE PLAN



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## Archery Center

- Support all styles of archery – Olympic-style training, practice & competition fields; Field & 3-D Courses, and Bowhunting ranges.
- Year round training facilities – indoor & outdoor shooting ranges required.
- Archery training and transition programs with an Olympic-style archery goal (program progression through NASP, ASAP, JOAD, OAS, Dream Team, College Archery Program, Olympic Team, Resident Athletes)
- Archer progress tracked & reported to National CHAMPS database of National Head Coach and USAA.
- Near major population center.
- Near major College or University (within 1-hour drive) with sports medicine capabilities, and College Archery Program potential.
- National, Regional & Local archery activities.
- A plan to expand existing youth, interscholastic & collegiate programs.

## Archery Center of Excellence

- Major facilities that have all the requirement of (3) above.
- A center that will be a regional center for other archery centers.
- A center that will have a 70 meter indoor range that will accommodate 10 targets.
- A center that has frequent visits from coaches associated with the USAA Archery Center of Excellence
- A center with adjacent or near-by outdoor 90 meter range to hold team trials and other USAA competitions.
- A center with tournament timing and scoring equipment to use on site or to loan out to tournament organizers in the region.
- Any future Foundation requirements to become an Archery Center of Excellence.

The Easton Foundations only provides partial funding for most projects and requires use of city or state property and/or buildings and matching funds.

In your grant application please explain how your group will address these issues and meet the Easton Foundation objectives listed above and also detailed on the grant application form. Grant application forms are available on the Easton Foundations website.

## Partner with an Archery Organization(s)

It is also recommended you partner with one or more national archery organizations, or state affiliate, in planning the facility and its programming. These individuals and organizations can provide you with specific needs of potential events and activities that may have a bearing on your facility design.

Visit [www.DiscoverArchery.org](http://www.DiscoverArchery.org) to learn more about archery and it's many activities, and the organizations that manage it.

*ESDF (Easton Sports Development Foundation) is committed to develop competitive Olympic-style archery efforts that create a clear path for skilled young archers to reach the goal of being an Olympic champion. ESDF supports programs that develop improved skills as archers progress through Olympic Archery in the Schools, Junior Olympic Archery Development, middle and high schools, colleges, and the USA National Olympic team training programs. To this end we offer programs, resources and grants.*

*For more information,*



7855 Haskell Avenue, Suite 360  
Van Nuys, CA 91406  
Main Phone: (818) 787-2800  
Fax: (818) 782-7625

Grant Application Forms  
Digital Facility Planning Guide  
Facility Case Studies

[www.esdf.org](http://www.esdf.org)



**Item 8a: Continuing Education: Robert's Rules of Order**

- **Robert's Rules of Order Handout (5 pp.)**
- **Robert's Rules of Order Motion Chart (1p.)**
- **Simplified Chart of Parliamentary Procedure Motions**
- **Amendments Illustrated (1p.)**
- **An Outline of Robert's Rules of Order (6 pp.)**

# ROBERT'S RULES OF ORDER

# HANDOUT

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

*"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."*

## TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

## EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

**TIP!** If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

## REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

## TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.



# ROBERT'S RULES OF ORDER

FOR USE FOR REFERENCE DURING MEETINGS

# HANDOUT

## HANDLING MOTIONS

Member says, "I move that....". Another member seconds the motion, or chair asks, "is there a second?"

Chair states motion and asks for discussion.

Members enter into a debate. Make of motion has first right of floor. Debate only on merits of motion.

Debate is closed when no members seek further discussion.

Chair puts motion to vote.

Chair announces results of vote.

## WHAT MINUTES MUST INCLUDE

- The kind of meeting begin held..regular, special, etc.
- The name of club
- Date, time and place of meeting
- Names of person running meeting
- Names of everyone in attendance.
- Approval of past meeting minutes with any corrections.
- Summaries of reports from officers.
- Exact final working of all motions with names of movers and seconders.
- Results of all votes.
- Points of order raised an appeals made, with the chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signature of the secretary or person who took minutes.

## AGENDAS

A typical agenda includes...

## TYPICAL LANGUAGE USED BY PERSON RUNNING MEETING

|                               |                                                                                                                                                                                                                                                   |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Call To Order                 | "I call this meeting to order"                                                                                                                                                                                                                    |
| Roll Call                     | "Will the secretary please do roll call?"<br><br>"We have a quorum. Will the secretary please read the minutes of the last meeting"                                                                                                               |
| Reading & Approval of Minutes | "Are there any corrections to the minutes?"<br><br>"If there are no corrections, the minutes stand approved".                                                                                                                                     |
| Reports of Officers           | "We'll now move to the officer's reports. Will the treasurer, Jane Doe please read/submit their report.<br><br>"Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?"              |
| Unfinished Business           | "We'll now move on to unfinished business. At the last meeting..."                                                                                                                                                                                |
| New Business                  | "The meeting is now open for new business"<br><br>"It has been moved and seconded that.....is there any further discussion?"<br><br>"We will now vote on that motion that...All in favor say "Aye". All opposed say "Nay". The motion has passed. |
| Announcements                 | "Are there any announcements?" The next meeting will be held on....."                                                                                                                                                                             |
| Adjournment                   | "May I please have a motion to adjourn the meeting?"                                                                                                                                                                                              |



# ROBERT'S RULES OF ORDER

# HANDOUT

## QUICK REFERENCES

| Action                                             | What to say                                     | Can speaker be interrupted? | Need a second? | Can this be debated? | Can this be amended? | Votes needed     |
|----------------------------------------------------|-------------------------------------------------|-----------------------------|----------------|----------------------|----------------------|------------------|
| Introduce main motion                              | "I move to..."                                  | No                          | Yes            | Yes                  | Yes                  | Majority         |
| Amend a motion                                     | "I move to amend the motion by..."              | No                          | Yes            | Yes                  | Yes                  | Majority         |
| Move item to committee                             | "I move that we refer the matter to committee." | No                          | Yes            | Yes                  | No                   | Majority         |
| Postpone item                                      | "I move to postpone the matter until..."        | No                          | Yes            | Yes                  | No                   | Majority         |
| End debate                                         | "I move the previous question."                 | No                          | Yes            | Yes                  | No                   | Majority         |
| Object to procedure                                | "Point of order."                               | Yes                         | No             | No                   | No                   | Chair's decision |
| Recess the meeting                                 | "I move that we recess until..."                | No                          | Yes            | No                   | No                   | Majority         |
| Adjourn the meeting                                | "I move to adjourn the meeting."                | No                          | Yes            | No                   | No                   | Majority         |
| Request information                                | "Point of information."                         | No                          | Yes            | No                   | No                   | No vote          |
| Overrule the chair's ruling                        | "I move to overrule the chair's ruling."        | Yes                         | Yes            | Yes                  | No                   | Majority         |
| Extend the allotted time                           | "I move to extend the time by _____ minutes."   | No                          | Yes            | No                   | Yes                  | 2/3              |
| Enforce the rules or point out incorrect procedure | "Point of order."                               | Yes                         | No             | No                   | No                   | No vote          |
| Table a motion                                     | "I move to table..."                            | No                          | Yes            | No                   | No                   | Majority         |
| Verity voice vote with count                       | "I call for a division."                        | No                          | No             | No                   | No                   | No vote          |
| Object to considering some undiplomatic matter     | "I object to consideration of this matter..."   | Yes                         | No             | No                   | No                   | 2/3              |
| Take up a previously tabled item                   | "I move to take from the table..."              | No                          | Yes            | No                   | No                   | Majority         |
| * Reconsider something already disposed of         | "I move to reconsider our action to..."         | Yes                         | Yes            | Yes                  | Yes                  | Majority         |
| Consider something out of it scheduled order       | "I move to suspend the rules and consider..."   | No                          | Yes            | No                   | No                   | 2/3              |
| Close the meeting for executive session            | "I move to go into executive session."          | No                          | Yes            | No                   | No                   | Majority         |

\*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.



# ROBERT'S RULES OF ORDER

# HANDOUT

## GENERAL PRINCIPLES

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

## HOW TO DO THINGS

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

### Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
  - to get information about business—point of information to get information about rules—parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc.—question of privilege
  - if you see a breach of the rules—point of order
  - if you disagree with the president of the board's ruling—appeal
  - if you disagree with a call for Unanimous Consent—object



## **PUBLIC COMMENT**

### **REMEMBER:**

- THIS IS AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO INFORM THE GOVERNING BODY ABOUT THEIR VIEWS.
- THE MEETING ITSELF BELONGS TO THE GOVERNING BODY.
- THE PUBLIC DOES NOT PARTICIPATE IN THE DECISION-MAKING. INSTEAD, IT PROVIDES INPUT TO THE GOVERNING BODY, WHICH TAKES THE INPUT INTO CONSIDERATION IN MAKING ITS DECISIONS.

### **TIME CONSIDERATIONS**

- Establish specific periods for public comment during your meetings, in a way that is consistent with your community's expectations and customs.
- Set a length of time by which each period will conclude, unless the council votes to extend it.
- Set a time limit for each individual to speak.
- Speakers may not give their time to other people.

### **WRITTEN GUIDELINES**

- Provide printed copies of the guidelines and expectations.
- Review the guidelines at the beginning of each comment period if necessary, and explain that this is the time for citizens and residents to express their views in order to inform the council. Explain that the council will not engage in dialogue with the public during this time.
- The council has the right to set limits on what subjects may be addressed, how long public comment will be, and how many times people may speak. All such limits must be viewpoint neutral: they must not favor one point of view over another.

### **DURING PUBLIC COMMENT**

- **REQUIRE ALL SPEAKERS TO ADDRESS THEIR REMARKS TO THE CHAIR.**
- **REQUIRE ALL SPEAKERS TO ADHERE TO THE TIME LIMITS.**
- **THE CHAIR SHOULD THANK EACH SPEAKER, WHETHER POSITIVE OR NEGATIVE.**
- **IN GENERAL, IT IS BEST NOT TO RESPOND AT ALL TO PUBLIC COMMENT. HOWEVER, THE CHAIR MAY PROVIDE BRIEF FACTUAL INFORMATION, IF APPROPRIATE.**
- **THE CHAIR MUST NOT UNDER ANY CIRCUMSTANCES ENTER INTO BACK-AND-FORTH EXCHANGES WITH THE PUBLIC.**
- **COUNCILMEMBERS REFRAIN FROM SPEAKING DURING THIS PORTION OF THE MEETING.**
- **HAVE STAFF READY TO NOTE INPUT OR QUESTIONS FROM THE PUBLIC AND TO PROVIDE RESPONSES AT A LATER DATE.**

### **BEHAVIORAL EXPECTATIONS**

- Model courtesy and respect and encourage members of the public to do the same.
- The public has the right to make critical and harsh remarks.
- Members of the public **do not** have the right to disrupt the meeting.
- The council may prohibit demonstrations (*booing, hissing, clapping*).



# Robert's Rules of Order Motions Chart

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.  
 § indicates the section from Robert's Rules.

| §   | PURPOSE:                                       | YOU SAY:                                         | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE?    |
|-----|------------------------------------------------|--------------------------------------------------|------------|------|---------|--------|----------|
| §21 | Close meeting                                  | I move to adjourn                                | No         | Yes  | No      | No     | Majority |
| §20 | Take break                                     | I move to recess for ...                         | No         | Yes  | No      | Yes    | Majority |
| §19 | Register complaint                             | I rise to a question of privilege                | Yes        | No   | No      | No     | None     |
| §18 | Make follow agenda                             | I call for the orders of the day                 | Yes        | No   | No      | No     | None     |
| §17 | Lay aside temporarily                          | I move to lay the question on the table          | No         | Yes  | No      | No     | Majority |
| §16 | Close debate                                   | I move the previous question                     | No         | Yes  | No      | No     | 2/3      |
| §15 | Limit or extend debate                         | I move that debate be limited to ...             | No         | Yes  | No      | Yes    | 2/3      |
| §14 | Postpone to a certain time                     | I move to postpone the motion to ...             | No         | Yes  | Yes     | Yes    | Majority |
| §13 | Refer to committee                             | I move to refer the motion to ...                | No         | Yes  | Yes     | Yes    | Majority |
| §12 | Modify wording of motion                       | I move to amend the motion by ...                | No         | Yes  | Yes     | Yes    | Majority |
| §11 | Kill main motion                               | I move that the motion be postponed indefinitely | No         | Yes  | Yes     | No     | Majority |
| §10 | Bring business before assembly (a main motion) | I move that [or "to"] ...                        | No         | Yes  | Yes     | Yes    | Majority |

Same mtg.

Time / Date 2/3

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

| §   | PURPOSE:                     | YOU SAY:                                      | INTERRUPT?    | 2ND? | DEBATE? | AMEND? | VOTE?    |
|-----|------------------------------|-----------------------------------------------|---------------|------|---------|--------|----------|
| §23 | Enforce rules                | Point of Order                                | Yes           | No   | No      | No     | None     |
| §24 | Submit matter to assembly    | I appeal from the decision of the chair       | Yes           | Yes  | Varies  | No     | Majority |
| §25 | Suspend rules                | I move to suspend the rules                   | No            | Yes  | No      | No     | 2/3      |
| §26 | Avoid main motion altogether | I object to the consideration of the question | Yes           | No   | No      | No     | 2/3      |
| §27 | Divide motion                | I move to divide the question                 | No            | Yes  | No      | Yes    | Majority |
| §29 | Demand a rising vote         | I move for a rising vote                      | Yes           | No   | No      | No     | None     |
| §33 | Parliamentary law question   | Parliamentary inquiry                         | Yes if urgent | No   | No      | No     | None     |
| §33 | Request for information      | Point of information                          | Yes if urgent | No   | No      | No     | None     |

**Part 3, Motions That Bring a Question Again Before the Assembly.**  
 No order of precedence. Introduce only when nothing else is pending.

| §   | PURPOSE:               | YOU SAY:                          | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE?                       |
|-----|------------------------|-----------------------------------|------------|------|---------|--------|-----------------------------|
| §34 | Take matter from table | I move to take from the table ... | No         | Yes  | No      | No     | Majority                    |
| §35 | Cancel previous action | I move to rescind ...             | No         | Yes  | Yes     | Yes    | 2/3 or Majority with notice |
| §37 | Reconsider motion      | I move to reconsider ...          | No         | Yes  | Varies  | No     | Majority                    |

Original matter debate ✓

Prevailing side only

# Simplified Chart of Parliamentary Procedure Motions

*based on Robert's Rules*

| Motion                     | Debatable | Amendable | Required Vote                      |
|----------------------------|-----------|-----------|------------------------------------|
| Adjournment                | No        | No        | Majority                           |
| Recess                     | No        | Yes       | Majority                           |
| Lay on Table               | No        | No        | Majority                           |
| Close Debate               | No        | No        | 2/3                                |
| Limit/Close Debate         | No        | Yes       | 2/3                                |
| Postpone Definitely        | Yes       | Yes       | Majority (Time)<br>2/3 (Time/Vote) |
| Refer to Committee         | Yes       | Yes       | Majority                           |
| Amend Amendment            | Yes       | No        | Majority                           |
| Amend Main Motion          | Yes       | Yes       | Majority                           |
| Main Motion                | Yes       | Yes       | Majority                           |
| Point of Order             | No        | No        | None                               |
| Inquiry                    | No        | No        | None                               |
| Objection to Consideration | No        | No        | 2/3                                |
| Roll Call                  | No        | No        | None                               |
| Appeal Decision of Chair   | Yes       | No        | Majority                           |
| Divide Question            | No        | Yes       | Majority                           |
| Suspend Rules              | No        | No        | 2/3                                |



# AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

PRIMARY AMENDMENT

Must be germane to the main motion

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

Must be germane to the primary amendment

SECONDARY AMENDMENT  
(not amendable)

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.



## Motions

### MAIN MOTIONS

- Brings new business before the assembly.

### SUBSIDIARY MOTIONS (lowest to highest)

- **Postpone Indefinitely** (Kill a Motion) [1]
- **Amend** (Change a Motion) [1]
- **Refer to a Committee** (Let a Committee Investigate) [1]
- **Consider Informally** (Have The Assembly Act as a Committee) [1]
- **Postpone to a Certain Time** (Put Off to Another Time) [1]
- **Postpone to a Certain Time Made Into a Special Order** (To Ensure That a Motion Will Be Taken up at a Specified Time) [2]
- **To Limit or Extend The Limits of Debate** (Shorten or Lengthen Debate) [2]
- **Previous Question** (Stop Debate) [2]
- **To Lay on the Table** (Set Aside Temporarily) [2]

### PRIVILEGED MOTIONS (lowest to highest)

- **Call for the Orders of the Day** (Stick to the Agenda) [2]
- **Raise a Question of Privilege** (Welfare of Individual/assembly) [3]
- **Recess** (Take a Break) [3]
- **Adjourn** (End Meeting Now) [3]
- **Fix the Time to Which to Adjourn** (Set Another Time to Continue the Meeting) [3]
- **Fix the Time at Which to Adjourn** (To Set the Time to Adjourn the Meeting) [3]

### INCIDENTAL MOTIONS (no rank -- must be taken up immediately)

- **Point of Order** (To Correct a Breach in the Rules) [4]
- **Appeal From The Decision of The Chair or Appeal** (To Disagree with the Chair's Ruling) [4]
- **Request For Permission to Withdraw or Modify a Motion** (Withdraw or Modify a Motion Without Taking a Vote) [4]
- **Object to Consideration of a Question** (To Prevent the Main Motion from Being Considered) [4]
- **Division of The Assembly** (To Doubt the Result of the Vote) [4]
- **Suspend the Rules** (To Set Aside a Rule of the Assembly) [4]

### MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY (when no other business is pending)

- **To Take From The Table** (To Take a Motion from the Table) [5]
- **Reconsider** (To Reconsider the Vote on a Motion) [5]
- **Rescind And Amend Something Previously Adopted** (To Change or Negate Something Previously Adopted) [5]
- **Discharge a Committee** (To Take a Matter out of the Hands of the Committee) [6-7]

### MOTIONS THAT TAKE A MAJORITY VOTE

- Fix the Time to Which to Adjourn
- Adjourn
- Recess
- Lay on the Table
- Postpone to a Certain Time
- Refer to a Committee
- Amend
- Postpone Indefinitely
- Main Motion
- To Create a Blank
- To Request Permission to Withdraw a Question
- To Take from the Table

- To Reconsider
- To Rescind (With Previous Notice)
- To Amend Something Adopted (With Previous Notice)
- To Reopen Nominations or the Polls
- Discharge a Committee (Under Certain Circumstances)

### MOTIONS THAT TAKE A TWO-THIRDS VOTE

<Any motion that takes away rights from members>

- Previous Question (Close Debate)
- Limit or Extend Debate
- Close Nominations or Close the Polls
- Object to the Consideration of a Question
- Suspend the Rules
- To Rescind (Without Previous Notice)
- To Amend Something Adopted (Without Previous Notice)
- Discharge a Committee (Under Certain Circumstances)

### POSTPONE INDEFINITELY

- Purpose: To kill the main motion for the duration of the meeting.
- Needs a second.
- Is not amendable, but while this motion is pending the main motion can be amended.
- Debatable, and debate can go to the merits of the main motion.
- Majority to adopt.
- Only an affirmative vote can be reconsidered.
- Result: Kills the main motion for the duration of the session.

### AMEND

- Purpose: To change the motion; proposed amendments must be germane to the main motion.
- Needs a second
- Is amendable, but it must be germane or related to the amendment.
- Debatable. Debate goes only to the amendment.
- Majority vote to adopt. If amending a motion or document that takes two-thirds vote to adopt, the proposed amendment takes only a majority vote.
- Can be reconsidered.
- Result: If adopted, the proposed change becomes part of the main motion.

### REFER TO A COMMITTEE

- Purpose: Have a small group investigate a proposal.
- Needs a second.
- Any variable in the motion is amendable.
- Debatable. Debate goes only to the merits of referring the motion to a committee.
- Majority vote to adopt.
- Can be reconsidered if the committee hasn't begun discussion of the motion.
- Result: If adopted, the motion goes to the committee to investigate and does not return to the membership until the committee is ready to report or until the membership has adopted a time for the committee to report back to the assembly.

### CONSIDER INFORMALLY

- Purpose: Have the assembly act as a committee.
- Needs a second.
- Is debatable. Debate is on the merits of informal consideration
- Majority vote to adopt.
- Only a negative vote can be reconsidered.
- Result: If adopted, this motion enables the assembly to act as the committee. Its effect is to take away the restrictions on debating the main motion and any proposed amendments. Any other motions made are under the regular rules of debate. By a two-thirds vote, members can limit the length or number of speeches or can close debate.



### POSTPONE TO A CERTAIN TIME

- Purpose: To put off or delay a decision.
- Needs a second.
- The time element is amendable.
- Debatable. Debate goes only to the merits of postponing.
- Majority vote to adopt.
- Can be reconsidered.
- Result: Discussion and decision are put off until later in the meeting or until the next meeting when no business is pending.

### POSTPONE TO A CERTAIN TIME MADE INTO A SPECIAL ORDER

Date/Time

- Purpose: To ensure that a motion will be taken up at a specified time.
- Needs a second.
- Debatable.
- Time is amendable.
- A two-thirds vote to adopt.
- Can be reconsidered.
- Result: If adopted, it must be taken up at the specified time even if business is pending.

### TO LIMIT OR EXTEND THE LIMITS OF DEBATE

- Purpose: To limit or extend the time of debate or the number of times a person can speak in debate; or to put a time limit on a particular motion. For example: to limit the entire debate to 30 minutes.
- Needs a second.
- Time element is amendable.
- Not debatable.
- Takes a two-thirds vote to adopt.
- Only an affirmative vote can be reconsidered without debate before the time limit expires. If partially carried out, only the time remaining can be reconsidered.
- If the motion has been voted down, it can be made again after there has been some progress in the debate.
- Result: It changes the standard rules of debate.

### PREVIOUS QUESTION

- Purpose: To stop debate and immediately take the vote.
- Needs a second.
- Not amendable.
- Not debatable.
- Two-thirds vote to adopt.
- Can be reconsidered without debate before any vote has been taken under the order of the previous question.
- Result: If adopted, the members take a vote on the immediate pending question. If the previous question is called on all pending questions, then the vote is taken on all pending questions.

### TO LAY ON THE TABLE

- Purpose: To set the main motion aside temporarily in order to take up something of immediate urgency. The intent is not to kill the motion or to put it off to the next meeting.
- Needs a second.
- Not amendable.
- Not debatable.
- Takes a majority to adopt.
- Can't be reconsidered. If adopted, it can be taken from the table; and if it is defeated, it can be made again after debate has progressed and something more urgent comes up again.
- Result: If adopted, it places the main motion and any of its adhering motions on the table or in the hands of the secretary. It stays on the table until someone moves to take it from the table.

### **CALL FOR THE ORDERS OF THE DAY**

- Purpose: Make the assembly conform to the agenda or order of business, or make the assembly take up a general order or special order.
- Does not require a second.
- Not amendable.
- Not debatable.
- No vote is taken unless the members want to set aside the orders of the day, which takes a two-thirds vote.
- Cannot be reconsidered.
- Result: Stop whatever the assembly is doing and go to the orders of the day.

### **RAISE A QUESTION OF PRIVILEGE**

- Purpose: Permits a member to make a request or a main motion relating to the rights and privileges of the assembly or a members and to consider it immediately, because of its urgency, while other business is pending.
- It does not need a second.
- Not debatable.
- Chair rules on the request.
- Result: The chair's ruling determines the outcome.

### **RECESS**

- Purpose: To take a short intermission and then resume business where the members left off. As a privileged motion, a motion to recess is made when other business is pending.
- Needs a second.
- Length of recess is amendable.
- Not debatable.
- Majority vote to adopt.
- Can't be reconsidered.
- Result: Members take a short break.

### **ADJOURN**

- Purpose: To end the meeting NOW!
- Needs a second.
- Not amendable.
- Not debatable.
- A majority vote to adopt.
- Can't be reconsidered but can be made again after some progress in the meeting.
- Result: It ends the meeting, and the business halts at the point where the members adjourned. If the members are in the middle of discussing a motion, this motion will come up at the next meeting under unfinished business and general orders.

### **FIX THE TIME TO WHICH TO ADJOURN**

- Purpose: To set a later time to continue this meeting before the next regular meeting. In parliamentary terminology, it sets the time for an adjourned meeting.
- Needs a second.
- The time and date of the adjourned meeting are amendable.
- Not debatable.
- A majority vote adopts.
- Can be reconsidered.
- Result: Sets the date, place, and time for the meeting to continue.

### **FIX THE TIME AT WHICH TO ADJOURN**

- Purpose: To set the time to adjourn the meeting.
- Needs a second.
- Amendable.
- Is debatable because it is an incidental main motion.
- Takes a majority to adopt.
- Can't be reconsidered.
- Result: The members must adjourn at the time they have now set for adjournment. When that time comes, the



presiding officer must announce that the time for adjournment has arrived and then adjourn the meeting. If members want to continue the meeting at this point, they must move to **suspend the rules** in order to continue the meeting.

## **POINT OF ORDER**

- Purpose: To correct a breach in the rules.
- No second.
- Not debatable.
- Presiding officer rules on the point.
- Cannot be reconsidered.
- Result: The chair's ruling stands unless someone appeals it.

## **APPEAL FROM THE DECISION OF THE CHAIR OR APPEAL**

- Purpose: To disagree with the chair's ruling and let the members decide the disagreement by taking a vote.
- Needs a second.
- Must be made at the time the ruling was made.
- Debatable. However, it is not debatable if it relates to rules of speaking, relates to the priority of business (order of business), or applies to a ruling on an undebatable motion.
- Not amendable.
- Majority or tie vote sustains the decision of the chair.
- Can be reconsidered.
- Result: If adopted, it upholds the chair's ruling.

## **REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION**

- Purpose: Withdraw or modify a motion without taking a vote.
- Does not need a second if asking permission to withdraw. Needs a second if modifying the motion.
- Not debatable.
- Vote by general consent when asking permission to withdraw.
- The vote to modify can be reconsidered. Only the negative vote in withdrawing the motion can be reconsidered.
- Result: When withdrawn, it is as if the motion had never been made. If modified, then it is presented to the assembly in the modified form.

## **OBJECT TO CONSIDERATION OF A QUESTION**

- Purpose: To prevent the main motion from being considered.
- No second.
- Not debatable.
- Takes a two-thirds vote in the negative not to consider.
- Only a negative vote, not an affirmative vote, can be reconsidered.
- Result: If two-thirds of the members vote in the negative, then the motion cannot be considered for the duration of the meeting. It can be proposed again at another meeting.

## **DIVISION OF THE ASSEMBLY**

- Purpose: To doubt the result of the vote.
- No second.
- Not debatable.
- Result: The vote is immediately retaken in a different way than it was originally taken.

## **SUSPEND THE RULES**

- Purpose: To set aside a rule of the assembly (except bylaws or the corporate charter).
- Needs a second.
- Not debatable.
- Not amendable.
- Takes a two-thirds vote.
- Cannot be reconsidered.
- Result: Rules are set aside so that members can do something contrary to the rules.

## **TO TAKE FROM THE TABLE**

- Purpose: To take a motion from the table.
- Needs a second.
- Not debatable.
- Needs a majority to adopt.
- Cannot be reconsidered.
- Result: Takes a motion from the table, and it now becomes the immediate pending business.

## **RECONSIDER**

- Purpose: To reconsider the vote on a motion.
- Only a member who voted on the prevailing side can make the motion.
- Needs a second.
- Debatable if the motion it reconsiders is debatable.
- Majority vote to adopt.
- Cannot be reconsidered.
- Can be made but not considered when other business is pending.
- Result: If adopted, the motion is again before the assembly as if it had not been voted on.

## **RESCIND AND AMEND SOMETHING PREVIOUSLY ADOPTED**

- Purpose: To change something previously adopted either by striking out the entire action or by changing part of it.
- Needs a second.
- Is debatable.
- Majority vote with previous notice.
- Negative vote only can be reconsidered.
- Two-thirds vote or majority vote of the entire membership without previous notice. (The reason for such a high vote is to protect the rights of the absent members.)
- Result: If this motion is adopted, the previously adopted motion is reversed or changed.

## **DISCHARGE A COMMITTEE**

- Purpose: To take a matter out of the hands of the committee before its report is given so that the assembly can decide.
- Needs a second.
- Is amendable.
- Is debatable. Debate can go to the merits of the question in the committee.
- Vote required: If no previous notice has been given, either a two-thirds vote or a majority of the entire membership is needed, whichever is more practical to obtain. If previous notice has been given, a majority vote is needed. If the committee fails to report at the time specified or if the committee is giving a partial report, then it takes only a majority vote.
- Result: If adopted and if a motion was referred to the committee by a subsidiary motion, then the motion is immediately before the assembly for discussion.