

APN Town Process & Roles

Revised 12/11/2022. Adopted by the membership 1/21/2023.

1. Town Process Purpose

The Town Process is the means for an APN Member (Mayor-To-Be) to gain approval of a plan for development of an area on the layout (a Town) that is consistent with APN's electrical, scenery, benchwork, and trackwork standards, and that supports and enhances Operating Sessions.

2. Town Process Summary

- The Mayor-To-Be, in consultation with the Member at Large (MAL) and the Chairman of the Layout Committee (LC), prepares the Town development plan and presents it to the LC.
 - The LC either agrees to the plan, or details necessary changes to meet APN standards.
- If changes in the plan are needed to conform to APN standards, the Mayor-To-Be alters the plan and presents it again to the LC for their endorsement.
- The LC recommends approval of the plan to the Board. If agreed to by the Board, the plan is presented at a Business Meeting for Member approval.

3. Town Process Steps

- A Member who wishes to develop or redevelop an area of the layout that does not currently have a Mayor (a current list of Towns and Mayors is posted on the bulletin board), will contact the Member At Large (MAL) and/or the Chairman of the Layout Committee (LC) for discussion of the next steps in the Process, including steps for approval, and the roles and responsibilities of Mayors.
 - If the Town of interest is already developed but needs only regular maintenance and care, the MAL can appoint that Member as Mayor directly.
- The Mayor-To-Be, with help as needed from the MAL and LC Chairman, will prepare the plan for discussion with the LC. The plan will be in writing and contain the following:
 - Name of Town, theme and era.
 - Scale diagram showing footprint, trackage, types and names of industries, type of turnouts and controls, and other important features.
 - Scale diagrams are important so as to not underestimate the size of the overall footprint, and space required for turnouts, etc.
 - Scenery plan – terrain, types of foliage, structures, any benchwork changes, etc.
 - Rail traffic in and out, types of railcars used, and operations switching plans.
- The Mayor-To-Be will then meet with the LC to present and discuss the plan.
 - During the LC meeting the Mayor-To-Be will give an estimate of the length of time needed to complete all the non-electrical work for the plan.
 - For development or redevelopment of Towns, much of the work necessary will need to be done by the Electrical Committee. The Electrical Committee rep will give an estimate of the amount of time that will be needed to complete the electrical work, once the track work is installed. (This work cannot be productively begun until the trackwork is completed).
 - Mayors-To-Be are encouraged to seek training by the Electrical Committee in the skills needed to perform the electrical work required for the plan execution, and to participate actively in doing the work.
 - If the Electrical, Scenery, Trackwork or Operations Committee reps have no objection regarding violation by the plan of standards in their respective focus areas, the plan will be approved by the LC.

- If some element of the plan in their area of responsibility requires change, that LC member will provide specific written feedback.
- Examples of standards violations are:
 - Electrical – e.g. plan deviates from our DCC or other electrical standards.
 - Operations – e.g. plan requires railcar type not currently in APN’s fleet, or plan has complex trackage requiring multiple switchbacks and facing point access to industries and would be a choke point during Operating Sessions.
 - Scenery – e.g. plan footprint encroaches on surrounding areas, supporting benchwork would be unstable or not permanently attached, or plan has a radically different scenic setting that would not mesh well.
 - Trackwork – e.g. plan has significant deviations from track standards, such as radius or track code.
- The Mayor-To-Be will incorporate the required changes in the plan and seek final approval in a second LC meeting.
 - On rare occasions when agreement cannot be reached in the two meetings, the Mayor-To-Be can request that the MAL arrange a meeting with the APN Board and the LC, in which a final decision will be given by the Board.
- The LC will document all meeting agreements in enough detail that compliance can be tracked during implementation of the plan by the Mayor.
 - A copy of all LC minutes and records will be kept in the APN Secretary’s file.
- After LC approval, the MAL will forward the plan with a recommendation for approval to the Board, which upon consideration will vote to approve or deny the plan. On approval, the President will put the plan on the agenda for an upcoming Business Meeting, for consideration and vote by the Membership for final approval.
- If, after plan approval, the Mayor wishes to change the plan elements significantly, that change proposal must go through the Town process again for re-approval.
 - Examples of changes significant enough to require re-approval by the LC are changes in industries (numbers, names and types), trackage (number of tracks and location), electrical connection of any sort, benchwork changes, scenery theme, or Town footprint, etc.
 - Before any part of the change is done, the Mayor must write up the proposed modification and discuss it with the Chairman of the LC, who will advise if the change being considered requires re-approval by the LC.
 - The Chairman of the LC will write the determination, in either case, and have that and the proposed change filed with the LC and APN Secretary.
- Mayors are expected to make progress on implementing the approved project (and on maintenance for existing Towns).
 - While no schedules are established, if no activity – development or maintenance – is evident for any 90 day period, the MAL will contact the Mayor to determine their intent for completion of the work or maintaining the area.
 - If there is not an agreed upon resolution, the MAL, to protect the interest of APN, will recommend a remedy to the APN Board for final decision.
 - If a Mayor leaves APN, fails to progress or maintain the Town, or otherwise gives up interest in the Town project, the MAL will proceed to find a new Mayor for the area.
- Mayors can recruit Co-mayors to assist in the work and financial costs in a way determined by those parties.

4. Roles In The Town Process

Role of Mayors

- The Mayor is the Member responsible for the development of Town areas (any undeveloped layout area) for APN, consistent with the approved plan they presented to the LC.
- The Mayor pays for all trackwork, turnouts, structures and scenery on the top side of the layout and, beneath, for the Tortoises for all the powered turnouts in the Town.
 - APN pays for the other beneath-the-layout wiring and other electronic components, the control panels, and the turnout(s) from the main line into the Town.
 - If unique car types are required for the planned industries, the Mayor will provide the needed fleet.
- All buildings, structures and trackwork added by the Mayor are permanent and become the property of APN.
 - Exceptions are rare and need to be pre-approved in writing by the President and recorded in the LC and APN Secretary's files.
- Mayors are responsible for regular ongoing maintenance and cleanliness of their Towns. This includes, cleaning track before Operating Sessions, removing dust, adding and maintaining details, etc.
- Mayors are required to regularly spend time completing their development plans and on an ongoing basis, maintaining the Towns. If there is no activity in a 90 day period, the MAL will get involved to move things forward.
 - Mayors who are unable to spend the required effort are urged to offer the Mayor role up to the MAL, so that a new Mayor can be assigned to complete the agreed upon plan.

Role of the Member At Large (MAL)

- Provides initial Contact for Mayors-To-Be to orient and guide them through process and ensures understanding of ground rules for Mayors – e.g. financial responsibility, ownership by APN, pace expected, etc.
- With the LC Chairman, provides counsel and recruits assistance to help the Mayor-To-Be prepare the plan for Town development for presentation to the Layout Committee.
- Acts as Member of Layout Committee.
- Stewards the Mayor Roster, monitoring and encouraging work on the towns by Mayors, and posting current rosters on the bulletin board.
 - Recruits active Mayors for towns without.
 - Adds or replaces Mayors as pace or lack of progress warrants.
- Reports regularly to the APN Board on state of Mayors' activity and any related issues.
- Tracks progress of approved Town development plans and regular Town maintenance and cleaning to ensure progress and adherence to elements agreed upon. Acts on significant deviations.

Role of the Layout Committee (LC)

- The LC has a key role to ensure that the development of the APN layout by Mayors is done in line with important electrical, trackwork, scenery, benchwork and operations standards, while at the same time, balancing that with the need to not micromanage the creativity and energy of the Mayors.
- LC Members are appointed yearly by the President, and are: the Chairman, a representative of each of the Electrical, Operations, Scenery, and Track work Committees, and the MAL.
 - The Chairman meets initially with the Mayor-To-Be to discuss the process, schedules the LC meetings, sets the agendas, ensures that the meetings proceed effectively and efficiently – focused on what each representative will require for compliance of the plan in their area, and that a written history is kept of specific decisions and outcomes.

- The Electrical Committee representative:
 - Ensures that the plan is consistent with APN’s electrical standards, or, if not, what needs to be changed for compliance.
 - Provides an estimate of when the electrical work needed to execute the plan can be completed (including bus wires and track feeders, components such as SMC cards and relays, and construction and wiring of control panels) once trackwork is installed.
 - Encourages Mayors-To-Be to seek training by the Electrical Committee in the skills needed to perform the electrical work required for the plan execution and to participate actively in doing the work.
- The Trackwork Committee representative ensures that all trackwork in the plan complies with APN and applicable NMRA standards for DCC compatible turnouts, track radii, track code, etc., or, if not, what needs to be changed for compliance.
- The Scenery Committee representative ensures that the plan footprint is well defined and does not encroach on other Towns, and that the scenery, buildings, etc. are compatible with the surrounding layout area, and that any benchwork changes will be permanent and stable, or, if not, what needs to be changed for compliance.
- The Operations Committee representative ensures that the planned industries to be served by the railroad will provide for interesting (but not overly difficult) operations and switching, and will use car types currently in the APN fleet. If the plan does not meet these criteria, the Operations Committee rep will define specifically the remedy.
- The LC meets with the Mayor-To-Be for plan approval, or modification to comply with the above APN standards and practices.
 - If none of the Electrical, Scenery, Trackwork or Operations Committee reps has objection to violation of any of their respective focus area standards, the plan will be approved.
 - A second meeting will be necessary if changes need to be incorporated and brought back.
- The LC keeps written records of the meetings, the changes required in plans, and details of the plans agreed to, so that reference can be made back to them, and copies are kept by the APN Secretary.
- The LC has regular meetings, at least once per quarter, to consider new Town proposals, changes requested by Mayors to previously approved Town proposals, and to discuss issues of implementation pace, change in Mayors, etc.

Role of APN Board in the Town Process

- Reviews for approval Town development plans and recommends them to the Membership for final approval.
- Makes final decision on items of disagreement between Mayor-To-Be and LC on important development plan modification requirements.
- Makes final decision as needed on reassigning Towns to new Mayor.

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