



Board of Aldermen Regular Meeting
Agenda Packet
June 14, 2022



*"May June bring you joy, happiness, love, and
lots of sunshine"*



AGENDA
Spencer Board of Aldermen
Regular Meeting
6:00 p.m.

DATE:
June 14, 2022

- 1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS**
- 2. INVOCATION - ALDERWOMAN PAT SLEDGE**
- 3. PLEDGE OF ALLEGIANCE- MAYOR JONATHAN WILLIAMS**
- 4. ADJUSTMENTS TO AND ADOPTION OF AGENDA**
- 5. RECOGNITIONS**
 - a. SpencerCARES CLEANUP EVENT**
 - b. 8TH STREET BALLPARK**
 - c. CAC COMMUNITY GARDEN EVENT**
 - d. GRADUATING SENIOR CLASS OF 2022**
- 6. BOARD TO CONDUCT A PUBLIC HEARING PURSUANT TO NC GENERAL STATUTE 159-12 TO CONSIDER PUBLIC COMMENTS RELATIVE TO THE PROPOSED FY 2022-2023 BUDGET FOR THE TOWN OF SPENCER. – (Attachment 6)**
- 7. PUBLIC COMMENT** This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen are required to provide their name, address, and topic to be addressed. The Board will only listen and not respond but may decide to place a topic on a future agenda. (A speaker will be allowed 3 minutes to speak.)
- 8. *CONSENT AGENDA*** *(The Consent Agenda is the first order of business. Items listed are believed to be non-controversial and are administrative in nature. There will be no separate discussion of the items unless an Alderman requests or a citizen request and is granted permission to speak. The item(s) then will be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion).*
 - A. APPROVAL OF MINUTES: (Attachment 5)**
 - a. May 5, 2022, Pre-Agenda Meeting Minutes*
 - b. May 10, 2022, Regular Meeting Minutes*
 - c. May 24, 2022, Special Called Meeting Minutes*
 - B. CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-012- YADKIN RIVER TRAILHEAD GRANT. – (Attachment 9)**
 - C. CONSIDER PROPERTY LIENS. – (Attachment 14)**

- 9. CONSIDER ADOPTING TOWN'S COMPREHENSIVE LAND USE PLAN AND RESOLUTION 22-011. - (Attachment 1)**
- 10. CONSIDER APPROVING A DESIGN CONCEPT AND RESOLUTION 22-010 FOR RESTRIPIING SALISBURY AVENUE. – (Attachment 2)**
- 11. CONSIDER ADOPTING ORDINANCE 22-014-TEXT AMENDMENT SECTION 2.22 OF THE TOWN'S DEVELOPMENT ORDINANCE. – (Attachment 3)**
- 12. CONSIDER ADOPTING RESOLUTION 22-008 ECONOMIC DEVELOPMENT GRANT POLICY. – (Attachment 7)**
- 13. CONSIDER RECEIVING A STATUS UPDATE FROM STAFF ON SPECIAL PROJECTS. – (Attachment 8)**
- 14. CONSIDER ADOPTING THE FY 2022-2023 BUDGET ORDINANCE AND FEE SCHEDULE. – (Attachment 6)**
- 15. CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-013 – CAPITAL RESERVE FUND. – (Attachment 10)**
- 16. CONSIDER ADOPTING RESOLUTION 22-009- INTERLOCAL MUTUAL AID ASSISTANCE WITH RCSO. – (Attachment 11)**
- 17. DEPARTMENTAL REPORTS – (Attachment 12)**
 - A. Planning
 - B. Code Enforcement
 - C. Police
 - D. Fire
 - E. Public Works
 - F. Finance
 - G. Library
- 18. TOWN MANAGER REPORT – (Attachment 13)**
- 19. REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS**
- 20. EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)**
- 21. ADJOURNMENT**



AGENDA
Spencer Board of Aldermen
Pre-Agenda Meeting
5:30 p.m.

DATE:
June 9, 2022

- 1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS**
- 2. INVOCATION & PLEDGE OF ALLEGIANCE**
- 3. BOARD TO CONDUCT A PUBLIC HEARING TO OBTAIN PUBLIC COMMENT(S) ON TOWN'S COMPREHENSIVE LAND USE PLAN. – (Attachment 1)**
- 4. BOARD TO CONDUCT A PUBLIC HEARING TO OBTAIN PUBLIC COMMENT(S) RESTRIPING OF SALISBURY AVENUE (17TH STREET TO LONG FERRY RD). – (Attachment 2)**
- 5. BOARD TO CONDUCT A PUBLIC HEARING TO OBTAIN PUBLIC COMMENT(S) ON MODIFYING SECTION 2.22 OF THE TOWN'S DEVELOPMENT ORDINANCE. – (Attachment 3)**
- 6. BOARD TO CONSIDER RECEIVING A PRESENTATION FROM STAFF ON HISTORIC PRESERVATION COMMISSION'S STANDARDS UPDATE. (Attachment 4)**
- 7. FY 2022-2023 BUDGET WORKSHOP OPPORTUNITY.**
- 8. REVIEW OF JUNE 14, 2022, AGENDA**

1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES:

May 5, 2022, Pre-Agenda Meeting Minutes

May 10, 2022, Regular Meeting Minutes

May 24, 2022, Special Called Meeting Minutes

(Attachment 5)

4. ADDITIONS/ DELETIONS AND ADOPTION OF AGENDA

5. RECOGNITIONS

6. BOARD TO CONDUCT A PUBLIC HEARING PURSUANT TO NC GENERAL STATUTE 159-12 TO CONSIDER PUBLIC COMMENTS RELATIVE TO THE PROPOSED FY 2022- 2023 BUDGET FOR THE TOWN OF SPENCER. – (Attachment 6)

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20. REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS

21. EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)

22. ADJOURNMENT

9. EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)

10. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

Issue under Consideration:	Comprehensive Land Use Plan Update
Current Status:	Planning Board and staff have worked together to create needed updates to the 2008 land use plan which is not current per NCGS 160D standards
Points to Consider:	Updates will suffice until time permits a full update process. Updates recognizes impacts of current development trends.
Financial Impact:	Adoption of updates would allow deferral of expending up to \$40,000 in spending included in the 2022 budget for a complete update
Options:	Adoption of updates would not preclude additional review and update or replacement of the plan in coming years
Recommendations:	Motion to adopt plan amendments as presented by staff
Department:	Planning



MEMO

Date: June 14, 2022 (5.12.22 edit)

RE: Amendments to Town of Spencer Comprehensive Land Use Plan

Narrative:

In August of 2008, the Board of Aldermen adopted the ***Town of Spencer, North Carolina Land Use Plan 2025***. Per suggestions in that plan and requirements of NCGS 160D, the Town has undertaken to review and update that plan. This update process was done by Town staff and the Town's Planning Board.

An initial review by staff showed that there had been little change in the demographic and statistical description of the Town and thus, the update process concentrated on the impact of new development trends affecting the overall region and the Town. These trends included the following:

1. An increased demand in the region for large tracts of land for manufacturing and distribution related businesses. After decades of seeing development activity from the Charlotte core fall just short of the Spencer area, this trend includes new growth in areas close to the Town to the north and northeast.
2. A related demand for housing, increasing the demand for higher density residential lots with relatively smaller homes. This demand is also magnified by a looming shortage of residential properties and limited sewer capacities in large areas to our south.
3. A recognition that to attract younger, more affluent families to our area, the Town must provide amenities that will be found attractive by this demographic. Recreational choices of this demographic include soccer fields, bike lanes, passive parks, and greenways.

Recognizing these new trends, the planning effort then identified specific areas, corridors and even individual properties that deserve additional planning scrutiny. As a part of the update, these areas should be defined as amendments to Section 5 of the original plan. They are as follows:

SECTION 5 AMENDMENTS

Strategic Properties

- Old NC Finishing Property (PIN 048 006) - Located at the northeast extreme the Town's municipal limits along US Hwy 29 on both the east and west sides of I-85, this property gives the Town frontage on the Yadkin River which offers special development opportunities.
- Fisher Lamb Property (PIN 049 003)- A large tract located east of the railroad, north of Hackett St. and extending to the east side of I-85, has been identified by EDC as a prime industrial site.

- Sowers Farm Property- (PIN 045 0320001) 144-acre site NE of Steeplechase Development, accessed from N Salisbury Ave., prime location for industrial or mixed-use development.
- Center for Urban Forests Site- (PIN 030 077, 076, 074, & 075) The Salisbury Ave. connection to the Stanback Forest trail system, originally envisioned as a multiuse site with community educational and meeting spaces, and a trailhead with parking. Most of site is owned by Spencer but privately owned parcels will need to be acquired to complete the project.

Strategic Corridors and Areas

- Downtown Area- an area along Salisbury Ave from 1st to 8th Streets, and extending one block NW where high quality commercial, retail, arts and service businesses should be encouraged. This area is the face of Spencer.
- Salisbury Ave. from 17th St to Long Ferry Rd- major commercial corridor through core downtown area extending from connection with Salisbury to current limit of commercial development. Current primary automobile entry point to Town, defining our image.
- Salisbury Ave/US HWY 29 Long Ferry Road to River- Major opportunities for commercial development along road frontage with industrial development on internal parcels accessed from this highway. Will become one of the Towns primary automobile entry points, defining our image.
- Long Ferry Rd- Town's primary connection to I-85, experiencing heavy commercial and industrial growth pressures both east and west of I-85. Primary interstate entrance to our Town, defines our Town's image.
- Hackett St- current industrial expansion and future growth interest supports improvements to roads and infrastructure in this corridor.
- Area north of Long Ferry Rd- Both east and west sides of I-85, north from Long Ferry Rd. to Yadkin River, identified as prime commercial and industrial growth areas. This will become the face of Spencer to transient traffic along I-85 in the future, defining our Town's image to many.
- Hawkinstown Rd Area- Area north of Hawkinstown Rd, east and south of 7th Street and west to Salisbury ETJ boarder, includes a mixture of small and medium sized parcels with limited residential development. If combined and redivided, and provided with municipal water and sewer, this could be prime area for higher density residential development and annexation.
- Hollywood Dr Area- area west of Hollywood to east of 7th, NW to ETJ extreme, comprised of large, mostly undeveloped parcels that could be developed into higher density residential property if provided with municipal water and sewer.
- Sowers Ferry Rd Area- Area SW of Sowers Ferry Rd, NW of Elizabeth Ave, consists of several large tracts currently zoned AG (which requires 2.5 acre minimum lot size) that if rezoned and provided with municipal water and sewer would be prime location for higher density residential development

A Future Land Development Concept Map is found in Section 5 on page 42 of the original plan. Taking into consideration the changing development trends and the identified areas, corridors and properties of strategic interest to the town's development future, we have identified several land use concepts that should be added as amendments to the original as follows:

NC Finishing Property

This property has a long and interesting history but its interest to Spencer is two-fold: 1) This is the northern entrance to the Town of Spencer, and it will become the “face” of our community to people traveling past or coming to our community and, 2) This is “waterfront property” with various views and access to the Yadkin River and headwaters of High Rock Lake. No other municipality in Rowan County has this type of asset and potential amenity.

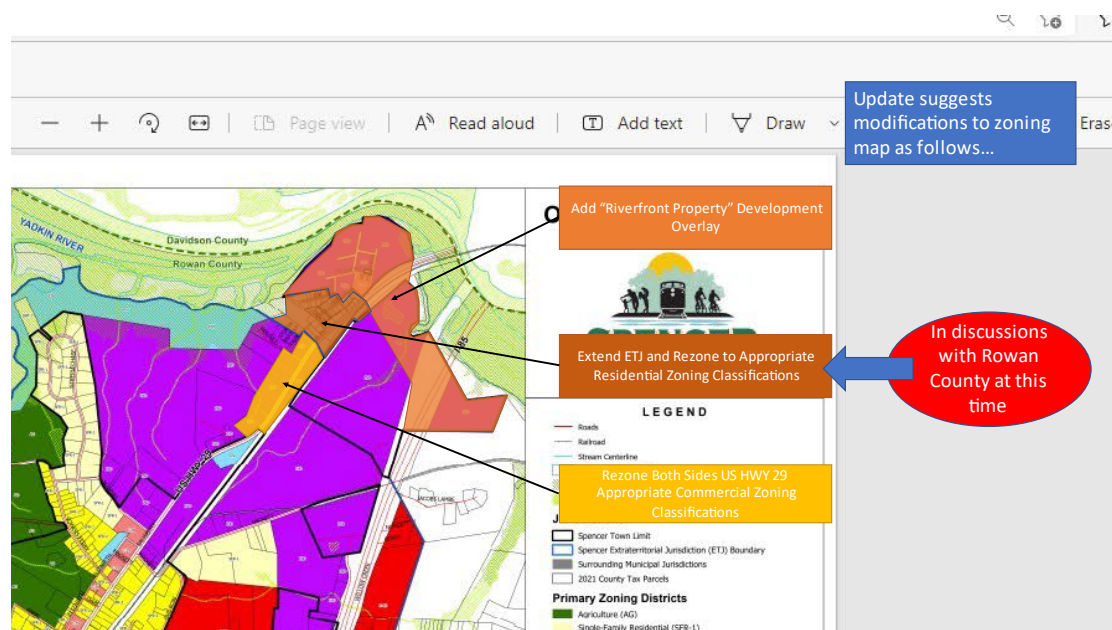
This property is currently zoned Industrial (IND) for a wide variety of industrial uses but it would appear that at least the waterfront portion of this property would be better suited for some type of mixed use (commercial/residential/recreational) development. At least, this property needs to be rezoned to one of the town’s Mixed Use zoning classifications and a development overlay probably should be applied to this property so that the town will have some more influence on this property’s development.

ETJ Extension

On the west side of N US HWY 29, South of the NC Finishing property and north of Yadkin Baptist Church Rd is a small residential community that is currently outside of the town’s ETJ with zoning controlled by Rowan County. I would suggest that the town work with Rowan County to allow an extension of our ETJ into this area and then apply appropriate residential zoning classifications (SFR-3 or RMST) to these existing lots.

N US HWY 29 Rezoning

This is a strip of mixed development on both sides along N Salisbury Ave (US HWY 29) from about 1625 (the old weigh station site) to about 2175 (Yadkin Baptist Church Rd) that is currently zoned Industrial (IND) for industrial development. These are relatively small lots that over time will likely transition to retail uses, especially if the surrounding properties are developed into industrial uses and the NC Finishing property is developed into some sort of mixed-use development. We would suggest rezoning this to an appropriate commercial zoning classification (C-29) to promote commercial development over time.

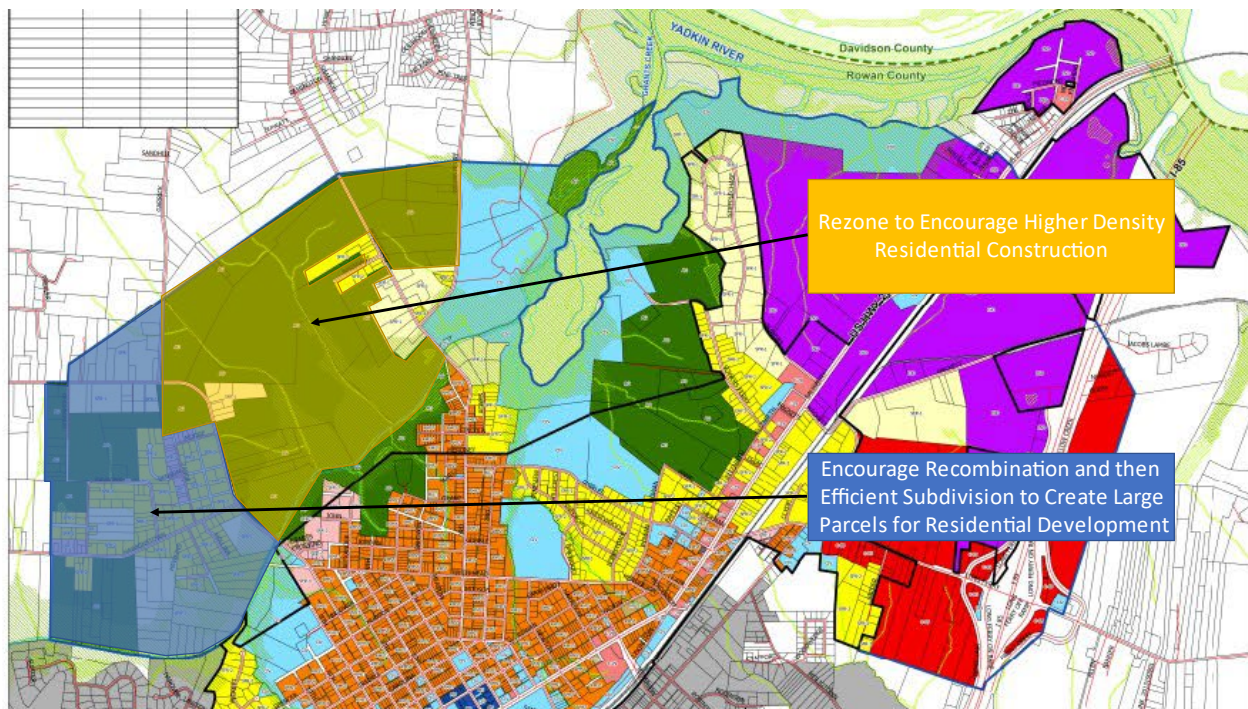


NW ETJ, Hollywood to 7th Street

This area is currently zoned Agriculture (AG) which allows low density residential and more rural land uses. As the town needs to grow its population base and as there are few large parcels of land suitable for large residential subdivisions within our municipal limits, I would suggest rezoning many of these properties to residential zoning classifications more suitable for higher density residential development. The town should work with SRU to preplan water and sewer main extensions into this area that would support higher density development and then exchange authority to utilize municipal water and sewer for voluntary annexation of the new developments.

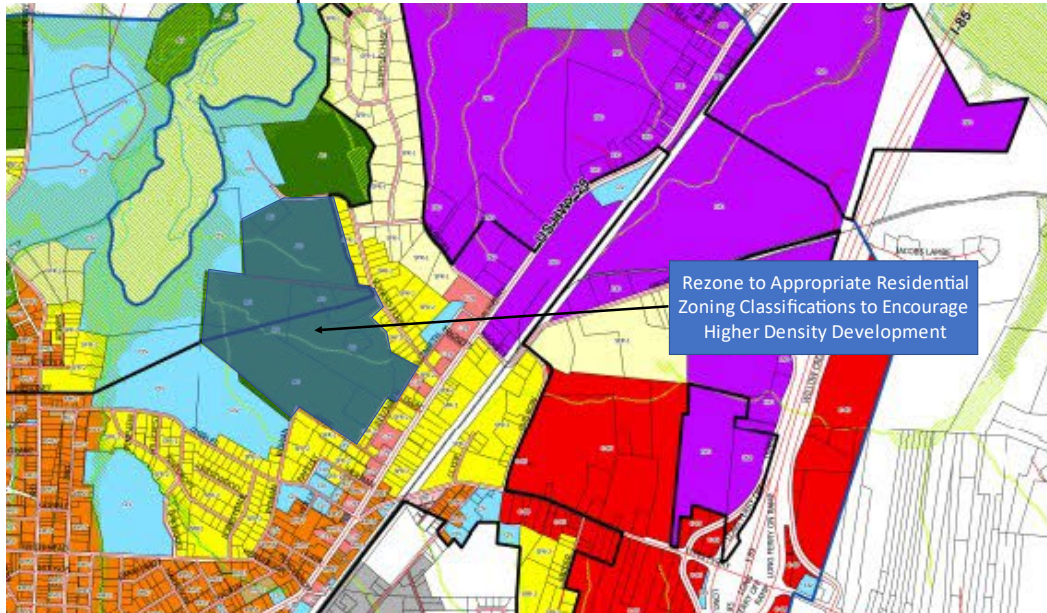
North of Hawkinstown Rd, West of 7th Street

This area has developed over time, partially through land division as inheritance into a mix of small lots, some served by a system of roads with several interior lots having no road frontage. Property owners in this area should be encouraged to recombine and then subdivide property, creating larger lots more suitable for higher density subdivision. The town could provide logistical support and then rezone the property as needed to the benefit of current property owners and the town's future. In return for attaching to town water and sewer (needed for high density development), this property would be annexed into the town's municipal limits.



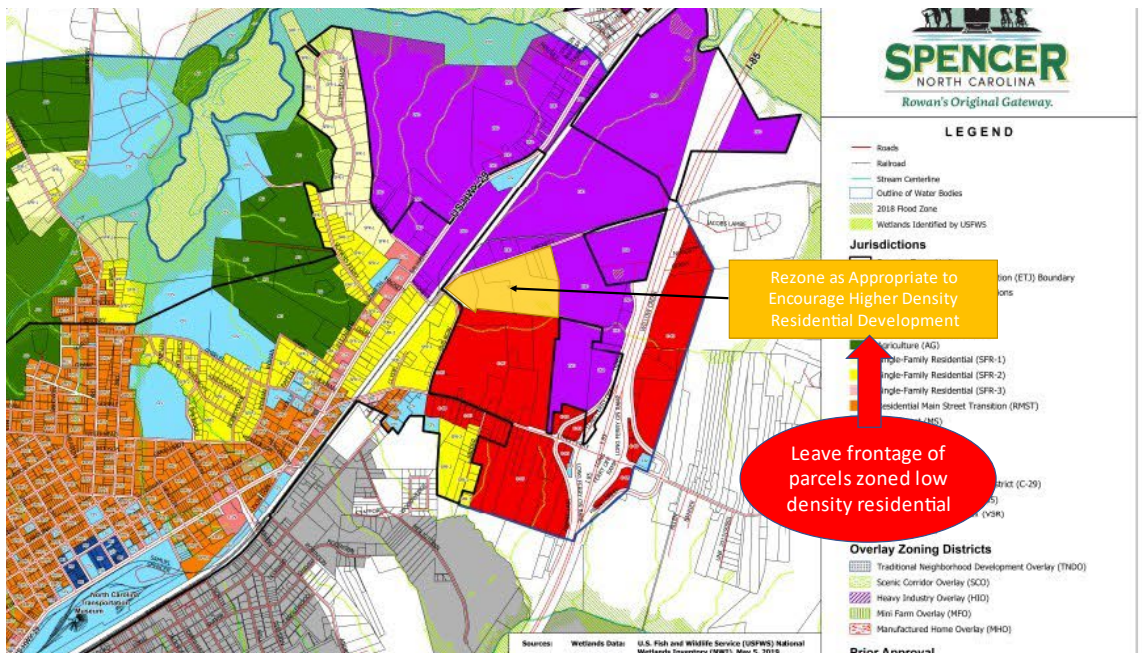
SW Sowers Ferry Road

There are several large parcels in this area currently zoned Agricultural (AG) which allows low density residential and more rural developments. This area should be rezoned to the appropriate zoning classifications to allow higher density residential development. In return for attaching to town water and sewer (needed for high density development), this property would be annexed into the town's municipal limits.



Hackett Street

Starting at the railroad tracks and running east on the south side of Hackett Street for about a half mile are several parcels zoned SFR-1, our lowest density residential zoning classification. These should be rezoned to the appropriate residential zoning classification to encourage higher density development

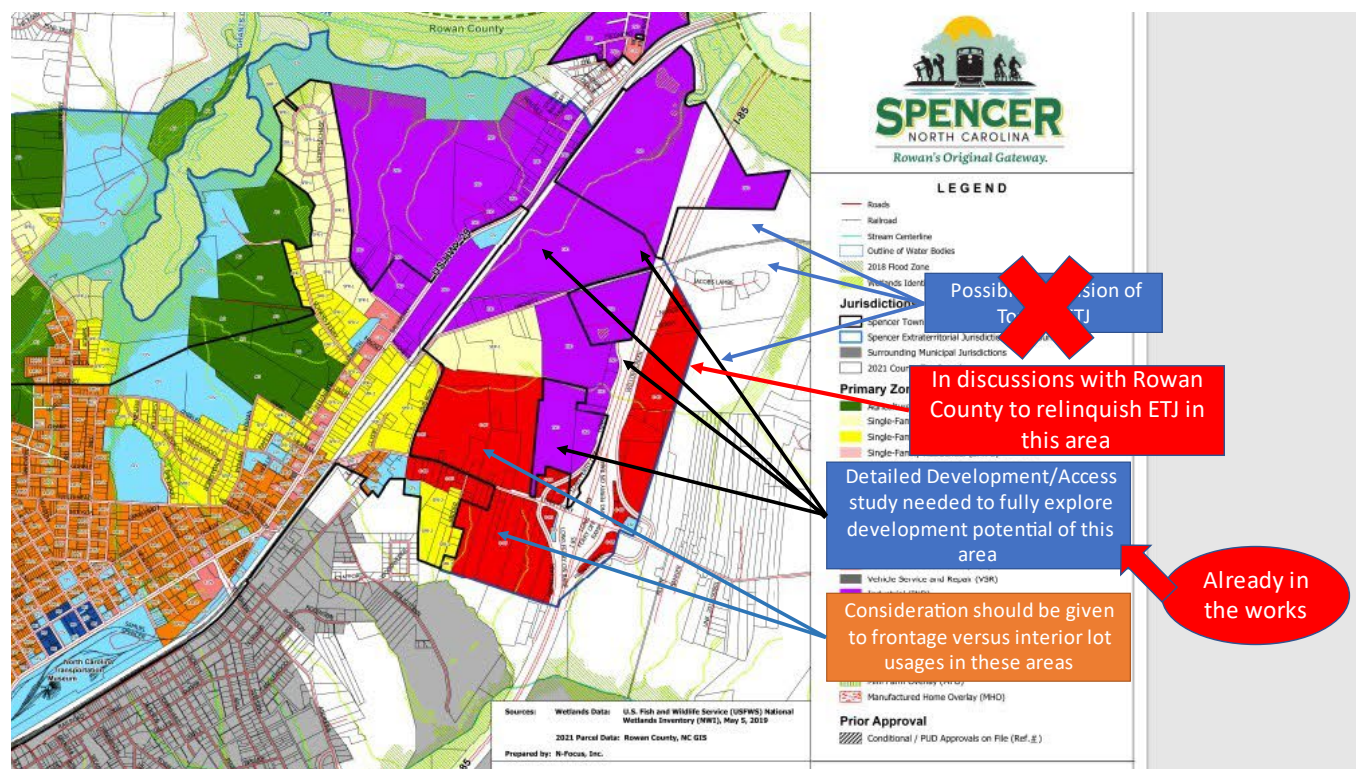


Long Ferry Road

The Town's zoning control extends on both sides of Long Ferry Road from Salisbury Ave east to beyond I-85. Most of this property is zoned C-85 which is meant to promote automobile traffic related commercial development. Some thought should be given to the different development potential of the road frontage property versus the internal portions of these properties.

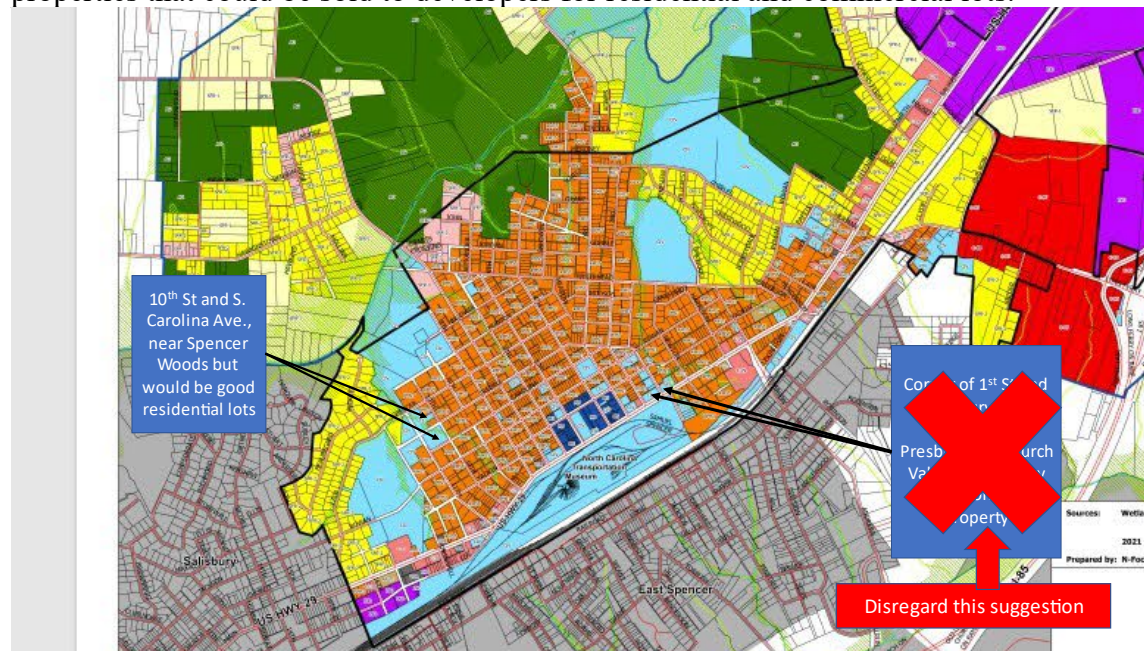
Recognizing the impacts of increased traffic on Long Ferry Road created initially by new industrial developments east of I-85, Rowan County has initiated a corridor study for this road and Spencer is participating in that study. As an adjunct to that effort, now would be the time to initiate a small area study looking at development patterns and access issues for the properties north of Long Ferry Road between US HWY 29 and I-85.

By annexation of the old NC Finishing property and other factors, the Town controls zoning on most of the properties north of Long Ferry Road, along both sides of I-85. There are several properties on the east side of the interstate that are still under the zoning control of Rowan County, including one property that has split zoning. Initial zoning statutes established in the 1970s allowed municipalities to have an extraterritorial jurisdiction (ETJ) area that extended one mile out from its municipal boundary. Extensions of that initially granted boundary require approval of our county. Since future development in these areas will impact Spencer and the services it provides, it makes sense that development be controlled by the Town. The process for requesting an expansion of our ETJ in this area should be initiated with Rowan County.



Potentially Incorrectly Zoned Properties

Two properties owned by the Town, located near Spencer Woods could possibly be used as residential lots if not planned to be used as part of the park. There may be other town-owned properties that could be sold to developers for residential and commercial lots.



SECTION 6 AMMENDMENTS

Section 6 of the original plan defined Goals and Implementation Strategies. After review and in light of the new development trends identified above, we feel that some of the strategies deserved rethinking. A “reality check” process was applied to the current strategies, and we suggest revising that section as follows:

(deletions shown with ~~strikethroughs~~, additions shown highlighted in **yellow**.)

1. Improve / Revitalize Downtown Retail / Commercial District

- a. Designate a downtown culture and arts district
 - i. Officially designate the downtown area and encourage a mix of uses to create an active community center for culture and arts to include restaurant, entertainment and housing opportunities
 - ii. **Confirm zoning classifications match the encouraged mix of retail used desired.**
 - iii. **Create an overlay zone for this area to better define its location and limits.**
- b. ~~Work with development association to develop a four point approach to downtown revitalization~~
 - i. ~~The National Main Street Center has developed a comprehensive and proven approach to downtown success. The four points are:~~
 1. ~~Organization~~
 2. ~~Promotions~~
 3. ~~Design~~

~~4. Economic Restructuring~~

- c. Identify ways to connect the business district with the transportation museum
 - i. Inviting signage could be erected on the museum property to lead visitors to a pedestrian walkway designed to mimic rail crossings – encouraging visitors to walk across the street safely to conduct business in downtown
 - ii. Consider a joint marketing with the Museum where the museum encourages tourists to visit downtown and vice versa
 - iii. Signage and brochures could be developed and on display at the museum
 - iv. Ensure new Town Park on Salisbury Ave. includes attractive transition points from museum to downtown area.
 - v. Include appropriate signage and facilities to encourage bicyclist moving along the Town's new bike lanes on Salisbury Ave and pedestrians utilizing the Town's other parks and greenways are aware of the museum and how to get to its site.
- d. Build off of existing events
 - i. Take advantage of large events already being held – for example,
 - 1. Cruise-in
 - 2. Thomas the Tank
 - 3. Winterfest
 - 4. Events in neighboring Salisbury
 - 5. Other events
- ~~e. Promote a private, nonprofit organization to hire a downtown development manager as funds can be raised~~
 - ~~i. A “shepherd” is needed to oversee overall strategy and implementation of initiatives for the downtown. Consider the following–~~
 - ~~1. Volunteer or paid position (full or part-time)~~
 - ~~a. Identify funding source~~
 - ~~i. Membership~~
 - ~~ii. Fundraising~~
 - ~~2. Consulting services~~
 - ~~a. Hiring expertise on a part time basis to assist with the management~~
- f. Downtown Redevelopment/Revitalization Plan
 - i. A detailed overall strategy will be needed to move the downtown efforts forward. The Plan can be derived with various forms of assistance -
 - 1. NCDDA (NC Downtown Development Association) – revise previous plan
 - 2. Small Town Main Street and/or Main Street Program
 - 3. Rural Center Programs
 - 4. Consultant prepared

2. Improve the public perception of the Town of Spencer (with special emphasis on quality of life and shopping opportunities)

- a. Partnerships with Rowan Tourism Development
 - i. How can strategies be developed to help Spencer market itself?
- b. Build off of existing events and attractions

- c. Explore branding and marketing initiatives
- d. ~~Build off of themes unique to Spencer, such as—~~
 - i. ~~“Steam and Economic Engines”~~
 - ii. ~~“Two Tracks—One Great Town”~~
 - iii. ~~Spencer “Shops” (the museum—old Spencer Shops and people come there to shop—play on words)~~
 - iv. ~~Town of Spencer, NC—Home of Spencer Shops~~
 - v. ~~“Hear the whistle blow as we grow”~~
 - vi. ~~Spencer, North Carolina—Area Center of Culture and Commerce~~
- e. ~~“In the center” theme (see example ad on the following page)~~
 - i. ~~Geographic Center of NC~~
 - ii. ~~Transportation Center with the Museum~~
 - iii. ~~Unique Raceway Center~~
 - iv. ~~Culture and Commerce Center~~
- f. Improve the reality that will support the perception by enforcing code compliance for commercial building maintenance
- g. Improve the reality that will support the perception by creating and financially supporting downtown improvement grant programs

3. Protecting existing neighborhoods

- a. ~~Advertise and promote historic district incentives~~
- b. Consider current time allocated to Code Enforcement efforts
 - i. Create and use standard procedure process for all code enforcement efforts
 - ii. Establish budget line item for enforcement efforts (legal expense, notification expense, etc.)
- c. Consider establishing proactive Neighborhood Organizations
- d. Conduct a detailed study of vacant lots with infill potential
 - i. Develop example building types and styles that would fit the character of the neighborhood and possibly accelerate approval process (more specific Historic District Standards)
- e. Update inventory of housing stock and its condition in all neighborhoods
 - i. This may be conducted as part of an overall neighborhood or housing development/redevelopment planning effort

4. Improve the performance and perception of the schools in Spencer.

- a. ~~Partner with schools to~~
 - i. ~~Identify the key issues~~
 - ii. ~~Identify areas where the Town and its citizens can help improve the community and schools~~
 - iii. ~~Consider assistance from the Rowan Partners in Schools~~
 - iv. ~~Identify other areas across the state that have turned around school perception (For example, Enloe in Raleigh, which became a Magnet School and became a desired school for parents to send their children)~~
- b. Improve connections with the school
 - i. ~~Facilities at the school are renovated with some new construction~~
 - ii. Consider and explore the “Safe Routes to School” program

1. Research opportunities to plan for bicycle and pedestrian access to schools
2. Speed limit management on Charles St

5. Facilitate commerce and industry opportunities within Spencer

- a. Work closely with Rowan EDC to identify, secure, and promote key development sites / properties
- b. Provide marketing data to potential businesses
 - i. Data and studies can be made available on the Town's website as a free service for potential businesses
 - ii. Data can be updated on a quarterly or annual basis
- c. ~~Implement a marketing strategy to attract potential businesses for downtown and for the Town as a whole~~
 - i. ~~Utilize Marketing data to target specific businesses within the area and outside of the area to locate in Spencer (detailed strategy and recommendations will be in final plan)~~
- d. Identify necessary utility and transportation improvements that may be needed
- e. ~~Provide greater flexibility for businesses within ½ mile of the interstate, to include setback, signage, and parking accommodations~~
- f. Confirm zoning classification for potential business sites are correct. Rezone as needed
- g. Ensure dimensional limitations for commercial and industrial zoning classifications are well balanced between protection of neighboring properties and being "business friendly"
- h. Streamline site plan, rezoning and subdivision approval process to shorten approval timeline

6. Facilitate and encourage transportation improvements

- a. ~~I-85 bridge construction is a priority~~
- b. Key intersections in town that may need improving
- c. Work with NCDOT and other entities to improve access to industrial and other business sites from existing road system

To be useful as a decision-making tool, we feel the plan should have specific development **Policies** that can be used by staff, the Planning Board and the Board of Aldermen when making land use decisions and then cited when approving **Statements of Consistency**. We suggest the following be added as amendments to Section 6 of the original plan:

Development Policies

1. The Town should encourage new and expanding industries and businesses which diversify the local economy, increase resident's job opportunities, and expand the town's tax base.
 - a. The Town should actively seek out and preserve through zoning, properties uniquely suited to industrial and business growth.
2. The Town should protect, enhance, and encourage a high quality of life, image, and cultural amenities as an effective approach to economic development.

- a. Recognizing the importance of the Town's image to economic and community development efforts, the Town will make land use decisions for defined Strategic Properties, Areas and Corridors with that image in mind.
 - b. A building's location on its site and buffer and berms should be used as required for new development to protect existing vistas important to the Town's "small town" and rural image.
3. Economic development benefits should be balanced against the possible detrimental effects high density residential, commercial, and industrial development might have on the quality of life enjoyed by area residents.
4. Economic development efforts should encourage the revitalization and reuse of unused or underutilized structures and sites in appropriately located commercial and industrial areas.
5. Protection and rehabilitation of viable neighborhoods should be encouraged to ensure their continued existence as a major housing resource for the Town.
6. Low density residential neighborhoods or properties which become infused with or surrounded by higher density residential or commercial development should be protected from new development when possible and should be allowed to undergo an orderly transition to new types of development over time.
7. Single-family homes should be recognized as the primary housing type for the Town, but housing of different types, sizes, and price points should be encouraged to meet the diverse needs of our evolving community.
 - a. Multi-family housing should be considered in all areas of the Town when developed to the level of surrounding neighborhoods and where buffering is provided as needed to protect existing neighborhoods
8. Innovative and flexible land development planning techniques should be supported as a means of encouraging development configurations which are more desirable, and which may better safeguard existing natural land and water resources.
 - a. Large land tracts should be preserved through use of innovative and flexible land use planning practices.
9. The housing needs of the elderly, handicapped, and low/moderate income households should be recognized in the Town's policies and actions regarding residential development.
10. Commercial and industrial development should be encouraged to occur in clusters or defined areas to maximize efficiency of municipal utility and service expansions.
 - a. Commercial development should especially be encouraged in the Town's defined Downtown Area
11. Location of major commercial development should be encouraged adjacent to arterial highways and at intersections of major roads.
12. Industrial development should be located in defined areas and buffered from major highway vistas and adjacent or nearby residential areas to limit any undesirable impacts. Non-industrial development adjacent to planned (zoned) industrial areas should be sited in such a way as to protect the viability of the industrial property.
 - a. Building location, berms, and buffers should be used to insulate properties designated for one type of use from surrounding properties of a different use.
 - b. Heavy industrial sites should be separated from non-industrial areas by natural geographic features, greenbelts, major roads, and or other suitable means.

- c. Light industrial uses may be located in more urbanized areas to take advantage of available municipal services. Careful site design and/or buffering may be required to ensure compatibility with surrounding areas.
- 13. Historic District development standards should be judiciously enforced on all new development and reconstruction/maintenance of existing structures to ensure the District's continued viability and the Town's recognition as a historic community.
- 14. The Town should remain involved in NCDOT's transportation planning to ensure appropriate transportation options in and around the Town.
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Date: June 14, 2022 (5.12.22 edit)

RE: Amendments to Town of Spencer Comprehensive Land Use Plan

Narrative:

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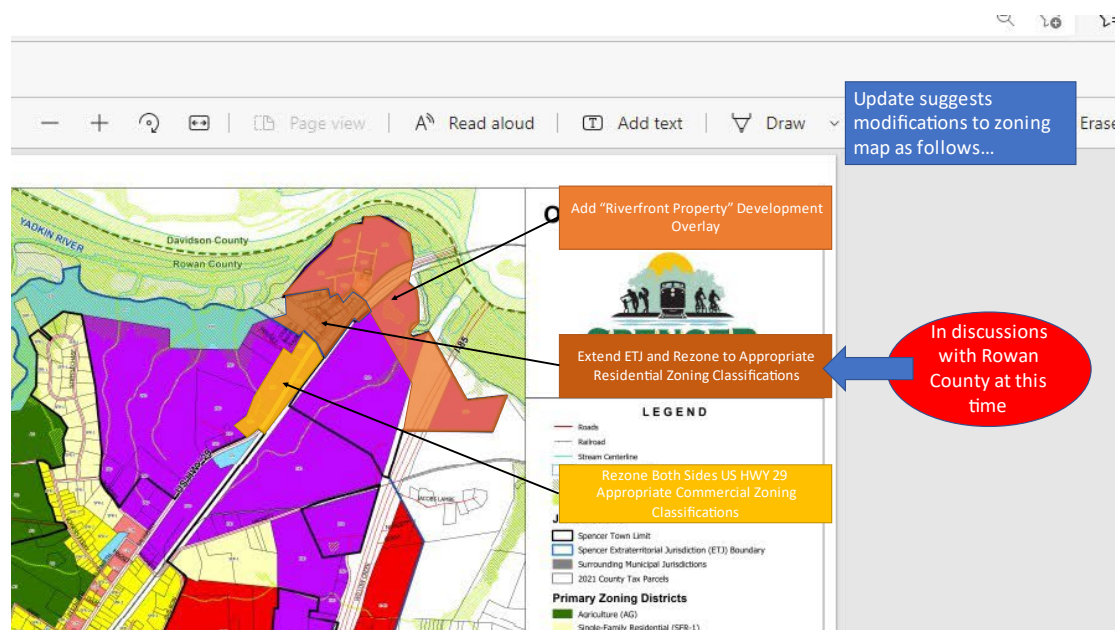
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N US HWY 29 Rezoning

This is a strip of mixed development on both sides along N Salisbury Ave (US HWY 29) from about 1625 (the old weigh station site) to about 2175 (Yadkin Baptist Church Rd) that is currently zoned Industrial (IND) for industrial development. These are relatively small lots that over time will likely transition to retail uses, especially if the surrounding properties are developed into industrial uses and the NC Finishing property is developed into some sort of mixed-use development. We would suggest rezoning this to an appropriate commercial zoning classification (C-29) to promote commercial development over time.

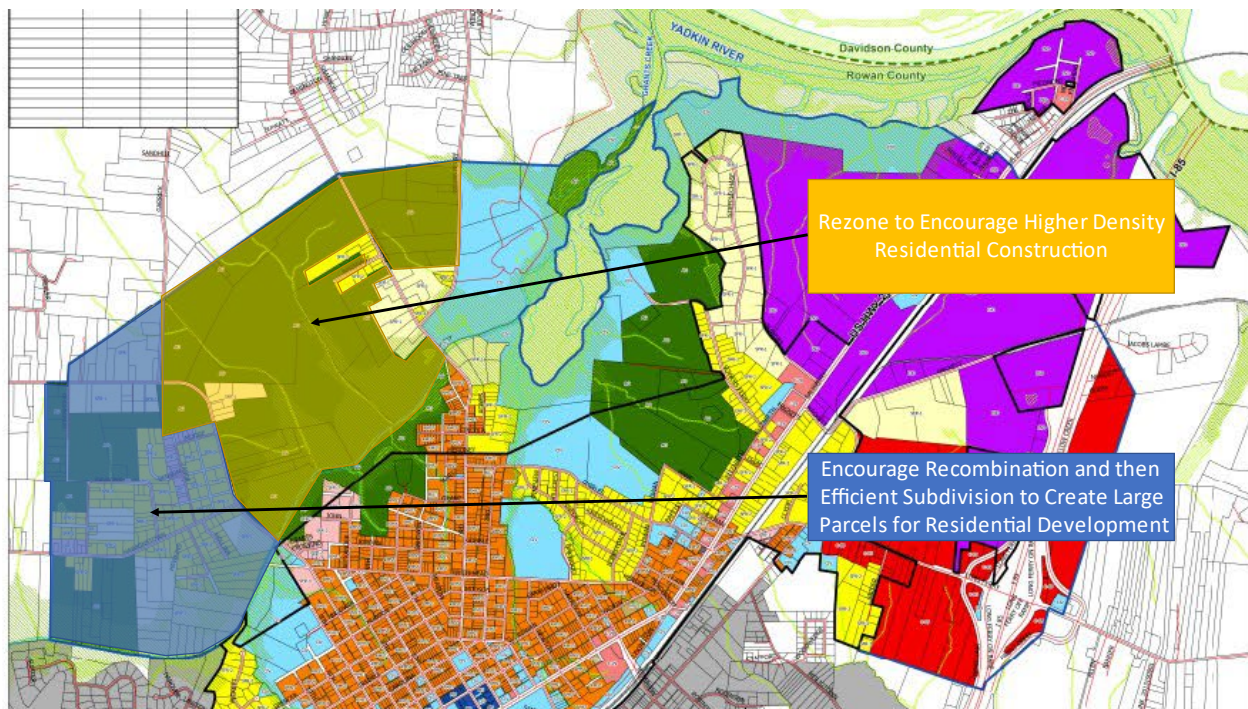


NW ETJ, Hollywood to 7th Street

This area is currently zoned Agriculture (AG) which allows low density residential and more rural land uses. As the town needs to grow its population base and as there are few large parcels of land suitable for large residential subdivisions within our municipal limits, I would suggest rezoning many of these properties to residential zoning classifications more suitable for higher density residential development. The town should work with SRU to preplan water and sewer main extensions into this area that would support higher density development and then exchange authority to utilize municipal water and sewer for voluntary annexation of the new developments.

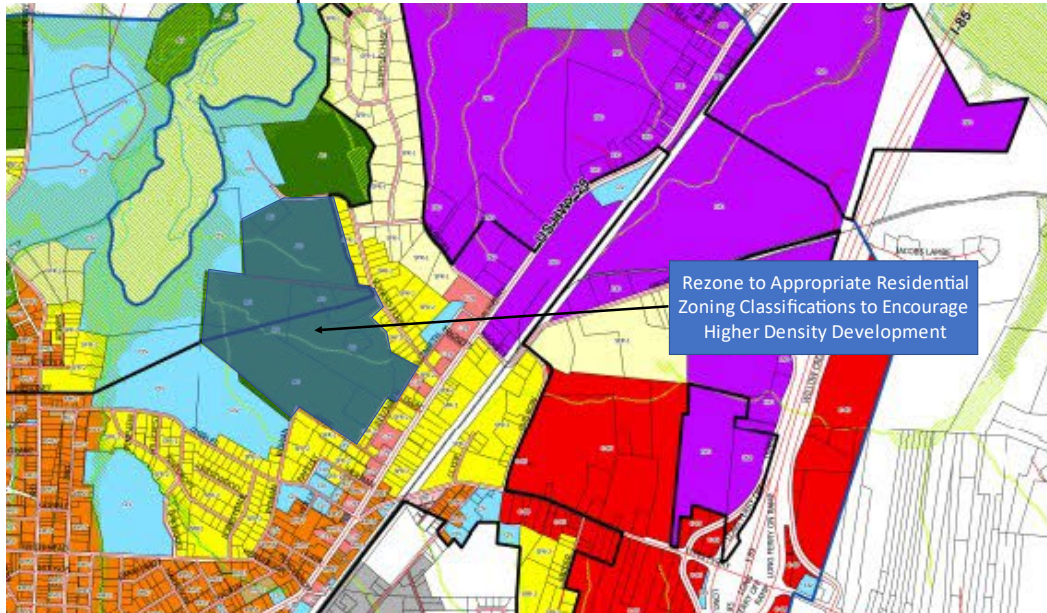
North of Hawkinstown Rd, West of 7th Street

This area has developed over time, partially through land division as inheritance into a mix of small lots, some served by a system of roads with several interior lots having no road frontage. Property owners in this area should be encouraged to recombine and then subdivide property, creating larger lots more suitable for higher density subdivision. The town could provide logistical support and then rezone the property as needed to the benefit of current property owners and the town's future. In return for attaching to town water and sewer (needed for high density development), this property would be annexed into the town's municipal limits.



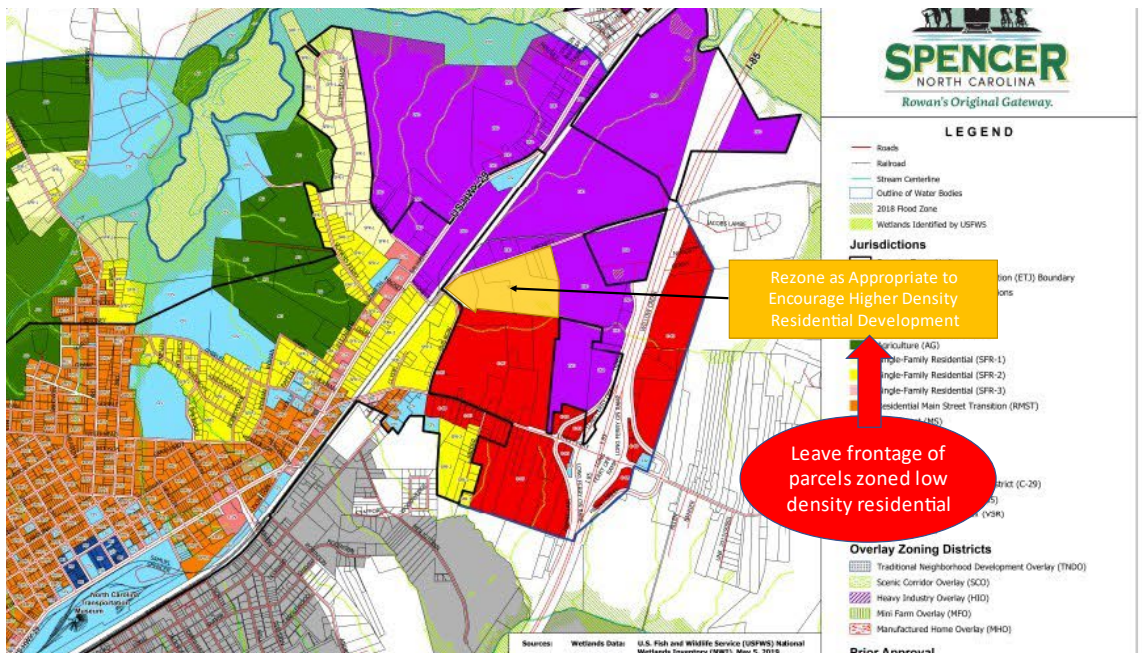
SW Sowers Ferry Road

There are several large parcels in this area currently zoned Agricultural (AG) which allows low density residential and more rural developments. This area should be rezoned to the appropriate zoning classifications to allow higher density residential development. In return for attaching to town water and sewer (needed for high density development), this property would be annexed into the town's municipal limits.



Hackett Street

Starting at the railroad tracks and running east on the south side of Hackett Street for about a half mile are several parcels zoned SFR-1, our lowest density residential zoning classification. These should be rezoned to the appropriate residential zoning classification to encourage higher density development

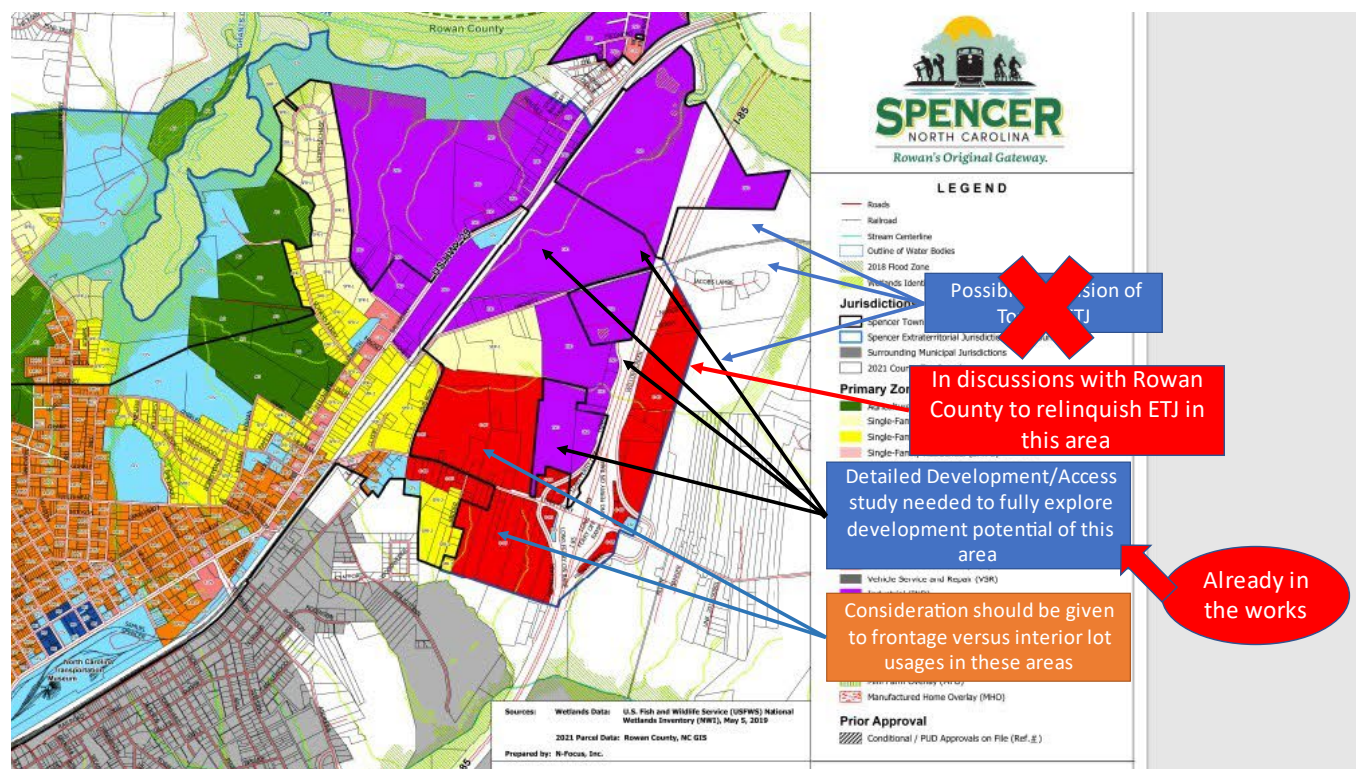


Long Ferry Road

The Town's zoning control extends on both sides of Long Ferry Road from Salisbury Ave east to beyond I-85. Most of this property is zoned C-85 which is meant to promote automobile traffic related commercial development. Some thought should be given to the different development potential of the road frontage property versus the internal portions of these properties.

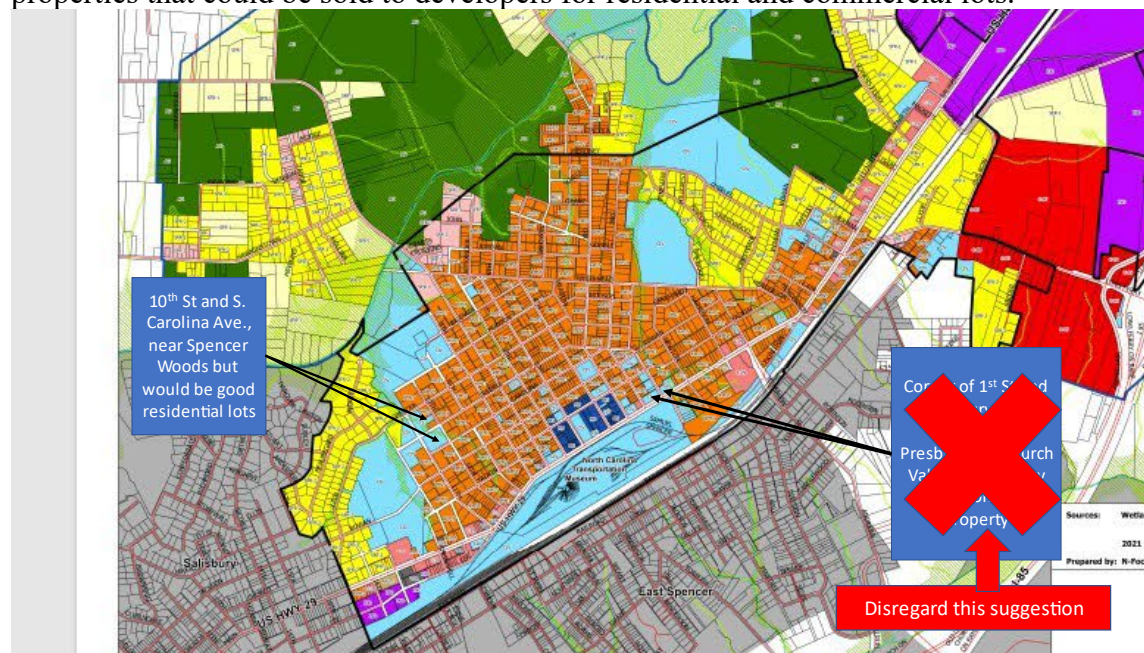
Recognizing the impacts of increased traffic on Long Ferry Road created initially by new industrial developments east of I-85, Rowan County has initiated a corridor study for this road and Spencer is participating in that study. As an adjunct to that effort, now would be the time to initiate a small area study looking at development patterns and access issues for the properties north of Long Ferry Road between US HWY 29 and I-85.

By annexation of the old NC Finishing property and other factors, the Town controls zoning on most of the properties north of Long Ferry Road, along both sides of I-85. There are several properties on the east side of the interstate that are still under the zoning control of Rowan County, including one property that has split zoning. Initial zoning statutes established in the 1970s allowed municipalities to have an extraterritorial jurisdiction (ETJ) area that extended one mile out from its municipal boundary. Extensions of that initially granted boundary require approval of our county. Since future development in these areas will impact Spencer and the services it provides, it makes sense that development be controlled by the Town. The process for requesting an expansion of our ETJ in this area should be initiated with Rowan County.



Potentially Incorrectly Zoned Properties

Two properties owned by the Town, located near Spencer Woods could possibly be used as residential lots if not planned to be used as part of the park. There may be other town-owned properties that could be sold to developers for residential and commercial lots.



SECTION 6 AMMENDMENTS

Section 6 of the original plan defined Goals and Implementation Strategies. After review and in light of the new development trends identified above, we feel that some of the strategies deserved rethinking. A “reality check” process was applied to the current strategies, and we suggest revising that section as follows:

(deletions shown with ~~strikethroughs~~, additions shown highlighted in **yellow**.)

1. Improve / Revitalize Downtown Retail / Commercial District

- a. Designate a downtown culture and arts district
 - i. Officially designate the downtown area and encourage a mix of uses to create an active community center for culture and arts to include restaurant, entertainment and housing opportunities
 - ii. **Confirm zoning classifications match the encouraged mix of retail used desired.**
 - iii. **Create an overlay zone for this area to better define its location and limits.**
- b. ~~Work with development association to develop a four point approach to downtown revitalization~~
 - i. ~~The National Main Street Center has developed a comprehensive and proven approach to downtown success. The four points are:~~
 1. ~~Organization~~
 2. ~~Promotions~~
 3. ~~Design~~

~~4. Economic Restructuring~~

- c. Identify ways to connect the business district with the transportation museum
 - i. Inviting signage could be erected on the museum property to lead visitors to a pedestrian walkway designed to mimic rail crossings – encouraging visitors to walk across the street safely to conduct business in downtown
 - ii. Consider a joint marketing with the Museum where the museum encourages tourists to visit downtown and vice versa
 - iii. Signage and brochures could be developed and on display at the museum
 - iv. Ensure new Town Park on Salisbury Ave. includes attractive transition points from museum to downtown area.
 - v. Include appropriate signage and facilities to encourage bicyclist moving along the Town's new bike lanes on Salisbury Ave and pedestrians utilizing the Town's other parks and greenways are aware of the museum and how to get to its site.
- d. Build off of existing events
 - i. Take advantage of large events already being held – for example,
 - 1. Cruise-in
 - 2. Thomas the Tank
 - 3. Winterfest
 - 4. Events in neighboring Salisbury
 - 5. Other events
- ~~e. Promote a private, nonprofit organization to hire a downtown development manager as funds can be raised~~
 - ~~i. A “shepherd” is needed to oversee overall strategy and implementation of initiatives for the downtown. Consider the following–~~
 - ~~1. Volunteer or paid position (full or part-time)~~
 - ~~a. Identify funding source~~
 - ~~i. Membership~~
 - ~~ii. Fundraising~~
 - ~~2. Consulting services~~
 - ~~a. Hiring expertise on a part time basis to assist with the management~~
- f. Downtown Redevelopment/Revitalization Plan
 - i. A detailed overall strategy will be needed to move the downtown efforts forward. The Plan can be derived with various forms of assistance -
 - 1. NCDDA (NC Downtown Development Association) – revise previous plan
 - 2. Small Town Main Street and/or Main Street Program
 - 3. Rural Center Programs
 - 4. Consultant prepared

2. Improve the public perception of the Town of Spencer (with special emphasis on quality of life and shopping opportunities)

- a. Partnerships with Rowan Tourism Development
 - i. How can strategies be developed to help Spencer market itself?
- b. Build off of existing events and attractions

- c. Explore branding and marketing initiatives
- d. ~~Build off of themes unique to Spencer, such as—~~
 - i. ~~“Steam and Economic Engines”~~
 - ii. ~~“Two Tracks—One Great Town”~~
 - iii. ~~Spencer “Shops” (the museum—old Spencer Shops and people come there to shop—play on words)~~
 - iv. ~~Town of Spencer, NC—Home of Spencer Shops~~
 - v. ~~“Hear the whistle blow as we grow”~~
 - vi. ~~Spencer, North Carolina—Area Center of Culture and Commerce~~
- e. ~~“In the center” theme (see example ad on the following page)~~
 - i. ~~Geographic Center of NC~~
 - ii. ~~Transportation Center with the Museum~~
 - iii. ~~Unique Raceway Center~~
 - iv. ~~Culture and Commerce Center~~
- f. Improve the reality that will support the perception by enforcing code compliance for commercial building maintenance
- g. Improve the reality that will support the perception by creating and financially supporting downtown improvement grant programs

3. Protecting existing neighborhoods

- a. ~~Advertise and promote historic district incentives~~
- b. Consider current time allocated to Code Enforcement efforts
 - i. Create and use standard procedure process for all code enforcement efforts
 - ii. Establish budget line item for enforcement efforts (legal expense, notification expense, etc.)
- c. Consider establishing proactive Neighborhood Organizations
- d. Conduct a detailed study of vacant lots with infill potential
 - i. Develop example building types and styles that would fit the character of the neighborhood and possibly accelerate approval process (more specific Historic District Standards)
- e. Update inventory of housing stock and its condition in all neighborhoods
 - i. This may be conducted as part of an overall neighborhood or housing development/redevelopment planning effort

4. Improve the performance and perception of the schools in Spencer.

- a. ~~Partner with schools to~~
 - i. ~~Identify the key issues~~
 - ii. ~~Identify areas where the Town and its citizens can help improve the community and schools~~
 - iii. ~~Consider assistance from the Rowan Partners in Schools~~
 - iv. ~~Identify other areas across the state that have turned around school perception (For example, Enloe in Raleigh, which became a Magnet School and became a desired school for parents to send their children)~~
- b. Improve connections with the school
 - i. ~~Facilities at the school are renovated with some new construction~~
 - ii. Consider and explore the “Safe Routes to School” program

1. Research opportunities to plan for bicycle and pedestrian access to schools
2. Speed limit management on Charles St

5. Facilitate commerce and industry opportunities within Spencer

- a. Work closely with Rowan EDC to identify, secure, and promote key development sites / properties
- b. Provide marketing data to potential businesses
 - i. Data and studies can be made available on the Town's website as a free service for potential businesses
 - ii. Data can be updated on a quarterly or annual basis
- c. ~~Implement a marketing strategy to attract potential businesses for downtown and for the Town as a whole~~
 - i. ~~Utilize Marketing data to target specific businesses within the area and outside of the area to locate in Spencer (detailed strategy and recommendations will be in final plan)~~
- d. Identify necessary utility and transportation improvements that may be needed
- e. ~~Provide greater flexibility for businesses within ½ mile of the interstate, to include setback, signage, and parking accommodations~~
- f. Confirm zoning classification for potential business sites are correct. Rezone as needed
- g. Ensure dimensional limitations for commercial and industrial zoning classifications are well balanced between protection of neighboring properties and being "business friendly"
- h. Streamline site plan, rezoning and subdivision approval process to shorten approval timeline

6. Facilitate and encourage transportation improvements

- a. ~~I-85 bridge construction is a priority~~
- b. Key intersections in town that may need improving
- c. Work with NCDOT and other entities to improve access to industrial and other business sites from existing road system

To be useful as a decision-making tool, we feel the plan should have specific development **Policies** that can be used by staff, the Planning Board and the Board of Aldermen when making land use decisions and then cited when approving **Statements of Consistency**. We suggest the following be added as amendments to Section 6 of the original plan:

Development Policies

1. The Town should encourage new and expanding industries and businesses which diversify the local economy, increase resident's job opportunities, and expand the town's tax base.
 - a. The Town should actively seek out and preserve through zoning, properties uniquely suited to industrial and business growth.
2. The Town should protect, enhance, and encourage a high quality of life, image, and cultural amenities as an effective approach to economic development.

- a. Recognizing the importance of the Town's image to economic and community development efforts, the Town will make land use decisions for defined Strategic Properties, Areas and Corridors with that image in mind.
 - b. A building's location on its site and buffer and berms should be used as required for new development to protect existing vistas important to the Town's "small town" and rural image.
3. Economic development benefits should be balanced against the possible detrimental effects high density residential, commercial, and industrial development might have on the quality of life enjoyed by area residents.
4. Economic development efforts should encourage the revitalization and reuse of unused or underutilized structures and sites in appropriately located commercial and industrial areas.
5. Protection and rehabilitation of viable neighborhoods should be encouraged to ensure their continued existence as a major housing resource for the Town.
6. Low density residential neighborhoods or properties which become infused with or surrounded by higher density residential or commercial development should be protected from new development when possible and should be allowed to undergo an orderly transition to new types of development over time.
7. Single-family homes should be recognized as the primary housing type for the Town, but housing of different types, sizes, and price points should be encouraged to meet the diverse needs of our evolving community.
 - a. Multi-family housing should be considered in all areas of the Town when developed to the level of surrounding neighborhoods and where buffering is provided as needed to protect existing neighborhoods
8. Innovative and flexible land development planning techniques should be supported as a means of encouraging development configurations which are more desirable, and which may better safeguard existing natural land and water resources.
 - a. Large land tracts should be preserved through use of innovative and flexible land use planning practices.
9. The housing needs of the elderly, handicapped, and low/moderate income households should be recognized in the Town's policies and actions regarding residential development.
10. Commercial and industrial development should be encouraged to occur in clusters or defined areas to maximize efficiency of municipal utility and service expansions.
 - a. Commercial development should especially be encouraged in the Town's defined Downtown Area
11. Location of major commercial development should be encouraged adjacent to arterial highways and at intersections of major roads.
12. Industrial development should be located in defined areas and buffered from major highway vistas and adjacent or nearby residential areas to limit any undesirable impacts. Non-industrial development adjacent to planned (zoned) industrial areas should be sited in such a way as to protect the viability of the industrial property.
 - a. Building location, berms, and buffers should be used to insulate properties designated for one type of use from surrounding properties of a different use.
 - b. Heavy industrial sites should be separated from non-industrial areas by natural geographic features, greenbelts, major roads, and or other suitable means.

- c. Light industrial uses may be located in more urbanized areas to take advantage of available municipal services. Careful site design and/or buffering may be required to ensure compatibility with surrounding areas.
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RESOLUTION 22-011 FOR THE TOWN OF SPENCER

A RESOLUTION TO ADOPT proposed revisions to the Town’s 2008 *Town of Spencer North Carolina Land Use Plan 2025*; RESOLUTION 22-011

WHEREAS, in 2008 the Town went through an extensive planning process and created a comprehensive land use plan titled the *Town of Spencer North Carolina Land Use Plan 2025*; and

WHEREAS, the town recognized a need for updating the current plan to better recognize new development trends in the Town and surrounding areas; and

WHEREAS, adoption by the State of NCGS 160D required that all municipalities exercising zoning and subdivision authority must have adopted and in use a “reasonably current” comprehensive land use plan by July of 2022, and recognizing that the current plan might not be considered reasonably current; and

WHEREAS, the Town’s Planning Board and Planning staff with input from the public reviewed the current plan in detail and developed suggested revisions to the plan; and

WHEREAS, after holding a properly advertised public hearing and taking into consideration that input; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Spencer, North Carolina, that;

Section 1.

The Town officially adopts the suggested updates to the Town's Comprehensive Land Use Plan as compiled in a memo titled Amendments to Town of Spencer Comprehensive Land Use Plan dated June 14, 2022.

Section 2.

That memo is attached as Appendix A

Section 3.

All copies of the current Land Use Plan available for staff, Board and public use, including online versions will have this update inserted at the front of the plan.

Section 4.

This resolution shall become effective immediately upon adoption.

Adopted this 14th day of June 2022 in Spencer, North Carolina

Jonathan Williams, Mayor

Stacy Craven, Town Clerk



MEMO

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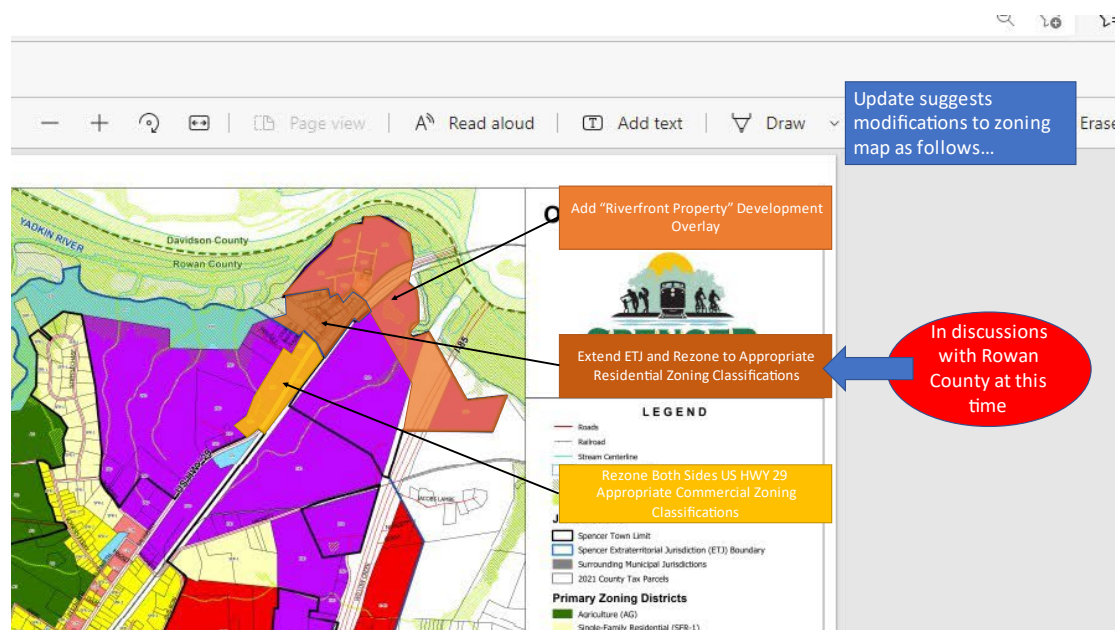
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On the west side of N US HWY 29, South of the NC Finishing property and north of Yadkin Baptist Church Rd is a small residential community that is currently outside of the town’s ETJ with zoning controlled by Rowan County. I would suggest that the town work with Rowan County to allow an extension of our ETJ into this area and then apply appropriate residential zoning classifications (SFR-3 or RMST) to these existing lots.

N US HWY 29 Rezoning

This is a strip of mixed development on both sides along N Salisbury Ave (US HWY 29) from about 1625 (the old weigh station site) to about 2175 (Yadkin Baptist Church Rd) that is currently zoned Industrial (IND) for industrial development. These are relatively small lots that over time will likely transition to retail uses, especially if the surrounding properties are developed into industrial uses and the NC Finishing property is developed into some sort of mixed-use development. We would suggest rezoning this to an appropriate commercial zoning classification (C-29) to promote commercial development over time.

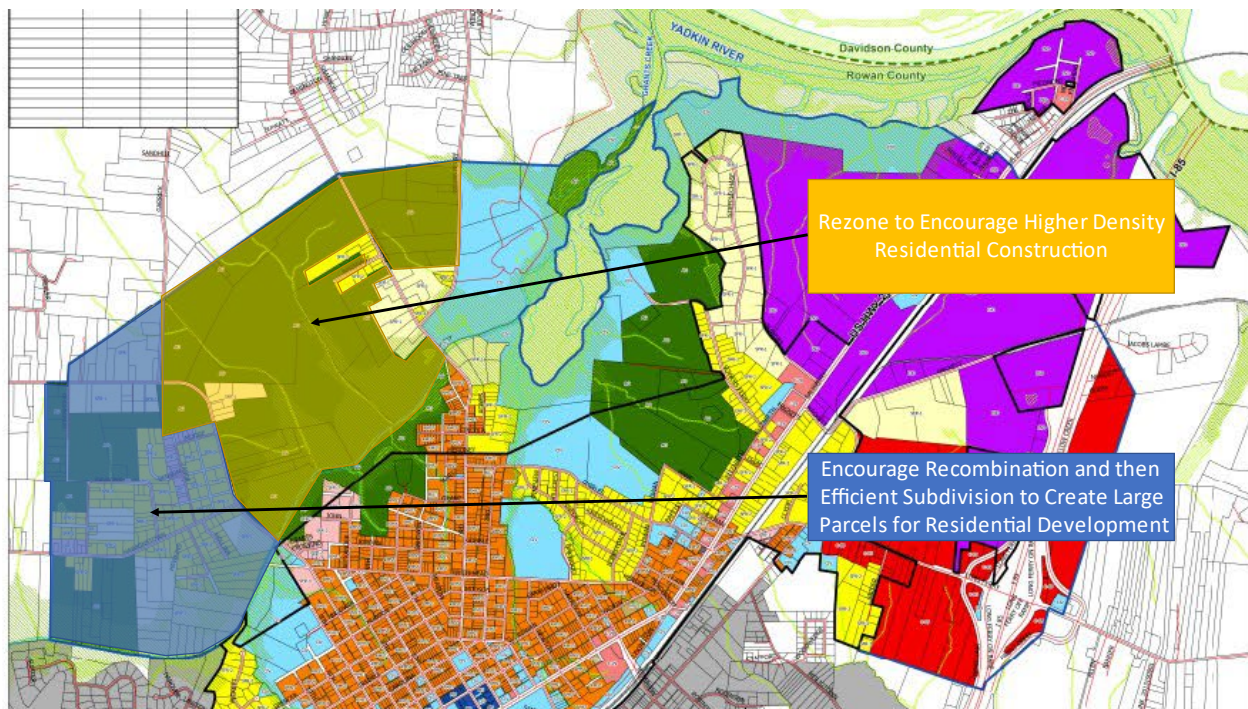


NW ETJ, Hollywood to 7th Street

This area is currently zoned Agriculture (AG) which allows low density residential and more rural land uses. As the town needs to grow its population base and as there are few large parcels of land suitable for large residential subdivisions within our municipal limits, I would suggest rezoning many of these properties to residential zoning classifications more suitable for higher density residential development. The town should work with SRU to preplan water and sewer main extensions into this area that would support higher density development and then exchange authority to utilize municipal water and sewer for voluntary annexation of the new developments.

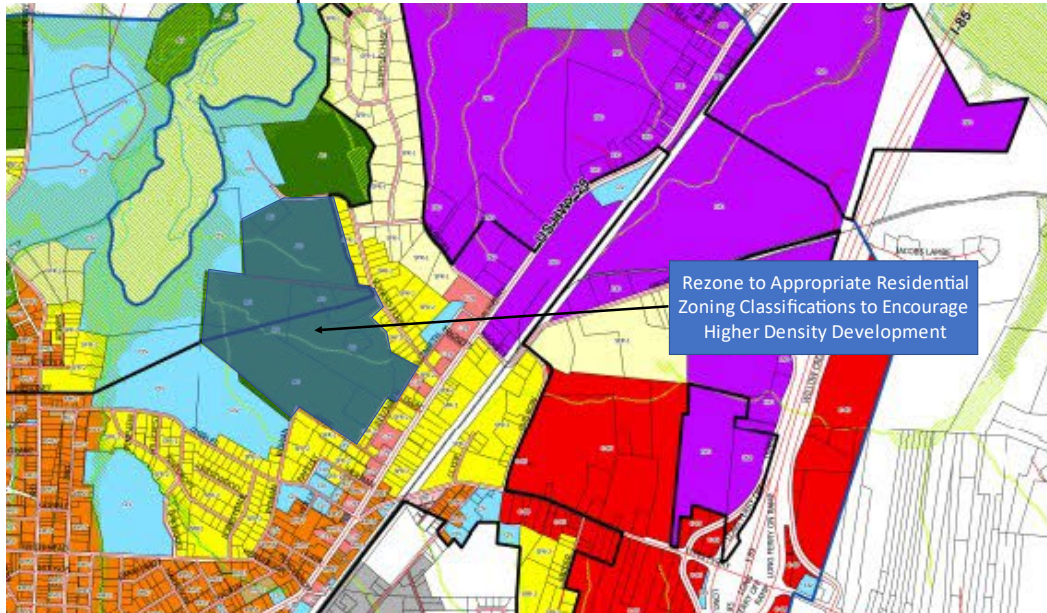
North of Hawkinstown Rd, West of 7th Street

This area has developed over time, partially through land division as inheritance into a mix of small lots, some served by a system of roads with several interior lots having no road frontage. Property owners in this area should be encouraged to recombine and then subdivide property, creating larger lots more suitable for higher density subdivision. The town could provide logistical support and then rezone the property as needed to the benefit of current property owners and the town's future. In return for attaching to town water and sewer (needed for high density development), this property would be annexed into the town's municipal limits.



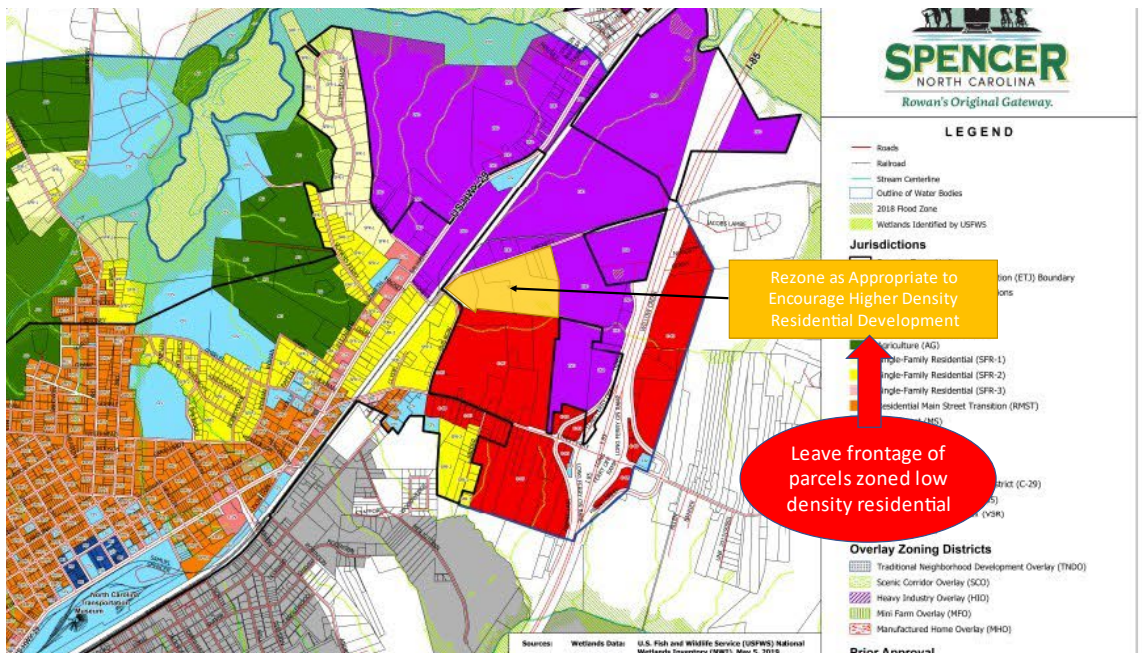
SW Sowers Ferry Road

There are several large parcels in this area currently zoned Agricultural (AG) which allows low density residential and more rural developments. This area should be rezoned to the appropriate zoning classifications to allow higher density residential development. In return for attaching to town water and sewer (needed for high density development), this property would be annexed into the town's municipal limits.



Hackett Street

Starting at the railroad tracks and running east on the south side of Hackett Street for about a half mile are several parcels zoned SFR-1, our lowest density residential zoning classification. These should be rezoned to the appropriate residential zoning classification to encourage higher density development

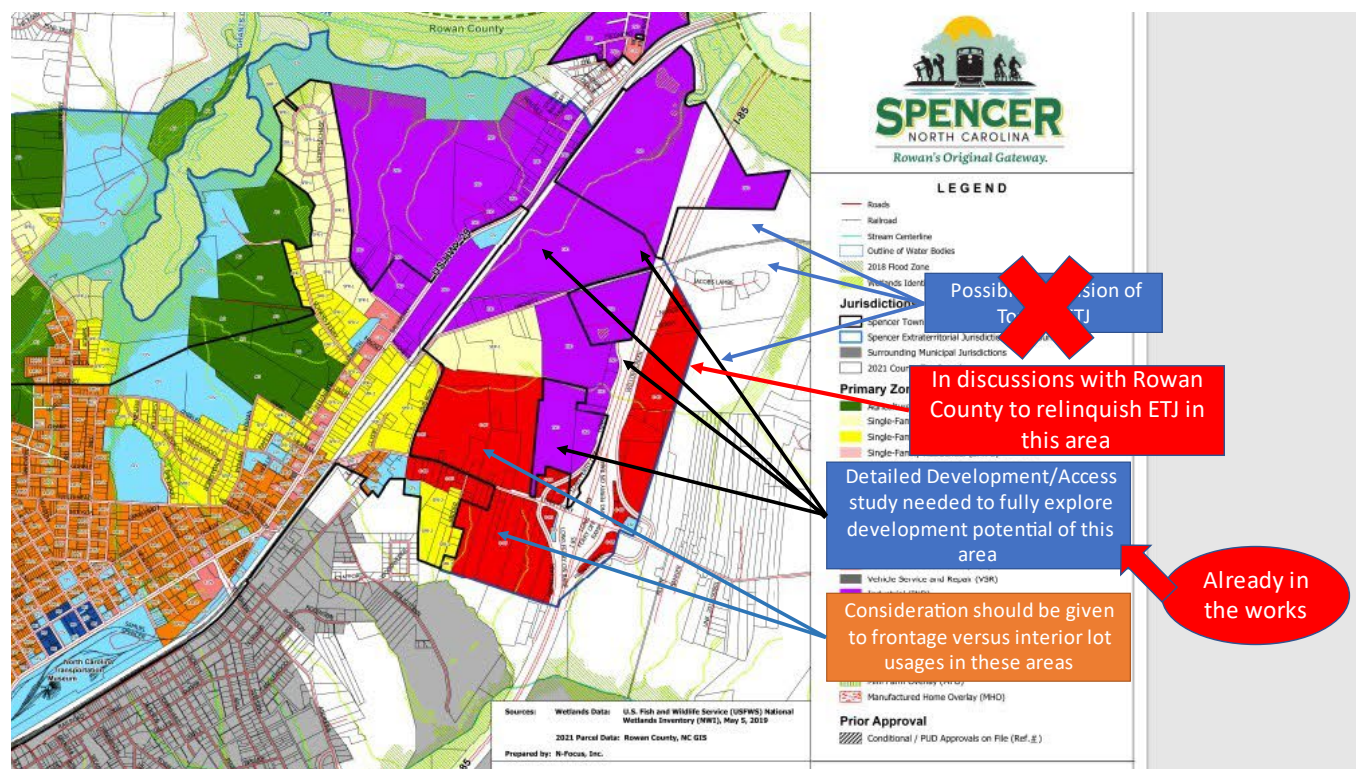


Long Ferry Road

The Town's zoning control extends on both sides of Long Ferry Road from Salisbury Ave east to beyond I-85. Most of this property is zoned C-85 which is meant to promote automobile traffic related commercial development. Some thought should be given to the different development potential of the road frontage property versus the internal portions of these properties.

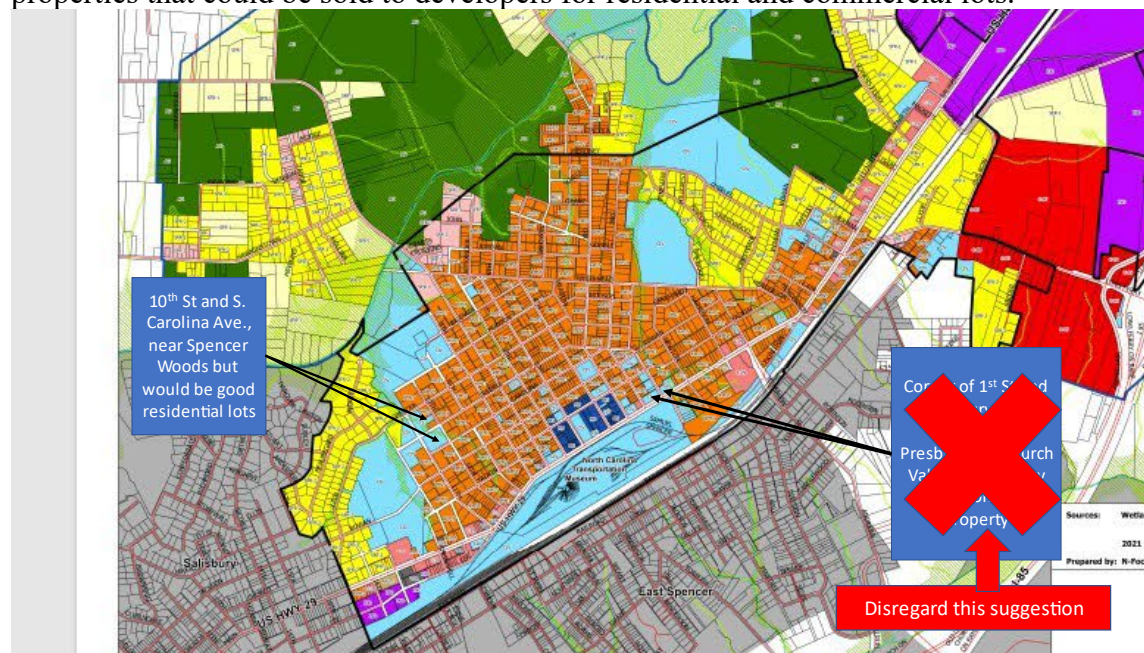
Recognizing the impacts of increased traffic on Long Ferry Road created initially by new industrial developments east of I-85, Rowan County has initiated a corridor study for this road and Spencer is participating in that study. As an adjunct to that effort, now would be the time to initiate a small area study looking at development patterns and access issues for the properties north of Long Ferry Road between US HWY 29 and I-85.

By annexation of the old NC Finishing property and other factors, the Town controls zoning on most of the properties north of Long Ferry Road, along both sides of I-85. There are several properties on the east side of the interstate that are still under the zoning control of Rowan County, including one property that has split zoning. Initial zoning statutes established in the 1970s allowed municipalities to have an extraterritorial jurisdiction (ETJ) area that extended one mile out from its municipal boundary. Extensions of that initially granted boundary require approval of our county. Since future development in these areas will impact Spencer and the services it provides, it makes sense that development be controlled by the Town. The process for requesting an expansion of our ETJ in this area should be initiated with Rowan County.



Potentially Incorrectly Zoned Properties

Two properties owned by the Town, located near Spencer Woods could possibly be used as residential lots if not planned to be used as part of the park. There may be other town-owned properties that could be sold to developers for residential and commercial lots.



SECTION 6 AMMENDMENTS

Section 6 of the original plan defined Goals and Implementation Strategies. After review and in light of the new development trends identified above, we feel that some of the strategies deserved rethinking. A “reality check” process was applied to the current strategies, and we suggest revising that section as follows:

(deletions shown with ~~strikethroughs~~, additions shown highlighted in **yellow**.)

1. Improve / Revitalize Downtown Retail / Commercial District

- a. Designate a downtown culture and arts district
 - i. Officially designate the downtown area and encourage a mix of uses to create an active community center for culture and arts to include restaurant, entertainment and housing opportunities
 - ii. **Confirm zoning classifications match the encouraged mix of retail used desired.**
 - iii. **Create an overlay zone for this area to better define its location and limits.**
- b. ~~Work with development association to develop a four point approach to downtown revitalization~~
 - i. ~~The National Main Street Center has developed a comprehensive and proven approach to downtown success. The four points are:~~
 1. ~~Organization~~
 2. ~~Promotions~~
 3. ~~Design~~

~~4. Economic Restructuring~~

- c. Identify ways to connect the business district with the transportation museum
 - i. Inviting signage could be erected on the museum property to lead visitors to a pedestrian walkway designed to mimic rail crossings – encouraging visitors to walk across the street safely to conduct business in downtown
 - ii. Consider a joint marketing with the Museum where the museum encourages tourists to visit downtown and vice versa
 - iii. Signage and brochures could be developed and on display at the museum
 - iv. Ensure new Town Park on Salisbury Ave. includes attractive transition points from museum to downtown area.
 - v. Include appropriate signage and facilities to encourage bicyclist moving along the Town's new bike lanes on Salisbury Ave and pedestrians utilizing the Town's other parks and greenways are aware of the museum and how to get to its site.
- d. Build off of existing events
 - i. Take advantage of large events already being held – for example,
 - 1. Cruise-in
 - 2. Thomas the Tank
 - 3. Winterfest
 - 4. Events in neighboring Salisbury
 - 5. Other events
- e. ~~Promote a private, nonprofit organization to hire a downtown development manager as funds can be raised~~
 - i. ~~A “shepherd” is needed to oversee overall strategy and implementation of initiatives for the downtown. Consider the following–~~
 - 1. ~~Volunteer or paid position (full or part-time)~~
 - a. ~~Identify funding source~~
 - i. ~~Membership~~
 - ii. ~~Fundraising~~
 - 2. ~~Consulting services~~
 - a. ~~Hiring expertise on a part-time basis to assist with the management~~
- f. Downtown Redevelopment/Revitalization Plan
 - i. A detailed overall strategy will be needed to move the downtown efforts forward. The Plan can be derived with various forms of assistance -
 - 1. NCDDA (NC Downtown Development Association) – revise previous plan
 - 2. Small Town Main Street and/or Main Street Program
 - 3. Rural Center Programs
 - 4. Consultant prepared

2. Improve the public perception of the Town of Spencer (with special emphasis on quality of life and shopping opportunities)

- a. Partnerships with Rowan Tourism Development
 - i. How can strategies be developed to help Spencer market itself?
- b. Build off of existing events and attractions

- c. Explore branding and marketing initiatives
- d. ~~Build off of themes unique to Spencer, such as—~~
 - i. ~~“Steam and Economic Engines”~~
 - ii. ~~“Two Tracks—One Great Town”~~
 - iii. ~~Spencer “Shops” (the museum—old Spencer Shops and people come there to shop—play on words)~~
 - iv. ~~Town of Spencer, NC—Home of Spencer Shops~~
 - v. ~~“Hear the whistle blow as we grow”~~
 - vi. ~~Spencer, North Carolina—Area Center of Culture and Commerce~~
- e. ~~“In the center” theme (see example ad on the following page)~~
 - i. ~~Geographic Center of NC~~
 - ii. ~~Transportation Center with the Museum~~
 - iii. ~~Unique Raceway Center~~
 - iv. ~~Culture and Commerce Center~~
- f. Improve the reality that will support the perception by enforcing code compliance for commercial building maintenance
- g. Improve the reality that will support the perception by creating and financially supporting downtown improvement grant programs

3. Protecting existing neighborhoods

- a. ~~Advertise and promote historic district incentives~~
- b. Consider current time allocated to Code Enforcement efforts
 - i. Create and use standard procedure process for all code enforcement efforts
 - ii. Establish budget line item for enforcement efforts (legal expense, notification expense, etc.)
- c. Consider establishing proactive Neighborhood Organizations
- d. Conduct a detailed study of vacant lots with infill potential
 - i. Develop example building types and styles that would fit the character of the neighborhood and possibly accelerate approval process (more specific Historic District Standards)
- e. Update inventory of housing stock and its condition in all neighborhoods
 - i. This may be conducted as part of an overall neighborhood or housing development/redevelopment planning effort

4. Improve the performance and perception of the schools in Spencer.

- a. ~~Partner with schools to~~
 - i. ~~Identify the key issues~~
 - ii. ~~Identify areas where the Town and its citizens can help improve the community and schools~~
 - iii. ~~Consider assistance from the Rowan Partners in Schools~~
 - iv. ~~Identify other areas across the state that have turned around school perception (For example, Enloe in Raleigh, which became a Magnet School and became a desired school for parents to send their children)~~
- b. Improve connections with the school
 - i. ~~Facilities at the school are renovated with some new construction~~
 - ii. Consider and explore the “Safe Routes to School” program

1. Research opportunities to plan for bicycle and pedestrian access to schools
2. Speed limit management on Charles St

5. Facilitate commerce and industry opportunities within Spencer

- a. Work closely with Rowan EDC to identify, secure, and promote key development sites / properties
- b. Provide marketing data to potential businesses
 - i. Data and studies can be made available on the Town's website as a free service for potential businesses
 - ii. Data can be updated on a quarterly or annual basis
- c. ~~Implement a marketing strategy to attract potential businesses for downtown and for the Town as a whole~~
 - i. ~~Utilize Marketing data to target specific businesses within the area and outside of the area to locate in Spencer (detailed strategy and recommendations will be in final plan)~~
- d. Identify necessary utility and transportation improvements that may be needed
- e. ~~Provide greater flexibility for businesses within ½ mile of the interstate, to include setback, signage, and parking accommodations~~
- f. Confirm zoning classification for potential business sites are correct. Rezone as needed
- g. Ensure dimensional limitations for commercial and industrial zoning classifications are well balanced between protection of neighboring properties and being "business friendly"
- h. Streamline site plan, rezoning and subdivision approval process to shorten approval timeline

6. Facilitate and encourage transportation improvements

- a. ~~I-85 bridge construction is a priority~~
- b. Key intersections in town that may need improving
- c. Work with NCDOT and other entities to improve access to industrial and other business sites from existing road system

To be useful as a decision-making tool, we feel the plan should have specific development **Policies** that can be used by staff, the Planning Board and the Board of Aldermen when making land use decisions and then cited when approving **Statements of Consistency**. We suggest the following be added as amendments to Section 6 of the original plan:

Development Policies

1. The Town should encourage new and expanding industries and businesses which diversify the local economy, increase resident's job opportunities, and expand the town's tax base.
 - a. The Town should actively seek out and preserve through zoning, properties uniquely suited to industrial and business growth.
2. The Town should protect, enhance, and encourage a high quality of life, image, and cultural amenities as an effective approach to economic development.

- a. Recognizing the importance of the Town's image to economic and community development efforts, the Town will make land use decisions for defined Strategic Properties, Areas and Corridors with that image in mind.
 - b. A building's location on its site and buffer and berms should be used as required for new development to protect existing vistas important to the Town's "small town" and rural image.
3. Economic development benefits should be balanced against the possible detrimental effects high density residential, commercial, and industrial development might have on the quality of life enjoyed by area residents.
4. Economic development efforts should encourage the revitalization and reuse of unused or underutilized structures and sites in appropriately located commercial and industrial areas.
5. Protection and rehabilitation of viable neighborhoods should be encouraged to ensure their continued existence as a major housing resource for the Town.
6. Low density residential neighborhoods or properties which become infused with or surrounded by higher density residential or commercial development should be protected from new development when possible and should be allowed to undergo an orderly transition to new types of development over time.
7. Single-family homes should be recognized as the primary housing type for the Town, but housing of different types, sizes, and price points should be encouraged to meet the diverse needs of our evolving community.
 - a. Multi-family housing should be considered in all areas of the Town when developed to the level of surrounding neighborhoods and where buffering is provided as needed to protect existing neighborhoods
8. Innovative and flexible land development planning techniques should be supported as a means of encouraging development configurations which are more desirable, and which may better safeguard existing natural land and water resources.
 - a. Large land tracts should be preserved through use of innovative and flexible land use planning practices.
9. The housing needs of the elderly, handicapped, and low/moderate income households should be recognized in the Town's policies and actions regarding residential development.
10. Commercial and industrial development should be encouraged to occur in clusters or defined areas to maximize efficiency of municipal utility and service expansions.
 - a. Commercial development should especially be encouraged in the Town's defined Downtown Area
11. Location of major commercial development should be encouraged adjacent to arterial highways and at intersections of major roads.
12. Industrial development should be located in defined areas and buffered from major highway vistas and adjacent or nearby residential areas to limit any undesirable impacts. Non-industrial development adjacent to planned (zoned) industrial areas should be sited in such a way as to protect the viability of the industrial property.
 - a. Building location, berms, and buffers should be used to insulate properties designated for one type of use from surrounding properties of a different use.
 - b. Heavy industrial sites should be separated from non-industrial areas by natural geographic features, greenbelts, major roads, and or other suitable means.

- c. Light industrial uses may be located in more urbanized areas to take advantage of available municipal services. Careful site design and/or buffering may be required to ensure compatibility with surrounding areas.
- 13. Historic District development standards should be judiciously enforced on all new development and reconstruction/maintenance of existing structures to ensure the District's continued viability and the Town's recognition as a historic community.
- 14. The Town should remain involved in NCDOT's transportation planning to ensure appropriate transportation options in and around the Town.
 - a. The Town's Land Use Plan should recognize possible road extensions and improvements identified by the NCDOT Transportation Improvement Plan (TIP) and make land use decisions with those future transportation improvements in mind.
- 15. Land use decisions should recognize the park, open space, and recreation needs of the community and reserve property to meet those defined needs when possible.

When adopted, these items will become an official part of the Town's Comprehensive Land Use Plan originally adopted in 2008 and will be used by all parties when making land use decisions. This update is meant to bring this plan into compliance with the requirement of NCGS 160D. This plan should be reviewed annually by staff with a full review and revision by the Planning Board and Board of Aldermen every five years, or sooner if development trends or pressures change.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

Issue under Consideration:	Salisbury Ave Restriping/Bike Lanes
Current Status:	Preliminary engineering and planning review complete, NCDOT restriping scheduled for 2022-23
Points to Consider:	Town's <i>Bike/Pedestrian Plan</i> endorsed this as top priority, NCDOT <i>Complete Streets Program</i> endorses the concepts embodied in this plan.
Financial Impact:	Final engineering and actual restriping costs should be covered as a part of the NCDOT normal maintenance program.
Options:	Restriping will take place in 2022-23. NCDOT has asked for Town's input as to any changes by mid-summer, 2022. This is a once in 15-20 year opportunity that we don't want to miss.
Recommendations:	Motion to endorse plan as presented
Department:	Planning

Salisbury Ave. Bike Lanes

17th Street to Long Ferry Road

From Spencer/East Spencer Bike/Ped Plan

1.4 Benefits of Bicycle and Pedestrian Facilities

Any good investment provides a beneficial return. Bicycle and pedestrian facilities provide a great return on the investment required to implement if properly planned, built, and maintained. The benefits of bicycle and pedestrian facilities are multifaceted and the subject of numerous studies and reports. The following overview of the many benefits provided by bicycle and pedestrian facilities is divided into four categories:

- Connecting Communities
- Health Benefits
- Economic Impacts
- Environmental Benefits

1.4.1 Connecting Communities

Connecting one place to another is the primary function of transportation facilities, be it urban streets, rural roads, or interstate highways. Bicycle and pedestrian facilities serve this same purpose. Well planned facilities provide useful connections between homes, schools, businesses, parks, and other nearby destinations.

1.4.2 Health Benefits

Encourages physical activity

The adaptable nature of bicycle and pedestrian facilities provides an advantage when compared to traditional parks. Such facilities serve as convenient and accessible venues that support a variety of recreational activities, such as walking, cycling, and running. By design, these facilities function as linear corridors, purposefully located to create linkages between neighborhoods, providing direct access to a recreation resource. Bicycle and pedestrian facilities can help make the choice to exercise easier.

Relieves stress and improves psychological health

Many studies have been conducted to measure the benefits that regular exercise offers our physical health. Researchers also recognize the effects that exercise can have on mental health. A Duke University study tracked subjects suffering from depression. The study results indicated that depression was successfully treated for 60% of test subjects who exercised just 30 minutes a day for three days a week without the use of medication. Many people are turning to bicycle and pedestrian activities as their main source of exercise and resulting mental health benefits.

1.4.3 Economic Impacts

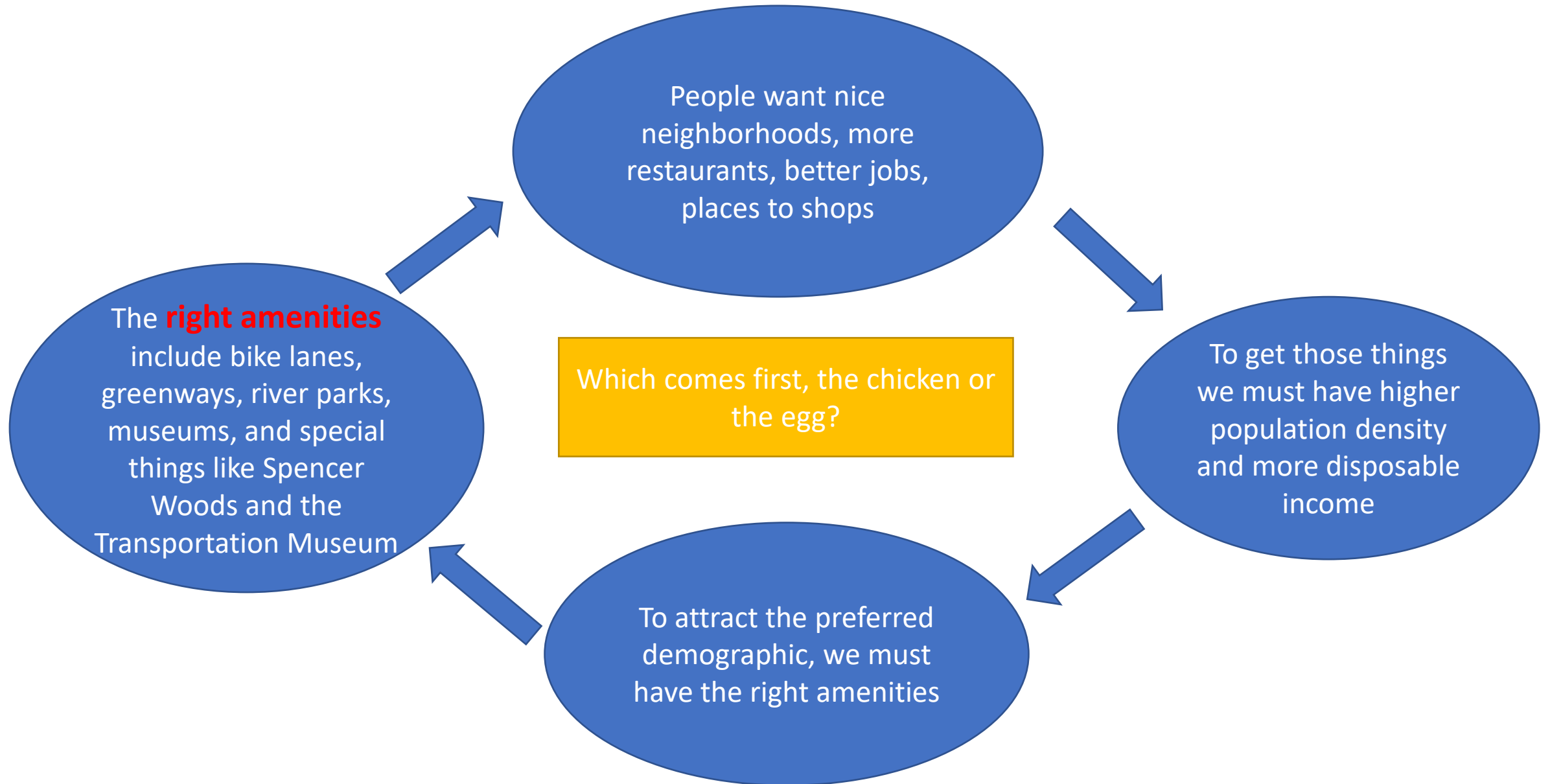
The positive impacts that bicycle and pedestrian facilities have on communities are far-reaching.

Economic data from communities where such facilities have been developed provide real world numbers on the direct and indirect positive economic impacts that they provide. These numbers help justify the expenditure of public dollars to develop transportation and recreational facilities as they provide both an improved quality of life and positive long term economic impacts on nearby businesses, municipalities, and homeowners.

- Increases property values
- Attracts tourism
- Ability to attract new business and retain nearby businesses

1.4.4 Environmental Benefits

Most people understand that bicycle and pedestrian facilities provide many benefits, however, many do not realize the environmental benefits that such facilities can provide. These benefits are very important given the ever-expanding development of previously undeveloped lands. However, the development associated with any growth can negatively impact our natural resources. Bicycle and pedestrian facilities help preserve natural amenities, protect agricultural lands, improve water and air quality, and provide habitats for native wildlife.



Bike lanes on Salisbury Ave. are the “Right Amenities” that we can get someone else to pay for!

TRAFFIC CALMING

Long, straight, flat and wide = High Implied Speed Limit



Jake Alexander Blvd.- Salisbury



Looks a little like a dragstrip, doesn't it?

Straight, flat and wide!



Does Salisbury Ave. in Spencer look the same?



What does the implied speed limit look like here?



And here?



And how about here?

Street Parking

Narrower Lanes

Planted Median



Utility poles on street side of
sidewalk

Steet Trees



Traffic Circles



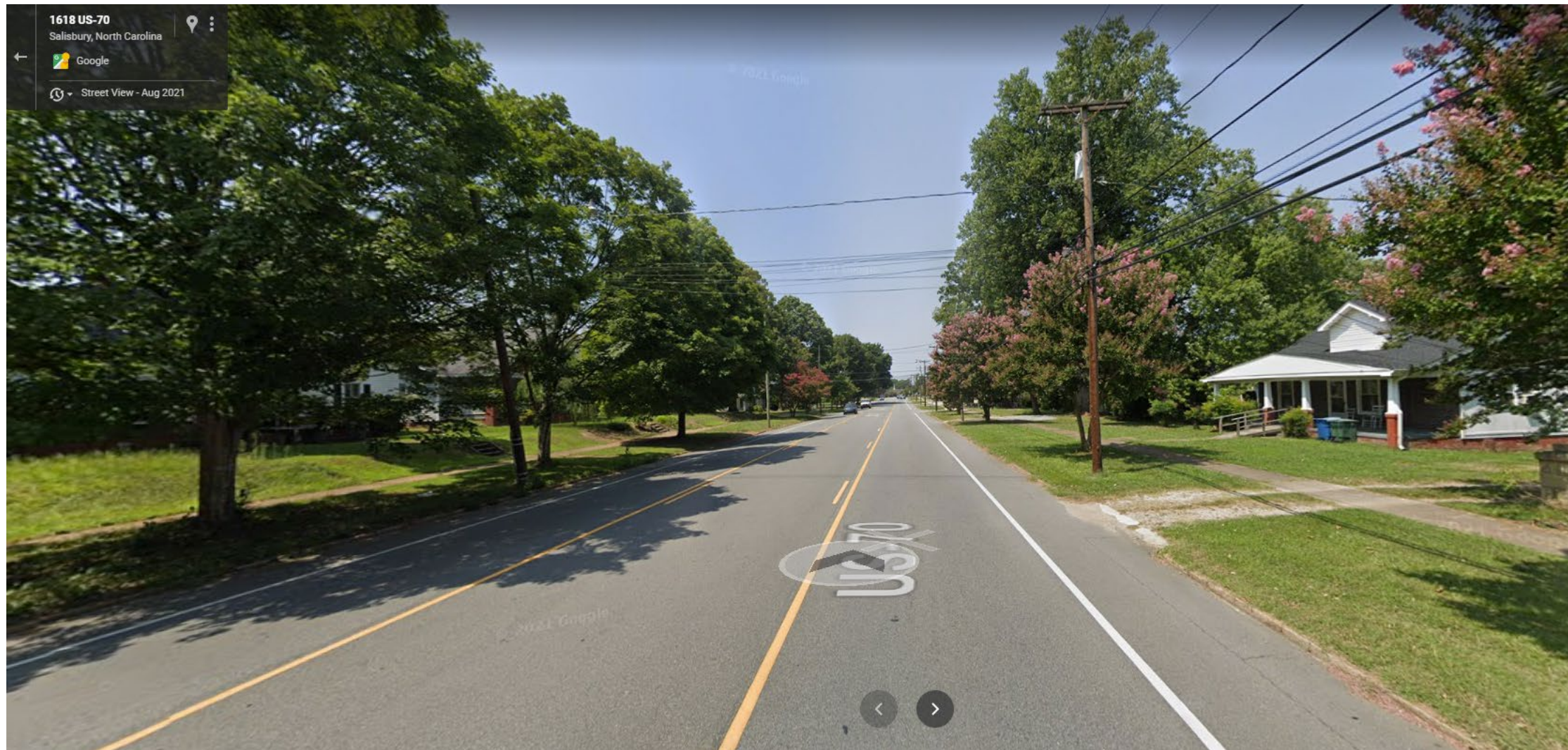
Bump-outs



Bike Lanes



The best traffic calming device- being behind someone on a single lane road who is driving the speed limit !



N. Main St facing Salisbury



North Carolina DOT
completestreets

Complete Streets Goals

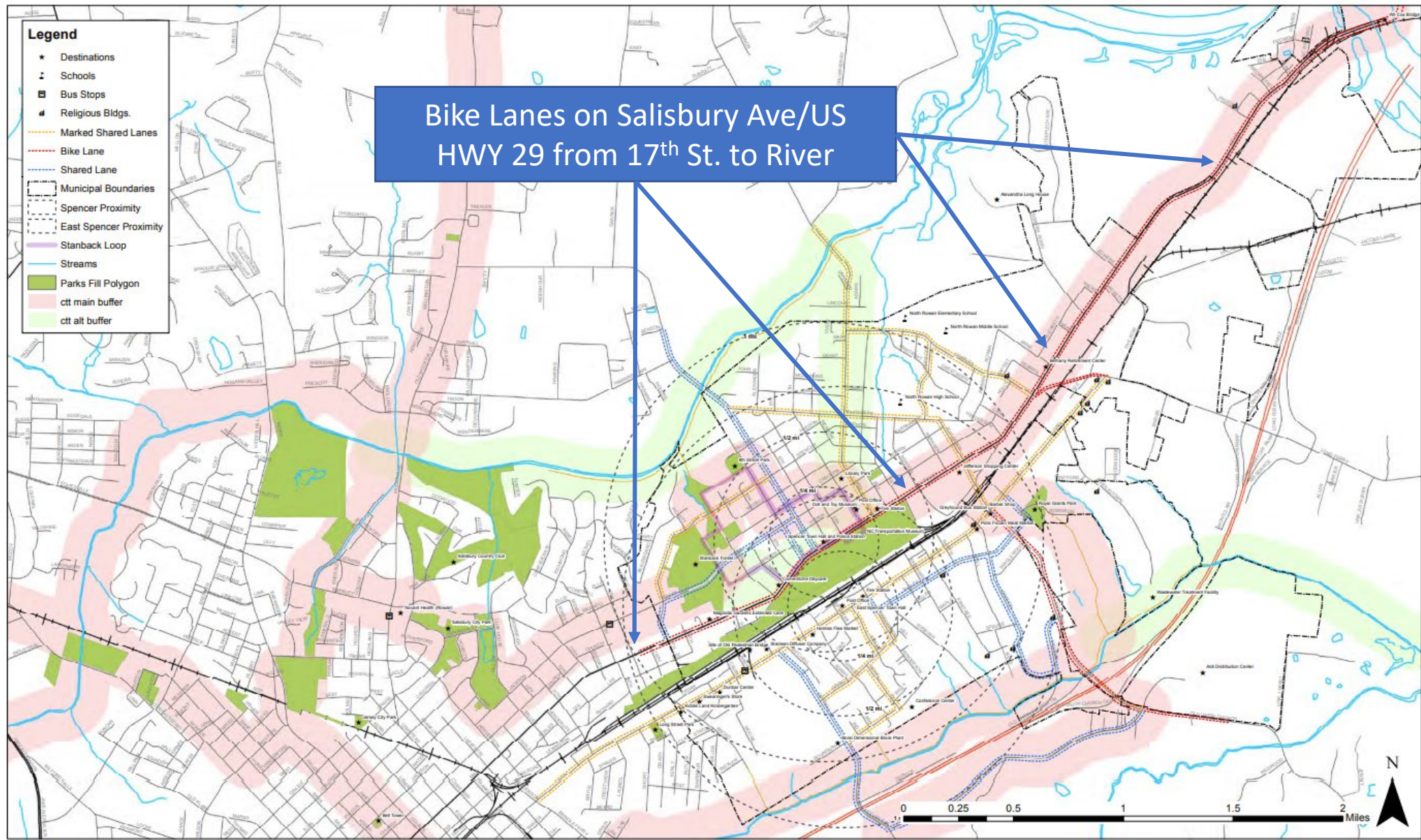
- Reduce pedestrian crashes and unsafe conditions
- Improve access and mobility for those without a vehicle
- Enhance quality of life by providing transportation choices
- Ensure NCDOT has an equitable transportation system that works for everyone



NCDOT Complete Streets Program



Spencer/East Spencer
Comprehensive Bicycle and
Pedestrian Plan
2016



Spencer Priority Pedestrian Facilities

Name	From	To	Total Length (includes both sides of street)	Facility Type
Whitehead Avenue	7th Street	Rowan Ave. Ext.	11,218 LF (2.1 mi)	Sidewalks
Charles Street	3rd Street	Salisbury Avenue	8,848 LF (1.7 mi)	Sidewalks
Rowan Avenue	17th Street	8th Street	6,803 LF (1.3 mi)	Sidewalks
Oakwood Drive	Charles Street	Whitehead Avenue	3,747 LF (0.7 mi)	Sidewalks
Salisbury Avenue	17th Street	Wil-Cox Bridge	25,597 LF (4.85 mi)	Sidewalks

Spencer Priority Bicycle Facilities

Name	From	To	Total Length (includes both sides of street)	Facility Type
Salisbury Avenue	17th Street	Wil-Cox Bridge	46,822 LF (8.9 mi)	Bike Lanes
Rowan Avenue	17th Street	7th Street	7,400 LF (1.4 mi)	Shared Lanes
3rd Street/ Hollywood	Creek (Greenway)	Salisbury Avenue	13,570 LF (2.6 mi)	Marked Shared Lanes
Charles Street	3rd Street	Salisbury Avenue	9,620 LF (1.8 mi)	Marked Shared Lanes
Whitehead Avenue	7th Street	Jefferson Street	9,466 LF (1.8 mi)	Marked Shared Lanes

#1 Priority Goal

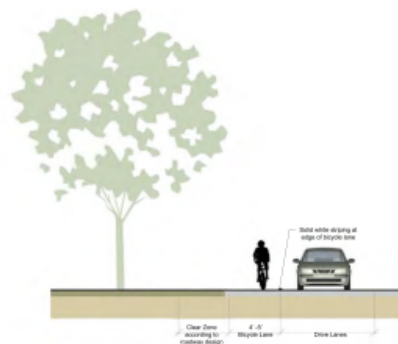


Comprehensive Bicycle And Pedestrian Plan

Bike Lanes

On major roads that provide direct, convenient, quick access to major land uses, bike lanes are recommended. Bike lanes can also be used on collector roads and busy urban streets that have lower speeds. Generally, bike lanes can be used along any road where the traffic volume is greater than 3,000 vehicles per day and the design speed for the motor vehicle is more than 25 mph. These types of facilities are generally provided for more skilled cyclists and not for most families or children. Recommended guidelines for bike lanes include:

- In most cases, bike lanes should be provided on both sides of two-way streets
- Bike lanes should have a smooth riding surface
- Recommended width for bike lanes is 5 feet, but wider lanes may be desirable under certain conditions, and in extremely rare conditions, may need to be less than 5 feet in width
- Drain grate openings should be perpendicular to the direction of travel
- Regulatory signage should be used in conjunction with painted signage on the surface (see signage section)
- Bike lanes may be painted green in high use areas and at/across intersections





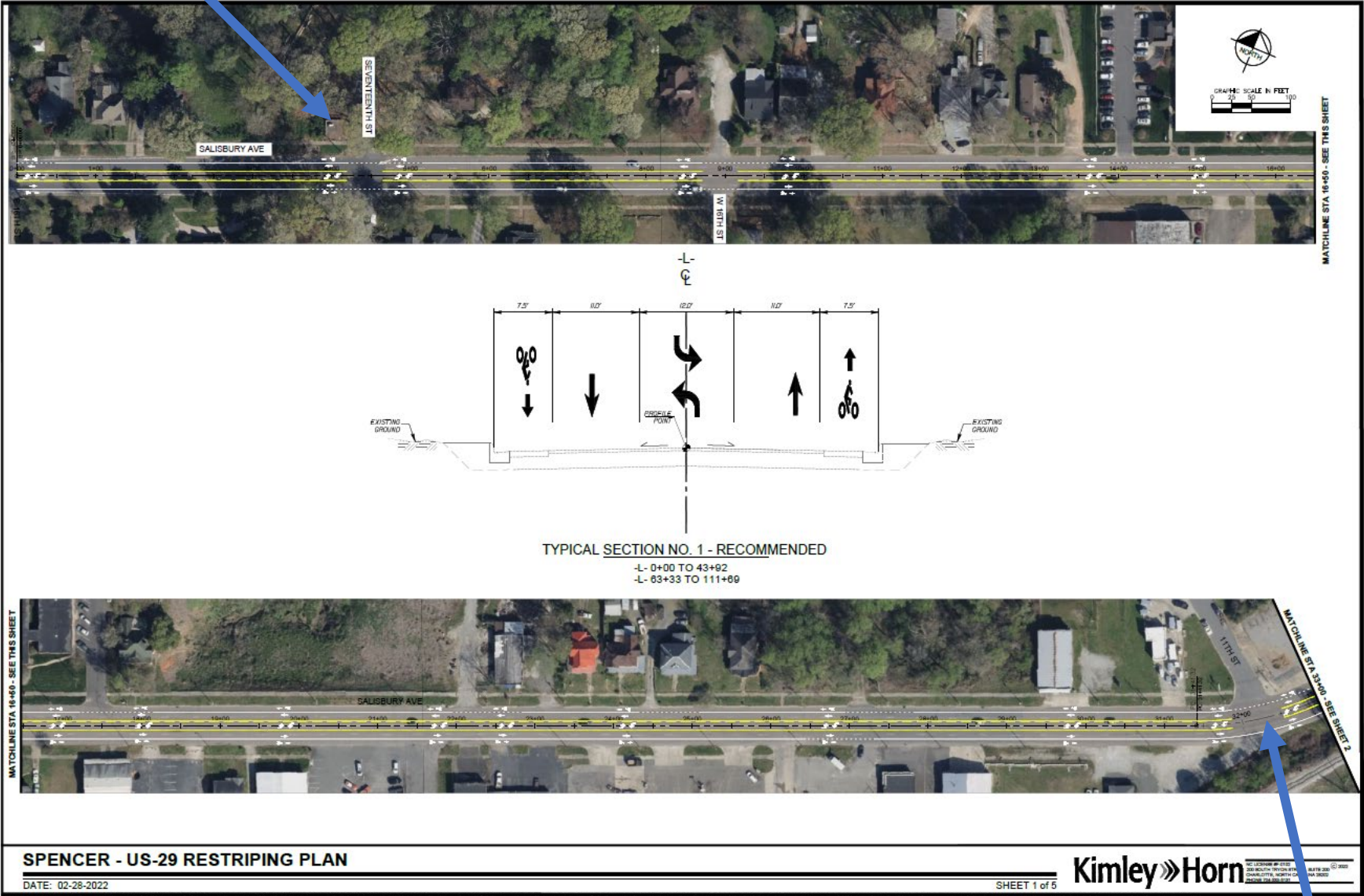
Standard Bike Lane around street parking

Options can make bike lanes more interesting and appealing



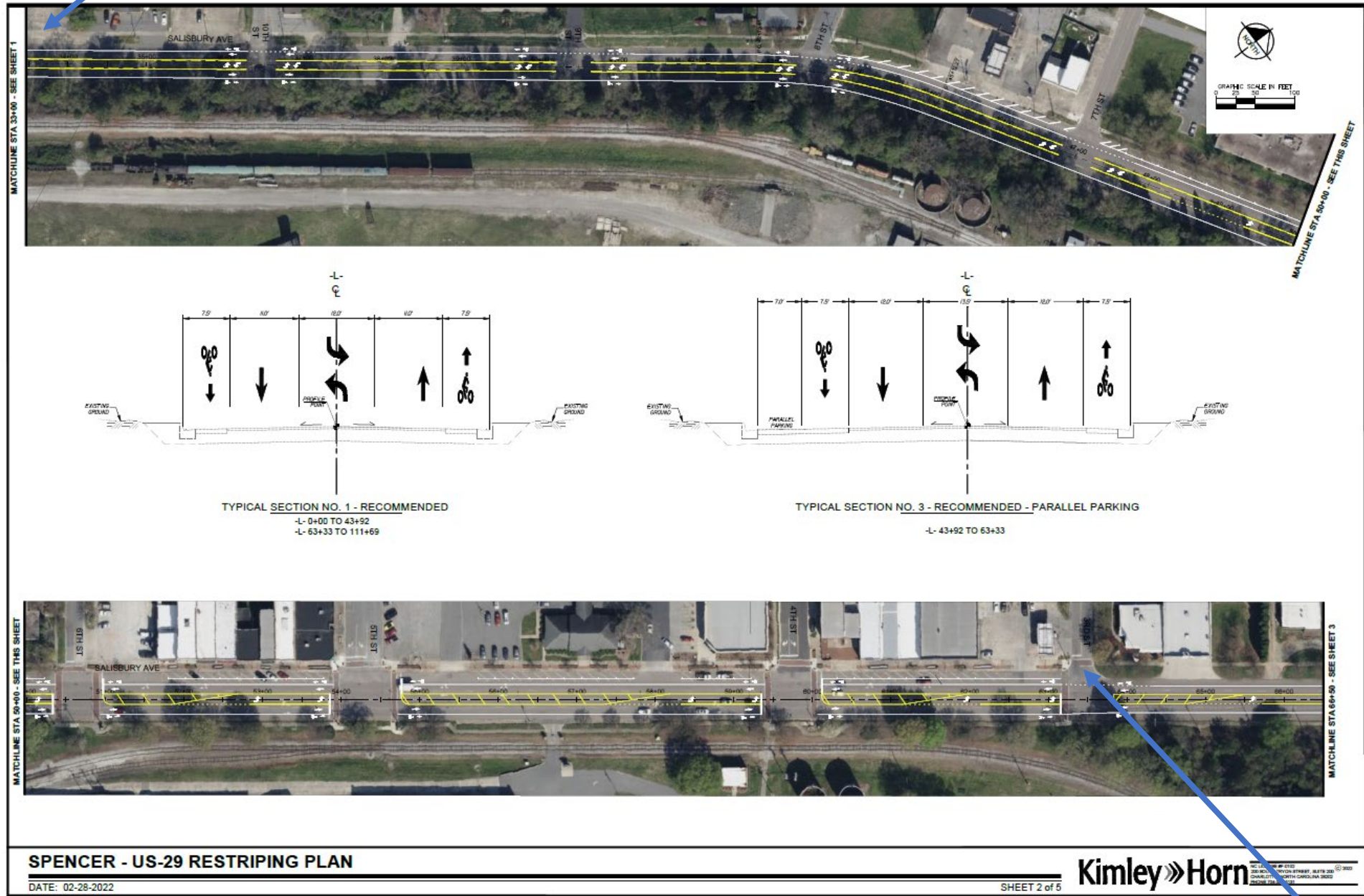
More elaborate bike lane with traffic calming bumpout

17th Street to...



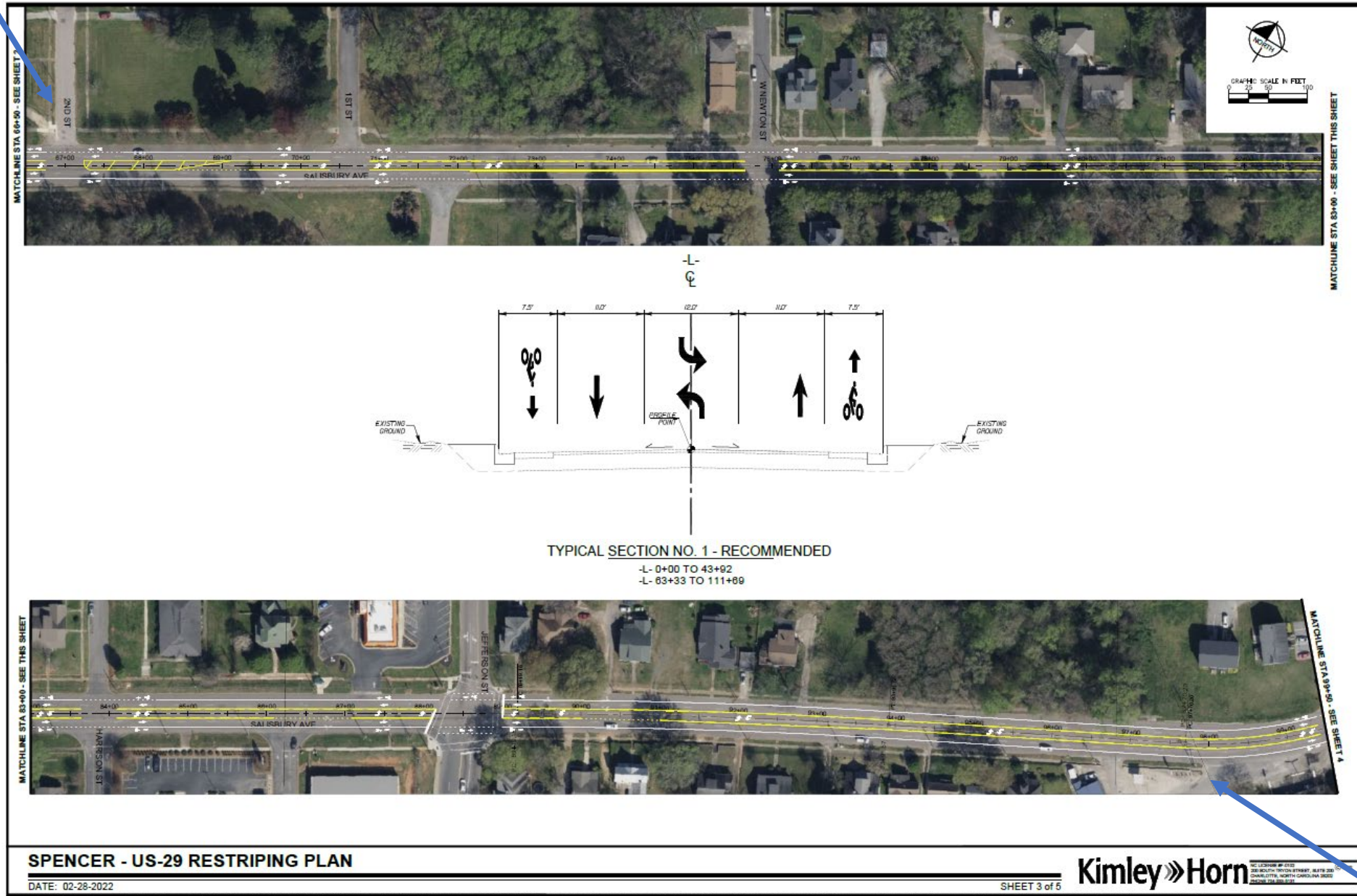
...11th Street

11th Street to...



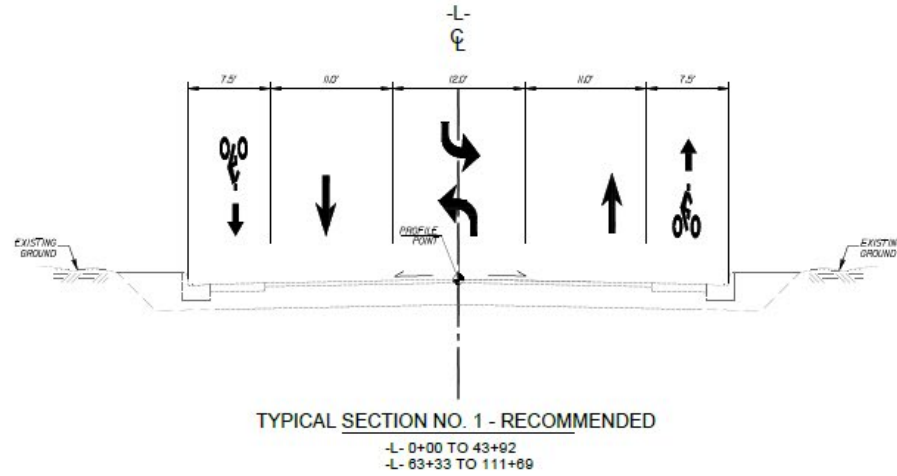
...4th Street

2nd Street to...



...Lexington Street

Henderson Street
to...



...Long Ferry Road

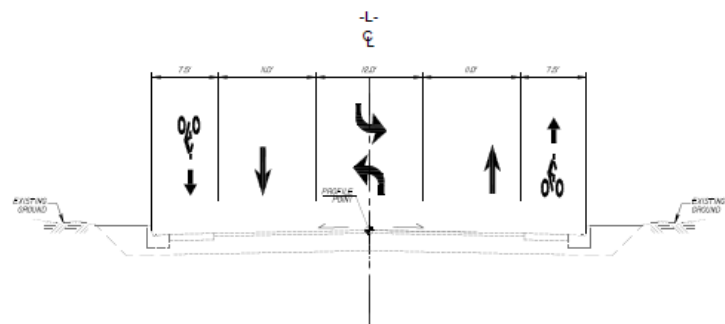
SPENCER - US-29 RESTRIPIING PLAN

DATE: 02-28-2022

SHEET 4 of 5

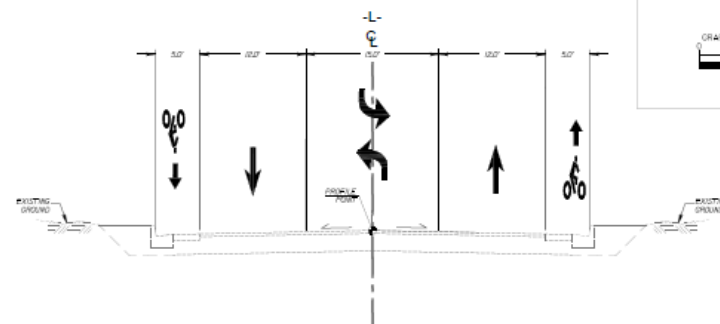
Kimley»Horn

NC LICENSE # 0122
200 SOUTH TRYON STREET, SUITE 200
CHARLOTTE, NORTH CAROLINA 28202
(704) 366-1000



TYPICAL SECTION NO. 1 - RECOMMENDED

-L- 0+00 TO 43+92
-L- 63+33 TO 111+69

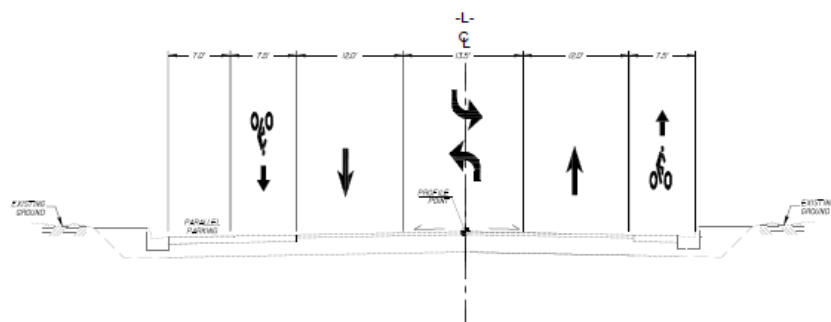


TYPICAL SECTION NO. 2 - MATCH SALISBURY LANE WIDTHS

-L- 0+00 TO 43+92
-L- 63+33 TO 111+69

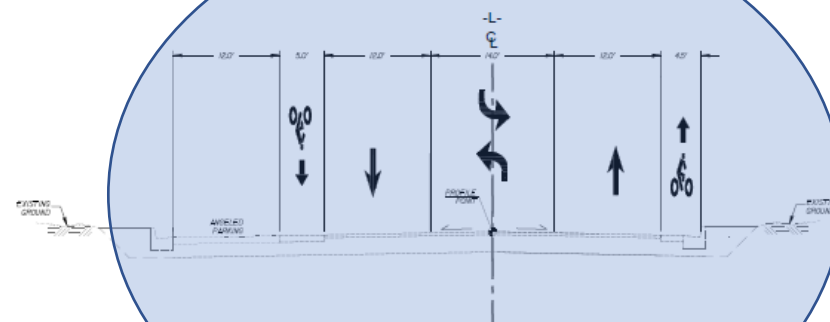


Preferred option has angled parking!



TYPICAL SECTION NO. 3 - RECOMMENDED - PARALLEL PARKING

-L- 43+92 TO 63+33



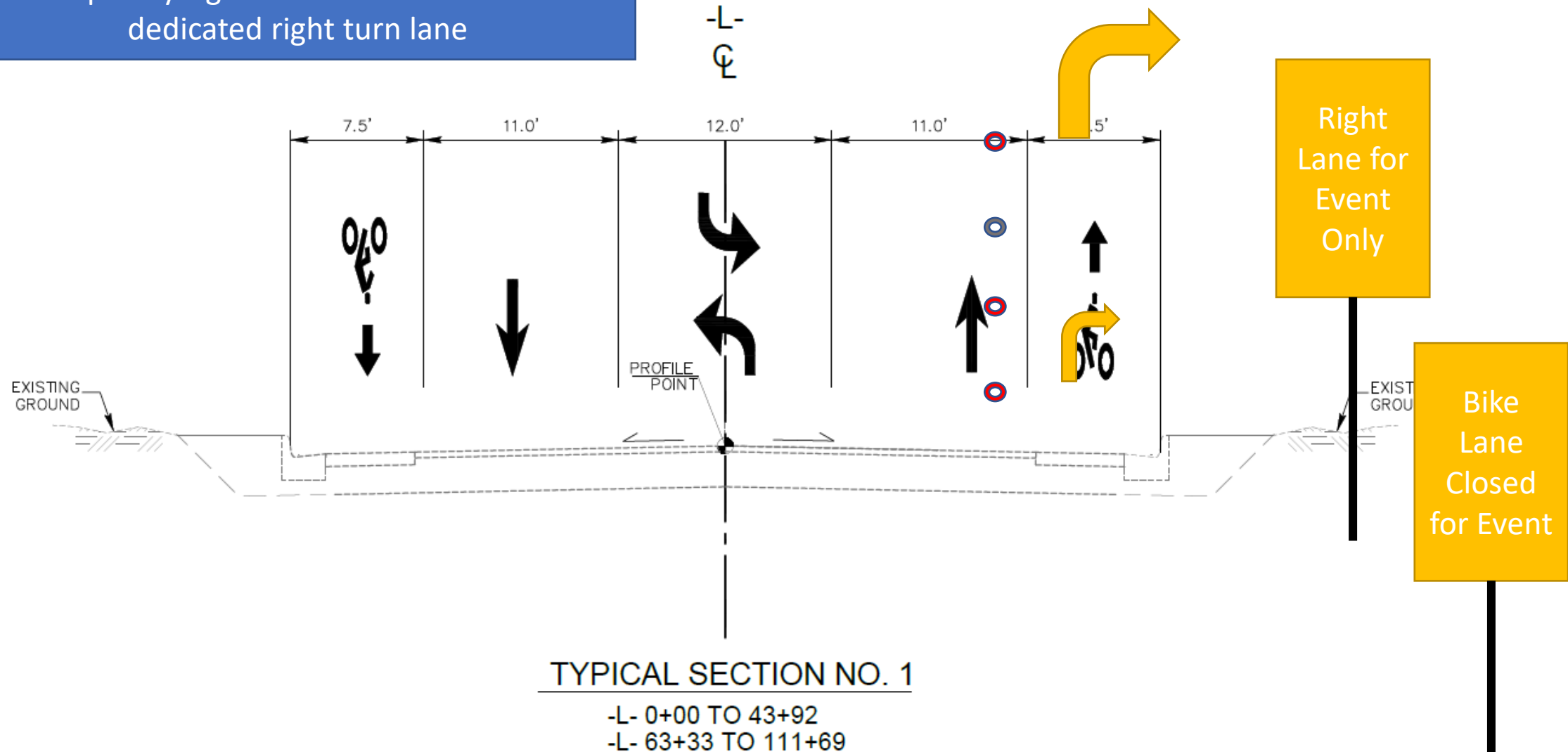
TYPICAL SECTION NO. 4 - ALTERNATIVE 2 - ANGLED PARKING

-L- 43+92 TO 63+33



Concerns over right turns into event parking
at major Transportation Museum events
causing traffic jams in northbound lane

Can be easily solved by using traffic cones and temporary signs to make bike lane into dedicated right turn lane



Comments on Salisbury's restriping:

Wendy Brindle, City of Salisbury Traffic Engineer

"Just after the initial re-striping of the section between Spencer and the railroad crossing on Main Street, we had some concern about the transition areas from 4 to 3-lanes. Other than that, I have not received any complaints. In fact, once the downtown section was completed we actually received compliments. There was some skepticism prior to the re-striping, but so far, no major issues have been brought forth, and the new traffic pattern appears to be working well."



Next Steps:

1. Discussion with Planning Board on 5/11/22 and Board of Aldermen on 5/12/2022
2. Adjust plan as needed based on input
3. Advertise for public hearing at 6/9/2022 Preagenda Meeting
4. Post on website with contact number and email for comments
5. Board of Aldermen asked to endorse plan at their 6/14/2022 meeting
6. Send proposed restriping plan to NCDOT for review and comment
7. Update and revise as needed per NCDOT response
8. Restriping project to begin late 2022 or early 2023
9. Planning for second phase (Long Ferry Rd to Wilcox Bridge) to begin in coming years
(shown on TIP as 2027 project)



RESOLUTION 22-010 FOR THE TOWN OF SPENCER

A RESOLUTION TO RECOMMEND to the North Carolina Department of Transportation (NCDOT), the Town's preferred restriping plan for Salisbury Avenue from 17th Street to Long Ferry Road; RESOLUTION 22-010

WHEREAS, periodically the NCDOT repaves and restripes various roads within the State's Road System; and

WHEREAS, starting in Late 2022 or Early 2023, NCDOT will begin the repaving of Salisbury Ave. in Spencer from 17th Street to Long Ferry Road; and

WHEREAS, NCDOT allows local municipalities to provide suggested changes to the current configuration of those roads during the repaving and restriping process; and

WHEREAS, after consideration of the current use patterns and traffic loads on this road and with direction from NCDOT's ***Complete Streets Planning and Design Guidelines***, and guidance from the Town's ***Bicycle/Pedestrian Masterplan***, considering various forms of public input; and

WHEREAS, recognizing the benefits to our town's citizen of providing bicycle lanes that will provide a venue for exercise and recreation and a facility for an alternate form of transportation; and

WHEREAS, the reconfiguration of traffic lanes and addition of bike lanes will provide a "traffic calming" effect, beneficial to the safety of our citizens;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Spencer, North Carolina, that;

Section 1.

The Town officially requests that during NCDOT's resurfacing and restriping project for Salisbury Ave. in Spencer from 17th St to Long Ferry Road that NCDOT reconfigure the road cross-section to provide one lane for vehicle traffic in each direction, provide a dedicated center turn lane, and provide bicycle lanes between the traffic lanes and the curbs of each side.

Section 2.

Preliminary cross-section maps are attached as Appendix A

Section 3.

This resolution shall become effective immediately upon adoption.

Adopted this 14th day of June 2022 in Spencer, North Carolina

Jonathan Williams, Mayor

Stacy Craven, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

Issue under Consideration:	Text Amendment Section 2.22 Murals
Current Status:	Current text would be too restrictive to allow adopted vintage sign restoration program
Points to Consider:	Revised text defers approval of mural locations to Board of Aldermen
Financial Impact:	none
Options:	Approve text amendment as presented or refer back to Planning Dept. for any requested edits
Recommendations:	Motion to adopt text amendment as presented
Department:	Planning



MEMO

Date: 4.29.22

By: Steve Blount

RE: Development Ordinance Section 2.22 Amendment

Narrative:

While reviewing the Town's recently adopted Mural Program being managed by Skye Allan, I noted that Section 2.22 of the Town's Development Ordinance might apply some restrictions to her program. She, Joe Morris, and I met today to review the potential problems and did in fact find two serious restrictions and some conflicting language.

Section 2.22 (1) indicates that murals can not be painted on a wall facing Main Street within the MS or RMST zoning districts and Section 2.22 (2) indicates that murals cannot be painted onto previously unpainted walls. Section 2.22 (5) offers some confusion as it allows murals in some MS and RMST areas with Board approval.

We are suggesting with the proposed text amendment to allow murals to be painted on ALL walls in the MS and RMST zoning districts and on unpainted walls but ONLY with the approval of the Board of Aldermen. With this correction to 2.22 (1), there is no need for the language in 2.22 (5) so we show that as being deleted.

Text Amendment Language (additions shown in yellow, deletions shown as ~~strikethroughs~~)

2.22 Murals and Works of Art in Outdoor Public View

Murals and Works of Art of any size displayed outdoors in public view shall be subject to the following standards and specifications:

1) No murals may be painted on a wall ~~facing Main Street~~ within the MS and/or R/MST District(s) **except as approved by Board of Aldermen or their appointed representative.**

2) No murals may be painted on any previously unpainted wall **except as approved by Board of Aldermen or their appointed representative.**

3) Murals must be maintained in good repair by the owner of the building on which they are painted;

4) Murals within the Downtown Historic District must be approved by the Historic Preservation Commission;

5) ~~Any mural in the MS and/or R/MST District that is not within the Downtown Historic District, must be approved by the Town Board of Aldermen, in consultation with the Town's Appearance Committee, or such other committee as may be designated by the Town Board of Aldermen from time to time.~~

6) Sculptures shall not be placed or erected within a public right-of-way, including public sidewalk, without first obtaining an encroachment permit from the Town on Town maintained right-of-way, and if located within the right-of-way of a public street, road and/or highway route maintained by the NCDOT, then without first obtaining encroachment permits from both the Town and the NCDOT. The encroachment permit shall specify the duration of the encroachment in the form of a specific date of expiration. In the absence of a specific expiration date, the encroachment shall be deemed unauthorized and in violation of this Ordinance.



ORDINANCE 22-014 FOR THE TOWN OF SPENCER

AN ORDINANCE TO Amend Section 2.22 of the Town's Development ordinance; ORDINANCE 22-014

WHEREAS, the Town has adopted a program that will restore existing building wall-mounted murals and add some new ones; and

WHEREAS, the current language in section 2.22 of the Development Ordinance makes it uncertain if several preferred locations for murals would be allowed; and

WHEREAS, a review of the current code language seemed confusing was contrary to the Board's desires to see the old murals restored and new murals installed; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Spencer, North Carolina, that;

Section 1.

Revise Section 2.22 of the Town's Development Ordinance with revisions shown in Section 2 of this Ordinance.

Section 2.

Text Amendment Language (additions shown in yellow, deletions shown as ~~strikethroughs~~)

2.22 Murals and Works of Art in Outdoor Public View

Murals and Works of Art of any size displayed outdoors in public view shall be subject to the following standards and specifications:

- 1) No murals may be painted on a wall facing ~~Main Street~~ within the MS and/or R/MST District(s) **except as approved by Board of Aldermen or their appointed representative.**
- 2) No murals may be painted on any previously unpainted wall **except as approved by Board of Aldermen or their appointed representative.**
- 3) Murals must be maintained in good repair by the owner of the building on which they are painted;
- 4) Murals within the Downtown Historic District must be approved by the Historic Preservation Commission;

~~5) Any mural in the MS and/or R/MST District that is not within the Downtown Historic District, must be approved by the Town Board of Aldermen, in consultation with the Town's Appearance Committee, or such other committee as may be designated by the Town Board of Aldermen from time to time.~~

6) Sculptures shall not be placed or erected within a public right-of-way, including public sidewalk, without first obtaining an encroachment permit from the Town on Town maintained right-of-way, and if located within the right-of-way of a public street, road and/or highway route maintained by the NCDOT, then without first obtaining encroachment permits from both the Town and the NCDOT. The encroachment permit shall specify the duration of the encroachment in the form of a specific date of expiration. In the absence of a specific expiration date, the encroachment shall be deemed unauthorized and in violation of this Ordinance.

Section 3.

This ordinance shall become effective immediately upon adoption.

Adopted this 14th day of June 2022 in Spencer, North Carolina

Jonathan Williams, Mayor

Stacy Craven, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
Pre-Agenda Meeting 6/9/2022

Issue under Consideration:	Board to receive a presentation from staff concerning the Historic Preservation Commission's proposal to repeal and replace the Spencer Historic District Standards.
Current Status:	HPC Sub-Committee on Updating Standards has recommended this draft to the Board of Aldermen for preliminary review. The sub-committee has been meeting regularly, typically twice per month, for the past several months, and has reached a consensus on the draft, deeming the proposed standards necessary and appropriate.
Points to Consider:	See Memo.
Financial Impact:	N/A
Options:	N/A
Recommendations:	The Aldermen are encouraged to please review the recommended standards prior to considering their adoption next month on July 12. Any comments or concerns can be directed to the Town Manager, and the sub-committee will convene, as needed, to consider feedback and revise the draft, as appropriate.
Department:	PLANNING & DEVELOPMENT SERVICES



Rowan's Original Gateway.

Date: June 1, 2022

To: Peter Franzese, Town Manager; Mayor & Board of Aldermen

From: Kyle Harris, Planner

Re: Proposed Update to Spencer's Historic District Standards

See attached Exhibits (listed on last page of this Memo)

I. Overview

The Spencer Historic Preservation Commission (HPC) has drafted a proposal (**Exhibit A**) to update the Town's Historic District Standards. The purpose of this update is four-fold:

1. First, the update will clarify the Town's expectations for the preservation, rehabilitation, and restoration of historic buildings in Spencer, including expectations for new residential or commercial construction and additions within the historic district.
2. Second, the update will minimize the Town's legal exposure to appeals by ensuring the HPC's decisions can withstand judicial scrutiny moving forward.
3. Third, the update will ensure that Spencer meets the qualifications for joining the Certified Local Government (CLG) Program, a program established by the 1966 National Historic Preservation Act and which offers special benefits to participating jurisdictions, including grant funding, technical support, and training.
4. Finally, the update will help support new investment in Spencer by ensuring that the Town's historic review process is clearer, more transparent, and easier to navigate for both Town staff, existing property owners, and developers.

The Town's current historic standards (**Exhibit B**), which were adopted in late 2019, are not sufficient for the HPC to make evidence-based decisions in the context of quasi-judicial hearings. The current standards were designed to be "customer-friendly" and comprise a list of just ten standards that could fit on a single page. Unfortunately, this past effort to streamline and simplify the historic review process, although it was well-intentioned, has had the opposite effect. Without clear, detailed, written standards, historic property owners cannot anticipate what the HPC's expectations may be, and the HPC itself cannot rely on the written standards to guide their decision-making process. As a result, this ambiguity causes HPC meetings to take far longer than necessary (typically between 3-5 hours), and the entire process requires more staff time than it needs to. Of course, the greatest risk is that the current standards could be considered so vague that, if a disgruntled historic property owner were to appeal an HPC decision, a court could find the HPC's decision arbitrary, and the standards themselves unenforceable.

The proposed new standards are designed to eliminate any ambiguity about the Town's expectations for the treatment of properties in the historic district. The new standards establish detailed guidance for the full range of project types in the historic district requiring Town review, including, but not limited to, driveways, fences, garages and accessory structures, signage, materials (wood, masonry, and architectural metals), exterior walls and trim, windows and doors, porches, roofs, solar panels and mechanical equipment, new construction, additions, etc. The proposed new standards would bring Spencer into conformity with most historic communities in North Carolina, which have standards expressly designed to conform to the requirements of state law and minimize legal exposure.

II. Regulatory Background

§ NCGS 160D-303 & § 160D-942 authorizes local governments to establish historic preservation commissions which are empowered, among other powers, to “recommend to the governing board areas to be designated by ordinance as ‘historic districts’” and, once a district has been designated, to “review and act upon proposals for alterations, demolitions, or new construction within historic districts”, pursuant to § NCGS Article 9, Part 4. In short, once a municipality has lawfully established a historic district, any owner of a property within the district must receive an approved permit from the local government prior to commencing any physical change to the property. This type of permit is called a “Certificate of Appropriateness”, or “COA”.

§ NCGS 160D-947 expressly empowers HPC's to “*prevent* the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district that would be *incongruous* with the special character of the landmark or district” (emphasis added). This means the HPC is empowered to deny a permit for any project that would damage or diminish the character of the historic district.

Spencer's Historic Preservation Commission (HPC) was established in 1994 and was vested with all of the powers authorized to such commissions by state statute, including reviewing COAs. (See Spencer Town Code, Sec. 32.35-32.52). The Spencer Local Historic District was established soon thereafter, pursuant to § 160D-944, creating “the largest contiguous historic district in North Carolina” (Spencer Historic District Standards, p. 5). (A map of the district is attached as **Exhibit C**). The Spencer HPC meets on the third Monday of each month at 7:00 P.M. at Town Hall. Reviewing COAs comprises the vast majority of new businesses coming before the commission each month; typically, the HPC reviews 3-5 applications each month.

By law, HPCs cannot make any decision arbitrarily. Any decision on a COA application – whether that decision is to approve, approve with conditions, or deny the permit – must be supported by adopted standards, and the justification for such decision must be recorded as part of the case record. State law is clear: “prior to any action to enforce a landmark or historic district regulation, the commission shall...prepare and adopt principles and standards...to guide the commission in determining congruity with the special character of the landmark or district for new construction, alterations, additions, moving, and demolition” (§ NCGS 160D-947).

As I outlined in the first section of this Memorandum, the Town's current historic standards are not sufficient for the HPC to make standards-based decisions meeting the requirements of §160D-947. Prior case law clearly conveys the importance of minimizing the ambiguity of historic standards. In a 2017 article (**Exhibit D**), Adam Lovelady (UNC School of Government) commented that "North Carolina courts have ruled that when a preservation commission decision departs from the framework of historic standards and guidelines, that decision is arbitrary and will not stand." He quotes from a court decision finding that preservation commissions have limited discretion, and are not granted "untrammelled authority to compel individual property owners in the historic district to comply with whatever arbitrary or subjective views the members of the commission might have as to how property in the district should be maintained or developed" (*A-S-P Associates v. City of Raleigh*, 298 N.C. 207, 221, 258 S.E.2d 444, 453 (1979)). He concludes the article by warning "if a decision veers from those [adopted] standards and evidentiary record, it may be overturned as arbitrary and capricious" (Adam Lovelady, 2017).

III. Comparing the Current & Proposed Standards

Compared to the current standards, which comprise ten (10) standards fitting on a single page, the proposed new standards comprise just over three-hundred (300) standards which are organized into various chapters and sub-sections. Although this may appear to be a dramatic expansion of the Town's regulations, I encourage you to consider the following points:

- The new standards are no stricter than those adopted in other jurisdictions with historic districts (e.g. Salisbury, Charlotte, Raleigh, Durham, etc.). The new standards are generally based on the standards adopted in Raleigh and Salisbury.
- The new standards are generally no longer than those found in other jurisdictions.
 - Salisbury's Local Historic District Standards: 241 standards
 - Raleigh Historic District Design Guidelines: 298 standards
 - Charlotte's Historic District Design Standards: 370 standards
- In most cases, applicants seeking a COA permit will only need to reference a small number of standards for any given project. For example, if a property owner desires to build a new garden shed, they would skip to Section 1.5 (Garages & Accessory Buildings) and would need to review only the twelve (12) standards applicable to that project type.
- The new standards are not necessarily stricter than the previous standards. The new standards simply establish a written standard to replace what in the past may have been an unwritten, implied standard or a consensus interpretation of an ambiguous standard.
- The new standards provide essential clarity and detail regarding the HPC's expectations for the treatment of historic properties. Any prior ambiguity is virtually eliminated.
- The new standards are designed to be user-friendly. The standards are clearly organized into chapters and sub-sections for easy of navigation. Additionally, the new standards are designed to minimize the need to cross-reference between separate sections.

- The new standards clarify where additional Town permits may be needed (e.g. driveways permits, fence permits, zoning permits, etc.) and provide appropriate guidance.
- The new standards will dramatically improve property owners' ability to plan projects prior to permit submittal.
- The new standards will support Town staff in providing clear, detailed guidance to property owners seeking advice and guidance on navigating the historic review process.

In short, the proposed standards will dramatically clarify the Town's expectations for the treatment of historic properties, and will simplify the project planning and permit review process for changes in the historic district for both property owners and Town staff.

IV. Next Steps & Adoption Timeline

At your pre-agenda meeting on Thursday, June 9, the Board of Aldermen will receive a presentation from staff concerning the proposal. Staff will be available to answer any questions and/or note any comments or concerns that you may have at that time. The Board will *not* take any formal action in June. Instead, you will have the opportunity to review the proposed draft standards throughout June, and direct any questions/comments to staff via the Town Manager. If there are any major concerns, the HPC sub-committee working on the update can be re-convened to deliberate and make revisions, as needed.

After an appropriate period of review, the Board will be asked to take action at your regular meeting on Tuesday, July 12. At that time, the Board will consider formally adopting the new Historic District Standards. If adopted, the standards could become effective as early as August 1, 2022. Staff would initiate a multimedia public outreach campaign in July to educate property owners within the historic district about the updates.

The new standards can be adopted by the governing board in the form of a simple resolution. The adoption of an ordinance, zoning ordinance, text amendment, or any other action is not necessary for the new standards to become effective.

V. Closing Comments

From a procedural and administrative standpoint, the new standards are essential to ensuring the Town is in compliance with applicable state law regarding the enforceability of historic district regulations. But from a broader perspective, the value of historic preservation as an economic development tool is clear. Well-maintained historic neighborhoods in smaller towns and cities are an extremely desirable destination for families who are relocating from larger cities. Stronger standards for the treatment of historic properties – and enforcement of those standards – can play a vital role in improving the quality of life across Spencer. Well-maintained historic districts can improve pride of ownership and pride of place, stimulating additional re-investment in properties in a virtuous cycle.

Finally, a stronger and more effective historic preservation program is just one “piece of the puzzle” in Spencer's transformation into a model small town. An enhanced historic preservation

program would be closely interconnected with the various other projects the Town is currently undertaking, including the new comprehensive plan, the Town Hall Park project and other downtown improvements, the new Yadkin River Trailhead and greenway system, potential changes and improvements to Salisbury Avenue, and beyond. To succeed, Spencer must leverage its limited resources effectively. Spencer's historic resources are some of our most important resources, and this project helps us move toward leveraging their full value.

Impact of Update:

Adoption of the new Historic District Standards would repeal and replace the standards regulating permitting within the historic district. All owners of historic properties within the historic district would be subject to the new regulations when seeking permits for exterior work. The new standards would become the legal basis for decision-making by HPC members in the context of quasi-judicial hearings. All proposed exterior work to historic buildings would be checked against the new standards, and permits would be approved or denied based on their consistency with the standards.

Additional Notes:

- Please note that the “HPC Sub-Committee Recommended Version” that is being made available to you is still a draft. The final version will include various added parts, including a Table of Contents, narrative introduction, summary of procedures, glossary (definitions of terms), project planning help and tips, and additional helpful guidance, including links to external resources. The final version will also include, eventually, color photographs and other figures and diagrams, as appropriate.

List of Exhibits:

- Exhibit A: Proposed Historic District Standards
(HPC Sub-Committee Recommended Version, Draft as of 5/27/2022)
(Link to full version on Microsoft OneDrive: https://thetownofspencer-my.sharepoint.com/:b:/g/personal/kharris_spencernc_gov/EchoZ6NP0IJMjg696yyPBiIByyMz4_mKVyvCbA1ASli_gg?e=jFygXJ)
- Exhibit B: Current Adopted Historic District Standards (to be repealed and replaced)
(Link to full version online: <https://spencernc.gov/wp-content/uploads/2021/05/Historic-Design-Standards-Adopted-2021-Copy.pdf>)
- Exhibit C: Historic District Map
- Exhibit D: Adam Lovelady, 2017 Article, Coates' Canons NC Local Government Law, (“What is the “special character” of the historic district?”)

Respectfully submitted,

Kyle Harris, Planner -- Town of Spencer, NC

HPC SUB-COMMITTEE RECOMMENDED VERSION

AS OF 5/27/2022



Spencer Historic District Standards

Proposed Update, May 2022

Link to full version on Microsoft OneDrive here:

https://thetownofspencer-my.sharepoint.com/:b/g/personal/kharris_spencernc_gov/EchoZ6NP0IJMig696yyPBilByMz4_mkV/yvCbA1ASli_gg?e=jFygXJ

To request a paper copy of the full 53-page proposal, please email Kyle Harris at kharris@spencernc.gov, and a paper version will be printed for you for pick-up at the front desk of Town Hall.



Spencer Historic District Standards

& Rules of Procedure for the Spencer
Historic Preservation Commission (HPC)

Rev. Adopted 2021

III. Standards for Repair and Restoration

This section is included to assist the residents, owners and developers in applying the standards for maintenance, repair and new construction within the historic district. Following these standards will preserve the building, structure or site's important "character-defining" architectural materials and features and enhance its marketability.

Corner Buildings: Because corner buildings set the tone for an entire block, it is especially important that the sides that face the streets be part of any restoration project. The side facades that face the street usually replicate the architecture of the front façade.

Rear Elevations: All surfaces and rear areas should be clean, organized and in good repair as they contribute to the overall presentation.

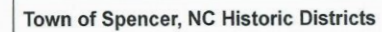
A. General Standards for Restoration

The Spencer Historic Preservation Standards are based on the Secretary of Interior general standards for preservation standards and guidelines.

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended use.
2. The distinguishing original qualities of a building, structure or site and its environment shall not be destroyed. The removal and alteration of any historical material or distinctive architectural features should be avoided when possible.

3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right; this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be done using the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken.
8. Every effort shall be made to protect and preserve architectural and archeological resources affected by or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural materials and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Whenever possible, new additions or alterations to structures shall be done in such a manner that if additions or alterations were to be removed in the future, the basic form and integrity of the structure would be unimpaired.

Exhibit C: Historic District Map



<https://canons.sog.unc.edu/2017/03/special-character-historic-district/>



Coates' Canons NC Local Government Law

What is the "special character" of the historic district?

Published: 03/23/17

Author Name: Adam Lovelady

After a city or county establishes a historic district or historic landmark, the local historic preservation commission is authorized to prevent certain changes that "would be incongruous with the special character of the landmark or district." But, what is the special character? And what is incongruous with it? This blog reviews applicable laws and cases to outline the procedural requirements for establishing the special character (through formal report, ordinance description, and design guidelines) and subsequently determining whether a particular change is incongruous (through a quasi-judicial evidentiary hearing).

As defined in the statute, "[h]istoric districts established pursuant to this [law] shall consist of areas which are deemed to be of special significance in terms of their history, prehistory, architecture, and/or culture, and to possess integrity of design, setting, materials, feeling, and association." G.S. § 160A-400.3. Cities and counties can establish historic districts and historic landmarks for defined areas and properties. Once a local government has designated a property as a historic district or landmark, the property owner must seek a certificate of appropriateness (COA) from the local historic preservation commission in order to make certain changes to the property. A COA is required for any construction, alteration, moving, or demolition of any exterior feature of a designated property.

The preservation commission's authority for COAs is limited: The commission shall take no action under the preservation authority except to prevent development that "would be incongruous with the special character of the landmark or district." G.S. § 160A-400.9.

Special Character

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<https://canons.sog.unc.edu/2017/03/special-character-historic-district/>

The character of the district or landmark is not left to speculation or guessing. It is not conjured up at the time of COA review. State law requires the local government to distill and clarify the character and context of the historic district or landmark at the time of designation and to establish "principles and guidelines" for COAs.

Before the local governing board may establish a historic district the local government must draft and submit to the State Historic Preservation Officer (SHPO) "[a]n investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in any such proposed district, and a description of the boundaries of such district." G.S. § 160A-400.4. For historic landmarks, the local government must draft and submit to the SHPO a similar document. Additionally, the ordinance designating the landmark "shall describe each property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or prehistorical value, including the land area of the property so designated." G.S. § 160A-400.5.

Separately the preservation commission must "prepare and adopt principles and guidelines . . . for new construction, alterations, additions, moving and demolition." G.S. § 160A-400.9. These principles and guidelines commonly are adopted as design guidelines for the district.

With these procedural requirements, local governments must investigate and report on the elements justifying the designation of a historic district and/or landmark and establish design principles and guidelines to guide the commission in determining if a change is incongruous with the district.

Incongruity Standard

The incongruity standard is a subjective standard requiring judgment. In other words, it is a quasi-judicial standard. The commission must hold an evidentiary hearing to take in evidence and evaluate that evidence against the standards for incongruity.

The North Carolina Supreme Court explains the incongruity standard to be "a contextual standard."

<https://canons.sog.unc.edu/2017/03/special-character-historic-district/>

A contextual standard is one which derives its meaning from the objectively determinable, interrelated conditions and characteristics of the subject to which the standard is to be applied. In this instance the standard of "incongruity" must derive its meaning, if any, from the total physical environment of the Historic District. That is to say, the conditions and characteristics of the Historic District's physical environment must be sufficiently distinctive and identifiable to provide reasonable guidance to the Historic District Commission in applying the "incongruity" standard.

A-S-P Associates v. City of Raleigh, 298 N.C. 207, 222, 258 S.E.2d 444, 454 (1979)(citation omitted).

Evidence

As with any quasi-judicial decision, a decision on a certificate of appropriateness must be based upon competent, relevant, substantial evidence in the record. The record is composed of the application, any staff analysis or reports, testimony and documents presented at the evidentiary hearing, and other related documents. Additionally, the preservation statutes specifically highlight the role and usefulness of site visits and expert opinion in the decision-making process. "As part of its review procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances." G.S. § 160A-400.9(d).

Limited Discretion

The incongruity standard does not grant the preservation commission "untrammeled authority to compel individual property owners in the Historic District to comply with whatever arbitrary or subjective views the members of the Commission might have as to how property in the district should be maintained or developed." A-S-P Associates v. City of Raleigh, 298 N.C. 207, 221, 258 S.E.2d 444, 453 (1979). A decision to grant or deny a COA must be framed within the character of the district and based on evidence in the record.

North Carolina courts have ruled that when a preservation commission decision departs from the framework of historic standards and guidelines, that decision is arbitrary and will not stand. In Sanchez v. Town of Beaufort, for example, the court disapprovingly noted that the "height requirement was not reached on the basis of any particular determining principle. Rather, each [commission] member reached what he or she considered an appropriate height based on their own personal preferences." 211 N.C. App. 574, 581, 710 S.E.2d 350, 355 (2011).

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<https://canons.sog.unc.edu/2017/03/special-character-historic-district/>

The Court of Appeals quoted commissioners discussing the height requirement in loose terms, unmoored from the applicable standards. One commissioner argued that the project could be redesigned to reduce five feet in height. When the chair asked for the basis for the five feet, the commissioner offered:

Well five feet (5') would be if you had a . . . This is his determination, with a ten foot (10') ceiling downstairs, and a nine foot (9') ceiling upstairs, if you had eight foot (8') ceilings, that's three feet (3'). . . . And then, if the duct work was to be relocated, that's two more feet. So that would be five feet (5') without a lot of material changes. *Now it could be a different number, but I'm just throwing that out.*

211 N.C. App. 574, 581, 710 S.E.2d 350, 355 (2011)(emphasis added by court).

Another commissioner made his own calculations for how the project could be redesigned. A third commissioner stated simply that "twenty five feet (25') is a reasonable height." When the commission voted on the height limit one commissioner "explicitly admitted that none of the [commission] guidelines were used to determine that height."

The court was clear: "Since the twenty-four foot height requirement was established by each member of the [commission] without the use of any determining principle from the [design] guidelines, it was clearly arbitrary." Sanchez v. Town of Beaufort, 211 N.C. App. 574, 582, 710 S.E.2d 350, 355 (2011).

Conclusion

To be sure, determinations about certificates of appropriateness are not simple, objective determinations—they require judgment from the decision-makers. That is why COA decisions require quasi-judicial procedures.

That said, the establishment of the historic district and the evidence in the record guide the decision. At the time of establishing a historic district, the local government must submit a report to the SHPO. For historic landmarks, the ordinance must describe, among other things, the integral elements of the landmark. Before it acts on a COA application, the preservation commission must adopt principles and guidelines—design guidelines. Additionally, when a property owner seeks a COA, the preservation commission must base its decision on the standards establishing the special character and on evidence

<https://canons.sog.unc.edu/2017/03/special-character-historic-district/>

in the record—the application, the testimony, and other information obtained through the evidentiary hearing. If a decision veers from those standards and evidentiary record, it may be overturned as arbitrary and capricious.

Note: This blog previously appeared on the blog [Community and Economic Development in North Carolina and Beyond](#)

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HPC SUB-COMMITTEE RECOMMENDED VERSION

AS OF 5/27/2022



Spencer Historic District Standards

Proposed Update, May 2022

Link to full version on Microsoft OneDrive here:

https://thetownofspencer-my.sharepoint.com/:b/g/personal/kharris_spencernc_gov/EchoZ6NP0IJMig696yyPBilByMz4_mkV/yvCbA1ASli_gg?e=jFygXJ

To request a paper copy of the full 53-page proposal, please email Kyle Harris at kharris@spencernc.gov, and a paper version will be printed for you for pick-up at the front desk of Town Hall.



Spencer Historic District Standards

& Rules of Procedure for the Spencer
Historic Preservation Commission (HPC)

Rev. Adopted 2021

III. Standards for Repair and Restoration

This section is included to assist the residents, owners and developers in applying the standards for maintenance, repair and new construction within the historic district. Following these standards will preserve the building, structure or site's important "character-defining" architectural materials and features and enhance its marketability.

Corner Buildings: Because corner buildings set the tone for an entire block, it is especially important that the sides that face the streets be part of any restoration project. The side facades that face the street usually replicate the architecture of the front façade.

Rear Elevations: All surfaces and rear areas should be clean, organized and in good repair as they contribute to the overall presentation.

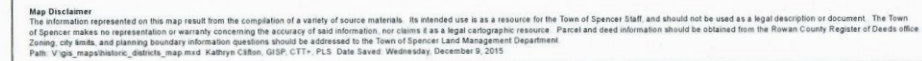
A. General Standards for Restoration

The Spencer Historic Preservation Standards are based on the Secretary of Interior general standards for preservation standards and guidelines.

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended use.
2. The distinguishing original qualities of a building, structure or site and its environment shall not be destroyed. The removal and alteration of any historical material or distinctive architectural features should be avoided when possible.

3. All buildings, structures and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. These changes may have acquired significance in their own right; this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be done using the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken.
8. Every effort shall be made to protect and preserve architectural and archeological resources affected by or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural materials and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Whenever possible, new additions or alterations to structures shall be done in such a manner that if additions or alterations were to be removed in the future, the basic form and integrity of the structure would be unimpaired.

Exhibit C: Historic District Map



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Coates' Canons NC Local Government Law

What is the "special character" of the historic district?

Published: 03/23/17

Author Name: Adam Lovelady

After a city or county establishes a historic district or historic landmark, the local historic preservation commission is authorized to prevent certain changes that "would be incongruous with the special character of the landmark or district." But, what is the special character? And what is incongruous with it? This blog reviews applicable laws and cases to outline the procedural requirements for establishing the special character (through formal report, ordinance description, and design guidelines) and subsequently determining whether a particular change is incongruous (through a quasi-judicial evidentiary hearing).

As defined in the statute, "[h]istoric districts established pursuant to this [law] shall consist of areas which are deemed to be of special significance in terms of their history, prehistory, architecture, and/or culture, and to possess integrity of design, setting, materials, feeling, and association." G.S. § 160A-400.3. Cities and counties can establish historic districts and historic landmarks for defined areas and properties. Once a local government has designated a property as a historic district or landmark, the property owner must seek a certificate of appropriateness (COA) from the local historic preservation commission in order to make certain changes to the property. A COA is required for any construction, alteration, moving, or demolition of any exterior feature of a designated property.

The preservation commission's authority for COAs is limited: The commission shall take no action under the preservation authority except to prevent development that "would be incongruous with the special character of the landmark or district." G.S. § 160A-400.9.

Special Character

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The character of the district or landmark is not left to speculation or guessing. It is not conjured up at the time of COA review. State law requires the local government to distill and clarify the character and context of the historic district or landmark at the time of designation and to establish "principles and guidelines" for COAs.

Before the local governing board may establish a historic district the local government must draft and submit to the State Historic Preservation Officer (SHPO) "[a]n investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in any such proposed district, and a description of the boundaries of such district." G.S. § 160A-400.4. For historic landmarks, the local government must draft and submit to the SHPO a similar document. Additionally, the ordinance designating the landmark "shall describe each property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or prehistorical value, including the land area of the property so designated." G.S. § 160A-400.5.

Separately the preservation commission must "prepare and adopt principles and guidelines . . . for new construction, alterations, additions, moving and demolition." G.S. § 160A-400.9. These principles and guidelines commonly are adopted as design guidelines for the district.

With these procedural requirements, local governments must investigate and report on the elements justifying the designation of a historic district and/or landmark and establish design principles and guidelines to guide the commission in determining if a change is incongruous with the district.

Incongruity Standard

The incongruity standard is a subjective standard requiring judgment. In other words, it is a quasi-judicial standard. The commission must hold an evidentiary hearing to take in evidence and evaluate that evidence against the standards for incongruity.

The North Carolina Supreme Court explains the incongruity standard to be "a contextual standard."

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A contextual standard is one which derives its meaning from the objectively determinable, interrelated conditions and characteristics of the subject to which the standard is to be applied. In this instance the standard of "incongruity" must derive its meaning, if any, from the total physical environment of the Historic District. That is to say, the conditions and characteristics of the Historic District's physical environment must be sufficiently distinctive and identifiable to provide reasonable guidance to the Historic District Commission in applying the "incongruity" standard.

A-S-P Associates v. City of Raleigh, 298 N.C. 207, 222, 258 S.E.2d 444, 454 (1979)(citation omitted).

Evidence

As with any quasi-judicial decision, a decision on a certificate of appropriateness must be based upon competent, relevant, substantial evidence in the record. The record is composed of the application, any staff analysis or reports, testimony and documents presented at the evidentiary hearing, and other related documents. Additionally, the preservation statutes specifically highlight the role and usefulness of site visits and expert opinion in the decision-making process. "As part of its review procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances." G.S. § 160A-400.9(d).

Limited Discretion

The incongruity standard does not grant the preservation commission "untrammeled authority to compel individual property owners in the Historic District to comply with whatever arbitrary or subjective views the members of the Commission might have as to how property in the district should be maintained or developed." A-S-P Associates v. City of Raleigh, 298 N.C. 207, 221, 258 S.E.2d 444, 453 (1979). A decision to grant or deny a COA must be framed within the character of the district and based on evidence in the record.

North Carolina courts have ruled that when a preservation commission decision departs from the framework of historic standards and guidelines, that decision is arbitrary and will not stand. In Sanchez v. Town of Beaufort, for example, the court disapprovingly noted that the "height requirement was not reached on the basis of any particular determining principle. Rather, each [commission] member reached what he or she considered an appropriate height based on their own personal preferences." 211 N.C. App. 574, 581, 710 S.E.2d 350, 355 (2011).

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The Court of Appeals quoted commissioners discussing the height requirement in loose terms, unmoored from the applicable standards. One commissioner argued that the project could be redesigned to reduce five feet in height. When the chair asked for the basis for the five feet, the commissioner offered:

Well five feet (5') would be if you had a . . . This is his determination, with a ten foot (10') ceiling downstairs, and a nine foot (9') ceiling upstairs, if you had eight foot (8') ceilings, that's three feet (3'). . . . And then, if the duct work was to be relocated, that's two more feet. So that would be five feet (5') without a lot of material changes. *Now it could be a different number, but I'm just throwing that out.*

211 N.C. App. 574, 581, 710 S.E.2d 350, 355 (2011)(emphasis added by court).

Another commissioner made his own calculations for how the project could be redesigned. A third commissioner stated simply that "twenty five feet (25') is a reasonable height." When the commission voted on the height limit one commissioner "explicitly admitted that none of the [commission] guidelines were used to determine that height."

The court was clear: "Since the twenty-four foot height requirement was established by each member of the [commission] without the use of any determining principle from the [design] guidelines, it was clearly arbitrary." Sanchez v. Town of Beaufort, 211 N.C. App. 574, 582, 710 S.E.2d 350, 355 (2011).

Conclusion

To be sure, determinations about certificates of appropriateness are not simple, objective determinations—they require judgment from the decision-makers. That is why COA decisions require quasi-judicial procedures.

That said, the establishment of the historic district and the evidence in the record guide the decision. At the time of establishing a historic district, the local government must submit a report to the SHPO. For historic landmarks, the ordinance must describe, among other things, the integral elements of the landmark. Before it acts on a COA application, the preservation commission must adopt principles and guidelines—design guidelines. Additionally, when a property owner seeks a COA, the preservation commission must base its decision on the standards establishing the special character and on evidence

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in the record—the application, the testimony, and other information obtained through the evidentiary hearing. If a decision veers from those standards and evidentiary record, it may be overturned as arbitrary and capricious.

Note: This blog previously appeared on the blog [Community and Economic Development in North Carolina and Beyond](#)

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Rowan's Original Gateway.

Date: June 1, 2022

To: Peter Franzese, Town Manager; Mayor & Board of Aldermen

From: Kyle Harris, Planner

Re: **Proposed Update to Spencer's Historic District Standards**

See attached Exhibits (listed on last page of this Memo)

I. Overview

The Spencer Historic Preservation Commission (HPC) has drafted a proposal (**Exhibit A**) to update the Town's Historic District Standards. The purpose of this update is four-fold:

1. First, the update will clarify the Town's expectations for the preservation, rehabilitation, and restoration of historic buildings in Spencer, including expectations for new residential or commercial construction and additions within the historic district.
2. Second, the update will minimize the Town's legal exposure to appeals by ensuring the HPC's decisions can withstand judicial scrutiny moving forward.
3. Third, the update will ensure that Spencer meets the qualifications for joining the Certified Local Government (CLG) Program, a program established by the 1966 National Historic Preservation Act and which offers special benefits to participating jurisdictions, including grant funding, technical support, and training.
4. Finally, the update will help support new investment in Spencer by ensuring that the Town's historic review process is clearer, more transparent, and easier to navigate for both Town staff, existing property owners, and developers.

The Town's current historic standards (**Exhibit B**), which were adopted in late 2019, are not sufficient for the HPC to make evidence-based decisions in the context of quasi-judicial hearings. The current standards were designed to be "customer-friendly" and comprise a list of just ten standards that could fit on a single page. Unfortunately, this past effort to streamline and simplify the historic review process, although it was well-intentioned, has had the opposite effect. Without clear, detailed, written standards, historic property owners cannot anticipate what the HPC's expectations may be, and the HPC itself cannot rely on the written standards to guide their decision-making process. As a result, this ambiguity causes HPC meetings to take far longer than necessary (typically between 3-5 hours), and the entire process requires more staff time than it needs to. Of course, the greatest risk is that the current standards could be considered so vague that, if a disgruntled historic property owner were to appeal an HPC decision, a court could find the HPC's decision arbitrary, and the standards themselves unenforceable.

The proposed new standards are designed to eliminate any ambiguity about the Town's expectations for the treatment of properties in the historic district. The new standards establish detailed guidance for the full range of project types in the historic district requiring Town review, including, but not limited to, driveways, fences, garages and accessory structures, signage, materials (wood, masonry, and architectural metals), exterior walls and trim, windows and doors, porches, roofs, solar panels and mechanical equipment, new construction, additions, etc. The proposed new standards would bring Spencer into conformity with most historic communities in North Carolina, which have standards expressly designed to conform to the requirements of state law and minimize legal exposure.

II. Regulatory Background

§ NCGS 160D-303 & § 160D-942 authorizes local governments to establish historic preservation commissions which are empowered, among other powers, to “recommend to the governing board areas to be designated by ordinance as ‘historic districts’” and, once a district has been designated, to “review and act upon proposals for alterations, demolitions, or new construction within historic districts”, pursuant to § NCGS Article 9, Part 4. In short, once a municipality has lawfully established a historic district, any owner of a property within the district must receive an approved permit from the local government prior to commencing any physical change to the property. This type of permit is called a “Certificate of Appropriateness”, or “COA”.

§ NCGS 160D-947 expressly empowers HPC's to “*prevent* the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district that would be *incongruous* with the special character of the landmark or district” (emphasis added). This means the HPC is empowered to deny a permit for any project that would damage or diminish the character of the historic district.

Spencer's Historic Preservation Commission (HPC) was established in 1994 and was vested with all of the powers authorized to such commissions by state statute, including reviewing COAs. (See Spencer Town Code, Sec. 32.35-32.52). The Spencer Local Historic District was established soon thereafter, pursuant to § 160D-944, creating “the largest contiguous historic district in North Carolina” (Spencer Historic District Standards, p. 5). (A map of the district is attached as **Exhibit C**). The Spencer HPC meets on the third Monday of each month at 7:00 P.M. at Town Hall. Reviewing COAs comprises the vast majority of new businesses coming before the commission each month; typically, the HPC reviews 3-5 applications each month.

By law, HPCs cannot make any decision arbitrarily. Any decision on a COA application – whether that decision is to approve, approve with conditions, or deny the permit – must be supported by adopted standards, and the justification for such decision must be recorded as part of the case record. State law is clear: “prior to any action to enforce a landmark or historic district regulation, the commission shall...prepare and adopt principles and standards...to guide the commission in determining congruity with the special character of the landmark or district for new construction, alterations, additions, moving, and demolition” (§ NCGS 160D-947).

As I outlined in the first section of this Memorandum, the Town's current historic standards are not sufficient for the HPC to make standards-based decisions meeting the requirements of §160D-947. Prior case law clearly conveys the importance of minimizing the ambiguity of historic standards. In a 2017 article (**Exhibit D**), Adam Lovelady (UNC School of Government) commented that "North Carolina courts have ruled that when a preservation commission decision departs from the framework of historic standards and guidelines, that decision is arbitrary and will not stand." He quotes from a court decision finding that preservation commissions have limited discretion, and are not granted "untrammeled authority to compel individual property owners in the historic district to comply with whatever arbitrary or subjective views the members of the commission might have as to how property in the district should be maintained or developed" (*A-S-P Associates v. City of Raleigh*, 298 N.C. 207, 221, 258 S.E.2d 444, 453 (1979)). He concludes the article by warning "if a decision veers from those [adopted] standards and evidentiary record, it may be overturned as arbitrary and capricious" (Adam Lovelady, 2017).

III. Comparing the Current & Proposed Standards

Compared to the current standards, which comprise ten (10) standards fitting on a single page, the proposed new standards comprise just over three-hundred (300) standards which are organized into various chapters and sub-sections. Although this may appear to be a dramatic expansion of the Town's regulations, I encourage you to consider the following points:

- The new standards are no stricter than those adopted in other jurisdictions with historic districts (e.g. Salisbury, Charlotte, Raleigh, Durham, etc.). The new standards are generally based on the standards adopted in Raleigh and Salisbury.
- The new standards are generally no longer than those found in other jurisdictions.
 - Salisbury's Local Historic District Standards: 241 standards
 - Raleigh Historic District Design Guidelines: 298 standards
 - Charlotte's Historic District Design Standards: 370 standards
- In most cases, applicants seeking a COA permit will only need to reference a small number of standards for any given project. For example, if a property owner desires to build a new garden shed, they would skip to Section 1.5 (Garages & Accessory Buildings) and would need to review only the twelve (12) standards applicable to that project type.
- The new standards are not necessarily stricter than the previous standards. The new standards simply establish a written standard to replace what in the past may have been an unwritten, implied standard or a consensus interpretation of an ambiguous standard.
- The new standards provide essential clarity and detail regarding the HPC's expectations for the treatment of historic properties. Any prior ambiguity is virtually eliminated.
- The new standards are designed to be user-friendly. The standards are clearly organized into chapters and sub-sections for easy of navigation. Additionally, the new standards are designed to minimize the need to cross-reference between separate sections.

- The new standards clarify where additional Town permits may be needed (e.g. driveways permits, fence permits, zoning permits, etc.) and provide appropriate guidance.
- The new standards will dramatically improve property owners' ability to plan projects prior to permit submittal.
- The new standards will support Town staff in providing clear, detailed guidance to property owners seeking advice and guidance on navigating the historic review process.

In short, the proposed standards will dramatically clarify the Town's expectations for the treatment of historic properties, and will simplify the project planning and permit review process for changes in the historic district for both property owners and Town staff.

IV. Next Steps & Adoption Timeline

At your pre-agenda meeting on Thursday, June 9, the Board of Aldermen will receive a presentation from staff concerning the proposal. Staff will be available to answer any questions and/or note any comments or concerns that you may have at that time. The Board will *not* take any formal action in June. Instead, you will have the opportunity to review the proposed draft standards throughout June, and direct any questions/comments to staff via the Town Manager. If there are any major concerns, the HPC sub-committee working on the update can be re-convened to deliberate and make revisions, as needed.

After an appropriate period of review, the Board will be asked to take action at your regular meeting on Tuesday, July 12. At that time, the Board will consider formally adopting the new Historic District Standards. If adopted, the standards could become effective as early as August 1, 2022. Staff would initiate a multimedia public outreach campaign in July to educate property owners within the historic district about the updates.

The new standards can be adopted by the governing board in the form of a simple resolution. The adoption of an ordinance, zoning ordinance, text amendment, or any other action is not necessary for the new standards to become effective.

V. Closing Comments

From a procedural and administrative standpoint, the new standards are essential to ensuring the Town is in compliance with applicable state law regarding the enforceability of historic district regulations. But from a broader perspective, the value of historic preservation as an economic development tool is clear. Well-maintained historic neighborhoods in smaller towns and cities are an extremely desirable destination for families who are relocating from larger cities. Stronger standards for the treatment of historic properties – and enforcement of those standards – can play a vital role in improving the quality of life across Spencer. Well-maintained historic districts can improve pride of ownership and pride of place, stimulating additional re-investment in properties in a virtuous cycle.

Finally, a stronger and more effective historic preservation program is just one “piece of the puzzle” in Spencer's transformation into a model small town. An enhanced historic preservation

program would be closely interconnected with the various other projects the Town is currently undertaking, including the new comprehensive plan, the Town Hall Park project and other downtown improvements, the new Yadkin River Trailhead and greenway system, potential changes and improvements to Salisbury Avenue, and beyond. To succeed, Spencer must leverage its limited resources effectively. Spencer's historic resources are some of our most important resources, and this project helps us move toward leveraging their full value.

Impact of Update:

Adoption of the new Historic District Standards would repeal and replace the standards regulating permitting within the historic district. All owners of historic properties within the historic district would be subject to the new regulations when seeking permits for exterior work. The new standards would become the legal basis for decision-making by HPC members in the context of quasi-judicial hearings. All proposed exterior work to historic buildings would be checked against the new standards, and permits would be approved or denied based on their consistency with the standards.

Additional Notes:

- Please note that the "HPC Sub-Committee Recommended Version" that is being made available to you is still a draft. The final version will include various added parts, including a Table of Contents, narrative introduction, summary of procedures, glossary (definitions of terms), project planning help and tips, and additional helpful guidance, including links to external resources. The final version will also include, eventually, color photographs and other figures and diagrams, as appropriate.

List of Exhibits:

- Exhibit A: Proposed Historic District Standards
(HPC Sub-Committee Recommended Version, Draft as of 5/27/2022)
(Link to full version on Microsoft OneDrive: https://thetownofspencer-my.sharepoint.com/:b:/g/personal/kharris_spencernc_gov/EchoZ6NP0IJMjg696yyPBilByyMz4_mKVyvCbA1ASli_gg?e=jFygXJ)
- Exhibit B: Current Adopted Historic District Standards (to be repealed and replaced)
(Link to full version online: <https://spencernc.gov/wp-content/uploads/2021/05/Historic-Design-Standards-Adopted-2021-Copy.pdf>)
- Exhibit C: Historic District Map
- Exhibit D: Adam Lovelady, 2017 Article, Coates' Canons NC Local Government Law, ("What is the "special character" of the historic district?")

Respectfully submitted,

Kyle Harris, Planner -- Town of Spencer, NC

MINUTES

**Town of Spencer
Board of Aldermen
Pre-Agenda Meeting
May 5, 2022**

The Town of Spencer Board of Aldermen met at Spencer Town Hall in regular session on May 5, 2022, at 5:33 p.m. to conduct a pre-agenda meeting.

Present were:

- Mayor Jonathan Williams
- Mayor Pro Tempore Patricia Secreast
- Alderman Steve Miller
- Alderman Andrew Howe
- Alderwoman Patricia Sledge
- Alderman Sam Morgan
- Alderman Rashid Muhammad

Also present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, Bookkeeper John Sofley, Code Enforcement Officer James Osborne, Public Works Director Joel Taylor, Planning & Zoning Administrator Steve Blount, Planner Kyle Harris, Fire Chief Michael Lanning, Special Projects Planner Joe Morris, NC Fellow Skye Allan attended via digital means.

Mayor Williams called the meeting to order, offered the invocation, and led the *Pledge of Allegiance*.

BOARD TO HOLD BUDGET WORKSHOP & RECEIVE PRESENTATION ON ARPA FUNDING

Town Manager Franzese & Bookkeeper John Sofley briefed Board of upcoming budget request. ARPA funds will allow a lot of these things to be possible and the Board received a brief presentation from Centralina representatives Kelly Weston and Nina Barrett. The process was described of how the Staff met and created a plan on how to spend the funds the Town has received half in this year and will receive the remaining half soon making a total of just over \$1 million dollars. Staff learned it will be better to use the funds for salaries for the next three years to create 'supplanted funds' as this is the easiest approach for reporting and documenting purposes. Supplanted funds will be created through the standard revenue replacement option and the Board can decide which will be the most appropriate way(s) to spend the funds for the betterment of the Town. More flexibility is allowed in this process since the final ruling was made and taking the standard deduction allows for up to \$10 million to be claimed and used as a way for full allotment/ replacement.

Mr. Sofley reported to the Board there was a 15% sales tax increase and revenue is coming in steady. Mr. Franzese reported to the Board that they will see a request for a 5% salary increase and D.I. to keep competitive with our neighboring employers to retain and attain staff. Holiday bonus increases by \$200 per status, robust engineering services, a position change from part time to full time office assistant, and a few others will be revealed at the budget presentation. The ARPA funds must be budgeted in 2024 and spent by 2026.

REVIEW OF AGENDA ITEMS

The board reviewed the May 10, 2022, draft agenda and took the following actions by consensus:

- Added consider receiving update on FY20-21 audit from RH CPAs and consider amending the audit contract to *Regular Agenda*.
- Added consider receiving update on Yadkin River Trailhead to *Regular Agenda*.
- Added Town Staff Public Service Recognition to *Regular Agenda*.

Actions

ADDITIONS/ DELETIONS AND ADOPTION OF AGENDA

Manager Franzese spoke along with Mr. Sofley to add auditing company update and Town Staff recognition for Public Service Recognition Week to add for consideration of the Board.

RECOGNITIONS

Mayor Williams will do the recognition for Jacqui Smith Watson. Manager Franzese will do the recognition for the Town Staff.

DEPARTMENTAL REPORTS

Mayor Williams paused to acknowledge that the newest Full-Time Fire Lieutenants were in attendance of the meeting and allowed Fire Chief Lanning to introduce his staff members to the Board. Fire Chief Lanning briefed the Board and gave a brief employment history of the three new hires and introduced them as: Fire Lieutenant Dakota Anderson, Fire Lieutenant Christopher Kiestler, and Fire Lieutenant Austin Waller.

Special Projects Planner Joe Morris spoke briefly to the Board for being added to the agenda to provide a Yadkin River trailhead update and what the conversation may pertain and for the plans of the River. Board to host a special meeting for the purpose of the budget presentation May 24th at 5:30 p.m. at Town Hall.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL PER NC G.S. 143-318.11 (A)(6)

Alderman Muhammad moved to adjourn to executive session for the purpose of discussion of personnel matters per N.C. General Statute 143-318.11 (A)(6). Alderman Howe seconded the motion which carried by a vote of 6-0. The regular meeting stood in recess at 7:13 p.m.

RECONVENE OPEN SESSION

Alderman Morgan moved to approve the motion of reconvening open meeting. Alderman Muhammad seconded the motion which carried by a vote of 6-0.

Mayor Williams reconvened the meeting at 7:45 p.m.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Mayor Pro Tem Secreast seconded the motion which carried by a vote of 6-0. The meeting was adjourned at 7:48 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

MINUTES

Town of Spencer Board of Aldermen Regular Meeting May 10, 2022

The Town of Spencer Board of Aldermen met at Spencer Town Hall in regular session on May 10, 2022, at 6:01 p.m.

Present were:

- Mayor Jonathan D. Williams
- Mayor Pro Tempore Patricia Secreast
- Alderman Steve Miller
- Alderman Sam Morgan
- Alderwoman Patricia Sledge
- Alderman Rashid Muhammad
- Alderman Andrew Howe

Also, present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, Town Atty Jay Dees, Code Enforcement Officer James Osborne, Fire Chief Michael Lanning, Public Works Director Joel Taylor, Planning & Zoning Administrator Steve Blount, Acting Police Chief Sgt. Mike File, Town Planner Kyle Harris, Special Projects Planner Joe Morris, and Bookkeeper John Sofley.

Mayor Williams called the meeting to order and led the *Pledge of Allegiance*. Mayor ProTempore Secreast offered the invocation.

APPROVAL OF MINUTES

Alderwoman Sledge moved to approve the minutes. Mayor ProTempore Secreast seconded the motion which carried by a unanimous vote of 6-0.

ADJUSTMENTS TO AND ADOPTION OF AGENDA

Alderwoman Sledge moved to approve the agenda. Alderman Miller seconded the motion which carried by a unanimous vote of 6-0.

RECOGNITIONS

Mayor Williams recognized Jacqui Smith Watson for her dedication to the schools' events and capturing photos. Mrs. Watson will receive the Proclamation at the NRHS Awards Day Ceremony. Manager Franzese recognized Staff during the Public Service Week: Municipal Clerk, International Firefighters, Police, & Public Works and thankful to work alongside the team we have here. We are building a model small town and grateful for each member of the Team.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment.

Linda Miller (402 Crestwood Ln) spoke to the Board on behalf of the Central United Methodist Church upcoming Summer Feeding Program for youth. If anyone would like to volunteer, there is still an opportunity to do so and must meet requirements. June 6th- July 29th.

Sharon Hovis (N Rowan Ave Ext.) spoke to the Board on behalf of email sent to Staff regarding an easement at her home. Receiving minimum service and would like thorough review of property. Do not keep kicking the can down the road and we need an agency head here for Finance and Police. I hope we are not still paying the county and my money should not be paying \$600/ day.

Chick-Fil-A Leadership Group representative Hannah Wilkerson along with Amanda Gilmore reported to Board of success from the Unity Day event (4/23/22) and the donations they received; a donation was presented to the Board on the behalf of the Leadership Group.

Being no one else present for comments, public comment section was closed.

CONSIDER RECEIVING UPDATE ON FY20-21 AUDIT FROM RH CPAs AND CONSIDER AMENDING THE FY21 AUDIT CONTRACT

CPA Nick Wicker spoke to the Board on the expectancy of the audit draft being submitted to John Sofley for review this Friday. Explained that primarily was unable to balance prior year, but during mid-January-February he received additional account balances/ reconciliations from Staff that had not been submitted previously that were tremendously helpful and pushed the phases into final review. Moving forward we do not see any issues and next years' audit would be completed prior to the October deadline.

Action

Alderman Miller moved to approve amending the audit contract. Alderman Morgan seconded the motion which carried by a vote of 6-0.

CONSIDER A PRESENTATION ON TOWN OF SPENCER RESTRIPIING PROPOSAL

Planning & Zoning Administrator Steve Blount briefed the Board with a presentation on the ins/ outs of bike lane(s), traffic patterns, narrow lanes, sidewalks, etc. NCDOT complete streets program was adopted in 2012 & Spencer adopted this concept in 2016. June 9th a public hearing will be held to obtain the comments and feedback of the residents on this concept. June 14th the Board will need to vote on this matter.

Action

No action needed at this time.

CONSIDER A PRESENTATION ON TOWN OF SPENCER COMPREHENSIVE PLAN

Planning & Zoning Administrator Blount provided a presentation to the Board that there has been no change in some sections of the plan from 2008. He has been able to identify some changes that need to be made and assist with planning for future growth. This will be addressed in further detail at the June pre-agenda meeting for public input.

Action

No action needed at this time.

CONSIDER APPOINTING JADA ALLMAN TO COMMUNITY APPEARANCE COMMISSION

Planner Kyle Harris spoke to the Board of the details included in the interviewing process of Jada and how the commission had interviewed her and believed she will make a great fit to serve the commission. The CAC has two vacant seats and one can be filled with the appointment of Jada for a 3-year term to expire 5/31/2025. Jada spoke to the Board of her interests and desires she would like to see fulfilled within the Town and the preserving of historic features of the Town.

Action

Alderman Miller moved to approve the appointment of Jada Allman to the CAC for a 3-year term set to expire 5/31/2025. Alderman Morgan seconded the motion, which carried by a vote of 6-0.

CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-008- 8TH STREET BALL PARK

Manager Franzese briefed the Board of a donation received and the need to move funds over for the use of the Ball Park.

Action

Alderman Morgan moved to adopt budget amendment ordinance 22-008. Alderman Howe seconded the motion, which carried by a unanimous vote of 6-0.

CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-009- FIRE DEPARTMENT DONATION

Manager Franzese briefed the Board of Rowan County's generous \$50,000 donation for the use of the fire department.

Action

Alderman Sledge moved to adopt budget amendment ordinance 22-009. Alderman Muhammad seconded the motion, which carried by a vote of 6-0.

CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-010- FIRE DEPARTMENT GRANT AWARD

Manager Franzese reported to the Board that the Fire department has been awarded a donation on the behalf of the Office of State Fire Marshall in the amount of \$10,000 to provide public education materials.

Action

Alderman Morgan moved to adopt budget amendment ordinance 22-010. Alderman Sledge seconded the motion, which carried by a unanimous vote of 6-0.

CONSIDER ACCEPTING THE ROBERTSON FAMILY FOUNDATION & THE WOODSON FOUNDATION GRANT AWARDS & ADOPTING THE BUDGET AMENDMENT ORDINANCE 22-011- VINTAGE SIGN RESTORATION

Manager Franzese reported to the Board our NC Lead Fellow Skye Allan has been successful in applying and obtaining two grants to assist in the vintage sign (murals) renovation project in the amount of \$20,000. There will be a mural selection committee appointed to identify the needs and priorities of which murals should be handled ahead of others.

Action

Mayor ProTempore Secrest moved to adopt budget amendment ordinance 22-011. Alderman Morgan seconded the motion, which carried by a vote of 6-0.

CONSIDER ADOPTING REVISIONS MADE TO TOWN OF SPENCER PERSONNEL HANDBOOK SECTION 2 ARTICLE VI. LEAVE POLICY

Manager Franzese spoke to the Board of the revisions that need to be made to the handbook since the new hire of the three full-time firefighters 24/48 and the current accruals account for typical 40-hour per week shifts. This revision allows new accrual rates per shift with a cap and adds a table for the outlining of 6, 8, 8.5, 12, and 24/48 hour shifts with a recommended holiday leave/ pay at 12-hours per observed holiday/ day.

Action

Alderman Morgan moved to adopt revisions made to leave policy under Article VI. Section 2 Leave Policy. Alderman Muhammad seconded the motion, which carried by a vote of 6-0.

CONSIDER RECEIVING UPDATE ON THE YADKIN RIVER TRAILHEAD

Special Projects Planner Morris briefed the Board on the planned steps ahead for the project and the goal was to have the contract provided this week as we're at the top of the list according to their admin

board as a shovel ready project. We are hopeful that in the next few days we shall receive the contract and can be signed by the manager as the Board has already approved the application. We could be 90 days behind at this point, it depends on when the contract is approved and bidding (RFP) it could be the first week of September for groundbreaking. Morris quoted, "I would like to make note to the Board that you all just approved \$182,500 in grants on tonight".

DEPARTMENTAL REPORTS

Planning Department

Planning & Zoning Administrator Steve Blount gave the monthly Planning report; also noted that some revisions made need to be made for the car restoration business being that he is not able to complete punch list of items within the timeframe he initially accepted to comply. Planner Kyle Harris gave a short update and that there's an upcoming CAC garden project, June 5th 4-6 project/ fundraiser and publications provided how to help at the garden.

Code Enforcement Department

Code Enforcement Officer James Osborne gave the monthly Code Enforcement report; Discussed the materials distributed in packet and that he included photos of two properties in before and after phases illustrating the willingness of some homeowners in to make their homes in compliance with code enforcement.

Police Department

Acting Police Chief Sergeant Mike File gave the monthly Police Department report; reporting that O'Brien should be released from FTO (usually 8-12 weeks of field training) soon and one officer is out on leave. Our contract with RCSO will end 6/7/22 and we will need to extend that at reduced hours to ensure adequate coverage, however the SROs will be available to assist in shift coverage until school re-opens for the next school year. Still have 5 openings in the department including the Chief position.

Fire Department

Fire Chief Michael Lanning gave the Fire Department report; reporting that Coffee with the Fire Chief was successful and had members of the community along with Staff in attendance this month. There is still the need of a station addition being that there is now additional need for the full-time staff members and adequate housing accommodations, this is identified as a priority and then a new engine. There have been some planning and discussion of hosting a fire vs. police soft ball game (no timeframe yet). UTV has been delivered and sitting in the Fire Bay for Staff use.

Public Works Department

Public Works Director Joel Taylor gave the monthly Public Works Department report; Reminder Memorial Day is coming up and there will be a trash pick-up delay by one day. Mulch event was successful and had 42 loads delivered this is the most compared to all years. Upcoming SpencerCARES event 5/21/22 and we have been receiving a lot of responses. Contact Skye Allan for details on how to get on the list as a volunteer or recipient. We have identified and hired a candidate who is a local resident and veteran, he is set to start on next Monday.

Finance Department

Manager Franzese gave the monthly Finance Department report; Revenue and expenditures are good; property and sales taxes are coming in strong as well.

Library Report

Librarian Beverly McCraw gave the monthly Library report; noting that May 7th Fabulous Fifties event was a success even in the rain portion of the event, it was believed to be a great atmosphere for all.

TOWN MANAGER REPORT

Manager Franzese gave his monthly report; added emphasis of the SpencerCARES event and that anyone who wants to participate should visit the Town's website page. PARTF grant has been submitted which requires a \$500,000 match and the Rural Transformation for \$950,000 no required match has been submitted as well. The Primary Election is scheduled for 5/17/2022 and will be hosted here at Town Hall.

REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS

Mayor Pro Tempore Secrest:

- I think we have the best Staff in the County and State, I tip my hat to all the activities going on here in Spencer; the library event, High School play, Senior Lunch, etc. we are doing so much here and I am just proud.

Alderman Muhammad:

- I was able to attend the Chick-Fil-A Leadership Unity Day and it was a pleasure and seeing people receive vaccines. Fabulous Fifties event was a great one to attend and I am glad I had the opportunity to do so. Thank you for your hard work and dedication Staff.

Alderwoman Sledge:

- I will be attending the Centralina Council meeting tomorrow and will be at NRHS awards day presentation for Mayor ProTempore Secrest who is unable to be there.

Alderman Miller:

- I'd like to reiterate all the others before me and special thanks to Beverly McCraw, Central United Methodist Church, and Terry & Sue Schultz, Oakdale Church for the events there is a lot going on here in Spencer. I second what Joe Morris said about accepting \$182,500 in grant approvals tonight.

Alderman Morgan:

- I'd like to add to events from Kyle and Staff it has been approved for a low-impact cruise-in happening every 4th Saturday from May- October to hang out in the parking lot area and experience a good time, the Jay-cees will be selling hot dogs and drinks.

Alderman Howe:

- Everyone has said it well. We all have a collective effort to make this done. Well done!

Mayor Williams:

- Centralina meeting Thursday and local transportation advisory meeting. Micro transit options/ pilot programs are being mentioned and we will have an update after the meeting. Property owner meeting tomorrow (Long Ferry Rd.) and how we gain access to these sites EDC & potential future access options will be identified/ discussed at this meeting. Keep in mind that Creek Week will be the week of September 24th and Spencer will host the closing event.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL & CLIENT ATTY PRIVELEGE PER NC G.S. 143-318.11 (A)(6) & (A)(3)

Alderman Muhammad moved to adjourn to executive session for the purpose of discussion of personnel matters and client attorney privilege per N.C. General Statute 143-318.11(a)(6) & (a)(3). Alderwoman Sledge seconded the motion which carried by a vote of 6-0. The regular meeting stood in recess at 8:55 p.m.

RECONVENE OPEN SESSION

Alderman Howe moved to approve the motion of reconvening open meeting. Alderman Morgan seconded the motion which carried by a vote of 6-0.

Mayor Willams reconvened the meeting at 11:45 p.m.

ADJOURNMENT

Alderman Morgan moved to adjourn the regular meeting. Alderman Howe seconded the motion which carried by a unanimous vote of 6-0. The meeting stood adjourned at 11:45 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

**MINUTES
Town of Spencer
Board of Aldermen
Called Meeting
May 24, 2022**

The Town of Spencer Board of Aldermen met in special session at the Spencer Town Hall on Tuesday, May 24, 2022, at 5:34 p.m.

Present were: Mayor Jonathan Williams
Mayor Pro Tempore Patti Secreast
Alderman Rashid Muhammad
Alderman Steve Miller
Alderman Sam Morgan
Alderwoman Patricia Sledge
Alderman Andrew Howe

Also present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, Acting Chief of Police Michael File, and Planning & Zoning Administrator Steve Blount.

Mayor Williams called the meeting to order, offered the invocation, and led *The Pledge of Allegiance*.

RECEIVE BUDGET PRESENTATION FROM TOWN STAFF FY 2022 - 2023

Town Manager Franzese presented the proposed budget recommendations to the Mayor and Board of Aldermen. Manager Franzese thanked the staff and department heads for their assistance in the budget preparation process. The Mayor and Board will carefully decide the needs of the Town and adopt a budget. The proposal is for a General Fund total \$4,874,339 and Powell Bill total \$169,562 with a combined total of \$5,043,901. With these recommendations the tax remains the same at 65.5 cents per 100 dollars of valuation.

Manager Franzese recommended that the Town acknowledged that much progress had been made in meeting the goals of the Board such as retaining and recruiting professional staff; the wage and salary development plan for personnel for a 5% salary increase to attract and retain highly qualified staff. Included in the recommendation is also the first of 30 annual debt service payments for the new Town Hall and Police Department infrastructure. Revenues for the year are showing strong, including sales tax with a 15% increase and we can anticipate continued growth.

In the recommendation we are also allocating ARPA funds to create supplanted funds to allow an opportunity to complete some one-time capital projects that are much needed for the Town.

Manager Franzese recommendations are below for a break down review of personnel budget recommendations:

Police

Purchase several technology upgrades to replace inventory that is beyond its useful life; allocate funds for nuisance abatements; and requesting the purchase of two new vehicles to replace three vehicles in fleet beyond its useful life.

Fire

Recommending to continue staff transition to combination department now that we have three full - time fire lieutenants; create a part-time deputy chief position to allow for more administrative help to the Fire Chief; allocate funds to enhance public education materials and required testing. Begin design for station expansion with the use of ARPA supplanted funds.

Public Works

Replace a garbage truck with new automated side loader, however service changes would not be applicable until FY24; begin an educational program for garbage collection with an automated collection truck. This would also allow for re-structuring of staff to better assist the needs of the public; stormwater design for 17th street with the use of ARPA supplanted funds; and potential use of ARPA funds to begin construction of the Yadkin River Trailhead project if funding gap occurs.

Library

The request of replacing one older computer beyond its useful life; continuance of monthly programs and annual events; allocation of funds to begin window replacements with the use of ARPA funds.

Administration

Continue the developmental increase for all employees to keep up with current job market trends and attain high quality staff; purchase of HR/ Recruitment software, and replacement of computer equipment; second year of NC Lead Fellows program, re-structure of a part time front office position to a full-time position to assist with the needs of the public; and the allocation of funds to allow for engineering services for planning, transportation, utilities, & recreation development.

Manager Franzese used the opportunity to thank his staff and commend them on the efforts; he quoted "Mayor Williams has encouraged us to RUN towards Spencer's vision, and this budget recommendation boldly embraces the vision while practicing good stewardship of the public investment entrusted to us".

Board will have a budget workshop opportunity at the pre-agenda meeting on June 9 and there will be an opportunity for the public to address the board on the proposed budget. A Public hearing is set for the regular meeting, June 14th. Once both have occurred the Board will decide on the budget and adopt it in June to take effect for July 1st to start the new fiscal year budget.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Alderman Morgan seconded the motion which carried by a unanimous vote of 6-0. The meeting stood adjourned at 07:16 p.m.

Approved by:

Jonathan D. Williams
Mayor

Attest:

Stacy Craven
Town Clerk

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

(Attach relevant documentation)

Issue under Consideration:	Conduct a public hearing pursuant to N.C. General Statute 159-12 to consider public comments relative to the proposed FY 2022-2023 budget for the Town of Spencer.
Current Status:	The Town Manager has submitted the recommended budget to the Mayor and Board of Aldermen for consideration. Full details are available at https://spencernc.gov/town-manager-presents-spencers-fy-2023-budget-recommendation/ . Before adopting a budget ordinance, the Board must hold a public hearing.
Points to Consider:	Once the Board holds a public hearing, and considers input, it may adopt a budget ordinance at any time before the end of June 2022.
Financial Impact:	The proposed Town budget for FY23 totals \$5,043,901, with \$4,874,339 in the General Fund, and \$169,562 in the Powell Bill Fund. The property tax rate is recommended to stay at the current 65.5 cents per 100 dollars of valuation.
Options:	The recommended FY22 budget was presented on Tuesday, May 24. The Board of Aldermen may adopt the budget as recommended or make changes.
Recommendations:	Conduct the public hearing to solicit citizen input and consider adopting the FY23 budget ordinance and fee schedule.
Department:	Town Manager on behalf of all Departments

TOWN OF SPENCER, NORTH CAROLINA
FISCAL YEAR 2022-2023 ANNUAL BUDGET
BUDGET ORDINANCE 22-014

AN ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2022

BE IT ORDAINED by the Board of Aldermen of the Town of Spencer, North Carolina, that the following anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

Section 1: General Fund

Anticipated Revenues

Ad Valorem Taxes	\$1,700,161
Sales Tax Proceeds	1,077,236
Other Taxes & Proceeds	211,293
Miscellaneous Revenues	<u>1,367,976</u>
Subtotal	4,356,666
Appropriated Fund Balance	320,000
Appropriated Capital Reserve	197,673
Total Anticipated Revenues	<u><u>\$4,874,339</u></u>

Authorized Expenditures
By Department

Governing Body	\$ 267,157
Administration	827,206
Police	1,383,674
Fire	859,055
Streets	546,397
Solid Waste	809,948
Library	89,262
Recreation	91,640
Total Authorized Expenditures / Transfers	<u><u>\$4,874,339</u></u>

Section 2: Powell Bill Fund

Anticipated Revenues

Powell Bill Proceeds	\$110,000
Non-operating Revenues	200
Fund Balance Appropriated	59,362
Total Anticipated Revenues	<u><u>\$169,562</u></u>

**Authorized Expenses
By Department**

Streets – Personnel	\$ 15,562
Streets - Operating Expenses	34,000
Streets - Capital Outlay	120,000
Total Authorized Expenses	<u>\$169,562</u>

Section 3: Levy of Taxes

There is hereby levied, for Fiscal Year 2022-2023, an Ad Valorem Tax Rate of **\$0.655** per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2022, for the purpose of maintaining the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated assessed valuation of **\$230,318,204** with an estimated collection rate of **97.75%** and estimated vehicle valuation of **\$23,246,270** with an estimated collection rate of **99%**, yielding **\$1,607,392** in current year ad valorem tax revenues.

Section 4: Fees Schedule

There is hereby established, for the Fiscal Year 2022-2023, various fees and charges as contained in Appendix A.

Section 5: Special Authorization - Budget Officer

- A. The Town Manager is hereby authorized to make any budget amendments as may be required within each fund as long as the total appropriation for each fund does not change and contingency funds are not utilized to do so.
- B. Interfund transfers established in the Budget Ordinance and supporting document may be accomplished without additional approval from the Board of Aldermen.

Section 6: Restrictions - Budget Officer

- A. Interfund and interdepartmental transfer of monies, except as noted in Section 5, shall be accomplished by Board of Aldermen authorizations only.
- B. Utilization of appropriations contained in Contingencies may be accomplished only with specific approval of the Board of Aldermen.

Section 7: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Spencer Municipal Government during the 2022-2023 Fiscal Year. The Town Manager shall administer the budget and he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget.

The Administration Department shall establish and maintain all records, which are in consonance with this Budget Ordinance, and the appropriate Statutes of the State of North Carolina.

Section 8: Salary Adjustments

- A. For the Fiscal Year 2022-2023, a Cost of Living increase of 5% is authorized effective with the first full pay period in July for eligible employees. The pay scale show as Appendix C is adjusted for this increase. The adjustment will be made for eligible employees prior to the receipt of any Developmental Increases under item B below.
- B. For the Fiscal Year 2022-2023, a Developmental Increase Adjustment is authorized effective with first full pay period in July, for eligible employees per the Personnel Policy.
- C. For the Fiscal Year 2022-2023, a Holiday bonus of \$800 for full-time, and \$400 for eligible part-time/volunteer/reserve employees per the Personnel Policy, is authorized.

Section 9: Reappropriation of Funds Encumbered and Grants in FY 2022-2023

Appropriations hereinabove authorized and made shall have the amounts of the unearned portion of contracts at June 30, 2022 added to each appropriation as it applied in order to properly account for payment against the fiscal year in which it is paid. This also will apply to any unspent Grant funds received for specific projects.

Copies of this ordinance and the attached budgets shall be maintained in the office of the Town Clerk of the Town of Spencer, and shall be made available for public inspection.

Adopted this ____ Day of June, Two Thousand and Twenty-Two.

Stacy Craven
Town Clerk

Jonathan D. Williams
Mayor

Appendix A: Fees and Charges

FISCAL YEAR 2022-2023 Town of Spencer Fees and Charges

BUILDING CONSTRUCTION AND RELATED ACTIVITIES

§ 50.12 Temporary Use Commercial Dumpster Permit.....	\$5.00
§ 152.67 Commercial Maintenance Code Violation Appeal.....	\$300.00
§ 153.08 Flood Damage Prevention Development Permit (per structure).....	\$25.00
§ 153.42 Flood Damage Prevention Appeal.....	\$300.00
§ 152.67 Flood Damage Prevention.....	\$300.00
Private Sewage Disposal System Application and Permit Fee.....	\$50.00

SOLID WASTE COLLECTION MONTHLY FEE

Residential:.....	\$15.00
Commercial:.....	\$25.00

SOLID WASTE EXTRA OR REPLACEMENT CARTS..... Based on actual cost to Town
Repair or replacement of damaged carts provided free of charge.

SOLID WASTE BULKY ITEM COLLECTION FEES *(normal bulk item program was eliminated FY14-15)*

Items requiring use of backhoe.....	\$50.00
Bulk brush removal minimum charge.....	\$50.00

*Note: Charges for specific cases to be calculated by Public Works Director or designee
based upon site visit. All fees must be paid in advance.*

STREETS & SIDEWALKS

Excavation, Curb Cut Permit.....	\$50.00
Driveway Permit.....	\$25.00
Pole and Wire Permit.....	\$5.00 per pole

CIVIL PENALTIES

See Town of Spencer Code of Ordinances for various Civil and Criminal Penalties

Parking in Fire Lane.....	\$50.00
Parking within 15' of Hydrant/FDC.....	\$50.00
Fire Hydrant Obstruction.....	\$25.00
Burn Ordinance Violation.....	\$50.00
General ordinance violation with civil penalty not otherwise specified.....	\$50.00

SUBDIVISION PLATS, ZONING REVIEW/APPROVAL, HISTORIC DISTRICT REVIEW APPROVAL

Subdivisions	Fee
Conveyance Plat	\$10 per new lot
Exception/Recombination Plat	\$75
Preliminary Plat Review – less than 24 lots	\$250
Preliminary Plat Review – 25-50 lots	\$500
Preliminary Plat Review – more than 50 lots	\$750 + \$20 per lot over 100
Preliminary Plat – Applicant Appeal	\$100
Preliminary Plat – Minor Revision	\$50
Preliminary Plat – Major Revision	\$150
Final Plat Review – Major Subdivision (If a third submittal is required an additional review fee will be collected)	\$175 per map
Final Plat Review – Minor Subdivision (If a third submittal is required an additional review fee will be collected)	\$50 per map sheet
Letter of Credit Bond/Review (A fee applies to revisions, replacements and partial release requests)	\$100 + engineers' cost
Time Extension for Plat Approval	\$150
Sketch Plat Review	\$100

Zoning (Text &/or Map) Amendment	Fee
Zoning Amendment (except Conditional Zoning)	\$500 + \$50 advertising costs
Conditional Zoning	\$600 + \$50 advertising cost

Zoning Permit	Fee
Single, Two Family structures and mobile homes	\$50 + \$35 for permits subject to design review
Single Family attached/multi-family (condo, apartments, townhomes, etc.)	\$50 + \$5 per unit
Residential Addition/Accessory Structures	\$50
Fences	\$0.00
Non-residential	\$50 + zoning site plan review fee if applicable
Temporary Construction Trailers	\$75
Temporary Use Permits	\$75
Home Occupation Permits	\$75
Zoning Verification Letter	\$0
Certificate of Non-Conformity Adjustment	\$50
Special Use Permit Application (whether or not approval is granted)	\$500 + \$50 advertising cost
Vested Rights Process	\$250

Sign Permits	Fee
Permanent Sign	\$50
Outdoor Advertising Sign (Billboard)	\$200
Temporary Sign	\$0

Board of Adjustment	Fee
Variance Application	
Residential	\$300 + \$50 advertising cost
Non-Residential & Multi-Family	\$300 + \$50 advertising cost
Appeal of Zoning Administrator Decision/Interpretation Request (refunded if overturned)	\$25 + ½ actual advertising cost
Appeals not requiring public notification	\$25 (refunded if overturned)

Double Permit	Fee
Where construction begins without the appropriate permits in place, permit cost shall be doubled	N/A

Historic District	Fee
Certificate of Appropriateness, Routine Work	\$0
Certificate of Appropriateness, Minor Work	\$0
Certificate of Appropriateness, Major Work	\$0
Certificate of Appropriateness, After-the-Fact	\$250

Other	Fee
Street/Alley Closing Fee	\$250
Plotted Maps, Ordinance Copies, Etc.	Production cost

ADMINISTRATIVE/ MISCELLANEOUS FEES

Special Event Permit.....	\$20.00
Voluntary Annexation Petition (per parcel).....	\$175.00
Police Reports, request by mail.....	\$2.00
Police Fingerprinting Request.....	\$15.00
Parade/ Picket Permits.....	\$5.00
Standards Manual (includes zoning and subdivisions).....	\$50.00
Copy of Current Budget.....	\$10.00
Copy of Historic District Guidelines.....	cost of reproduction
Copy of Plotted Maps / Zoning Map.....	cost of reproduction

Nuisance abatement and Residential Rental Property Remedial Action Program:

Administrative Fee (applicable as Rental Registration Fee).....	\$175.00
Mobilization fee (includes first½ hour).....	\$175.00
Abatement fee (following first½ hour).....	\$62.50 per½ hour
Abatement requiring backhoe.....	additional \$25.00 per½ hour
Municipal Code of Ordinances.....	\$175.00
Xerox copies.....	\$.25/page
FAX service.....	\$1.00 first page plus \$.50 each additional page

STANBACK FOREST SHELTER RENTAL

Shelters ½ day \$25.00 full-day \$50
Security Deposit \$100.00

LIBRARY PARK RENTAL

Park Rental Fee including Gazebo \$50.00
Security Deposit \$50.00

8th STREET BALL PARK RENTAL

Park Rental Fee \$50.00
Security Deposit \$100.00

MULCH

- The Public Works Director may limit or discontinue mulch giveaway at any time based on the need to maintain an adequate supply of mulch for town services. Public Works Department (PWD) will load based upon its determination of its most suitable, available loader for the subject vehicle size:
 - Small bucket approximately 0.5 yd³
 - Large bucket approximately 1.75 yd³
- On two dates out of the year (one Spring, one Fall - to be determined and subject to rain makeup), mulch giveaway is free for all town residents who drive to Public Works mulch yard to be loaded. PWD may limit the amount of any large-volume vehicles to 5 scoops each trip depending on the waiting line.
- Any other time for town residents must be pre-arranged with the Public Works Director:
 - \$3 / small bucket \$5 / large bucket
- Out of town residents (during designated giveaways, or at any other time pre- arranged with the Public Works Director):
 - \$7 / small bucket \$10 / large bucket
- Delivery (mulch included) anywhere within the town's corporate limits:
 - 1-ton ("pickup") dump truck (approximately 7 yd³) \$25 / load
 - Large dump truck (approximately 10 yd³) \$35 / load
- Oversized loading (such as tandem dump trucks, up to approximately 30 yd³) \$75

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

Issue under Consideration:	Economic Development Grant Policy
Current Status:	No formal policy has been adopted.
Points to Consider:	Formal policy would ensure proposed incentives meet legal guidelines which might be overlooked if handled on a case-by-case basis. Incentive grants still require board approval on a case-by-case basis
Financial Impact:	none
Options:	Adopt as presented or refer to staff for additional edits
Recommendations:	Motion to adopt policy as presented by staff
Department:	Planning



MEMO

Date: 5.17.22

To: Board of Aldermen

By: Steve Blount

RE: Economic Development Policy

Narrative:

Background

Decades ago, economic development consultants explained to a Rowan County Board of Commissioners anxious to attract new businesses to our county (to create industrial tax base and better jobs for our citizens) that their competition wasn't just neighboring counties but, in most cases, other communities like ours along the I-85 corridor and even those spread across our nation and the world. To be competitive, the county HAD to provide the basics (roads, rail access, power, gas, housing, workers, water, internet, etc.), NEEDED to provide the desired (good schools, community college training, amenities, etc.), and SHOULD provide financial incentives. While financial incentives were called corporate greed by some, the consultants pointed out that since most community qualities were demanded for a community to even be considered as a corporate location, unless a community had some unique quality (Asheville's mountains, Wilmington's beaches, Charlotte's banking and urban core, Mooresville's Lake Norman, etc.), a community had to put some more "chips" on the table to even be considered.

Economic development philosophy has changed some over the ensuing years. More focus is put on a community's amenities (i.e., Richard Florida's, *Rise of the Creative Class*) than before, and issues like traffic congestion and lack of potable water and sewer treatment capacity now disqualify previously attractive areas. What hasn't changed, however, is that new businesses attractive to multiple communities will expect some level of economic incentive to choose one over another.

According to a recent article in **Site Selection Magazine**, "*The biggest "deal killer" for a company is a community not having the right incentives. As site selectors narrow down their list of potential locations, incentives become the tie-breaker between the final communities.*"

Legal Authority

NCGS 158-7.1 gives local governments authority to enter into economic development agreements with developers, providing a laundry list of items that can be included in the agreements and providing some guidelines on procedures and limitations. In a 1996 NC State Court of Appeals ruling on a legal challenge to incentives (*Maready v City of Winston Salem*) clearer guidance was provided. This ruling basically said that any acceptable incentive had to provide a "net public benefit", that the incentive must "primarily benefit the public and not a

private party.” Subsequent cases confirmed that **Job Creation** and **Increasing Tax Base** were acceptable as consideration from a company in return for payment of incentives. They also established minimum procedural requirements including a **Written Policy**, a **Determination** that without the incentives the project would likely not proceed, that payments must be in the form of **Reimbursements**, approval of the incentives must be made at a **Public Meeting** with a **Public Hearing**, and that a **Written Agreement** must be executed between the parties spelling out all requirements and solutions to defaults.

Who’s Doing What

A quick review of a dozen counties and municipalities in our state found that all offered some form of financial incentive program with some being handled on a case-by-case basis, others being calculated on complicated points systems, and most being evaluated primarily on tax base increase and job creation. Some give different levels of incentive to new businesses versus expansion of existing businesses. Levels of tax base increase tied to specific percentages of taxes paid over specified periods of time seems to be the most prevalent measure of incentives given.

Salisbury and Rowan County have officially adopted the same incentive policy. Their policy defines three levels of grants with incentive amounts as follows:

- Level 1- at least \$5 million, 75% of tax paid over 5 years
- Level 2- at least \$50 million, 80% of tax paid over 5 years
- Level 3- at least 100 million, 85% of tax paid over 5 years

China Grove has an adopted incentive policy but states that each project will be evaluated on a case-by-case bases. Kannapolis offers a straight 85% for three years on project valued at \$3 million and above. Concord and Cabarrus County offer 85% for three years on projects above \$1.5 million.

100% of Nothing is \$0.00!

While nobody likes incentives (except the people getting the money!), they are a necessary evil in the economic development game. We need to keep in mind, however, that while giving a sizable tax break to the new business, the Town is still getting a large tax benefit too. Each project will be different but for example, a current economic development client wants to develop a \$60 million distribution center. The following example shows who gets what over time if the Town were to give him a 75% property tax-based incentive for 5 years:

Benefit to developer over 1st five years

$\$60,000,000 / \$100 \times \$0.6550 \times 75\% \times 5 \text{ years} = \$1,473,750$

Benefit to Town over 1st five years

$\$60,000,000 / \$100 \times \$0.6550 \times 25\% \times 5 \text{ years} = \$491,250$

Benefit to Town over 2nd five years

$\$60,000,000 / \$100 \times \$0.6550 \times 100\% \times 5 \text{ years} = \$1,965,000$

Total benefit to town over 20 years = \$6,386,250

(Assuming same tax valuation, no depreciation, no equipment replacement)

So, the Town “invests” \$1,473,750 over five years (not current revenues, new revenue created by the new business) and gets \$6,386,250 back over 20 years. Not a bad deal. But that’s not the whole story:

- To make the project work, the developer is going to build a new access road, at his cost, to service his project. That road will also open hundreds of more acres of land for new industrial development.
- The developer plans to extend water and sewer lines to his property, extensions that might support future development.
- I’m not sure how sales taxes are applied to a distribution center, but we will get our share.
- Jobs will be created.
- Existing support businesses will see higher demand. New support businesses will be started.
- People will move to Spencer for the new jobs, building more homes and expanding the tax base even more.

The example above is based on several assumptions, but one number is guaranteed to be true. If we miss out on a new business opportunity because we don’t have an incentive policy, we get nothing. The percentages may be in debate but, 100% of nothing is still nothing!

Staff Suggestions

Adoption of an official economic incentive policy not only is required by law and regulation, but it helps our elected body be fair and consistent in awarding grants. Staff suggests using the following guidelines to establish the Town’s economic incentive policy:

- Keep it simple. Our goal should be to attract new businesses to our community, not to win an award for crafting the most creative incentive policy.
- Use a format similar to the one used by Salisbury and Rowan County to avoid confusion to companies looking for sites in our specific area.
- Recognize that times have changed, that site selection criteria have changed, and thus incentive amounts and duration can be different from those used in the past.



TOWN OF SPENCER INVESTMENT GRANT PROGRAM

PURPOSE

The Spencer Board of Aldermen has supported economic development for many years with an emphasis on tax base development, employer diversification and job creation. The Board has recognized the need to provide programs and financial support to strengthen and diversify the Town's economy. Tax base development is a key concern for the Town's fiscal health. It is essential not only to attract new investment but also to encourage existing business to expand and reinvest in their Spencer operations. The Town of Spencer INVESTMENT GRANT PROGRAM is intended to provide an inducement for new businesses considering competitive alternate sites to locate in Spencer, and encourage existing business to expand.

GRANT PROGRAM DESCRIPTION

The program provides a five-year grant to companies investing in the Town of Spencer. The grant will be established by a contract with the Town of Spencer. The company must pay their taxes in full each year based on the actual tax value of the property or investment. If the company meets all of the criteria in the contract, a portion of the property tax will be returned as a grant. The amount of the grant is based on a designated percentage level for five consecutive years.

- Investment Grants will be based on the increase in tax value of all real property, machinery, and improvements above the base year prior to investment. No grant will be given to a company that would reduce their tax payment to an amount lower than the previous tax year.
- Asset purchases of existing companies already paying taxes in the Town of Spencer would not qualify for the program.
- All grant monies will be taken directly from the company's tax payment. The company must be current with all other payments required by the Town of Spencer.
- The Spencer Board of Aldermen may modify or eliminate the program subject to meeting all existing grant obligations in effect at the time.
- No company may transfer grant agreements or contracts without explicit approval by the Spencer Board of Aldermen.
- Any company that under-reports the assessed value of machinery/equipment will be required to pay the assessed property tax and the Grant will not apply to the underreported value.
- If a project is connected to specific job goals, the grant is reduced prorate by the same percentage job goals are not met during any single year of the grant period. The grant is voided where a company shuts down or relocates substantially all jobs to another site

Grants shall not exceed five years in period of award and any one grant award period must be completed not later than seven years after initial award to allow for construction and production start-up time. An extension to these limits may be granted based upon specific project related issues but is not guaranteed or required.

The formal agreement between the parties (grant recipient and Town) shall attempt to specifically identify dates for purposes of establishing the appropriate time period(s) that a grant will be in effect. Dates to be established will include consideration of the date of award, a date for the beginning of construction, production start-up date and the dates for the beginning and ending of the incentive grant awards.

Each project will be dealt with on an individual basis using these guidelines and other directives authorized by the Spencer Board of Aldermen. These guidelines are subject to change and will be reviewed routinely from date of adoption, with the Spencer Board of Aldermen requiring it.

Changing economic conditions, legal issues or other factors may cause the Spencer Board of Aldermen to modify, amend, suspend or terminate the INVESTMENT GRANT PROGRAM subject to contracted grants previously awarded and in effect at that time.

Although increasing and diversifying the local property tax assessment base are the primary initiatives of this INVESTMENT GRANT PROGRAM, several other factors may be considered in authorizing a grant to any specific project. These may include but are not limited to:

- the type of industry as a further diversification of the Town's business base
- the size and scope of the project based upon investment in site development, facilities, buildings and other business infrastructure inclusive of technology
- the diversity, quality and quantity of jobs created by a project and the availability of labor inclusive of job retention and retraining opportunities
- the relationship between workforce development and total project investment
- the potential for future expansion of investment and employment
- site specific issues impacting upon public infrastructure
- actions that if pursued, stimulate development in areas of the Town deemed beneficial
- the ratio of investment in real versus personal property assets
- the environmental impact of the project

PROJECT QUALIFICATIONS

A primary intent of the INVESTMENT GRANT PROGRAM is to expand and diversify the Town's property tax base. Minimum investment will be established, and employee wage factor criteria may be established as a requirement for consideration and award of a grant for eligible projects. These criteria are used as guidelines in project evaluations. They may be expanded upon or added to for a specific project and incorporated in the terms of the formalized grant award agreement between the participants.

- Minimum total project investment (based upon the estimated project's real and personal property assessments to be confirmed by the county assessor)

- Level 1 grant category – at least \$5 million
- Level 2 grant category – at least \$50 million
- Level 3 grant category – at least \$100 million
- Level 1 Grant – a grant award based upon a project’s estimated tax revenue generation value, calculated to equate to approximately 50% of the value of real and personal property tax revenue value anticipated to be generated by the project. The value for real and personal property investments shall be calculated based on a period of five (5) consecutive years in determining value for grant calculation purposes. The beginning date for grant calculations is to be the date of useful occupancy and/or production startup.
- Level 2 Grant – a grant award based upon a project’s estimated tax revenue generation value, to be calculated to equate to approximately 75% of the value of real and personal property tax revenue value anticipated to be generated by the project. The value for real and personal property investments shall be calculated based on a period of five (5) consecutive years in determining value for grant calculation purposes. The beginning date for grant calculations is to be the date of useful occupancy and/or production startup.
- Level 3 Grant – a grant award based upon the project’s estimated tax revenue generation value, to be calculated to equate to approximately 85% of the value of real and personal property tax revenue value anticipated to be generated by the project. The value for real and personal property investments shall be calculated based on a period of five (5) consecutive years in determining value for grant calculation purposes. The beginning date for grant calculations is to be the date of useful occupancy and/or production startup.
- Calculations of the project grant award shall be based upon anticipated new property tax revenues the Town expects to receive from a specific project; the annual grant award due to the grantee will be paid on or before March 30th each year during the grant period subject to the project’s date of useful occupancy and/or production startup.
- During the grant award period, the grantee must remain current with all real property taxes assessed, other fees, taxes or other assessments levied by the grantors to remain eligible for the grant. Failure to do so results in termination of the grant award.
- Rowan County will monitor the assessed valuation of the project during the award period to assure that the process used to determine the award of the grant remains consistent with estimates used. Excessive fluctuations in the estimated project value may be cause for review of the grant inclusive of modification to the terms of the grant subject to review and action by the Spencer Board of Aldermen. (It is not intended that grants and the property taxes of a specific grant project equate exactly for the grant period. Additions, changes in real estate valuations and other factors may impact upon the actual property tax assessment base during the grant period. Estimates are used only to

establish a rational link between a project and its economic impact upon the Town and its citizens).

- Grants are not transferable and may not be otherwise conveyed to another party without the specific consent of the grantors (Spencer Board of Aldermen).
- Grants for expansion of existing industries will account for reductions in value associated with machinery and equipment being phased out, replaced, or retrofitted as part of a project. Factors impacting employment will be evaluated and enter into determinations of grant awards.
- Grants for new projects will only consider estimated enhancements to the property tax assessment base above those existing prior to the project as proposed.
- The Town shall provide detailed reporting processes to monitor and assure compliance with the terms, conditions and other specific requirements of the grant award agreement. The grantee shall comply with the reporting requirements during the grant period. The Town agrees to maintain confidentiality of information deemed to be proprietary in nature. The grantee shall provide the Town access to verifiable grant related support documentation. Failure of the grantee to provide the Town the required grantee documentation shall cause termination of grant.
- The grantee is required to give detailed information on assets to be considered as part of the grant application process, inclusive of anticipated depreciation schedules, leasing arrangements with named parties holding financial interest in assets covered by the grant program, and all business or corporate names that may be applicable for purposes of asset ownership. Signed releases from those holding financial interests in assets may be required as documentation for grant awards.
- Rolling stock inclusive of automobiles, trucks, tractors, trailers or other licensed vehicles shall not qualify as listed assets under personal property for purposes of calculating the proposed projects investment value.
- Town contributions to a specific project's infrastructure costs may be deducted from the calculated INVESTMENT GRANT PROGRAM award available for that specific project.
- The grantee shall provide documentation in support of the fact that the Town's INVESTMENT GRANT PROGRAM was an important factor in its decision to locate or expand facilities in the Town of Spencer.

EXAMPLE OF GRANT AWARD

Level 1 Grant

(Based on a \$5 million project in real property, equipment, and machinery)

Current tax rate .6550/100 for the grant period

Real and personal property investment of \$5,000,000/100 x \$.6550 x 50%

Grant payment = \$16,375/year. Five-year period total grant payments estimated at \$81,875.

Level 2 Grant

(Based on a \$50 million project in real property, equipment, and machinery)

Current tax rate .6550/100 for the grant period

Real and personal property investment of \$50,000,000/100 x \$.6550 x 75% Grant

payment = \$245,625/year. Five-year period total grant payments estimated at \$1,228,125.

Level 3 Grant

(Based on a \$100 million project in real property, equipment, and machinery)

Current tax rate .6550/100 for the grant period

Real and personal property investment of \$100,000,000/100 x \$.6550 x 85% Grant

payment \$556,750/year. Five-year period total grant payments estimated at \$2,783,750.

Calculations for INVESTMENT GRANT PROGRAM awards at other values and at Levels 1, 2 or 3 would be completed in a similar manner.

Note: The ratio of real to personal property (machinery and equipment) will vary significantly among projects. Depreciation schedules will impact estimated tax assessment values depending on the type of project and applicable depreciation schedule.

PROGRAM ADOPTION, AMMENDMENT AND EFFECTIVE DATES

A pre-application meeting with the Spencer Board of Aldermen and elected officials of Rowan County on the proposed project shall be held to validate project specifics and assure that current grant program criteria are applicable. The Economic Development Commission shall provide a fiscal analysis of the project's impact upon the community inclusive of a recommendation from its Board of Director's as to whether the project proposal should be considered for the award of an incentive grant as detailed within policy guidelines.

Only specific action by the Spencer Board of Aldermen shall be deemed acceptance of terms in a formal contractual grant agreement and by award of an INVESTMENT GRANT thereto.

Applicants for the INVESTMENT GRANT PROGRAM shall use these guidelines in applying for a grant for new industrial development projects locating in the Town of Spencer or existing industrial expansions occurring in the Town of Spencer. These guidelines shall be an attachment to each formal grant award contract approved by the Town.

Other specific attachments to the formal agreement shall include but not be limited to:

- A project site plan, brief written description of the project, its scope, number and type of employment positions, phasing and timing of the development and any other information that would be viewed as important in describing the project.
- A survey and legal description of the property along with proof of ownership.
- A copy of the current Town of Spencer investment grants guidelines.
- A copy of Rowan County's investment grant guidelines (if applicable).
- The county tax card of record for the property as of January 1st of the year that the project is being considered. (Used to establish the base value of investment.)
- A copy of the most current State of North Carolina Industrial Incentive Program guidelines (if applicable).
- Other pertinent information that might apply to a specific project.

These guidelines remain in effect until otherwise modified by the Spencer Board of Aldermen.



TOWN OF SPENCER, NORTH CAROLINA

A RESOLUTION TO ADOPT an official property tax-based economic development policy, per the written policy presented by staff titled ***TOWN OF SPENCER ECONOMIC DEVELOPMENT GRANT PROGRAM***,

RESOLUTION 22-008

WHEREAS, NCGS 158-7.1 gives local governments authority to enter into economic development agreements with developers; and

WHEREAS, the NC Court of Appeals in their decision on *Maready v City of Winston Salem* provided legal policy guidelines for local government units to follow when establishing incentive policies and agreements, such guidelines being followed in establishing this policy; and

WHEREAS, attracting businesses to our community creates new tax base and jobs for our citizens and promotes ancillary economic growth; and

WHEREAS, attracting high quality businesses to our community is a competitive endeavor where the businesses have multiple site location options; and

WHEREAS, competing communities are, in almost all cases, offering incentive plans to attract said businesses to their communities; and

WHEREAS, to remain competitive in its economic development efforts the Town needs to adopt an incentive policy of its own;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Spencer, North Carolina, that;

Section 1.

The Town officially adopts the ***TOWN OF SPENCER ECONOMIC DEVELOPMENT GRANT PROGRAM***, dated 5/20/2022.

Section 2.

This RESOLUTION shall become effective immediately upon adoption.

Adopted this 14th day of June, 2022

Jonathan Williams, Mayor

Stacy Craven, Town Clerk

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

Issue under Consideration:	Mayor and Board of Aldermen to receive an update on the status of Special Projects, including, (1) the Yadkin River Trailhead funding and proposed bid timeline and (2) the Streamflow Rehabilitation Assistance Program (StRAP).
Current Status:	Staff has been pursuing grants for key community projects. The Town was recently notified of grant funding for the Yadkin River Trailhead and for vegetative debris removal for flood prone sections of Grants Creek.
Points to Consider:	The pursuit of grant funds is an on-going aspect of town administration. Periodic updates, in a public forum, are intended to allow the Mayor and Board of Aldermen to be fully informed on the status of grant funding and provide input consistent with the identified goals and objectives of the governing body.
Financial Impact:	The NC Recreational Trails Program has allocated a grant up to \$100,000 and requires a 25% local match. Previous grants and private funds contributed to trailhead project are available for the match with no impact on ad valorem tax revenues. The Streamflow Rehabilitation Assistance Program grant is \$280,251 and requires no local match.
Options:	NA
Recommendations:	Staff recommends that the Mayor and Board of Aldermen receive the presentation for purposes of information with no action required at this time.
Department:	Special Projects Planning / Administration

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

Issue under Consideration:	Yadkin River Trail Head Project Budget Ordinance Amendment
Current Status:	Town is still seeking funds to complete the entire project.
Points to Consider:	The Town has received a \$100,000 grant from NC Department of Natural and Cultural Resources to assist with the funding of the Project.
Financial Impact:	The grant gets the Town closer to having the funds required to fund the Project.
Options:	Accept or decline by vote of the Board of Aldermen
Recommendations:	Motion to approve Yadkin River Trail Head Project Budget Ordinance Amendment 22-012.
Department:	Town Hall

YADKIN RIVER TRAIL HEAD PROJECT BUDGET ORDINANCE
FOR THE TOWN OF SPENCER,
NORTH CAROLINA
PROJECT BUDGET ORDINANCE AMENDMENT 22-012
June 14, 2022

BE IT ORDAINED by the Governing Board of the Town of Spencer, North Carolina, the following amended anticipated revenues and expenditures from a grant from Carolina Tread Trail are hereby appropriated and approved for the Yadkin River Trail Head Project amending Ordinance 20-012 and

Section 1. To appropriate revenues and expense appropriations as follows for a grant from the NC Department of Natural and Cultural Resources of \$100,000:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
90-3985-240	Yadkin River Trail Head Grants	\$320,659	\$420,659	\$100,000

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
90-4910-580	Capital Outlay - Infrastructure	\$427,367	\$527,367	\$100,000

Section 2. Copies of this project budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Manager for record-keeping.

Adopted this 14th day of June 2022.

Stacy Craven, Town Clerk

Jonathan Williams, Mayor

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

Issue under Consideration:	Capital Reserve and Replacement Fund Budget Ordinance Amendment
Current Status:	In this year's Budget, there was discussion on the creation of a Capital Reserve for current and future capital investments. The annual budget included some funds as Appropriated Capital Reserve to fund some of capital items that was included in the FY22 budget.
Points to Consider:	The budget message identified that these funds need to be established in a separate fund. The Town has already used a portion of those funds that were appropriated with the funding source of Appropriated Capital Reserve. There are still \$50,252 that was appropriated, but not yet spent.
Financial Impact:	The Budget Ordinance will move the remaining appropriated funds to a newly created Capital Reserve and Replacement Fund. Any future transfers to this Fund will be done by a vote of the Board. No funds beyond what the Board has already budgeted are moved with this Ordinance.
Options:	Accept or decline by vote of the Board of Aldermen
Recommendations:	Motion to approve Capital Reserve and Replacement Fund Budget Ordinance Amendment 22-013.
Department:	Town Hall

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
GENERAL FUND FY 21-22 BUDGET
ORDINANCE 22-013
JUNE 14, 2022

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2021 and ending on June 30, 2022:

Section 1. A Capital Reserve and Replacement Fund is established for the Town of Spencer.

Section 2. The Board of Aldermen will consider transferring cash to fund the Capital Reserve and Replacement Fund annually after receipt of the Annual Audit. The Board will consider any addition in excess of \$100,000 to the General Fund's Fund Balance for transfer to the Capital Reserve and Replacement Fund. Any transfer should not reduce undesignated general fund balance below 30% of the current budget of the year following the audit's fiscal year. The total current budget should be calculated at the approved budget less projected one time grant proceeds.

Section 3. The Board may provide additional funding beyond Section 2 within the Annual Budget.

Section 4. The following line items are amended as follows:

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4110-930	Transfer to Capital Reserve Fund	\$0	\$50,282	\$50,282
10-4340-560	CO-Buildings & Improvements	18,885	0	(18,885)
10-4340-570	CO-Land	31,397	0	(31,397)
				<u>\$ 0</u>

Section 5. The following line items are amended as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-3984-010	General Fund Contribution	\$0	\$50,282	\$50,282

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-4110-999	Contingency	\$0	\$50,282	\$50,282

Section 6. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 14th, day of June, 2022.

Stacy Craven, Town Clerk

Jonathan Williams, Mayor

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

(Attach relevant documentation)

Issue under Consideration:	Consider adopting Resolution 22-009 authorizing the Town Manager to execute an amendment to the interlocal undertaking agreement with Rowan County regarding mutual assistance of law enforcement services.
Current Status:	An interlocal undertaking agreement was established in December of 2021 for Rowan County Sheriff's Office to provide law enforcement services to the Town of Spencer. This agreement was for 6 months and will expire in June. Spencer staff have covered an average of 76 percent of all shifts since the partnership started, with the RSCO covering roughly 12 shifts over each 28 day period
Points to Consider:	Over the next few months, our School Resource Officers will have availability to cover more patrol shifts – we appear to only need coverage assistance for 3-5 shifts a month for June through September.
Financial Impact:	For each sheriff's deputy provided to the Town under this Agreement, the Town shall pay the County \$50 for each hour of service to the Town, with service of less than one hour to be paid on a pro rata basis. This payment covers the deputy's salary and benefits, vehicle, vehicle fuel, uniform, and regular equipment. Funding currently available in personal services and fuel accounts that would be unspent due to vacancies can cover this amount.
Options:	
Recommendations:	Motion to adopt Resolution 22-009 authorizing the Town Manager to execute an amendment to the interlocal undertaking agreement with Rowan County regarding mutual assistance of law enforcement services.
Department:	Town Manager and Police

**FIRST AMENDMENT TO INTERLOCAL UNDERTAKING
AGREEMENT**

This is the First Amendment to Interlocal Undertaking Agreement between the TOWN OF SPENCER, a North Carolina municipal corporation (hereinafter "Town"), and the COUNTY OF ROWAN, a political subdivision of the State of North Carolina (hereinafter "County") and the SHERIFF OF ROWAN COUNTY, a constitutional office of the State of North Carolina (hereinafter "Sheriff"), collectively referred to as "Parties". This Agreement is made pursuant to North Carolina General Statutes Sections 160A-288 and 160A-460 through 160A-466. The Date of this First Amendment to Interlocal Undertaking Agreement is _____ (hereinafter "Agreement").

Authority

The Parties previously entered into an Interlocal Undertaking Agreement dated December 7, 2021 (the "Agreement") with an Initial Term of six (6) months for the purpose of establishing an undertaking in which the County will provide temporary law enforcement assistance to the Town pursuant to specific terms outlined herein. And the parties now desire to Amend the Initial Term to add an additional six (6) months Extended Term.

Effective Date of Agreement

This Agreement shall become effective and enforceable by the Parties upon the full execution of this Agreement and the full ratification of resolutions by the governing bodies of both the Town and the County as outlined below. This date shall be the "Effective Date" for purposes of this Amendment.

Amended Terms

Duration of Agreement and Amendment/Termination Thereof

Pursuant to the Agreement, the contents and terms can be "amended, and/or the duration of this Agreement can be extended, at any time prior to its expiration six (6) months from the Effective Date upon the execution of a written amendment executed by the undersigned (or other duly-authorized representatives) on behalf of their respective governing bodies following ratification by resolution of the governing board of the Town and the County".

The parties hereby amend the Section "Duration of Agreement and Amendment/Termination Thereof" by extending the Initial Term for an additional six (6) months.

IN WITNESS WHEREOF, the Town, County, and Sheriff have authorized this Agreement to be executed and attested by their undersigned officers and to be ratified by resolution of the governing boards of the Town and County.

ATTEST:

COUNTY OF ROWAN

Carolyn M. Barger, Clerk to the Board

M. Aaron Church, County Manager

THE SHERIFF of ROWAN COUNTY

Kevin L. Auten, Sheriff

ATTEST:

TOWN OF SPENCER

Peter L. Franzese, Town Manager

Stacy H. Craven, Town Clerk

This instrument has been pre-audited in the manner required by
the Local Government Budget and Fiscal Control Act

Christie Hutchinson
Town of Spencer Interim Finance Officer

State of North Carolina
Rowan County

I, _____, a Notary Public of Rowan County, NC,
do hereby certify that _____ of the County of Rowan, and
_____ of the Rowan County Sheriff's Office, and
_____ of the Town of Spencer personally appeared before me
this day and acknowledged the due execution of the foregoing Interlocal Undertaking Agreement.
Witness my hand and notarial seal, this the _____ day of _____, 2022.

Notary Public

My commission expires: _____

RESOLUTION 22-009
TOWN OF SPENCER, NORTH CAROLINA

**RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE INTERLOCAL
UNDERTAKING AGREEMENT REGARDING MUTUAL ASSISTANCE OF LAW
ENFORCEMENT SERVICES**

WHEREAS, pursuant to North Carolina General Statutes Section 160A-288, the head of any law enforcement agency may temporarily provide assistance to another agency in enforcing the laws of North Carolina if so requested in writing by the head of the requesting agency; and

WHEREAS, under Article 20 of Chapter 160A of the North Carolina General Statutes, units of local government, including, but not limited to, cities and counties, are authorized to enter into interlocal undertaking agreements with other units of local government for the joint exercise or the contractual exercise by one unit for another unit, of any power, function, public enterprise, right, privilege, or immunity of local governments in North Carolina; and

WHEREAS, North Carolina General Statute Section 160A-460 defines “undertakings” and “unit of local government” as used in the Interlocal Agreement; and

WHEREAS, North Carolina General Statute Section 160A-461 provides specific authorization for the Interlocal Agreement; and

WHEREAS, the Interlocal Agreement is intended to comply with the requirements set forth in North Carolina General Statute Section 160A-464; and

WHEREAS, in response to a shortage in law enforcement officers, The Parties previously entered into an Interlocal Undertaking Agreement dated December 7, 2021 with an Initial Term of six months for the purpose of establishing an undertaking in which the County will provide temporary law enforcement assistance to the Town pursuant to specific terms. Although staffing has improved, the Town of Spencer wishes to extend the Agreement to continue the Interlocal Undertaking on a limited, as-needed basis, and the parties now desire to Amend the Initial Term to add an additional six months Extended Term.

NOW, THEREFORE, BE IT RESOLVED that the Spencer Board of Aldermen authorizes the Town Manager to execute an Interlocal Undertaking Agreement with Rowan County and the Sherriff of Rowan County to provide law enforcement services to the Town of Spencer.

This the 14th day of June 2022.

Jonathan D. Williams, Mayor

ATTEST:

Stacy H. Craven, Town Clerk



Monthly Activity Report

Planning, Zoning & Subdivision Administrator

May 2022

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
4.27.22	Long Ferry Rd	Questions on conditional rezoning	Answered questions
4.27.22	NC Finishing Co	Discussion on development options	Discussion
4.27.22	4 th & Jordan	Subdivision request	Reviewed and approved minor subdivision
4.27.22	Salisbury Ave	Restriping project	Prepared presentation
4.27.22	Rowan County	ETJ swap/expansion	Discussion with planning staff
4.29.22	6 th & Hudson	Questions on subdivision	Answered questions
4.29.22	Office	Mural text amendment	Staff discussion and drafted text
5.2.22	Office	Comp Plan Update	Worked on presentation
5.2.22	Office	Salisbury Ave restriping project	Online meeting with consultant
5.2.22	office	Hackett St access road	Online meeting with Innospec
5.2.22	Office	Hackett St access road	Sent proposed routing to NCDOT
5.2.22	Whitehead	Stormwater mgt problems	Discussed solutions with engineer
5.2.22	S Carolina Ave	Zoning permit for swimming pool	Issued permit
5.2.22	Hackett St	Incentive Policy	Discussed with developer
5.4.22	PCA	Zoning confirmation letter	Issued letter
5.4.22	Meadow	Road signs due to name change	Discussed with staff
5.4.22	Cain	Considering allowing plastic pipe as alternate to concrete for driveway culvert	Discussion with Joel Taylor
5.5.22	Office	Review HVAC design problems with Peter and Stacey	discussion
5.5.22	NC Finishing site	Code Enforcement	Discussed options with James

5.5.22	Hawkins Loop Rd	Development questions	Answered questions
5.5.22	office	BoA preagenda meeting	Attended meeting
5.6.22	office	Macro vs micro economic decisions	Drafted memo and distributed
5.6.22	Office	Stormwater management	Drafted memo and distributed
5.6.22	306 S Carolina	Zoning permit for duplex conversion	Issued permit
5.6.22	705 s carolina	Zoning permit for garage and fence	Issued permits
5.6.22	Office	HVAC problems	Discussed with service tech
5.9.22	Office	June public hearings	Advertised and posted to website
5.9.22	Spencer Woods	Tires dumped along road	Notified Joel
5.9.22	Whitehead	Sidewalk issue at new subdivision	Discussions with manager
5.9.22	office	Payment in lieu for sidewalks text amendment	Drafted, sent to manager for review
5.9.22	Office	Salisbury Ave restriping project	Requested guidance from NCDOT
5.9.22	office	Planning Board meeting	Attended meeting
5.10.22	office	Planning Board minutes	Drafted
5.10.22	office	Staff meeting	attended
5.10.22	office	ETJ swap process	Reviewed statutes
5.11.22	Innospec	Expansion plans and access road	discussions
5.11.22	Hackett St	Access Road plan	Distributed to NCDOT, developer, Innospec
5.12.22	Transportation Museum	Traffic control measures for events	Research and plan
5.12.22	all	No parking on grass project	HPC complications discussed
5.16.22	Salisbury Ave	Header redevelopment plans	Reviewed plans and commented
5.16.22	Hackett St	NCDOT alternates for access road	Reviewed and responded
5.16.22	Cain St	Setback enquiry	Answered questions
5.16.22	Long Ferry Rd	Questions about truck stop development	Answered questions
5.16.22	Rowan County	Development issues in NE Spencer	Staff discussion
5.16.22	Stanback Forest Education Ctr	Preliminary discussions with stake holders	Concept discussions
5.17.22	S Spencer Ave	Address change problems	Contacted Rowan County
5.17.22	office	Incentive Policy	Drafted policy and distributed for comment
5.19.22	6 th and Hudson	Sidewalk and street questions for development	Answered questions
5.19.22	office	Park Plaza Sign issues	Meeting with stakeholders

5.19.22	2 nd st	Subdivision and townhome questions	Answered questions
5.19.22	5 th st	Zoning permit for dumpster	Issued permit
5.19.22	6 th st	Zoning permit for carport enclosure	Issued permit
5.19.22	S Iredell	Zoning permit for renovation	Issued permit
5.19.22	5 th st	Zoning permit for fence	Issued permit
5.20.22	Park Plaza	Sign master plan process	Distributed information
5.20.22	Whitehead	Stormwater mgt concerns at new subdivision	Contacted Rowan County
5.20.22	NC Finishing Co site	Redevelopment process	Staff discussion
5.20.22	N Rowan Ave Ext	Renaming process	Drafted memo
5.24.22	315 W Newton	Zoning permit for bathroom addition	Issued permit
5.24.22	office	BoA budget workshop	attended
5.25.22	NE Spencer	New development options	Discussed with manager
5.25.22	Yadkin River Trailhead Project	Construction drawings and bid scheduling	Staff meeting with consultant
5.25.22	NC Finishing Site	Riverfront property zoning text amendment	Research for text amendment
5.25.22	Longs Ferry	Preliminary design plans for truck stop	Review and comments back to engineer
5.25.22	Long ferry	Preliminary design plans for 375K sq ft distribution ctr	reviewed
5.25.22	social	Stanback Forest Education Ctr and greenway connection possibilities	Met with stakeholders
5.26.22	Long Ferry Rd	Development and access rd map	Drafted and distributed to various stakeholders
5.26.22	greenways	Potential connection map	Drafted and distributed



Code Enforcement Office

MH - Minimum Housing / OL - Overgrown Lot / HD - Historic District/ JV - Junk Vehicle / JP - Junk Pile / AWG - Abandoned White Goods / AC - Animal Control / IP - Illegal Parking /AB - Abandoned Building / ZV - Zoning Violation / CM - Commercial Maintenance/ Open Red - Open Active Case / Abated Green - Case Closed & Cleared / Unfounded Blue - No Violation Found,

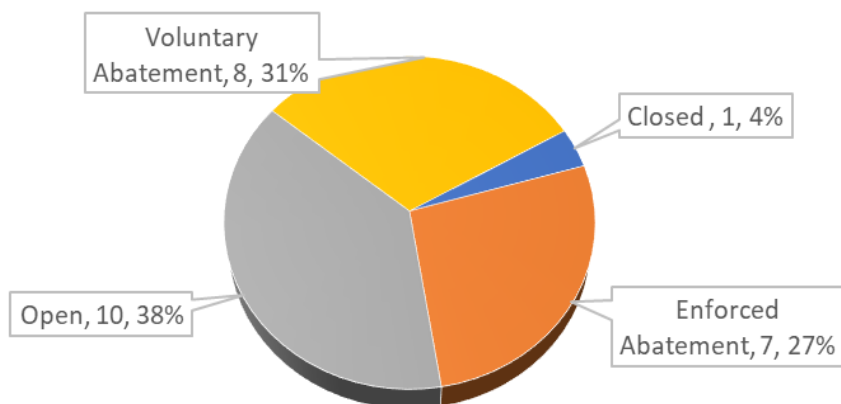
Monthly Report

May 2022 Highlights

- MAY 2022: 29 total Cases, 9 Open, 20 Closed
- Year to Date: 118 Cases
- Notice of Violations for April: 13
- Work Orders for Abatement: 5 total: 3 Mowing, 1 Junk Pile, 1 Illegal dumping
- Basic Code Enforcement refresher training, May 19, 2022

May 2022 Total Cases: 29

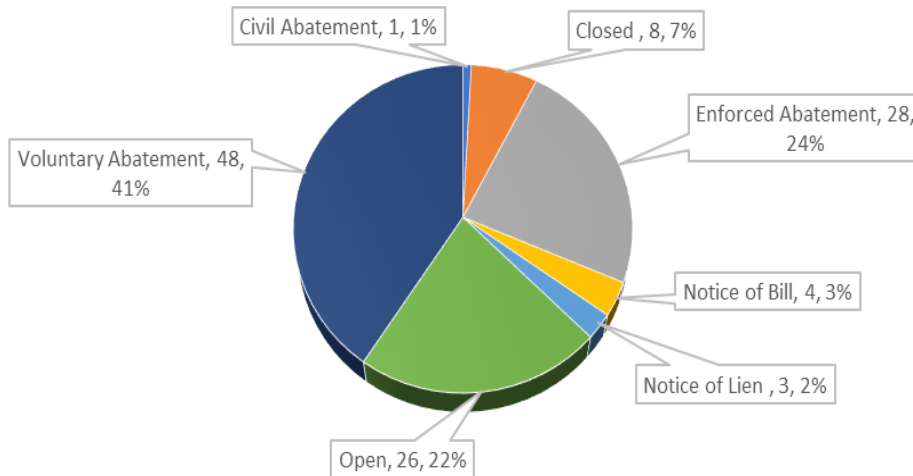
■ Closed ■ Enforced Abatement ■ Open ■ Voluntary Abatement



Code Enforcement Office

2022 Year to Date Breakdown: Total Cases 118

■ Civil Abatement ■ Closed ■ Enforced Abatement ■ Notice of Bill ■ Notice of Lien ■ Open ■ Voluntary Abatement



2022 Open Cases

Case Number	Address	Violation	Status
202200120	415 S Rowan Ave	High Grass and Weeds	Open
202200119	510 S Yadkin Ave	High Grass and Weeds	Open
202200118	904 S Salisbury Ave	High Grass and Weeds	Open
202200117	408 W 17th St	High Grass and Weeds	Open
202200116	409 7th St	High Grass and Weeds	Open
202200109	1108 N Salisbury Ave	Trash pile in backyard	Open
202200107	311 S Rowan Av	High Grass and weeds	Open
202200104	906 S Spencer Ave	High grass and weeds	Open
202200103	201 W Newton St	High Grass and weeds	Open
202200101	315 N Rowan Ave	Trees growing in gutter and backyard looks very trashy, pile of dirt with weeds	Open
202200081	502 S Carolina Ave	High Grass and weeds	Open
202200071	204 S Iredell Ave	High Grass and weeds	Open
202200063	401 W 17th St	Major roof damage from tree falling on the house	Open
202200045	303 S Iredell Ave	Front porch unsafe with missing wood	Open
202200044	204 S Iredell Ave	Junk pile on the front porch and in the backyard	Open



Code Enforcement Office

202200038	119 5th St	Wall in alleyway next to 121 5th may collapse	Open
202200037	222 N. Salisbury Ave	Missing aluminum wrap and fascia board on front of roof.	Open
202200036	1216 S Salisbury Ave	Exterior of property with large amount of debris and trash	Open
202200035	405 N. Salisbury Ave	Junk pile, pile of tires and junk vehicles in the backyard	Open
202200034	613 5th St	Porch roof dilapidated	Open
202200033	704 5th St	Hole in roof	Open
202200027	504 1st street	House caught fire	Open
202200026	705 N Salisbury Ave Apt B	Junk pile in front yard	Open
202200025	2555 N US 29 Hwy	Piles of junk from illegal dumping	Open
202200015	804 S. Salisbury Ave	Car crashed into living room	Open
202200002	414 S Carolina Ave	Front porch have large hole left open from recent attempt to repair	Open



May 2022 Monthly Case Status Report

5/1/2022 - 5/27/2022

Case #	Case Date	Main Status	Last Status Change Date	Complaint Received	Violation Address	Nature of Complaint
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Group: Closed

202200115	5/19/2022	Closed	5/20/2022		302 S Carolina Ave	Chickens locked up in a small coop in the backyard of this address and they are NEVER let out, nor tended too. Rooster constantly cries out at all hours of the day. Abandoned?? I'm not even sure anyone lives there.
202200113	5/18/2022	Closed	5/23/2022	Site Visit	216 5th St	High Grass and weeds
202200112	5/17/2022	Closed	5/18/2022	Portal Complaint	Town flower boxes	People are working hard through the appearance committee to make the flower boxes look nice. Filling them with election and realty signs should not be allowed. It makes the town look like garbage.
202200095	5/6/2022	Closed	5/11/2022	Site Visit	501 7th St	High Grass and weeds
202200091	4/29/2022	Closed	5/5/2022	Site Visit	506 S Rowan Ave	High Grass and weeds

Group Total: 5

Group: Enforced Abatement

202200111	5/13/2022	Enforced Abatement	5/23/2022	Site Visit	1210 Lee St	High grass in the backyard
202200106	5/11/2022	Enforced Abatement	5/27/2022	Site Visit	912 N Salisbury Av	High Grass and weeds
202200105	5/11/2022	Enforced Abatement	5/23/2022	Site Visit	0 Spencer Av	High Grass and weeds
202200102	5/11/2022	Enforced Abatement	5/18/2022	Site Visit	908 7th St	High Grass and weeds

202200100	5/10/2022	Enforced Abatement	5/23/2022	Site Visit	107 Alexander St	High Grass and weeds
202200099	5/10/2022	Enforced Abatement	5/18/2022	Site Visit	508 S. Whitehead Ave	High Grass and weeds
202200093	5/6/2022	Enforced Abatement	5/23/2022	Phone Call	707 3rd St	2 Junk Cars in yard
202200051	4/7/2022	Enforced Abatement	5/5/2022	Site Visit	613 5th St	High grass in the front and backyard
202200005	1/21/2022	Enforced Abatement	5/11/2022		701 5th St	Siding missing on rear of home and crawl space door damaged leaving access for animals

Group Total: 9

Group: Notice of Bill

202200088	4/26/2022	Notice of Bill	5/24/2022	Site Visit	413 S Baldwin Ave	High Grass and weeds
202200080	4/20/2022	Notice of Bill	5/24/2022	Site Visit	704 5th St	High Grass and weeds
202200065	4/13/2022	Notice of Bill	5/9/2022	Site Visit	600 3rd St	High Grass and weeds

Group Total: 3

Group: Notice of Lien

202200049	4/6/2022	Notice of Lien	5/24/2022	Site Visit	408 S Spencer Ave	High Grass and weeds over 8 inches in height in the front and backyard
202200048	4/6/2022	Notice of Lien	5/25/2022	Site Visit	700 4th St	High Grass and weeds over 8 inches in height
202200041	3/28/2022	Notice of Lien	5/24/2022	Site Visit	908 7th St	Construction debris on right side of home next to fence

Group Total: 3

Group: Open

202200120	5/27/2022	Open	5/27/2022	Site Visit	415 S Rowan Ave	High Grass and Weeds
202200119	5/26/2022	Open	5/26/2022	Site Visit	510 S Yadkin Ave	High Grass and Weeds
202200118	5/25/2022	Open	5/25/2022	Site Visit	904 S Salisbury Ave	High Grass and Weeds
202200117	5/25/2022	Open	5/25/2022	Site Visit	408 W 17th St	High Grass and Weeds
202200116	5/25/2022	Open	5/25/2022	Site Visit	409 7th St	High Grass and Weeds

202200109	5/12/2022	Open	5/12/2022	Site Visit	1108 N Salisbury Ave	Trash pile in backyard
202200107	5/11/2022	Open	5/12/2022	Site Visit	311 S Rowan Av	High Grass and weeds
202200104	5/11/2022	Open	5/12/2022	Site Visit	906 S Spencer Ave	High grass and weeds
202200103	5/11/2022	Open	5/12/2022	Site Visit	201 W Newton St	High Grass and weeds
202200101	5/10/2022	Open	5/12/2022	Portal Complaint	315 N Rowan Ave	Trees growing in gutter and backyard looks very trashy, pile of dirt with weeds

Group Total: 10

Group: Voluntary Abatement

202200114	5/18/2022	Voluntary Abatement	5/23/2022	Site Visit	1106 N Salisbury Ave	High Grass and weeds
202200110	5/12/2022	Voluntary Abatement	5/17/2022	Site Visit	1004 N. Salisbury Ave	High Grass and weeds
202200108	5/11/2022	Voluntary Abatement	5/12/2022	Site Visit	403 S Rowan Av	High Grass and weeds
202200098	5/10/2022	Voluntary Abatement	5/12/2022	Site Visit	703 5th St	High Grass and weeds
202200097	5/10/2022	Voluntary Abatement	5/16/2022	Site Visit	707 5th St	High Grass
202200096	5/9/2022	Voluntary Abatement	5/11/2022	Site Visit	116 11th St	High Grass and weeds
202200094	5/6/2022	Voluntary Abatement	5/10/2022	Site Visit	704 8th st	High Grass and weeds
202200092	5/5/2022	Voluntary Abatement	5/9/2022	Portal Complaint	600 block of S Spencer	Trash cans left out all the time. This has been an ongoing issue at the 3 houses on this block. Please send a reminder that trash cans are not be left at the street.
202200090	4/29/2022	Voluntary Abatement	5/5/2022	Site Visit	508 S Rowan Ave	High Grass and weeds
202200089	4/29/2022	Voluntary Abatement	5/9/2022	Site Visit	507 Meadow St	High Grass and weeds
202200087	4/26/2022	Voluntary Abatement	5/11/2022	Site Visit	711 4th St	High Grass and weeds

Group Total: 11

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704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: June 14, 2022

Issue under Consideration:	Property Liens for Nuisance Abatement
Current Status:	Compliance thru Town Abatement
Points to Consider:	No Response from property owner
Financial Impact:	\$918.00
Options:	For Information Only
Recommendations:	Confirm Liens
Department:	Police- Code Enforcement



Notice of Lien

05/24/2022

LOWE MICHAEL JUNIOR
408 S SPENCER AVE
SPENCER, NC 28159

The Town of Spencer
VS
LOWE MICHAEL JUNIOR

Re: Case Number 202200049
Subject Property: 408 S SPENCER AVE, SPENCER, NC
Property ID Number: 033 193

Dear Property Owner:

Take notice that the Town of Spencer, a municipal corporation, hereby claims a statutory lien pursuant to North Carolina General Statute 160A-193 and the Spencer Code of Ordinances, Chapter 93, against the above-named party or parties and upon the property of said owner or owners, hereinafter described and said claimants show:

1. That the property of the above-named owner or owners upon which notice of lien is filed is in the Spencer Township, Rowan County, State of North Carolina and is described as follows: **408 S SPENCER AVE, Parcel 033 193**
2. That the said lien is authorized by General Statute 160A-193 of the General Statutes of North Carolina, as implemented by the Code of Ordinances of the Town of Spencer as set forth in Chapter 93 of the Code of Ordinances.
3. That pursuant to the above-cited code, the violation was abated and said work was finished on **05/26/2022**.
4. That the cost of said work for which this Notice of Lien is filed is **\$362.50** plus **\$6.00** filing fee. Total cost of lien removal is **\$368.50**.

Sincerely,

James Osborne
Code Enforcement Officer
Town of Spencer



Notice of Lien

05/24/2022

RUANO YIMI RONAL
908 7TH ST
SPENCER, NC 28159-1536

The Town of Spencer
VS
RUANO YIMI RONAL

Re: Case Number 202200041
Subject Property: 908 7TH ST, SPENCER, NC
Property ID Number: 033 397

Dear Property Owner:

Take notice that the Town of Spencer, a municipal corporation, hereby claims a statutory lien pursuant to North Carolina General Statute 160A-193 and the Spencer Code of Ordinances, Chapter 93, against the above-named party or parties and upon the property of said owner or owners, hereinafter described and said claimants show:

1. That the property of the above-named owner or owners upon which notice of lien is filed is in the Spencer Township, Rowan County, State of North Carolina and is described as follows: **908 7TH ST, Parcel 033 397**
2. That the said lien is authorized by General Statute 160A-193 of the General Statutes of North Carolina, as implemented by the Code of Ordinances of the Town of Spencer as set forth in Chapter 93 of the Code of Ordinances.
3. That pursuant to the above-cited code, the violation was abated and said work was finished on **04/28/2022**.
4. That the cost of said work for which this Notice of Lien is filed is **\$300.00** plus **\$6.00** filing fee. Total cost of lien removal is **\$306.00**.

Sincerely,

James Osborne
Code Enforcement Officer
Town of Spencer



Notice of Lien

05/24/2022

PAINTER MICHAEL JOHN
700 4TH ST
SPENCER, NC 28159

The Town of Spencer
VS
PAINTER MICHAEL JOHN

Re: Case Number 202200048
Subject Property: 700 4TH ST, SPENCER, NC
Property ID Number: 033 160

Dear Property Owner:

Take notice that the Town of Spencer, a municipal corporation, hereby claims a statutory lien pursuant to North Carolina General Statute 160A-193 and the Spencer Code of Ordinances, Chapter 93, against the above-named party or parties and upon the property of said owner or owners, hereinafter described and said claimants show:

1. That the property of the above-named owner or owners upon which notice of lien is filed is in the Spencer Township, Rowan County, State of North Carolina and is described as follows: **700 4TH ST, Parcel 033 160**
2. That the said lien is authorized by General Statute 160A-193 of the General Statutes of North Carolina, as implemented by the Code of Ordinances of the Town of Spencer as set forth in Chapter 93 of the Code of Ordinances.
3. That pursuant to the above-cited code, the violation was abated and said work was finished on **04/26/2022**.
4. That the cost of said work for which this Notice of Lien is filed is **\$237.50** plus **\$6.00** filing fee. Total cost of lien removal is **\$243.50**.

Sincerely,

James Osborne
Code Enforcement Officer
Town of Spencer

Activity Log Event Summary (Totals)

Spencer Police Department

(05/01/2022 - 05/26/2022)

8th Street Ballpark Check	22	Administrative Work	21
Alarm - Other	8	Animal Complaint	2
Assault - In-Progress	1	Assault - Report	2
Assist - East Spencer Police	25	Assist - EMS	1
Assist - Fire Department	3	Assist - Motorist/Public	3
Assist - Other Agency	8	Assist - Other Officer	29
Assist - Sheriff's Office	6	B&E/Burglary - Commercial, In-Progress	1
B&E/Burglary - Residential, In-Progress	1	B&E/Burglary - Residential, Report	1
B&E-Vehicle, Report	2	Business Check-Drive Through	134
Community Event	1	Court	5
Disturbance	6	Disturbance- Verbal	3
Disturbance-Physical	3	Domestic Dispute	3
Fight - In-Progress	2	Follow-up Investigation - Outside Town Limits	1
Follow-up Investigation- Spencer	8	Foot Patrol - Business	37
Foot Patrol - Residential	1	Found Property	1
Fraud - Report	1	House Check	3
Illegal Burning	1	Illegal Dumping	1
Intoxicated Person	1	Involuntary Commitment	3
Juvenile Complaint	2	Larceny - In-Progress	1
Larceny - Report	4	Maintenance - Equipment	1
Maintenance - Vehicle	13	Meeting	14
Missing Juvenile	1	NCTM - Drive Through	111
NCTM - Foot Patrol	41	Norfolk Southern Railroad-Drive Through	2
Overdose	1	Park Check	111
Property Damage - In-Progress	1	Property Damage - Report	1
Public Service	7	School Activities	1
School Check - NRES	38	School Check - NRHS	52
School Check - NRMS	40	Security Check/Standby	14
Shots Fired	2	Special Assignment - Other	4
SRO Duties	37	Subpoena Service	13
Suspicious - Activity	4	Suspicious - Person	6
Suspicious - Vehicle	8	Traffic - Parking Control	1
Traffic Accident - PD	3	Traffic Accident - PI	1

Activity Log Event Summary (Totals)

Spencer Police Department

(05/01/2022 - 05/26/2022)

Traffic Complaint	1	Traffic Control	4
Traffic Enforcement	11	Trespassing - In-Progress	1
Unlock Vehicle	5	Vehicle Stop	16
Warrant Service	8	Welfare Check	28

Total Number Of Events: 960

- As we grow as an organization, the need for an addition becomes more dire. Not only for today's needs, but the needs of the future to facilitate future growth. Appropriate accommodations will aid with recruitment and retention.

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: **6/14/2022**

Issue under Consideration:	Public Works Monthly Report
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	N/A
Options:	No approval needed. This item is for information only.
Recommendations:	N/A
Department:	Public Works Department

DIRECTOR OF PUBLIC WORKS

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Ext. 50 Ofc.

704.633.3837 Fax

<http://www.ci.spencer.nc.us>

June 2022 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush, and Mowing) are running on schedule.
- 2) **Reminder:** Trash will be picked up one day late the first week of July due to observing the Fourth of July holiday.

July 4th	Monday	July 4th	*** Monday will run on Tuesday (July 5th)
			*** Tuesday will run on Wednesday (July 6th)
			*** Wednesday will run on Thursday (July 7th)

- 3) The second annual Spencer Cares Event was very successful, so much so, that we had to reschedule several residents for a second day. Saturday began around 8:30, with one group helping residents who needed help moving items, and the other group helping residents with yard work. The first group finished their list and joined the yard work group to complete 16 residents on the list that requested assistance. The remainder of the residents on the list, that we didn't get to on Saturday, have been rescheduled for Friday, June 3rd.
- 4) The lights in the parking lot at Town Hall are fully operational. We removed the mounts from the old lights and repaired the cut-out portions of the parking lot, completing this project.
- 5) We have been working on a failed drain line, on the corner of Third Street and Carolina Avenue. We removed the failed portion of the pipe and replaced it, so it is functional, but then the rain set in. We also had SRU come and camera the remainder of the line to see the condition of the rest of the pipe. The camera showed that the remainder of the pipe was in good working condition. We have allowed the ditch to dry out for several days, so that we can get good compaction on the ditch as it is backfilled. We will be backfilling and dressing up the work site in the coming days to complete this project.
- 6) We still plan to install a water line to provide water service to the smaller field at Eighth Street Ballpark. This has temporarily been put on hold until we can finish the other drainage project.

- 7) One of the planters on Salisbury Ave. was hit during a traffic accident, which also took out part of the retaining wall in front of the business on the corner of 4th Street. We will be working with the business owner and the person's insurance to get this fixed as soon as possible.
- 8) We have hired an individual for the open Sanitation Crewmember position. We would like to welcome Dakota Wilhelm to our crew. He has been working with us for the last four weeks and has quickly become a great asset to our team.
- 9) We continue to spray, (curbs, parks, sidewalks) as weather and time allows. As always, we will only spray what is necessary, and will continue to do so as time allows.
- 10) **CCAP update:**
The project area has been marked and the homeowner's have had time to look at the area, on their property, that will be affected. We continue to find a meeting date that is suitable for everyone, to get their thoughts on this, and address any of their concerns. I am hopeful to have a date soon and will provide information at the regular monthly meeting.
- 11) **Since last report:**

There were 4 abatements issued and completed.
- 12) **Work Orders were completed as necessary, along with several citizen engagement requests.**

Monthly Events:

May 21st – Spencer Cares Event

June 4th - Naming Ceremony 8th Street Ballpark

July 4th - Independence Day Holiday

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
0000-10-Revs							
-							
10-3100-000 TAXES, PRIOR YEARS	\$3,500.00	\$3,500.00	\$0.00	\$8,169.20	\$15.06	\$4,669.20	233
10-3194-000 TAXES, 3RD PRIOR YR	\$2,800.00	\$2,800.00	\$0.00	\$2,380.16	\$0.00	\$419.84	85
10-3195-000 TAXES, 2ND PRIOR YR	\$8,000.00	\$8,000.00	\$0.00	(\$1,423.55)	\$6.63	\$9,423.55	-18
10-3196-000 TAXES, FIRST PRIOR Y	\$39,000.00	\$39,000.00	\$0.00	\$21,820.25	\$587.82	\$17,179.75	56
10-3197-100 AD VALOREM TAXES CUR	\$1,433,143.00	\$1,433,143.00	\$0.00	\$1,428,618.69	\$2,012.96	\$4,524.31	100
10-3197-101 AD VALOREM TAXES VEH	\$134,779.00	\$134,779.00	\$0.00	\$121,377.77	\$12,860.38	\$13,401.23	90
10-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3197-180 TAX INTEREST & PENAL	\$10,000.00	\$10,000.00	\$0.00	\$12,461.16	\$369.69	\$2,461.16	125
10-3197-190 DOG TAX	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	0
10-3231-000 1% SALES TAX (ART 39	\$319,795.00	\$325,295.00	\$0.00	\$253,110.78	\$25,325.84	\$72,184.22	78
10-3232-000 1/2% SALES TAX (ART	\$189,902.00	\$189,902.00	\$0.00	\$158,934.66	\$15,351.55	\$30,967.34	84
10-3233-000 1/2% SALES TAX (ART	\$156,581.00	\$156,581.00	\$0.00	\$124,643.31	\$12,464.52	\$31,937.69	80
10-3234-000 TELECOMM.SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3235-000 1/2% SALES TAX (ART	\$261,422.00	\$261,422.00	\$0.00	\$218,757.93	\$21,634.03	\$42,664.07	84
10-3260-000 PRIVILEGE LICENSE FE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3261-000 CABLE TV FRANCHISE F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3314-004 FED.DRUG SEIZURE REV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3317-004 STATE DRUG SEIZURE R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3318-000 INTANGIBLES TAX REIM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3322-000 BEER & WINE TAX	\$14,100.00	\$14,100.00	\$0.00	\$13,164.50	\$13,164.50	\$935.50	93
10-3324-000 UTILITY FRANCHISE TA	\$188,000.00	\$188,000.00	\$0.00	\$93,541.06	\$0.00	\$94,458.94	50
10-3325-000 FOOD STAMP REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3326-000 SOLID WASTE DISPOSAL	\$1,200.00	\$1,200.00	\$0.00	\$1,922.41	\$626.50	\$722.41	160
10-3327-000 INVENTORY TAX REIMBU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3431-000 COURT, PKG FEES, REP	\$2,000.00	\$2,000.00	\$0.00	\$787.98	\$49.50	\$1,212.02	39
10-3436-000 FIRE PROTECT.-EAST S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3437-000 FIRST RESPONDER FEES	\$4,020.00	\$4,020.00	\$0.00	\$3,685.00	\$335.00	\$335.00	92
10-3437-001 Rowan County Fire De	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3438-000 ROWAN-SALIS SCHOOLS	\$120,400.00	\$120,400.00	\$0.00	\$120,358.06	\$0.00	\$41.94	100
10-3439-000 NCTM PAYMENTS	\$29,247.00	\$29,247.00	\$0.00	\$26,810.63	\$2,437.33	\$2,436.37	92
10-3440-000 WATER BOND FROM SALI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3491-000 ZONING FEES	\$5,000.00	\$5,000.00	\$0.00	\$4,842.00	\$255.00	\$158.00	97
10-3491-001 LIEN PAYMENTS	\$9,000.00	\$9,000.00	\$0.00	\$6,344.33	\$50.00	\$2,655.67	70
10-3500-510 SOL/WASTE COLLECTION	\$219,300.00	\$219,300.00	\$0.00	\$184,749.98	\$18,011.09	\$34,550.02	84
10-3500-530 BULKY ITEM COLLECTIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3500-540 RECYCLING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3500-550 YARD WASTE SALES	\$1,000.00	\$1,000.00	\$0.00	\$930.00	\$475.00	\$70.00	93
10-3831-000 INVESTMENT EARNINGS	\$1,000.00	\$1,000.00	\$0.00	\$919.64	\$0.00	\$80.36	92
10-3833-001 Donations-Police Dep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-002 Donations-Other	\$0.00	\$163,000.00	\$0.00	\$163,000.00	\$0.00	\$0.00	100
10-3833-003 FIRE DEPT MEMORIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-004 DONATIONS-FIRE DEPAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-005 Donations-Arbor Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3835-000 SALES-FIXED ASSETS	\$24,000.00	\$24,000.00	\$0.00	\$36,774.88	\$0.00	\$12,774.88	153
10-3837-000 ABC REVENUES	\$12,000.00	\$12,000.00	\$0.00	\$11,789.69	\$0.00	\$210.31	98
10-3838-000 INSURANCE REIMBURSEM	\$0.00	\$67,232.00	\$0.00	\$69,861.41	\$1,629.00	\$2,629.41	104
10-3839-000 MISCELLANEOUS REVENU	\$24,500.00	\$24,500.00	\$0.00	\$27,239.10	\$6.00	\$2,739.10	111
10-3839-001 CIVIL CITATIONS - PO	\$100.00	\$100.00	\$0.00	\$20.00	\$10.00	\$80.00	20
10-3839-002 CIVIL CITATIONS - LA	\$100.00	\$100.00	\$0.00	\$237.50	\$0.00	\$137.50	238
10-3840-000 LIBRARY PARK RES.FEE	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0
10-3840-001 STANBACK FOREST RES.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-3841-000 STATE SHARED REVENUE	\$14,116.00	\$14,116.00	\$0.00	\$0.00	\$0.00	\$14,116.00	0
10-3920-000 LEASE PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-000 PROCEEDS FROM LOAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-050 TRF.FROM SEWER FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-060 RES EQTY TRF-SOL WAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-070 TRF FROM CAPITAL RES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-000 FEDERAL GRANT - ARPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-001 OTHER FIN.SOR-CAP LE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-002 OTHER GRANTS	\$20,000.00	\$84,488.00	\$0.00	\$20,250.00	\$10,000.00	\$64,238.00	24
10-3985-003 GRANTS-STANBACK FORE	\$0.00	\$0.00	\$0.00	\$5,222.57	\$0.00	\$5,222.57	0
10-3985-050 RES.EQUITY TRF.-SEWE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-060 TRANSF FROM POWELL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-070 RESTRICTED REVENUE F	\$0.00	\$0.00	\$0.00	\$0.79	\$0.00	\$0.79	0
10-3986-001 SCHOOL RESOURCE OFFI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3991-000 APPROPRIATED FUND BA	\$287,349.00	\$345,323.00	\$0.00	\$0.00	\$0.00	\$345,323.00	0
10-3991-001 APPROPRIATED CAPITAL	\$185,245.00	\$185,245.00	\$0.00	\$0.00	\$0.00	\$185,245.00	0
0000-10-Revs	\$3,720,649.00	\$4,078,843.00	\$0.00	\$3,141,302.89	\$137,677.40	\$1,000,256.15	77

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4110-10-GOVERNING BODY							
-							
10-4110-121 SALARIES/WAGES-REGUL	\$23,501.00	\$23,501.00	\$0.00	\$21,541.74	\$1,958.34	\$1,959.26	92
10-4110-181 FICA	\$1,798.00	\$1,798.00	\$0.00	\$1,648.13	\$149.83	\$149.87	92
10-4110-185 WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-186 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-191 SERVICES-ACCOUNTING	\$10,100.00	\$10,100.00	\$0.00	\$3,563.00	\$0.00	\$6,537.00	35
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$27,500.00	\$5,500.00	\$24,571.94	\$0.00	(\$2,571.94)	89
10-4110-194 CONTRACT SERVICES	\$9,000.00	\$29,000.00	\$900.00	\$5,911.90	\$2,150.00	\$22,188.10	20
10-4110-212 UNIFORMS	\$280.00	\$280.00	\$0.00	\$207.31	\$207.31	\$72.69	74
10-4110-291 SUPPLIES DATA PROCES	\$2,000.00	\$2,250.00	\$0.00	\$2,247.00	\$0.00	\$3.00	100
10-4110-299 SUPPLIES AND MATERIA	\$500.00	\$620.00	\$0.00	\$875.15	\$159.25	(\$255.15)	141
10-4110-311 TRAVEL	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
10-4110-321 TELEPHONE & INTERNET	\$300.00	\$300.00	\$0.00	\$213.44	(\$81.48)	\$86.56	71
10-4110-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-395 TRAINING	\$2,700.00	\$2,060.00	\$0.00	\$33.69	\$0.00	\$2,026.31	2
10-4110-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-451 INSURANCE-PROP/GEN/P	\$1,815.00	\$1,815.00	\$0.00	\$1,815.00	\$0.00	\$0.00	100
10-4110-491 DUES AND SUBSCRIPTIO	\$11,530.00	\$11,530.00	\$0.00	\$10,969.67	\$0.00	\$560.33	95
10-4110-498 Spencer Business Ass	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-550 CO-EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-570 CO-LAND	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	100
10-4110-580 CO-INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-600 NONPROFIT GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-610 COMMUNITY APPEARANCE	\$10,000.00	\$10,000.00	\$9,300.00	\$0.00	\$0.00	\$700.00	0
10-4110-620 HISTORIC PRESERVATIO	\$10,300.00	\$10,300.00	\$0.00	\$500.00	\$0.00	\$9,800.00	5
10-4110-625 DONATION-LIBRARY PAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-630 ROWAN COUNTY ELECTIO	\$3,200.00	\$3,470.00	\$0.00	\$3,466.49	\$0.00	\$3.51	100
10-4110-631 ROWAN COUNTY TAX COL	\$13,000.00	\$13,000.00	\$0.00	\$13,288.58	\$26.08	(\$288.58)	102
10-4110-640 TOURISM AND EVENTS	\$15,000.00	\$15,000.00	\$0.00	\$12,696.14	\$0.00	\$2,303.86	85
10-4110-645 SPENCER PARTNERSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-650 FACADE GRANT -COMM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-651 FACADE GRANT-RESIDEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-660 TRF.TO SOLID WASTE F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-665 RES EQUITY TRF-FLEET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-930 TRANSFER TO CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-983 TRF.TO CAP.RES.(FIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-999 CONTINGENCIES	\$25,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00	0
4110-10-GOVERNING BODY	\$177,024.00	\$196,024.00	\$15,700.00	\$108,549.18	\$4,569.33	\$71,774.82	63

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
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10-4130-121 SALARIES/WAGES-REGUL	\$242,398.00	\$242,398.00	\$0.00	\$192,749.06	\$13,384.54	\$49,648.94	80
10-4130-122 SALARIES/WAGES-OVERT	\$13,476.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-126 SALARIES/WAGES/TEMPO	\$0.00	\$5,830.00	\$0.00	\$869.95	\$0.00	\$4,960.05	15
10-4130-127 SALARIES/WAGES-BONUS	\$2,700.00	\$2,700.00	\$0.00	\$1,800.00	\$0.00	\$900.00	67
10-4130-133 401K Town Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-181 FICA	\$19,785.00	\$19,785.00	\$0.00	\$14,535.23	\$989.27	\$5,249.77	73
10-4130-182 RETIREMENT	\$28,050.00	\$28,050.00	\$0.00	\$14,755.35	\$1,527.86	\$13,294.65	53
10-4130-183 GROUP INSURANCE	\$39,800.00	\$39,800.00	\$0.00	\$36,654.59	\$1,886.35	\$3,145.41	92
10-4130-184 401K CONTRIBUTION	\$12,300.00	\$11,800.00	\$0.00	\$8,093.26	\$586.47	\$3,706.74	69
10-4130-185 WORKERS COMPENSATION	\$900.00	\$900.00	\$0.00	\$815.99	\$0.00	\$84.01	91
10-4130-186 UNEMPLOYMENT	\$2,000.00	\$2,000.00	\$0.00	\$880.72	\$0.00	\$1,119.28	44
10-4130-191 SERVICES-ACCOUNTING	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0
10-4130-193 MEDICAL SERVICES	\$2,800.00	\$2,800.00	\$0.00	\$743.00	\$0.00	\$2,057.00	27
10-4130-194 CONTRACT SERVICES	\$142,490.00	\$146,836.00	\$32,055.75	\$131,179.75	\$9,503.95	(\$16,399.50)	89
10-4130-198 SERVICES-ENGINEERING	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	100
10-4130-211 JANITORIAL SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$586.68	\$0.00	\$413.32	59
10-4130-212 UNIFORMS	\$320.00	\$320.00	\$0.00	\$339.42	\$339.42	(\$19.42)	106
10-4130-220 FOOD & PROVISIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-260 SUPPLIES-OFFICE	\$4,500.00	\$4,500.00	\$0.00	\$2,192.27	\$10.00	\$2,307.73	49
10-4130-270 COVID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-291 SUPPLIES-DATA PROCES	\$5,250.00	\$5,250.00	\$0.00	\$3,814.18	\$749.40	\$1,435.82	73
10-4130-296 SUPPLIES-MEDICAL	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4130-299 SUPPLIES AND MATERIA	\$2,300.00	\$3,800.00	\$865.25	\$2,602.14	\$0.00	\$332.61	68
10-4130-311 TRAVEL	\$3,250.00	\$3,250.00	\$192.00	\$1,179.48	\$53.29	\$1,878.52	36
10-4130-321 TELEPHONE AND INTERN	\$6,235.00	\$10,000.00	\$0.00	\$8,781.87	\$163.38	\$1,218.13	88
10-4130-325 POSTAGE	\$4,800.00	\$4,800.00	\$437.23	\$2,931.54	\$0.00	\$1,431.23	61
10-4130-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$990.00	\$330.00	(\$990.00)	0
10-4130-331 UTILITIES	\$19,200.00	\$19,200.00	\$0.00	\$23,162.59	\$2,757.78	(\$3,962.59)	121
10-4130-332 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-341 PRINTING	\$1,100.00	\$1,100.00	\$0.00	\$866.29	\$390.00	\$233.71	79
10-4130-351 MAINTENANCE-BUILDING	\$2,500.00	\$2,000.00	\$0.00	\$676.15	\$643.00	\$1,323.85	34
10-4130-352 MAINT & REPAIRS - EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-370 ADVERTISING	\$2,000.00	\$2,000.00	\$320.00	\$3,397.72	\$120.69	(\$1,717.72)	170
10-4130-394 CLEANING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-395 TRAINING	\$4,200.00	\$4,200.00	\$885.00	\$3,818.50	\$0.00	(\$503.50)	91
10-4130-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-397 TECHNOLOGY SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-398 PROFESSIONAL SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-400 DAVID TREME EDUCATIO	\$3,000.00	\$3,000.00	\$2,445.88	\$0.00	\$0.00	\$554.12	0
10-4130-439 EQUIPMENT RENTAL	\$0.00	\$5,900.00	\$0.00	\$4,547.99	\$0.00	\$1,352.01	77
10-4130-440 MAINTENANCE CONTRACT	\$16,200.00	\$24,800.00	\$1,825.35	\$24,537.32	\$1,190.05	(\$1,562.67)	99
10-4130-441 LICENSE FEE	\$22,197.00	\$22,197.00	\$3,159.00	\$17,782.07	\$0.00	\$1,255.93	80
10-4130-451 INSURANCE-PROP/GEN/P	\$10,026.00	\$10,026.00	\$0.00	\$9,503.69	\$0.00	\$522.31	95
10-4130-453 INSURANCE - BONDS	\$550.00	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	100
10-4130-491 DUES AND SUBSCRIPTIO	\$1,525.00	\$1,535.00	\$0.00	\$1,889.00	\$205.00	(\$354.00)	123
10-4130-492 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-499 MISCELLANEOUS	\$1,000.00	\$3,000.00	\$701.25	\$2,763.95	\$0.00	(\$465.20)	92
10-4130-521 CAPITAL SOFTWARE	\$12,695.00	\$12,695.00	\$0.00	\$12,695.00	\$0.00	\$0.00	100
10-4130-540 BOND PRINCIPAL/INTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-550 CAP. OUTLAY-OTHER EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-580 CAP.OUT-BLDG.STRUCT.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4130-590 PARK PLAZA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-610 ECONOMIC DEV.COMM.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-620 ECON.DEV.ACTIVITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-710 PRINICIPAL	\$51,920.00	\$51,920.00	\$0.00	\$0.00	\$0.00	\$51,920.00	0
10-4130-720 INTEREST	\$108,565.00	\$92,090.00	\$0.00	\$0.00	\$0.00	\$92,090.00	0
10-4130-740 PARK PLAZZA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-750 LEASE PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-850 TRANSFER TO PARK PLA	\$0.00	\$57,974.00	\$0.00	\$57,974.00	\$0.00	\$0.00	100
10-4130-851 TRANSFER TO CORONAVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-999 CREDIT CARD CHARGES	\$0.00	\$0.00	\$0.00	\$11,557.23	\$11,557.23	(\$11,557.23)	0
4130-10-ADMINISTRATION	\$803,932.00	\$862,906.00	\$42,886.71	\$612,215.98	\$46,387.68	\$207,803.31	76

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4310-10-POLICE OPERATIONS							
10-4310-121 SALARIES/WAGES-REGUL	\$682,118.00	\$655,832.00	\$0.00	\$472,497.30	\$39,267.25	\$183,334.70	72
10-4310-122 SALARIES/WAGES-OVERT	\$0.00	\$5,000.00	\$0.00	\$9,117.05	\$2,871.54	(\$4,117.05)	182
10-4310-126 PART-TIME/TEMPORARY	\$2,000.00	\$1,760.00	\$0.00	\$1,472.00	\$1,120.00	\$288.00	84
10-4310-127 SALARIES/WAGES-BONUS	\$9,600.00	\$9,600.00	\$0.00	\$6,300.00	\$0.00	\$3,300.00	66
10-4310-131 SUPPLEMENTAL LAW RET	\$7,108.00	\$7,108.00	\$0.00	\$6,205.70	\$546.76	\$902.30	87
10-4310-133 LAW ENF.OFFICERS-401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-181 FICA	\$53,650.00	\$52,502.00	\$0.00	\$36,923.18	\$3,262.41	\$15,578.82	70
10-4310-182 RETIREMENT	\$83,300.00	\$82,421.00	\$0.00	\$57,433.22	\$5,021.20	\$24,987.78	70
10-4310-183 GROUP INSURANCE	\$133,650.00	\$133,650.00	\$0.00	\$102,981.81	\$6,151.11	\$30,668.19	77
10-4310-184 401K CONTRIBUTION	\$34,600.00	\$34,600.00	\$0.00	\$23,331.86	\$1,935.51	\$11,268.14	67
10-4310-185 WORKERS COMPENSATION	\$23,000.00	\$17,000.00	\$0.00	\$16,813.25	\$0.00	\$186.75	99
10-4310-193 SERVICES-MEDICAL	\$3,500.00	\$3,500.00	\$0.00	\$870.00	\$0.00	\$2,630.00	25
10-4310-194 CONTRACT SERVICES	\$10,000.00	\$39,553.00	\$0.00	\$39,688.98	\$0.00	(\$135.98)	100
10-4310-212 UNIFORMS	\$10,700.00	\$10,700.00	\$935.20	\$3,897.57	\$36.00	\$5,867.23	36
10-4310-213 SUPPLIES-SAFETY	\$1,900.00	\$1,900.00	\$0.00	\$584.98	\$0.00	\$1,315.02	31
10-4310-231 DARE PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-241 K-9 PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-251 MOTOR FUEL AND LUBRI	\$24,000.00	\$24,000.00	\$0.00	\$23,672.21	\$2,258.49	\$327.79	99
10-4310-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-260 SUPPLIES-OFFICE	\$2,500.00	\$2,500.00	\$0.00	\$472.66	\$0.00	\$2,027.34	19
10-4310-291 SUPPLIES-DATA PROCES	\$0.00	\$12,350.00	\$892.70	\$588.94	\$0.00	\$10,868.36	5
10-4310-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-296 SUPPLIES-MEDICAL	\$0.00	\$1,950.00	\$0.00	\$2,179.84	\$0.00	(\$229.84)	112
10-4310-299 SUPPLIES AND MATERIA	\$9,600.00	\$9,600.00	\$4,342.09	\$4,172.05	\$0.00	\$1,085.86	43
10-4310-311 TRAVEL	\$1,500.00	\$1,500.00	\$0.00	\$367.80	\$0.00	\$1,132.20	25
10-4310-321 TELEPHONE AND INTERN	\$14,500.00	\$14,500.00	\$0.00	\$13,179.67	\$724.14	\$1,320.33	91
10-4310-329 OTHER COMMUNICATION	\$4,000.00	\$4,000.00	\$0.00	\$2,406.93	\$20.91	\$1,593.07	60
10-4310-341 PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-352 MAINTENANCE-EQUIPMEN	\$4,500.00	\$4,500.00	\$715.00	\$506.02	\$31.25	\$3,278.98	11
10-4310-353 MAINTENANCE-VEHICLES	\$11,000.00	\$11,000.00	\$900.00	\$4,297.78	\$428.89	\$5,802.22	39
10-4310-370 ADVERTISING	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4310-395 TRAINING	\$8,025.00	\$8,025.00	\$500.00	\$360.00	\$0.00	\$7,165.00	4
10-4310-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-440 MAINTENANCE CONTRACT	\$24,948.00	\$24,948.00	\$811.04	\$21,850.17	\$551.50	\$2,286.79	88
10-4310-441 LICENSE FEE	\$3,204.00	\$3,204.00	\$0.00	\$3,204.00	\$0.00	\$0.00	100
10-4310-451 INSURANCE-PROP/GEN/P	\$10,416.00	\$10,416.00	\$0.00	\$10,415.70	\$0.00	\$0.30	100
10-4310-452 INSURANCE-VEHICLES	\$13,208.00	\$12,728.00	\$0.00	\$12,254.77	\$0.00	\$473.23	96
10-4310-491 DUES AND SUBSCRIPTIO	\$380.00	\$380.00	\$0.00	\$190.00	\$0.00	\$190.00	50
10-4310-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$206.24	\$0.00	\$793.76	21
10-4310-540 CO-VEHICLES	\$49,100.00	\$92,572.00	\$34,017.00	\$45,558.08	\$5,382.90	\$12,996.92	49
10-4310-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$16,168.00	\$0.00	\$0.00	\$0.00	\$16,168.00	0
10-4310-560 CAPITAL OUTLAY-BLDG.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-750 LEASE PYMTS-COMPUTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-760 LEASE PYMTS-VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-765 LEASE PYMTS-RADIOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-770 STATE DRUG SEIZURE E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-771 FED DRUG SEIZURE EXP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4310-10-POLICE OPERATIONS	\$1,237,207.00	\$1,310,667.00	\$43,113.03	\$923,999.76	\$69,609.86	\$343,554.21	74

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4340-10-FIRE OPERATIONS							
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10-4340-121 SALARIES/WAGES-REGUL	\$51,479.00	\$51,479.00	\$0.00	\$45,059.27	\$4,114.34	\$6,419.73	88
10-4340-122 OVERTIME	\$0.00	\$3,000.00	\$0.00	\$2,077.46	\$0.00	\$922.54	69
10-4340-125 SALARIES/WAGES-VOL F	\$18,370.00	\$18,370.00	\$0.00	\$7,892.22	\$375.00	\$10,477.78	43
10-4340-126 PART-TIME/TEMPORARY	\$174,105.00	\$169,305.00	\$0.00	\$115,363.07	\$9,467.08	\$53,941.93	68
10-4340-127 SALARIES/WAGES-BONUS	\$4,800.00	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	100
10-4340-180 FIREFIGHTER LIFE INS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-181 FICA	\$19,034.00	\$19,034.00	\$0.00	\$13,501.63	\$1,063.99	\$5,532.37	71
10-4340-182 RETIREMENT	\$6,046.00	\$6,046.00	\$0.00	\$5,154.86	\$470.69	\$891.14	85
10-4340-183 GROUP INSURANCE	\$8,010.00	\$8,010.00	\$0.00	\$7,085.64	\$520.98	\$924.36	88
10-4340-184 401K CONTRIBUTION	\$2,645.00	\$2,645.00	\$0.00	\$2,252.99	\$205.72	\$392.01	85
10-4340-185 WORKERS COMPENSATION	\$15,000.00	\$15,000.00	\$0.00	\$13,341.89	\$0.00	\$1,658.11	89
10-4340-194 CONTRACT SERVICES	\$5,600.00	\$5,600.00	\$182.28	\$4,040.00	\$0.00	\$1,377.72	72
10-4340-211 JANITORIAL SUPPLIES	\$1,800.00	\$1,800.00	\$0.00	\$820.14	\$0.00	\$979.86	46
10-4340-212 UNIFORMS	\$5,850.00	\$15,850.00	\$3,807.21	\$3,436.21	\$71.34	\$8,606.58	22
10-4340-213 SUPPLIES-SAFETY	\$19,605.00	\$19,605.00	\$0.00	\$12,371.03	\$0.00	\$7,233.97	63
10-4340-214 FEMA-PERS.PROTECTIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-215 PERSONAL PROTECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-220 FOOD & PROVISIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-230 SUPPLIES-EDUCATIONAL	\$1,150.00	\$11,150.00	\$9,224.00	\$0.00	\$0.00	\$1,926.00	0
10-4340-251 MOTOR FUEL AND LUBRI	\$4,500.00	\$4,500.00	\$0.00	\$6,735.29	\$651.23	(\$2,235.29)	150
10-4340-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-260 SUPPLIES-OFFICE	\$1,000.00	\$1,000.00	\$0.00	\$539.33	\$0.00	\$460.67	54
10-4340-265 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-270 DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-291 SUPPLIES-DATA PROCES	\$1,000.00	\$1,000.00	\$0.00	\$619.99	\$0.00	\$380.01	62
10-4340-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-296 SUPPLIES-MEDICAL	\$2,340.00	\$2,340.00	\$0.00	\$1,233.89	\$0.00	\$1,106.11	53
10-4340-299 SUPPLIES AND MATERIA	\$3,800.00	\$12,400.00	\$350.00	\$8,996.38	\$0.00	\$3,053.62	73
10-4340-311 TRAVEL	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-4340-321 TELEPHONE AND INTE	\$7,500.00	\$7,500.00	\$0.00	\$6,555.90	\$355.10	\$944.10	87
10-4340-329 OTHER COMMUNICATION	\$3,280.00	\$1,730.00	\$0.00	\$149.90	\$0.00	\$1,580.10	9
10-4340-331 UTILITIES	\$7,160.00	\$7,160.00	\$0.00	\$7,694.18	\$500.28	(\$534.18)	107
10-4340-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-351 MAINTENANCE-BUILDING	\$3,000.00	\$28,972.00	\$3,862.86	\$25,166.75	\$0.00	(\$57.61)	87
10-4340-352 MAINTENANCE-EQUIPMEN	\$5,000.00	\$5,000.00	\$40.62	\$1,751.53	\$0.00	\$3,207.85	35
10-4340-353 MAINTENANCE-VEHICLES	\$15,500.00	\$25,500.00	\$16,690.92	\$9,238.86	\$0.00	(\$429.78)	36
10-4340-354 MAINTENANCE-GROUNDS	\$500.00	\$10,500.00	\$10,763.00	\$153.97	\$0.00	(\$416.97)	1
10-4340-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-375 PUBLIC ED.PREV.MATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-395 TRAINING	\$4,250.00	\$4,250.00	\$1,540.29	\$513.63	\$0.00	\$2,196.08	12
10-4340-396 MEDICAL SERVICES	\$500.00	\$500.00	\$0.00	\$360.00	\$0.00	\$140.00	72
10-4340-440 MAINTENANCE CONTRACT	\$2,588.00	\$2,588.00	\$0.00	\$1,073.89	\$107.00	\$1,514.11	41
10-4340-441 LICENSE FEE	\$2,250.00	\$3,365.00	\$0.00	\$3,365.00	\$0.00	\$0.00	100
10-4340-451 INSURANCE-PROP/GEN/P	\$5,120.00	\$5,120.00	\$0.00	\$3,435.33	\$0.00	\$1,684.67	67
10-4340-452 INSURANCE - VEHICLES	\$4,741.00	\$4,741.00	\$0.00	\$4,396.60	(\$344.40)	\$344.40	93
10-4340-491 DUES AND SUBSCRIPTIO	\$2,185.00	\$2,185.00	\$0.00	\$1,990.00	\$0.00	\$195.00	91
10-4340-499 MISCELLANEOUS	\$500.00	\$29,679.00	\$545.00	\$9,587.16	\$0.00	\$19,546.84	32
10-4340-540 CO-VEHICLES	\$0.00	\$25,162.00	\$5,603.06	\$25,639.20	\$25,639.20	(\$6,080.26)	102
10-4340-550 CO-EQUIPMENT	\$5,000.00	\$5,000.00	\$425.00	\$4,263.86	\$0.00	\$311.14	85
10-4340-560 CO-BUILDING AND IMPR	\$20,000.00	\$18,885.00	\$0.00	\$0.00	\$0.00	\$18,885.00	0
10-4340-570 CO-LAND	\$75,000.00	\$31,397.00	\$0.00	\$0.00	\$0.00	\$31,397.00	0
10-4340-670 MILLER FERRY F.D.CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4340-750 LEASE PAYMENTS	\$18,251.00	\$18,251.00	\$0.00	\$18,250.71	\$0.00	\$0.29	100
10-4340-752 LEASE PMTS-UTILITY T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-753 LEASE PAYMENTS-RADIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-755 LEASE PAYMENTS-FIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-765 LEASE PYMT-RADIOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-775 LEASE PYMTS - EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-785 LEASE PAYMT-UTILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-800 FIRE STATION LEASE P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-810 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4340-10-FIRE OPERATIONS	\$528,759.00	\$612,519.00	\$53,034.24	\$380,707.76	\$43,197.55	\$178,777.00	71

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4510-580 CO-INFRASTRUCTURE	\$37,000.00	\$37,000.00	\$0.00	\$37,726.14	\$0.00	(\$726.14)	102
10-4510-591 ROADWAY & PAVING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-593 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-750 LEASE PAYMENTS-COMPU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-770 LEASE PAYMENTS-BACKH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-775 LEASE PAYMENTS-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4510-10-STREETS OPERATIONS	\$455,230.00	\$455,230.00	\$37,717.91	\$309,635.15	\$28,476.12	\$107,876.94	76

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4710-10-SOLID/YARD OPERATIONS							
-							
10-4710-121 SALARIES/WAGES-REGUL	\$199,635.00	\$199,635.00	\$0.00	\$155,488.04	\$13,447.00	\$44,146.96	78
10-4710-122 SALARIES/WAGES-OVERT	\$1,500.00	\$1,500.00	\$0.00	\$1,684.49	\$458.60	(\$184.49)	112
10-4710-127 SALARIES/WAGES-BONUS	\$3,255.00	\$3,255.00	\$0.00	\$3,255.00	\$0.00	\$0.00	100
10-4710-133 401-K MATCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-181 FICA	\$15,650.00	\$15,650.00	\$0.00	\$11,335.67	\$982.92	\$4,314.33	72
10-4710-182 RETIREMENT	\$23,400.00	\$23,400.00	\$0.00	\$18,052.41	\$1,597.14	\$5,347.59	77
10-4710-183 GROUP INSURANCE	\$59,500.00	\$59,500.00	\$0.00	\$39,493.35	\$2,783.49	\$20,006.65	66
10-4710-184 401K CONTRIBUTION	\$9,800.00	\$9,800.00	\$0.00	\$5,093.01	\$443.03	\$4,706.99	52
10-4710-185 WORKERS COMPENSATION	\$11,000.00	\$11,000.00	\$0.00	\$10,041.20	\$0.00	\$958.80	91
10-4710-193 SERVICES-MEDICAL	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-4710-194 CONTRACT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$404.68	\$404.68	\$95.32	81
10-4710-212 UNIFORMS	\$3,250.00	\$3,250.00	\$0.00	\$2,788.06	\$271.76	\$461.94	86
10-4710-213 SAFETY SUPPLIES	\$1,000.00	\$1,000.00	\$728.68	\$0.00	\$0.00	\$271.32	0
10-4710-230 SUPPLIES-EDUCATIONAL	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4710-240 CONSTRUCT./REPAIR SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-251 MOTOR FUEL AND LUBRI	\$11,000.00	\$11,000.00	\$0.00	\$14,159.32	\$3,618.76	(\$3,159.32)	129
10-4710-252 TIRES & TUBES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-253 PARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-260 OFFICE SUPPLIES/MATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-270 CARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-299 SUPPLIES AND MATERIA	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
10-4710-311 TR AVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-321 TELEPHONE AND INTERN	\$2,250.00	\$2,250.00	\$0.00	\$1,122.00	\$103.21	\$1,128.00	50
10-4710-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-352 MAINTENANCE-EQUIPMEN	\$4,200.00	\$4,200.00	\$0.00	\$2,581.74	\$192.80	\$1,618.26	61
10-4710-353 MAINTENANCE-VEHILCES	\$8,100.00	\$8,100.00	\$250.00	\$7,901.83	(\$11.38)	(\$51.83)	98
10-4710-370 ADVERTISING	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
10-4710-395 TRAINING	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-4710-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-397 LANDFILL SER TIPPING	\$50,000.00	\$50,000.00	\$0.00	\$47,453.90	\$4,443.88	\$2,546.10	95
10-4710-398 LANDFILL SER RECYCLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-438 TREE WORK	\$1,675.00	\$1,675.00	\$0.00	\$0.00	\$0.00	\$1,675.00	0
10-4710-440 MAINTENANCE CONTRACT	\$10,500.00	\$10,500.00	\$0.00	\$10,103.00	\$14.00	\$397.00	96
10-4710-451 INSURANCE-PROP/GEN/P	\$1,758.00	\$1,758.00	\$0.00	\$792.72	\$0.00	\$965.28	45
10-4710-452 INSURANCE-VEHICLES	\$3,300.00	\$3,300.00	\$0.00	\$1,364.96	\$0.00	\$1,935.04	41
10-4710-499 MISCELLANEOUS	\$325.00	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00	0
10-4710-540 CAP OUT-MOTOR VEH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-580 CAPITAL OUTLAY-BLDG,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-750 LEASE PAYMENTS	\$14,885.00	\$14,885.00	\$0.00	\$13,644.51	\$1,240.41	\$1,240.49	92
10-4710-760 LEASE PAYMENTS-VEHIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-775 LEASE PAYMENTS-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4710-10-SOLID/YARD OPERATIONS	\$437,733.00	\$437,733.00	\$978.68	\$346,759.89	\$29,990.30	\$89,994.43	79

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6110-10-LIBRARY							
-							
10-6110-121 SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-126 PART-TIME/TEMPORARY	\$14,625.00	\$14,625.00	\$0.00	\$12,083.93	\$1,103.72	\$2,541.07	83
10-6110-127 SALARIES/WAGES-BONUS	\$600.00	\$600.00	\$0.00	\$300.00	\$0.00	\$300.00	50
10-6110-181 FICA	\$1,200.00	\$1,200.00	\$0.00	\$947.39	\$84.44	\$252.61	79
10-6110-194 CONTRACT SERVICES	\$1,700.00	\$1,680.00	\$531.00	\$1,007.00	\$745.00	\$142.00	60
10-6110-260 SUPPLIES-OFFICE	\$550.00	\$550.00	\$0.00	\$314.54	\$0.00	\$235.46	57
10-6110-291 SUPPLIES-DATA PROCES	\$1,650.00	\$1,650.00	\$0.00	\$8.50	\$0.00	\$1,641.50	1
10-6110-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-299 SUPPLIES	\$1,600.00	\$2,100.00	\$0.00	\$1,320.40	\$0.00	\$779.60	63
10-6110-311 TRAVEL	\$0.00	\$20.00	\$0.00	\$15.68	\$0.00	\$4.32	78
10-6110-321 TELEPHONE AND INTERN	\$2,000.00	\$2,000.00	\$0.00	\$1,558.73	\$0.00	\$441.27	78
10-6110-331 UTILITIES	\$8,300.00	\$8,300.00	\$0.00	\$6,731.50	\$532.39	\$1,568.50	81
10-6110-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-351 MAINTENANCE-BUILDING	\$26,900.00	\$26,900.00	\$26,900.00	\$360.79	\$75.20	(\$360.79)	1
10-6110-370 ADVERTISING	\$500.00	\$500.00	\$0.00	\$225.00	\$0.00	\$275.00	45
10-6110-395 TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-440 MAINTENANCE CONTRACT	\$1,300.00	\$1,300.00	\$0.00	\$1,228.27	\$34.25	\$71.73	94
10-6110-451 INSURANCE-PRO/GEN/PR	\$1,893.00	\$1,893.00	\$0.00	\$1,892.75	\$0.00	\$0.25	100
10-6110-491 DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-495 BOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-497 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-550 CAPITAL OUTLAY-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-580 CAPITAL OUTLAY-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-800 LIBRARY REPAIR LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-999 Transfer To Cap. Fun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
6110-10-LIBRARY	\$62,818.00	\$63,318.00	\$27,431.00	\$27,994.48	\$2,575.00	\$7,892.52	88

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6120-10-RECREATION							
-							
10-6120-126 SALARIES-TEMP/PART-T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-181 SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-299 SUPPLIES AND MATERIA	\$750.00	\$750.00	\$479.97	\$0.00	\$0.00	\$270.03	0
10-6120-331 UTILITIES	\$2,500.00	\$2,500.00	\$0.00	\$3,868.54	\$2,176.09	(\$1,368.54)	155
10-6120-355 MAINT & REPAIR-SPENC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-356 MAINT & REPAIR-ROWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-357 MAINTENANCE-PARKS AN	\$8,596.00	\$31,096.00	\$1,610.56	\$6,673.10	\$1,753.40	\$22,812.34	21
10-6120-358 MAINT & REPAIR-LIBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-359 MAINT. & REPAIR - OT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-451 INSURANCE-PROP/GEN/P	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	100
10-6120-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-500 MAINT.LIBRARY PARK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-501 MAINT SPENCER WOODS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-525 SENIOR CITIZEN PROGR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-570 CAP OUT-LAND ACQ & D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-580 CAPITAL OUTLAY-IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-625 SENIOR CITIZENS COUN	\$6,000.00	\$6,000.00	\$0.00	\$3,241.09	\$1,295.62	\$2,758.91	54
10-6120-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-850 TRANSFER TO DOWNTOWN	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100
6120-10-RECREATION	\$17,946.00	\$140,446.00	\$2,090.53	\$113,882.73	\$5,225.11	\$24,472.74	83

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
FundRevTot	\$3,720,649.00	\$4,078,843.00	\$0.00	\$3,141,302.89	\$137,677.40	\$1,000,256.15	77
FundExpTot	\$3,720,649.00	\$4,078,843.00	\$222,952.10	\$2,823,744.93	\$230,030.95	\$1,032,145.97	75
Reporting Fund: 20-POWELL BILL							
0000-20-Revs							
-							
20-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-3328-000 POWELL BILL REVENUE	\$92,300.00	\$92,300.00	\$0.00	\$112,327.50	\$0.00	\$20,027.50	122
20-3831-000 INVESTMENT EARNINGS	\$70.00	\$70.00	\$0.00	\$92.34	\$0.00	\$22.34	132
20-3839-000 MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-3991-000 APPROPRIATED FUND BA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
0000-20-Revs	\$92,370.00	\$92,370.00	\$0.00	\$112,419.84	\$0.00	\$20,049.84	122

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-20-STREETS OPERATIONS							
-							
20-4510-000 TRANS TO/FROM GEN FU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-121 SALARIES/WAGES-REGUL	\$9,680.00	\$9,680.00	\$0.00	\$9,168.22	\$766.10	\$511.78	95
20-4510-127 SALARIES/WAGES-BONUS	\$90.00	\$90.00	\$0.00	\$90.00	\$0.00	\$0.00	100
20-4510-181 FICA	\$740.00	\$740.00	\$0.00	\$708.17	\$58.60	\$31.83	96
20-4510-182 RETIREMENT	\$1,079.00	\$1,079.00	\$0.00	\$1,061.38	\$87.64	\$17.62	98
20-4510-183 GROUP INSURANCE	\$2,167.00	\$2,167.00	\$0.00	\$1,704.98	\$166.07	\$462.02	79
20-4510-184 401K CONTRIBUTION	\$489.00	\$489.00	\$0.00	\$458.36	\$38.30	\$30.64	94
20-4510-191 PROF.SERV.-ENGIN. FE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-198 SERVICES-ENGINEERING	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
20-4510-294 STREET SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-299 SUPPLIES AND MATERIA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4510-355 MAINTENANCE-SIDEWALK	\$12,000.00	\$12,000.00	\$0.00	\$5,490.25	\$0.00	\$6,509.75	46
20-4510-356 MAINTENANCE-STREETS	\$16,000.00	\$16,000.00	\$0.00	\$8,250.00	\$0.00	\$7,750.00	52
20-4510-540 CAP OUTLAY - VEHICLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-580 CO-INFRASTRUCTURE	\$44,125.00	\$44,125.00	\$0.00	\$26,800.00	\$0.00	\$17,325.00	61
4510-20-STREETS OPERATIONS	\$92,370.00	\$92,370.00	\$0.00	\$53,731.36	\$1,116.71	\$38,638.64	58

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$92,370.00	\$92,370.00	\$0.00	\$112,419.84	\$0.00	\$20,049.84	122
FundExpTot	\$92,370.00	\$92,370.00	\$0.00	\$53,731.36	\$1,116.71	\$38,638.64	58
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
0000-70-Revs							
-							
70-3839-000 Miscellaneous Revenu	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	0
0000-70-Revs	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-70-ADMINISTRATION							
-							
70-4130-187 INSURANCE REIMBURSEM	\$0.00	\$0.00	\$0.00	\$49,193.44	\$1,500.17	(\$49,193.44)	0
4130-70-ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$49,193.44	\$1,500.17	(\$49,193.44)	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2022-05-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
	FundRevTot	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	0
	FundExpTot	\$0.00	\$0.00	\$0.00	\$49,193.44	\$1,500.17	(\$49,193.44)	0
Grand Totals:	TotalRev	\$3,813,019.00	\$4,171,213.00	\$0.00	\$3,298,722.73	\$137,677.40	\$1,065,305.99	79
	TotalExp	\$3,813,019.00	\$4,171,213.00	\$222,952.10	\$2,926,669.73	\$232,647.83	\$1,021,591.17	76

Town of Spencer

Fiscal Period - Park Plaza Municipal Project Date Range - 2020-12-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 80-PARK PLAZA MUNICIPAL COMPLEX PROECT							
0000-80-Revs							
-							
80-3831-000 INVESTMENT EARNINGS	\$0.00	\$0.00	\$0.00	\$232.90	\$23.17	\$232.90	0
80-3894-010 CANNON FOUNDATION GR	\$222,974.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	100
80-3984-000 INSTALLMENT DEBT PRO	\$2,826,202.00	\$2,826,202.00	\$0.00	\$2,820,302.00	\$0.00	\$5,900.00	100
80-3984-001 USDA LOAN	\$0.00	\$2,826,202.00	\$0.00	\$2,826,202.00	\$0.00	\$0.00	100
80-3984-010 GENERAL FUND CONTRIB	\$0.00	\$157,974.00	\$0.00	\$157,974.00	\$0.00	\$0.00	100
0000-80-Revs	\$3,049,176.00	\$5,885,378.00	\$0.00	\$5,879,710.90	\$23.17	\$6,132.90	100
4200-80-PARK PLAZA							
-							
80-4200-192 PROFESSIONAL SERV-LE	\$20,000.00	\$20,000.00	\$0.00	\$14,809.37	\$0.00	\$5,190.63	74
80-4200-193 ADMINISTRATIVE SERVI	\$10,000.00	\$7,900.00	\$0.00	\$4,250.87	\$0.00	\$3,649.13	54
80-4200-555 FURNISHINGS AND EQUI	\$274,900.00	\$274,900.00	\$1,446.10	\$277,786.58	\$14,050.00	(\$4,332.68)	101
80-4200-580 CAPITAL OUTLAY-BLDG,	\$2,526,489.00	\$2,636,361.00	\$30,199.00	\$2,606,161.72	\$122,195.65	\$0.28	99
80-4200-585 ARCHITECT FEES	\$27,130.00	\$31,329.00	\$0.00	\$31,328.94	\$2,281.41	\$0.06	100
80-4200-594 SPECIAL INSPECTIONS	\$0.00	\$13,273.00	\$0.00	\$13,273.75	\$2,135.00	(\$0.75)	100
80-4200-710 PRINCIPAL PAYMENT	\$0.00	\$2,826,202.00	\$0.00	\$2,826,202.00	\$0.00	\$0.00	100
80-4200-780 INTEREST	\$50,657.00	\$56,823.00	\$0.00	\$56,943.26	\$0.00	(\$120.26)	100
80-4200-999 CONTINGENCY	\$140,000.00	\$18,590.00	\$0.00	\$15,080.85	\$0.00	\$3,509.15	81
4200-80-PARK PLAZA	\$3,049,176.00	\$5,885,378.00	\$31,645.10	\$5,845,837.34	\$140,662.06	\$7,895.56	100
Reporting Fund: 80-PARK PLAZA MUNICIPAL COMPLEX PROECT							
FundRevTot	\$3,049,176.00	\$5,885,378.00	\$0.00	\$5,879,710.90	\$23.17	\$6,132.90	100
FundExpTot	\$3,049,176.00	\$5,885,378.00	\$31,645.10	\$5,845,837.34	\$140,662.06	\$7,895.56	100
Grand Totals:							
TotalRev	\$3,049,176.00	\$5,885,378.00	\$0.00	\$5,879,710.90	\$23.17	\$6,132.90	100
TotalExp	\$3,049,176.00	\$5,885,378.00	\$31,645.10	\$5,845,837.34	\$140,662.06	\$7,895.56	100

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2022-05-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 90-YADKIN RIVER TRAIL								
0000-90-Revs								
-								
90-3985-240 YADKIN RIVER TRAIL D		\$20,559.00	\$320,659.00	\$0.00	\$331,974.40	\$250.00	\$11,315.40	104
90-3985-850 GENERAL FUND TRANSFE		\$114,258.00	\$114,258.00	\$0.00	\$114,258.00	\$0.00	\$0.00	100
0000-90-Revs		\$134,817.00	\$434,917.00	\$0.00	\$446,232.40	\$250.00	\$11,315.40	103
Reporting Fund: 90-YADKIN RIVER TRAIL								
FundRevTot		\$134,817.00	\$434,917.00	\$0.00	\$446,232.40	\$250.00	\$11,315.40	103
FundExpTot								
Grand Totals:	TotalRev	\$134,817.00	\$434,917.00	\$0.00	\$446,232.40	\$250.00	\$11,315.40	103
	TotalExp							0

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT							
0000-91-Revs							
-							
91-3831-000 INVESTMENT EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
91-3984-000 CSLRF FUNDS-GRANT	\$1,037,997.00	\$1,037,997.00	\$0.00	\$518,998.00	\$0.00	\$518,999.00	50
0000-91-Revs	\$1,037,997.00	\$1,037,997.00	\$0.00	\$518,998.00	\$0.00	\$518,999.00	50
4210-91-CORONAVIRUS ARPA							
-							
91-4210-580 CO-INFRASTRUCTURE-CS	\$1,037,997.00	\$1,037,997.00	\$750.00	\$1,500.00	\$0.00	\$1,035,747.00	0
4210-91-CORONAVIRUS ARPA	\$1,037,997.00	\$1,037,997.00	\$750.00	\$1,500.00	\$0.00	\$1,035,747.00	0
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT							
FundRevTot	\$1,037,997.00	\$1,037,997.00	\$0.00	\$518,998.00	\$0.00	\$518,999.00	50
FundExpTot	\$1,037,997.00	\$1,037,997.00	\$750.00	\$1,500.00	\$0.00	\$1,035,747.00	0
Grand Totals:							
TotalRev	\$1,037,997.00	\$1,037,997.00	\$0.00	\$518,998.00	\$0.00	\$518,999.00	50
TotalExp	\$1,037,997.00	\$1,037,997.00	\$750.00	\$1,500.00	\$0.00	\$1,035,747.00	0

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2022-05-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<u>Reporting Fund: 92-DOWNTOWN PARK PROJECT</u>							
0000-92-Revs							
-							
92-3985-241 DOWNTOWN PARK DONATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
92-3985-850 GENERAL FUND TRANSFE	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100
0000-92-Revs	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100
6120-92-RECREATION							
-							
92-6120-580 CO-INFRASTRUCTURE	\$100,000.00	\$100,000.00	\$11,600.00	\$57,975.00	\$18,360.00	\$30,425.00	58
6120-92-RECREATION	\$100,000.00	\$100,000.00	\$11,600.00	\$57,975.00	\$18,360.00	\$30,425.00	70
<u>Reporting Fund: 92-DOWNTOWN PARK PROJECT</u>							
FundRevTot	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100
FundExpTot	\$100,000.00	\$100,000.00	\$11,600.00	\$57,975.00	\$18,360.00	\$30,425.00	70
<u>Grand Totals:</u>							
TotalRev	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100
TotalExp	\$100,000.00	\$100,000.00	\$11,600.00	\$57,975.00	\$18,360.00	\$30,425.00	70

May Report for Spencer Library



On May 7th from 3-7:30 on a rainy day, Spencer Library hosted the Fabulous Fifties event in collaboration with Central United Methodist Church. This event brought children, teens and older adults together for a fun day of hot dogs, puppets, bouncy houses, hula hoops and lawn games. Elvis interpreter, Chris Ellis drove from Virginia to croon some old Elvis tunes and to liven up our library with some “That’s All Right, Little Mama!” He enthralled the audience with tasty tidbits concerning the life of Elvis. Al Zaid and his keyboardist, Chris Robertson, played in the library gazebo to the sound of raindrops on the brick pavement. Songs such as Louis Armstrong’s “What a Wonderful World” and “Summertime” by George Gershwin wafted over the park as a faithful audience listened under umbrellas.

Plans have been made for the Summer Reading Program and parents and grand-parents have been signing-up students. The kick-off event will be on June 13th at 3 with Wonder Woman demonstrating her superpower of hula hooping. The students will be given an opportunity to try out some hula moves as instructed by Wonder Woman. Each child will create a craft relating to the summer theme Discover Your Superpower and snacks will be provided each week on Tuesdays at 3 pm. We hope to feature a local pro-boxer later in June or early July. This will be announced as soon as possible. Stories read each week will focus on different superpowers that young people might discover about themselves using the backdrop of comic superheroes such as Batman or Spiderman. There will be eight sessions in June and July for our summer reading program.

In May, our FB followers grew from 543 to 560. There is an attachment after this report which shows the demographics of who is following this page. As you will find, the majority of our followers are between the ages of 35-44 and 73% are women. Our followers are 200 in Salisbury and 145 in Spencer. There are also several followers from East Spencer, Granite Quarry, Rockwell, China Grove and Lexington and Greensboro.

The library would like to thank again all of the local volunteers from Central United Methodist Church and the new pastor, Steve Combs, for the support and collaboration. We were

*able to do so much more for the community with many hands.
Hopefully, we can endeavor to do another big event together.*

DAY		Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corres. Due Date
MAY 2022 STATISTICS									
5/2/2022	Mon.	4	2	0	0	0	0	0	5/16/2022
5/3/2022	Tues.	6	7	3	0	0	0	1	5/17/2022
5/4/2022	Wed.	2	0	0	0	0	0	0	5/18/2022
5/5/2022	Thurs.	0	0	0	0	0	0	0	5/19/2022
5/6/2022	Fri.	0	0	0	0	0	0	0	5/20/2022
WEEK TOTAL:		12	9	3	0	0	0	1	
5/7/2022		75						10	Special Event
5/9/2022	Mon.	5	0	0	2	2	0	0	5/23/2022
5/10/2022	Tues.	3	1	0	1	0	0	0	5/24/2022
5/11/2022	Wed.	4	3	0	0	0	0	0	5/25/2022
5/12/2022	Thurs.	0	0	0	0	0	0	0	5/26/2022
5/13/2022	Fri.	0	0	0	0	0	0	0	5/27/2022
WEEK TOTAL:		12	4	0	3	2	0	0	
5/16/2022	Mon.	4	6	19	0	0	0	0	5/30/2022
5/17/2022	Tues.	3	2	0	0	0	0	0	5/31/2022
5/18/2022	Wed.	3	9	12	0	0	0	0	6/1/2022
5/19/2022	Thurs.	0	0	0	0	0	0	0	6/2/2022
5/20/2022	Fri.	0	0	0	0	0	0	0	6/3/2022
WEEK TOTAL:		10	17	31	0	0	0	0	
5/23/2022	Mon.	2	0	0	0	0	0	0	6/6/2022
5/24/2022	Tues.	7	3	0	0	2	0	0	6/7/2022
5/25/2022	Wed.	28	4	3	0	0	0	0	6/8/2022
5/26/2022	Thurs.	0	0	0	0	0	0	0	6/9/2022
5/27/2022	Fri.	0	0	0	0	0	0	0	6/10/2022
WEEK TOTAL:		37	7	3	0	2	0	0	
5/30/2022	Closed-holiday	0	0	0	0	0	0	0	6/13/2022
5/31/2022	Tues.	0	0	0	0	0	0	0	6/14/2022
6/1/2022	Wed.	0	0	0	0	0	0	0	6/15/2022
6/2/2022	Thurs.	0	0	0	0	0	0	0	6/16/2022
6/3/2022	Fri.	0	0	0	0	0	0	0	6/17/2022
WEEK TOTAL:		0	0	0	0	0	0	0	
MONTH TOTAL:		71	37	37	3	4	0	1	
Special event add		75							
		146- total for month							

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 6/14/2022

(Attach relevant documentation)

Issue under Consideration:	Town Manager Report
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	N/A
Options:	N/A
Recommendations:	For Information & Discussion
Department:	Town Manager

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

To: Mayor Williams and Members of the Board of Aldermen
From: Peter Franzese, Town Manager
Date: June 2, 2022
Re: June 2022 Town Manager Report

Michael File selected as Police Chief

Congratulations to new Police Chief Michael File, who was selected after a thorough search process. Chief File has 16 years of law enforcement experience and has been with the Town of Spencer since 2017. He has a passion for service, and embraces Spencer Police Department's role in partnering with the community to provide law enforcement services, promote community safety, enforce criminal laws and municipal ordinances, and address violations and other public nuisances. He has a vision for a two-way relationship of engagement with the community in all these areas. He is committed to our partnerships with the North Carolina Transportation Museum and Rowan-Salisbury Schools. Most importantly, he is dedicated to supporting and developing our Police staff and embraces a spirit of teamwork with colleagues across all Town departments. This is an exciting next step for the Town as we continue to build an outstanding team of professionals.

Update on several upcoming and ongoing events

Make plans for a fun Saturday afternoon at the 2022 Cruisin' Spencer series! Each event will be in front of the new Town Hall, 2-6 p.m. on the 4th Saturday of each Month from May through October. Show off your favorite wheels, or simply come to meet your neighbors and enjoy a food truck. For more information call 704-633-2231.

We are assisting NCTM with promoting the free Fireworks event planned for July 2. Bring your lawn chairs and enjoy a night of family fun at the N.C. Transportation Museum for Fireworks Over Historic Spencer Shops on Saturday, July 2! Museum buildings and exhibits will be closed at 5 p.m. The museum grounds will open to the public for free at 7pm and wrap up with the fireworks show beginning at 9:15pm.

On display will be the Ride of Pride trucks from Daimler Trucks North America's Cleveland, NC plant. Activities include a balloon twister, inflatables, corn hole, and other lawn games. A DJ will play fun dance music. Patriotic music will be played during the fireworks show. Guests are invited to take a ride in a WW II era Dodge Weapons Carrier (\$1.00 fee). All other activities are free. Food Vendors: Roadway Dogs, The Old 97 Kettle Corn, and Chill

Shak. More: spencernc.gov/events/fireworks-over-historic-spencer-shops-hosted-by-nctm.

Share on Facebook: fb.me/e/1KqGiei7N

Helpful reminders about our Solid Waste program

Did you know that in addition to your weekly garbage collection, the Town also provides weekly yard waste and bulk item collection at no extra cost? Here are some helpful hints to remember about our Solid Waste program:

- It is important to place all your waste inside your cart for collection, and to bag all waste securely. This not only keeps your cart cleaner, but it helps keep our crews safe and keeps the routes running on time.
- If an item is too big to fit inside your cart (like an old piece of furniture), it is considered bulky waste. All bulky waste should be at the curb on your regular collection day. It will be located by our crews as they pick up your garbage, but not collected until later in the week (typically on Thursday).
- Some items are not part of our curbside collection program, such as tires and household hazardous waste (HHW). Many of these items are recyclable at no cost through Rowan County's recycling locations. Find out more at rowancountync.gov/533/Recycling.
- The Town maintains a recycling convenience center at the Public Works shop, located at 600 Sowers Ferry Road. Site hours are from 7 am-3:30 pm weekdays, and from 9 am-noon on the first and third Saturday of each month. Items accepted include: cardboard, #1 and #2 plastics only, paper, steel and aluminum cans, and glass.
- The Town cannot collect old paint. The best option for what to do with old paint is to take it to the Habitat Restore (S. Main Street in Salisbury), where it can be recycled and used again! Learn more at: habitatrowan.org/restore. Empty paint cans can be collected in bagged garbage, as long as the residual paint has been allowed to dry inside first.
- Paint and many other HHW items are collected by Rowan County during a special event each October at the facility in East Spencer. County staff can be contacted at 704-216-8589 for more information about this.

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