

# TOWN OF HUDSON REGULAR MEETING

January 17, 2023

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## In Attendance:

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**Members Present:** Mayor Janet Winkler, Mayor Pro Tem, Rick Shew, Commissioners: Larry Chapman, Jim Engelman, Jeff Link, Barry Mitchell and Ann Smith

**Others Present:** Town Manager, Jonathan Greer, Chief of Police, Richard Blevins, Town Attorney, Jonathan Green, Finance Officer, Shana Guy, Town Planner, Teresa Kinney and Town Clerk, Tammy Swanson, From Police Dept.: Sgt. Brandon Nelson and Officer Kodey Penley and other members of the Police Dept.

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## Call to Order:

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Mayor Janet Winkler called the January meeting to order, and Mayor Pro Tem, Rick Shew, led in the Pledge of Allegiance and opening prayer. Janet thanked everyone for attending the meeting.

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## Discuss/Adjust Agenda:

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Janet presented the January agenda, and the following addition was requested:

Item 7(a) – Resolution of Intent to Amend the Town Charter and Call for a Public Hearing

**Motion: (Larry Chapman/Rick Shew) to approve the agenda as amended. Unanimously approved.**

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## Public Comment for Items Not on the Agenda:

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No one signed up for public comment time.

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## Approval of Minutes:

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**Motion: (Rick Shew/Larry Chapman) to approve the minutes, as presented, for the December 20, 2022 Regular meeting. Unanimously approved.**

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## Swearing-in Ceremony of Officer Kodey Penley:

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The Town of Hudson's newest Police Officer, Kodey Penley, was introduced by Sgt. Brandon Nelson. Sgt. Nelson stated that Officer Penley is a pre-hire for us and has worked in the Department while still in BLET. So far, his performance and training are both going well, and he is a good fit for our Police Department.

Janet administered the oath for Officer Penley, and his father did the honors of pinning on his badge.

The Board welcomed Officer Penley to Hudson.

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## Public Hearing: ZTA 2023-01:

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**Motion: (Jeff Link/Rick Shew) to open the floor for public hearing. Unanimously approved.**

January 17, 2023 Regular Meeting

Teresa stated that in accordance with the newly adopted Comprehensive Plan, she is presenting a text amendment to allow Planned Unit Developments (PUDs) in R-15 zoning district. This amendment allows infill-multifamily development in R-15 district. This type of infill development is a less-dense multifamily option (duplexes, triplexes, and small apartment complexes). This also allows developers to transform vacant housing into multifamily.

Teresa presented the following background and changes.

## **DRAFT**

### **ZTA-2023-01- Zoning Text Amendment**

**Recommendation:** On January 12<sup>th</sup>, 2023 the members of Hudson Planning Board met and reviewed text amendment ZTA-2023-01 and recommends the text amendment for public hearing by the Town Commissioners on January 17<sup>th</sup>, 2023.

**Background:** With the adoption of the Town of Hudson's Comprehensive Plan that calls for Zoning amendments that promote low intensive infill-multifamily development in historically established single-family neighborhoods.

**Definition of Infill Development:** The term "infill development" refers to building within unused and underutilized lands within existing development patterns, typically but not exclusively in urban areas. Infill development is critical to accommodating growth and redesigning our cities to be environmentally- and socially-sustainable.

This change would encourage infill development in predominantly single family zoning district of R-15 (Medium Density). This amendment would allow for more diverse housing and discouraging vacant housing and vacant lots that would not normally be used for multi- family.

**Adoption needs a consistency statement as required by 160D** is located at the end of the text amendment.

#### **ZTA-2023-01 R-15, PUD**

**Section 80.2 R-15 Residential Medium Density District.** This district is established to provide a quiet, medium density living environment consisting of single-family detached dwellings, **and low, medium, high-density/intensity infill development for small multi- family use as a PUD-Special Use,** and related uses necessary for a sound neighborhood. The regulations for this district are designed to stabilize and encourage a healthful environment for family life in areas where either or both public water or sewer facilities are available.

I. **Permitted Uses:**

a. All uses permitted in R-20.

II. **Special Uses.** The following special uses are permitted when authorized by the Hudson Board of Adjustment after said Board holds a public hearing:

a. Same as R-20.

b. **Planned Unit Development, Residential (PUD)**

III. **Dimensional Requirements:**

Teresa stated that in the R-15 Zoning District-Medium Density is the second highest residential use in the district. It is mostly single-family housing, with some multi-family scattered throughout the district.

This amendment will allow low density development in underutilized lots that have been sitting vacant for years.

Teresa stated that she wants to remove the medium, high density/intensity development. If developers wants to go to a higher density development, they would need to go through the PUD process.

**Exceptions to the dimensional requirements would exist for PUD Residential flexibility based on a formal plan review by BOA Section 105**

- a. Minimum lot area per dwelling unit: 15,000 sqft.\*
- b. Minimum mean lot width 100 ft.
- c. Minimum front yard setback: 50 ft.

**Note:** May be 40 ft. if not located on a major or minor thoroughfare.  
**as designated in the Lenoir-Hudson Thoroughfare Plan. (5-21-91)**

- d. Minimum side yard setback: 12 ft.  
Side yard abutting a street: 15 ft.
- e. Minimum rear yard setback: 35 ft.
- f. Maximum height of buildings: 35 ft.
- g. Maximum permissible lot coverage by the principal building and all accessory buildings shall not exceed thirty percent (30%) of the total lot area.
- \* - Lots dependent upon septic tanks for sewage disposal may require 20,000 sqft. by Caldwell County Environmental Health Department for septic tank installation.

**Section 60.57 .Planned Unit Development (PUD).** A form of development characterized by a unified site design for a number of housing units, clustering of buildings, **either residential, commercial, or mixed use** and providing common open space, density increases, and a mix of building types. It permits the planning of a project and a calculation of densities over the entire development rather than on an individual lot-by-lot basis. The site must include **two** or more principal buildings **unless the PUD is under one common building unit of no less than 3,000 square feet.** Such development shall be based on a plan which allows for flexibility of design most available under normal district requirements.

**Current PUD Definitions and**  
**Section 105. Section 105. Planned**  
**Unit Development.**

**The planned unit development concept offers developers the possibility of more efficient and flexible methods for developing property, and provides residents of the project with larger open spaces for recreation and other activities properly related to residential uses. The purpose of the planned unit development, residential, is to provide a means by which low, medium, or high intensive multifamily dwellings may be developed on a site under unified control, which is planned and developed as a whole or in stages, in areas which may be unsuitable for conventionally developed multifamily use. By requiring a Special Use Permit for the Zoning District, site plan and maximum control of development can be achieved.**

The Board of Adjustment may approve this form of development in the districts that allow it as a special use, provided:

- 105.1 Such project is an integrated plan designed for the primary purpose of residential use, **commercial, and mixed use.**

Teresa stated that if a developer meets all the requirements of the ordinance for a PUB, and any additional requirements attached to the development, the Board of Adjustment is required to approve the development.

- 105.2 The site for the total project is at least 2 acres and at least 2 principal buildings are included in the plans **and/or at least 1 acre for single building.**
- 105.3 That the total parcel of land is under single ownership or control, and there is reasonable assurance that the project can be successfully completed and maintained, including care and maintenance of all common open space, recreation space, and other common land area. The PUD plan should reflect the Town of Hudson's long range plans.
- 105.4 The preliminary plan for the proposed planned unit development shall be submitted to the Hudson Board of Adjustment for its review. The procedure for approval of the preliminary plan(s) shall be in accordance with the applicable provisions of the Town's Subdivision Regulations. The Board of Adjustment may request design changes. Such changes may include, but shall not be limited to, provisions for additional utilities, drainage, landscaping, lighting, streets and access ways.
- 105.5 The applicant must resubmit the plan, within 60 days, to the Board of Adjustment if changes were requested. If the plan is rejected by the Board of Adjustment, the applicant will not receive consideration of the same plan for a period of 12 months. The applicant can, however, appeal to Superior Court.
- 105.6 All principal buildings and accessory buildings or uses abutting the property lines of the project must meet the minimum yard requirements of the district where the project is located. All height requirements shall be met for the district where the project is located.
- 105.7 The overall use of the area for buildings shall be no more than **25% 60% of the total land area. The minimum unobstructed open space shall be 25 (25%) percent of the total site area. At least twenty-five (25) percent of the minimum unobstructed open space shall be usable open space. Usable open space shall be defined as an open area designed and developed for use by the occupants of the development or others for recreation, courts, gardens, or household service activities, such as clothes drying, which space is effectively separated from automobile traffic and parking and is readily accessible. The term shall not include space devoted to streets and parking.**
- 105.8 Off-street parking shall be provided at a ratio of two spaces per dwelling unit **or 1.5 spaces per dwelling in specialized housing developments.**
- 105.9 All streets and parking areas shall be constructed and paved according to the standards of the Town of Hudson, **unless a different plan is approved by the Board of Adjustment as a condition of the project.**
- 105.10 The procedure for final approval of a planned unit development shall be in accordance with the applicable provisions of the Town's subdivision regulations which will include the submission of a design plan to the Hudson Board of Adjustment showing how the requirements of Subsections 105.1 through 105.4 above will be met. Failure of the Board of Adjustment to act on the plan within **60 (90)** days following the date of resubmittal, shall constitute a final approval. An approved project must be started within 12 months after final approval and must be completed within a reasonable time. Such time shall be agreed upon between the

Teresa stated that a PUD would require at least 2 acres for development; however, since Hudson does not have an abundance of 2 acre tracts available, the amendment is allowing for one-acre development for a single building.

(Open Space)

(Parking)

**105.11 No dwelling shall exceed two and one-half (2 1/2) stories or thirty-five (35) feet in height. No other building shall exceed thirty-five (35) feet in height unless minimum side and rear yards at exterior property lines shall be increased over the required minimum by five (5) feet for every five (5) feet, or fraction thereof, of height over thirty-five (35) feet. Individual stacked second story apartment units are not permitted. Any building greater than one story shall be designed as townhouses where each individual dwelling unit occupies all stories above the ground story.**

(Height of Building)

- (7) All schools, churches, community centers and other public meeting places shall be designed, arranged and maintained so that all loading of vehicles can take place off the public right-of-way and street.
- (8) Every building shall be separated on every side from any other building within the group by a distance of at least twenty-five (25) feet.
- (9) Parking of motor vehicles shall not be permitted within the required setback.

**(B)** An application for a special use permit to allow PUD development shall be accompanied by schematic plans showing **Section 111. Multi-family, Commercial and Industrial Development Standards:**

..

- (1) Proposed locations of building and their general exterior dimensions.
- (2) Proposed use of all land within the area requested for PUD-R.
- (3) Dimensions between all buildings and from buildings to property lines.
- (4) Traffic, parking and circulation plan, showing proposed locations and arrangement of parking spaces and ingress and egress to and from adjacent streets.
- (5) Proposed location and material of any screening walls, fences, or plantings.
- (6) Proposed exterior design of buildings.
- (7) Schedule of number and size of apartments within the project.
- (8) Proposed time schedule and staging, if any, for construction of the project.

(C) In approving an application for PUD, the Board of Adjustment shall find that the proposed development will be compatible with neighborhood development plans, will not place an excessive traffic load on local streets, that the site can be developed according to a site plan that will be compatible with existing neighborhood development, and that the site can be provided with adequate utility services.

(D) Site development within the PUD shall conform to the schematic plan and associated requirements by the Board of Adjustment. Modification of the development plan and associated requirements may be made by the

Board of Adjustment subsequent to the initial approval upon application by the owner of the property.

**(E) Following approvals of a PUD Special Use Permit, the property for which approval was granted shall be labeled "PUD" on the zoning map. All relevant documents, findings of fact, site plan, Board minutes, etc. shall, after achieving final approval and signatures, be recorded at the Caldwell County Register of Deeds within 60 days of final approval.**

## **Adoption needs a consistency statement as required by 160D**

The requested zoning action, as most currently amended, is recommended for approval, and has been found to be **CONSISTENT** with the **Town of Hudson Comprehensive Plan** (or other documents), as follows:

### **LAND USE AND GROWTH MANAGEMENT RECOMMENDATIONS**

1. Update zoning and subdivision regulations to ensure they are compatible with the designated land uses outlined in this plan.
  - a. Encourage commercial development within the Town, specifically retail and boutique establishments, restaurants, grocery stores, medical offices and recreational opportunities.
  - a. Evaluate appropriate types of residential dwellings within residential zoning districts.
    - a. Preserve established neighborhoods and encourage single and multi-family infill development in appropriate areas.
    - b. Continue to encourage low and medium density developments as well as allowing high density development with adequate site improvements such as providing open space, paved parking, landscaping, and buffering.
    - c. Research options to discourage vacant housing.

These recommendations ensure that the development code accurately reflects statutory requirements and growth needs for the in Hudson.

### **Discussion:**

Jeff asked about the difference in the low, medium, and high density/intensity infill development.

Teresa stated that we wanted to try and keep the development to approximately 10 dwellings per acre.

Jonathan mentioned that the 10 dwellings is in line with our other multi-family developments that average 8 to 10 dwellings per acre. Jonathan also suggested that we leave the medium density in the ordinance, and take out only the high density. He explained the R-15 zoning district is already considered a medium density district. Jonathan added that the idea for allowing the multi-family developments in the R-15 district is in a way creating a transition area, going from commercial to single-family development.

Teresa stated that adding as a special use permit instead of having to do a rezoning will help to streamline the process for developments.

Larry asked about changing the parking spaces from 2 spaces to 1.5 spaces (Section 105.8).

Teresa stated that usually we do have 2 spaces per apartment in the apartment complexes; however, with some of the developments, only one space is needed. She explained that it would probably depend on what type of housing is being developed – a family-type unit or housing for individuals.

The Board discussed lowering the parking space requirement to 1.5, or leaving it at 2 spaces.

Teresa stated that she could change the amendment to have either 1.5 or 2 spaces, which would allow the Board of Adjustment more flexibility with the number of parking spaces required depending on the type of development.

Recommended changes to the amendment by Board of Commissioners:

- In Section 80.2 – R-15 Residential Medium Density District definition:

This district is established to provide a quiet, medium density living environment consisting of single-family detached dwellings **and low or medium density/intensity infill development for small multi-family use as a PUB-Special Use.**

Section 105.8 - Off-street parking shall be provided at a ratio of two spaces per dwelling unit **or 1.5 spaces per dwelling unit in specialized housing developments.**

The Board of Adjustment will have additional flexibility for parking (1.5 or 2 spaces) based on the type of units presented.

**Close Public Hearing:**

**Motion: (Rick Shew/Larry Chapman) to close the public hearing. Unanimously approved.**

**Motion: Ann Smith made the motion to approve the text amendment with the recommended changes, and she read the consistency statement. Larry Chapman seconded the motion, and the Board unanimously approved the motion.**

**Ann Smith read the Consistency Statement as follows:**

**The requested zoning action, as most currently amended, is recommended for approval, and has been found to be CONSISTENT with the Town of Hudson Comprehensive Plan (or other documents), as follows:**

#### **LAND USE AND GROWTH MANAGEMENT RECOMMENDATIONS**

**1. Update zoning and subdivision regulations to ensure they are compatible with the designated land uses outlined in this plan. a. Encourage commercial development within the Town, specifically retail and boutique establishments, restaurants, grocery stores, medical offices and recreational opportunities.**

**4. Evaluate appropriate types of residential dwellings within residential zoning districts.**

- Preserve established neighborhoods and encourage single and multi-family infill development in appropriate areas.**
- Continue to encourage low and medium density developments as well as allowing high density development with adequate site improvements such as providing open space, paved parking, landscaping, and buffering.**
- Research options to discourage vacant housing.**

**These recommendations ensure that the development code accurately reflects statutory requirements and growth needs for the Town of Hudson.**

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#### **Resolution of Intent to Amend Town Charter: Election/Term of Mayor**

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Janet read a resolution in support of amending the Town's Charter to change the election of the Mayor from every 2 years to every 4 years.

Barry asked if the change is made to the Charter, when would the change take effect – would Janet have to run again to serve the additional two years?



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Jonathan stated that Janet would have to run again in the upcoming election, but for a 4-year term instead of a 2-year term.

Jonathan explained that the North Carolina General Statutes allow towns or cities to change their Charters under very limited circumstances; however, changing the Mayor's term from two to four years is one of the changes now allowed. The change is a multi-step process: if this resolution of intent is adopted by the Board at this meeting, we would hold a public hearing at our February meeting, in March we would adopt the Ordinance amending the Charter, within ten days after that adoption, we would send notice of the change to the Secretary of State and Legislative Library. Jonathan commented that since this legislation has come into effect, it is becoming much more common across the State for mayors to serve 4-year terms rather than 2- year terms.

**Motion: (Larry Chapman/Jim Engelman) to adopt the resolution of intent to amend the Town's Charter, changing the Mayor's term from 2 years to 4 years. Unanimously approved.**

**The Resolution was approved as follows:**

Town of Hudson  
Resolution No.1/2023 #4

**Resolution of Intent**

**Amendment to Town Charter**

**Election of Mayor Every Four (4) Years**

WHEREAS, the Town of Hudson's mayor is currently elected every two years in accordance with Town Charter Section 4; and

WHEREAS, the Town of Hudson Board of Commissioners wish to consider an ordinance to amend the Town Charter, moving the election of mayor from every two years to every four years; and

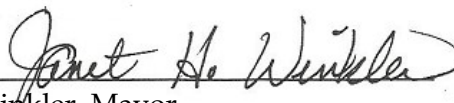
WHEREAS, the Town has the authority to modify the term of mayor, by ordinance, in accordance with NCCGS 160A-101(4); and

**NOW, THEREFORE, LET IT BE RESOLVED THAT**, the Town of Hudson intends to consider an ordinance amending the Town of Hudson Charter, moving the election of mayor from every two years to every four years; and

**BE IT FUTHER RESOLVED THAT**, the Town of Hudson will hold a public hearing at its regularly scheduled Board of Commissioner's meeting on February 21, 2023, at 6:00 p.m. at Town Hall, 550 Central Street, Hudson, NC to consider amendment to Town Charter; and

**BE IT FURTHER RESOLVED THAT**, notice of time and place of this public hearing shall be published at least once, not less than 10 days prior to the date of the public hearing.

Adopted this the 17<sup>th</sup> day of January, 2023.

  
Janet Winkler, Mayor

ATTEST:

  
Tamra T. Swanson, Town Clerk



**Call for Public Hearing:**

**Motion: (Rick Shew/Jeff Link) to call for a public hearing for the February 21, 2023 meeting to discuss the amendment to the Town Charter to change the term of Mayor from 2 years to 4 years.**

**Unanimously approved.**

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**Finance Management Policy:**

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Jonathan presented a new Financial Management Policy for the Town. He stated that Shana Guy, our Finance Officer, wrote the policy, and our auditor, Cindy Randolph has reviewed it. In the Policy, it states: *The General Purpose of the Town of Hudson's Financial Management and Internal Controls Policy is to establish guidelines for control of the administration and implementation of the Town's funds in accordance with the Town's goals and objectives; to properly safeguard the assets of the Town to make sound financial decisions, and have the ability to provide accurate financial reports. The Town is required to account for and present their basic financial statements according to Generally Accepted Accounting Principles (GAAP) standards set by the Governmental Accounting Standards Board (GASB).*

Shana started that the policy basically puts in writing what our current policies already are, and it also provides basic guidelines for the Board and staff to follow.

Jonathan commented that obviously we are doing the right things because our audits have been clean.

The Board commended Shana on a job well done in developing this policy.

Jim asked if Appendix II, which is an Asset Disposal Form, changes how we sell surplus items on the internet.

Shana explained that this form just provides an internal method of notifying her when assets are sold on the internet, etc.

**Motion: (Jim Engelman/Rick Shew) to approve the Financial Management Policy as presented.**

**Unanimously approved.**

**A copy of the Policy, as adopted, will be kept on file at Town Hall.**

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**Audit Contract:**

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Shana stated that we received the audit contract from C. Randolph CPA, PLLC to perform the FY 2022-2023 audit services. She stated that the contract is the same as previous years, and there is no fee increase from last year's audit.

**PRIMARY GOVERNMENT FEES**

Primary Government Unit	Town of Hudson
Audit Fee	\$ 9,900.00
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$ 6,950.00
All Other Non-Attest Services	\$

**DPCU FEES (if applicable)**

Discretely Presented Component Unit	N/A
Audit Fee	\$
<b><i>Additional Fees Not Included in Audit Fee:</i></b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

**Motion: (Rick Shew/Barry Mitchell) to approve the audit contract from C. Randolph CPA for FY 2022-2023 as presented. Unanimously approved.**

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**Depot Museum Discussion:**

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Jonathan stated that for the past 6 months or so, work has been done to update the depot. Most of this work has been done by volunteers, primarily Warren Gruber and Hannah Gibbs. Jonathan stated that the work on the outside has included minor things such as railing on top, signal lights, etc., and Warren is working with a couple of railroad groups to improve the fixtures inside. Jan Karon has made a donation to the museum which is very much appreciated.

Jonathan stated that although there is still work being done at the Depot, we need to start thinking about getting volunteers to help with tours, marketing, etc. He commented that two of the biggest needs now are docents and setting the hours of operation for the museum.

Janet asked if we have a current list of docents.

Jonathan stated that we do have a list, but it is not updated. He commented that out of that list, there are only about 4 of the docents that were available to do tours regularly. Jonathan mentioned that with the streetscape plan, we hope to open up the space between the Vintage Café and the Town Hall, which will make the museum more visible to the downtown area.

Larry asked if we still plan to give school group tours.

Jonathan stated that we do still plan to give school group tours, but that would be by appointment only.

Rick asked what the Board of Commissioners needs to decide on at this meeting.

Janet stated that we need names of potential docents, with the thought in mind of forming an advisory board to look after the Depot Museum. Janet mentioned that we need people who are familiar with the museum and caboose.

Larry commented that being a docent would include a training session, especially since Warren is making changes at the museum.

Jonathan stated that the advisory board would probably meet on a quarterly basis, unless something came up that had to be discussed quickly.

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Janet mentioned that Warren would like for the Board of Commissioners to tour the Depot Museum, and she asked the Board Members to meet at 5:00 pm before the February 21<sup>st</sup> Board Meeting to tour the museum.

Rick asked if we have anywhere on the website for volunteers to sign up. He commented that this would be a good way for us to know who is interested in being involved.

Jonathan stated that Caldwell County has a form they use for recruiting volunteers, and we could do this same type of thing.

Janet asked that the Board Members be thinking of people that might be interested in being a docent, and we will discuss this again in February.

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### Budget Revision:

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Jonathan presented the following budget amendment.

Town of Hudson				
Budget Amendment				
<b>Date:</b>	January 13, 2023			
<b>Department:</b>	Administration			
<b>Manager's Signature</b>	Jonathan Greer			
<b>Purpose:</b>	Recognize investment revenue (above what is budgeted) and move to expense accounts. This money will fund pay study (\$4,000), HUB parking lot design (\$6,000), temporary employee pay (\$5,000), and legal expenses (\$5,000).			
<b>Revenue:</b>				
<b>Account Number</b>	<b>Account Title</b>	<b>Current Budget</b>	<b>Change to Budget</b>	<b>Amended Budget</b>
10-380-3831	General Fund Investment Earnings	\$ 1,500	\$ 20,000	\$ 21,500
	<b>Total Revenue</b>	<b>\$ 1,500</b>	<b>\$ 20,000</b>	<b>\$ 21,500</b>
<b>Expenditures:</b>				
10-420-2450	Contracted Services – Administration	\$ 39,500	\$ 4,000	\$ 43,500
10-470-2450	Contracted Services – Legal	\$ 12,000	\$ 5,000	\$ 17,000
10-550-2450	Contracted Services - Public Works	\$ 600	\$ 5,000	\$ 5,600
10-630-2450	Contracted Services – HUB	\$ 5,000	\$ 6,000	\$ 11,000
	<b>Total Expenditure</b>	<b>\$ 57,100</b>	<b>\$ 20,000</b>	<b>\$ 77,100</b>

Jonathan explained the amendment as follows:

- This amendment is needed to recognize investment revenue (above what was budgeted) and move to expense accounts as follows:
  - Fund Pay Study \$4,000
  - HUB Parking Lot Design \$6,000
  - Temporary Employee/Public Wks. During Leaf Season \$5,000
  - Legal Expenses \$5,000

**Motion: (Jeff Link/Ann Smith) to approve the budget amendment as requested. Unanimously approved.**

## Public Comment & Informal Discussion:

- Police Report – Included in agenda packets.
- Code Enforcement Report: Presented at meeting  
Curt reviewed the report with the Board, and discussed the time spent each week addressing the violations. The Staff and Board thanked Curt for the work he is doing for the Town.
- Financial Report:

### TOWN OF HUDSON MONTHLY FINANCIAL REPORT -DECEMBER 2022

SUMMARY OF CASH ACCOUNTS	Current Month*	Last Month**
Cash/Checking	\$ 513,666	\$ 609,015
NC Capital Management Trust	3,893,853	3,668,733
CD - First Citizens Bank	100,119	100,119
	<b>\$ 4,507,638</b>	<b>\$ 4,377,867</b>

	BUDGET 2022-2023	ACTIVITY THIS MONTH	ACTIVITY TO DATE	BALANCE	%
REVENUES	\$ 4,522,240	\$ 487,863	\$ 2,574,158	\$ 1,948,082	56.92%
EXPENDITURES	\$ 4,522,240	\$ 337,418	\$ 1,973,136	\$ 2,549,104	43.63%
REVENUES- AMERICAN RESCUE PLAN (ARPA)	\$ 1,182,049	\$ -	\$ 1,182,049	\$ 0	100.00%
EXPENDITURES- AMERICAN RESCUE PLAN (ARPA)	\$ 1,182,049	\$ -	\$ 150,787	\$ 1,031,262	12.76%
REVENUES- CAP PROJECT HUD OPT PK	\$ 445,160	\$ -	\$ 215,116	\$ 230,044	48.32%
EXPENDITURES-CAP PROJ HUD OPT PK	\$ 445,160	\$ 34,532	\$ 314,348	\$ 130,812	70.61%
REVENUES- CAPITAL PROJECT HUB ST.	\$ 805,300	\$ 1,000	\$ 564,343	\$ 240,957	70.08%
EXPENDITURES- CP HUB STATION	\$ 805,300	\$ -	\$ 404,283	\$ 401,017	50.20%

#### NOTES:

- 1 Property tax bills were mailed at the end of July. The majority of property tax and solid waste collections occur during November through January. Current approximate collection rate is approximately 95%.
- 2 There is a three month lag in sales tax distribution. Sales Tax Revenues are currently at a 12% increase over this time in FY22.
- 3 Most state-shared revenues are distributed quarterly. The first allocation for the Powell Bill was received in September 2022. We received our second allocation in December.
- 4 Investment earnings this period were \$12,610; Fiscal YTD \$42,739.

\* Does not reflect all monthly adjusting entries

\*\*Reflects Monthly Closing Entries and Updated

- Planner's Report

**Staff Report-Planning/Zoning Department, December 2022 Zoning**

**Ordinance, Subdivision, Watershed, Floodplain Enforcement**

Project	Issue	Status
<b>Economic Development</b>	Working with engineers and builders with Kirkwood Grove Apartments-off Pine Mountain Road McDonalds Open for business	Working on closing out the projects
<b>Economic Dev and plan review</b>	<ol style="list-style-type: none"> <li>1. RPM is expanding adding a warehouse. Construction is underway</li> <li>2. Reye express movement not going through</li> <li>3. Discussion of pocket Community-on Huss Ave</li> <li>4. Other movements for housing in works</li> </ol>	Both projects are moving forward.
<b>Zoning Changes to Central Business District</b>	Additional Changes coming for zoning ordinance	Updating the Zoning Ordinance
<b>Watershed/Floodplain and</b>	Planning Board will review at their August meeting and ready for Commissioners this week .	Adopted
<b>Subdivision Regulations</b>	Approved 5+ minor subdivisions of property. Dealt with a few other subdivision problems.	Ongoing
<b>**Zoning Permits and compliance letters</b>	3 permits issued so far this year majority being new houses, swimming pools, and accessory buildings.	Single Family House permits and home expansions, swimming pools, accessory uses, and sign permits
<b>**Citizens requests permits and general discussion</b>	Phone Calls received (20+) Have decreased over the past month. In addition, other elements of the job have stayed steady.	Had several phone calls by citizens, realtors, surveyors, and developers. Business has picked up again. Met with business owners about expansions Met with folks about storage units and other business expansions.
<b>Zoning violations/floodplain</b>	<ol style="list-style-type: none"> <li>1. Accessory building on Central (resolved)</li> <li>2. Busy troubleshooting issues throughout the weeks</li> <li>3. Violations on Mac Drive</li> <li>4. Traffic circle</li> <li>5. Outdoor storage issues</li> </ol>	<p>All violations have been resolved or in the final works to be resolved.</p> <p>Traffic circle issue zoning violation not resolved.</p>
<b>Action Items for Commissioners this meeting</b>	<ol style="list-style-type: none"> <li>1. Call for public hearing for text amendment to zoning ordinance in January, 2023 meeting or February</li> </ol>	Upcoming
<b>General: Planning Board and Board of Adjustment: ongoing</b>		

Reminders:

- Third Thursday:** Music Bingo January 19<sup>th</sup> at HUB Station
- Schedule HUB Committee Meeting:** Jonathan stated that staff has been working on updating the HUB rental contract for the auditorium, etc., and the Town Attorneys will be reviewing the contracts. Also, we are to the point of needing an advisory committee for the HUB – people to help guide and advertise. **The HUB Committee meeting was scheduled for Thursday, January 26<sup>th</sup> at 4:00 pm at HUB Station.**
- Annual Chamber of Commerce Annual Meeting at HUB Station, February 2<sup>nd</sup> 5 – 7 PM**
- Jonathan will be at NC City/County Manager's Association Winter Conference February 1<sup>st</sup> – 3<sup>rd</sup>.**

*January 17, 2023 Regular Meeting*

- **Condemnation Hearings begin the week of February 7<sup>th</sup>.**

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Adjournment:

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**Motion: (Larry Chapman/Jim Engelman) to adjourn the meeting. Unanimously approved.**

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**Tamra T. Swanson, Town Clerk**