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Regular Meeting
Monday, September 21, 2020
7:00 PM
Council Chambers
Meeting Agenda

Call Meeting To Order:

1. Mayor Michael

Special Presentations:

2. Presentation of a City of Albemarle Retirement Certificate to Christine Cote
3. Presentation of a City of Albemarle Retirement Certificate to David Hunt

Approval Of Minutes:

4. Consider Approval of the September 8, 2020 Regular and Closed Meeting Minutes

Agenda Adjustments:

Unannounced Delegations:

Administrative Reports:

5. Update on Minimum Housing Demo Program
6. Departmental Monthly Reports

Consent Agenda:

7. Ordinance 20-23 - To Remove the Police Only and 15-Minute Parking Restriction Adjacent to the Former Police Building
8. Ordinance 20-24: To Amend the Ordinance Related to Deer Hunting in the City Limits
9. Knollwood Lane Street and Utility Assessments
10. Updates to the Cash Management & Investment Policy
11. Consider Road Closure for Strong Communities 5K

Unfinished Business:

12. Consider Appointments to Boards & Commissions
13. Consider Replacement on the Stanly County Convention & Visitor's Bureau
14. Historic District Regulations

New Business:

15. Update: Autumn/Fall Festival in October
16. Consider a Closed Session Pursuant to N.C.G.S. 143-318.11(a) (4) & (6) - Economic Development and Personnel

Adjournment:

17. Adjourn until Monday, October 5, 2020 at 7:00 pm

Print

Title – Mayor Michael

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Presentation of a City of Albemarle Retirement Certificate to Christine Cote

Description:

Christine's work history with the City is attached.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> scan_mferris_2020-09-16-10-48-59.pdf	Cote Work History

APPROVALS:

Date/Time:	Approval:	Department:	
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Christine Cote

Last Working Day: 03/31/2020

Retirement Date: 04/01/2020

05/07/2012	Hired as Police Officer I
07/08/2012	Police Detective I
09/01/2013	Police Detective II
10/26/2014	Police Detective III
04/01/2020	Remained in this position until retirement
04/01/2020	Retired with a total of 21.75 years of service but only worked with the City of Albemarle 7.83 years.

Print

Title – Presentation of a City of Albemarle Retirement Certificate to David Hunt

Description:

David's complete work history with the City is attached.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> scan_mferris_2020-09-17-09-00-29.pdf	Work History

APPROVALS:

Date/Time:	Approval:	Department:	
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David Hunt

Last Working Day: 07/17/2020

Retirement Date: 08/01/2020

01/22/1991	Hired as Temp for Police Communication
10/27/1991	Police Officer I
11/07/1993	Police Officer II
11/20/1994	Police Officer III
10/23/1997	Resigned but stayed on as a police reserve officer
11/25/2002	Was rehired as a Police Officer I
07/20/2003	Police Officer II
08/01/2004	Police Officer III
04/01/2012	Police Detective Sergeant
01/07/2013	Police Patrol Sergeant
05/25/2014	Police Detective Sergeant
06/05/2016	Police Captain
07/17/2016	Police Captain-Planning/Training
07/17/2016	Remained in this position until retirement
08/01/2020	Retired with a total of 22.50 years of service with the City of Albemarle and 30 years combined of State and Local Government.

Print

Title – Consider Approval of the September 8, 2020 Regular and Closed Meeting Minutes

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> September 8 2020 REGULAR.docx	September 8, 2020 regular

APPROVALS:

Date/Time:	Approval:	Department:	

REGULAR MEETING CITY COUNCIL

September 8, 2020

The City Council of the City of Albemarle met in a regular session on Tuesday, September 8, 2020 at 7:00 p.m. in the Council Chambers of City Hall. Mayor Ronnie Michael presided, and the following members were present, to-wit: Mayor Pro Tempore Martha Sue Hall and Councilmembers Bill Aldridge, Chris Bramlett, Martha E. Hughes, Dexter Townsend, Chris Whitley, and Shirley E. Lowder.

Mayor Michael called the meeting to order.

The Mayor gave the invocation. After the invocation the Mayor asked that everyone keep the family of Terry Almond in their thoughts and prayers. Mr. Almond, a Town Commissioner for the Town of Richfield, passed away this morning.

SPECIAL PRESENTATION

CALEA Accreditation Award

Police Chief David Dulin came in front of Council to discuss the department's reaccreditation. On Friday, July 31st, 2020, the Albemarle Police Department was awarded its 9th CALEA Law Enforcement Accreditation Award with Excellence. The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) is dedicated to the development and maintenance of critical law enforcement standards. These constitutionally grounded and portable sets of standards are structured to complement the needs of the public while also providing a foundational blueprint to support public safety agencies in the voluntary pursuit of excellence through accreditation. Governed by a 21-member commission composed of public safety leaders, state and local elected officials, judicial officials, state and local government officials, and other subject matter experts, CALEA ensures its standards dynamically consider changes in the professional environment. This includes consideration for legal findings and updates, case law, emerging evidence-based practices and research, technological advancements, and the importance of ongoing community engagement. A total of 484 standards were met in this site-based assessment.

The Mayor and Council thanked Chief Dulin and the APD for all the work they do.

The Mayor called for a motion to approve the August 10th meeting minutes. Councilmember Townsend asked that in the COVID19 update portion of the August 10th regular minutes that the following be stricken: “And if so, the City can evict them?”

Upon a motion by Councilmember Townsend, seconded by Councilmember Whitley, unanimously carried, the minutes from the August 10th regular meeting as corrected and closed meeting as submitted were approved.

PUBLIC HEARING

Major Subdivision Request 20-02 – Preliminary Plat Approval for Knollwood Park Major Subdivision

Planning and Development Services Director Kevin Robinson summarized this request. Council is being asked to consider approval of a 21 lot major subdivision on Knollwood Lane. The subdivision will include new street installment north of Knollwood Lane, as well as a future request for the assessment for improvements of the gravel section of Knollwood Lane. Staff believes this subdivision plat will meet the requirements for approval with minor changes with which the developer is in agreement. The Planning and Zoning Board approved this subdivision at its September 3rd meeting.

Staff recommendations are as follows:

1. Delineation of the location and course of 5’ sidewalk per Chapter 92.092 of the Code of Ordinances: Sidewalks and Pedestrian Amenities (G)(1);
2. Dedicated reserve strips/permanent easement for the intent of the open space requirement totaling 1.4 acres per Chapter 92.092 of the Code of Ordinances: Sidewalks and Pedestrian Amenities (E)(3) and Chapter 91.10: Minimum Design Standards (H).
3. Notation of the 26’ wide street with mountable curb and gutter for the stub street to the north. The street must be named as well.
4. Correct the total lot count on the preliminary plat.

Upon a motion by Councilmember Hall, seconded by Councilmember Hughes, unanimously carried, Council approved Major Subdivision 20-02 for Knollwood Park Major Subdivision with staff recommendations.

ANNOUNCED DELEGATIONS

Mr. Paul Peters – To Discuss the Nehemiah Project

Mr. Peters is the owner of Covenant Case Management Services that serves folks with developmental disabilities similar to GHA and Monarch. He would like to present the nonprofit he and others started called Nehemiah Project. Nehemiah Project ministers to six different areas: homelessness, senior citizens, veterans, individuals struggling with addiction, those with mental health and intellectual disabilities, and at risk youth/abused women. They are currently working with many

community partners in Stanly County and want to present what they're doing and how they have been able to impact the community.

Mr. Peters noted that the Nehemiah Project started 2 years ago with the concept of bringing community together for the needs of the greatest. Their goals are to: help existing groups to serve the city; and to help fill gaps in service, such as the lack of transportation for low-income and disabled people. Some of the projects they have participated in over the last year are working to partner with Stanly County Schools to implement a lunch buddy program for low-income elementary school students (which is on hiatus currently due to COVID19), completing the library renovation for the EE Waddell Center, and assisting with local food drives.

Mr. Peters also stated that he is the owner of 4 Rivers consignment shop. All proceeds are given to the Nehemiah Project.

This October the Nehemiah Project is scheduling a fundraiser called "Walk a Mile in My Shoes." They hope the public participates in this.

The Mayor and Council thanked Mr. Peters for his work with the Nehemiah Project and his presentation.

Mr. Bob Garmon on Garmon Mechanical – To Discuss Traffic Flow Issues at Business

Locations

The Mayor noted that Mr. Garmon was not in attendance so the item was tabled.

UNANNOUNCED DELEGATIONS

Bishop James E. Richardson and Pastor Darryl W. Medley came in front of Council to thank the City for naming them the chaplains for the Albemarle Police Department.

The Mayor and Council thanked them for their continued service to the City and the Police Department.

Councilmember Aldridge entered the meeting.

ADMINISTRATIVE REPORTS

Jay Voyles, Development Coordination Specialist – To Provide an Update on the 2020

Census

Mr. Voyles is the City's lead for the 2020 Census efforts. He came in front of the Mayor and Council to provide an update on Census activities and progress.

There are 2 ways to track households' response rate: self-response (i.e., taking the survey without prompting), and total enumeration, which is the self-response rate plus follow-up by Census enumerators. The self-response rate for NC currently is 61.4%, 62.4% in Stanly County, and 61.1% for Albemarle. In NC the total enumeration rate is 82.1%; this rate is not broken down any further than at the state level.

The Winston Salem Area Census Office, who covers 14 counties including Stanly, is 56% complete with the non-response follow up workload for enumerating those who did not self-respond. We have until September 30th, 2020 to get a full and complete count of our community. These enumerators are currently out in our local neighborhoods, following up with non-responding households to ensure they are counted for the 2020 Census. Enumerators have been to local group care facilities, homeless shelters, soup kitchens, colleges, prisons and assisted living centers in order to enumerate individuals at those locations.

The City's participation in encouraging Census participation involves his efforts in following areas:

- Assisting in the deployment of mobile questionnaire assistants at City-sponsored events such as the Food Truck Fridays;
- Working with Stanly County Census workers to target low response communities by dispersing Census handouts, bags, pens, chip clips, notepads, lanyards; and
- Initiating a daily social media information campaign for September.

The Mayor noted that it is important to complete the Census survey, as many funds from federal and state sources are based on population of the City of Albemarle as counted by the Census. If any resident has any questions or concerns about the Census, call the city general line at (704) 984-9400 and ask for Jay Voyles.

Mr. Voyles took questions for the Mayor and Council. They included:

- What is the least performing area in Albemarle in terms of Census response? It is the census tract bounded by US Highway 52, Route 24-27, and East Main Street. The neighborhoods by Leonard and Amhurst are particularly low in their response rate.
- Is there any literature distribution at the middle school? Yes
- Are there efforts Public Housing staff could take to reach out to the public housing community? Per Public Housing Director Lee Staton, staff has contacted Section 8 families about Census participation and placed information about how to respond to the Census in its last 2 newsletters. Could staff include Census reminders with inspections they do? Yes they will do that.
- Are there many Census enumerators out in Albemarle? Unfortunately, since Albemarle has been categorized as "high risk" in terms of COVID19 transmission, there have not been as many enumerators deployed as in other Censuses.

Councilmember Aldridge stated that he hopes that local media (SNAP and news radio) will also support the Census efforts in this last month.

The Mayor and Council thanked Mr. Voyles for his presentation.

Adam Kiker, LKC Engineering – Discussion of Needed Concrete Repairs at US Highway 52 Water Treatment Plant

Mr. Adam Kiker, LKC Engineering, presented to Council for consideration a resolution supporting an application for funding for the Long Creek WWTP Conversion to Fine Bubble Aeration System. For Clean Water Act revolving loan funds, applications are due by September 30th. For a city like Albemarle, the financing rate would be 20 years at 1.1%. The first debt payment would not be due until FY 2025.

Within the resolution document, the Mayor and Council requested that the phrase “(loan or grant)” be changed to “(loan and grant)” due to the fact that the City will require both types of financing in order to meet the financial obligations for the cost of this project. Mr. Kiker noted the change.

Per a comment by a Councilmember about wanting a better understanding of the wastewater treatment process being proposed before making a decision on financing it, City Manager Michael J. Ferris provided a summary for Council.

The Mayor called for a motion. Upon a motion by Councilmember Hall, seconded by Councilmember Hughes, and passed with a vote of 6 Council members for, and 1 against, Council approved the amended resolution for authorizing financing for the WWTP rehabilitation project. Council members voting for the motion were Hall, Hughes, Whitley, Lowder, Townsend, and Aldridge. Councilmember Bramlett voted against the motion.

[Resolution 20-12 – To Arrange Financing for the WWTP Conversion to Fine Bubble Aeration System]

MUNICIPAL CALENDAR

Mayor Michael and Councilmembers received the municipal calendar prior to the meeting. The Mayor asked if Council had any questions or comments about the calendar.

CONSENT AGENDA

The Mayor asked if Council wanted to move any items on the consent agenda. Mayor Pro Tem Hall requested that the following items be moved off the consent agenda: Resolution to Adopt the Employee Handbook, Information – HRC Ordinance and Guidelines, Information – Food Truck Fridays at City Lake Park, and Reminder – Webinar: Festivals and Events – What Will They Look Like in the Future?

Ordinance 20-21 – Budget Amendments

This ordinance is to appropriate Water/Sewer Fund Balance for asphalt repair on Hwy 52N to include milling and overlay to finish grade, traffic control, pavement markings and mobilization per NCDOT Specifications, Appropriate Fund Balance Reserved from Drug Seizure of \$32,500 for SRT bullet proof vests, and Unassigned Fund Balance in General Fund for Legal Fees.

[Ordinance 20-21 – To Amend the FY 20-21 Budget]

Ordinance 20-22 – To Create a Three-Way Stop Intersection at Montgomery Avenue and North Second Street

This Ordinance and change was authorized by the City Council at the August 10th, 2020 meeting.

[Ordinance 20-22 – To Create a Three-Way Stop Intersection at Montgomery Avenue and North Second Street]

Public Housing Department Write Offs FY2019-2020

FY 2019-20 Public Housing move-outs with outstanding balances require Council approval to be written off and turned over to the City of Albemarle Finance Department for the NC Local Government Debt Setoff Clearinghouse.

Consider Approval of Tour de Elvis Cycle Tour

The 11th annual Tour De Elvis Cycle event will be held on Saturday, September 12th. The cycle tour will consist of 25, 45, and 65 mile routes all over Stanly County. To receive authorization from NCDOT for this event, City Council needs to approve the event.

There will not be any street closures. Registrations for the event will be taken online only and participation will be limited to no more than 100 riders. Each route will leave in 15 minute increments to ensure cyclists are spread out.

Upon a motion by Councilmember Hall, seconded by Councilmember Bramlett, unanimously carried, Council approved the following:

- Ordinance 20-21 to appropriate Water/Sewer Fund Balance for asphalt repair on Hwy 52N to include milling and overlay to finish grade, traffic control, pavement markings and mobilization per NCDOT Specifications, Appropriate Fund Balance Reserved from Drug Seizure of \$32,500 for SRT bullet proof vests, and Unassigned Fund Balance in General Fund for Legal Fees;
- Ordinance 20-22 to create a three-way stop intersection at Montgomery Avenue and North Second Street;
- Public Housing Department FY 2019-2020 write-offs; and
- Holding the 11th annual Tour de Elvis Cycle Tour on Saturday, September 12th.

Resolution to Adopt Employee Handbook

Council approved the draft revised Employee Handbook changes on August 10, 2020. As the City's prior Personnel Policy has always been approved by resolution, this item provides a resolution summarizing adoption of the new Employee Handbook.

Upon a motion by Councilmember Hall, seconded by Councilmember Whitley, unanimously carried, Council approved the resolution adopting the revised employee handbook.

[Resolution 20-11 – To Adopt the Employee Handbook]

Information – Historic Resources Commission (HRC) Ordinance and Guidelines

Mayor Pro Tem Hall requested Council be provided with a copy of these regulations. She brought this item to Council's attention due to her perspective that the HRC Guidelines may be dated and not in line with the City's current approach and efforts to encourage new business growth in downtown Albemarle.

Discussion among the Council and Planning and Development Services Director Kevin Robinson occurred, highlighted by the following themes:

- The relative strictness of the HRC guidelines and their possible effect on local business owners to establish businesses in the downtown area;
- How the City of Albemarle's guidelines compare to the City of Concord's;
- Statistics show 90% of local business requests which come in front of the HRC are approved; and
- The language in the guidelines is standard and used in municipalities with historic downtown district designation regardless of their size or type.

When asked about any recommendations, the following Council members responded:

- Councilmember Whitley: Council should be careful that they do not shift too far the other way.
- Councilmember Lowder: Council should not be comparing themselves to the City of Concord, which has vastly larger funds at hand than the City of Albemarle. Comparisons to cities like ours would be more appropriate.
- Councilmember Aldridge: Now is the time to revisit the guidelines because the city is poised for growth in the next few years.

The Mayor requested that the Planning and Development survey feedback be brought to Council at a future meeting to discuss this item further.

Information – Food Truck Fridays at City Lake Park

The Rebound Round-up event in August was so successful that this event will continue through September.

Scheduled Dates and Locations for Food Truck Fridays:

- * September 4 - City Lake Park - 5:30 pm - 8:00 pm
- * September 11 - Market Station - 5:30 pm - 8:00 pm
- * September 18 - City Lake Park - 5:30 pm - 8:00 pm
- * September 25 - City Lake Park - 5:30 pm - 8:00 pm

Mayor Pro Tem Hall gave an “attaboy” to Parks and Recreation and Director Lisa Kiser for proactively extending this event out through the end of September.

Reminder: Webinar: Festivals and Events – What Will They Look Like in the Future?

Leverage NC is hosting a free webinar to discuss how festivals and special events will look now and into the future due to COVID-19. The date and time for the webinar is Tuesday, September 15th from 1:00 pm - 2:30 pm.

Mayor Pro Tem Hall applauded Parks and Recreation Director Lisa Kiser for forwarding this webinar offering to Council. She hopes that Parks and Recreation staff participate in the webinar too.

UNFINISHED BUSINESS

Traffic Study in South Albemarle Area

Police Chief David Dulin came in front of Council to present the study results. Members of the Albemarle Police Department (APD) set out the traffic trailer on 14 different streets from June 20th until August 26th to collect data, such as vehicle counts and speed. Data was also collected on all motor vehicle accidents occurring during those times to see if there was a pattern of issues on these streets.

The data itself does not show a consistent issue on these streets, but that does not mean there are not motorists that do create problems. As a practical matter, it would be difficult based on the volume and speed data to justify the installation of speed bumps at these locations and not on a majority of streets in the City. Speed bumps also tend to push the issue elsewhere and can create other concerns, such as acceleration noise at the locations and reduced response times for emergency vehicles.

There are a few ideas staff has developed for consideration:

1. There could be a heavier speed enforcement presence on these and surrounding streets.
2. Pavement markings could be added as they are known to have a psychological effect on the perception of what a safe traveling speed is for a certain area. The striping of center lines, shoulder lines, and potentially parking spaces reduces the available travel lane and thereby causing motorists to drive more slowly.

3. The speed limit on these streets could be reduced. The City would need to post the new speed limit on each street.
4. As the Police Department is looking for and finding new ways to build relationships, an option would be to work with interested citizens to identify those that create the speeding issues and focus on these motorists or the times and location that are a particular problem. This would take cooperation, but it does have the benefit of the Police and residents working together and these relationships could be very beneficial in other instances.

Also, a combination of the items above could also be implemented to address the concerns.

Have residents been apprised of the study results? No but APD plans to contact and sit down with the community members who presented their petition in front of Council. Councilmember Aldridge spoke about the recent CharMeck Police initiative on I-485 and the resulting announced increased police surveillance and ticketing there to reduce speed as a possible strategy to consider.

Council supports APD and the community to jointly consider solutions to the stated problem, and bring those solutions in front of Council at a future date for consideration.

NEW BUSINESS

Consider Payment in Lieu of Assessment for a Sewer Line Installation on Sibley Street

Development Coordination Specialist Jay Voyles has been working with a property owner at the end of Sibley Street to provide City sewer service. The situation is outlined in a memorandum Council received prior to the meeting.

Instead of undertaking the entire petition process, the applicant Mr. Moyle is agreeing to pay up front to the City the full amount the City would receive if the extension went through the assessment process. By requesting this, the City would: receive the money up front; eliminate the need to conduct public hearings or distribute newspaper notices and mailings to other property owners; and avoid a highly procedural and protracted process. When applying the standards for assessment, this request would be eligible for the corner lot exemption due to the lots on Sibley and South First Streets, and a 10% discount for paying in full. As a result, the amount due that is equal to the eligible assessment is \$1,296.00.

The City has approved similar requests on multiple occasions in the past. The end result is the same as if the formal assessment process was undertaken, but the parties avoid other costs and a lengthy process, and other potentially affected property owners are not required to pay.

Upon a motion by Councilmember Bramlett, seconded by Councilmember Hall, unanimously carried, Council approved payment in lieu of assessment for sewer line installation on Sibley Street.

Consider Appointments to Boards and Commissions

Staff requests that Council consider the following appointments/reappointment to the following Boards and Commissions of the City of Albemarle:

Historic Resources Commission:

- *Seat 2*, Mr. Marvin Smith resigned effective August, 2020.
- *Seat 6*, Mr. Gene Starnes, who served a full term that expired July 1, 2020. He is not eligible for re-appointment.

Parks and Recreation Advisory Board:

- *At Large seat*. Mr. Rick Johnson's seat expired on July 1, 2020 and is currently vacant. Mr. Johnson was contacted in late August, and verbally committed to another term on the Board.

Upon a motion by Councilmember Hall, seconded by Councilmember Aldridge, unanimously carried, Council approved the reappointment of Rick Johnson to another term on the Parks and Recreation Advisory Board.

Council discussed again the lack of sufficient and/or appropriate volunteers for these vacant positions on the Historic Resources Commission. Council and the Mayor agreed that they should try to seek out residents to serve on City boards and commissions and complete volunteer applications.

Motions to fill the 2 vacancies on the Historic Resources Commission were tabled until the September 21st meeting.

Consider Replacement on the Stanly County Convention & Visitor's Bureau

Councilmember Townsend requested this item be discussed by Council. The Mayor asked if any other Council member would take the position. There were no affirmative responses by other members. Councilmember Hughes, who also sits on the Bureau, stated that meetings occur the second Wednesday of every month. Council noted that previously the 2 slots that the City of Albemarle filled on the Bureau were for a citizen and a member of City Council.

The Mayor requested that Council seek out a citizen replacement to fill Councilmember Townsend's seat. He asked if Councilmember Townsend would serve until then. Councilmember Townsend agreed.

Ribbon Cutting Activities for New Police Headquarters

The Police Department will schedule a ribbon cutting event at the Police Headquarters building when the remainder of the work is complete. Mayor Pro Tem Hall had requested this be placed on the agenda for discussion. She noted that a resident specifically asked her about a public viewing/ribbon cutting event because for the last few new buildings that has happened. The Mayor

asked Council if they should try to schedule it now or wait until later due to COVID19 and limitations on large crowds.

A Council member raised the idea of Chief Dulin spearheading a virtual tour presentation that could be placed on the City's website. Council liked that idea.

Upon a motion by Councilmember Lowder, seconded by Councilmember Aldridge, unanimously carried, Council authorized Chief Dulin and the Albemarle Police Department to create and implement a virtual tour of the new Police Headquarters Building.

Discussion of Neighborhood Theatre

Mayor Pro Tem Hall asked this item be placed on the agenda to discuss the new name and the dedication plaque. She asked if a building dedication has occurred yet. The Mayor replied that the building with the new name opened right around the time COVID19 became an issue and so it has not been done yet, but should be done in the future.

Finance Director Colleen Conroy came in front of Council and expressed a concern about not having a dedicated bathroom for performers backstage in the building. Parks and Recreation Director Lisa Kiser answered via phone. She stated that Parks and Recreation is aware of the bathroom issue but it has not affected rental bookings there. A port-a-potty has been placed backstage.

COMMENTS

Mayor Pro Tem Hall:

- Is the Police Department thinking of moving the Safe Exchange box? Per Chief Dulin, APD is looking at relocating the box.
- As an FYI the COG has a new logo.
- Is Henning Drive on the street paving/resurfacing list? A resident who lives on that street mentioned it to her. Per Public Works Director Ross Holshouser, paving that street would take half of the budget reserved for streets maintenance to do. City Manager Michael J. Ferris offered to provide the study the contracted engineer completed on our streets to Council via email.
- She has gotten comments from a few residents of the treetop tower in East Albemarle. Per Planning and Development Services Director Kevin Robinson, this was approved by Council as one of the stealth measures to hide the tower top.
- Charters of Freedom update – She has had a phone call with the folks at Foundation Forward. They are planning to start construction here in Albemarle late this month. A Council member asked why the city has to fundraise for this effort. The City is fundraising because it was in the agreement to do so, which would partly fund the City's installation and partly fund another municipality to have it installed. She believes she is on the committee for fundraising, but is awaiting notice from Foundation Forward to confirm.
- FYI – this month is Pediatric Cancer Awareness Month. A shout out goes to Joy Almond and ADDC for their efforts in trying to get the water in the fountain in Courthouse Square dyed gold.

At first it couldn't be seen, and after a few more attempts with the dye, ADDC purchased lights placed at the bottom of the fountain that project a variety of colors in the fountain.

- She was happy to see many people over the weekend at Carolina Treetop Challenge.
- She noted that Council met with the homeless committee about 6-8 months ago. She is hoping that someone will push this effort and get it up and running again.

Councilmember Hughes:

- She commended Parks and Recreation Director Lisa Kiser for putting up walking path route signage by the Y. It's very nicely done. Will those route maps be available via mobile? Ms. Kiser replied that she intends to place them on the City website. Councilmember Hughes noted that she saw the medallions, which look nice. Ms. Kiser replied that the City has ordered extra medallions to put in between the current ones laid out so there will be more. The grand opening/ribbon cutting for the walking paths is being planned.

CLOSED SESSION

The Mayor called for a motion to appoint Councilmember Hughes as acting clerk during the Personnel portion of closed session. Upon a motion by Councilmember Aldridge, seconded by Councilmember Hall, unanimously carried, Council approved Councilmember Hughes to be acting clerk during the Personnel portion of closed session.

Upon a motion by Councilmember Whitley, seconded by Councilmember Hall, unanimously carried, Council approved moving into closed session pursuant to N.C.G.S. 143-318.11(a)(3) Consultation with Attorney, N.C.G.S. 143-318.11(a)(4) Economic Development, N.C.G.S. 143-318.11(a)(5) Real Estate, and N.C.G.S. 143-318.11(a)(6) Personnel.

RETURN TO OPEN SESSION

Upon a motion by Councilmember Aldridge, seconded by Councilmember Hall and unanimously carried, Council returned to open session. The Mayor stated that a Closed Session was held pursuant to N.C.G.S. 143-318.11(a)(3) Consultation with Attorney, N.C.G.S. 143-318.11(a)(4) Economic Development, N.C.G.S. 143-318.11(a)(5) Real Estate, and N.C.G.S. 143-318.11(a)(6) Personnel.

The Mayor called a motion to authorize City staff to develop parallel angled parking along North Street from Second Street to Depot Street. Upon a motion by Councilmember Aldridge, seconded by Councilmember Bramlett, unanimously carried, Council approved the motion.

The Mayor called for a motion to set a public hearing for the September 21st regular Council meeting to consider a tax incentive for Earnhardt Exchange LLC for development of the old

Lowder Hardware Store building. Upon a motion by Councilmember Bramlett, seconded by Councilmember Hall, unanimously carried, Council approved the motion.

The Mayor called for a motion to approve a 1% salary adjustment for the City Manager effective the next pay period. Upon a motion by Councilmember Whitley, seconded by Councilmember Aldridge, unanimously carried, Council approved the motion.

Upon a motion by Councilmember Lowder, seconded by Councilmember Aldridge, unanimously carried, the meeting was adjourned to Monday, September 21, 2020 at 7:00 p.m. in City Council Chambers.

Print

Title – Update on Minimum Housing Demo Program

Description:

Planning and Development Services Director Kevin Robinson will provide an update at the meeting.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Departmental Monthly Reports

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ALL_DEPTS_August_2020.pdf	August 2020 monthly reports

APPROVALS:

Date/Time:	Approval:	Department:	
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ADDC Director's Report: August 2020 Activities

Events:

- Retirement party for Mark Donham: hosted on Friday, August 14th. Mark retires on August 31st; the ADDC appreciates his efforts towards downtown revitalization, and wishes him luck.
- **Farmer's Market:** Steady stream of vendors and visitors; APD provided crosswalk assistance through the end of August, ADDC is providing masks and hand sanitizer for market vendors and visitors. Joy filled in for market manager Krystal Dulin on August 15th & 22nd while she was on vacation. Wednesday market ended August 26th.
- **Tour de Elvis 5K and Cycle Tour:** ADDC has two Downtown businesses signed up to participate in a coupon page for event participants. Parks and Rec event is rescheduled for Fri & Sat. Sept. 11-12. Food Truck Friday event hosted by Parks & Rec was moved to Market Station for TDE.
- **Dinner on Main:** Due to the extension of Phase 2 'Safer at Home' restrictions, Dr. Eckman and I felt it best to cancel this event for 2020. She still plans to work with the ADDC to plan a Dinner on Main in 2021.
- **Sounds at the Square:** Postponed again, scheduled to start first Fridays in October and November.
- **Outdoorsman's Bonanza:** meeting with committee Wed. 9/16 to begin planning for this event scheduled for 3/27/21.

ADDC Owned/Managed Properties:

Market Station: Chad Thompson Plumbing had to repair a toilet in the outside restrooms that overflowed on August 8. Yoga classes are continuing on Monday mornings and Tuesday evenings with social distancing and class size limit of 25.

Courthouse Square: Aquatic Resource Group made repairs to fountain on August 21st. Courthouse Square will be decorated in gold during the month of September in observation of Pediatric Cancer Awareness Month. Design committee purchased 10 gold bows from the 'Bows for Brinn' fundraiser to display around the fountain.

Downtown Vitality Committee:

Alleyway Project: Albemarle City Council approved the alleyway project. Project team is collaborating to devise a work plan for this. Worked with Jonathan Misenheimer and Akii Crump to submit an application for the ElectiCities Smart Communities Grant, and the project was awarded \$5,000.

Wayfinding signage: planning continues to progress with Arnett-Muldrow. Update on sign placement happened through a virtual meeting on Aug. 19th. Surveys have been sent out to the ADDC Board and Design Committee to get feedback on design preference.

NC Main Street Office:

ADDC Office Assistant Akii Crump attended the virtual training for Organization on August 4th. Joy is looking forward to Akii applying the knowledge from this training as the ADDC increases efforts to seek outside funding in the way of grants.

Joy attended a virtual NCMS Manager's Meeting on August 5-7. Workshops revolved around COVID and Culture, with discussion on how to support businesses and plan alternatives to in-person events and activities while also cultivating a more welcoming and diverse climate for our communities.

ADDC Organization Committee met on August 24th to discuss nominations for NC Main Street awards, and will work on submissions due Oct. 6, 2020.

Misc:

Welcome for new Pfeiffer Students: Collected merchandise from 14 different businesses and stuffed 70 complimentary shopping totes on August 3rd to be distributed to incoming faculty, staff and students of the new Downtown campus. Tonya Judge picked these up to distribute to students. Seven volunteers assisted office assistant Akii Crump and myself with preparing the bags.

CITY OF ALBEMARLE

Financial Analysis

August 2020

Budget vs. Actual Revenues and Expenditures

Fund	Budget Appropriation	YTD Revenues	Percent Collected	YTD Expenditures & Encumbrances	Percent Expended	Net Increase (Decrease) Revenues over Expenditures	Percent Increase (Decrease)
General	16,783,384	311,644	1.9%	2,827,126	16.8%	(2,515,482)	-15.0%
Powell Bill	576,635	2,127	0.4%	44,701	7.8%	(42,574)	-7.4%
Water & Sewer	11,081,074	1,334,098	12.0%	1,658,515	15.0%	(324,416)	-2.9%
Electric	32,723,335	4,065,135	12.4%	3,474,387	10.6%	590,748	1.8%
Landfill	2,830,421	555,685	19.6%	608,007	21.5%	(52,322)	-1.8%
Public Housing	1,408,255	319,651	22.7%	219,530	15.6%	100,121	7.1%
Section 8	1,576,044	246,244	15.6%	209,662	13.3%	36,583	2.3%
Self Insurance Fund	3,519,722	532,910	15.1%	261,883	7.4%	271,027	7.7%
Total	70,498,870	7,367,494	10.5%	9,303,811	13.2%	(1,936,316)	-2.7%

Note: August is the 2nd month of the fiscal year, and equates to 16.67% of the fiscal year. **However**, the above information does not reflect all of the revenues and/or expenditures due to the delay of information being received from outside agencies.

Cash and Investments All Funds **37,935,345**

Investment Earnings

Tax Levy

8/30/2020

MSD

Budget Appropriation 83,409
YTD Earnings 4,489
Percentage Collected **5.4%**

2018 Tax Levy 6,135,081
YTD Collection: 144,510
Percentage Collected **2.36%**

36,576
1,821
4.98%

Utility Revenue/**Billing** 5,255,944
Utility Bad Debt Expense
Percentage of bad debt 0.000%

nothing written off in July or August yet

fiscal year to date

Debt set off

\$802

FIRE DEPARTMENT

AUGUST MONTHLY REPORT

Current Budget: \$3,837,448 Remaining Budget: \$3,250,021 YTD Expended: \$52,685 (15.3%)

Priority Area 1: Enhance Talent & Compensation Management to Build & Retain a Diverse Workforce

- Fire Department hiring event: Hired 3 personnel for the position of Firefighter 1 (reduce cost of overtime)
- Engaging other fire departments for best practices in recruiting women and minority talent.

Priority Area 2: Build Organizational Capacity and Efficiency to Support Effective City Government

- 2 Firefighters started college classes in the month of August
- Fire Chief named to the League of Municipalities Fire Advisory Board (State)
- Fire Chief reappointed to the International Association of Fire Chief's Human Relations Committee (National)

Priority Area 3: Advance Resources Designed To Protect our Residents and Safeguard our City

Response:

- Total Calls: 179 Fire 59 EMS 120
- Mutual Aid: Given 5 Received 2
- Average Call Response Times: 0:04:33
- Total response value: \$373,013.00
- Total value loss: \$18,900.00 (5.5%)

Community Risk Reduction/Education:

- Programs 2
- Safety Inspections 133
- Pre-Fire Plans 18

HUMAN RESOURCES DEPARTMENT

Monthly Activity Report
August 2020

Council Priority Area 1: Enhance Talent and Compensation Management to Build and Retain a Diverse Workforce

HR Activity – Recruiting and Development

Job Postings/Applications Rec'd

	Job	Closing Date	Apps
1	Police Officer I	OTF	60
2	Utility Maintenance Oper	9/7	8
3	Economic Dev Director*	OTF	
4	Facility Assistant	OTF	12
5	Chief Code Enforcement Officer	OTF	12
6	Asst PU Director	OTF	24
7	Academic Achievement Program Assistant	OTF	2
8	Recreation Assistant	OTF	14
	Total		132

* Jorgenson Consulting reports significant interest in this role with more than 90 applicants. Virtual interviews for 6 candidates occurred 8/12 and 8/13. Three candidates were invited onsite to interview with an Assessment Panel.

Total New Hires for 2020: 39

Current Retention Rate: 95%

Current Voluntary Turnover Rate: 18 Voluntary Terms; 7% (Key Benchmark: 10%; 2019 Voluntary Turnover: 10%)

New Hires

	Name	Position	Dept	Status	Date
1	Earlene Cunningham	Custodial Temp	Plan	Temp	8/3
2	Ariel Pannell	Treatment Plant Oper I	PU	FT	8/3
3	Dale Blankenship	Utility Maintenance Operator I	PU	FT	8/31

Terminations

	Name	Position	Dept	Status	Date
1	Kimberly Cook	Police Officer III – RESIGN	PD	FT	8/17
2	Gregory Harwood	Utility Maintenance Oper I – RESIGN	PU	FT	8/20
3	Mark Donham	Eco Dev Director – RETIRE	ECO	FT	8/31
4	Harold Dunlap	Evidence Custodian – RETIRE	PD	FT	8/31

Payroll Summary

Full-Time - 265
 Part-Time Regular - 6
 Part-Time Temp - 17
 Elected - 8
 Appointed - 10
TOTAL – 306

Personnel Actions Processed – 21

HR Activity – Compensation and Benefits Management

- On 9/1/2020 HR distributed an RFP inviting the submission of Proposals from firms with expertise and experience in designing an overall Compensation Strategy/Philosophy and conducting a Compensation and Classification Study for the City. Proposal submissions are due 9/25/2020.

Benefit Summary

<i>Program</i>	<i># of Participants</i>	<i>% FT Emp Participation</i>
<u>BCBS Group Medical Insurance</u>		
Active Employees	263	100%
Council Members	4	
Retirees	37	
Separation Allowance	14	
Guardian Dental Insurance	201	77%
CEC Vision	158	58%
<u>401K</u>	167	65%
<u>Deferred Comp Plan (457)</u>	94	34%
Lincoln (Term Life Insurance)	272	100%
Credit Union	27	11%
<u>Colonial Insurance (Optional)</u>		
Pre-tax	149	56%
Post-tax	162	61%
<u>Flexible Benefits Management</u>		
<u>(Medical Reimbursement)</u>	46	17%
<u>(Dependent Care)</u>	1	
Legal Shield	6	3%

Council Priority Area 3: Advance Resources Designed to Safeguard our City

Safety Statistics – 0 employee incident reported in August

Department	Safety Inspections Completed	Safety Committee Reports
Public Utilities	6	3
Public Works	4	4
Fire Dept.	3	3
Police Dept.	5	4

HR Items of Note

Impact to Council Priority Area 1: Build and Retain a Diverse Workforce

- 1) In August, HR Director Dana Chaney participated in the NC League of Municipalities HR Advisory Committee. This is a group of 12 HR Directors from municipalities across the state that meet each month to discuss best practices in HR. The committee is currently reviewing an Assessment for Municipal HR Departments that the League will begin using to identify areas within a Human Resources department that may need improvement.
- 2) The City's first Employee Action Group completed their program of work during August and the most recent Leadership Development Group completed their training Curriculum through Stanly Community College. Courses included in the Leadership program are: Sexual Harassment, Diversity, Discrimination and Ethics; Communicating for Leadership Success; Embracing Change; Building and Sustaining Trust; Making High-Quality Decisions; Planning and Managing Resources; Navigating Beyond Conflict; Working as a High Performance Team

City of Albemarle

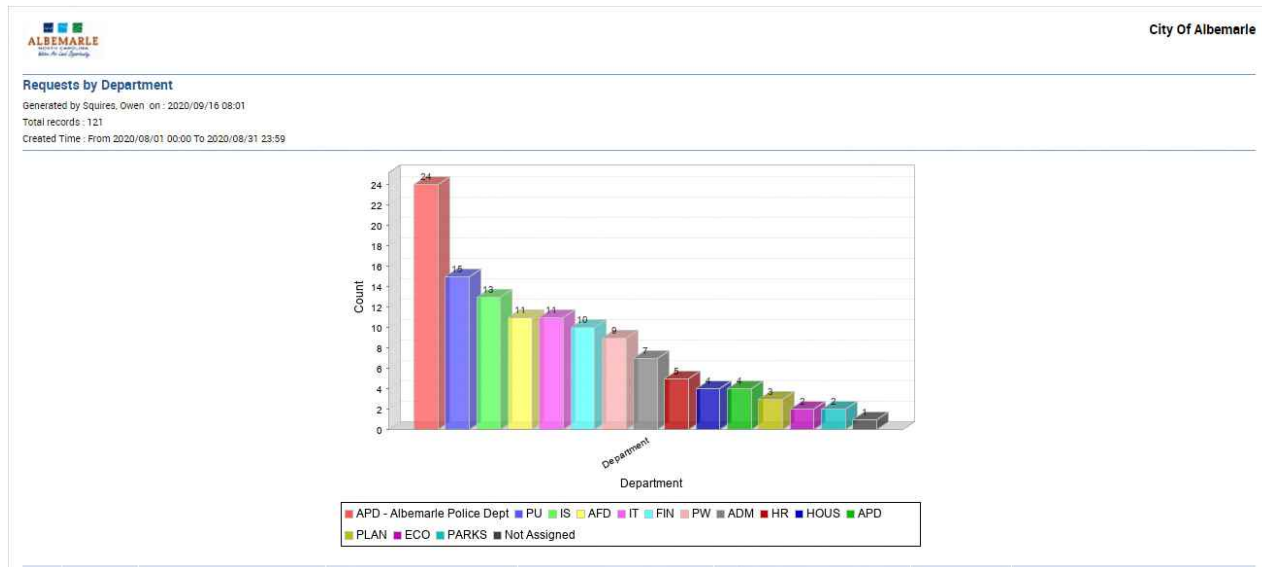
Information Systems Department Project Report

Project Name / Title:	Identifying reports for review of IS Service Tickets
Department / Division:	Information Systems Department
Prepared By:	Owen Squires
Project Budget:	FY 2020-2021
Anticipated Completion Date:	October 2020 – Service continues...
Council Priority Area:	Build Organizational Capacity and Efficiency to Support Effective City Government
Project Description: Briefly describe the project and benefits.	
<p>A fundamental project for Information Systems this year is the rebuilding of our ticketing and tracking system.</p>	
Project Status: Briefly describe the current status of the project.	
<p>We have implemented a new Service Desk service (Help Desk System). We are now working with staff citywide to build specific categories and help pages that apply to each department. An internal requirement is to make the process easy. Easy to use and easy to report results to Council and staff.</p> <p>The ticketing system is broken down into three areas:</p> <ol style="list-style-type: none"> 1) Service Desk Requests: this is when a new application, a new piece of hardware, is being requested by a department or person. 2) Incident Reporting: this is when something has happened, something has broken or a service/application has stopped responding. 3) Project Management: we are spending a lot of time identifying and categorizing projects (as opposed to a Service Desk Request). We will share more on project categories soon. 	

Recent Progress: Briefly describe recent progress or activities on project.

This report is an example graph of just the August tickets that were submitted. Some tickets may have been a one hour resolution, some of these are mini-projects that were several days to complete.

August was a busy month for APD. We generally have a high engagement with APD. In August with their moving and reconfiguring services, we spent a lot of time supporting them.



Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.

Work on building a series of effective reports for both Service Requests and Incidents. As always, a challenge is to report our work but not publicly identify our technology infrastructure details.

PROGRAM REPORT

Council Priority Area 6: Enhance Community Amenities to Engage Multiple Generations

Athletics

	# Leagues Offered	# Registered	# Participants	# Volunteers	# Volunteer Hours
Youth (0-17 yrs)	0	0	0	0	0
Adult (18-49 yrs)	0	0	0	0	0
Seniors (50+ yrs)	0	0	0	0	0

Programs

	# Offered	# Registered	# Participants	# Volunteers	# Volunteer Hours
Youth (0-17 yrs)	1	6	6	0	0
Adult (18-49 yrs)	3	0	450	0	0
Seniors (50+ yrs)	1	0			

Special Events

Name of Event	# Attendees	# Volunteers	# Volunteer Hours	Sponsorship \$ received
One Pitch Softball Tournament	75	0	0	750
Back to school Drive Thru	100	0	0	0
Kids at Work Meetings	24	0	0	0
Rebound Round-up	200	1	2.5	0
Rebound Round-up	275	1	2.5	0
Rebound Round-up	195	1	2.5	0
Rebound Round-up	200	0	0	0

Pools

	# Days Open	# Attendees	# Swim Lessons	# Rentals	\$ Cost Recovery
Chuck Morehead	0	0	0	0	0
Rock Creek	0	0	0	0	0

Facility Rentals

	# Rentals	# Attendees	\$ Cost Recovery
Niven Center	0	0	0
Waddell Community Center	5	130	950

Picnic Shelter Rentals

	# Rentals	# Attendees	\$ Cost Recovery
City Lake Park	15	280	390
Rock Creek Park	2	30	50
Chuck Morehead Park	1	15	15

- FY21 will provide for the collection of baseline data. This data will provide benchmarks with metrics in upcoming fiscal years.

BUDGET REPORT:

Revenue: \$ 10,973.

The Parks and Recreation Department collected during the month, broken down as follows:

<u>Revenue Item</u>	<u>Amount</u>	<u>Description</u>
Program Fees	\$ 3,497.	Regular Programs
Building Rentals	\$ 1385.	Waddell and Niven Center Facility Rentals
Park Rentals	\$ 625.	Picnic Shelter and Athletic Field Rentals
Special Events	\$ 1,860.	
Contributions and Donations	\$ 625.	
Senior Games Sponsors	\$ 0.	Sponsorships
Tournament/Fundraising	\$ 625.	Softball tournament
Concessions	\$ 0.	
Admission	\$ 0.	
CTC Rental	\$ 2,356.	

Expenses: FY 2020-21

<u>(as of 9/3/2020)</u>	<u>Starting</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Remaining</u>	<u>% Expended</u>
Recreation Budget	\$842,792	\$115,881.	\$11,442.	\$715,468.	15.1%
Parks Budget	\$1,048,948	\$47,566.	\$-31,360.	\$930,143.	11.3%

Central Auditorium

Council Priority Area 6: Enhance Community Amenities to Engage Multiple Generations

Rentals/Performances	Dates	Attendance	Revenue
Public Utilities Training	8/16/2020	23	
Upcoming Rentals/Programs	Dates	Type of Performance	
Music on Main	August 7-8	Live Music	Cancelled due to COVID
Bryan Saint	September 12	Illusionist/Magician	
Stanly County Historical Society	August 18	Lecture	Cancelled due to COVID
Uwharrie Players	September 24 – October 18	Fall Play/Musical	Cancelled due to COVID
Stanly Arts Guild	October 24	Fundraiser	

* Albemarle Parks & Recreation sponsored program

Monthly Operational Costs

	June	July	August
<i>Rent</i>	\$1000.	\$1000.	\$1000
<i>Utilities</i>	\$78	\$78.	\$78
<i>Insurance</i>	\$11	\$11	\$11
<i>Total Operational Costs</i>	\$1089	\$1089	\$1089

Monthly Revenues

	June	July	August
<i>Revenue</i>	\$0	\$0	\$70

Expenses: FY 2020-21

(as of 9/3/2020)	<u>Starting</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Remaining</u>	<u>% Expended</u>
Central Auditorium	\$49,200	\$2,328.	\$0.	\$46,871.	4.7%

PROJECT REPORTS:

Departmental Project Summary Reports



Project Name / Title:	Roger F. Snyder Greenway Project
Budget Priority Area	<i>Council Priority Area 5 & 6: Develop Community and City Assets to Grow the Economy and Improve Community Appearance; Enhance Community Amenities to Engage Multiple Generations</i>
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	Varies by phase and scope
Anticipated Completion Date:	Ongoing

Project Description: Briefly describe the project and benefits.
Development of pedestrian paths that will connect parks, schools, downtown, and neighborhoods throughout Albemarle.
Project Status: Briefly describe the current status of the project.
Greenway Commission has recommended to wait on moving forward with northern trail construction until NSRR status is clear. COA staff from P&R, Admin, PW, and Planning are working to develop walking routes through downtown.
Recent Progress: Briefly describe recent progress or activities on project.
Working with Planning Department to identify parcels and easements where Greenway can be expanded. Downtown walking routes have been established. Gathering quotes for inset sidewalk markers as wayfinding and a kiosk for maps and information related to the new walking routes. Presentation to City Council about walking routes. Sidewalk medallions have been received. All sidewalk repairs and curb cuts have been installed. All routes have been marked. Kiosk has been completed with concrete pad and benches. Maps have been printed and installed.
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.
Plan grand opening of walking routes, create webpage.

Project Name / Title:	Don Montgomery Park Repairs
Budget Priority Area	<i>Council Priority Area 4, 5 & 6: Invest in Infrastructure to Ensure Quality Service Delivery; Develop Community and City Assets to Grow the Economy and Improve Community Appearance; Enhance Community Amenities to Engage Multiple Generations</i>
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	\$500,000 (funding reimbursement from FEMA)
Anticipated Completion Date:	12/1/2020

Project Description: Briefly describe the project and benefits.
Rebuild Don Montgomery Park baseball field and park due to damage from Hurricane Florence.
Project Status: Briefly describe the current status of the project.
Grading of the field took place January 28 and 29 th . Irrigation is in process of being installed. Waiting to receive quotes on fencing. Replacement equipment has been ordered and delivered. Waiting on dry ground to begin work at Optimist Field.
Recent Progress: Briefly describe recent progress or activities on project.
Dirt for DM and Opt delivered; staff have been working to spread the dirt on the fields; fencing has been installed. Babe Ruth League will play at Don Montgomery Park this summer.
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.
Backstop netting; batting cages to be repaired/ordered; repair fencing

Project Name / Title:	EE Waddell Center HVAC Installation
Budget Priority Area	<i>Council Priority Area 4 & 6: Invest in Infrastructure to Ensure Quality Service Delivery; Enhance Community Amenities to Engage Multiple Generations</i>
Department / Division:	Parks and Recreation
Prepared By:	Lisa Kiser
Project Budget:	\$156,000
Anticipated Completion Date:	9/15/2020
Project Description: Briefly describe the project and benefits.	
Install HVAC system at EE Waddell Center Gymnasium to provide climate control during the summer.	
Project Status: Briefly describe the current status of the project.	
Have met with mechanical engineering firm. Waiting on a proposal for a design build project. Engineering firm will work as a construction manager in charge. They will design the unit and bid out the build and installation of the unit.	
Recent Progress: Briefly describe recent progress or activities on project.	
Met with mechanical engineering firm. Waiting on proposal. Received proposal. Attorney is looking over contract. Held pre-design meeting with Miles-McClellan. Schematic design is completed. Full design plans have been submitted for review. Construction informal bids went out on 3/3/2020. Construction began on 5/26/2020. Concrete pad and fence posts have been poured and set. Electrical system has been upgraded to three phase. Duct work has been installed. Unit has been placed on concrete pad. Gas line has been installed.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Computer control set-up, punch list, final inspection.	

Planning and Development Services Monthly Report

August 2020

<u>Monthly Meetings</u>	<u>Dates Attended</u>
City Council	8/10/20
Planning & Zoning Board	8/6/20
Historic Resources Commission	8/17/20
Staff Meetings	8/14/20
Priority Area 5: Develop Community and City Assets to Grow the Economy and Improve Community Appearance	8/14/20 staff meeting Research on local landmark designations SHPO trainings Reviewed landscaping on developments

<u>Permits</u>	<u>Number</u>	<u>Enforcement</u>	<u>Number</u>
Driveway	2	Min. Housing Initiated	6
Sign	5	Min. Housing Resolved	1
Coordination Forms	22	Min. Housing re-inspections	27
Power Transfers	0	Sign Violations	1
Addresses Assigned	5	Sign Removal in ROW	33
Zoning Verification	1	Nuisance Initiated	14
Floodplain	1	Nuisance Abated	17
COA	1	City Abatement	5
<u>Inquiries</u>	<u>Number</u>	Zoning Cases Initiated	3
Zoning	59	Zoning Cases Resolved	2
Development	43	Litigation	0
Nuisance	37	<u>Development</u>	<u>Development</u>
Subdivision	18	Plans Submitted	4
Floodplain	9	Plans Approved	3
addressing	12	Erosion Control Inspections	8
Historic District	15	Zoning Site Inspections	30
General Inquiries	22	Maps Created	9
Signs	17	Subdivision Review	4
Notes:			

2020

POLICE DEPARTMENT

AUGUST



Priority Area 3: ADVANCE RESOURCES DESIGNED TO PROTECT OUR RESIDENTS AND SAFEGUARD OUR CITY

One of the city's primary responsibilities is to protect the community. While technology supports much of the work that is done, we can not forget the basics of community values.

Whether we go out into the community or the community comes to us, we must recognize and promote the inter-dependent relationship we have with the community to help safeguard our city.

Investing in resources that will aid in shaping our city will greatly improve our over all goal of protecting our residents and safeguard our city.



There was a prayer event at the corner of Gibson St. and Arey Ave. held by Kindom Minded Ministry. Kindom Minded Ministry is a group of individuals from different churches all over North Carolina cities such as High Point, Wadesboro, and Albemarle. These individuals prayed for people and gave out bibles at the corner for several hours. Sgt. Gaines stopped by to fellowship and take photos.



Priority Area 3: Advance Resources Designed to Protect our residents and safeguard our City

Albemarle

MEDICINE DROP BOX

Abuse of prescription drugs is a significant public health problem. Studies show that most abused prescription drugs are obtained from family and friends, including the home medicine cabinet.

To help address this problem, the Albemarle Police Department has coordinated with the Stanly County Health Department and established a permanent medication drop box in the police department's lobby located at 155 W. South St. The drop box is available for households to dispose of discontinued, expired or unwanted medications in a manner that considers public health, as well as the environment.

Month	2020	Total in Grams
Jan		6067
February		12127
March		8852
April		6255
May		7429
June		3989
July		14470
August		18212
September		
October		
November		
December		
Total YTD		77401

Year to Date

COMPLAINT ON OFFICERS

A proper relationship between the police and Albemarle residents fostered by confidence and trust is essential to effective law enforcement. Police officers must be free to exercise their best judgment and initiate action in a reasonable, lawful, and impartial manner without fear of reprisal. At the same time, they must observe the rights of all people.

This system of complaint and disciplinary procedures not only subjects the officer to corrective action when he/she conducts himself/herself improperly but also protects him/her from unwanted criticism when he/she discharges his/her duties properly.



Date	Type
3/9/2020	Rules of Conduct
6/1/2020	Rules of Conduct
7/15/2020	False Arrest
7/20/2020	Abuse of Power

PRIORITY AREA 4: INVEST IN INFRASTRUCTURE TO ENSURE QUALITY SERVICE DELIVERY



Maintaining and improving physical asset and infrastructure



The Albemarle Police as moved into a new facility
155 W. South St.
(formerly Home Savings and Loan Bank)

Saves Time

Saving our
Historic District

More Sustainable

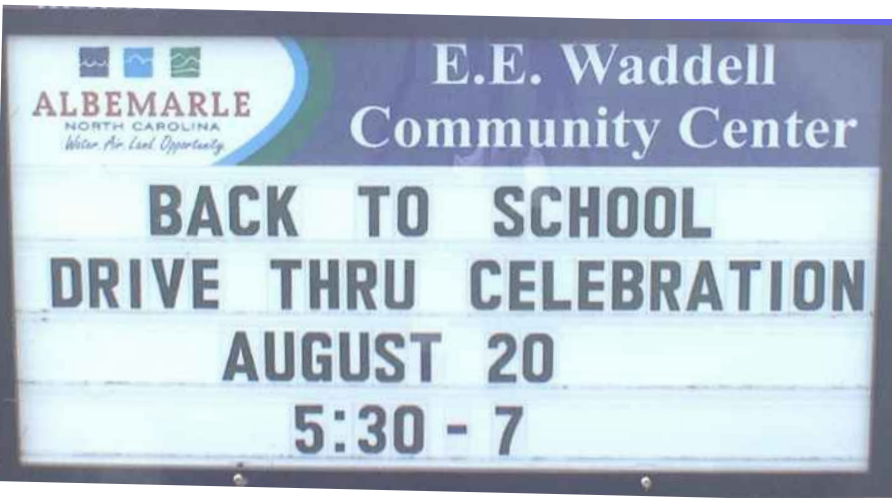


More Cost Effective

Morale
Booster

Great Potential

Priority Area 6: Enhance Community Amenities to Engage Multiple Generations



Members of the Albemarle Police Department teamed up with Parks and Rec to hold their annual Back to School Celebration this month at the E. E. Waddell Center. Due to COVID, the Back to School event was changed to a Drive-thru event to allowing for social distancing. Books, papers, pencils, erasers, and other school supplies were distributed to children throughout the City.



Thursday
August 20, 2020
5:30pm - 7:00pm
in the
E.E. Waddell Parking Lot
621 Wall Street
Albemarle, NC

School Supply Give-aways

Entertainment

Lots of Fun!

For more information contact
Billy R. McRae, Center Supervisor
(704) 984-9568
Albemarle Parks & Recreation

ALBEMARLE POLICE DEPARTMENT ACTIVITY REPORT

AUGUST 2020

	CURRENT MONTH	SAME MONTH LAST YEAR	LAST YEAR TO DATE	TOTAL YTD	LAST YEAR vs THIS YEAR	
GENERAL	CALLS FOR SERVICE	1656	1763	12994	13039	0.35%
	BUSINESS CONTACTS / SURVEYS	205	227	2127	1411	-33.66%
	NUMBER OF BUSINESSES FOUND UNLOCKED	1	3	29	27	-6.90%
	HAZARDS REPORTED	0	0	11	26	136.36%
	COMMITMENTS	38	56	371	322	-13.21%
	ESCORTS	67	88	496	589	18.75%
	FUNERAL PROCESSIONS LED	10	11	127	91	-28.35%
	ALARMS (10-46)	105	118	963	879	-8.72%
	EMS RESPONSES	107	203	1506	837	-44.42%
	SPECIAL DETAILES / PROGRAMS	144	134	1013	1375	35.74%
	BUSINESS CHECKS / INSPECTIONS	817	782	5642	5264	-6.70%
	HOUSE CHECKS	93	116	963	805	-16.41%
	DOMESTIC VIOLENCE RESPONSE (COUNT AS INITIAL DISPATCH ALSO)	16	17	106	98	-7.55%
MISCELLANEOUS...INCLUDING ALL OF THE ABOVE LISTING	729	764	6409	6037	-5.80%	
HOURS	NUMBER OF INTOXILYZER EXAMINATIONS	4	2	29	34	17.24%
	TRAINING: HOURS IN CLASSROOM OR FIELD, INCLUDING TEACHING	406.8	340.5	4089.5	3074.6	-24.82%
	COURT: ON-DUTY AND/OR OFF-DUTY HOURS	35.5	38.0	348.3	530.3	52.26%
	SURVEILLANCE HOURS	19.0	9.0	219.8	510.5	132.26%
CRIMINAL	INCIDENT REPORTS	248	336	2506	2190	-12.61%
	FIELD INTERVIEWS / WITNESS STATEMENTS	563	397	2160	3491	61.62%
	CASE CONTACTS	89	146	1104	1100	-0.36%
	WARRANTS ISSUED (COUNT TOTAL CHARGES MADE)	51	38	683	507	-25.77%
	FELONY ON VIEW ARRESTS	46	65	321	219	-31.78%
	FELONY WARRANTS SERVED	47	50	357	316	-11.48%
	MISDEMEANOR ON VIEW ARRESTS	76	116	735	585	-20.41%
	MISDEMEANOR WARRANTS SERVED	80	90	857	545	-36.41%
	ASSISTS ON ARRESTS	103	94	833	862	3.48%
	SUBPOENAS AND NOTICE OF HEARINGS SERVED	136	71	392	398	1.53%
	AMOUNT OF STOLEN PROPERTY RECOVERED (DOLLARS)	\$5,169	\$15,662	\$99,570	\$134,856	35.44%
	ORIGINAL JUVENILE INVESTIGATIONS	0	0	6	8	33.33%
	JUVENILE CONTACTS	2	0	27	17	-37.04%
JUVENILE CASES CLOSED WITH NO PROSECUTION	0	0	2	0	-100.00%	
JUVENILE CASES CLOSED WITH PETITION	2	0	7	9	28.57%	
SEIZURES	MARIJUANA (grams)	314.0	70.5	7273.3	1393.8	-80.84%
	COCAINE (grams)	11.0	95.2	514.6	227.9	-55.71%
	PILLS (DU)	1179.0	51.0	816.1	1498.0	83.56%
	HEROIN	13.3	73.3	307.6	166.1	-46.00%
	METHAMPHETAMINE	24.9	*N/A	*N/A	85.4	#VALUE!
	OTHER DRUGS	4.4	273.0	1295.8	32.4	-97.50%
	FIREARMS	6	11	74	70	-5.41%
	MONEY	\$12,904	\$5,818	\$71,757	\$140,685	96.06%
	VEHICLES	1	0	21	10	-52.38%
SEARCHES	PERSONS	164	179	1557	1478	-5.07%
	VEHICLES	83	65	787	668	-15.12%
	STRUCTURES	26	21	196	250	27.55%
	K-9 USAGES	2	2	29	22	-24.14%
TRAFFIC	TRAFFIC STOPS	214	350	2979	1930	-35.21%
	DRIVING WHILE IMPAIRED	4	10	54	45	-16.67%
	SPEEDING	5	18	163	89	-45.40%
	SEATBELT VIOLATIONS	4	4	61	37	-39.34%
	CHILD RESTRAINT VIOLATIONS	5	3	35	32	-8.57%
	NOL AND DWLR	68	111	980	634	-35.31%
	RECKLESS DRIVING	3	*N/A	*N/A	28	#VALUE!
	ALL OTHER CITATIONS	67	196	1898	832	-56.16%
	WARNING TICKETS ISSUED	1	15	131	42	-67.94%
	CHECKING STATIONS	0	4	54	12	-77.78%
	PARKING VIOLATIONS / CIVIL PENALTIES ISSUED	0	1	8	130	1525.00%
	MOTOR VEHICLE ACCIDENTS WORKED	62	100	715	585	-18.18%
	ASSISTS IN ALL TRAFFIC ACTIVITIES	207	151	1646	1762	7.05%



Public Housing Department
August Monthly Statistical Report

Housing Choice Voucher Program

Total Vouchers Approved..... 333
August Housing Assistance Payments..... \$90,386.00
Number of landlords on program as of 8/1/2020... 105

Total Accounts Paid 8/1/2020..... 213
Average HAP/URP \$424.35

Portabilities.....1
Accounts Receivable..... \$580.00
*Durham Housing Authority

Transfers..... 1
Terminations/EOP..... N/A

Open Active /Outstanding Vouchers..... 0
30 - 60 days: 0
60 - 90 days: 0
90 - 120 days: 0
120 - 150 days: 0

New Voucher Leased 0
Total on Waitlist as of 8/31/2020..... 529
*waitlist closed Dec. 2017

Public Housing

Total Number of Units..... 200

Total Vacant Units as of 8/31/2020..... 2
*301 S. Bell offline – Family Life Center

Total Accounts Receivable.....\$52,836.18

Total Accounts deliquent as of 8/31/2020 ... 18
Total Amount Deliquent as of 8/31/2020..... \$3683.21
Percent (%) Collected: 93%

Number of units leased 2
Number of move-outs 1
Number of Tranfers..... 0

Number of Applications received 10
Total on Waitlist as of 8/31/2020..... 293

Annual Recertifications Complete..... 0
Interims Complete..... 12
Number of workorders Completed..... 80



Public Utilities Department

August Monthly

ADMINISTRATION/Customer Service

- First demo of mCare (paperless work order system) for meter technicians, electric and water & sewer field personnel which will involve customer service and administration
- Customer Service Reps started meeting with customer for COVID payment plan
- Water Heater Rebates (\$600), Heat Pump Rebates (\$6400)
- Customer Service Move in/Move out (472)
- Cut-off Non Payment (still COVID) Number of Extensions (still COVID)

Water Distribution and Sewer Collection

- Bryan Hinson completed Leadership training at SCC
- Bryan Hinson, Chris Palmer, Brandon Frick, Jody Cook and Derek Burkett completed 6 hours of continuing education for Water & Waste Water Certification. The virtual training took place at the ANT. It was the perfect setup for social distancing.
- Bryan met with SUEZ that will be handling the water tank maintenance program which will begin this FY 20-21
- Creek Cleaning project consist of removing debris from 1426 US Hwy 52N to NE Connector, Dr MKL Dr to Hearne St, Knollwood Circle to NE Connector, Snuggs Park Rd and Rebel Rd. Total debris hauled to the landfill was 12.04 tons
- Crews mowed sewer ROWs North, East and West of 1426 US Hwy 52N
- Crews repaired or replaced sewers at 412 Second Ave (section of pipe), 1121 Smith St (section of pipe), 1520 Holbrook Ct (removed roots), 2120 Woodhurst Ln (replaced sewer service, 209 Second Ave (section of pipe, 1616 Bellamy Circle (replaced 21' of main line), 433 E Cannon Ave (section of pipe)
- Repaired a section of a 12 inch water main line struck by contractors relaying new water pipe at Hwy 24/27 EastGate Shopping Center due to the subcontractor working on the Hwy 24/27/73 project. Crews were able to shut off the water quickly and use a repair clamp to stop the leak.
- Crews flushed 776,160 gallons of water city wide to maintain good water quality
- Crews repaired a fire hydrant at Old Parker Rd and Concord Rd that was struck by a vehicle
- Crews set 2 hydrant meters/one to fill a pool at 1124 Smith St and one for NJR Paving Contractor to pave Ridge Street
- Installed water and sewer taps at 2604 & 2606 Normandy Street, 540 Catalina Drive
- Installed a 1" irrigation water tap at 245 E Main Street for the Pfeiffer Facility

- Crews washed and cleaned 7087 feet of sewer main
- Crews TV'd 7087 feet of sewer and found 10 spots which 7 were completed this month
- Derrick Thomas completed and located 348 locates from 811 (NC One Call)
- Crews assisted PW with Vactor truck to unstop storm drain at S. 3rd St & Dr MKL Dr (washed & camera 58 feet)
- Crews performed maintenance on 50 hydrants
- (32) water meters exchanged, (10) new water meters installed, (2) water taps installed, (2) sanitary sewer taps installed

Electric Division

- Crews replaced all the old street lights with LED lights on Arey Ave, portions of 3rd and 4th Streets, CB Crook Dr, Chestnut St, Wilson St, Ludlow St, Troy Alexander Dr
- Crews installed both communication and electric lines on the existing Time/Temperature tower in front of the new Police building for the new sign
- Underground crew completed work on the new EMS building on Hilco St and continuation of Phase II at the Grandview Subdivision
- Line crews replaced (11) 30' Class 5 pole, (1) 35' Class 5 pole and (3) 40' Class 4 poles
- Meter/Substation crew worked in conjunction with PW street department concrete crews to add underground street light and Christmas light circuits on West Main Street in front of the new Pfeiffer Facility as well as on East South Street in front of the new Police Department building
- Line crews along with Lee Electrical Contractors replaced 22 spans of #6 copper with 32 ACSR. This was for preventive maintenance for safety reasons because #6 copper can't be worked "hot/live" according to the APPA manual, also, #2 ACSR is far more reliable.
- Line crews took turns clearing ROWs in problem areas, as well as spraying vines from poles, lines and guide wires. This is to minimize power failures especially this year since it has been extremely wet.
- (43) street lights were repaired, (7) new LED outdoor rental lights installed, (4) new permanent services installed, (8) new temporary services installed, (4) change of services

Plants Division

Hwy 52 Water Treatment Plant

- One employee attended Leadership Training
- Three employees attended NCRWA for continuing education training
- Drained and washed out #1, #2, #7 and #8 basins
- Hydro Structure removed debris from the sewer line just below the EQ Basin down to Knollwood Circle to prevent sewer backing up
- Mowed around plant and reservoir
- Crom Concrete Company began the concrete repair work around the basins
- Average flow of treated surface water (10.06 MGD)+

Jack F Neel Water Treatment Plant

- Began treating the reservoir water with a new chemical Pack 27 algacide
- Collected weekly upstream and downstream organic samples; collected yearly land field soil sample; collected reservoir and river samples for algae & water quality analysis
- Drained #2 basin and washed it out; performed yearly PM's on the trac-vac system
- Mowed and sprayed around plant, reservoir and raw water pump station
- Four employees attended the NCRWA Continuing Education training held in the ANT
- New employee Ariel Pannell began

Long Creek Wastewater Treatment Plant

- Brandon Plyler, Shaun Whitley, staff from LKC Engineering visited Moore County and Hoke County Wastewater Treatment Plants to look at their diffused air systems
- Washed all clarifier weekly
- Mowed the following pump/lift stations..Hwy 24/27, Hwy 73, West Oakwood Tank, Moss Springs PS, Vickers Plantation, Vickers Store Rd, East Main St, Grandview, Aquadale Tank, Pfeiffer North Stanly, Old Whitney PS, N. 9th Street vacant lot, CKA pump station, CKA Master Meter vault, Wastewater Treatment Plant-Station A & B
- Two employees attended virtual Biological Wastewater Operator School in IS Department training lab in the City Hall
- Five employees attended NCRWA Continuing Education training at the ANT
- Average flow of treated wastewater (3.85MGD)

Plants Maintenance Department

- Installed a new 12" valve and piping on the discharge side of the #1 air stripping tower pump at JFNWTP
- Installed a new pump in the septic tank at JFNWTP
- Installed new LED lights in the chlorine injector room at JFNWTP
- Installed new flood lights at the flocculators so that the operators could see the floc better on 3rd shift at JFNWTP
- Changed oil in the grit paddle drive system, top bearing units of A-Station screw pump at WWTP
- Completed all monthly Preventive Maintenance on all equipment at all plants/pump station
- Installed new thermostats for exhaust fans on 2nd floor at 52WTP
- Changed oil in the air compressor at West Oakwood Tank
- Installed a new pump in the waste pump building at WWTP
- Changed oil in all filter gearboxes at WWTP
- Pressure washed Pfeiffer North Stanly Pump Station
- Test ran all generator at plants and pump stations; test chlorine alarms at all plants
- Backwashed all the raw water intakes at JFNWTP and Old Whitney Pump Station

- Perform yearly preventive maintenance service on grit pump at WWTP
- Installed a new fluoride transfer pump at 52WTP
- Four maintenance employees attended NCRWA Continuing Education training at the ANT

PUBLIC WORKS DEPARTMENT
ADMINISTRATIVE REPORT
 August 2020



ADMINISTRATION

Renee Keziah and Brandon Baker attended the final Leadership Training class and successfully completed the DDI Leadership Academy given through Stanly Community College on Aug 20th. The final class course was Maximizing Team Performance. This course covered enhancing team effectiveness and maximizing not only performance but also how this will impact the city as a whole. This class taught the personal, interpersonal, and business advantages of working together as a unit and discussed the best practices for optimal results.

Crystal Bowers and Kevin Luther completed their final Employee Action Group wrap up meeting and celebration at the new Police Headquarters on Aug 25th. City Manager, Michael Ferris came by and spoke to all of the members and Assistant Police Chief, Jesse Huneycutt gave a tour of the new building.

Project Name / Title:	Storm Water Management Program
Budget Priority Area	Priority Area 3: Advance Resources Designed To Protect our Residents and Safeguard our City
	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	FY 20-21
Project Description: Briefly describe the project and benefits.	
Recruit a professional to assist in establishing a Storm Water Management Plan	
Project Status: Briefly describe the current status of the project.	
Draft implementation of RFQ's, advertise and select an appropriate firm	
Recent Progress: Briefly describe recent progress or activities on project.	
Draft RFQ has been vetted by City Attorney in process of review by staff.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Advertise Request for Proposals for qualified Storm Water Professionals by September 25, 2020 with return deadline of October 30, 2020.	

STREET & RIGHT OF WAY DIVISION

- Downtown trash cans were serviced and crew cleaned sidewalks, pulled weeds, mowed, sprayed for weeds, weedeated, watered flowers, pruning, swept city streets and maintained several areas throughout the city.
- Street crews started removing river rock from tree wells and replacing with mulch on S. First St, S. Second St and W. Main St.
- Replaced curbing and sidewalk and tied in curb with asphalt on W. South Street.
- Repaired 4 potholes, repaired broken/sunken pavement on Smokehouse Ln.

- Installed thermos at crosswalks on N. Fourth St.
- Cut back line of sight obstruction on N. Sixth St and Summit Ave.
- Put 3 tons of gravel down at driveway entrances on Morningside Ave.
- Picked up illegal dumping on Richardson St, Central Ave and West Dr.
- Street crews tied in new driveways on the E. Main St side and continue laying brick, installing underground and on the south side of E. Main St started removing trees and overgrowth for the Pfeiffer sidewalk project.
- Cut back low hanging limbs on Glendale Ave, Ross Dr, Long St and cut down tree on Landis St and removed dead tree on S. Third St.
- Cleaned out storm water debris throughout the city.
- Poured concrete to install a new driveway entrance on Northridge Dr.
- Backfilled edge of sidewalk with dirt on N. First St and N. Second St.
- Cleaned/dipped out ditches on Plantation Way, Arbor Way and cleaned out ditches and washed out pipes on Driftwood Ln, Normandy St and Beale St.
- Installed pipe underneath road at the corner of Driftwood Ln and Impala Dr.
- Replaced sidewalk on S. Third St.
- Hung door hangers and performed follow ups on roll out containers being left out at all times and other uncollectable items and collected (24) TV's/electronics throughout the city. A total of 19 violation letters to property owners and tenants were sent out (15) for grass clippings being blown in the street, (3) for roll out containers being left out at all times and (1) for loose debris that needs to be bagged.
- Repaired W/S cuts on Pee Dee Ave, N. Sixth St, S. Second St, Smith St, Holbrook Ct, Second Ave and E. Cannon Ave.
- Repaired one stop sign, one street sign, and one pedestrian crossing sign and installed a new slow children at play sign on Arbor way and removed overgrowth around stop sign on N. Fifth St and around children at play sign and no thru trucks sign on Shankle St.



Division Project Summary Report

STREET & RIGHT OF WAY DIVISION

Project Name / Title:	FY 2020-2021 Pavement Maintenance Plan
Budget Priority Area	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	
Anticipated Completion Date:	EOBY 2020/2021
Project Description: Briefly describe the project and benefits.	
Generate a work plan using the Agil Assets Software to produce a list of City streets for preservation, rehab or re-construction based on the most efficient use of the 19/20 budget.	
Project Status: Briefly describe the current status of the project.	
New budget year.	
Recent Progress: Briefly describe recent progress or activities on project.	
N/A	

Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.
N/A

Project Name / Title:	King Property Upgrades and Renovation
Budget Priority Area	<p>Priority Area 5: Develop Community and City Assets to Grow the Economy and Improve Community Appearance</p> <p>Priority Area 6: Enhance Community Amenities to Engage Multiple Generations</p>
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	EOBY 20/21
Project Description: Briefly describe the project and benefits.	
Council has agreed to manage and maintain the King alleyway and parking areas off West Main Street all the way through to King Ave. This will also include the public parking lot on S. 1 st street & King Ave.	
Project Status: Briefly describe the current status of the project.	
Moving forward with design and planning of public space.	
Recent Progress: Briefly describe recent progress or activities on project.	
Project Team are discussing planned elements and looking to engage design professional.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Meetings to be scheduled to discuss scope of work and plan implementation. Street staff will soon start removing old asphalt and concrete in alley way behind Tiffany's. Starnes and Pawn Shop	

Project Name / Title:	FY 2020-2021 Police Station Parking Lot and Landscape Renovations
Budget Priority Area	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	End of August 2020
Project Description: Briefly describe the project and benefits.	
Renovate and improve parking lot and landscaping around remodeled Police Station	
Project Status: Briefly describe the current status of the project.	
Almost Completed	
Recent Progress: Briefly describe recent progress or activities on project.	
Still waiting on column wrap for Police sign, then the last bit of concrete can be poured.	

Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.
None.

Project Name / Title:	FY 2020-2021 Pfeiffer Sidewalk Renovation
Budget Priority Area	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery Priority Area 5: Develop Community and City Assets to Grow the Economy and Improve Community Appearance
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	\$60,000
Anticipated Completion Date:	End of August 2020
Project Description: Briefly describe the project and benefits.	
Remove and rebuild sidewalks & curbing along East Main St from N. 3 rd to N.4 th . Additionally, remove and rebuild sidewalk and curbing along N. 4 th to meet the new construction needs of Pfeiffer University.	
Project Status: Briefly describe the current status of the project.	
All sidewalks are in place. Installed the driveway apron on E. Main St. Waiting on Stokes Const to finish paving and site work before finishing the last driveway apron on N. 4 th St.	
Recent Progress: Briefly describe recent progress or activities on project.	
Installed apron and started installing the electrical conduit and brick row lock pavers along E. Main St.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Anticipate completing project by end of August. New street trees will be planted Fall of 2020.	

Project Name / Title:	South Street Sidewalk Renovation
Budget Priority Area	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery Priority Area 5: Develop Community and City Assets to Grow the Economy and Improve Community Appearance
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	\$20,000
Anticipated Completion Date:	February 2021
Project Description: Briefly describe the project and benefits.	
Renovate remainder of South side of South Street and entire block of North side of South Street.	
Project Status: Briefly describe the current status of the project.	
South side of South Street concrete has been replaced. New row lock with underground electrical will soon be installed.	
Recent Progress: Briefly describe recent progress or activities on project.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	

Start removing curb and gutter and sidewalk and pour back with new row lock and underground electrical.

Project Name / Title:	Charters of Freedom
Budget Priority Area	Priority Area 6: Enhance Community Amenities to Engage Multiple Generations
Department / Division:	Public Works / Street Division
Prepared By:	Ross Holshouser
Project Budget:	N/A
Anticipated Completion Date:	N/A
Project Description: Briefly describe the project and benefits.	
Assist in installing Charters of Freedom Monument in front of City Hall; N.2 nd Street	
Project Status: Briefly describe the current status of the project.	
Planning work and start date.	
Recent Progress: Briefly describe recent progress or activities on project.	
Locate tickets have been called in. Plans have been reviewed and in permitting phase.	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
Remove grass and grade area in front of City Hall. Digg footings possibly around mid-October	

WAREHOUSE

Upgraded all new door locks in the warehouse operation center. Current housed inventory is valued at \$3 million. Inventory in the amount \$69,551.82 was received and \$63,752.35 was issued out during the month of August.

Division Project Summary Report
FLEET MAINTENANCE FACILITY



COMPLETED AND CLOSED WORK ORDERS

<u>Department/Division</u>	<u>NC State Inspection</u>	<u>Preventative</u>	<u>Other</u>
		<u>Maintenance (PM)</u>	
Fire Department	3	2	11
Police Department		8	17
Parks & Recreation		1	4
P/U-Electric		7	12
P/U-W/S Systems			14
P/U- W/S – STP & WTP Plants			
P/W-Administration			
P/W-Solid Waste	9	1	2
P/W-Downtown			
P/W-Streets		2	27
P/W-Warehouse			
P/W-Fleet			1
Planning & Dev Services			
Public Housing			
Human Resources			
Information Systems			
Administration			
Economic Development			
TOTALS	12	21	88

Brandon Baker, Advanced Fleet Tech, installed the first rear mounted camera system on the Fire Department Ladder truck this month. This will help with safety during backing and while the truck is in use. The camera is wired in to come on automatically in reverse and can be manually activated to view anytime. This is a commercial duty waterproof camera system with night vision. The systems has a 5-year warranty. It can be expanded to a total of 4 cameras if needed. Plans are to install camera systems in all the remaining fire trucks this fiscal year.

The Police Department has three new Dodge Durangos in for Fleet Maintenance to upfit with all vehicle safety lighting. We will also be installing all interior upgrades to the vehicles as well. We hope to get started on these projects by mid-September. It takes about 2 weeks for one technician to complete the full upfit. Brandon Baker has already upfitted the first 2 that were completed earlier in the spring (Units 104 and 122) and one more is due in the year.

CITY OF ALBEMARLE SOLID WASTE FACILITY



SOLID WASTE

784,114.45 gallons of leachate pumped through Force Main.

5.5" Total Rain Received.

Aug 4th – Meeting with BRS concerning C&D Landfill Gravity Leachate Line project.

Aug 6th – Meeting with BRS concerning C&D Landfill Gravity Leachate Line project.

Aug 12th – Final C&D Landfill Gravity Leachate Line project walk-through performed with BRS and Engineer.

Customers Received	2535
Recyclables & Organics Received	322.93 tons
C&D Received	1,706.01 tons
MSW Received	4,323.84 tons
Revenues Totaled	\$275,956.11

Division Project Summary Report

Project Name / Title:	Landfill Force Main Project
Budget Priority Area	Priority Area 3: Advance Resources Designed To Protect our Residents and Safeguard our City
	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works / Solid Waste
Prepared By:	Darren Preslar
Project Budget:	\$2,485,450
Anticipated Completion Date:	
Project Description: Briefly describe the project and benefits.	
Leachate system upgrade including a pump station and force main from the Solid Waste Facility to a tie in point of the City's sanitary sewer system.	
Project Status: Briefly describe the current status of the project.	
As of Monday afternoon June 3, 2019 system is fully operational and functioning properly.	
Recent Progress: Briefly describe recent progress or activities on project.	
All remaining punch list items completed.	

Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.
Notice of project completion has been sent to Terry's Plumbing and requesting final closeout docs. Hopefully to have this final closeout by end of year or before.

Project Name / Title:	Replace and Upgrade C&D Leachate Lines
Budget Priority Area	Priority Area 4: Invest in Infrastructure to Ensure Quality Service Delivery
Department / Division:	Public Works/ Solid Waste
Prepared By:	Ross Holshouser
Project Budget:	\$290,000
Anticipated Completion Date:	Spring 2020
Project Description: Briefly describe the project and benefits.	
Design and install gravity lines from the C&D Landfill to the leachate lagoon.	
Project Status: Briefly describe the current status of the project.	
Project Completed and under budget	
Recent Progress: Briefly describe recent progress or activities on project.	
Final Inspection has been completed and project has been finalized and is in operation	
Upcoming Activities: Briefly describe the next significant activity, action, or decision to be made, regarding the project.	
None	

Print

Title – Ordinance 20-23 - To Remove the Police Only and 15-Minute Parking Restriction Adjacent to the Former Police Building

Description:

With the building at the corner of North Second Street and West North Street no longer serving the APD, these two parking restrictions can be removed and opened back for general public use.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> 20-23.docx	Ordinance 20-23

APPROVALS:

Date/Time:	Approval:	Department:	
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ORDINANCE 20-23

AN ORDINANCE OF THE CITY OF ALBEMARLE, NORTH CAROLINA AMENDING THE CODE OF ORDINANCES, REGULATING CHAPTER 77: TRAFFIC SCHEDULES, TO ELIMINATE ONE (1) POLICE ONLY PARKING LOCATION AND TO ELIMINATE A FIFTEEN (15) MINUTE PARKING RESTRICTION.

BE IT ORDAINED by the Council of the City of Albemarle, North Carolina, as follows:

SECTION 1. Schedule XXXIII-B: Police Vehicle Parking in the Chapter 77 of the Code of Ordinances of the City of Albemarle is hereby revised:

A. By amending the aforesaid schedule to eliminate the following police only parking location [emphasis added by striking through language to be deleted]:

Street	Portion	Side
North Street	From the intersection of North Second Street and North Street westwardly 44 feet	North

SECTION 2. SCHEDULE XXXVII: Fifteen Minute Parking in the Chapter 77 of the Code of Ordinances of the City of Albemarle is hereby revised:

A. By amending the aforesaid schedule to eliminate the following fifteen (15) minute parking restriction [emphasis added by striking through language to be deleted]:

Street	Portion	Side
North Second Street	In the first parking space designated for vehicular parking immediately north of the northwest corner of the intersection of North Second Street and North Street.	West

SECTION 3. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4. This ordinance shall become effective as of the date of final adoption.

This ordinance was introduced and signed by Councilmember _____, a member of the Council of the City of Albemarle, North Carolina.

Member of Council

At the meeting of the Council held on _____, 2020, this ordinance was introduced, adopted and ordered published as by law provided.

Dated _____, 2020.

Mayor

Attest:

Clerk

Print

Title – Ordinance 20-24: To Amend the Ordinance Related to Deer Hunting in the City Limits

Description:

Mayor Pro Tem Hall requested this be placed on the agenda. Per a State Wildlife District Sergeant Jones, this text-based update is to make our urban archery portion of the ordinance consistent with State wording. There is no change to the hunting season nor the use of bows and arrows as a sanctioned weapon. Attached is Sergeant Jones's text change document as well as a new ordinance for the text change.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> State_wildlife_suggested_Archery_Ordinance_text_revision_9-2020.docx	State wildlife urban archery ord text change
<input type="checkbox"/> Ord_20-24_text_change_weapons_ord.docx	Ord 20-24

APPROVALS:			
Date/Time:	Approval:	Department:	

(C) However, hunting by bow and arrow or crossbow ("~~collectively~~ Archery Equipment"), as defined by the North Carolina Wildlife Resources Commission, is permitted on private property ~~only~~ during the ~~archery seasons~~ (Central Deer ~~Zone~~ Archery Season, ~~Blackpowder and Gun Season~~ and ~~Deer~~ Urban Archery Season) as established by the North Carolina Wildlife Resources Commission. A person may engage in archery on his or her own property if he or she has on his or her person a valid North Carolina hunting license (or qualifies for an exemption from licensing by the North Carolina Wildlife Resources Commission), or on the property of another in their absence if he or she has on his or her person both a valid North Carolina hunting license (or qualifies for an exemption from licensing by the North Carolina Wildlife Resources Commission) and written permission from the property owner or the property owner's authorized agent or manager. Parcels or tracts of land that are either owned by a person engaged in archery or for which that person has been given written permission to hunt shall be referred to as "areas of consent". Archery may only occur within areas of consent when the following requirements are met:

ORDINANCE 20-24

AN ORDINANCE OF THE CITY OF ALBEMARLE, NORTH CAROLINA, AMENDING THE CODE OF ORDINANCES CHAPTER 82, SECTION 34: FIREARMS AND FIREWORKS, PART C FOR MINOR TEXT CHANGES

BE IT ORDAINED by the Council of the City of Albemarle, North Carolina, as follows:

SECTION 1. TITLE VIII: Offenses, Chapter 82, Section 34: Firearms and Fireworks Part

(C) of the City of Albemarle, North Carolina Code of Ordinances, is hereby revised in part:

A. By amending an excerpt of the Ordinance to incorporate minor text changes as follows

[language stricken through to note deletions and underlined language to note additions]:

(C) However, hunting by bow and arrow or crossbow ("~~collectively~~ Archery Equipment"), as defined by the North Carolina Wildlife Resources Commission, is permitted on private property ~~only~~ during the ~~archery seasons~~ (Central Deer *Zone* Archery, ~~Season~~ Blackpowder and Gun Season, and ~~Deer~~ Urban Archery Season) as established by the North Carolina Wildlife Resources Commission. A person may engage in archery on his or her own property if he or she has on his or her person a valid North Carolina hunting license (or qualifies for an exemption from licensing by the North Carolina Wildlife Resources Commission), or on the property of another in their absence if he or she has on his or her person both a valid North Carolina hunting license (or qualifies for an exemption from licensing by the North Carolina Wildlife Resources Commission) and written permission from the property owner or the property owner's authorized agent or manager. Parcels or tracts of land that are either owned by a person engaged in archery or for which that person has been given written permission to hunt shall be referred to as "areas of consent". Archery may only occur within areas of consent when the following requirements are met:

SECTION 2. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3 This ordinance shall be effective as of the date of final adoption.

This ordinance was introduced By Councilmember _____, a member of the Council of the City of Albemarle, North Carolina.

Member of Council

At the meeting of the Council held on September 21, 2020, this ordinance was introduced, adopted and ordered published as by law provided.

Dated September 21, 2020.

Mayor

Attest:

Clerk

Print

Title – Knollwood Lane Street and Utility Assessments

Description:

At the September 8th, 2020 Council meeting, Council approved the preliminary plat for the Knollwood Park Major Subdivision. Since this development is on the existing City maintained right of way of Knollwood Lane, the applicant intends to petition the City for assessment of a water line extension, a sewer line extension, and the paving of a 20' wide street. Knollwood Lane is currently a City maintained gravel public right of way. The applicant also intends to pay up front for all improvements and is requesting the customary 10% discount as they are paying in full.

This is similar to the request approved by Council at the previous meeting for a sewer line extension on Sibley Street. With the applicant agreeing to pay the full assessable amount of the project, it saves a great deal of time for the City and applicant. It also saves the City costs by not having to undertake the legal process to consider assessments. Finally, all existing property owners will receive the benefit of the improvements without paying, as the developer is paying the full cost.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

Please hear and consider approving the assessment for these improvements.

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> Knollwood Lane Assessment Memo.docx	Knollwood Lane Memo
<input type="checkbox"/> KnollwoodLane_AssessmentMapREV.pdf	Map
<input type="checkbox"/> KnollwoodLane_CostBreakdown.xlsx	Knollwood Lane Cost Breakdown

APPROVALS:

Date/Time:	Approval:	Department:	
9/17/2020 6:10 PM	Approved	City Clerk	
9/17/2020 6:11 PM	Approved	Administration	



September 15th, 2020

RE: Knollwood Park Major Subdivision Assessment

To Whom it May Concern:

At the September 8th, 2020 council meeting, Council voted to approve the proposed preliminary plat for Knollwood Park Major Subdivision. Since this development is on the existing right of way of Knollwood Lane, the applicant intends to petition the City for assessment of a water line extension, a sewer line extension and the paving of a 20' wide street. Knollwood Lane is currently a City maintained gravel public right of way. The applicant also intends to pay up front for all improvements to obtain the 10% discount and to avoid the petition requirements of a public hearing. For the purposes of clearly defining each assessment, I have separated this memo into three aspects.

Paving: Currently Knollwood Lane is a gravel right of way. Our current development ordinances require this street to be paved upon new development of the immediate area. The applicant has the ability to petition the City to pave this road to 20' wide since it is existing City right of way. For this development, the road must be paved from the intersection of Knollwood Lane and Pecan Ave, all the way to the end of City right of way on Knollwood Lane. Based on measurement of the right of way, this is 1,173 linear feet of paving. With our currently adopted assessment fee of \$14.17 per linear foot, for each side (\$28.34), the total applicant contribution for paving would be \$33,242.82. With the 10% paid up front discount applied, it is \$29,918.54.

Sewer: There is an existing sewer line that bisects property that fronts Mountain Creek and then enters Knollwood Lane near the end of City right of way. To serve the development, the sewer line must be extended both northwest and also to the southeast. With our current adopted rate of \$8 per linear foot on each side, the total applicant contribution for a sewer extension would be \$12,608. With the 10% discount applied, the total will be \$11,347.20.

Water: There is currently a high pressure water line that runs east from Pecan Ave, down Knollwood Lane, then crosses the creek towards Mountain Creek. In order to serve the southeastern end of Knollwood Lane, the water line must be extended. With our adopted rate of \$7 per linear foot on each side, the total applicant contribution would be \$8,064. With the 10% discount applied, \$7,257.60.

If all three assessments were to be approved, the preliminary total applicant contribution, with the 10% discount applied would be \$48,253.34.

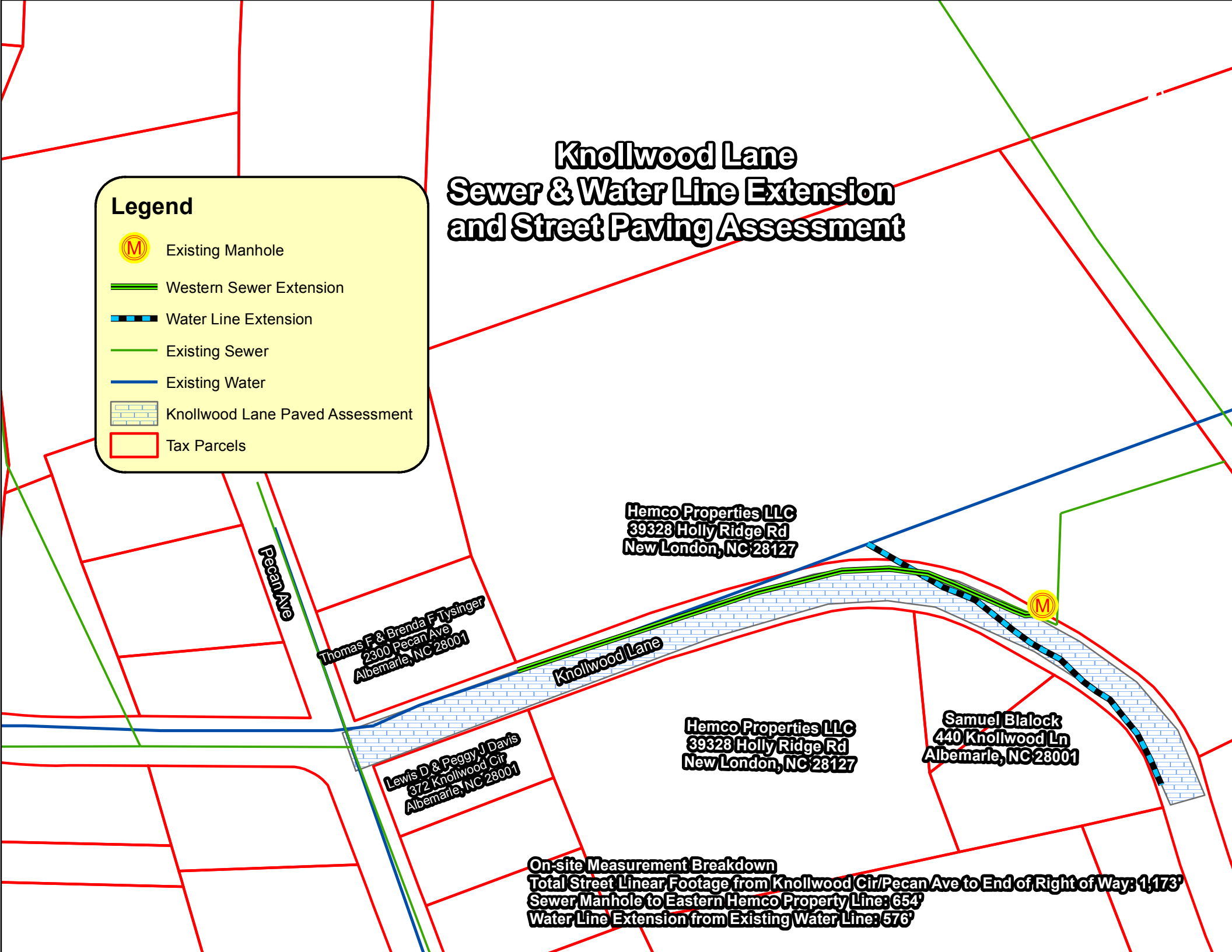
Jay Voyles
(704)-984-9438
jvoyles@albemarlenc.gov

Enclosed: Knollwood Lane Cost Breakdown.xlsx; Assessment Map

Knollwood Lane Sewer & Water Line Extension and Street Paving Assessment

Legend

- Existing Manhole
- Western Sewer Extension
- Water Line Extension
- Existing Sewer
- Existing Water
- Knollwood Lane Paved Assessment
- Tax Parcels



Hemco Properties LLC
39328 Holly Ridge Rd
New London, NC 28127

Thomas F. & Brenda F. Tysinger
2300 Pecan Ave
Albemarle, NC 28001

Lewis D & Peggy J. Davis
372 Knollwood Cir
Albemarle, NC 28001

Hemco Properties LLC
39328 Holly Ridge Rd
New London, NC 28127

Samuel Blalock
440 Knollwood Ln
Albemarle, NC 28001

On-site Measurement Breakdown
Total Street Linear Footage from Knollwood Cir/Pecan Ave to End of Right of Way: 1,173'
Sewer Manhole to Eastern Hemco Property Line: 654'
Water Line Extension from Existing Water Line: 576'

Cost Breakdown for Hemco Properties Assessment		Street	Sewer	Sidewalk	Project Total
Linear Feet		1,173'	654'	1,173'	
Cost Per Linear Foot (x2 for Street and Utilities)		\$26.80	\$16.00	\$14.03	
Total		\$31,436.40	\$10,464.00	\$16,457.19	\$58,357.59
Paid Up Front 10% Discount Total		\$28,292.76	\$9,417.60	\$14,811.47	\$52,521.83
FIL SIDEWALK OPTION**				~\$13,050	

**Fee in lieu of sidewalk option \$15 a linear foot
 Does not factor width of driveways
 Only measured off of area of road frontage
 Fee in lieu funds due at final plat and not up front

Cost Breakdown for Hemco Properties Assessment

	Linear Feet	Cost Per Linear Foot (x2 for Street and Utilities)	Total
			Paid Up Front 10% Discount Total

20'W Street From Pecan to End of ROW

Sewer Extension From Manhole to Western Hemco Property Line

Sidewalk to be physically implemented upon development

Water to be extended down ROW from existing line

Street	Water
1,173'	576'
\$28.34	\$14.00
\$33,242.82	\$8,064.00
\$29,918.54	\$7,257.60

Sewer	Project Total
788'	
\$16.00	
\$12,608.00	\$53,914.82
\$11,347.20	\$48,523.34

Print

Title – Updates to the Cash Management & Investment Policy

Description:

There are a minor changes needed to the current Cash Management & Investment Policy. We need to reflect recent changes to bank names and to add information regarding the handling of Section 8 funds from HUD. The overall policy in place is the model policy recommended by the State Treasurer's office. We request adoption of the resolution.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
<input type="checkbox"/> Cash_Mgmt_Investment_Markup.pdf	Current Policy showing changes
<input type="checkbox"/> Cash_Management_Policy_FY_2021.docx	Updated Cash Management & Investment Policy & Resolution
<input type="checkbox"/> Cash_Report_to_Council.xlsx	Cash report as of August 31, 2020

APPROVALS:			
Date/Time:	Approval:	Department:	
9/17/2020 11:19 AM	Approved	City Clerk	
9/17/2020 11:19 AM	Approved	Administration	



Cash Management & Investment Policy

I. **Governing Authority**

Legality

The cash management and investment programs of the City of Albemarle, (hereafter the "City") shall be operated in conformance with federal, North Carolina, and other legal requirements, including provisions of the North Carolina General Statutes (hereafter "G.S"), specifically The Local Government Budget and Fiscal Control Act (the "LGBFCA"), primarily G.S. 159-30 – Investment of idle funds; G.S. 159-31 – Selection of depository, deposits to be secured; and G.S. 159-32 – Daily deposits; and the related statutes.

II. **Scope**

This policy applies to the management of cash and investment of all funds, excluding petty cash accounts.

1. Pooling of Funds

Except for Cash in Public Housing funds and Section 8 funds as required by HUD, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to the various funds based on their respective participation in accordance with generally accepted accounting principles and G.S. 159-30(e).

III. **General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City will minimize the credit risk, which is the risk of loss due to the failure of the security insurer or backer by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy,
- Pre-qualifying the financial institutions, brokers-dealers, intermediaries, and advisers with which the City will do business in accordance with Section V, and
- Diversify the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity , and
- Investing operating funds primarily in shorter-term securities and deposits or the North Carolina Capital Management Trust and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in mutual fund for local government investment approved in accordance with G.S. 159-30 © (8).

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- Liquidity needs of the portfolio require that the security be sold.

IV. **Standards of Care**

1. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial and investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

2. Delegation of Authority

Authority to manage cash and the investment program is granted to the finance officer and derived from G.S. 159-30. The finance officer shall act in accordance with established written procedures and internal controls for the management of cash and the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery versus payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral and depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the finance officer. The finance officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. **Authorized Financial Institutions, Depositories, and Broker-Dealers**

1. Authorized Financial Institutions, Depositories, and Broker-Dealers

A list will be maintained of financial institutions and depositories authorized by resolution of the City Council pursuant to G.S. 159-31 to act as its official depositories and to provide banking services. In addition, a list will be maintained of security broker-dealers authorized by resolution of the City Council to provide investment services and selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

All financial institutions, depositories and broker-dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines,
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties),
- Proof of state registration,
- Completed broker-dealer questionnaire (not applicable to Certificate of Deposit counterparties),

- Certification of having read and understood and agreeing to comply with this investment policy of the City, and
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions, depositories and broker-dealers will be conducted by the finance officer.

VI. **Safekeeping and Custody**

1. Delivery versus Payment

All trades of marketable securities will be executed by delivery versus payment (“DVP”) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

To reduce custodial credit risk or the risk that in the event of failure of a counterparty the unit will not be able to recover the value of collateral securities or then collateral securities in possession of a third party, securities will be held by an independent third-party custodian selected by the City as evidenced by safekeeping receipts in the name of and for the benefit of the City. The custodian shall be a trust department with an account with a Federal Reserve Bank and authorized to act as trustee in North Carolina. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards (SAS) No. 70 – Service Organizations).

Certificated securities are to be avoided where possible. Any certificated securities shall be registered in the name of the City and held in the custody of the finance officer.

3. Internal Controls

The finance officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal controls system shall be documented in a cash management procedures manual and in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the evaluation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following points:

- Control of collusion,
- Separation of transaction authority from accounting and recordkeeping,
- Prompt reconciliation of accounts,
- Custodial safekeeping requirements,
- Avoidance of physical delivery securities,
- Clear delegation of authority to subordinate staff members,
- Proper training and supervision of subordinate staff members,
- Written confirmation of transactions for investments and wire transfers,
- Dual authorizations of wire transfers, and

- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Accordingly, the finance officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures or alternatively, compliance should be assured through the annual independent audit of the City.

4. Deposit and Investment Risk

In establishing internal controls, consideration should be given to the risk and disclosure requirements of Governmental Accounting Standards Board (GASB) Statement No. 40 – “Deposit and Investment Risk Disclosures”.

VII. Suitable and Authorized Investments

1. Investment Types

Only the investments authorized by G.S. 159-30 will be permitted by this policy.

2. Collateralization

As required by G.S. 159-31(b) - Selection of depository; deposits to be secured, full collateralization will be required on all funds on deposit or deposited at interest. The finance officer is to notify the depository at the time a new deposit account is opened or a certificate of deposit is purchased that the account is a public deposit account subject to the collateralization requirements.

3. Repurchase Agreements

Repurchase agreements shall be consistent with G.S. 159-30(c)(12).

VIII. Investment Parameters

1. Diversification

To reduce credit risk, the investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities), and
- Limiting investment in securities that have higher credit risks.

To reduce interest rate risk, the investments shall be diversified by:

- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as a mutual fund for local government investment certified by the Local Government Commission pursuant to G.S. 159-30(c)(8), currently The North Carolina Capital Management Trust.

2. Maximum Maturities

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. The City shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council prior to the investment.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as The North Carolina Capital Management Trust or FDIC insured money market deposit accounts to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. Competitive Bids

The finance officer shall obtain competitive bids from at least three brokers or financial institutions on all purchases of investment instruments purchased on the secondary market.

IX. Reporting

1. Methods

The finance officer shall prepare an investment report monthly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the month. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the chief administrative officer.

The report may include the following:

- Listing of individual securities held at the end of the reporting period,
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities,
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks,
- Listing of investment by maturity date, and
- Percentage of the total portfolio which each type of investment represents.

2. Statutorily Required Reports

The finance officer shall prepare and timely file the following reports:

- A "Notification of Public Deposit" on form INV-91 with each depository and provide a copy to the State Treasurer as of June 30 of each year;
- The semi-annual reports on form LGC 203 required to be filed with the Local Government Commission pursuant to G.S. 159-33 – Semiannual report on status of deposits and investments;
- The Annual Financial Information Report ("AFIR") required to be filed with the Local Government Commission pursuant to G.S. 159-33.1 – Semiannual report of financial information; and
- Such other report as may, from time to time, be required.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased, the risks undertaken, and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Marking to Market

The market value of the portfolio shall be obtained from an independent source monthly and a statement of the market value of the portfolio shall be issued monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

In defining market value, consideration should be given to the requirements of Governmental Accounting Standards Board (GASB) Statement No. 31 – “*Accounting and Financial Reporting for Certain Investments and for External Investment Pools*” as amended.

X. **Policy Considerations**

1. Exemption

Any investment not in compliance with G.S. 159-30 shall be sold in accordance with the provisions of G.S. 159-33.

Any investment at the time of adoption of this policy or currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within nine months of the policy’s adoption or the City Council must be presented with a plan through which investments will come into conformance.

2. Annual Review

This policy shall be reviewed on an annual basis. Any changes must be approved by the finance officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

XI. **Approval and Amendment of Cash Management and Investment Policy**

The cash management and investment policy and any amendments shall be formally approved and adopted by resolution of the City Council of the City and reviewed annually.

XII. **List of Attachments**

The following documents are attached to this policy:

- Listing of authorized personnel,
- G.S. 159-30 – Investment of idle funds,
- G.S. 159-31 – Selection of depository; deposits to be secured,

- G.S. 159-33 – Semiannual report on status of deposits and investments,
- G.S. 159-33.1 – Semiannual report of financial information,
- Listing of authorized financial institutions, depositories and broker-dealers,

Current versions of the following documents shall be maintained and available for inspection and reference:

- Credit studies and prospectuses for securities purchased,
- NC Department of State Treasurer - Financial Operations Division publication, **“Collateralization of Public Deposits in North Carolina”**
- NC Department of State Treasurer, Policy Statement 30 – Cash and Investments,

Policy adopted by resolution dated: May 1, 2017

Management and Investment Policy

City of Albemarle, NC

Resolution on the Review, Approval and Adoption of Cash Management and Investment Policy

WHEREAS, it is the desire of the City Council to use all of public funds of the City of Albemarle (hereafter the "City") in a most efficient and effective manner;

WHEREAS, it is the responsibility of the finance officer, who is appointed by and serves at the pleasure of the City Council, to supervise the investments of idle funds of the City;

WHEREAS, the finance officer has prepared and presented to the City Council an Investment Report dated as of March 31, 2016 that provides an analysis of the status of the investments of all funds;

WHEREAS, the Investment report dated as of March 31, 2017 shows that all investments are authorized by North Carolina General Statutes 159-30 – Investment of idle funds and permitted under the proposed Cash Management and Investment Policy;

WHEREAS, Wells Fargo, Uwharrie Bank, First Bank, First Citizens Bank, ~~SunTrust Bank~~, PNC Bank, ~~BB&T Bank~~, Truist Bank, North Carolina Capital Management Trust and Bank of North Carolina are currently authorized and approved to provide and do provide investment services to the City;

WHEREAS, the City Council has found and determined that the first and foremost objective in the investment of public funds is the safety and preservation of principal; that the second important objective is the maintenance of sufficiently liquid investments to meet all operating requirements that may be reasonably anticipated; and the final objective is obtaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity requirements; and

WHEREAS, the City Council has found and determined that the aforesaid objectives and the sound efficient and professional investment of public funds can be best achieved by the adoption of a written policy statement;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Albemarle that:

Section 1. The Investment Report dated as of March 31, 2017, a copy of which is attached and made apart hereof, is hereby accepted and approved.

Section 2. The Cash Management and Investment Policy, attached and made apart hereof, is hereby approved and adopted.

Section 3. The finance officer is hereby authorized and directed to review the qualifications of all financial institutions, depositories, and broker-dealers providing investment services to the City to determine compliance with the requirements of the Investment Policy.

Section 4. All employees of the City are hereby directed to implement the Investment Policy as adopted and the provisions of this resolution and the willful or continued failure to do so is sufficient cause for immediate dismissal from employment with the City.

Section 5. This resolution shall take effect immediately upon its passage.

Upon motion of Dry, and seconded by Whitley, the foregoing Resolution was passed by the following vote:

Ayes: <u>Aldridge</u>	Nays: <u>None</u>
<u>Bramlett</u>	_____
<u>Dry</u>	_____
<u>Hall</u>	_____
<u>Hughes</u>	_____
<u>Townsend</u>	_____
<u>Whitley</u>	_____

Abstentions: None

I, E. Paulette Bowers, Clerk of City Council of the City of Albemarle, NC, do hereby certify that the foregoing "Resolution on Review, Approval and Adoption of an Investment Policy" was duly adopted by the City Council of the City at a regular meeting thereof, a quorum being present.

WITNESS my hand at 3:13pm this 3rd day of May, 2017.

Clerk

Addendum 1

Authorized Financial Institutions, Depositories, Brokers

~~Bank of North Carolina~~ Pinnacle ~~BB & T~~ Truist

First Bank _____ First Citizens Bank

~~Sun Trust Bank~~ _____ North Carolina Capital Management Trust

Uwharrie Bank _____ Wells Fargo Bank

Multi-Bank Securities _____ PNC Bank



Cash Management & Investment Policy

I. Governing Authority

Legality

The cash management and investment programs of the City of Albemarle, (hereafter the “City”) shall be operated in conformance with federal, North Carolina, and other legal requirements, including provisions of the North Carolina General Statutes (hereafter “G.S”), specifically The Local Government Budget and Fiscal Control Act (the “LGBFCA”), primarily G.S. 159-30 – Investment of idle funds; G.S. 159-31 – Selection of depository, deposits to be secured; and G.S. 159-32 – Daily deposits; and the related statutes.

II. Scope

This policy applies to the management of cash and investment of all funds, excluding petty cash accounts.

1. Pooling of Funds

Except for Cash in Public Housing funds and Section 8 funds as required by HUD, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to the various funds based on their respective participation in accordance with generally accepted accounting principles and G.S. 159-30(e).

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City will minimize the credit risk, which is the risk of loss due to the failure of the security insurer or backer by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy,
- Pre-qualifying the financial institutions, brokers-dealers, intermediaries, and advisers with which the City will do business in accordance with Section V, and
- Diversify the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- Investing operating funds primarily in shorter-term securities and deposits or the North Carolina Capital Management Trust and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in mutual fund for local government investment approved in accordance with G.S. 159-30 © (8).

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- Liquidity needs of the portfolio require that the security be sold.

IV. **Standards of Care**

1. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial and investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

2. Delegation of Authority

Authority to manage cash and the investment program is granted to the finance officer and derived from G.S. 159-30. The finance officer shall act in accordance with established written procedures and internal controls for the management of cash and the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery versus payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral and depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the finance officer. The finance officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. **Authorized Financial Institutions, Depositories, and Broker-Dealers**

1. Authorized Financial Institutions, Depositories, and Broker-Dealers

A list will be maintained of financial institutions and depositories authorized by resolution of the City Council pursuant to G.S. 159-31 to act as its official depositories and to provide banking services. In addition, a list will be maintained of security broker-dealers authorized by resolution of the City Council to provide investment services and selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

All financial institutions, depositories and broker-dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines,
- Proof of National Association of Securities Dealers (NASD) certification (not

applicable to Certificate of Deposit counterparties),

- Proof of state registration,
- Completed broker-dealer questionnaire (not applicable to Certificate of Deposit counterparties),
- Certification of having read and understood and agreeing to comply with this investment policy of the City, and
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions, depositories and broker-dealers will be conducted by the finance officer.

VI. **Safekeeping and Custody**

1. Delivery versus Payment

All trades of marketable securities will be executed by delivery versus payment (“DVP”) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

To reduce custodial credit risk or the risk that in the event of failure of a counterparty the unit will not be able to recover the value of collateral securities or then collateral securities in possession of a third party, securities will be held by an independent third-party custodian selected by the City as evidenced by safekeeping receipts in the name of and for the benefit of the City. The custodian shall be a trust department with an account with a Federal Reserve Bank and authorized to act as trustee in North Carolina. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards (SAS) No. 70 – Service Organizations).

Certificated securities are to be avoided where possible. Any certificated securities shall be registered in the name of the City and held in the custody of the finance officer.

3. Internal Controls

The finance officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal controls system shall be documented in a cash management procedures manual and in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the evaluation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following points:

- Control of collusion,
- Separation of transaction authority from accounting and recordkeeping,
- Prompt reconciliation of accounts,

- Custodial safekeeping requirements,
- Avoidance of physical delivery securities,
- Clear delegation of authority to subordinate staff members,
- Proper training and supervision of subordinate staff members,
- Written confirmation of transactions for investments and wire transfers,
- Dual authorizations of wire transfers, and
- Development of a wire transfer agreement with the lead bank and third-party custodian.

Accordingly, the finance officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures or alternatively, compliance should be assured through the annual independent audit of the City.

4. Deposit and Investment Risk

In establishing internal controls, consideration should be given to the risk and disclosure requirements of Governmental Accounting Standards Board (GASB) Statement No. 40 – “Deposit and Investment Risk Disclosures”.

VII. Suitable and Authorized Investments

1. Investment Types

Only the investments authorized by G.S. 159-30 will be permitted by this policy.

2. Collateralization

As required by G.S. 159-31(b) - Selection of depository; deposits to be secured, full collateralization will be required on all funds on deposit or deposited at interest. The finance officer is to notify the depository at the time a new deposit account is opened or a certificate of deposit is purchased that the account is a public deposit account subject to the collateralization requirements.

3. Repurchase Agreements

Repurchase agreements shall be consistent with G.S. 159-30(c)(12).

VIII. Investment Parameters

1. Diversification

To reduce credit risk, the investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities), and
- Limiting investment in securities that have higher credit risks.

To reduce interest rate risk, the investments shall be diversified by:

- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as a mutual fund for local government investment certified by the Local Government Commission pursuant to G.S. 159-30(c)(8), currently The North Carolina Capital

Management Trust.

2. Maximum Maturities

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. The City shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council prior to the investment.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as The North Carolina Capital Management Trust or FDIC insured money market deposit accounts to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. Competitive Bids

The finance officer shall obtain competitive bids from at least three brokers or financial institutions on all purchases of investment instruments purchased on the secondary market.

IX. **Reporting**

1. Methods

The finance officer shall prepare an investment report monthly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the month. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the chief administrative officer.

The report may include the following:

- Listing of individual securities held at the end of the reporting period,
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities,
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks,
- Listing of investment by maturity date, and
- Percentage of the total portfolio which each type of investment represents.

2. Statutorily Required Reports

The finance officer shall prepare and timely file the following reports:

- A “Notification of Public Deposit” on form INV-91 with each depository and provide a copy to the State Treasurer as of June 30 of each year;
- The semi-annual reports on form LGC 203 required to be filed with the Local Government Commission pursuant to G.S. 159-33 – Semiannual report on status of deposits and investments;
- The Annual Financial Information Report (“AFIR”) required to be filed with the Local Government Commission pursuant to G.S. 159-33.1 – Semiannual report of financial information; and
- Such other report as may, from time to time, be required.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased, the risks undertaken, and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Marking to Market

The market value of the portfolio shall be obtained from an independent source monthly and a statement of the market value of the portfolio shall be issued monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

In defining market value, consideration should be given to the requirements of Governmental Accounting Standards Board (GASB) Statement No. 31 – “*Accounting and Financial Reporting for Certain Investments and for External Investment Pools*” as amended.

X. **Policy Considerations**

1. Exemption

Any investment not in compliance with G.S. 159-30 shall be sold in accordance with the provisions of G.S. 159-33.

Any investment at the time of adoption of this policy or currently held that does not meet the guidelines of this policy shall be temporarily exempted from the requirements of this policy. Investments must come in conformance with the policy within nine months of the policy’s adoption or the City Council must be presented with a plan through which investments will come into conformance.

2. Annual Review

This policy shall be reviewed on an annual basis. Any changes must be approved by the finance officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

XI. **Approval and Amendment of Cash Management and Investment Policy**

The cash management and investment policy and any amendments shall be formally approved and adopted by resolution of the City Council of the City and reviewed annually.

XII. **List of Attachments**

The following documents are attached to this policy:

- Listing of authorized personnel,
- G.S. 159-30 – Investment of idle funds,
- G.S. 159-31 – Selection of depository; deposits to be secured,
- G.S. 159-33 – Semiannual report on status of deposits and investments,
- G.S. 159-33.1 – Semiannual report of financial information,
- Listing of authorized financial institutions, depositories and broker-dealers,

Current versions of the following documents shall be maintained and available for inspection and reference:

- Credit studies and prospectuses for securities purchased,
- NC Department of State Treasurer - Financial Operations Division publication, “**Collateralization of Public Deposits in North Carolina**”
- NC Department of State Treasurer, Policy Statement 30 – Cash and Investments,

Policy adopted by resolution dated: _____

Management and Investment Policy

City of Albemarle, NC

Resolution on the Review, Approval and Adoption of Cash Management and Investment Policy

WHEREAS, it is the desire of the City Council to use all of public funds of the City of Albemarle (hereafter the “City”) in a most efficient and effective manner;

WHEREAS, it is the responsibility of the finance officer, who is appointed by and serves at the pleasure of the City Council, to supervise the investments of idle funds of the City;

WHEREAS, the finance officer has prepared and presented to the City Council an Investment Report dated as of March 31, 2016 that provides an analysis of the status of the investments of all funds;

WHEREAS, the Investment report dated as of March 31, 2017 shows that all investments are authorized by North Carolina General Statutes 159-30 – Investment of idle funds and permitted under the proposed Cash Management and Investment Policy;

WHEREAS, Wells Fargo, Uwharrie Bank, First Bank, First Citizens Bank, Truist Bank, PNC Bank, North Carolina Capital Management Trust and Bank of North Carolina are currently authorized and approved to provide and do provide investment services to the City;

WHEREAS, the City Council has found and determined that the first and foremost objective in the investment of public funds is the safety and preservation of principal; that the second important objective is the maintenance of sufficiently liquid investments to meet all operating requirements that may be reasonably anticipated; and the final objective is obtaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity requirements; and

WHEREAS, the City Council has found and determined that the aforesaid objectives and the sound efficient and professional investment of public funds can be best achieved by the adoption of a written policy statement;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Albemarle that:

Section 1. The Investment Report dated as of August 31, 2020, a copy of which is attached and made apart hereof, is hereby accepted and approved.

Section 2. The Cash Management and Investment Policy, attached and made apart hereof, is hereby approved and adopted.

Section 3. The finance officer is hereby authorized and directed to review the qualifications of all financial institutions, depositories, and broker-dealers providing investment services to the City to determine compliance with the requirements of the Investment Policy.

Section 4. All employees of the City are hereby directed to implement the Investment Policy as adopted and the provisions of this resolution and the willful or continued failure to do so is sufficient cause for immediate dismissal from employment with the City.

Section 5. This resolution shall take effect immediately upon its passage.

Upon motion of _____, and seconded by _____, the foregoing Resolution was passed by the following vote:

Ayes: _____	Nays: <u>None</u> _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Abstentions: _____

I, Cynthia Stone, Clerk of City Council of the City of Albemarle, NC, do hereby certify that the foregoing "Resolution on Review, Approval and Adoption of an Investment Policy" was duly adopted by the City Council of the City at a regular meeting thereof, a quorum being present.

WITNESS my hand at _____ this _____ day of _____, 2020.

_____ Clerk

Cash Balances at August 31, 2020

Uwharrie Bank	\$ 241,006.96	Gaming (will close this month)
Uwharrie Bank	\$ 36,070.55	Greenway
Uwharrie Bank	\$ 17,468,536.51	Central Depository (main checking account)
First Bank	\$ 5,061,815.81	Investment
First Citizens Bank	\$ 2,755,340.32	Investment
NC Cap Mgmt Trust(MM)	\$ 947,505.82	Investment
NC Cap Mgmt Trust (Term)	\$ 10,154,560.26	Investment
Wells Fargo	\$ 35,101.02	Used to pay P-Card expenses
Cash on Hand	\$ 3,248.00	Collections/Change various change funds etc.
Pinnacle Bank (Conventional)	\$ 623,810.36	Investment
Pinnacle Bank (Sec 8)	\$ 6,348.96	Investment
Uwharrie Bank (Conventional)	\$ 310,435.34	Checking
Uwharrie Bank (Sec 8)	\$ 207,070.41	Checking
Uwharrie Bank PH restricted	\$ 37,780.00	
Uwharrie Bank(Tenant Deposits)	\$ 46,714.54	Savings
	<u>\$ 37,935,344.86</u>	

Print

Title – Consider Road Closure for Strong Communities 5K

Description:

The Stanly County YMCA will be hosting its annual Strong Communities 5K on Saturday, October 3, 2020. The event will be from 7:00 am - 10:00 am.

Road to be closed is C.B. Crook Dr. from 1st St to 2nd St.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> StrongFamilies5K-YMCA-10032020.pdf	YMCA Strong Communities 5K

APPROVALS:

Date/Time:	Approval:	Department:	
9/14/2020 11:00 AM	Approved	City Clerk	
9/14/2020 11:00 AM	Approved	Administration	



ALBEMARLE
NORTH CAROLINA
Water. Air. Land. Opportunity.

Special Event Permit Application

PO Box 190 Albemarle, NC 28001-0190

www.albemarlenc.gov

SECTION I: GENERAL INFORMATION

Title of Event: YMCA Strong Communities 5k

Event Website (if applicable): <https://unsignup.com/Race/NC/Albemarle/StrongCommunities5K>

Event Date/s: 10/3/20

Event Hours: 8:00-10:00am

**USE ADDITIONAL ATTACHMENTS
FOR ANY PORTIONS OF APPLICATION AS NEEDED**

Event Category: (please check all that apply)

- Assembly
- Festival/Outdoor Market
- Run/Walk
- Parade
- Demonstration
- Concert/Performance
- Block Party
- Roadside Solicitation
- Educational
- Other: _____

Special Considerations: (please check all that apply)

- Alcoholic Beverages
- Food Sales
- Cooking
- Merchandise Sales
- Pets/Animals
- Use of Electricity
- Sound Amplification
- Tents
- Fireworks/Pyrotechnics
- Portable Restrooms
- Other: _____

Time Set up Begins: 7:00 am

Time Break Down Ends: 10:30 am

Estimated Event Attendance: 75

Estimated # of People at Peak Periods: 100

Estimated # of Vehicles: 40

Estimated Vehicles at Peak Periods: 40

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: Stanly County Family YMCA

Applicant Name: Derrick Almond

Address: 427 North 1st Street

City: Albemarle

State: NC

Zip: 28001

Phone#: 704-982-1916

Mobile#: 704-991-5361

Email: DAlmond@stanlyymca.org

Primary On-Site Contact: Derrick Almond

Mobile#: 704-991-5361

Other On-Site Contact Info: Kristen Underwood 704-791-1580

Org. EIN#:

SECTION III: EVENT DETAILS

Description of the Event: _____

A family freindly 5k run/walk race to promote fitness as well as the YMCA's mission throughout our community _____

Location/s of the Event: 427 N. 1st street Albemarle, NC 28001

Site Capacity: 500

Property Address: 427 N. 1st street Albemarle, NC 28001

Property Owner/s: Stanly County Family YMCA

Owner/s Authorized Use: Yes

SECTION IV: INSURANCE REQUIREMENTS

(COMPLETE ONLY IF STREET CLOSURE, FIREWORKS, OR ALCOHOL BEING REQUESTED)

Name of Policy Holder: Stanly County Family YMCA

Policy#: 5068989432

Policy Amount:

Policy Type:

**A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.
CITY OF ALBEMARLE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.**

SECTION V: PERMIT FEES

Tent Permit (\$50) Public Assembly (\$25) Special Event Permit (\$25)

Street Closing (\$50) Fireworks/Pyrotechnics (\$100 for one time event/\$300 for 6 months)

Civic Groups or 501c organizations may be fee exempt at discretion of City Council, if requested.

Proof of federal 501c Status must be submitted with Application.

Check here for fee waiver request



City of Albemarle Special Event Permit Application (Page 2 of 2)

SECTION VI: SPECIAL CONSIDERATION DETAIL
(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

Street Closures (map of proposed closing and route must be provided with application)

NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: Safety for the finish line of race.

Name of Street to be closed: C.B. Crook Drive from 1st street to 2nd street

Additional Street: n/a from _____ to _____

of Barricades needed: 4 # of cones needed 8 Dropoff location: 1st and C.B. Crook & 2nd and C.B. Crook

Date of Closure: 10/3/2020 Start Time: 7:00am to 10:00am

Additional Comments: The finish line will be set up on that street.

Trash/Debris Plan: YMCA staff and volunteers will police the race course and clean up any trash.

Alcoholic Beverages* (check all that apply)

- Free/Host Alcohol
- Alcohol Sales (ABC Permit must accompany)
- Host and Sale Alcohol
- Beer
- Wine
- Beer and Wine
- Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Describe Security Plan to ensure safe sale and distribution of alcohol at your event: _____

No alcohol

Appropriate ABC Permits must accompany application. Failure to submit at time of application will affect approval.

Parade/Run/Walk/Procession/Demonstration (map of route required)

- Open Sidewalks only
- Streets w/ temporary traffic interruptions
- Street Closures
- Sidewalk Closures

Start Time: 8:00am End Time: 10:00am

Purpose: Safety for runners.

Additional Permit Attachments Included:

- Site Map of All Activities
- Parking Plan
- Emergency Action Plan with site map (required for any downtown event)
- Security Plan
- General Liability Insurance
- ABC Permit
- Alcohol Beverage Designated Area Map
- Proof of 501C Status
- Application Fee
- Property Owner Authorization
- Business Notification Form

Tents (Width x Length x Height)

Dimensions of Tent: _____

Tents greater than 400 square feet require an additional \$50 permit fee
TENT PERMIT ONLY DOES NOT REQUIRE ADDITIONAL SPECIAL EVENT FEE

Cooking or Warming Food? (Circle One)

Method of Heat _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Albemarle Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to taxation is created by virtue of this use-permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall reduce and consideration paid to the City pursuant to this use-permit. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Albemarle. I also understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee.

Print Name of Application/Host Organization: Stanly County Family YMCA Title: Fitness Director

Signature: *Dan...* Submission Date: 9/10/20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/09/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bear Insurance Services 173 North Second Street Albemarle NC 28001		CONTACT NAME: Julie Lingerfelt PHONE (A/C, No, Ext): E-MAIL ADDRESS: jlingerfelt@localfirstbank.com	FAX (A/C, No):
INSURED Stanly County Family YMCA 427 North First Street Albemarle NC 28001		INSURER(S) AFFORDING COVERAGE INSURER A : US Fire Insurance Company INSURER B : The North River Ins. Co INSURER C : Crum & Forster INSURER D : INSURER E : INSURER F :	
		NAIC # 21105	

COVERAGES CERTIFICATE NUMBER: 2020REV REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		5068989432	04/01/2020	04/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5068989432	04/01/2020	04/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			5821141068	04/01/2020	04/01/2021	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	DED RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	4087388628	04/01/2020	04/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 10,000 deductible 1,000,000
	Directors & Officers						
C	Directors & Officers			556-010931-6	04/01/2020	04/01/2021	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Event: Strong Communities 5k, October 3, 2020.
Certificate holder is listed as additional insured, ATIMA.

CERTIFICATE HOLDER **CANCELLATION**

City of Albemarle P O Box 190 Albemarle NC 28002	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Julie Lingerfelt</i>
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□

Print

Title – Consider Appointments to Boards & Commissions

Description:

This item was held over from the September 8, 2020 meeting. Council agreed to seek volunteers to fill the below vacancies:

Historic Resources Commission

- *Seat 2*, Mr. Marvin Smith resigned effective August, 2020.
- *Seat 6*, Mr. Gene Starnes, served a full term that expired July 1, 2020. He is not eligible for re-appointment.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

<u>ATTACHMENTS:</u>	
Name:	Description:
No Attachments Available	

<u>APPROVALS:</u>			
Date/Time:	Approval:	Department:	

Print

Title – Consider Replacement on the Stanly County Convention & Visitor’s Bureau

Description:

This item was held over from the September 8, 2020 meeting. Council agreed to seek candidates for consideration.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:	
Name:	Description:
No Attachments Available	

APPROVALS:			
Date/Time:	Approval:	Department:	

Print

Title – Historic District Regulations

Description:

The information requested is attached.

Specific issues or examples have not been provided, so staff does not have any information to provide and would need more information to be able to address any concerns. The HRC and Planning Board submitted to Council for their consideration in recent years several significant changes, including expanding permissible signage. These were approved by the City Council.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> ALB_HISTORIC_GUIDLINES.pdf	HRC Guideline
<input type="checkbox"/> HRC_ORdinance.docx	HRC Ordinance

APPROVALS:

Date/Time:	Approval:	Department:	
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Historic District Design Guidelines



Albemarle
North Carolina

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Chapter 1.0

Introduction

While the City of Albemarle has continued to develop over time, its historic downtown core has retained a unique and diverse building stock that tells the story of how the city developed. Large grain silos are an example of Albemarle’s agrarian roots while textile mill buildings and villages hint at the industrial background of the community. The town’s strong religious foundation is exemplified by grand churches of singular architecture spread throughout downtown. The vast number of late-nineteenth and early-twentieth commercial structures show that downtown Albemarle once was, and still is, the center for retail trade and employment in Stanly County. Finally, the variety of neighborhoods spreading out from downtown represents urban residential growth from the city’s founding, through the middle of the twentieth century.



The existence of this strong historic core gives downtown Albemarle its small town character and charm that is not only unrivaled in the region, but also being recreated in new developments. For example, Locust Town Center is based on the traditional design elements that define community and foster continued economic development. These characteristics already exist in downtown Albemarle.



Like most other communities, Albemarle has experienced suburban commercial and residential growth that has directed growth away from downtown resulting in loss of business, vacancies, and unfortunately, loss of some of its historic architecture. Through its dedication to downtown master planning, Albemarle has begun to reverse this trend and there is a renewed interest in downtown as a commercial center. Historic preservation of the qualities that downtown Albemarle its pedestrian character and quaint charm, is critical to further economic development and continued downtown revitalization.



The purpose of the downtown local historic district and these design guidelines is to promote and provide for economic development which will reflect Albemarle's heritage through the cultural, architectural, and economic elements of downtown while preserving the historic integrity of the City of Albemarle.

1.1 Purpose of Design Guidelines

These design guidelines are intended a resource for property owners to use to understand the reasons for, the proper methods of, and overall benefits of historic preservation both to the individual, and the community as a whole. A secondary, but equally important purpose of this document is as a guide for the community and Historic Resources Commission to use when evaluating the appropriateness of exterior changes and new construction within the district. To that end, the guidelines included in this document will convey to the property owner the proper methods of improving his or her property.



This guideline document also is intended to foster a continued preservation effort by protecting and enhancing the original character of downtown Albemarle, allowing for changes and new construction that is unique yet compatible, helping owners recognize the need for and assist in the improvement of their buildings, and bolstering the overall sense of place and pride in the community.



Each individual guideline section includes the guidelines themselves, along with a narrative and accompanying illustrations. They are developed to provide detailed information and direction to the property owners and the residents of the local historic district.

Relationships to Other Codes

This document is a guide to exterior changes and new construction to properties in the local historic district. It does not regulate the use of land or how a property is to be developed. Similarly, it does not present codes for the construction of buildings within the district, fire and safety codes, or other development standards. It is, however, intended to be a companion to these other documents concerning development when the subject property exists within the local historic district. The Planning and Community Development Department can assist a property owner or developer in the development process, and can provide access to other development codes as well as to various historic preservation resources.

The zoning ordinance regulates the use of land including whether the property is residential, office, commercial, etc. It also includes dimensional standards for the development of land such as density, lot size, road frontage, height limitations, and the setback of structures on property. Finally, the zoning ordinance includes supplemental standards for landscaping, signage, parking, and site plan review. Since the historic district is actually a zoning boundary, the ordinance does outline the purpose of the Historic Resources Commission and its processes. The ordinance is accompanied by a zoning map which outlines on a parcel-by-parcel basis specifically how the land can be used. While many zoning issues are addressed in the design guideline document, the zoning ordinance includes their specific requirements.

Other city codes have requirements that would apply in the historic district as well. These include the subdivision ordinance, the sidewalk code, nuisance code, minimum housing codes, and building codes. When developing property within the historic district, each one of these regulatory documents must be consulted. Please contact the Planning and Community Development Department at 704.984.9426 for more information regarding the development and use of property.

What it means to be in Local Historic District

If a district is designated as a local historic district, the community has determined that the area is an important part of the heritage of the community and in turn, deserves to be protected and preserved. While this local designation is certainly honorary and prestigious, it is also an overlay zoning district. Unlike general use districts which identify that an area may be developed as residential, commercial, office, etc., a historic overlay recognizes the importance of preserving the historic resources within, and requires that proposed work to buildings in the historic district be reviewed through the Certificate of Appropriateness process.

If a property is included within a locally designated historic district, the property owner must obtain a Certificate of Appropriateness prior to undertaking any exterior change to the property. This would include, for example, general improvements such as re-roofing, as well as additions to existing buildings or new construction. A local district does not, however, require an owner to seek approval for any interior improvements. Even if a property is not a historic building (such as a modern structure or vacant lot) it must still undergo the Certificate of Appropriateness process in

order to ensure that any changes or improvements do not negatively impact the character of the historic district. An explanation of certificates of appropriateness and the preservation process are explained later in this chapter.

It should also be noted that these guidelines and the approval process contained within apply only when a property owner is seeking to make an exterior change, new construction, or demolition within the historic district. No property owner is required to make any improvements to his or her property by virtue of being in a local historic district.

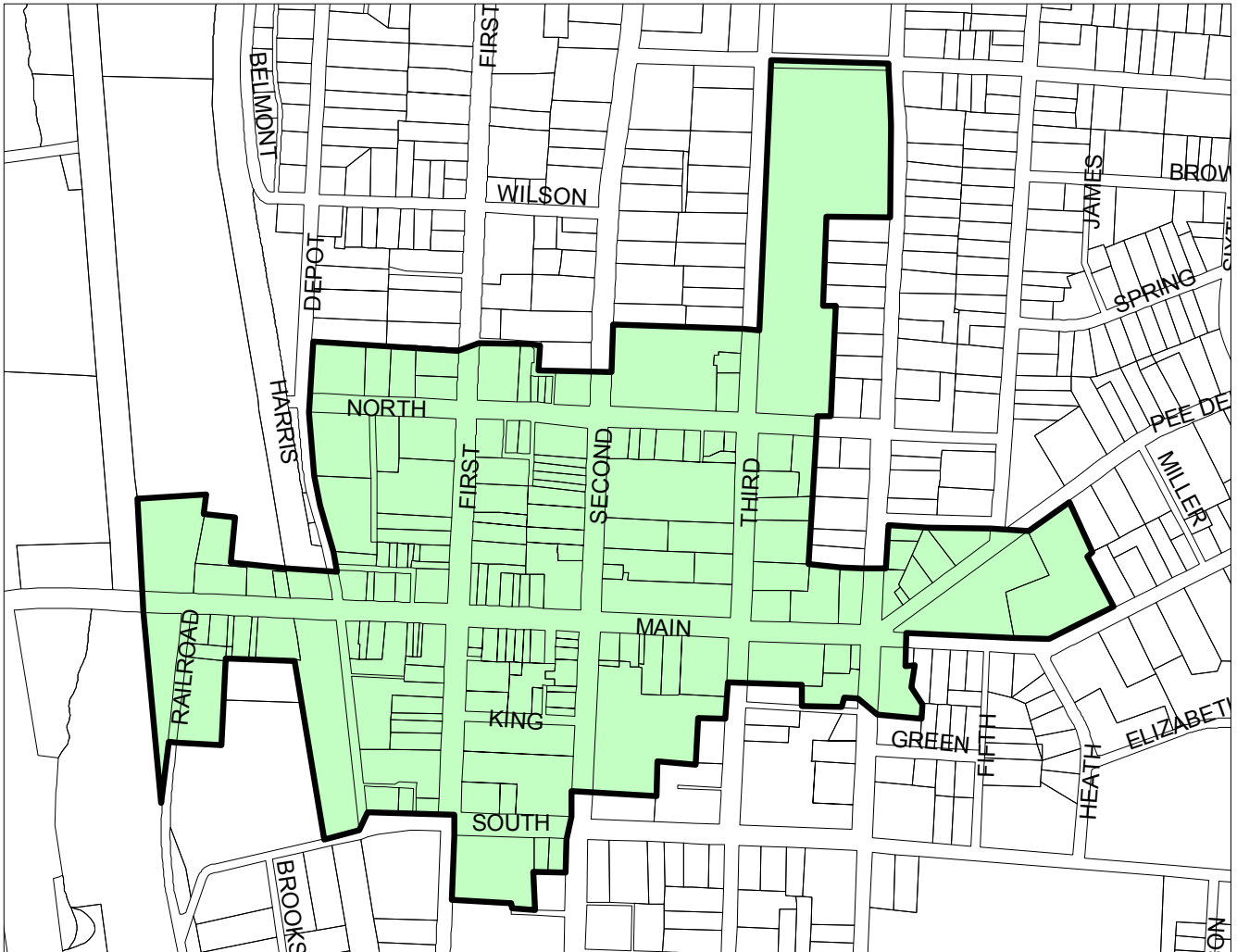
1.2 Secretary of Interior's Standards for Rehabilitation

All guidelines presented in this document are based on the Secretary of Interior's Standards for Rehabilitation. The National Park Service created these ten basic principles in 1976 to guide property owners in preserving the historic integrity of a building. The Standards recognize the need for adapting historic structures to modern times and therefore allow for changes and new construction that are compatible with the building and/or the historic district. The guidelines are generic enough that they apply to all architectural styles, age of building, and building types. Detailed guidelines are included in this document.

1	A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2	The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3	Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4	Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5	Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6	Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7	Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8	Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

1.3 The Historic District

The historic district boundary includes over 160 properties encompassing the historic downtown core generally from Market Station to the West, Five Points to the East, South Street to the South, and North Street to the North. It includes industrial, educational, institutional, commercial, and residential that developed in the late-nineteenth and early twentieth centuries.



1.4 The Historic Resources Commission

Administering Certificates of Appropriateness (COA) is only one of the many responsibilities of the Historic Resources Commission. Above all, the HRC helps preserve historic sites that have important architectural, cultural, social, economic, political, or archaeological history for the enrichment of the community. Among other things, it must also keep an inventory of historic resources, review National Register nominations, and it may designate local landmarks and districts.

Perhaps the most important duty of the Historic Resources Commission is educating individual property owners and the general public as to the importance, the benefits, and the proper methods of historic preservation. The guidelines set forth in this document are intended to be used first by property owners as a manual of best practices and secondly as a guide for the HRC to make its decisions. An informed property owner will not only know the best treatment for his or her property, but also what to reasonably expect when applying for a Certificate of Appropriateness. The Commission, through the staff liaison in the planning office, provides daily access to historic preservation information. Planning staff assists property owners in understanding these design guidelines and helps guide them through the Certificate of Appropriateness process. The planning office has a wealth of preservation resource information and can direct citizens to national, state, and local resources including preferred materials, techniques, and contractor/craftsman contact information.

The Historic Resources Commission is a quasi-judicial board that makes decisions as to the appropriateness of changes in the historic district based on these design guidelines. The guidelines are founded in sound principles of preservation and outline detailed strategies for individual preservation activities. While flexible in their application, these guidelines shape the decisions of the HRC. The HRC is bound by the provisions in this document and cannot make decisions that are arbitrary or based on individual preferences or that of the Commission as a whole. As such, the HRC must apply these guidelines consistently and cannot approve or deny a project in contradiction to any of the design guidelines.

1.5 Certificates of Appropriateness

A Certificate of Appropriateness (COA) must be obtained from the Historic Resources Commission before any exterior work is undertaken on a building, including the demolition or relocation of any structure within the district. A Certificate of Appropriateness certifies that the proposed work is consistent with the design guidelines and is appropriate within the context of the historic district. The COA is often a preliminary requirement to obtaining a building permit. A COA is not required for any interior improvements to the property. While the property owner need not consult the HRC prior to doing any interior project, a building permit is sometimes required.

Major Works

Projects requiring a COA come in two forms, major and minor works. When a property owner is proposing any type of significant work such as new construction, alteration, significant restoration, demolition, or other significant activity in a historic district, this activity is deemed a “major work” project. Major work projects require the review of the Historic Preservation Commission during a regular meeting.

Minor Works

The vast majority of COAs can be approved by City staff. Whenever a project does not significantly alter the appearance and character of the property, it is considered a “minor work”. Minor works projects include, but are not limited to, tasks such as the repair or replacement of architectural features, construction and alteration of accessory structures, signage, or the construction of fences or walls. If these projects meet the design guidelines, city planning staff can approve the application in a matter of hours. Staff, however, cannot deny a COA. If the staff person concludes that either the project does not fall under the minor works provisions or that it is conflict with these design guidelines, the application is forwarded to the HRC for review.

Process

Applications for Certificates of Appropriateness are processed through the planning office of the City of Albemarle. Planning staff will assess an applicant's proposed project and then advise the applicant how to proceed. The staff person will provide assistance with the historic district's design guidelines and specify which guidelines apply to the proposed project. Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs.

If the COA request includes a major work project, it must proceed to the HRC for review. When the proposed project is presented to the HRC by the applicant, comments from the public will also be heard prior to any decision being made. Following the HRC rendering a decision, the applicant will receive written correspondence including minutes from the meeting and an explanation for the commission's decision. At this point the applicant may apply for a building permit if necessary.

Appeals

Any decision of the HRC may be appealed to the Board of Adjustment (BOA). Appeals must be made within thirty days of the approval by the Commission of the minutes of the meeting containing the decision being appealed. The BOA will evaluate the process and application of the design guidelines in making its decision. Any appeal of a BOA decision shall be heard by the Superior Court of Stanly County.

Chapter 2.0

Changes to Existing Buildings

2.1 Materials

Historically, commercial buildings used brick as their primary building material with brick, stone, wood and metal being used for architectural detailing. This is certainly the case in downtown Albemarle where the vast majority of commercial and institutional buildings are brick. In the residential portions of the downtown district, along North and Third Streets, homes are either made with brick as the primary material, or wood. There are also a few stone masonry or stucco structures within the district. Materials represent perhaps the most distinguishing characteristic of a historic building and should be maintained and preserved whenever possible. New construction within the historic district should also respect historic building patterns.



Masonry and wood wall construction

Synthetic Materials

A few decades ago, covering a historic masonry commercial structure in aluminum or other synthetic cladding was popular. This practice not only obscured (and often damaged or removed) the historic façade, but also disrupted the rhythm and development pattern of the historic streetscape. Albemarle did not escape this trend and there are several of these buildings existing in downtown. Fortunately, some of these false façades have been removed. While certainly not required, owners of historic buildings with false façades are encouraged to remove the cladding and restore the structure to its original character.

Covering original materials is still a common practice on residential structures. Often, an owner will install vinyl or other substitute in order to avoid the necessary maintenance of underlying wood. Unfortunately, the use of these substitute materials often hide the underlying problem which can result in continued damage and deterioration to the structure ultimately requiring major structural repairs.



Materials Guidelines

- 2.1.1 Preserve and protect character-defining materials such as wood, masonry, and architectural metals.
- 2.1.2 Historic building materials should be protected in appropriate ways:
 - Joints between various architectural units, windows, and door frames should be sealed to prevent moisture penetration.
 - Inspect and repair wooden features with signs of water retention and damage, mildew, decay, and insect damage.
 - Inspect and repair masonry features and mortar joints with cracks, loose bricks, and signs of weather damage.
 - Inspect and repair metal features that exhibit peeling paint, corrosion, and rust.
- 2.1.3 Deteriorated building materials should be repaired rather than replaced whenever possible.
- 2.1.4 Whenever a particular building material or architectural feature has deteriorated beyond repair, it should be replaced with similar materials that match the original in design, size, shape, texture, and color, and profile.
- 2.1.5 Use proper techniques when cleaning a structure:
 - Use the gentlest means possible such as low-pressure washing with detergent and natural soft bristle brushes.
 - Do not sandblast or use high-pressure water to clean historic structures.
 - Use caution when utilizing chemical cleaners.
 - Test the cleaning method on a small area first to determine if the method will cause additional damage to the historic material.
- 2.1.6 Properly prepare wood surfaces prior to painting by removing damaged paint, cleaning the surface fully, and priming bare wood.



Stucco wall construction with terra cotta tile coping

- 2.1.7** Apply a protective coating of paint to original wood material, using high quality paint. Historically appropriate paint colors are recommended.
- 2.1.8** Aluminum, vinyl siding, and other synthetic materials shall not be used to cover original materials such as wood siding and masonry. Where substitute materials exist, consider removing them and restoring the underlying original material.
- 2.1.9** Masonry which was historically not painted shall not be painted.



The removal of false façades is encouraged

Windows and Doors

The fenestration of a structure, or the size and number of window and door openings, is often one of the first elements noted on an historic structure. This fenestration will vary between type, style, and period of the structure. For instance, a typical turn of the century commercial structure has large plate glass windows for the display of goods and merchandise while an industrial structure's fenestration functions primarily to allow for adequate light and air circulation. Similarly, structures predating modern air conditioning generally have operable transoms and awnings for these same reasons.

These window elements are important character-defining features of an historic structure. Casement windows, stained glass, multi-paned configurations, and double-hung mechanisms all define the structures architectural style and time period. For instance, a Craftsman bungalow home may have a large multi-light (multi-paned) window panel over a single pane.

These window designs, along with other architectural elements (surrounds, shutters, sills, and hardware), should be preserved whenever possible.

Windows and Doors Guidelines

- 2.1.10** Whenever possible, retain and preserve original windows and doors including their size, number, and arrangement.
- 2.1.11** Preserve original window and door details including sash, trim, muntins, clear glass, shutters, sills, mullions, side lights, and hardware.
- 2.1.12** Deteriorated window and door elements should be repaired rather than replaced whenever possible.
- 2.1.13** If replacement of an original window or door is necessary, use materials that match the original as closely as possible in design, material, pane configuration, glazing, detail, and profile.



- 2.1.14** Enclosing an original window or door opening or adding a new window or door opening to a character-defining façade will alter the historic character of the building and is not appropriate.
- 2.1.15** Substitute window materials such as vinyl or aluminum may be considered only if it matches the original in its dimension, profile and finish.
- 2.1.16** Window and door openings on a primary façade should not be bricked-in or covered in plywood. Windows on secondary facades, if enclosed, should be done in a manner that is set-back within the window opening and can be removed in the future.
- 2.1.17** Wooden shutters are permitted on those buildings which historically would have had shutters. Shutter dimensions should reflect the proportions of the window unit.
- 2.1.18** Energy conservation is an important consideration for all buildings, but in particular, historic structures.
- Maintain caulking and weather-stripping to prevent air and water infiltration
 - Keeping a sound paint film on all windows and doors.
- 2.1.19** Storm doors and windows are permitted providing they match the original frame proportions and sash design.
- 2.1.20** Installation of any shutters, storm windows, or storm doors should be done in a manner that does not obscure or damage important architectural window and door details.
- 2.1.21** Reflective, mirrored, and tinted glass windows are not appropriate on historic buildings. Plexi-glass is also an inappropriate window material.
- 2.1.22** New or replacement windows should be designed to fit within the original window openings.



Preservation of original window units is encouraged



Closing in window opening with masonry or plywood is not appropriate

2.2 Roofs

Roof form is defined as the shape and pitch of a roof and varies greatly within the district primarily based on the historic use of the structure. Most of the commercial buildings in downtown Albemarle have flat, sloping roofs behind parapet walls. Residential roof forms include gable, hip, gambrel, shed and mansard roofs which vary by architectural style. For example, Tudor Revival structures have steeply pitched gable roof forms while Victorian homes can have a mixture of gable, cross-gable, and hip. Foursquare homes have hipped roofs sometimes with a shed dormer. Institutional buildings within downtown also display unique roof forms. First Baptist and First Presbyterian Churches both have domed roofs while others have distinct steeples or towers.



Commercial structures typically have flat sloping roofs.

Roof Guidelines

- 2.2.1** Roof form is a key character-defining architectural element and should be preserved whenever possible including their shape, pitch and overhang.
- 2.2.2** Original architectural elements such as dormers, chimneys, parapets, boxing, soffits, eaves and brackets should be retained and preserved.
- 2.2.3** Historic roofing material including slate, clay tile, wood shingle and metal should be preserved whenever possible.
- 2.2.4** Slate and tile roofs define the architectural integrity of the historic structure and should be repaired rather than replaced whenever possible. Use replacement materials only when original is not feasible.
- 2.2.5** If replacement materials are used, they should convey a similar texture, composition, profile, pattern, size and color. Composition shingles can be considered as an appropriate material.



Gambrel roof



Gable roof

2.2.6 Roofs should be properly maintained in order to prevent deterioration of the roof and structure of the historic building:

- Gutters and downspouts should be cleaned
- Inspect roofs for damage. The roof should be repaired upon first sign of a leak to prevent water infiltration in the building's structure.
- The shallow flat roofs of commercial buildings are difficult to see. They should be regularly inspected to ensure that they are properly draining and remain weather tight.
- Roofs should be ventilated to prevent moisture retention and condensation as well as insect infestation.

2.2.7 Roof additions such as vents, skylights, and antennae should be applied only to non character-defining areas or on rear slopes. Roof additions in downtown should be placed away from the primary elevation.



End gable with shed roof on front



Replacement materials should match original in composition, profile, pattern, and size.

2.3 Foundations

Foundations may not be the most prominent architectural feature on a building, but their maintenance and preservation is critical to maintaining the structural integrity of the historic building.

Foundation Guidelines

2.4.1 Foundations must be properly maintained to ensure the structural integrity of the historic building:

- Follow all of the masonry guidelines in the materials section.
- Vegetation or underbrush should be cleared from the area immediately adjacent to and on the foundation wall.
- Ventilation openings should be kept clear and should not be filled.
- Make sure that all surface water is draining away from the foundation wall. Soil area should slope away from the foundation wall.
- Clean gutters and downspouts

2.4.2 New foundation openings and mechanical installations should occur on non character-defining elevations and rear façades.

2.4.3 If the area between foundation piers must be filled in, the material should match the brick of the existing foundation and should be recessed in order to highlight the original brick piers.



2.5 Commercial Façades

Albemarle’s historic district has a number of turn of the century commercial structures identified primarily as two-part commercial block with a storefront and upper façade.

The storefront is the most important character-defining element of a commercial façade both aesthetically and functionally. Historic, turn of the century storefronts in Albemarle had large display windows above wooden or masonry bulkheads with transom windows above. They also typically had recessed entryways in the center of the façade flanked by the display windows. These storefronts were designed to address the pedestrian at the street level and maximize the display of goods and services.

While a great many original storefronts still exist in downtown Albemarle, just as many have been altered over time. This situation is typical as commercial areas are dynamic with changes in use and ownership, among others. Original storefronts should be preserved whenever possible. New configurations to altered storefronts are appropriate and encouraged. However, it is important that downtown retains its historic commercial character.

Upper façades on a historic commercial building are quite different in their function, and therefore design. Commercial buildings were originally designed to have a commercial function on the first level, and an office or residential function on the upper floors. While not often used that way today, a growing trend in downtown revitalization is to bring a residential function back into a city’s historic core. The detailing on upper façades can be quite elaborate with variations in materials, brick corbelling, ornate cornices or parapet walls. There is also a wide variety of window types and configurations.

Rear elevations on historic commercial buildings tend to be simple in design due to the secondary service functions of the commercial use. However, these elevations can foster activity with rear entrances to shops, offices, and residential spaces.



Elements of the commercial façade.



Reconstructed storefront based on original design

Storefront Guidelines

- 2.5.1 Retain and preserve original commercial storefronts and storefront details that contribute to the historic character of the building including display windows, recessed entryways, doors, transoms, corner posts, columns, and other decorative features.
- 2.5.2 Follow the guidelines outlined in the materials section in order to protect and maintain historic storefronts.
- 2.5.3 If replacement of a deteriorated storefront or storefront feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.
- 2.5.4 If reconstructing a historic storefront, base the design on the original architectural elements including overall proportions, fenestration, dimensions, and orientation.
- 2.5.5 Avoid radically changing storefront configurations such as changing a commercial structure so that it appears as an office or residential use. If a new storefront design is used, it should be compatible to the character and design of the historic structure.
- 2.5.6 A unique architectural feature prevalent in Downtown Albemarle is the outside walk-up entry to the upper floors of commercial buildings. These walkups should be preserved whenever possible.



Contemporary storefront compatible with historic structure

Upper Façade Guidelines

- 2.5.7 Retain and preserve historic façades and their architectural features such as brick corbelling, brick and stone string courses, quoins, stone and tile coping, cornices, and other façade elements.
- 2.5.8 It is prohibited to cover upper facades and their details with non-historic materials or treatments.



- 2.5.9 The removal of non-historic synthetic coverings from historic façades is strongly encouraged.
- 2.5.10 If replacement of an upper façade feature is necessary, replace the deteriorated element with a new element and design that matches the original in size, scale, design, proportion, detail, and material.
- 2.5.11 Original windows in upper façades shall not be covered up or bricked-in.

Rear Elevation Guidelines

- 2.5.12 Structures which are adjacent to rear parking areas or public rights-of-way are encouraged to utilize rear entrances allowing public and private access.
- 2.5.13 Whenever a rear elevation faces a public right of way or parking facilities unnecessary utility lines and equipment should be removed, whenever possible. New utility and mechanical equipment shall be placed in inconspicuous locations such as the roof or screened from public view.
- 2.5.14 Residential features such as window boxes, window air conditioning units, etc, should be located on rear or side elevations and should be appropriate to the style of the historic structure. Small satellite dishes or television antennas should be as inconspicuous as possible, preferably being located on rooftops.



Removal of non-historic synthetic covering is encouraged.



Rear entrances to commercial uses are encouraged, particularly when adjacent to public parking resources.

2.6 Porches and Entryways

Like storefronts are to a commercial building, porches are the focal point of a historic residential building. Whether simply a door, front stoop, or more elaborate porch, these entryways are the center of activity of a residence and are indicative of the structure's architectural style and period. For instance, a Craftsman Bungalow may have a small porch extending across the front façade with tapered wood columns on brick bases.

Porches and Entryway Guidelines

- 2.6.1** Historic entryways and porches should be retained and preserved including their architectural elements such as steps, columns, balustrades, doors, railings, brackets, roofs, cornices and entablatures.
- 2.6.2** If replacement of a porch element is necessary, replace the deteriorated or missing detail with new materials that match the design of the original as closely as possible.
- 2.6.3** Reconstruction of missing or extensively deteriorated porches is strongly encouraged. The new porch should be compatible with the style and period of the historic building.
- 2.6.4** It is inappropriate to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed.



2.7 Architectural Details

Historic structures exhibit numerous architectural details that give a building character and often differentiate different architectural styles and periods of development. Commercial buildings in downtown have cornices, friezes, columns, brick corbelling, string courses, quoins, columns, pilasters and other features that also enhance the architectural character of the building. On residential structures, eaves, brackets, columns, balusters, door & window casings, and other details such as molding, trim and clapboards all define their historic character.



It is important that these historic architectural elements be preserved. Historic buildings are characterized by many architectural elements, including their exterior cladding. Wood clapboards, shingle siding, window surrounds, door frames, and corner boards are all distinct character-defining details of an historic building. Synthetic cladding and siding not only creates a false historic appearance of the primary building material, but perhaps more distressing, often results in obscuring, damaging or removing important architectural elements.



Architectural Details Guidelines

- 2.7.5** Historic architectural detailing should be preserved whenever possible.
- 2.7.6** If replacement of an architectural element is necessary, replace only the deteriorated or missing detail with new materials that match the design of the original.
- 2.7.7** Historic architectural components shall not be replaced with materials, such as plywood, vinyl, and aluminum that would not have been used in the original construction.
- 2.7.8** Architectural elements that are inappropriate to the architectural style of the historic structure should not be installed.
- 2.7.9** It is not appropriate to cover or hide architectural details with artificial siding or cladding.



2.8 Safety, Accessibility, Mechanical, and Communications

Many of our modern safety and accessibility codes require architectural elements that aren't always in concert with historic structures. Similarly, mechanical and communication systems can have negative impacts when installed on historic structures. For instance, window air-conditioning units are not historic and can detract from a primary façade. Similarly, television antennae and satellite dishes applied to a primary façade contrasts significantly with the architecture of an historic structure.

Fire safety and handicapped codes would always take precedence over these design guidelines. However, careful planning in their placement and design can reduce any negative impacts they may have on an historic structure.



Handicapped access can be accommodated in an appropriate manner.

Guidelines

2.8.1 Whenever installing safety and accessibility features, use whatever means possible to minimize visual impact, and protect the historic character of the structure. If possible, locate these improvements on rear elevations not visible from the public right-of-way.

2.8.2 Health and safety features shall be constructed so that the scale, materials, and details are compatible with the historic structure.

2.8.3 Mechanical systems on historic commercial structures shall be screened from view on rear elevations or behind parapet walls on the roof.

2.8.4 When installing window air-conditioning units, place them in windows on the rear elevations not easily seen from a public right-of-way.

2.8.5 Locate television antennas and satellite dishes on rear elevations where they are not easily seen from a public right-of-way.



Window air-conditioning units should be located on rear elevations.



Mechanical systems should be screened from view.

2.8.6 Techniques to hide the installation of cellular phone systems shall be used whenever possible. Locating cellular units on roofs in the commercial district, in church steeples, or on existing communication towers is preferable to the construction of a new tower.



Fire escape and access accommodated on rear elevation.

Chapter 3.0

Site Design

This chapter relates to overall streetscape and site design elements. Site elements are important design considerations both for historic buildings as well as new construction. In fact, historic site design can easily be distinguished from modern development patterns. Downtown Albemarle has buildings built to the sidewalk with parking off-site or to the rear of the structure. Awnings exist on many of the buildings and signage is understated as the district generally developed to serve the pedestrian as much as the automobile. Similarly, shaded sidewalks on a residential street and benches in downtown encourage pedestrian activity. Landscape and site design should continue to enhance the district and complement its historic architecture.

The general guidelines below related to landscaping are intended to complement the City of Albemarle's Landscape and Tree Ordinances.

General Guidelines

- 3.0.1** Landscaping shall be used to screen service areas, garbage enclosures, and parking areas.
- 3.0.2** When undertaking new construction, significant trees or vegetation shall be preserved.
- 3.0.3** Accent lighting on buildings is appropriate, but should be understated and not spill over on adjacent properties.
- 3.0.4** Pedestrian areas should be well-lit with pedestrian-scaled fixtures and lights.



Landscape features define the district similar to historic architecture



3.1 Parking & Paving

Parking can have a significant impact on the character of an historic district. Albemarle's historic district developed before the automobile age and its streetscape reflects that. Buildings in downtown are built to the sidewalk and, for the most part, to the side property lines. The result is a pedestrian friendly streetscape with shops opening to the sidewalk and a continuous building face throughout the block. Because of this historic development pattern, off-street parking generally exists to the side or rear of the buildings.

Pavement Guidelines

- 3.1.1 On-site parking within commercial areas shall be to the side or rear of the structure. Front yards should be used for building area to create a continuous building wall consistent with the historic development of the commercial district.
- 3.1.2 Whenever possible, locate parking areas on the interior of a block.
- 3.1.3 Pedestrian access and crossings shall be clearly designated in parking areas.
- 3.1.4 New parking lots in downtown commercial areas shall use buffer strips, shrubbery, iron fencing, etc., along its perimeter to create a strong edge between the pedestrian sidewalk and parking areas.
- 3.1.5 Parking in residential areas should be to the rear of the structure whenever possible. Parking in front yards shall not be permitted.
- 3.1.6 The design of deck parking should be appropriate to the district in size, scale, proportion and materials and should comply with the guidelines for new construction.
- 3.1.7 Parking lots in the historic district should be adequately landscaped according to the zoning ordinance.



On-site parking resources should be located to the side or rear of structures within downtown.



This parking deck is wrapped in private, mixed-use development

3.2 Sidewalks

The guidelines in this section are intended to ensure a safe and active sidewalk area in downtown Albemarle. An organized scheme of sidewalk dining, display of merchandise, public street furniture and trash receptacles will result in a vibrant, pedestrian friendly commercial environment.

Sidewalk Guidelines

- 3.2.1** New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers or scored concrete. In commercial areas of the district, decorative paving schemes are encouraged.
- 3.2.2** Walkways in commercial areas shall be utilized to connect parking and commercial uses. Pedestrian walkways in parking areas or crosswalks at street intersections should be clearly differentiated either in material or striping
- 3.2.3** Outdoor display of merchandise is encouraged provided it is directly in front of the business it is associated, provides for the clear passage of pedestrians along the sidewalk, does not obstruct access onto the property, and displays merchandise for sale inside the principle use.
- 3.2.4** Sidewalk dining is permitted within the downtown commercial district provided that the business owner has obtained a permit from the Planning Office stating that it meets all codes related to sidewalks, and:
- 3.2.5** Benches and garbage receptacles must meet all city requirements and be similar in design to existing furniture, and must be approved by the Historic Resources Commission.



Sidewalk dining and display of merchandise can contribute to a vibrant streetscape.



Street furniture and variety of paving materials create a pedestrian friendly environment

3.3 Awnings

Awnings were historically found on commercial structures as well as on some types of residential buildings. While they have functional merits in providing shade and reducing heat gain in a building, their design and application contribute significantly to the architectural character of an historic structure.

On turn-of-century commercial structures like exist in downtown Albemarle, awnings historically were made of fabric and fit within the transom areas of the historic storefront. Some later buildings in the district have flat, metal, continuous awnings. Awning design should be based on the architectural style and era of the building's construction.



Awnings should fit within the openings above windows and doors

Awning Guidelines

- 3.3.1 Awnings in commercial areas should be made of canvas or other woven fabric with canvas-like qualities.
- 3.3.2 Awnings shall be placed appropriately to fit within the openings above display windows and doors. They should be affixed so that no architectural features are concealed or damaged.
- 3.3.3 Awnings that obscure or damage architectural features are also not allowed. Continuous awnings are not allowed unless historically found on the architectural style of the structure.
- 3.3.4 Signs are permitted on awnings providing they meet all awning and sign guidelines.
- 3.3.5 Back-lit awnings are not appropriate.
- 3.3.6 Awnings are appropriate on upper floor windows if there is evidence that awnings originally existed at these locations.
- 3.3.7 Awnings may be used for signage that meets the requirements of the zoning ordinance.



Continuous awnings, or awnings that obscure architectural features are inappropriate

3.4 Fences and Walls

Fences serve aesthetic as well as functional roles and are common in both the residential and commercial areas of Albemarle's historic district. Coming in the form of masonry walls, picket fences surrounding a residential yard, or solid fencing that screens service areas in the commercial district, fences and walls contribute to the character of the district.

Fence and Wall Guidelines

- 3.4.1** Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.
- 3.4.2** Deteriorated elements on historic fences and walls should be repaired matching the original material, texture, and design.
- 3.4.3** In commercial areas, fences should be used to screen service areas, garbage receptacles, and parking lots.
- 3.4.4** Vinyl fences, chain link fences, non-historic welded wire and concrete block walls are not permitted in the district in areas than can be seen from public rights-of-way.
- 3.4.5** Decorative fencing is encouraged in downtown to differentiate between public and private spaces, parking areas, etc.
- 3.4.6** In residential areas, front yard fences should be of an open design such as picket and no greater than four (3) feet in height. Solid privacy fences shall not be used in front yards.
- 3.4.7** Wooden privacy fences in side and rear yards shall not extend past the rear elevation of the structure. Rear yard fences shall not exceed seven (7) feet in height.
- 3.4.8** Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.



Decorative fencing is encouraged

3.5 Signs

An effective signage system is needed in an historic district just like any other. Automobiles and pedestrians need to be able to find parking, businesses, and civic uses, among others. While signs may contribute, they can also negatively impact the downtown through visual clutter, signage that is not compatible with historic structures, out of scale, etc. Therefore, signage is an important design consideration in an historic district and is addressed in these guidelines.

Downtown Albemarle, like any other downtown, is a dynamic district where tenants may change and new buildings are constructed. Whenever there is a change in business, the new owners need to be able to put up signage to advertise their business as quickly as possible. All new signs in the historic district must meet the sign ordinance of the City of Albemarle. In light of these facts, it is the intent of these guidelines to offer the business owner an expedited approval process for signs. Therefore, signage in the historic district, while it must meet these guidelines, falls under the minor works administrative approval process.



The preservation of historic signage is encouraged.

Sign Guidelines

- 3.5.1 Some signage has gained historic significance in its own right. Whenever possible, retain and preserve and retain historic signage.
- 3.5.2 Size, scale, location, style and material of signage shall be compatible with the architecture of the historic buildings and character of the district.
- 3.5.3 Wood and metal are preferred materials for signage, but high quality synthetic materials are permitted provided the sign is compatible with the historic district.
- 3.5.4 Wall signs on commercial buildings shall be flush-mounted in appropriate locations in the wall space above the storefront.



Wall signs should be flush mounted in appropriate locations above the storefront

- 3.5.5** Awning signs are appropriate on awnings that meet the guidelines in the previous section and are proportional to the awning and not oversized.
- 3.5.6** Window signs are appropriate provided that they meet the requirements of Albemarle’s sign ordinance.
- 3.5.7** Sandwich board type signs are permitted if they meet the requirement of the City of Albemarle’s sign and sidewalks ordinances.
- 3.5.8** Neon, back-lit, and portable signs are generally prohibited in the district.
- 3.5.9** Understated lighting should be used when directed at a sign from an external source.
- 3.5.10** Free-standing signs are recommended for residential structures that serve a commercial function.



The size, style and location of signage should be compatible with the building’s architecture

Chapter 4.0

New Construction

New construction within a historic district can have a substantial impact on adjacent historic properties and the district as a whole. While contemporary design is always encouraged in the historic district, it is important that this new development be compatible with the overall character of the district. Design characteristics such as building form (scale, massing, height, and orientation) and architectural elements (materials, architectural detail, windows, doors, and roof forms) must be considered when evaluating any proposed new building within a historic district.

This is particularly the case in a downtown where new buildings are erected, old buildings are altered, businesses expand, and signage and parking design constantly change. However, a regulatory environment that discourages creative or contemporary design to the point that new construction is discouraged threatens the overall economic health of a downtown. Therefore, a design guideline document must provide the most flexibility while fostering new construction that respects the existing district.



Contemporary new construction

4.1 Commercial Construction

Massing, Scale, and Orientation

A new building in the downtown area should be of similar size, scale, and orientation as the existing built environment. For example, the majority of commercial structures in downtown Albemarle are one, two or three stories tall. Within a single block face, the scale of the structures themselves varies slightly. A new structure should never overpower the existing adjacent buildings, thus drawing attention to itself and detracting from the remainder of the historic district.

Institutional buildings are often of larger scale and sometimes set back from the street edge.



It is common for institutional buildings, such as a city hall or a church, to be built on a larger scale than other buildings. Often, these structures are not only taller and wider, but are also placed differently on a lot, set back further from the street and from adjacent buildings. The majority of commercial buildings in downtown are built to the lot line directly adjacent to the sidewalk. A civic building, on the other hand, may be set back further leaving room for a landscaped area or perhaps even a public gathering space.

Typically, these structures are built on a corner rather than the interior of a block face, and are intended to maximize views to and from the structure



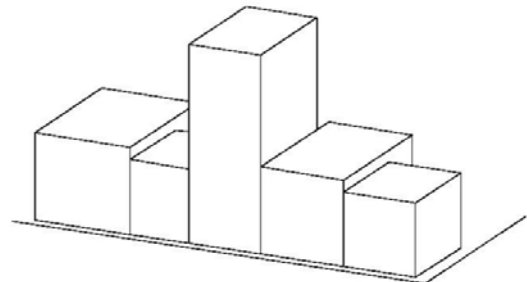
Institutional buildings are often of larger scale and sometimes set back from the street edge.

Commercial: Massing, Scale, and Orientation Guidelines

- 4.1.1 The setback of new construction should be consistent with how the district historically developed. Commercial buildings within the interior of the block should be built to the front property line resulting in a continuous building line.
- 4.1.2 In certain instances, buildings at the corners can be set back further, but should provide pedestrian amenities and landscaping within the front yard.
- 4.1.3 Whenever buildings are set back, use landscaping treatments and such as low shrubs or fencing to help define a continuous street edge.
- 4.1.4 New commercial buildings should be no more than one story taller or shorter than adjacent buildings.
- 4.1.5 In certain circumstances, new construction on corner lots can be taller. However, buildings built to a larger scale than its neighbors shall be set back an appropriate distance from adjacent buildings and the street in order to minimize the visual impact due to the variation in scale.
- 4.1.6 A new building's overall proportion (height to width ratio) should be consistent with existing historic structures.



New construction in downtown should be oriented toward the street and built to the front property line.

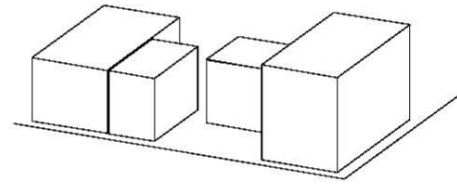


Inappropriate scale

4.1.7 The set back between buildings should reflect the existing pattern of property within the district. Historically, buildings within the interior of a block were built to the side property line, usually sharing a wall with its neighbor.

4.1.8 Where buildings are set back from the front property line, the parking should be to the side and rear only.

4.1.9 New construction projects should follow the site features and district setting guidelines presented earlier in this document.



Inappropriate setback

Design, Proportion, and Architectural Elements

Buildings within historic downtown exhibit a variety of architectural styles. Therefore, new construction is not required to be built to any particular style, but should include similar design elements, materials, and fenestration as other buildings in the district. Windows and doors, architectural details, and roof form are all very important in defining the overall design and provides compatibility with the historic district.

Commercial: Design, Proportion, and Architectural Features Guidelines

4.1.10 The design of a new building should not attempt to create a false historic appearance, but rather complement buildings in the existing district. New construction should have its own character and style.

4.1.11 Use materials that are common to the district such as brick, stone, terra cotta, wood, and metal. Modern materials are appropriate on a new building, however, masonry should be the predominant material on the façade.

4.1.12 The fenestration of a new building (size and number of window and door openings) should reflect that of existing historic structures within the district in proportion, shape, location, pattern

and size. The ratio of solids to voids on a building's façade should reflect the buildings within the same block

4.1.13 New construction should include storefront elements proportional to that of existing historic structures.

4.1.14 Architectural details such as cornices, arches, and parapet walls give a building texture and define its scale. New construction should reflect that of existing structures. The orientation and pattern of windows, doors, and architectural details can help reduce the impact to new construction.



Compatible new construction

4.2 Residential Construction

As with commercial construction, size and scale of a residential structure as well as its orientation is of primary importance. Residential buildings within the historic district display a variety of heights and scale with most buildings being one or two stories. Homes in the district are also typically built close to the street, but the set backs vary from block to block. Finally, the majority of residential buildings in the district are oriented facing the street with a front porch, portico, or stoop.

Residential: Massing, Scale, and Orientation Guidelines

- 4.2.1 New homes should not be built farther back than an average of its neighbors along the same side of the street within the same block face.
- 4.2.2 The height of new construction should be compatible with other residential buildings in the district.
- 4.2.3 A new building should appear similar in scale to traditional single family houses.

Residential: Design, Proportion, and Architectural Features Guidelines

- 4.2.4 The design of a new building should not attempt to create a false historic appearance, but rather complement the existing district. New construction should have a character and style distinctive of the historic structures in the district.
- 4.2.5 The fenestration of a new building should reflect that of existing historic structures within the district in proportion, shape, location, and size.
- 4.2.6 Architectural details such as cornices, trim, windows and doors should reflect the scale of buildings in the existing historic district.
- 4.2.7 Modern materials such as hardiplank or masonite, if used, should be similar in appearance and texture traditional materials. Aluminum and vinyl siding are prohibited.



4.3 Additions

Historic districts change over time with new construction, demolition, and sometimes redevelopment. Often, the buildings within these districts have additions from different eras that are historic themselves. Therefore, it is important that new additions be compatible in size and scale, setback, materials, and design as the main structure. Additions, whether on commercial or residential structures, should be done in a manner that does not diminish the historic character of the building and district. Like new construction, additions can be contemporary, but also should be compatible with its surroundings.

Additions Guidelines

- 4.3.1 Additions should be compatible in materials, design, roof form, and proportion to the main structure.
- 4.3.2 Contemporary designs are encouraged, but should always be compatible with the existing historic structure.
- 4.3.3 New additions should not remove, damage, or obscure character-defining architectural features.
- 4.3.4 Additions should be located to the rear or non-character defining elevation.
- 4.3.5 Large additions to commercial structures can be designed to appear as a separate building, but with a connection joint setback from the two structures .
- 4.3.6 Service additions to commercial buildings should always be to the rear of the main structure.



This addition to the front of historic commercial structures is incompatible in design and scale to the original buildings



This addition to a historic church structure is contemporary yet compatible with the design of the main structure.

Chapter 5.0

Demolition And Reconstruction

5.1 Demolition

Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives must be carefully explored.

The Historic District Commission can deny a Certificate of Appropriateness that requests the demolition of a building only when the structure is determined by the State Historic Preservation Officer as having *statewide* significance, as defined by of the National Register of Historic Places level of significance evaluation. In all other cases, the Commission cannot deny a COA request for a demolition, but it can issue a temporary delay of demolition while preservation alternatives are being explored. The COA, then, would be approved but with an effective date of up to 365 days from the date of approval.

During the delay, the Commission should actively explore options for preservation. If the Commission determines that the building in question has no historic significance or value, the COA can be approved without delay.

Demolition Guidelines

- 5.1.1** Prior to undertaking demolition work, the property owner shall approach the Historic District Commission to determine the historic significance of the structure and its relationship to the district.
- 5.1.2** If the HRC determines that the structure is historically significant, it shall delay the demolition for an appropriate time in order for staff and the Commission to work with the property owner to seek viable alternatives to demolition. Alternatives to demolition include, among other things:
- If a building is in disrepair, working with the property owner to develop a rehabilitation plan and identify funding assistance such as rehabilitation tax credits that would allow the building to be rehabilitated.
 - If a building does not fit the owner's required needs, determining if the structure could be adaptively reused.
 - Working with the property owner to locate a buyer who will use the property without demolishing the structure.
 - As a last resort, finding a suitable location within the district for the building to be moved and working with the property owner to develop a relocation plan.
- 5.1.3** If all alternatives for preservation have been exhausted, the HRC shall work with the owner to make a permanent record of the historic resource including photography, an architectural description of the building, as well as any other historic documentation that is available.

5.2 Relocation

Often, relocation is the only method to preserve a structure that is faced with demolition. Relocation should be considered only when all other preservation alternatives have been eliminated. Relocation can be looked at in much the same way as new construction in that the building being introduced into a new environment must complement the character of its surroundings in architectural style, size, scale, orientation, and landscaping. Much like new construction, the applicant should submit a plan for relocation including a site plan and drawings of the building in its new environment.

Relocation Guidelines

- 5.2.1** Relocation of a building within the historic district should only be considered as an alternative to demolition when all other preservation options have been exhausted.
- 5.2.2** Prior to the act of relocation, the HRC shall work with the owner to document through photography, drawings, and other means the existing location and environment of the historic structure.
- 5.2.3** Character-defining elements and significant architectural features shall be protected during the relocation process. Should any damage occur, it should be repaired.
- 5.2.4** The relocated building must be compatible with the surrounding structures in its architectural style, scale, height, side and front setback, and orientation.

A.1 Glossary

Artificial Siding:	Synthetic siding material that is not original to the structure including vinyl, aluminum, spray-on vinyl, stucco applied over masonry, among others.
Baluster:	A short upright member that supports a handrail.
Balustrade:	A railing with supporting ballusters used on porches, stairs, balconies, etc.
Board of Adjustment (BOA):	A City board that performs administrative review of zoning decisions including those decisions of the Historic Resources Commission. Certificates of Appropriateness are appealed to the BOA.
Bond (brick):	The arrangement of bricks in a wall providing strength and decoration.
Bracket:	A projection from a vertical surface providing structural or visual support under cornices or any other overhanging member
Bulkhead:	The panel below a display window of a storefront.
Casement Windows:	A window frame hinged on one side so that it swings out or in to open
Character Defining:	The elements, details, and craftsmanship of a historic structure that give it its historic significance and are exemplary of the architectural style and period of the structure.
Column:	Upright post supporting roof or pediment consisting of base, shaft, and capital.
Contemporary Compatible:	Contemporary design of a building that, while not presenting a historic appearance, is in keeping with the character of the historic district in its size, scale, materials, proportion, and overall design.
Coping:	The top layer or course of a masonry wall, usually with a slanting surface that serves to help shed water.
Corbelling:	An overlapping arrangement of bricks or stones in which each course extends farther out from the vertical of the wall than the course below.
Cornice:	Uppermost portion of entablature where the roof and wall meet.
Dentil:	One of a series of small, square blocks found on cornices.
Double-hung Window:	A window with an upper and lower sash that slide vertically past each other.
Eave:	Edge of sloping roof that projects or overhangs past the vertical wall.
Elevation:	The front, rear, or side façade of a building.
Entablature:	The upper part of an order, consisting of architrave, frieze, and cornice.
Façade:	The front wall of a building or any architecturally distinguished wall of a building.

Fascia:	The flat board that covers the ends of roof rafters.
Fenestration:	The arrangement of window and door openings of a building.
Frieze:	The middle section of the Classic entablature; a panel below the upper molding or cornice of a wall
Gable:	The triangular portion of the wall, between the enclosing lines of a sloping roof.
Gambrel Roof:	A roof that has two pitches on each side with the lower pitch being steeper.
Hipped Roof:	A roof that slopes from all four sides of a building.
Historic District, Local	A district established by the City through a zoning overlay that has local historic significance. Properties within this district must meet local design guidelines.
Historic District, National Register	A district having national significance as defined by the National Park Service. National Register Historic District designation is primarily honorary, but carries with it the potential for owners to use rehabilitation tax credits for historic preservation.
Lintel:	A supporting wood or stone beam across the top of an opening, such as that of a window or door.
Major Works	Major works projects are significant projects, such as new construction and additions, which potentially alter the existing appearance of the historic district. These projects require HRC review.
Minor Works	Minor works projects include general maintenance and simple projects that do not alter the appearance and character of the property. These projects can be reviewed by Planning Staff.
Mullion:	A vertical support dividing a window into two or more parts.
Orientation:	The placement of structure on a lot, specifically the relationship of primary elevation to the street.
Parapet:	The vertical extension of an exterior wall above the line of the roof.
Paver:	A masonry unit, usually brick or concrete, that is used as a paving material to create walks and sidewalks.
Pier:	A vertical supporting structure constructed of masonry.
Pilaster:	A shallow rectangular column projecting only slightly from a wall, often incorporating the classic column order.
Pointing, repointing:	The act of repairing the mortar joints between brick or other masonry units by filling in and finishing it with additional mortar.
Quoin:	Decorative masonry units at corners of walls differentiated from the main wall by material and/or projection.

Right-of-way:	The strip of publicly owned land used for public infrastructure such as streets and sidewalks, railroads, power, and public utilities.
Sash:	The framework of a window, usually moveable, into which panes of glass are set.
Scale:	The height and width relationship of a building to surrounding buildings.
Setback:	The area of a yard that cannot be built upon based on zoning codes. Buildings have front, side, and rear yard setbacks.
Shed Roof:	A flat sloping roof pitched in a one direction.
Sill:	The horizontal member at the bottom of a door or window.
Soffit:	The exposed underside of any overhead component of a building.
Stringcourse:	A horizontal band of wood or masonry extending across the face of a building.
Transom:	A narrow, typically rectangular window located above a door or larger window. Transom windows are usually hinged, allowing the window to be opened to improve ventilation.

A.2 Routine Maintenance, Major and Minor Works

The table below outlines those projects which fall into the categories of routine maintenance, minor works, and major works. A Certificate of Appropriateness (COA) is not required for **Routine Maintenance**. Routine Maintenance is defined as the repair or replacement where *there is no change in the design, materials, or general appearance of the structure*. A COA would be required for all other projects.

Minor works projects require approval by the City of Albemarle staff as designated by the Historic Resources Commission. If these projects meet the design guidelines, city planning staff can approve the application in a matter of hours. Staff, however, cannot deny a COA request. If the staff person concludes that either the project does not fall under the minor works provisions, or that it is in conflict with the design guidelines, the application is forwarded to the Historic Resources Commission for its review.

Major works projects require design review by the Historic Resources Commission. In general, major works projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor works projects. These projects would be reviewed by the HRC during its regular meeting.

Major Works	Minor Works	Routine Maintenance*
New Construction or additions to primary building	Installation or changes to signs	*Projects where <i>there is no change in the design, materials, or general appearance of the structure</i> .
Exterior alterations to principal elevations of buildings	Installation or removal of awnings, canopies or shutters	Painting
Demolition of any structure	Installation or repair to fences and walls	Landscaping and planting except for removal of trees greater than 8" in diameter
Relocation of any structure	Installation, repair, or replacement of windows, doors, and siding	Repair or replacement of architectural details
Construction of new accessory structures	Replacement of synthetic siding	Repair or replacement of existing awnings, canopies or shutters
Construction of new decks	Alteration, addition of architectural details	Repair or replacement of existing driveways & walks
Addition or removal of porches or steps	Addition, or repair of existing accessory structures	Repair or replacement of existing fences or walls
Changes to roof forms	Repair or replacement of exposed foundations	Repair or replacement of existing gutters or downspouts
New or expanded parking lots and driveways	Installation of gutters	Tree removal (less than 8" in diameter)

Major Works	Minor Works	Routine Maintenance*
Alteration of exterior surfaces that changes the exterior appearance	Emergency removal of dead or diseased trees.	*Projects where <i>there is no change in the design, materials, or general appearance of the structure.</i>
Removal or changes to archeologically significant features	Removal of existing accessory buildings with no historic significance	Repair or replacement of exterior lighting fixtures
Removal of live trees greater than 8" in diameter	Repair of existing masonry	Repairs, including repointing, to existing masonry
Changes to approved COA not covered by minor works or routine maintenance	Installation or removal of HVAC or mech. equipment	Repair or replacement of existing parking lots
Changes to approved COA not covered by minor works or routine maintenance	Repair or replacement of existing porches	Repair of existing roof coverings
	Installation of satellite dishes & TV antennas	Repair or replacement of existing signs
	Repair of existing stairs and steps	Repair or replacement of existing decks and patios
	Construction or alterations of new driveways and walkways	Repair or replacement of existing sidewalks
	Installation of storm windows and doors	Window air conditioners at rear elevations
	Replacement of existing roofs	Installation of house numbers and mailboxes
	Alteration, addition, or removal of existing decks and patios	Repair/replacement of other appurtenant features and accessory site features not specifically listed
	Renewal of expired COA	Repair or replacement of window panes
	Installation and alteration of exterior lighting features	
	Alteration/Construction/Removal of temporary features necessary to ease difficulties associated with a medical condition	
	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed	
	Addition/alteration/Removal of other appurtenant features and accessory site features not specifically listed	

A.3 Certificate of Appropriateness Application

CITY OF ALBEMARLE HISTORIC RESOURCES COMMISSION
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

I, the undersigned, do hereby respectfully make application for your review my request concerning the property described below:

1. The property is located at _____, between _____ and _____ on the _____ side of the street as shown on Tax Map _____ and Parcel (s) _____.

2. The property is owned by:

Name: _____

Address: _____

Telephone: _____

3. The following is requested: _____ 1. Administrative Review/Minor Work
_____ 2. Certificate of Appropriateness

FOR: _____

4. Attached is a plot plan showing all dimensions of the lot and the existing and proposed improvements and necessary setback lines.

Date Submitted

Signature of Applicant

Application Number

A.4 Resources

City of Albemarle, NC

Planning and Community Development
157 North Second Street
Albemarle, NC 28001
704.984.9426
http://www.ci.albemarle.nc.us/cd_index.htm

Stanly County Museum

Stanly County Historic Preservation Commission
245 East Main Street
Albemarle, North Carolina 28001
704.986.3777
<http://www.co.stanly.nc.us/Departments/hpc/>

North Carolina Office of Archives and History. State Historic Preservation Office

Survey and Planning Branch
Lewis-Smith House
515 North Blount Street
Raleigh, NC
(919) 733-6545
<http://www.hpo.dcr.state.nc.us/spbranch.htm>

Restoration Branch
515 North Blount Street
Raleigh, NC
(919) 733-6547
<http://www.hpo.dcr.state.nc.us/rebranch.htm>

North Carolina Main Street Program

4313 Mail Service Center
Raleigh, NC 27699
(919) 733-2850
<http://www.dca.commerce.state.nc.us/mainst/>

Preservation North Carolina

220 Fayetteville Street Mall, Suite 300
P.O. Box 27644 Raleigh, NC 27611-7644
(919) 832-3652
<http://www.presnc.org/>

National Park Service

Heritage Preservation Services
1201 Eye St, NW, 2255
Washington, D.C. 20005
(202) 513-7270
<http://www2.cr.nps.gov/>

National Trust for Historic Preservation

1785 Massachusetts Ave., NW
Washington, DC 20036-2117
(202) 588-6000
<http://www.nationaltrust.org/>

National Trust Main Street Center

1785 Massachusetts Ave, NW
Washington, DC 20036
(202) 588-6219
<http://www.mainstreet.org/>

National Park Service Technical Preservation Services

<http://www2.cr.nps.gov/tps/index.htm>

Illustrated Guide for Rehabilitating Historic Buildings

<http://www2.cr.nps.gov/tps/tax/rhb/index.htm>

The Secretary of Interior's Standards for Rehabilitation

<http://www2.cr.nps.gov/tps/tax/rehabstandards.htm>

National Park Service Preservation Briefs

<http://www2.cr.nps.gov/tps/briefs/presbhom.htm>

National Register of Historic Places

<http://www.cr.nps.gov/nr/>

Federal and State Historic Preservation Tax Credits. North Carolina State Historic Preservation Office website. <http://www.hpo.dcr.state.nc.us/>

Advisory Council on Historic Preservation

<http://www.achp.gov/>

Resources for these Design Guidelines

McAlester, Virginia and Lee. A Field Guide to American Houses. New York, NY. Alfred A. Knopf, Inc., 1984.

Morton III, W. Brown, Gary L. Hume, Kay D. Weeks and H. Ward Jandl.: The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings. Washington, DC: U.S. Department of the Interior, National Park Service. 1997.

National Park Service. Illustrated Guidelines for Rehabilitating Historic Buildings. Washington D.C.: Historic Preservation Services, 1992.

National Park Service. *Preservation Briefs*. Washington, D.C.: Historic Preservation Services. 1990.

National Park Service. *The Secretary of the Interior's Standards for Rehabilitation*. Washington, DC. 1990.

National Park Service. *Preservation Tax Incentives for Historic Buildings*. Washington, D.C.: Department of the Interior, 1990.

Pregliasco, Janice. Developing Downtown Design Guidelines. Sacramento, California: California Main Street Program, 1988.

Rypkema, Donovan D. The Economics of Historic Preservation. Washington: The National Trust for Historic Preservation, 1994.

Weeks, Kay D., and Anne E. Grimmer. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. Washington, D.C.: National Park U.S. Dept. of the Interior, 1996.

City of Salisbury, NC Historic District Design Guidelines

City of Washington, NC Historic District Design Guidelines

City of Greenville, SC Design Guidelines

HISTORIC RESOURCES COMMISSION

Bookmark§ 21.125 ESTABLISHMENT AND JURISDICTION.

There is hereby established a Commission which shall be known as the Albemarle Historic Resources Commission. Its jurisdiction shall include the City of Albemarle and the extraterritorial jurisdiction area of the city as shown on the official zoning map of the city. The Commission shall also serve the role of the former Albemarle Community Appearance Commission, incorporating all actions and duties assigned to that commission.

(Ord. 18-30, passed 9-4-18)

Bookmark§ 21.126 MEMBERSHIP AND QUALIFICATIONS.

(A) The Commission shall consist of at least seven members but no more than 12 members.

(1) All members of the Commission shall reside within the territorial jurisdiction of the City of Albemarle.

(2) In addition, the members of the Historic Resources Commission shall have demonstrated special interest, experience or education in history, architecture, archaeology, landscape design, horticulture, city planning or a closely related field. The members of the Commission shall be appointed by the City Council.

(3) Commissioners may be reappointed for additional terms at the discretion of the City Council.

(B) (1) The Historic Resources Commission shall annually elect from among its members a chairman, vice-chairman and treasurer.

(2) A staff member of the Planning Department may be appointed to serve as a secretary or an administrative advisor for the Commission.

(3) The Commission may appoint advisory bodies and committees as appropriate.

(C) The Commission shall serve without compensation except that they may be reimbursed for actual expenses incident to the performance of their duties within the limits of any funds available to the Commission.

(D) Beginning July 1, 2012, or as soon thereafter as it deems appropriate, the City Council shall appoint the Historic Resources Commissioners as follows:

(1) From one to four Commissioners shall be appointed for an initial term of three years;

(2) From one to four Commissioners shall be appointed for an initial term of two years; and

(3) From one to four Commissioners shall be appointed for an initial term of one year.

(E) Thereafter, following the initial term of the Commissioners so appointed, the City Council shall appoint or re-appoint the Commissioners upon the expiration of their initial term for a term of three years.

(F) If new seats are added, the term of those seats shall be scheduled so as meet the above requirements.

(G) (1) There shall be no more than four seats with terms expiring in the same year.

(2) No member shall serve more than two subsequent whole terms in their entirety without at least a one year hiatus from the Commission.

(3) However, a member may continue to serve indefinitely until a replacement is appointed by Council.

(Ord. 18-30, passed 9-4-18)

Bookmark§ 21.127 RULES OF PROCEDURE, DESIGN GUIDELINES AND MEETINGS.

(A) The Historic Resources Commission shall develop and adopt rules of procedure which shall govern the conduct of its business in accordance with the provisions of this section.

(1) Such rules of procedure shall also include as an appendix "The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings" and the "Historic District Design Guidelines," including photographs, illustrations, descriptions and other similar material interpreting the criteria for determining appropriateness.

(2) The design guidelines shall be placed on file in the city offices and made available to the general public during the regular city office business hours.

(B) Specific provisions shall be made in the Commission's rules of procedure for Commission meetings following the filing of a proposal on which the Commission is required to pass. Such specific provisions shall be made in order that a proposal be brought before the Commission:

(1) Within a reasonable time;

(2) In a manner conducive to Commission consideration; and

(3) In a manner which will facilitate commission action.

(C) The Commission shall meet at regularly scheduled times and at such other times as the Commission may determine, or at the call of its chairman, as provided for in its rules of procedure.

(D) The Commission shall follow the requirements of § 92.085(B) when making recommendations and rulings on historic properties and alterations thereto.

(E) The Commission may hold discussions at meetings related to both historic preservation and community appearance capacities, provided that there is adjournment of the discussion of official business between the two.

(F) Any official action of the Commission shall require shall require a quorum to be present.

(Ord. 18-30, passed 9-4-18)

Bookmark§ 21.128 POWERS AND DUTIES.

The powers of the Historic Resources Commission shall be to:

- (A) Undertake an inventory of properties of historical, architectural, archaeological, and/or cultural significance.
- (B) Recommend to the City Council districts or areas to be designated in the ordinance as historic districts within the city and its extraterritorial zoning jurisdiction.
- (C) Recommend to the City Council that designation of any district or area as a historic district or part thereof be revoked or removed for just cause.
- (D) Recommend to the City Council individual structures, buildings, sites, areas or objects to be designated by ordinance as historic landmarks.
- (E) Recommend to City Council that designation of any building, structure, site, area or object as a historic property be revoked or removed.
- (F) Conduct an educational program with respect to historic properties and districts within its jurisdiction.
- (G) Publish information about, or otherwise inform the owners of property within the historic district or of designated historic landmarks, of any matters pertinent to its duties, organization, procedures, responsibilities, functions or requirements.
- (H) Cooperate with the state, Federal and local governments in pursuance of the purposes of this section. The City Council, or the Commission when authorized by the City Council, may contract with the State of North Carolina or the United States of America, or any agency of either, or with any other organization, provided the terms are not inconsistent with state or Federal law, for services or funds.
- (I) Recommend to the City Council and the State of North Carolina structures, sites, objects or districts worthy of national, state or local recognition.
- (J) Communicate with other boards or commissions or agencies of the city or other governmental units to offer or request assistance, aid, guidance, or advice concerning matters under its purview or of mutual interest.
- (K) Consider and act upon applications for certificates of appropriateness in accordance with division (F) of § 92.085(B).
- (L) Act as, establish or designate a group, body or committee to give advice to property owners concerning the treatment of the historical and visual characteristics of their properties, such as fenestration, architectural and landscape features. The group shall act in a strictly advisory capacity to property owners, and shall abstain from offering recommendations outside of advertised meetings of the Commission prior to the Commission's decision on any application(s) for a certificate of appropriateness for proposed work on the property.
- (M) Conduct public hearings on applications for certificates of appropriateness where the Commission deems that such a hearing is necessary.
- (N) Establish guidelines under which the city staff may approve applications for certificates of appropriateness for minor modifications of historic properties or building structures or sites in a historic

district on behalf of the Commission, provided no application shall be denied by the staff without first being considered by the Commission.

(O) Undertake programs of information, research, or analysis relating to any matters under its purview.

(P) Report violations of this section or of related ordinances, such as the zoning ordinance and the building code, to the Building Inspector or other authorized city staff for their investigation and enforcement as needed.

(Q) Take steps during the period of postponement of demolition of any historic property to ascertain what the City Council can or may do to preserve such properties, including consultation with private civic groups, interested private citizens and other public boards or agencies, including investigation of potential acquisition by the city when the preservation of a given historic property is clearly in the interest of the general welfare of the community, and such property is of certain historic, architectural and archaeological significance.

(R) Assist city staff in obtaining the services of private consultants to aid in carrying out programs of research or analysis.

(S) Exercise such other powers and perform such other duties as are required elsewhere by this section, the General Statutes of North Carolina or by the City of Albemarle.

Print

Title – Update: Autumn/Fall Festival in October

Description:

Mayor Pro Tem Hall will be updating Council on changes the Special Events Committee has made to the festival scheduled for October 29-31, 2020. She will provide a handout in meeting.

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:

Description:

No Attachments Available

APPROVALS:

Date/Time:

Approval:

Department:

Print

Title – Consider a Closed Session Pursuant to N.C.G.S. 143-318.11(a) (4) & (6) - Economic Development and Personnel

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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Print

Title – Adjourn until Monday, October 5, 2020 at 7:00 pm

Description:

Is this item budgeted?

Not Applicable

Fiscal Impact:

Management Recommendation:

ATTACHMENTS:

Name:	Description:
No Attachments Available	

APPROVALS:

Date/Time:	Approval:	Department:	
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