

**TOWN OF TRYON
BOARD OF COMMISSIONERS
TRYON TOWN HALL MCCOWN ROOM
APRIL 16, 2024
6:00 PM WORK SESSION**

- 1. Call to Order-Mayor Peoples**
- 2. Other**
- 3. Adjourn**

**TOWN OF TRYON
BOARD OF COMMISSIONERS
TRYON TOWN HALL MCCOWN ROOM
PROPOSED AGENDA
APRIL 16, 2024
7:00 P.M.**

All items are for discussion and possible action

1. Call to Order-Mayor Peoples
2. Invocation
3. Pledge of Allegiance
4. Agenda Adoption-Mayor Peoples
5. Consent Agenda Adoption-Mayor Peoples
 - a. Tax Reports
 - b. Financial Report for February 29, 2024 & March 31, 2024
 - c. Grant Status Report
 - d. For information purposes only-Tourism Authority Board & Harmon Field Board Minutes
 - e. Proclamation-April as Child Abuse & Neglect Prevention Month
6. Public Hearing: Text Amendment-Ordinance to Prohibit signage on the corner of Trade Street and Pacolet Street
7. Public Hearing: Text Amendment-Ordinance to Allow Electronic “Open” signs in All Business Districts
8. Update on Audited Financial Statements for Year Ended June 30, 2023
9. Tryon Depot Presentation-Andy Millard
10. Harmon Field Proposed FY24-25 Annual Budget
11. Appointment to Planning Board
12. Historic Preservation Commission Guidelines & Procedures-Daniels
13. Downtown/TDDA Update
14. Animal Control Ordinance Update-Daniels
15. Social District Labeling Downtown
16. Minimum Housing/Planning Update-Daniels
17. Town Manager’s Report
18. Council/Mayor Report
19. Citizen Comments & Responses
20. Adjourn

TOWN OF TRYON										
UNPAID TAX BALANCES										
	6/30/2023	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024
2013										
2014	2,013.87	2,021.34	2,028.83	2,036.39	2,044.00	2,051.67	2,059.40	1,857.72	1,768.18	1,774.66
2015	2,805.27	2,816.72	2,828.21	2,839.79	2,851.43	2,863.20	2,875.03	2,576.56	2,492.27	2,502.29
2016	3,543.52	3,560.70	3,577.95	3,595.35	3,612.86	3,630.53	3,648.33	3,584.98	3,513.34	3,530.62
2017	3,544.17	3,563.16	3,582.25	3,601.48	3,620.85	3,640.36	3,660.01	3,603.70	2,757.08	2,734.56
2018	13,489.89	13,571.07	13,652.77	13,735.09	13,649.81	13,732.10	13,707.59	13,712.85	2,139.96	2,096.49
2019	14,588.02	14,649.57	14,641.49	14,734.83	14,828.90	14,923.63	15,017.96	14,939.56	2,363.29	2,325.34
2020	16,555.64	16,050.68	14,803.75	14,876.95	14,945.86	15,045.34	15,120.55	15,029.57	2,056.58	1,943.44
2021	18,503.95	18,056.54	16,726.90	16,787.97	16,760.64	16,136.30	16,244.18	16,030.40	3,664.26	3,393.12
2022	27,586.59	26,692.62	25,859.06	25,854.77	25,113.36	24,369.26	23,413.69	22,725.11	10,449.91	10,294.77
2023				534,884.36	496,982.66	438,703.16	275,867.15	95,131.96	48,192.83	29,667.02
TOTAL	102,630.92	100,982.40	97,701.21	632,946.98	594,410.37	535,095.55	371,613.89	189,192.41	79,397.70	60,262.31

NAME	YEARS	1/8/2024	2/1/2024	3/1/2024	4/1/2024
A MACCHERONE, LLC	2016	333.40	335.21	337.03	338.87
AMPAR, DISTRIBUTION LLC	2023	32.22	32.45	32.69	32.93
ALDRIDGE, DWANDA	2021-2023	327.24	329.58	331.92	334.29
BRYAN, FRANCES	2016-2019				
CAFÉ LA GAULE	2019-2022	93.80	94.43	95.07	95.73
CHURCH, OF THE LIVING GOD	2023	45.05	45.39	45.73	46.07
DAYSTAR ENTERPRISES	2019	203.49	204.81	206.13	207.46
DIAMOND DIMENSIONS	2014	10.09	10.13	10.18	10.23
EHG APPRAISAL	2020-2022	31.47	31.68	31.89	32.11
FLAMINGO, ROYALE LLC	2023	4,704.23	4,739.52	4,775.06	4,810.87
FOOTHILLS GYMNASIAC ACADEMY	2022-2023	67.94	68.43	68.93	69.43
FORBES, DANIEL C ET UX	2023	1,837.89	1,851.68	1865.57	1879.56
FREEMAN GAS & ELEC CO OF NC	2023	41.12	41.43	41.74	42.05
GE CAPITAL	2017-2018	65.10	65.48	65.87	66.26
HENDERSON, NANNIE	2012-2018				
HINES, JAMES	2014-2023	11.35	11.44	11.53	11.62
HTHC., LLC	2017	152.89	153.84	154.79	155.75
JAMEELA	2022-2023	137.02	138.01	139.03	140.05
LA BOUTEILLE	2017-2018	18.10	18.21	18.32	18.43
LANGE, JILL M	2023	30.43	30.66	30.89	31.12
LAUGHTER, MINTIE J HEIRS	2023	202.78	204.30	205.83	207.37
LEE, REGINALD	2023	709.57	5.32	5.36	5.40
MASSEY, SUSIE - COUNTY NOW OWNS	2012-2017				
MELROSE INN	2018	110.63	111.29	111.96	112.65
MILLER, COREY L	2023	429.73	6.62	6.67	6.72
MR JUAN'S MEXICAN RESTAURANT	2022-2023	70.49	71.01	71.53	72.06
NANA'S KITCHEN	2023	32.48	33.38	33.63	33.89
NEW, TESTAMENT CHURCH OF GOD	2023	82.55	83.17	83.79	84.41
OVERHOLT BRICK & BLOCK	2023	36.58	36.85	37.12	37.39
OZONE WATER	2018-2019	17.59	17.69	17.79	17.89
PACKARD, BRADFORD	2023	770.97	5.79	5.83	5.87
PENELOPE, PADGETT	2022-2023	25.69	25.86	26.03	26.20
POLK COUNTY	2012-2017				
RFS, PROPERTIES LLC	2023	790.37	796.30	482.45	121.37
ROGERS, JOHN TOWN OF TRYON	2012-2018				
SBA COMMUNICATION	2015	469.87	472.27	474.69	477.12
STAGGS, ROBIN E	2023	751.99	757.63	763.31	769.04
STEWART LAND COMPANY	2022-2023	1,225.73	1,234.88	1,244.10	1,253.39
STYLES ON NORTH TRADE	2020-2021	40.97	41.24	41.51	41.79
SWIFT, ANDREW T ET UX	2023	889.98	896.66	6.73	6.78
SUBER CHARLES	2022-2023	610.04	614.43	618.85	623.30
TAYLOR, SARAH BILLIE	2023	161.12	162.33	163.55	164.77
TOWN OF TRYON	2019-2021				

TRAVIS, DARETT N	2023	23.25	23.42	23.59	23.76
TRYON POINT ORTHODONTIC	2016	311.91	313.60	315.31	317.03
TRYON LOGISTICS	2021-2023	90.33	90.96	91.59	92.22
VERNON, OTIS TOWN OWNS	2012-2019				
WALTERS, DARIN	2018-2021	92.13	92.73	93.34	93.95

16,089.58 14,300.11 13,186.93 12,917.20

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1/8/2024 2/1/2024 3/1/2024 4/1/2024

ASIAN FUSION INC	2021-2023	4,828.21	4,863.09	4,898.21	4,933.61
CANNADY, ELSIE	2018-2023	1,583.72	1,593.28	1,602.92	1,612.61
CARSON, LIONEL ALVIN	2018-2023	1,250.47	1,259.03	1,052.25	1,059.53
FRINK, ARCHIE, EST	2013-2023	561.47	564.88	568.29	571.71
HILL, DAVID	2016-2023	1,185.97	1,193.12	1,200.30	1,207.55
JOHNSON, WILLIAM ET NANCY JOHNSON	2022-2023	604.02	608.42	612.85	617.31
JOHNSON, ROMIEY	2012-2023	309.82	311.72	313.63	315.54
KING, JESSIE	2015-2023	4,756.72	4,785.94	4,815.36	4,845.01
KINSER, SHARON	2022-2023	829.10	835.13	841.22	847.34
LITTLEJOHN, EDWARD - 90 PEAKE	2021-2023	1,079.21	1,086.81	1,094.48	1,102.19
LITTLEJOHN, EDWARD	2021-2023	594.19	598.37	602.59	606.83
MCENTIRE, CAROLE D DURHAM, HOMER	2022-2023	1,434.33	1,444.77	1,455.30	1,465.89
PENA, DAVID & JASMINE	2020-2023	2,235.11	2,250.95	2,266.91	2,282.99
WADDELL, VIOLA	2012-2023	395.80	398.18	400.56	402.95
WILLIAMS, ELLA	2012-2023	818.99	823.89	828.83	833.82

22,467.13 22,617.58 22,553.70 22,704.88

AYING

1/8/2024 2/1/2024 3/1/2024 4/1/2024

BROWN, TIMOTHY	2021-2023	2,173.38	2,088.46	2,053.28	2,017.83
BURNS, LUIS & REGINA TRUSTEE	2022-2023	358.69	361.32	92.01	92.70
FORNEY, MICHAEL	2023	396.57	399.55	352.54	355.19
HANNON, LARRY	2020-2023	51.98	52.35	47.69	43.01
HEYWOOD, HANNON	2020-2023	1,815.21	1,827.99	1,815.73	1,501.20
NESBITT, LILLIE BELL	2022-2023	811.81	817.67	693.58	698.56
WHITESIDE, EDNEY ALVIN HEIRS	2023	489.03	412.7	375.5	317.87
YOUNG, KEITH	2022-2023	932.54	838.53	643.32	446.64

7,029.21 6,798.57 6,073.65 5,473.00

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		1/8/2024	2/1/2024	3/1/2024	4/1/2024
CUNNINGHAM, LORENA	2022-2023	364.87	367.57	370.30	373.04
		364.87	367.57	370.30	373.04

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		1/8/2024	2/1/2024	3/1/2024	4/1/2024
CHIMALPOPOCA, JOSE	2023	984.76	992.14	999.58	1,007.08
COBOS, MAURO HERNANDEZ (JTRS)	2023	303.75	306.03	308.33	310.64
BURLESON, SIDNEY	2023	658.80	663.74	668.72	673.73
DURHAM, HOMER B	2021-2023	359.19	361.79	364.41	367.05
GARY, SHADOE	2022-2023	603.84	608.24	612.66	617.12
GLENN, DORRIS E HEIRS	2023	266.99	268.99	271.01	273.04
GOSNELL, MARJORIE S ESTATE	2023	455.51	458.22	462.36	465.82
HARRIS, KATHY DIANE	2023	322.66	325.08	327.52	329.98
HENDERSON, MARY ANN HEIRS	2023	384.01	386.89	389.79	392.71
HOWELL, BARBARA DIANE	2023	153.72	154.87	156.03	157.20
HYDER, WILLIAM	2016-2023	516.11	519.35	522.60	525.87
LITTLE, JAMES HENRY JR	2020-2023	65.53	65.99	66.45	66.91
LITTLEJOHN, ANN	2022-2023	713.02	718.21	723.42	728.69
MCDOWELL, THEODORE Jeanal mcdowell	2021-2023	832.39	838.43	844.54	850.69
MILLER, LEROY JR	2022-2023	427.14	430.23	433.34	436.48
PARKER, MARY	2023	1,698.65	1,711.39	1,724.22	1,737.15
PREYER, NICOLE R	2023	178.5	179.84	181.18	182.54
SUBER, VIOLA	2019-2023	440.47	170.48	171.71	172.95
TEVIS, TROY	2023	130.78	131.76	132.75	133.75
TWITTY, JOSHUE ET	2021-2023	402.64	405.45	408.28	411.13
TWITTY, MARY ANN	2023	520.31	524.21	528.14	532.10
TWITTY, HERBERT	2023	271.67	273.71	275.76	277.83
WHITAKER, MARK L JR	2023	126.42	127.37	128.32	129.29
WHITAKER, MARK L JR	2023	2,001.62	55.35	55.77	56.19
WINGO, WILLIE LEWIS	2023	589.91	594.34	598.79	603.28
		13,408.39	11,272.10	11,355.68	11,439.22



**TOWN OF TRYON
FINANCIAL SUMMARY REPORT
FOR PERIOD OF 07/01/2023-02/29/2024**

GENERAL FUND

<i>REVENUES</i>	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023
					PRIOR YEAR ACTUAL TO DATE
PROPERTY TAXES	\$ 1,110,000	\$ 1,136,849	\$ (26,849)	102.42%	\$ 969,322
SALES TAXES/HOLD HARMLESS	588,000	368,658	219,342	62.70%	360,530
UTILITIES SALES TAXES	140,000	36,887	103,113	26.35%	36,651
BEER, WINE TAX	6,100				
ZONING PERMITS	7,000	4,025	2,975	57.50%	4,925
RENT	14,000	13,128	872	93.77%	11,059
LOAN PROCEEDS	325,307	145,358	179,949	44.68%	
SALE OF CAPITAL ASSETS			-	0.00%	
INVESTMENT EARNINGS	21,000	74,977			
OTHER		27,213	(27,213)	0.00%	20,998
TRANSFER IN-POLICE PENSION TRUST FUND	28,100				
TRANSFER IN-TOURISM FUND	2,500	2,500			
INTERFUND TRANSFER-FIRE DEPT					
GRANTS	25,000				
APPROPRIATION FROM FUND BALANCE	221,665		221,665	0.00%	
	\$ 2,488,672	\$ 1,809,594	\$ 673,855	72.71%	\$ 1,403,485

<i>EXPENDITURES & ENCUMBRANCES</i>	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023
						PRIOR YEAR ACTUAL TO DATE
GOVERNING BODY	\$ 66,593	\$ 33,376	\$ -	\$ 33,217	50.12%	\$ 60,809
ADMINISTRATION	610,229	375,099	-	235,130	61.47%	464,262
POLICE	956,511	618,858	-	337,653	64.70%	454,786
STREET	631,899	291,194	-	340,705	46.08%	304,588
PARKS & CEMETERY	17,600	4,845	-	12,755	27.53%	3,498
PLANNING/ZONING	39,864	18,888	-	20,976	47.38%	1,000
DEBT	37,326	16,308	-	21,018	43.69%	16,325
TRANSFER OUT	128,650	88,650	-	40,000	68.91%	
	\$ 2,488,672	\$ 1,447,218	\$ -	\$ 1,041,454	58.15%	\$ 1,305,268
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ 362,376				\$ 98,217

POLICE PENSION F U N D

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
APPROPRIATION FROM FUND BALANCE	\$ 28,100		\$ 28,100	0.00%		
	\$ 28,100	\$ -	\$ 28,100	0.00%	\$ -	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023 PRIOR YEAR ACTUAL TO DATE
TRANSFER OUT	\$ 28,100		\$ -	\$ 28,100	0.00%	
	\$ 28,100	\$ -		\$ 28,100	0.00%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ -				\$ -

POWELL BILL F U N D

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
POWELL BILL ALLOCATION	\$ 68,000	\$ 77,177	\$ (9,177)	113.50%	\$ 68,552	
APPROPRIATION FROM FUND BALANCE	62,000		62,000	0.00%		
	\$ 130,000	\$ 77,177	\$ 52,823	59.37%	\$ 68,552	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023 PRIOR YEAR ACTUAL TO DATE
OPERATING EXPENSES	\$ 130,000	\$ 17,235	\$ 850	\$ 111,915	13.91%	\$ 90,137
DEBT				-	0.00%	
	\$ 130,000	\$ 17,235		\$ 111,915	13.26%	\$ 90,137
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 59,942				\$ (21,585)

FIRE FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
PROPERTY TAXES	\$ 224,087	\$ 240,437	\$ (16,350)	107.30%	\$ 206,951	
MOTOR VEHICLE TAXES	32,000	17,778	14,222	55.56%	15,219	
TOWNSHIP TAX REVENUE	417,500	431,480	(13,980)	103.35%	389,424	
LAKE LANIER TAX REVENUE	85,000	59,000	26,000	69.41%	48,500	
TAX DISCOUNTS	(2,800)	(2,095)	(705)	74.82%	(2,191)	
OTHER REVENUE		7,061	(7,061)	0.00%	767	
CHRISTMAS PARADE		4,441	(4,441)	0.00%	3,785	
LOAN PROCEEDS	12,307					
FEMA GRANT MONEY	252,351	185,745				
OFFICE STATE FIRE MARSHALL GRANT					45,000	
INVESTMENT EARNINGS	2,000	70				
LOCAL CONTRIBUTIONS		800				
SALE OF CAPITAL ASSETS		4,000				
FUND BALANCE APPROPRIATION	17,665		17,665	0.00%		
	\$ 1,040,110	\$ 948,718	\$ 15,349	91.21%	\$ 707,455	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023 PRIOR YEAR ACTUAL TO DATE
PERSONNEL & OPERATING EXPENSES	\$ 720,834	\$ 595,040	\$ -	\$ 125,794	82.55%	\$ 496,770
CAPITAL EQUIPMENT	\$ 277,276	\$ 194,000				
DEBT	42,000			42,000	0.00%	37,512
	\$ 1,040,110	\$ 789,040		\$ 167,794	75.86%	\$ 534,282
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 159,677				\$ 173,173

HARMON FIELD FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
MOTOR VEHICLE TAX	\$ 14,000	\$ 9,270	\$ 4,730	66.22%	\$ 9,018	
TOWNSHIP TAX	207,500	204,607	2,893	98.61%	203,626	
RENTAL	10,000	5,190	4,810	51.90%	3,949	
USAGE	20,000	18,323	1,678	91.61%	18,845	
OTHER			-	0.00%	1,105	
HORSE SHOW FEES	17,000	15,535	1,465	91.38%	200	
EQUESTRIAN RESTORATION DONATIONS					16,595	
PICKLE BALL COURT DONATIONS						
APPROPRIATION FROM FUND BALANCE	41,358		41,358	0.00%		
POLK COUNTY GRANT	68,650	68,650	-	100.00%		
TRANSFER IN-TOT	108,650	78,650	30,000	72.39%		
INVESTMENT EARNINGS		782				
LOAN PROCEEDS	23,625	23,625	0	100.00%		
LOCAL ORGANIZATION GRANTS	28,000	3,000	25,000	10.71%		
DISCOUNTS	(500)					
	\$ 538,283	\$ 427,631	\$ 111,933	79.44%	\$ 253,338	
2/29/2023						
					PRIOR YEAR	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	ACTUAL TO DATE
PERSONNEL & OPERATING EXPENSES	\$ 278,000	\$ 202,604		\$ 75,396	72.88%	\$ 214,526
DEBT		891		(891)	0.00%	
HORSE SHOWS	17,000	7,332				
CAPITAL OUTLAY	219,658	143,350				
CAPITAL EQUIPMENT	23,625	28,034				
	\$ 538,283	\$ 382,210		\$ 74,506	71.01%	\$ 214,526
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 45,421				\$ 38,812

TOURISM FUND

	CURRENT	ACTUAL	UNCOLLECTED	Y-T-D %	2/29/2023	
REVENUES	BUDGET	TO DATE	TO DATE	COLLECTED	PRIOR YEAR	
					ACTUAL	
					TO DATE	
OCCUPANCY TAXES	\$ 28,000	\$ 14,281	\$ 13,719	51.00%	\$ 17,983	
APPROPRIATION FROM FUND BALANCE	7,500		7,500	0.00%		
	\$ 35,500	\$ 14,281	\$ 21,219	40.23%	\$ 17,983	

	CURRENT	EXPENDITURES	ENCUMBRANCES	UNSPENT	Y-T-D %	2/29/2023	
EXPENDITURES & ENCUMBRANCES	BUDGET	TO DATE	TO DATE	TO DATE	SPENT	PRIOR YEAR	
						ACTUAL	
						TO DATE	
PERSONNEL & OPERATING EXPENSES	\$ 35,500	\$ 17,872	\$ -	\$ 17,628	50.34%	\$ 18,098	
CAPITAL OUTLAY		2,500		(2,500)	0.00%		
	\$ 35,500	\$ 20,372		\$ 15,128	57.39%	\$ 18,098	
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ (6,091)				\$ (115)	

WATER & SEWER FUND

<i>REVENUES</i>	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023
					PRIOR YEAR ACTUAL TO DATE
WATER CHARGES	\$ 1,192,200	\$ 884,969	\$ 307,231	74.23%	\$ 769,516
SEWER CHARGES	496,000	365,192	130,808	73.63%	305,258
COLUMBUS & SALUDA EMERGENCY WATER LINE	56,390	5,084	51,306	9.02%	
OTHER		(284)	284	0.00%	
INVESTMENT EARNINGS	3,900	-			
LOAN PROCEEDS	115,000				
APPROPRIATION FROM FUND BALANCE	40,000		40,000	0.00%	
	\$ 1,903,490	\$ 1,254,962	\$ 529,628	65.93%	\$ 1,074,774

<i>EXPENDITURES & ENCUMBRANCES</i>	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023
						PRIOR YEAR ACTUAL TO DATE
DISTRIBUTION	\$ 464,385	\$ 216,920	\$ -	\$ 247,465	46.71%	\$ 190,544
WATER PLANT	533,841	421,022	-	112,819	78.87%	355,103
SEWER PLANT	368,819	235,724	-	133,095	63.91%	166,912
COLLECTIONS	228,589	128,143	-	100,447	56.06%	114,658
CONTRACTED SVCS D&G						5,310
DEBT	307,856	28,022		279,834	9.10%	31,001
Debt-GAAP offset						
CONTRIBUTION TO FUND BALANCE	-			-	0.00%	
.	\$ 1,903,490	\$ 1,029,830		\$ 873,660	54.10%	\$ 863,528
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ 225,132				\$ 211,246

WATER METER FUND

<i>REVENUES</i>	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023
					PRIOR YEAR ACTUAL TO DATE
AUTOMATED METER FEES	38,000	30,264	7,736	79.64%	
INVESTMENT EARNINGS	4,000	4,827	(827)	120.66%	
APPROPRIATION FROM FUND BALANCE	25,000		25,000	0.00%	
	\$ 67,000	\$ 35,091	\$ 31,909	52.37%	\$ -

<i>EXPENDITURES & ENCUMBRANCES</i>	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023
						PRIOR YEAR ACTUAL TO DATE
AUTOMATED METER FEES	67,000	42,883		24,118	64.00%	
.	\$ 67,000	\$ 42,883		\$ 24,118	64.00%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ (7,792)				\$ -

BRAEWICK SEWER REHAB PROJECT

	CURRENT	ACTUAL	UNCOLLECTED	Y-T-D %	2/29/2023
REVENUES	BUDGET	TO DATE	TO DATE	COLLECTED	PRIOR YEAR
					ACTUAL
					TO DATE
ARP AMERICAN RESCUE PLAN GRANT	1,643,397	217,320	1,426,078	13.22%	
STATE REVOLVING LOAN PROCEEDS	1,612,355	30,600	1,581,755		
LOCAL FUNDS (W/S)	20,000				
	\$ 3,275,752	\$ 247,920	\$ 3,007,833	7.57%	\$ -

	CURRENT	EXPENDITURES	ENCUMBRANCES	UNSPENT	Y-T-D %
EXPENDITURES & ENCUMBRANCES	BUDGET	TO DATE	TO DATE	TO DATE	SPENT
					2/29/2023
					PRIOR YEAR
					ACTUAL
					TO DATE
CONSTRUCTION REHAB	3,064,468			3,064,468	0.00%
PROF. SERVICES, ENGINEERING	191,284	81,067		110,217	
LOAN CLOSING FEES	20,000				
.					
	\$ 3,275,752	\$ 81,067		\$ 3,174,685	2.47%

NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ 166,853			\$ -
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W A T E R MAPPING PROJECT

	CURRENT	ACTUAL	UNCOLLECTED	Y-T-D %	2/29/2023
REVENUES	BUDGET	TO DATE	TO DATE	COLLECTED	PRIOR YEAR
					ACTUAL
					TO DATE
ARPA AMERICAN RESCUE PLAN GRANT	254,500	90,165	164,335	35.43%	
	\$ 254,500	\$ 90,165	\$ 164,335	35.43%	\$ -

	CURRENT	EXPENDITURES	ENCUMBRANCES	UNSPENT	Y-T-D %
EXPENDITURES & ENCUMBRANCES	BUDGET	TO DATE	TO DATE	TO DATE	SPENT
					2/29/2023
					PRIOR YEAR
					ACTUAL
					TO DATE
PROF. SERVICES, ENGINEERING	254,500	96,590		157,910	37.95%
.					
	\$ 254,500	\$ 96,590		\$ 157,910	37.95%

NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ (6,425)			\$ -
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SEWER MAPPING PROJECT

<i>REVENUES</i>	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE
ARPA AMERICAN RESCUE GRANT	261,500	119,425	142,075	45.67%	
	\$ 261,500	\$ 119,425	\$ 142,075	45.67%	\$ -

<i>EXPENDITURES & ENCUMBRANCES</i>	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023 PRIOR YEAR ACTUAL TO DATE
PROF. SERVICES, ENGINEERING	261,500	126,660		134,840	48.44%	
.	\$ 261,500	\$ 126,660		\$ 134,840	48.44%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ (7,235)				\$ -

S ANITATION FUND

<i>REVENUES</i>	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE
SANITATION CHARGES	\$ 278,395	\$ 187,252	\$ 91,143	67.26%	\$ 156,579
OTHER REVENUES	450	1,897	(1,447)	421.59%	416
SOLID WASTE	650	630	20	96.93%	648
INTERFUND TRANSFER FROM GF			-	0.00%	
	\$ 279,495	\$ 189,780	\$ 89,715	67.90%	\$ 157,643

<i>EXPENDITURES & ENCUMBRANCES</i>	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023 PRIOR YEAR ACTUAL TO DATE
PERSONNEL & OPERATING EXPENSES	\$ 266,642	\$ 175,043	\$ -	\$ 91,599	65.65%	\$ 176,320
DEBT	12,853			12,853	0.00%	
Debt-GAAP Offset						
CONTRIBUTION TO FUND BALANCE				-	0.00%	
	\$ 279,495	\$ 175,043		\$ 104,452	62.63%	\$ 176,320
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 14,737				\$ (18,677)

GRANT FUND

REVENUES	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE
ARP FUNDS			\$ -	0.00%	\$ 257,348
	\$ -	\$ -	\$ -	0.00%	\$ 257,348

EXPENDITURES & ENCUMBRANCES	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023 PRIOR YEAR ACTUAL TO DATE
TRANSFER OUT			\$ -	\$ -	0.00%	
	\$ -	\$ -		\$ -	0.00%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ -				\$ 257,348

CULTURAL & RECREATION FUND

REVENUES	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	2/29/2023 PRIOR YEAR ACTUAL TO DATE
ROGERS PARK		\$ 1,175	\$ (1,175)	0.00%	
WOODLAND PARK					
TRANSFER IN	\$ 20,000	\$ 10,000			
APPROPRIATION FROM FUND BALANCE			-	0.00%	
	\$ 20,000	\$ 11,175	\$ (1,175)	55.88%	\$ -

EXPENDITURES & ENCUMBRANCES	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	2/29/2023 PRIOR YEAR ACTUAL TO DATE
SUPPLIES/MATERIALS		8034				
CAPITAL OUTLAY	\$ 20,000		\$ -	\$ 20,000	0.00%	
CONTRACTED SERVICES		1,000		(1,000)	0.00%	
	\$ 20,000	\$ 9,034		\$ 19,000	45.17%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 2,141				\$ -

SUMMARY OF ALL BUDGETS AND AMENDMENTS/EXPENSES

	CURRENT BUDGET
GENERAL FUND	\$ 2,488,672
POLICE PENSION FUND	\$ 28,100
CULTURE & RECREATION	\$ 20,000
POWELL BILL FUND	\$ 130,000
TOURISM DEVELOPMENT FUND	\$ 35,500
SANITATION FUND	\$ 279,495
WATER & SEWER FUND	\$ 1,903,490
WATER METER FUND	\$ 67,000
FIRE DEPARTMENT FUND	\$ 1,040,110
HARMON FIELD FUND	\$ 538,283
	\$ 6,530,650
BRAEWICK SEWER REHAB PROJECT	\$ 3,275,752
WATER MAPPING PROJECT	\$ 254,500
SEWER MAPPING PROJECT	\$ 261,500
SPECIAL PROJECT FUNDS	\$ 3,791,752



**TOWN OF TRYON
FINANCIAL SUMMARY REPORT
FOR PERIOD OF 07/01/2023-03/31/2024**

GENERAL FUND

<i>REVENUES</i>	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR
					ACTUAL TO DATE
PROPERTY TAXES	\$ 1,110,000	\$ 1,168,715	\$ (58,715)	105.29%	\$ 1,002,311
SALES TAXES/HOLD HARMLESS	588,000	433,100	154,900	73.66%	422,141
UTILITIES SALES TAXES	140,000	71,354	68,646	50.97%	68,609
BEER, WINE TAX	6,100				5,325
ZONING PERMITS	7,000	5,025	1,975	71.79%	12,537
RENT	14,000	14,356	(356)	102.54%	
LOAN PROCEEDS	325,307	145,358	179,949	44.68%	
SALE OF CAPITAL ASSETS			-	0.00%	
INVESTMENT EARNINGS	53,000	84,705			50,980
OTHER		33,604	(33,604)	0.00%	
TRANSFER IN-POLICE PENSION TRUST FUND	28,100				
TRANSFER IN-TOURISM FUND	2,500	2,500			
INTERFUND TRANSFER-FIRE DEPT					
GRANTS	25,000				
APPROPRIATION FROM FUND BALANCE	221,665		221,665	0.00%	
	\$ 2,520,672	\$ 1,958,718	\$ 534,459	77.71%	\$ 1,561,903

<i>EXPENDITURES & ENCUMBRANCES</i>	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR
						ACTUAL TO DATE
GOVERNING BODY	\$ 66,593	\$ 35,490	\$ -	\$ 31,103	53.29%	\$ 70,671
ADMINISTRATION	610,229	419,467	-	190,762	68.74%	540,135
POLICE	988,511	694,052	-	294,459	70.21%	532,418
STREET	631,899	339,845	-	292,054	53.78%	414,483
PARKS & CEMETERY	17,600	4,941	-	12,659	28.07%	6,110
PLANNING/ZONING	39,864	18,888	-	20,976	47.38%	1,000
DEBT	37,326	16,308	-	21,018	43.69%	16,325
TRANSFER OUT	128,650	88,650	-	40,000	68.91%	
	\$ 2,520,672	\$ 1,617,642	\$ -	\$ 903,030	64.18%	\$ 1,581,141
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ 341,076				\$ (19,238)

POLICE PENSION F U N D

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
APPROPRIATION FROM FUND BALANCE	\$ 28,100		\$ 28,100	0.00%		
	\$ 28,100	\$ -	\$ 28,100	0.00%	\$ -	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
TRANSFER OUT	\$ 28,100		\$ -	\$ 28,100	0.00%	
	\$ 28,100	\$ -		\$ 28,100	0.00%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ -				\$ -

POWELL BILL F U N D

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
POWELL BILL ALLOCATION	\$ 68,000	\$ 77,177	\$ (9,177)	113.50%	\$ 68,557	
APPROPRIATION FROM FUND BALANCE	62,000		62,000	0.00%		
	\$ 130,000	\$ 77,177	\$ 52,823	59.37%	\$ 68,557	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
OPERATING EXPENSES	\$ 130,000	\$ 17,235	\$ 850	\$ 111,915	13.91%	\$ 90,137
DEBT				-	0.00%	
	\$ 130,000	\$ 17,235		\$ 111,915	13.26%	\$ 90,137
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 59,942				\$ (21,580)

FIRE FUND

REVENUES	CURRENT	ACTUAL	UNCOLLECTED	Y-T-D %	3/31/2023
	BUDGET	TO DATE	TO DATE	COLLECTED	PRIOR YEAR
					ACTUAL
					TO DATE
PROPERTY TAXES	\$ 234,087	\$ 244,427	\$ (10,340)	104.42%	\$ 211,709
MOTOR VEHICLE TAXES	32,000	20,560	11,440	64.25%	18,102
TOWNSHIP TAX REVENUE	447,500	441,544	5,956	98.67%	395,326
LAKE LANIER TAX REVENUE	85,000	59,000	26,000	69.41%	48,500
TAX DISCOUNTS	(2,800)	(2,095)	(705)	74.82%	(2,191)
OTHER REVENUE	7,000	7,061	(61)	100.87%	773
CHRISTMAS PARADE	4,500	4,441	59	98.69%	3,785
LOAN PROCEEDS	12,307				
FEMA GRANT MONEY	252,351	185,745			
OFFICE STATE FIRE MARSHALL GRANT					45,000
INVESTMENT EARNINGS	2,000	80			
LOCAL CONTRIBUTIONS		800			
SALE OF CAPITAL ASSETS	4,000	4,000			
FUND BALANCE APPROPRIATION	126,665		126,665	0.00%	
	\$ 1,204,610	\$ 965,563	\$ 159,014	80.16%	\$ 721,003

EXPENDITURES & ENCUMBRANCES	CURRENT	EXPENDITURES	ENCUMBRANCES	UNSPENT	Y-T-D %	3/31/2023
	BUDGET	TO DATE	TO DATE	TO DATE	SPENT	PRIOR YEAR
						ACTUAL
						TO DATE
PERSONNEL & OPERATING EXPENSES	\$ 885,334	\$ 679,835	\$ -	\$ 205,499	76.79%	\$ 590,297
CAPITAL EQUIPMENT	\$ 277,276	\$ 194,000				
DEBT	42,000			42,000	0.00%	37,512
	\$ 1,204,610	\$ 873,835		\$ 247,499	72.54%	\$ 627,809

NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ 91,728	\$ 93,194
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HARMON FIELD F U N D

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
MOTOR VEHICLE TAX	\$ 14,000	\$ 10,910	\$ 3,090	77.93%	\$ 10,794	
TOWNSHIP TAX	227,100	216,208	10,892	95.20%	206,759	
RENTAL	10,000	5,790	4,210	57.90%	4,629	
USAGE	20,000	22,108	(2,108)	110.54%	23,380	
OTHER		35	(35)	0.00%	683	
HORSE SHOW FEES	17,000	24,605	(7,605)	144.74%	8,960	
EQUESTRIAN RESTORATION DONATIONS					18,895	
PICKLE BALL COURT DONATIONS					50	
APPROPRIATION FROM FUND BALANCE	66,358		66,358	0.00%		
POLK COUNTY GRANT	68,650	68,650	-	100.00%		
TRANSFER IN-TOT	108,650	78,650	30,000	72.39%		
INVESTMENT EARNINGS		883			447	
LOAN PROCEEDS	23,625	23,625	0	100.00%		
LOCAL ORGANIZATION GRANTS	28,000	3,000	25,000	10.71%		
DISCOUNTS	(500)					
	\$ 582,883	\$ 454,464	\$ 129,803	77.97%	\$ 274,597	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
PERSONNEL & OPERATING EXPENSES	\$ 305,500	\$ 230,516		\$ 74,984	75.46%	\$ 249,711
DEBT	2,700	1,336		1,364	49.49%	
HORSE SHOWS	17,000	10,107				2,887
CAPITAL OUTLAY	229,658	169,883				
CAPITAL EQUIPMENT	28,025	28,034				
	\$ 582,883	\$ 439,875		\$ 76,348	75.47%	\$ 252,598
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 14,589				\$ 21,999

TOURISM F U N D

	CURRENT	ACTUAL	UNCOLLECTED	Y-T-D %	3/31/2023	
REVENUES	BUDGET	TO DATE	TO DATE	COLLECTED	PRIOR YEAR	
					ACTUAL	
					TO DATE	
OCCUPANCY TAXES	\$ 28,000	\$ 15,513	\$ 12,487	55.40%	\$ 20,267	
APPROPRIATION FROM FUND BALANCE	7,500		7,500	0.00%		
	\$ 35,500	\$ 15,513	\$ 19,987	43.70%	\$ 20,267	

	CURRENT	EXPENDITURES	ENCUMBRANCES	UNSPENT	Y-T-D %	3/31/2023	
EXPENDITURES & ENCUMBRANCES	BUDGET	TO DATE	TO DATE	TO DATE	SPENT	PRIOR YEAR	
						ACTUAL	
						TO DATE	
PERSONNEL & OPERATING EXPENSES	\$ 35,500	\$ 22,006	\$ -	\$ 13,494	61.99%	\$ 19,088	
CAPITAL OUTLAY		2,500		(2,500)	0.00%		
	\$ 35,500	\$ 24,506		\$ 10,994	69.03%	\$ 19,088	
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ (8,993)				\$ 1,178	

WATER & SEWER FUND

REVENUES	CURRENT	ACTUAL			Y-T-D %	3/31/2023
	BUDGET	TO DATE	UNCOLLECTED	TO DATE	COLLECTED	PRIOR YEAR ACTUAL TO DATE
WATER CHARGES	\$ 1,292,200	\$ 985,758		\$ 306,442	76.29%	\$ 769,516
SEWER CHARGES	496,000	409,731		86,269	82.61%	305,258
COLUMBUS & SALUDA EMERGENCY WATER LINE	56,390	5,084		51,306	9.02%	
OTHER		(284)		284	0.00%	
INVESTMENT EARNINGS	3,900	-				
LOAN PROCEEDS	115,000					
APPROPRIATION FROM FUND BALANCE	183,220			183,220	0.00%	
	\$ 2,146,710	\$ 1,400,289		\$ 627,521	65.23%	\$ 1,074,774

EXPENDITURES & ENCUMBRANCES	CURRENT	EXPENDITURES	ENCUMBRANCES			Y-T-D %	3/31/2023
	BUDGET	TO DATE	TO DATE	UNSPENT	TO DATE	SPENT	PRIOR YEAR ACTUAL TO DATE
DISTRIBUTION	\$ 464,385	\$ 249,766	\$ -	\$ 214,619		53.78%	\$ 190,544
WATER PLANT	633,841	453,478	-	180,363		71.54%	355,103
SEWER PLANT	368,819	269,524	-	99,295		73.08%	166,912
COLLECTIONS	228,589	175,616	-	52,973		76.83%	114,658
CONTRACTED SVCS D&G							5,310
DEBT	307,856	40,205		267,651		13.06%	31,001
TRANSFER OUT	143,220						
CONTRIBUTION TO FUND BALANCE	-			-		0.00%	
	\$ 2,146,710	\$ 1,188,589		\$ 814,901		55.37%	\$ 863,528
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ 211,701					\$ 211,246

WATER METER FUND

REVENUES	CURRENT	ACTUAL			Y-T-D %	3/31/2023
	BUDGET	TO DATE	UNCOLLECTED	TO DATE	COLLECTED	PRIOR YEAR ACTUAL TO DATE
AUTOMATED METER FEES	38,000	33,902		4,098	89.21%	
INVESTMENT EARNINGS	4,000	5,454		(1,454)	136.34%	
APPROPRIATION FROM FUND BALANCE	25,000			25,000	0.00%	
	\$ 67,000	\$ 39,355		\$ 27,645	58.74%	\$ -

EXPENDITURES & ENCUMBRANCES	CURRENT	EXPENDITURES	ENCUMBRANCES			Y-T-D %	3/31/2023
	BUDGET	TO DATE	TO DATE	UNSPENT	TO DATE	SPENT	PRIOR YEAR ACTUAL TO DATE
AUTOMATED METER FEES	67,000	42,883		24,118		64.00%	
	\$ 67,000	\$ 42,883		\$ 24,118		64.00%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ (3,527)					\$ -

BRAEWICK SEWER REHAB PROJECT

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
ARP AMERICAN RESCUE PLAN GRANT	1,643,397	217,320	1,426,078	13.22%		
STATE REVOLVING LOAN PROCEEDS	1,612,355	30,600	1,581,755			
LOCAL FUNDS (W/S)	20,000					
	\$ 3,275,752	\$ 247,920	\$ 3,007,833	7.57%	\$ -	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
CONSTRUCTION REHAB	3,064,468			3,064,468	0.00%	
PROF. SERVICES, ENGINEERING	191,284	81,067		110,217		
LOAN CLOSING FEES	20,000					
.						
	\$ 3,275,752	\$ 81,067		\$ 3,174,685	2.47%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ 166,853				\$ -

W A T E R MAPPING PROJECT

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
ARPA AMERICAN RESCUE PLAN GRANT	254,500	92,795	161,705	36.46%		
	\$ 254,500	\$ 92,795	\$ 161,705	36.46%	\$ -	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
PROF. SERVICES, ENGINEERING	254,500	96,590		157,910	37.95%	
.						
	\$ 254,500	\$ 96,590		\$ 157,910	37.95%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ (3,795)				\$ -

SEWER MAPPING PROJECT

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
ARPA AMERICAN RESCUE GRANT	261,500	122,805	138,695	46.96%		
	\$ 261,500	\$ 122,805	\$ 138,695	46.96%	\$ -	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
PROF. SERVICES, ENGINEERING	261,500	126,660		134,840	48.44%	
.	\$ 261,500	\$ 126,660		\$ 134,840	48.44%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)	\$ -	\$ (3,855)				\$ -

S ANITATION F U N D

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
SANITATION CHARGES	\$ 278,395	\$ 210,625	\$ 67,770	75.66%	\$ 156,579	
OTHER REVENUES	450	1,897	(1,447)	421.59%	416	
SOLID WASTE	650	630	20	96.93%	648	
INTERFUND TRANSFER FROM GF			-	0.00%		
	\$ 279,495	\$ 213,152	\$ 66,343	76.26%	\$ 157,643	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
PERSONNEL & OPERATING EXPENSES	\$ 266,642	\$ 206,181	\$ -	\$ 60,461	77.33%	\$ 176,320
DEBT	12,853	12,853		0	100.00%	
Debt-GAAP Offset						
CONTRIBUTION TO FUND BALANCE				-	0.00%	
	\$ 279,495	\$ 219,034		\$ 60,461	78.37%	\$ 176,320
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ (5,882)				\$ (18,677)

GRANT FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
ARP FUNDS			\$ -	0.00%	\$ 257,348	
	\$ -	\$ -	\$ -	0.00%	\$ 257,348	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
TRANSFER OUT			\$ -	\$ -	0.00%	
	\$ -	\$ -		\$ -	0.00%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ -				\$ 257,348

CULTURAL & RECREATION FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	3/31/2023 PRIOR YEAR ACTUAL TO DATE	
REVENUES						
ROGERS PARK		\$ 1,325	\$ (1,325)	0.00%		
WOODLAND PARK						
TRANSFER IN	\$ 20,000	\$ 10,000				
APPROPRIATION FROM FUND BALANCE			-	0.00%		
	\$ 20,000	\$ 11,325	\$ (1,325)	56.63%	\$ -	
EXPENDITURES & ENCUMBRANCES						
	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	3/31/2023 PRIOR YEAR ACTUAL TO DATE
SUPPLIES/MATERIALS		8034				
CAPITAL OUTLAY	\$ 20,000		\$ -	\$ 20,000	0.00%	
CONTRACTED SERVICES		1,000		(1,000)	0.00%	
	\$ 20,000	\$ 9,034		\$ 19,000	45.17%	\$ -
NET REVENUE LESS EXPENDITURES (DEFICIT)		\$ 2,291				\$ -

SUMMARY OF ALL BUDGETS AND AMENDMENTS/EXPENSES

	CURRENT BUDGET
GENERAL FUND	\$ 2,520,672
POLICE PENSION FUND	\$ 28,100
CULTURE & RECREATION	\$ 20,000
POWELL BILL FUND	\$ 130,000
TOURISM DEVELOPMENT FUND	\$ 35,500
SANITATION FUND	\$ 279,495
WATER & SEWER FUND	\$ 2,146,710
WATER METER FUND	\$ 67,000
FIRE DEPARTMENT FUND	\$ 1,204,610
HARMON FIELD FUND	\$ 582,883
	\$ 7,014,970
BRAEWICK SEWER REHAB PROJECT	\$ 3,275,752
WATER MAPPING PROJECT	\$ 254,500
SEWER MAPPING PROJECT	\$ 261,500
SPECIAL PROJECT FUNDS	\$ 3,791,752

TOWN OF TRYON
 GRANT STATUS REPORT
 JANUARY 1, 2023 THRU FEBRUARY 29, 2024

PROJECT	FUND	FUND NUMBER	GRANT NUMBER	GRANT AMOUNT	LOCAL SHARE	GRANTOR	STATUS
Braewick Sewer Rehab Project	Water & Sewer	62	DWI: CS37620-02 VUR-W-ARP-0012 CFDA: SRF 66-458/ARP 21.027	\$2,643,397	\$612,355	NCDENR SRF AND ARP LOCAL SHARE: SRF LOAN 20-YEARS 0.18%	AWARDED AWARDED-PENDING LGC LOAN APPROVAL
Asset Inventory Water System Mapping	Water & Sewer	65	VUR-AIA-D-ARP-0004 WR# 08190801.01	\$254,500	\$0	NCDENR SRF	AWARDED
Asset Inventory Sewer System Mapping	Water & Sewer	66	VUR-AIA-W-ARP-0008 WR# 08190800.01	\$261,500	\$0	NCDENR SRF	AWARDED
Open Air Gym Improvements	Harmon Field	25		\$25,000	\$25,000	POLK COUNTY COMMUNITY FOUNDATION	AWARDED 9/29/23
Open Air Gym Improvements	Harmon Field	25		\$2,000		TRYON ROTARY CLUB	AWARDED
Open Air Gym Improvements	Harmon Field	25		\$30,000		TOWN OF TRYON	AWARDED
Open Air Gym Improvements	Harmon Field	25				DELARRA FOUNDATION \$2500 REQUEST	PENDING FOUNDATION APPROVAL
Fire Department Air Packs/Cascade System	Fire Dept	20		\$252,350	\$12,618	FEMA	AWARDED
Markham/Grady Ave Sewer Rehab	Water & Sewer	61		\$646,000	\$0	STATE OF NORTH CAROLINA	AWARDED; STATE BUDGET ADOPTED 9/22/23
Hidden Hill Sewer Rehab	Water & Sewer	61		\$775,000	\$0	STATE OF NORTH CAROLINA	AWARDED; STATE BUDGET ADOPTED 9/22/23
Oak Street Sewer Rehab	Water & Sewer	61		\$812,500	\$0	STATE OF NORTH CAROLINA	AWARDED; STATE BUDGET ADOPTED 9/22/23
SRF Loan Retirement for Saluda/Columbus/Tryon	Water & Sewer	61		\$768,292	\$0	STATE OF NORTH CAROLINA \$2,304.878/3 = \$768,292	AWARDED; STATE BUDGET ADOPTED 9/22/23 DISBURSEMENT PENDING STATE APPROVAL
Sourwood Ridge Road/US176 Water Line Upgrade	Water & Sewer	61		\$0	\$714,000		NOT FUNDED IN LAST ROUND; WILL RESUBMIT IN NEXT ROUND
Electric Charging Station at Depot Park	General	10		\$22,500	\$7,500	STATE OF NORTH CAROLINA	AWARDED NOTE: TOURISM, TDDA & TOWN \$2,500 EACH
Electric Charging Station at Depot Park	General	10		\$2,500		TDDA	
Electric Charging Station at Depot Park	General	10		\$2,500		TOURISM BOARD	
Saluda Grade Trail	General	10		TBD	\$0	FEDERAL GOVERNMENT COMPENSATION	PENDING
SAFE Grant (3-year salary/benefits for firefighter)	Fire Dept	20		\$0	\$0	FEMA	NOT APPROVED
Paving Access Roads/Parking Lots at Harmon Field	Harmon Field	25		\$137,300		POLK COUNTY AND TOWN OF TRYON \$68.650 EACH	APPROVED BY COUNTY AND TOWN
Harmon Field Maintenance Improvements	Harmon Field	25		\$10,000		TOWN OF TRYON \$10,000 GRANT TO HARMON FIELD	APPROVED BY TOWN 09/19/23
Grant Writer Consultant Grant	Harmon Field	25		\$30,000	\$0	NCLM	APPROVED
Master Plan Engineering Consultant	Harmon Field	25		\$0	\$0	NCLM	FUNDING PROGRAM CANCELLED BY NCLM
Open Air Gym Improvements	Harmon Field	25		\$2,500		DALLARA FOUNDATION	APPROVED
Open Air Gym Improvements	Harmon Field	25		\$10,000		DOMINION ENERGY	NOT APPROVED
Open Air Gym Improvements	Harmon Field	25		\$500		DUKE ENERGY	PENDING
Woodland Park Improvements	Woodland Park	70		\$1,200	\$1,500	POLK COUNTY APPEARANCE COMMISSION	APPROVED; WORK TO BE DONE PRIOR TO MAY 31, 2024
TOTAL ALL GRANTS				\$6,689,539	\$1,372,973		

SUMMARY OF GRANTS RECEIVED BY FUND

WATER AND SEWER FUND	\$6,161,189	92.1%
TRYON FIRE DEPARTMENT	\$252,350	3.8%
HARMON FIELD	\$247,300	3.7%
WOODLAND PARK	\$1,200	0.0%
DOWNTOWN	\$27,500	0.4%
	\$6,689,539	100.0%

Tryon Tourism Board
(Tryon Tourism Development Authority)
Minutes
March 4, 2024
4:30 P.M.

Chairman Mason-Freeman called the meeting to order at 4:30 pm at the Tryon Town Hall with five members present with a sixth member arriving shortly thereafter.

MEMBERS PRESENT: Maria Mason-Freeman, Chairman; John Vining, Vice-Chairman; Bill Crowell, Tryon BOC Rep; Jeff Fissel; Allan Casavant; and Melanie Jackson (arrived 5:34 pm)

MEMBERS ABSENT: None

STAFF PRESENT: Meg Rogers, Secretary

Welcome New Tryon Downtown Director Lourdes Gutierrez

The Authority members welcomed Lourdes Gutierrez who was hired as Tryon Downtown Director on January 30, 2024 after the resignation of Michelle Newman. The Board members introduced themselves to Gutierrez. Gutierrez told the members that she would be working part-time, usually in the afternoons. Gutierrez was also working for Polk County Recreation on programs and projects.

Welcome New Member Melanie Jackson

The Authority members welcomed newly appointed member Melanie Jackson. Jackson had served previously on the Authority but had to resign due to time constraints. The members were pleased to welcome her back.

Approve Minutes from January 8, 2024

Minutes from the January 8, 2024 regular meeting were reviewed. Fissel made a motion to approve the January 8, 2024 regular meeting minutes as presented. Casavant seconded the motion. Motion was approved by a vote of 6 to 0.

Approve Financial Report for January & February 2024

The Tryon Tourism Development Fund FY 2023-24 financial reports for January and February 2024 were reviewed.

Tryon Tourism Development Fund FY 2023-24 Revenues as of January 31, 2024 totaled \$12,857.72 (36.22%). Tourism Development Fund FY 2023-2024 expenditures as of January 31, 2024 totaled \$17,355.83 (48.89%). Fund balance as of January 31, 2024 was \$ 60,304.96.

Tryon Tourism Development Fund FY 2023-24 Revenues as of February 29, 2024 totaled \$14,281.17 (40.23%). Tourism Development Fund FY 2023-2024 expenditures as of February 29, 2024 totaled \$19,521.80 (54.99%). Fund balance as of February 29, 2024 was \$ 59,418.31.

Fissel made a motion to approve the financial reports for January and February 2024 as presented. Casavant seconded the motion. Motion was approved by a vote of 6 to 0.

The Authority members were asked to be thinking about the budget for Fiscal Year 2024-2025. Casavant asked about billboards and wondered if the Town of Tryon would consider a satellite annexation to create a space for a billboard.

Designate Contact Person for Advertising Grants Program

Tracey Daniels, website and social media management contractor for ExploreTryon, explained that, although the application forms for the Tourism Authority's advertising grant program were available to applicants through the ExploreTryon.com website, the scope of her service contract did not include managing the grant program or interacting with applicants. She asked that the Authority appoint someone as the contact person for the grant program. Since the program was developed by Michelle Newman when she was a member of the Authority and managed by Newman when she was employed as the Tryon Downtown Manager, the Authority suggested that Newman might be contracted to coordinate the grant program into the future. The Authority members asked Daniels to direct all applications and applicant questions to the Authority's secretary, Meg Rogers. Rogers would relay the submitted applications to the Authority members and add them to meeting agendas for discussion and action. Applicants' questions regarding the program that Rogers could not answer from the current guidelines would be relayed to the Authority as well.

Tourism Advertising Grant Application from Polk County Film Initiative

A grant application submitted by the Polk County Film Initiative (PCFI) for funding for lodging of guest judges for the 2024 Tryon International Film Festival (TRIFF) was reviewed. Lodging expenditures did not qualify for funding under the grant program's guidelines. Fissel made a motion to not approve funding for the PCFI grant request as presented. Mason-Freeman seconded the motion. Motion was approved by a vote of 6 to 0. The applicant, Debra Torrence, Executive Director of PCFI was present and asked permission to resubmit a revised application for consideration at the next month's Authority meeting. Torrence was told that \$1,500 remained in the grant program budget for the current fiscal year which would end on June 30, 2024.

Saluda Grade Trail Update

Commissioner Bill Crowell reported that the Saluda Grade Train project steering committee met in Saluda and planned to keep the project message in front of the public and provide Rails to Trails and Saluda Grade Trail information at booths at local events to build public support. A contract had been signed with the rail line owner, Norfolk-Southern, and donations and funding were being solicited. Changes in Norfolk Southern administrative staff could cause issues with the purchase contract.

Website & Social Media

Tracey Daniels presented her reports for February and March 2024.

Social Media Status Report-ExploreTryon Facebook Page (Updates below for last 30 days)

- 5-8 posts per week; tourism focused for February and March Reports
- 5 new followers in during January and 6 new followers in February
- Average post reach 3,900 in February Report and 4,200 in March Report
- Post engagement: 360 (likes, shares, comments, etc.) in January down from December- (January was usually a slow month) and 614 (likes, shares, comments, etc.) in February
- 121 Clicks to Website in January and 98 Clicks to Website in February

- Most liked posts (January)–
 - * Nina Simone brick plaza post
 - * Coffeehouse memorial for Bill Ingham (most viral post)
 - * Trade Street Creamery expansion post (photo and link to article)
 - * Chili Cookoff Competition post for TDDA 4th Friday in February
- Most liked posts (February)–
 - * We love Wednesdays-First Peak post
 - * Return of April Fools Festival in Tryon
 - * Happy 10th Anniversary to Dark Horse Antiques
 - * Chili Cookoff Competition results post

Website Update

- Worked on SEO for business listings & wording updates in January
- Removed antique shop, Carriage Antiques, from business listings in January until business reopens
- Added Jay & Co image and social media links in January
- Removed Strictly Nails from business listings in February
- Added Tryon E-bike Delivery Service to convenience page in February
- Verified Marengo restaurant contact information from its website in February

Miscellaneous

- Answered incoming questions via e-mail in January & February
- Conversation with Melinda re-website event coordination and overall update in January & February. First Peak Visitors Center had five full-time employees to do website & social media management, brochures, marketing, visitor center assistance, weekly e-newsletters, etc.
- County Tourism meeting was scheduled for 3/12/2024 and Daniels planned to attend
- Melanie Jackson (rep. of Yonder) had relayed her willingness to rejoin the Authority-Daniels was pleased that Jackson had been reappointed by the Tryon Board of Commissioners in February
- Daniels would be helping Tryon Downtown Development Association (TDDA) with back-end Facebook administration and page access research with help from Tryon Staff Dispatchers Blake Arledge and Tara Atkins and new Tryon Downtown Director Lourdes Gutierrez in March.

Daniels reported that Instagram rules had changed. Newman had managed the Instagram for ExploreTryon and TDDA under her position as Tryon Downtown Director. For tourism, Daniels had asked for TDDA to hashtag ExploreTryon in the TDDA Instagram to drive traffic to ExploreTryon's website and Facebook pages. A combo account with TDDA focused on downtown and Tourism Authority focused on tourism over area was suggested. Daniels would need passwords and access. Daniels would check with First Peak about access and authorization policies they use for staff on social media. Social media demographics were discussed briefly. Facebook reached an older demographic, but the Instagram demographic was important to tourism marketing. Snap Chat and TikTok demographics were less important for tourism promotion. At one time there was a link for ExploreTryon.com website to Instagram page for ExploreTryon. TDDA had an email newsletter service. Gutierrez was working on cleaning up the DowntownTryon.org website and getting the links working and setting up to capture visitors asking for information on downtown Tryon. Instagram

account currently had a glitch for sharing. Daniels stated that both ExploreTryon.com and DowntownTryon.org needed local businesses to share and cross-promote each other, ExploreTryon and TDDA to maximize effectiveness of social media marketing for all. Mason-Freeman asked what TDDA could not promote. TDDA mission was to promote downtown events and Tryon business special events with static posts that were focused strictly on downtown. Some Authority members considered it nonsensical for the ExploreTryon and DowntownTryon websites and social media to be separate, but funding sources with restrictions made it necessary. There was some concern about past partnership promotions where Town of Tryon and Tryon Tourism Authority had both contributed to PCFI, but only the Town of Tryon logo appeared on PCFI TRIFF marketing materials without the ExploreTryon.com name anywhere. TDDA goals had changed over time with early goals focused on streetscape sidewalk improvement projects in downtown and new goals were now focused on supporting business community downtown. Mason-Freeman stated that the tourism marketing needed to reach an audience not yet coming to Tryon and not yet coming to local events like Tryon Fine Arts Center programs. Fissel recommended marketing that lets more folks know about the events going on in the area. Casavant suggested more outreach using text messaging instead of e-mail or e-newsletters.

Casavant suggested reaching out to Sidestreet Pizza as one of the most popular local restaurants to let Tryon Tourism put information cards in the restaurant for patrons to fill out with contact info and turn in to Tryon Tourism Authority with incentive of a restaurant gift card drawing from info entries. Daniels reported that similar requests to Sidestreet Pizza had been turned down.

SWOT Analysis Update – Work Plan Discussion

The Authority members discussed advertising and marketing. Mason Freeman suggested, if goal is to advertise outside the area, then advertising on websites reaching potential visitors far away, such as vacation rental search sites or Air B&B search sites, would make sense. Tryon Tourism had a rack card that needed an update. Daniels was making sure that the current cards were distributed to NCDOT welcome centers as needed, but the scope of her service contract did not really include management of advertising for the Authority, except for Facebook ads. Mason-Freeman wanted the rack cards distributed to all the Tryon area vacation rentals to put in the rooms/houses for guests. Mason Freeman suggested magnetic stickers with QR code or ExploreTryon.com website for local hosts to put on refrigerators in vacation rental properties.

Casavant stated that Tryon needed a better mix of retail, restaurants and bars to attract the younger travelling market. Casavant also wanted more trail signage. Melrose Mountain Climbing Area had no signage and signage for the Missing 40 trail near Saluda had fallen down. The new outdoor recreational area for rock climbing at Melrose Mountain was discussed briefly. Lack of parking, difficulty of access and incomplete construction of the facility were reasons the Town of Tryon had not actively marketed the new facility yet. However, Polk County Trails website had a lot of information and maps on available outdoor recreation opportunities in Polk County.

Gutierrez worked with Polk County Trails group at Polk County Recreation. The downtown plaza information board kiosk was not being used effectively. Gutierrez suggested that TDDA use the backside of the kiosk, not visible from street, for a mural, possibly sponsoring a high school art contest to design an image for the space. For the front side of the kiosk, TDDA and Tryon Tourism needed to decide what was best to include.

Mutual promotion and support were recommended by Daniels. Tryon Together initiative a few years ago sponsored a media marketing retreat for local business owners with clear instructions on how to cross-promote to get the most out of social media, but businesses did not keep it up after initial efforts. Some downtown businesses had not posted anything on social media for months.

SWOT homework for the next meeting was for Authority members to decide how much funding, if any, to devote to social media advertisements and how much funding, if any, to allocate to improved signage for recreational trails.

Other

- **Joint Meeting** – Cassavant asked if a joint meeting between the Tourism Authority, Polk County Board of Commissioners and Tryon Board of Commissioners could be arranged to exchange information. Scheduling a joint meeting with Tryon Board of Commissioners was possible, but joint meeting with Polk County Board of Commissioners could be more challenging to arrange.

Confirm Date for Next Regular Meeting

The next regular meeting of the Tryon Tourism Development Authority was confirmed for Monday, April 1, 2024 at 4:30 pm at Tryon Town Hall, McCown Room.

Adjourn

Casavant made a motion to adjourn. Motion was seconded by Mason-Freeman. Meeting was adjourned at 5:50 pm.

Prepared by



Meg Rogers
Secretary

Approved:



Marie Mason-Freeman
Chairman

MINUTES OF THE HARMON FIELD BOARD OF SUPERVISORS MEETING
Tuesday, March 5, 2024

Chairman Nelon called the Harmon Field Board of Supervisors meeting to order at 5:30 PM at the Tryon Town Hall, McCown Room.

Board Members Present: Chairman Stephen Nelon; Vice Chairman Warren Watson; Rick Covil; and Jamie Dunn

Board Members Absent: Secretary-Treasurer Miguel Santibanez

Staff Present: Jim Fatland, Tryon Town Manager; Brad Gordon, Harmon Field Superintendent; and Meg Rogers, Town Secretary/Cashier

Harmon Field Master Plan Public Input Session #2

A public input session was opened at 5:30 pm with approximately 25 people in attendance. Fatland provided a short summary of Harmon Field improvements recommended by staff and suggestions provided by the large group of citizens who attended the February 6, 2024 public input session. Staff's preliminary recommendations for updates to the Harmon Field Master Plan included:

- 1) Renovate and turn old Tryon Middle School library building into a community center
- 2) Add additional pathway lighting and update sports facility lighting
- 3) Build an inclusive playground for the community
- 4) Move current dog park to another area of Harmon Field (i.e. hog heaven area across the river) and put the baseball field where dog park currently exists back in use for 8U and 12U baseball games.
- 5) Bring back the community garden space at Harmon Field
- 6) Add a sand volleyball court
- 7) Repave the walking path and pave the gravel parking lot near the school building – paving projects funded by Harmon Field, Town of Tryon and Polk County could be used as match funding required by some of the grants being sought.
- 8) At equestrian facility, replace boards around rings, add a lunging area with fencing, add a water truck to Harmon Field fleet and replace the horseshow office building with a permanent structure.
- 9) Add pickle ball courts to the area behind the existing tennis courts with garden area between them and put existing gazebo in center of proposed garden area.

Chairman Nelon solicited public input:

- Andy Glasscock asked where the dog park would be relocated at Harmon Field as proposed by staff. Gordon responded that the dog park would be relocated across the river in the "Hog Heaven" area where there is more tree shade. Glasscock was concerned about handicapped access to the dog park with longer walking distance from parking at the gym to get to a dog park on the opposite side of the river without vehicular access, since private vehicles were not allowed to drive across the bridge or on paved walking trails. Concerns about unleashed

dogs were discussed briefly with enforcement of Town of Tryon leash ordinance options. Gordon stated that staff asked owners to comply with requirement for leash at Harmon Field and Polk County Animal Control would be doing spot checks for rabies vaccination compliance and issuing citations as needed.

- Richard Norton, Tryon resident living on Markham Road, stated that citizens loved Harmon Field but expressed concerns about Tryon's financial situation and asked if Harmon Field tax revenues were used for Town expenditures not directly related to Harmon Field. Private donations had funded recent playground and baseball field improvements, so Norton asked what was being done to get more funding from the tax district for Harmon Field maintenance. Fatland explained that Harmon Field tax district revenues were only used for Harmon Field expenditures. The Polk County Board of Commissioners set the Harmon Field special tax district tax rate in its annual budget and there had been little change in this tax rate over the last 15 years. Expense to maintain Harmon Field's facilities had increased over the years and currently exceeded the tax revenue collected at the current tax rate. Fatland had revised the monthly Harmon Field financial statement, separating operating expenses from capital projects expenses to better show the shortfall between the tax revenue and true operating cost for the park. The new layout showed more clearly that all capital projects in recent years had been funded by grants because tax revenues were insufficient. Norton asked if Harmon Field was charging enough for facility rentals. Norton stated the Town is growing with the beautiful asset of Harmon Field and advised watching the pennies to get the most for the tax revenues spent at Harmon Field. Norton thanked Town Manager Fatland for helping the Town of Tryon get back on track with funding for infrastructure.
- Roger Dehnel, resident of Tryon, stated his particular interest in adding pickleball courts at Harmon Field. Dehnel explained that pickleball was becoming a very popular sport for all ages. Dehnel was directed to consult with Pickleball Steering Committee leader Nick Fischer on efforts to get quotes for court construction and consulting nearby city parks with pickleball courts on best practices and advice. Fisher stated that fundraising would really begin after they had good quotes.
- Ginny Plume, resident of Tryon, was also interested in adding pickleball courts to Harmon Field. Plume asked that the pickleball courts have perimeter fencing and fencing between courts. She asked if private investors would be solicited for the project. Staff responded that the master plan update would include addition of six pickleball courts. However, fundraising would have to wait until reliable quotes for construction were obtained.
- Greg Miner, Tryon resident and member of the Tryon Parks Committee, asked that the updated master plan include use of native plants as much as possible at Harmon Field and elimination of non-native invasive plants. Harmon Field could provide example to local landowners of successful land management supporting the native ecosystem and removal of invasives. Gordon informed Miner that a Harmon Field Garden Committee was being formed with members Denni Crowe, John Vining, Loti Woods, Corey Woods, and Mark Byington to help with selecting native plants for Harmon Field. Stream Bank Restoration engineer Warren

Eadus would be meeting with the garden committee to discuss streambank project area maintenance. Park Superintendent Gordon informed the Board that he was currently in training for herbicide chemical certification.

- Tracey Daniels, a Tryon resident, expressed her thanks to Harmon Field staff on the improvements at Harmon Field. Daniels' father had worked at Harmon Field many years ago. Daniels requested extending the paved walking path to complete the loop around the Harmon Field perimeter. Daniels had worked with Flat Rock Park Fund and offered to assist with Harmon Field fundraising.
- Marya Hoffman, a new resident of Columbus NC, had submitted a set of photos and diagrams showing proposed extension of the paved walking trail along Harmon Field Road to create a perimeter loop and a possible extension of the walking trail around the perimeter of the neighboring tomato field property if permission could be obtained from the property owner along with addition of two foot-bridges across the North Pacolet River at the river bends on the eastern end of the park to connect loops on both sides of the river with more benches and picnic tables along the river. She also included photos of examples of foot-bridges as well as native plants along the river bank and a beach area for families to access the shallow North Pacolet River for wading and water play. Her diagram included an outdoor stage and seating area at the school building.

Watson made a motion to close the public input session. Covil seconded the motion. The public input session was closed at 6:20 pm.

Approve Minutes from February 6, 2024 regular meeting

The Minutes from the February 6, 2024 regular meeting of the Harmon Field Board of Supervisors were reviewed. Watson made a motion to approve the Minutes from the regular meeting on February 6, 2024 as presented. Dunn seconded the motion. Motion was approved by a vote of 4 to 0.

Approve Financial Reports for February 2024

The February 2024 Harmon Field financial report was presented by Fatland. According to the report, Harmon Field had received \$427,436.60 (79.41%) of its amended annual budgeted revenues for Fiscal Year 2023-2024. Total Operating expenditures were \$204,916.93 (69.46%) and Capital expenditures totaled \$171,829.06 (70.63%) of amended annual budgeted expenditures for FY 2023-2024. Total Expenditures were \$376,745.99 (69.99%) of amended annual budgeted expenditures for FY 2023-2024 leaving a fund balance of \$167,278.02 as of February 29, 2024.

Fatland told the Board that Polk County requested that the Harmon Field proposed budget for FY 2024-2025 be turned in early so a proposed budget would be presented at the April 2 meeting for discussion and approval. Harmon Field would need to make a strong case to the Polk County Board of Commissioners when requesting an increase in the Harmon Field tax rate to meet Harmon Field's operating cost requirements.

Watson made a motion to approve the financial report for February 29, 2024 as presented. Dunn seconded the motion. Motion was approved by a vote of 4 to 0.

Champions for Wildlife Request

Park Superintendent Gordon presented information for Loti Woods who was unable to attend. Gordon summarized the Champions for Wildlife education program for children. The proposed free event on May 4, 2024 at the Harmon Field cabin would focus on hellbender salamanders with a live hellbender exhibited and a craft activity for the children related to hellbenders. It was estimated that approximately 100 people would be participating using the cabin and attached deck. Woods had asked that the cabin rental fee be waived for this free event for children. Loti Wood was also working with Harmon Field staff to organize a group of volunteers to develop and maintain a pollinator garden at Harmon Field. Watson made a motion that the rental fee for the Harmon Field cabin be waived as a special case for this free children's event on May 4, 2024. Covil seconded the motion. Motion was approved by a vote of 4 to 0. It was suggested that a donation jar might be put out at the event to collect donations to "keep this event free".

Authorize Grant Application with Dogwood Trust

Fatland reported that a pre-application was submitted for a grant from the Dogwood Trust and the Town of Tryon was invited to submit a full application. The grant application would be a bundle grant for several projects that would include 1) expanding the children's playground to be inclusive, 2) adding accessibility outside operating hours, 3) adding timers for lights for the gym, tennis courts, soccer fields and walking trail. 4) adding native plants, a pollinator garden and community garden and extending walking trails to connect the garden areas and 5) relocating the dog park and putting the 3rd ball field back in service for baseball/softball. If awarded, the Dogwood Trust grant would cover 100% of the project cost with no match required. If received, the Dogwood Trust grant could be used as match funding for other Harmon Field grants, such as NC PARTF grants.

Dunn asked how much area across the river would the relocated dog park need. Harmon Field staff responded that the dog park would take up approximately 2 acres near the bank and bamboo area to the left of the bridge and paved trail in "Hog Heaven" section of the park. Quotes for the dog park relocation were using 2 acres but the size might be reduced in the final plan. Current dog park in the baseball field was 1.5 acres or 0.75 acres for small dogs and 0.75 acres for large dogs. It was noted that dog park users did not regularly attend Harmon Field Board meetings to defend the needs of the dog park, but had attended a special public hearing held at the Harmon Field cabin when they requested more shade. The new location would include more shade provided by existing trees. Gordon had visited dog parks in Mills River and Brevard and consulted staff at those facilities who recommended having grassy and bare areas in the dog park, but fencing off the grass areas during the winter to protect the sod for the next season. The Harmon Field dog park was approved in 2020 by the Harmon Field Board in response to a donation offer and the baseball field, which was not being used at the time, was chosen as the location to reduce costs since the baseball field already had fencing and would need only divider fencing and new gates to be used. Laura from

Polk County Recreation/YMCA stated that there was now a big need for travel ball fields, but a minimum of three baseball fields were needed at the location. Harmon Field would need all three fields back in use to attract these rentals. It was estimated that Harmon Field might receive \$300 to \$400 per day during the travel baseball season. It was also noted that Polk County did not have any home teams and Atticus at Polk County Recreation/YMCA had told Gordon that Polk County Rec/YMCA would not be handling organized youth baseball in Polk County in the future and those activities would be managed by private parent groups. Covil was concerned that if the grant application included 2 acres for dog park, reducing to 1 acre would violate the terms of the grant funding because of non-compliance. Covil and Watson did not want to commit to 2 acres for relocated dog park, but were willing to consider a 1-acre dog park. Both Covil and Watson wanted to visit Harmon Field with staff to see exactly where the new dog park space would be located and asked Gordon to mark the proposed dog park new location boundaries for Board members to visit and review. Fatland stated that the Harmon Field disc golf was spread over a lot of Harmon Field space and could conflict with the proposed location of the community gardens, so Fatland wanted to meet with players regarding moving disc golf to Ziglar Field. Moving the dog park to Ziglar Field had been opposed by residents living adjacent to Ziglar Field. Gordon confirmed that the disc golf course at Harmon Field was being used by park patrons. Disc golf was included on the master plan for the Polk County Recreation Complex to be added at some time in the future. Chairman Nelon recommended applying for the Dogwood Trust grant and, if the grant is awarded to Harmon Field, decide at that time whether or not to accept the grant and its terms. The Board members agreed and authorized application for Dogwood Trust Grant.

Dunn asked if the pickleball steering committee had done any fundraising. Currently Fisher and the committee were seeking accurate quotes for construction. Variables included asphalt vs. concrete surface and exact location requirements for grading and gravel/rock compacted base for construction. Dunn asked if Harmon Field could get 100% funding with no match for the pickleball courts. Unfortunately, adding pickleball courts would score low for the Dogwood Trust grant. Fatland stated that the grant funding for the courts would probably require local match funding. NC PARTF grants would require 50:50 match. Landscape architect Mark Byington had agreed to do an updated Harmon Field master plan diagram for use in grant applications. A copy of the draft updated master plan would be provided at the next meeting. Including the pickleball courts in the future plans for Harmon Field could improve chances of approval of Harmon Field tax rate increase by Polk County Commissioners if Polk County Recreation was not planning new pickleball courts for county recreation facilities.

Equestrian Facility Update

Dunn reported that the horse show camper fee had been increased to \$50 per night effective January 1, 2024. The horse show campers used sites and hookups in "hog heaven" area of Harmon Field. Park Superintendent Gordon had asked that each horseshow rental contract include a diagram of available stabling to help staff with more efficient preparation for each event. Gordon wanted the smaller shows to use barns A & B only. Dunn stated that barns A & B were overused and the smaller C & D barns

were in better condition, so rotating barn use for the smaller shows would be more feasible. Dunn stated that the only six campers were expected at the next 3-day show. Access for these campers to get to the camper sites was discussed. Gordon had a contact number for the owner of the tomato fields adjacent to hog heaven area to request using their access road to get campers to hog heaven area, if needed.

Park Superintendent's Report

Harmon Field Park Superintendent Gordon provided a printed report.

- The new community event booking procedure was beginning to be used with community event coordinators asked to fill out a comprehensive event booking form for review by town staff to check for potential problem areas and allow staff and event coordinators to avoid problems and ensure events ran smoothly for all parties. The event booking forms were turned in at Tryon Town Hall to Meg Rogers or Lourdes Guitierrez and relayed, as needed, to review committee members with meetings held as needed to discuss events. The new procedure would be required for events after July 1 2024. A music event proposed for May had been declined. Toy Run event discussion would include inviting Polk County Sheriff's Department to send representative to discuss potential issues. Gravel bicycle event would also be discussed because of past problems.
- Dog park reopened on February 9 and updated rules had been posted in each sided of the dog park as discussed at the February meeting.
- Bridge over river to Harmon Field maintenance building had been pressure washed and stained with assistance from an anonymous volunteer who did staining of three-quarters of the bridge and a lot of compliments had been received about the improved appearance.
- Equestrian show office had been pressure washed with assistance from Tryon sanitation staff since Harmon Field staff had assisted sanitation staff with recycling.
- Staff had started removal of fascia boards on equestrian barns since most of them were warped or missing and began pressure washing barn 1 interior and exterior.
- Mowers and tractors would be serviced in March to get ready for mowing season.
- Since first master plan update meeting, Gordon had several meetings with various contractors and groups. Gordon was getting quotes on pathway lighting, light timers for tennis courts, gym & soccer fields lights, pickleball courts, sand volleyball court, wire fencing for new dog park and three-board fencing for show rings and round pen in equestrian area. Improved equestrian fencing would allow Harmon Field to attract different equine disciplines to Harmon Field.
- Kenneth Arrowood would join Harmon Field as full-time staff on March 4, 2024 bringing valuable experience.
- Gordon thanked the Polk County Middle School baseball team along with community volunteers who came out on a Saturday to help prepare the baseball fields for the upcoming season. Gordon was hoping to plan a Home Run Derby at Harmon Field in the summer as a fundraising event for the baseball program and Harmon Field.
- YMCA/Polk Rec had told Gordon that they would purchase new bases with sleeves and plugs and extra sleeves and plugs for the baseball fields as well as

new soccer nets for the goal frames. YMCA was eager to assist Harmon Field to help area kids.

- YMCA/Polk Rec had not paid rental fees for Harmon Field facilities for baseball and soccer since 2022. There was a discrepancy in the last invoice and Gordon spoke with Atticus at YMCA and Tryon Town Manager Fatland regarding billing. It was decided to charge 2022 rates for the 2023 season and begin talks on how to move forward.
- Harmon Field employee DeShawn would be leaving for the US Navy on April 22 and his last day would be April 19 2024. Gordon wished Deshawn good luck and following seas.
- Soccer, baseball and softball seasons were coming up and would help bring in revenue and park visitors. Gordon welcomed any help to keep the park clean and work on projects and wanted to start a volunteer group to help with park projects.
- A group was being formed as a Harmon Field Garden Committee to help with grants, beautification and overall tree and plant health.

Update on Open-Air Gym

Gordon reported sheetrock and plywood installation had begun. Location of appliances and electrical hookups had been discussed with contractor. The concrete slab and roof for the new screen porch was in the works. A quote for replacing the gym roof and repainting rafters was being sought.

Other

Manzolina dining area shelter – installation was stalled due to a problem with volunteer labor for installation now demanding cash payment to install. Champion Construction had been contacted about installing the shelter. Public Works Director Greg McCool was overseeing this project. Project materials on site were under protective cover but too heavy to move with available equipment while waiting for installation.

Next Meeting Date

The next meeting was scheduled for Tuesday, April 2, 2024, 5:30 pm at Tryon Town Hall, McCown Council Meeting Room and would include another public input session.

Adjourn

Meeting was adjourned by Vice-Chairman Watson at 7:12 pm.

Submitted By:



**Meg Rogers, substituting for
Miguel Santibanez
Secretary-Treasurer**

Approved:



**Stephen Nelon
Chairman**

**April 2024
Child Abuse & Neglect Prevention Month
Proclamation**

WHEREAS, our children are our most valuable resources and will shape the future of Polk County; and

WHEREAS, every child deserves to be loved, cared for, secure, and safe and it is the responsibility of our communities to promote every child's right to a safe, happy and healthy environment; and

WHEREAS, in 2023, 357 reports were made to Polk County Child Protective Services; and

WHEREAS, child abuse and neglect not only cause immediate harm to children, but can have long-term psychological, emotional, and physical effects that can have lifelong consequences for victims of abuse and can increase the likelihood of criminal behavior, substance abuse, health problems and risky behavior; and

WHEREAS preventing child abuse and neglect is a community responsibility affecting both the current and future quality of life of Polk County and finding solutions depends on involvement among all people; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS, we must make every effort to promote programs and activities that benefit children and their families; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among child welfare, citizens, agencies, schools, religious organizations, law enforcement agencies, and the business community; and

WHEREAS, we acknowledge that we must work together and that all citizens should become involved to provide safe, nurturing environments for children in all areas of their lives – at home, in school, and in the community – offering them the opportunity to grow up to be caring, contributing members of the community;

WHEREAS, **PREVENTION** remains the best defense for our children and families;

NOW, THEREFORE, the Town of Tryon Board of Commissioners, do hereby proclaim **APRIL 2024 as Child Abuse and Neglect Prevention Month** in Polk County, North Carolina and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families, thereby preventing child abuse and neglect and strengthening the community in which we live.

AN ORDINANCE AMENDING THE TOWN OF TRYON ZONING ORDINANCE TO PROHIBIT SIGNAGE ON THE CORNER OF TRADE STREET AND PACOLET STREET

WHEREAS, Section 4.9.6 of the Tryon ordinances currently restricts any signage within ten feet in front of the Morris statue on Trade Street and Pacolet Street; and,

WHEREAS, Staff has received multiple complaints previously from incidents of signs being placed in the compliant distance from the statue; and

WHEREAS, the Planning Board voted unanimously at its March 2024 meeting to have staff draft a text amendment to extend the distance to 25 feet; and,

WHEREAS, the Planning Board voted unanimously at its April 2024 meeting to recommend the text amendment as presented.

NOW, THEREFORE, the Board of Commissioners for the Town of Tryon, hereby Ordains as follows:

Section 1. Section 4.9.6 (“Prohibited Signs”) Subsection T is amended to read as follows:

T. Signs placed on or within ~~10~~ 25 feet of the Morris the Horse structure at the corner of Trade St. and Pacolet St

Section 2. The Tryon Board of Commissioners finds that the text amendments authorized by this Ordinance are consistent with the Town’s comprehensive plan and any other officially adopted plans, are reasonable and in the public interest by preserving community character by updating the code of ordinances.

Section 3. All provisions of the Tryon Zoning Ordinance inconsistent with the language herein adopted are hereby repealed.

Section 4. This Ordinance shall be effective on the date of adoption.

THIS THE _____ DAY OF APRIL 2024.

Alan Peoples, Mayor

ATTEST: Susan Bell, Town Clerk

AN ORDINANCE AMENDING THE TOWN OF TRYON ZONING ORDINANCE TO ALLOW FOR ELECTRONIC “OPEN” SIGNS IN ALL BUSINESS DISTRICTS

WHEREAS, Section 4.9.6 section B of the Tryon ordinances currently prohibits any signs with an electronically displayed message; and,

WHEREAS, Electronic “Open” signs are commonplace and business owners have inquired to their usage; and

WHEREAS, the Planning Board voted unanimously at its March 2024 meeting to have staff draft a text amendment to allow “open” signs with certain provisions; and,

WHEREAS, the Planning Board voted unanimously at its April 2024 meeting to recommend the text amendment with the addition of ‘One “open” sign is allowed per business’.

NOW, THEREFORE, the Board of Commissioners for the Town of Tryon, hereby Ordains as follows:

Section 1. Section 4.9.6 (“Prohibited Signs”) Subsection B is amended to read as follows:

B. Signs displaying blinking, flashing, or intermittent lights, animation and moving parts or electronically displayed messages. Electronic non-neon signs displaying only the word “Open” are permitted. “Open” Signs shall not exceed a height or width of more than 22 inches. One “open” sign is allowed per business.

Section 2. The Tryon Board of Commissioners finds that the text amendments authorized by this Ordinance are consistent with the Town’s comprehensive plan and any other officially adopted plans, are reasonable and in the public interest by preserving community character by updating the code of ordinances.

Section 3. All provisions of the Tryon Zoning Ordinance inconsistent with the language herein adopted are hereby repealed.

Section 4. This Ordinance shall be effective on the date of adoption.

THIS THE _____ DAY OF APRIL 2024.

Alan Peoples, Mayor

ATTEST: Susan Bell, Town Clerk

**HARMON FIELD BOARD OF SUPERVISORS
301 N. TRADE STREET
TRYON, NORTH CAROLINA 28782**

April 9, 2024

Honorable Myron Yoder, Chairman
Polk County Board of Commissioners
Polk County Government Center
40 Courthouse Square
Columbus, NC 28722

Honorable J. Alan Peoples, Mayor
Town of Tryon Board of Commissioners
301 N. Trade Street
Tryon, NC 28782

Subject: Harmon Field Proposed FY24-25 Budget

Dear Polk County Board of Commissioners and Town of Tryon Board of Commissioners,

We are very appreciative of the strong support provided Harmon Field this past budget year from the Polk County Board of Commissioners and the Tryon Town Board of Commissioners.

Harmon Field has benefited from several improvements along with new management committed to excellence. The feedback from County, Tryon Township, and Town of Tryon residents along with Spartanburg YMCA has been very positive. We take great pride in making Harmon Field a recreational gem for people of all ages to enjoy in Polk County.

We would like to share with you some of the many accomplishments in capital improvements along with improved maintenance this past year.

Capital Improvements

- Access Roads and Parking Lots for West and East Entrances completed at a cost of \$137,300 share equally by Polk County and Town of Tryon
- Open Air Gym Improvements of new kitchen, storage room for tables and chairs for 100-person seating, screened-in porch, photography lab/classroom nearing completion at a cost of \$82,500. Financial support from Polk County Community Foundation, Town of Tryon, Harmon Field and Rotary Club of Tryon
- New canopy for food concession outside dining area, funded by grant from Town of Tryon

- Equestrian improvements totaling \$19,000 funded by the Equestrian Community donations

Maintenance Improvements

- Mulched Playground with Playground Engineered Mulch. Playground had not been mulched in several years
- Repaired Gazebos at Tennis Courts and Playground Areas
- Completed Safety Inspection at Playground and Completed All Punch List Items
- Planted new trees in Dog Park
- Trimmed several trees and shrubs
- Addressed invasive bamboo with funding from Polk County Appearance Commission
- Re-graveled parking areas
- Repaired broken and rotten boards on bridges and walkways
- Replaced commercial grade refrigerator in Cabin
- Replaced old cook-out grills in picnic areas
- Pressure washed pathway bridges, equestrian barns and screened in porch
- Regraded ball fields "A" and "B"
- Replaced basketball nets, soccer nets and ball diamond bases provided by Spartanburg YMCA
- Installed timer for Tennis Court lights
- Improved service level for public restrooms

Where do we go from here?

Harmon Field has been operated the past 15-years without a Tryon Township Tax increase. For the year ended June 30, 2023, tax revenue supported only 67% of the budgeted operating expenditures. Remaining funds were generated from monies from rents and usage fees. Capital Improvements did not happen unless grant monies were obtained. Capital equipment is very old requiring high maintenance. Due to limited financial resources Harmon Field went into decay and deferred annual maintenance.

We would like to thank Town Manager Jim Fatland who has attended all our Harmon Field monthly meetings. He has been a "results oriented" Town Manager who has worked with us this past year in changing direction for positive results. He understands the importance of Harmon Field to Polk County and the Tryon Township. We also appreciate the new Harmon Field employees that have been hired this past year. Brad Gordon, former Tryon International Equestrian Center Maintenance Supervisor, is now the Harmon Field Park Superintendent. In addition, we are pleased that Kenneth Arrowood, former Burrells Fuels employee of 30+ years has joined our staff.

Proposed FY25 Budget

As part of the budgetary process this year, the Harmon Field Board of Supervisors have held three public input meetings in February, March and April for the update of the Harmon Field Master Plan. We have had large turnout from citizens throughout Polk County with comments on amenities that they would like to see. Please see attached Capital Improvement Program. The Harmon Field Board is very supportive of aggressively seeking grant funds and donations to implement the master plan.

As mentioned earlier, the Harmon Field Board of Supervisors is committed to a long term plan for continued operations, maintenance and capital improvements. However, we need the financial support from both the Polk County Board of Commissioners and Town of Tryon Board of Commissioners to make this possible.

The proposed FY24-25 Harmon Field Budget totals \$427,477. A summary of the proposed budget includes the following.

- 2-Cent Tax Increase from \$.0385 to \$.0585
In fiscal year FY22-23, taxes collected from the Township accounted for 67% of the total operation and maintenance costs of the budget. The remaining portion 33% was funded by rents and usage fees. Major maintenance was neglected. The proposed FY24-25 Budget Tax Revenue would generate 100% of the operations and maintenance costs for Harmon Field.
- Capital Improvements totaling \$51,500
Rents and usage fees collected would pay for major maintenance and some capital improvements. A majority of capital improvements would be funded from grants, donations, loans and contributions from Polk County and Town of Tryon.
- Capital Equipment totaling \$50,000
The budget recommendation includes a 10-year installment loan to purchase a new tractor replacing a 40-year-old John Deere Tractor.

The budget includes funds for operations and maintenance. Capital equipment includes the replacement of a 1985 John Deere Tractor that is almost 40-years old. The cost of a new tractor is \$50,000 which will be financed over 10-years. Capital improvements include the following:

- | | |
|---|-----------------|
| • Relocation of dog park to create third baseball diamond | \$25,000 |
| • Timer for soccer field lights for evening play | \$6,500 |
| • Timer and new lights for basketball courts | \$5,000 |
| • Replace cabin back deck | <u>\$15,000</u> |
| Total Capital Improvements | \$51,500 |

Your consideration and approval of this request will be sincerely appreciated.

Sincerely,

HARMON FIELD BOARD OF SUPERVISORS

A handwritten signature in black ink, appearing to read "Stephen Nelon", written in a cursive style.

Stephen Nelon, Chairman

ENCLOSURES

cc: **Marche Pittman, County Manager**
Jim Fatland, Town Manager
Brad Gordon, Harmon Field Park Superintendent

**HARMON FIELD BOARD OF SUPERVISORS
PROPOSED HARMON FIELD BUDGET
FISCAL YEAR 2023-2024 (FUND 25)**

	6/30/2023 ACTUAL	FY23-24 AMENDED BUDGET	06/30/2024 ESTIMATED ACTUAL	FY24-25 PROPOSED BUDGET
OPERATING REVENUE FROM TAXES				
MV TAX, CURRENT YEAR	\$25,532	\$14,000	\$25,000	\$25,000
MV TAX, PRIOR YEARS	\$342	\$0	\$0	\$0
TOWNSHIP TAX REVENUE, CURRENT	\$204,820	\$204,500	\$204,500	\$304,500
TOWNSHIP TAX REVENUE, PRIOR YEARS	\$6,836	\$22,100	\$22,200	\$2,500
INTEREST EARNINGS	\$798	\$0	\$1,200	\$0
OPERATING REVENUE FROM TAXES	\$238,328	\$240,600	\$252,900	\$332,000
OPERATING REVENUE FROM USAGE				
HARMON FIELD RENTAL REVENUE	\$7,251	\$10,000	\$7,500	\$7,500
HARMON FIELD USAGE REVENUE	\$30,020	\$20,000	\$22,000	\$20,000
HORSE SHOW REVENUE	\$18,020	\$17,000	\$17,845	\$17,977
MISCELLANEOUS	\$733	\$0	\$0	\$0
TOTAL OPERATING REVENUE FROM USAGE	\$56,024	\$47,000	\$47,345	\$45,477
TOTAL REVENUE FROM OPERATIONS	\$294,352	\$287,600	\$300,245	\$377,477
LOANS (EQUIPMENT)	\$0	\$23,625	\$23,625	\$50,000
REVENUE FROM GRANTS AND DONATIONS				
EQUESTRIAN DONATIONS	\$18,895	\$0	\$0	\$0
POLK COUNTY GRANT (PAVING)		\$68,650	\$68,650	\$0
TOWN OF TRYON GRANT (PAVING)		\$68,650	\$68,650	\$0
TOWN OF TRYON GRANT (OPEN AIR GYM)		\$30,000	\$30,000	\$0
TOWN OF TRYON GRANT (PLAYGROUND/CONCESSION)		\$10,000	\$10,000	\$0
POLK COUNTY COMMUNITY FOUNDATION		\$25,000	\$25,000	\$0
OTHER GRANTS		\$3,000	\$3,000	\$0
TOTAL GRANT AND DONATIONS REVENUE	\$18,895	\$205,300	\$205,300	\$0
APPROPRIATION OF FUND BALANCE	\$40,536	\$66,358	\$0	\$0
TOTAL REVENUE	\$353,783	\$582,883	\$529,170	\$427,477
OPERATING EXPENDITURES				
WAGES	\$120,386	\$112,000	\$112,000	\$112,000
WAGES, OVERTIME	\$2,071	\$6,500	\$6,500	\$5,000
WAGES, PART TIME	\$3,513	\$0	\$500	\$5,000
401K	\$1,131	\$2,240	\$2,240	\$2,240
FICA	\$9,383	\$8,532	\$8,600	\$9,333
NC RETIREMENT	\$14,546	\$13,440	\$13,440	\$14,504
HEALTH INSURANCE	\$19,479	\$21,000	\$21,000	\$21,000
PROFESSIONAL SERVICES	\$1,732	\$5,000	\$5,000	\$5,000
SUPPLIES AND MATERIALS	\$6,665	\$33,500	\$33,500	\$26,300
UNIFORMS	\$1,232	\$1,800	\$1,800	\$1,800
TRAVEL, SCHOOLS	\$0	\$0	\$300	\$500
VEHICLES FUEL, SUPPLIES	\$4,921	\$3,000	\$3,000	\$3,000
TAX COLLECTION FEES	\$3,401	\$3,100	\$3,300	\$3,300
CONTRACTED SERVICES	\$15,473	\$16,500	\$20,000	\$20,000
PROPERTY, LIABILITY, WC, AUTO, INSURANCE	\$14,734	\$15,237	\$15,237	\$16,000
TELEPHONE	\$2,565	\$3,000	\$2,000	\$2,500
ELECTRICITY	\$27,006	\$28,000	\$27,500	\$28,000
R/M BUILDINGS & GROUNDS MAINTENANCE	\$6,518	\$20,000	\$25,000	\$35,000
EQUESTRIAN RESTORATION	\$18,895	\$10,000	\$500	\$0
EQUESTRIAN BUILDINGS & GROUNDS MAINTENANCE	\$9,694	\$7,000	\$8,000	\$8,000
MAINTENANCE SHED RESTORATION	\$62,911	\$0	\$0	\$0
R/M EQUIPMENT	\$3,838	\$11,000	\$2,200	\$2,500
R/M VEHICLES	\$3,689	\$1,500	\$6,000	\$5,000
TOTAL OPERATING EXPENDITURES	\$353,783	\$322,349	\$317,617	\$325,977
DEBT SERVICE (PRINCIPAL & INTEREST)				
LAWN MOWER (5-YEAR LOAN)	\$0	\$2,700	\$2,700	\$5,400
NEW TRACTOR (10-YEAR LOAN ESTIMATED LOAN PAYMENT)	\$0	\$0	\$0	\$6,300
TOTAL DEBT SERVICE	\$0	\$2,700	\$2,700	\$11,700
CAPITAL EXPENDITURES				
CAPITAL OUTLAY-EQUIPMENT	\$0	\$28,034	\$28,034	\$50,000
CAPITAL OUTLAY-IMPROVEMENTS	\$0	\$229,800	\$229,800	\$51,500
TOTAL CAPITAL EXPENDITURES	\$0	\$257,834	\$257,834	\$101,500
TOTAL OPERATING , DEBT AND CAPITAL EXPENDITURES	\$353,783	\$582,883	\$575,451	\$427,477

**HARMON FIELD BOARD OF SUPERVISORS
CAPITAL IMPROVEMENT PROGRAM
FY24 AND BEYOND**

SOURCE OF FUNDS	FY24	FY25	FY26 & BEYOND
Town of Tryon Board of Commissioners	\$108,650		
Polk County Board of Commissioners	\$68,650		
Polk County Community Foundation	\$25,000		
Rotary Club of Tryon	\$2,500		
Harmon Field Board of Supervisors	\$25,000	\$51,500	
TOTAL SOURCES OF FUNDS	\$229,800	\$51,500	\$0
USES OF FUNDS			
ACCESS ROADS AND PARKING LOTS			
Pave West and East Entrance Access Roads and Parking Areas	\$137,300		
Expand Grave! Parking Lot at Former Tryon Middle School from 32 to 68 parking spaces			TBD
OPEN AIR GYMNASIUM			
Catering Kitchen, Screen Porch, Storage Room, Photography Lab	\$82,500		
Add Timer and Replace Basketball Lights for Extended Hours of Play		\$5,000	
CONCESSION STAND			
New Canopy	\$10,000		
BALL FIELDS			
Relocate Dog Park for 3rd Ball Diamond		\$25,000	
CABIN			
Rehab of Cabin Porch		\$15,000	
PICKLEBALL COURTS			
Four New Pickleball Courts			\$320,000
PROPOSED IMPROVEMENTS IN GRASS AREA BEHIND BALL DIAMONDS			
Sand Volleyball Court, Horseshoe Pits and Cornhole			TBD
TENNIS COURTS			
Resurface Courts			TBD
EQUESTRIAN CENTER			
Replace Equine Fencing			\$42,000
Equine Water System for Rings			\$10,000
Equine Fencing for 4-Rings & 1 Round Pin			\$47,500
COMMUNITY GARDENS			
New Community Gardens			\$25,000
Create New Native Plant Gardens			\$10,000
COMMUNITY CENTER			
Rehab former Tryon Middle School to Community Center			\$1,250,000
WALKING PATHS			
Repave Existing Paths			TBD
Extend Existing Path thru Community Garden to Open Air Gym			TBD
SOCCER			
Add timer for lights to extend hours for evening play		\$6,500	
PLAYGROUND			
Extend Playground Area to Add Inclusion Playground			\$200,000
MAINTENANCE SHED			
Security Fencing			TBD
TOTAL USES OF FUNDS	\$229,800	\$51,500	\$1,904,500

**TOWN OF TRYON
APPLICATION FOR VOLUNTEER BOARD
PERSONAL HISTORY FORM**

NAME PATRICK SPROULS HOME ADDRESS 123 MARION STREET

BOARD(S) YOU ARE APPLYING FOR:

- ABC, Board of Planning & Adjustment, Cemetery,
- Depot Master Plan, Downtown Finance Construction, Eastside Citizens Advisory, Fire Commission, Harmon Field Board of Supervisors, Historic Preservation Commission, Park,
- Public Works, Rail Corridor Committee, Tourism Authority,
- Town Hall Restoration

BUSINESS ADDRESS HOME

PHONE (WORK) N/A (HOME) N/A

DO YOU LIVE WITHIN THE CORPORATE LIMITS OF TRYON? YES NO

HOW LONG HAVE YOU BEEN A RESIDENT OF TRYON? ONE YEARS

NAME AND LOCATION OF HIGH SCHOOL ATTENDED: ST. PETERS PREP, JERSEY CITY, NJ

COLLEGE: GEORGETOWN UNIVERSITY TYPE DEGREE: B.A.
SETON HALL LAW SCHOOL J.D.

PRESENTLY EMPLOYED BY: LASSER HOCHMAN, L.L.C., ROSELAND, NJ

JOB TITLE: ATTORNEY - COMMERCIAL REAL ESTATE

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES HELD: NJ AND NY BAR ASSOCIATIONS

PAST MEMBERSHIP IN ORGANIZATIONS AND OFFICES HELD: SAME AS CURRENT

PREVIOUS SERVICE ON ANY CITY BOARD/COMMISSION: YES NO
IF SO, WHICH: WEST CALDWELL, NJ PLANNING BOARD WHEN: 1990-2002
ATTORNEY

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF A BOARD/COMMISSION? YES NO
IF YES, EXPLAIN _____

STATE REASONS WHY YOU FEEL QUALIFIED FOR THIS APPOINTMENT(S)(OPTIONAL)(Use back or additional sheet if more space needed.)
LEGAL, REAL ESTATE, LAND USE AND ZONING EXPERIENCE

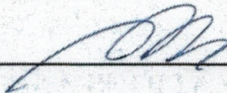
**APPLICATION FOR
APPOINTMENTS TO BOARDS, COMMITTEES, COMMISSIONS**

Page 2 of 2

(Historic Preservation Commission candidates only) **ARE YOU EMPLOYED IN ANY OF THE DISCIPLINES OF ARCHITECTURE, HISTORY, ARCHITECTURAL HISTORY, PLANNING, ARCHEOLOGY OR RELATED PROFESSIONS?** YES NO **IF YES, EXPLAIN.**

NOTE: This information along with other material may be used by the City Council in making appointments to Boards and Commissions and in the event you are appointed, it may be used as a basis for news release to identify you to the community.

Signature



Date

2/24/22

Please submit completed form to:

**Town of Tryon
301 North Trade Street
Tryon, NC 28782**

Attention: Town Clerk

Design Guidelines

for Tryon Historic Districts and Landmarks

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Insertion Pending Final Approval.

Foreword

The Design Guidelines for Tryon Historic Districts and Landmarks (“the design guidelines”) serve different needs for different stakeholders. For property owners, residents, and contractors, they provide primary guidance in planning projects sympathetic to the special character of each Tryon’s historic districts and historic landmarks, designated or proposed for designation. For Tryon Historic Preservation Commission (THPC) members and staff, they offer a basis for evaluating proposed changes. In the process, they serve as a valuable tool in the THPC’s efforts to preserve, protect, and promote Tryon’s historic resources. The principles of best practices presented in the guidelines also offer valuable guidance to owners of a National Register property or any older structure.

The guidelines are not intended to be a comprehensive restoration or rehabilitation manual nor are they intended to provide a definitive method for preparing individual applications (resources for technical information are listed in the appendices). Rather, these design guidelines provide applicants, the THPC, and staff a basis from which to reach decisions and an assurance that consistent procedures and standards will be adhered to.

In reviewing applications, the THPC and staff consider the property itself, the street context within which it is located, and the special character of the entire historic district. The Special Character Essays for each district are a critical part of the review process because each district is distinctly different. A brief description

of the character of each district, once designated, is included in the appendices along with a map of the district. The Historic Overlay District (HOD) reports supplement the special character descriptions.

For local landmarks, the TPHC and staff refer to the landmark designation reports in reviewing proposed changes. The first chapter of these Design Guidelines, Introduction, provides more detailed information regarding the process for application and review of projects within the historic districts and for local landmark projects.

Introduction

Historic Districts and Historic Landmarks

Historic Districts and Historic Landmarks are an invaluable legacy, linking present and future generations with their heritage. Historic districts are places of singular historical flavor characterized by their streets and, buildings, and trees architectural design and landscape features. Landmarks are distinctive individual properties singled out and recognized for their historic and architectural significance. Both districts and landmarks may be monumental or simple, residential or commercial, in character. They provide diversity and interest vital to the town's future quality of life and demonstrate successful sustainable development and land use.

The main purpose underlying designation of historic districts and landmarks is to protect and enhance the existing special character of a community. Through historic overlay zoning, commercial areas, residential neighborhoods, and local landmarks are protected from unmanaged change by a review process based on established design guidelines.

In Tryon historic districts are established by the Board of Commissioners' approval of a recommendation from the THPC after the designation has been proposed by a neighborhood organization, a preservation group, or the town and after careful research and evaluation. The State Historic Preservation Office (SHPO) must also be provided 30 days to review a local historic district or

landmark recommended for designation prior to submission of a recommendation to the Board of Commissioners for approval.

A nomination for designation of a historic landmark may be also be proposed by property owners, residents interested in historic preservation, or the town itself and are reviewed by both the THPC and SHPO for historical, prehistorical, architectural, archaeological, and/or cultural significance prior to presentation to the Board of Commissioners for approval of designation.

It is likely that some Tryon neighborhoods will seek designation as local historic districts to recognize and preserve their special character and that individual properties will be nominated for local landmark status. Public comment is an important part of the designation process. By law, property owners in a proposed historic district must be notified of a proposal for designation so that they may appear and comment on it during the public hearings as well as in written comments available for public inspection. The Tryon Historic Preservation Commission will usually sponsor neighborhood forums, inviting owner and tenant participation prior to the public hearings.

Tryon Historic Preservation Commission

Tryon encourages preservation and development that enhance the special character of the town. The Town of Tryon's Historic Preservation Commission and Zoning Ordinances together provide that historic districts may be legally established as overlay zoning districts in which additional requirements are imposed on certain properties located within one or more general use districts. Within an overlay zoning district, the standards of both the underlying zoning and the historic overlay district apply with the underlying zoning district determining the allowed uses of the property, setbacks and other zoning requirements.

Tryon established a historic preservation commission (THPC) by ordinance in 2010. The THPC serves the public both as a steward for the districts and landmarks and as a resource for people fortunate enough to own properties in these areas. It provides assistance to owners and tenants by helping them plan the alterations that they are considering and guiding them through the application process necessary to implement changes to their properties.

The THPC consists of five members appointed by the Board of Commissioners to serve for overlapping four-year terms and not more than two consecutive terms. A majority of THPC members must have a demonstrated special interest, experience, or education in history, architecture, planning, archaeology or related fields. Members of the THPC must reside within the town's limits or within its extra-territorial jurisdiction.

The THPC has various powers and responsibilities, including recommending to the Board of Commissioners the designation, or removal, of historic district overlay zoning and landmark status; granting of requests for proposed changes within the historic districts or to a historic landmark that it determines are consistent with the special character of the resource; conducting education programs on historic districts and local landmarks; cooperating with state, federal, and local governments in pursuance of its responsibilities; and conducting meetings or hearings necessary for these purposes. See Tryon's Historic Preservation Commission and Zoning Ordinances for more information.

The THPC is supported in its role by the Town of Tryon Planning Department. The Planning Director is a full-time employee of the Town of Tryon who, as part of the Town's planning activities, acts as the liaison between property owners and the THPC. In addition, the Planning Department is responsible for maintaining a current inventory of historic properties, applying for and administering grant projects, and working with State and Federal agencies and departments on matters relating to historic preservation issues.

The THPC meets on the first Wednesday of each month at 4:00 p.m. in the McGown Room at the Town Hall , 301 N. Trade St. The public is invited to attend.

The Design Review Process

Designation of historic landmarks and historic districts is not intended to prevent change. The THPC is available to offer assistance to property owners in shaping changes while meeting the requirements of the Tryon's Historic Preservation Commission and Zoning Ordinances. These Ordinances provide for a process that ensures property changes are within the spirit and the character of a historic district or local landmark. In this special design review process, plans are examined and evaluated before work is begun. The process does not require property owners to make changes to their properties, and it does not apply to routine maintenance that does not affect exterior appearance or to interior alterations, (except in some rare landmark cases). However, any exterior alterations, new construction, demolition, significant landscape changes, or moving of buildings must be evaluated. In the case of demolition, the process provide for a delay of up to 365 days during which alternatives to demolition can be explored.

One of the purposes of the THPC is to assist and consult with property owners about proposed changes to properties in historic districts and to landmark properties. In the early planning stages of a project, it is recommended that property owners call the THPC staff with any questions or concerns. Staff can assist by suggesting solutions to problems and explaining the review process. They can also make on-site consultations and provide technical assistance in solving problems (such as persistently peeling paint). In addition the THPC may suggest preservation resource materials.

Certificates of Appropriateness

Design guidelines for reviewing the compatibility of changes in a historic district with the existing character of that district are adopted in this document and will be revised and updated in the future. The guidelines are based on a commonsense approach to the preservation and enhancement of historic structures and districts. They stress the importance of protecting and maintaining historic landmarks and districts, and they advocate repair over replacement, where feasible. (The relevant guidelines for a project and property can be downloaded from Tryon's website tryon-nc.com/town-government/boards-committees/tryon-historic-preservation-commission.) Following review of an application, a Certificate of Appropriateness (COA) is issued to show that the proposed project has been reviewed according to the design guidelines and found to be appropriate.

The THPC may establish a Design Review Advisory Committee (DRAC) to assist property owners in interpreting the guidelines for complex projects such as major addition and new construction. If volunteers who are familiar with the guidelines (former THPC members, architects, contractors, etc.) are available, they may serve as members of the DRAC in addition to current THPC members. Upon request, this group may meet with property owners informally before any application is completed or reviewed. Meetings of the DRAC will be published on the town's website.

A COA is not necessary for routine maintenance, which includes repair or replacement, when there is no change in the design, materials, or general appearance of the structure or grounds; however, a COA must be obtained for all other projects. Any repair or alteration necessitating a change in design, materials, or general appearance is defined as an alteration and requires a COA, as does any proposed new construction or site development.

An application form for a COA can be obtained from Tryon's Planning Office or online at tryon-nc.com. Drawings or photographs depicting proposed changes are generally required for the review. Most applications can be reviewed and approved by the Tryon HPC staff through the Minor Works process. Minor Work and Major Work are defined in the THPC's Rules. Major Work projects are reviewed by the THPC in a quasi-judicial public hearing. Examples of these types of major changes are new construction, additions, demolition, or relocation of historic properties. Notifications of a major work project to nearby property owners is made, as required by the Tryon Ordinances. COA approval is in addition to other regulatory approvals and must be obtained before other permits. See the Historic Preservation Commission and Zoning Ordinances for specific details.

Appeals, Reconsideration Requests, and Compliance

In any action granting or denying a Certificate of Appropriateness, an aggrieved party may appeal the decision to the Board of Planning and Adjustment, except for an action involving the State of North Carolina, in which case the appeal

would be heard by the North Carolina Historical Commission. Notice of intent to appeal must be given to the THPC, as required by the Historic Preservation Commission and Zoning Ordinances, followed by a completed application for appeal to the Board of Planning and Adjustment. Appeals are in the nature of certiorari.

A request for reconsideration of an application that is approved subject to conditions or denied may be submitted to the chair of the THPC within 20 days following the decision. The written petition must set forth that there was a material omission from the facts presented at the hearing, or absence of evidence on a relevant and material point, or the legal or factual basis for a contention of error in the THPC's findings or action. See the THPC Rules for specific requirements.

Any person or corporation who violates the provisions of the historic district regulations is subject to the same criminal misdemeanor and/or civil penalties as apply in any other violation of the town zoning code. These include a zoning violation citation. Following written notice, continuing violations will result in a civil penalty (fine) for each day of the continuing violation. Zoning violations follow with the property, not the owner.

The Secretary of the Interior's Standards for Rehabilitation

The Standards that follow were originally published in 1977 and revised in 1990 as part of the Department of Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent or related new construction.

The Standards for Rehabilitation, a section of the Secretary of the Interior's Standards, address the most prevalent preservation treatment today: rehabilitation. Rehabilitation is defined as the process of restoring a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and feature of the property which are significant to its historic, architectural, and cultural values.

The hierarchical approach of the Standards advocates maintenance over repair and, in turn, repair over replacement of historic feature and materials. It also calls for new work, including additions and infill construction, to be compatible with but differentiated from the old.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration technical feasibility. The Standards provide the guiding principles for these Design Guidelines.

State enabling legislation requires that the Secretary of the Interior's Standards, listed below, shall be the sole principles and guidelines used in the review of COA's for changes to state-owned properties:

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 alterations of feature 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 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 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.

Historic Preservation and Sustainability

The Secretary of the Interior's Standards for Rehabilitation (see preceding section) emphasize a hierarchical approach to the built environment with the three R's: retain, repair, or replace. The sustainability movement parallels this approach through its four R's: reduce, reuse, recycle and repair. Indeed, retaining

and repairing our historic buildings is affirmed by both camps as is reusing historic buildings by adapting them for new uses. Historic preservation and sustainability are inextricably linked through their shared values of good stewardship, the revitalization of neighborhoods, and the ongoing use of the built environment. Both advocate a culture of reuse, community, reinvestment, and appreciation of our heritage. The guiding principles of preservation: retain, repair, or replace, resonate with parallel principles of sustainability: reduce, reuse, recycle and repair. Together they speak to the wise use of resources to sustain our communities to promote economic strength, environmental stewardship and social equity.

The THPC adopts, as a starting point, the Secretary of Interior's Standards and Guidelines for Preservation Planning as its Design Guidelines. In the future, the THPC may develop additional design guidelines reflecting Tryon's special character. The purpose and intent underlying additional design guidelines would also include building upon the shared values of historic preservation and sustainability to relate them explicitly in meaningful ways as the touchstones of good practice for both movements overlap. The THPC intends that additional guidelines would give particular attention to proactive maintenance, adoption of effective energy conservation strategies, and thoughtful consideration of the lifespan of building materials. The guidelines to be developed may also more expressly advocate optimizing existing, sustainable features of historic buildings and neighborhoods; enhancing sustainability through energy conservation strategies, lifecycle of materials considerations, and landscape design considerations; and promoting the sensitive introduction of new sustainable technology.

The THPC encourages public participation in planning for the preservation of Tryon's historical and cultural resources. Volunteers are invited to participate on a design guidelines review committee. Proposed future design standards will be developed and made available with opportunity for written comment before being finalized. All meetings of the THPA and any committees that it may establish are to be publicized on the Town of Tryon's website and open to the public.

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Authorized Agent Form

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Appendix E – Links to material on historic preservation from the US Department of Interior

APPENDIX E – RESOURCES FOR TECHNICAL INFORMATION

APPENDIX F – GLOSSARY

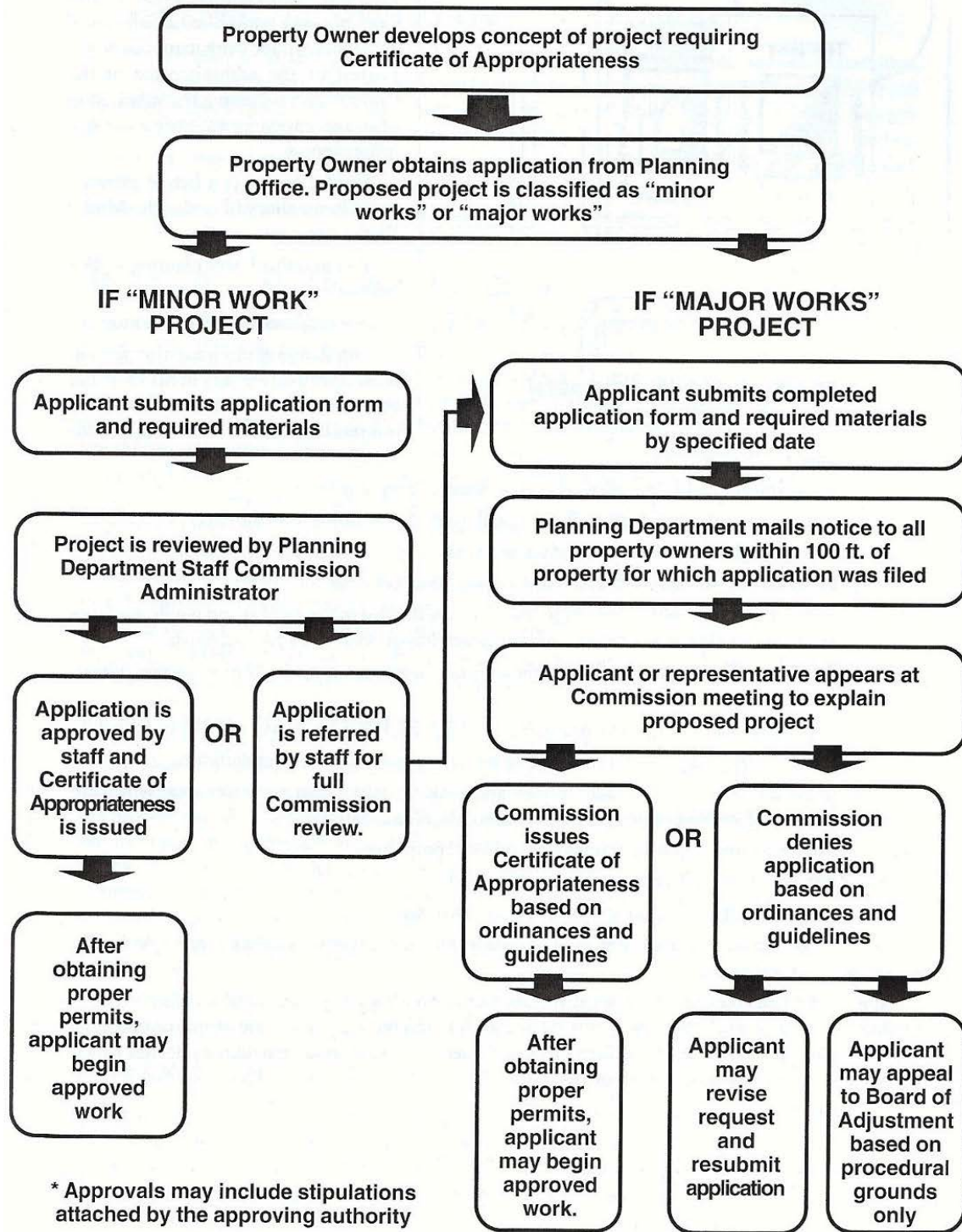
APPENDIX G – LIST OF TRYON NATIONAL REGISTER DESIGNATED PROPERTIES

APPENDIX H – BRIEF SUMMARY OF TRYON HISTORY

APPENDIX A – TOWN OF TRYON ZONING MAP

APPENDIX B- CERTIFICATE OF APPROPRIATENESS PROCESS

Certificate of Appropriateness Process



APPENDIX C – FORMS

Certificate of Appropriateness

Please Read Carefully

Within the historic district in Tryon, property owners are required to obtain a **Certificate of Appropriateness** before beginning any type of exterior construction, alteration, or demolition. The local historic district overlay zoning is in addition to all other laws and codes and **does not** exempt a property from, or diminish, such requirements. The Certificate of Appropriateness is a preliminary step in obtaining a building permit if a permit is required for proposed work. A Certificate of Appropriateness certifies that the proposed changes are consistent with the Design Guidelines and are appropriate within the Historic District context. Neither interior alterations nor most normal maintenance work requires a Certificate of Appropriateness.

Applications for certificates of appropriateness are processed through the Building, Planning and Zoning office of the Town of Tryon. The application forms are available online and from the department located at 301 N. Trade St. Tryon, NC.

Applications should be submitted at least **14 days before** a regularly scheduled meeting of the Historic Preservation Commission in order to be mailed out with the agenda packet. If an application cannot appear in person at the commission meeting, he or she may appoint a duly authorized agent by executing the proper form provided by the Planning & Zoning Administrator. All applications must be **complete** before the Historic Preservation Commission may consider them:

- The application must include all the facts necessary for a full understanding of the applicant's intentions;
- The application must provide specific information regarding the work so that the commission can determine if there will be any damage or detrimental change to the historic character of the district. (Note) The commission does not consider interior arrangement, nor does it take action except for the purpose of preventing demolition, construction, reconstruction, alterations, restorations, or moving of a building, structure, appurtenant fixtures, or outdoor advertising signs in the historic district that would be incongruous with the historic aspects of the district;
- The application should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs;
- Applicants designing new construction or significant additions may request a meeting with staff and an informal design review by Commission members prior to going to the full Historic Commission. ***They can make no decision or formal recommendations to the Commission, but rather advise the property owner as to the application of the Design Guidelines to the specific project.***

Once it is issued, a Certificate of Appropriateness is valid for one year. It may be renewed. If you have any questions regarding the Certificate of Appropriateness or any other historic district matter, please contact the Planning and Development Department at 828-859 6655.

CERTIFICATE OF APPROPRIATENESS APPLICATION

www.tryon-nc.com

PROPERTY INFORMATION		
Address:		PIN #:
Property Owner:		
Address:		Phone #:
APPLICANT INFORMATION		
Name:		Phone #:
Address:		Email:
PROJECT INFORMATION		
<input type="checkbox"/> Administrative Review <input type="checkbox"/> Certificate of Appropriateness <input type="checkbox"/> Minor Works Committee Review <input type="checkbox"/> Conservation District Review		
Description of Project:		
_____ _____ Site plan, sketches, drawings, photographs, specifications and other information attached.		
ACKNOWLEDGEMENT		
I certify that all of the information presented by the undersigned of this application is accurate to the best of my knowledge, information and belief.		
_____	_____	_____
Print Name	Signature	Date
OFFICE USE ONLY		
Date Received:	Fee:	Date Paid:
Cash: ____ Check: ____ Credit: ____		Meeting Date:

**HISTORIC PRESERVATION COMMISSION
OF THE TOWN OF TRYON**

CERTIFICATE OF APPROPRIATENESS

The proposed improvements for the property located in the Historic District has been reviewed by the Historic Preservation Commission and been found to **conform/not conform** to the standards set forth in the Town of Tryon Land Use Code, Article 6, Section 6.1

The Commission was presented with an application for a Certificate of Appropriateness for property located at _____, Tryon, N.C.

The Commission examined the testimony and evidence presented and came to a consensus that a building permit **could/could not** be issued and the request for Certificate of Appropriateness **complies/does not comply** with the Historic District Standards and Secretary of the Interior's Standards for Rehabilitation based on the following findings of fact:

Chair _____ declared that a Certificate of Appropriateness was **granted/not granted** by a _____ vote of the Historic Preservation Commission and a building permit **can/cannot** be issued by the Polk County Building Inspector.

Chair, Historic Preservation Commission

Date: _____

**TOWN OF TRYON
HISTORIC PRESERVATION COMMISSION**

AUTHORIZED AGENT FORM

I, _____, do hereby appoint

_____ as my duly authorized agent to act and

speak for me before the Tryon Historic Preservation Commission on the following

matters:

Signature

Subscribed and sworn before me this the ____ day of _____, 20____.

Notary Public
My Commission Expires: _____

APPENDIX D – REFERENCES

National Park Service (part of the US Department of the Interior) Publications

The National Park Service publishes a series of technical leaflets, books, and briefs on appropriate preservation treatments. The *Catalog of Historic Preservation Publications* with stock numbers, prices, and ordering information may be obtained by writing to the National Park Service, Preservation Assistance Division, P.O. Box 37127, Washington, DC 20013-7127.

Other References

Blumenson, John J.G. *Identifying American Architecture: A Pictorial Guide to Styles and Terms 1600-1945*, Nashville, Tenn.: American Association for State and Local History, 1981.

Bullock, Orin M., Jr. *The Restoration Manual. An Illustrated Guide to the Preservation and Restoration of Old Buildings*. Norwalk: Silverman Publishers, 1966.

City of Oakland, Planning Department. *Rehab Right: How to Rehabilitate Your Oakland House without Sacrificing Architectural Assets*. Oakland, Calif: City of Oakland, 1978.

Farretti, Rudy J-, and Joy Putnam. *Landscapes and Gardens for Historic Buildings*. Nashville, Tenn.: American Association for State and Local History, 1978.

Hood, Davyd Foard. *The Architecture of Rowan County: A Catalog and History of Surviving 18th, 19th, and Early 20th Century Structures*. Salisbury, N.C.: Rowan County Historic Properties Commission, 1983.

Howe, Barbara J., D. A. Heming, E. L. Kemp, and R. A. Overbeck. *Houses and Homes: Exploring Their History*. The Nearby History Series. Nashville, Tenn.: American Associates for State and Local History, 1987.

Morton, W. Brown, III, et al. *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings*. Washington, D.C.: National Park Service, U.S. Department of the Interior, 1992.

Moss, Roger W. *Century of Color: Exterior Decoration for American Buildings – 1820/1920*. Watkins Glen, N.Y.: American Life Foundation, 1981.

Winkler, Gail C. *Victorian Exterior Decoration: How to Paint Your Nineteenth-Century House Historically*. New York: Henry Holt and Co., 1987.

National Park Service. *Respectful Rehabilitation: Answers to Your Questions on Historic Buildings*. Washington, D.C.: Preservation Press, 1982.

Old House Journal. The Old House Journal Corp., 435 Ninth Street, Brooklyn, N.Y. 11215.

Rifkind, Carole. *A Field Guide to American Architecture*. New York: New American Library, 1980.

Sources for this Publication

Town of Black Mountain

City of New Bern

Town of Concord

City of Durham

An Architectural and Historical Survey of Tryon NC, Diane E. Lea & Claudia Roberts 1979

Biltmore Village/Downtown Asheville Historic District Guidelines

Raleigh Design Guidelines and Procedures

Hendersonville Historic Preservation Commission Main Street Guidelines

APPENDIX E – RESOURCES FOR TECHNICAL INFORMATION

Local Resources

Town of Tryon
301 N. Trade St
Tryon NC 28782
828 859 6655

For more information on Tryon’s local historic district, certificates of appropriateness, and technical assistance, contact the Planning and Zoning Department at (828) 859 6655.

State Resources

State Historic Preservation Officer
North Carolina Division of Archives and History
109 East Jones Street
Raleigh, N.C. 27601-2807
www.ncdcr.gov/about/history/division-historical-resources/nc-state-historic-preservation-office

For more information on historic structures and the National Register, contact the Survey and Planning Branch at (919) 733-6545.

For information on preservation tax credits and technical restoration assistance, contact the Restoration Branch at (919) 733-6547.

For information on archaeological sites, contact the Office of State Archaeology at (919) 733-7342.

National Resources

U.S. Department of the Interior
National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127
www.nps.gov/subjects/historicpreservation/index.htm
Office of the Director: (202) 208-4621
Office of Public Affairs: (202) 208-6843

TRYON HISTORIC PRESERVATION COMMISSION

Preservation Assistance Division: (202) 343-9578

Southeast Regional Office of the National Park Service

75 Spring Street, S.W.

Atlanta, GA 30303

Public Information Office: (404) 331-4998

APPENDIX F – GLOSSARY

ARCHITRAVE – The casing or the molding surrounding a door or window frame; also in classical architecture, the lowest part of an entablature.

ART, COMMERCIAL – The expression or application of human creative skill and imagination, typically in a visual form such as painting or sculpture, producing works to be appreciated primarily for their beauty and emotional power.

ASHLAR MASONRY – Masonry having a face of square or rectangular stones. Random ashlar has neither vertical nor horizontal joints.

BALUSTER – A railing or a parapet consisting of a handrail on balusters, sometimes interrupted by piers.

CASING – The molding trim encasing a door or window frame; also called architrave.

COLUMN – A supporting pillar consisting of a base, a cylindrical shaft, and a capital.

CONTRIBUTING – A building, structure, object, or site that reinforces the cultural, architectural, or historical significance of the historic district in which it is located, and that is identified as contributing upon the designation of the historic district in which it is located.

COPING – The cap of the top course of a masonry wall.

CORBEL – A bracket of stone, wood, brick, or other building material, projecting from the face of a wall and generally used to support a cornice or an arch.

CORNICE – Any molded projection that crowns or finishes the part to which it is affixed; an ornamental molding, usually of wood or plaster, running around the walls of a room just below the ceiling; the molding forming the top member of a door or window frame; the exterior trim of a structure at the meeting of the roof and the wall.

ENTABLATURE – In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts, the architrave, the frieze, and the cornice.

FANLIGHT – An over door window, semi-elliptical or semicircular in shape with radial muntins.

FRIEZE – A plain or decorated horizontal part of an entablature between the architrave and cornice.

LIGHT - A pane of glass.

LINTEL – A horizontal structure member (such as a beam) over an opening that carries the weight of the wall above it; usually made of steel, stone, or wood.

MUNTIN – A bar member supporting and separating panes of glass in a sash or door.

MURAL – A mural is a form of painting applied directly to a wall or side of a building that does not advertise a product, service, establishment, or any type of business.

NON-CONTRIBUTING – A building, structure, object, or site that does not reinforce the cultural, architectural, or historical significance of the historic district in which it is located, and is identified as noncontributing upon the designation of the historic district in which it is located.

PARAPET – A low protective wall or railing along the edge of a raised structure such as a roof or balcony.

PEDIMENT – In classical architecture, the triangular gable end of the roof above the horizontal cornice is often filled with sculpture. In later work, a surface is used ornamentally over doors or windows; usually triangular, but may be curved.

PILASTER – An engaged pier or pillar of shadow depth, often with capital and base.

QUOIN – One of the cornerstones of a wall, emphasized by size, by more formed cutting, by more conspicuous jointing, or by difference in texture.

SASH – Any framework of a window; may be moveable or fixed; may slide in a vertical lane (as in a double-hung window) or may pivot (as in a casement window).

SHADES – The addition of black.

SIDELIGHT – A framed opening with fixed glass on either side of a doorway.

SIGN – Any object, device, display, or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images.

STRINGCOURSE – A horizontal band or molding set in the face of a building as a design element.

STUCCO – An exterior finish, usually textured; composed of Portland cement, lime, and sand mixed with water.

TINT – The addition of white.

TONE – Mixing a color with gray or by both tinting and shading.

TONGUE-AND-GROOVE – The term for a board having a tongue formed on one edge and a groove on the other for tight jointing.

TRANSOM – A small hinged window above a door or another window.

TURRET – A small tower, usually projecting out from the walls at the corner of a building and extending above it.

WATER TABLE – A projecting ledge, molding, or string course along the side of a building, designed to throw off rainwater.

APPENDIX G – TRYON NATIONAL REGISTER DESIGNATED PROPERTIES

Bank of Tryon Building

Blackberry Hill

Blockhouse Site

The Cotton Patch

Downtown Tryon Historic District

Friendly Hills

Lynncote

Lynncote Historic District

Mill Farm Inn

Mills-Screven Plantation

Pine Crest Inn

Seven Hearths

Stone Hedge

Sunnydale

Tryon Country Club

Eunice Waymon Birthplace

RECOMMEND that this be place on hold until further developed

APPENDIX H -BRIEF SUMMARY OF TRYON HISTORY

Pre-Colonial and Colonial History

Cherokees once occupied the entire Alleghany Mountain area from the Blue Ridge to the Cumberland range, including the western half of what is today Polk County. There were many villages along the banks of the Watagua, Nolichucky, and Holston rivers. Little evidence is available that they had villages in the territory beyond. However, large numbers of the tribes used the lands as hunting grounds in summer.

In 1540, Hernando DeSoto arrived in the mountain country, probably in the area now defined as Polk County, and found the Cherokee Tribe already in an advanced state of civilization. The Cherokee lived in substantially built log houses. Though accomplished hunters, they subsisted chiefly by their knowledge of agriculture, raising corn, pumpkins, and beans.

The area once part of Mecklenburg County, later Tryon County, located in the southwestern corner of North Carolina was settled by white European immigrants long before the American Revolutionary War. Several decades before the Revolutionary War, a sprinkling of families had set down their roots in the mountain coves in the midst of the Cherokee hunting lands. By 1768, traders were already traveling up the old Blackstock Road from Charleston, an Indian trading route, to bargain for furs and hides. This early band of white settlement acted as a buffer between Cherokee Indians in the West and the white settlers in the East.

The proximity of the two civilizations resulted in many clashes and much bloodshed. The conflicts became so numerous that the North Carolina General Assembly in 1767 advised the English Colonial Governor William Tryon to meet with Cherokee chiefs in the hope of setting a boundary line between the frontier of the Province of North Carolina and the Cherokee hunting grounds. Governor Tryon then met with the Cherokees and negotiated a boundary line. The survey, resulting from the meeting, was undertaken on June 4, 1767. A historical marker for the boundary line is on McGown Street in the town of Tryon adjacent to the railway track.

[Add reference to the Blockhouse and Revolutionary War]

[a bit more about period from the Revolutionary War, Civil War, and history through arrival of railway]

Tryon's Growth

Tryon owes its existence to the arrival of the railroad in 1877. The town expanded after the railroad was extended to Tryon with a slow but steady influx of seasonal vacationers, many of whom eventually settled here. Soon, Tryon became increasingly identified as a resort community.

Tryon's downtown business district is predominantly located on Trade Street. As Trade Street developed into the primary business location, with its buildings standing along the east side of the street and railroad tracks located to the west and southwest, the ever-present threat of fire eventually led to the replacement of the early frame buildings with more permanent masonry structures through the first decades of the twentieth century.

The three-story Missildine's Drug Store was built in 1913 at the southeast corner of Trade and Oak streets to replace an earlier building that burned. It is one of the more elaborate structures within the commercial area and displays segmental-arched window openings, decorative window hoods, stone belt courses and accents, and a corbelled cornice. Only one building within the commercial district

alludes to a particular architectural style—the 1908 Romanesque Revival-style Bank of Tryon Building (NR, 2008).

The majority of commercial buildings found on Trade Street are one- and two-story brick buildings, rectangular in plan, with flat roofs behind stepped or shaped parapets, corbelled cornices, recessed panels, and large windows, often arranged in groups. By 1929, the two main blocks of Trade Street (north and south of Oak Street) had reached their present level of development and, by the early 1940's, the block between Maple Street and Palmer Street was generally built up.

Tryon's residential areas present a surprising and delightful vista and share a sense of continuity in spite of a wide representation of architectural styles. The bulk of Tryon's architecture is from the 1880's through the 1930's. Because of Tryon's appealing setting and climate, people moved from different parts of the country and brought with them a variety of architectural styles. The location of the railroad resulted in the development of two areas in town that became distinct neighborhoods west of the tracks along Melrose Avenue and east of the tracks on what later became known as Godshaw Hill. Although growth was slow with only 24 houses by 1889, the town's economy prospered as the promotion by the Southern Railway and the Speculation Land Company attracted businessmen and vineyard men and a small but steady influx of health-seeking tourists arriving on the six daily trains.

Throughout Tryon's development, vacationers yearned for the simple, carefree life traditionally associated with the rustic environment in mountain cottages. The community is lush with informally landscaped yards set in heavily wooded, hilly terrain throughout the town. The earliest Tryon example, William Gillette's Thousand Pines, began in 1890 with a simple two-room cottage featuring a massive, freeform stone fireplace and his own carved ornaments throughout the interior. Tryon's most popular period style includes old English types, from the simple stucco Cotswold cottage to the heavily timbered Tudor storybook house.

The English style appeared with increasing frequency throughout Tryon in the 1920s, particularly with the work of architect J. Foster Searles. His Tryon works exhibit the influence of the English vernacular farmhouse, so compatible with the village atmosphere of Tryon. The house at 100 Melrose Circle, which was his first residence in Tryon, has gently splayed gable roofs and applied half-timbering, while the roof of the studio and house he designed on Melrose Circle recalls thatched roofs of the most rustic cottages. The adaptation of this specific period style was especially appropriate to the informal context of Tryon, whose residents sought to utilize the more genuine, vital factors that contributed to the popular taste for the English style—the rustic, mountain setting and the strong interest in mountain crafts, particularly in the wood carving that is an integral element of the more elaborate versions of this style. Furthermore, the influence of the nearby Biltmore Village designed by Richard Sharp Smith provided a convenient model.

The majority of structures demonstrate a high degree of craftsmanship. These houses and probably most of Tryon's other "English" cottages of the 1920s and 1930s were inspired chiefly by the growing mountain crafts production of the Tryon Toy Makers and Wood Carvers; another link with the 1890s Tudor village at Biltmore and a coincidental parallel with the craze for past forms and details nationwide. Searle's Toy House has hooded chimneys, an eyebrow dormer over the entrance, and a Tudor door. His Woodcarver's House, designed for craftsman Frank Arthur, exhibits the original owner's detailed carving in the applied half-timbering, raking boards, and window frames that contribute to the evoked mood of fantasy.

Notably absent – anything about the black population of Tryon, slavery, Civil War, Reconstruction,,,,,Civil Rights movment]

TRYON HISTORIC PRESERVATION COMMISSION

RULES OF PROCEDURE

I. OBJECT AND PURPOSE

To establish procedures for organizing the business of the Tryon Historic Preservation Commission (THPC), a historic preservation commission established and appointed by the Tryon Board of Commissioners pursuant to NC Gen. Stat. 160D-303.

II. POWERS AND DUTIES

The duties and powers of the THPC are created by statute, see N.C. Gen. Stat. Section 160D-942, and are administered by means of the Town of Tryon's Historic Preservation and Zoning Ordinances. The powers and duties granted to the THPC by the Tryon Board of Commissioners are set forth in Chapter 34 (Boards and Commissions), Article 3 (Administration), Sections 34.40 through 34.45 (Historic Preservation Ordinance) and Chapter 154 (Zoning Ordinance), Article 6 (Overlay Districts). For procedures not covered by these rules, the Commission shall follow the rules contained in Robert's Rules of Order, Revised, except that the legal requirements and procedures for Certificates of Appropriateness will supersede Robert's Rules.

III. MEMBERSHIP

A member who fails to attend one-quarter of the total combined and regular committee meetings of the THPC to which a member has been assigned within a given fiscal year may, upon recommendation of the Chair or other designated office, be removed or replaced by the Tryon Board of Commissioners. Any member who is absent without being excused from three (3) consecutive meetings may, upon recommendation of the Chair or other designated Officer, be removed or replaced by the Board of Commissioners.

A member who will be unable to attend the regular meeting of the THPC shall contact THPC staff, if possible, at least twenty-four (24) hours before the scheduled meeting, and indicate the general reason for being absent to receive an excused absence. Earlier notification is encouraged. Unforeseen emergencies or illnesses shall be considered excused absences. The THPC will be notified of the absence and reason at the meeting.

IV. OFFICERS

1. Election of Officers. The THPC shall elect from its membership a chairperson and vice-chairperson, who shall serve for terms of 1 year, beginning on July 1st of each year. Officers shall be eligible for reelection and have the right to vote. The nomination and election of the Chairperson and Vice-Chairperson shall occur during the regular June meeting of the THPC. In the event of a vacancy in the offices of the Chairperson or Vice-Chairperson, the vacancy shall be filled by an election at the next regular meeting.
2. Chair. The Chairperson shall preside over meetings of the THPC. The Chairperson shall appoint the members and chairs of any regular committees, as described in Section VII of these Rules of Procedure. The Chairperson shall decide all points of order and procedure subject to these rules unless directed otherwise by a majority of the Commission in session at that time. The Chairperson shall have the right to vote, but shall not have the right to break a tie vote in which he or she participated.
3. Vice-Chair. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
4. Secretary. A staff member of the Tryon Planning and Zoning Department ("the Planning Department") shall serve as Secretary. The Secretary, subject to the direction of the Chairperson and the THPC, shall keep all records, shall conduct all

correspondence of the THPC, and shall generally perform the clerical work of the THPC. The Secretary shall keep the minutes of every meeting of the THPC. The minutes shall show the record of all important facts pertaining to each meeting, every resolution acted upon by the Commission and all votes of the Commission members upon any recommendation, resolution or upon the final determination of any questions before the Commission, indicating the names of members absent or failing to vote.

V. MEETINGS

The THPC and committees of the THPC as public bodies must comply with the Open Meetings Law, NC Gen. Stat. Chapter 143, Article 33C (NCGS 143-318.9 to 318.18). Specifically, all regular and special meetings, public hearings, records, and minutes of the THPC and any committees it may establish shall be open to the public.

1. Regular Meetings. The THPC shall hold regularly scheduled monthly meetings except when there are no matters for discussion. Regular meetings of the Commission shall be held on the first Wednesday of each month at 4:00 PM in the McCowan Room of the Tryon Town Hall. When the regular meeting day falls on a legal holiday, the Commission shall meet on the first available date thereafter at the same time and place provided that meetings may be held at some other time or place if directed by the Chairperson at least 48 hours in advance of the meeting.

The Commission shall meet at least quarterly. The Commission shall annually present to the local legislative body a report of its activities, budget, findings, recommendations, and actions, which shall be made available to the public.

2. Special Meetings. Special meetings may be called at the discretion of the Chairperson, or by written request of two (2) members of the THPC submitted to the THPC or Chairperson. Written or oral notice of special meetings shall be given to the Town of Tryon sufficient to permit the Town Clerk to give notice at least forty-eight (48) hours prior to the meeting and shall state the time, place and purpose of the meeting.

3. Committee Meetings. Committees shall hold regularly scheduled monthly meetings except when there are no matters for discussion and must give public notice of the time, place and purpose of meetings at least 48 hours in advance of the meetings.

4. Cancellation of Meetings. Whenever there is no business to come before the THPC, the Chairperson may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.

5. Quorum. A quorum shall consist of three (3) members of the THPC. The number required for a quorum shall not be affected by vacancies. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for the purpose of determining whether or not a quorum is present.

6. Order of Business. The order of business at regular meetings shall be as follows:

- a. Call to order;
- b. Roll call;
- c. Approval of minutes;
- d. Swearing-in of any witnesses;
- e. Hearing and consideration of any and each case;
- f. Report from committees;
- g. Unfinished business;
- h. New business;
- i. Adjournment.

The order of business may be varied by unanimous consent of the members present.

7. Time Limits

- a. The THPC may limit the length of a meeting or set a time for adjournment by a concurring vote of three (3) members.

- b. The THPC may limit the time each person at a public hearing is allowed to speak by a concurring vote of three (3) members.

8. Agenda

- a. The agenda for each regular or special meeting or public hearing shall be prepared by THPC staff after consultation with the Chairperson.
- b. The agenda for each meeting shall be emailed to all members no later than five (5) days prior to the scheduled meeting or hearing, except that, in the case of special meetings called under Section 3.2., the agenda will be emailed or orally transmitted, as appropriate, to the members no later than forty-eight (48) hours prior to the scheduled meeting or hearing.
- c. No business, either old or new, may be considered by the THPC unless such item properly appears on the agenda. However, any matter may be considered by the THPC as a non-agenda item if such matter is approved for consideration by a majority vote of the members present.

9. Keeping of Minutes and Commission Records

Commission staff shall prepare the meeting minutes and submit them to the Commissioners no less than 48 hours prior to the next Commission meeting. The minutes shall include a record of the attendance of THPC members and its resolutions, findings, recommendations, and other actions. Additions and corrections to the minutes shall be reflected in the official records.

10. Notification

In order to facilitate the exercise of the THPC's authority and responsibility in promoting, enhancing and preserving the character and heritage of Tryon's historic resources, the THPC requests that the Director of Planning and Zoning notify the Commission of pending applications for zoning changes, use permits, variances and demolition (minimum housing) permits, and proposed zoning text amendments or other proposals, which affect historic resources in the town, of architectural or cultural significance.

VI. PUBLIC HEARINGS

The Commission shall conduct its public hearings as generally outlined below, except that the Chairperson of the Commission may, at his or her discretion, amend the procedures as necessary for the expeditious conduct of the Commission's business.

1. The Chairperson shall call the public hearing to order.
2. The Chairperson shall acknowledge that the proceedings are being recorded and that written minutes of the meeting will be kept by the Commission staff.
3. The Commission staff shall swear-in or affirm all witnesses.
4. The staff shall present the case background and staff recommendation.
5. The Commission shall receive testimony from persons in favor of a Certificate of Appropriateness (COA). (See section IX. below.)
6. The Commission shall receive testimony from persons opposed to the COA.
7. The Chairperson may establish time limits for each side of the issue and for each individual speaker.
8. Discussion of the case by Commission members.
9. The Commission shall make findings of fact indicating the extent to which the application is or is not consistent with the historical character and qualities of the district.
10. The Commission shall make its decision.
11. The Commission shall state the effective date of approval of a COA for demolition if applicable.
12. The Commission shall refer the applicant to the Commission staff for instructions on receiving the Certificate of Appropriateness and for the timeline to complete the work described in the application.

VII. CONFLICT OF INTEREST

All THPC members must comply with the conflict of interest provisions found at N.C. Gen. Stat. section 160D-109.

1. Advisory Decisions. Vote on any advisory or legislative decision where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. Members of THPC shall not vote on any matter where the applicant is a person with whom the member has a close familial, business, or other associational relationship.
2. Quasi-Judicial Decisions. A member of the THPC exercising quasi-judicial functions shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business or other associational relationship with an affected person, or a financial interest in the outcome of the matter.
3. Familial Relationship. For purposes of this section, a "close familial relationship" means a spouse, a parent, a child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.
4. Resolution of Objection. If an objection is raised to a THPC member's participation at or prior to a hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the THPC shall by majority vote rule on the objection.

VIII. VOTING

1. Advisory Decisions and Other Matters. All other matters shall be decided by a simple majority.
2. Quasi-Judicial Decisions. A majority of the THPC is required to issue a decision on any quasi-judicial matter. See N.C. Gen. Stat. Section 160D-406(i). For the purposes of quasi-judicial decisions, vacant positions and members who are disqualified from voting based on conflict of interest shall not be considered members for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.

IX. CERTIFICATES OF APPROPRIATENESS

Certificates of Appropriateness (COA) applications are submitted, reviewed, and decided in accordance with N.C. Gen. Stat. Sections 160D-406 and 160D-947 and Tryon's Historic Preservation Commission and Zoning Ordinances, including provisions pertaining to notice and evidentiary hearing requirements.

1. Minor Work Decisions. The Planning Director or Staff of the Planning Department may review and approve COA applications for minor work (such as routine maintenance) as administrative decisions when in conformance with the TPPC design guidelines and as provided in the list below. COA applications for all other exterior changes must follow the procedures for the major works COA applications heard by the TPHC. No application may be denied without formal action by the TPHC. Failure of administrative officials to approve the requested minor work shall in no way interfere with the applicant's right to a hearing before the TPHC.
2. Minor Work Reporting. Certificates of Appropriateness for minor work issued by an administrative official shall be reported to the THPC on a monthly basis.
3. Major Work projects are reviewed by the TPHC in a quasi-judicial (evidentiary) hearing. In general, major work projects (such as new construction, expansion of a building footprint, or significant changes in landscape features) involve a change in the appearance of a structure or site and are more substantial in nature than routine maintenance or minor work projects.
4. Routine Maintenance. A COA is not necessary for routine maintenance, which includes repair or replacement where there is no change in the design, materials, or general appearance of elements of the structure or grounds.

Examples of Minor Works Projects, Which May Be Approved by Staff:

- Minor repairs of missing or deteriorating features such as siding and trim, porch floors, ceilings, columns and balustrades, or architectural details, with materials that are identical to the original in dimension and configuration, for example, reroofing a building with the same-as-existing materials.
- Replacing gutters and downspouts with profile and paint to match the building or trim, so long as no architectural features are removed.
- Removing non-original materials (less than 50 years old) including substitute siding.
- Installation of mechanical and utility equipment, including but not limited to, heating and air conditioning units which cannot be seen from a street or are screened from view with shrubbery or appropriate fencing.
- Repair or replacement of masonry foundations where the original foundation material is retained or where new material matches the original as closely as possible.
- Re-pointing and other masonry repairs when the color and composition of the mortar matches the original and new brick or stone matches the original.
- Lighting fixtures which cannot be seen from a street and are clearly in conformance with the guidelines.
- Solar panels and satellite dishes placed on a rear elevation or screened from public view.
- Repairing existing storm windows.
- Replacing glass in windows.

5. Issuance of the Certificate of Appropriateness (COA)

a. Approval.

Upon approval of the COA application by the Commission, the Planning Department shall denote the approval, with an inked rubber stamp, on the copy of the drawings submitted with the application. The Planning and Zoning Department shall keep one (1) hard copy in its case record file, record one (1) digital copy in the Polk County Land Records Office, and return one (1) digital copy to the applicant.

b. Conditionally Approved COA.

If changes are made to the drawings in an application as a result of conditions on the COA stipulated by the THPC, the applicant shall submit revised drawings incorporating the changes to the Planning Department. If the drawings conform to the conditions imposed by the THPC, the Planning Department shall denote approval with an inked rubber stamp and distribute copies as described in Section IX.5.a. The applicant may not proceed under the COA until the modified drawings are approved pursuant to this section.

c. COA Expiration.

The COA expires two (2) years from the date of issuance unless a building permit is issued and maintained active. Amendments to COAs shall have the same expiration date as the original COA.

X. APPEALS

Appeal of the action of the THPC in granting or denying any COA shall be filed with the Board of Planning and Adjustment within thirty (30) days of the day the applicant receives the Commission's written decision, or within 30 days of the day any other person with standing receives actual or constructive notice of the Commission's decision. Appeals are in the nature of certiorari pursuant to G.S 160D-1402. In other words, such appeals are based solely on the record of the THPC's decision rather than on challenge to the judgment of the THPC.

XI. AMENDMENTS

These Rules of Procedure for the THPC may, within the limits allowed by law, be adopted or amended at any time by an affirmative vote of not less than three (3) members of the Commission, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting, or preceding the meeting at which the vote is taken.



North Carolina's Updated Laws on Social Districts

In September 2021, Governor Roy Cooper signed into law House Bill 890 (HB 890) – ABC Omnibus Legislation – which passed both the House and Senate with bi-partisan support. Included in HB 890 was a provision allowing local governments to create social districts in North Carolina. The North Carolina Retail Merchants Association (NCRMA) was the major interest group pushing for the passage of this important legislation to drive foot traffic to downtown businesses and level the playing field for brick-and-mortar businesses with ABC permits. In a little less than a year since the enactment of HB 890, nearly twenty municipalities have successfully created social districts in towns as small as Norwood to cities as big as Greensboro. Numerous other cities are investigating the creation of social districts based on how successful the social districts have become with customers and businesses alike.

The passage of legislation creating social districts also resulted in some legal questions posed to the North Carolina Alcoholic Control Commission, Alcohol Law Enforcement, and local city attorneys.

In June 2022, House Bill 211 (HB 211) – Social District/Common Area Clarifications - passed both the House and Senate with bi-partisan support and was subsequently signed into law by the Governor on July 7, 2022. This legislation provides some much-needed clarity to the original social district legislation and includes more detail on the inter-workings of social districts.

The sections of the North Carolina General Statutes regulating social districts contained in HB 890 were repealed and replaced with a brand-new section of Chapter 18B to regulate social districts. However, any social districts created in 2021 remain in place. The information detailed below provides context on North Carolina's initial law allowing for the creation of social districts and clarifications to this law established via the recent passage of HB 211.

What is a Social District?

A social district is a defined area in which a person may consume alcoholic beverages sold by an ABC permittee located within the social district. A social district may include both indoor and outdoor areas of businesses within or contiguous to the defined area during the days and hours set by the local government in creating the social district. A social district may include privately owned property, including permittees and non-permittee businesses, and multi-tenant establishments, as well as public streets, crosswalks, or parking areas whether the streets or parking areas are closed to vehicle traffic.

This revised definition clears up any confusion as to whether a social district can cross a public street or road and whether a social district may be created in a privately owned area of a local government jurisdiction, such as a shopping center. It also clarifies that a social district may include both indoor and outdoor areas of businesses within, or contiguous to, the defined area during the days and hours set by the local government. It should be noted that it is the sole decision of a business located within the geographic area of a social district whether to participate in the activities of the social district.

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Who Can Designate a Social District?

Neither HB 890 nor HB 211 created a statewide social district, but instead allows cities and counties to “opt-in” to social districts via an ordinance.

- A city may adopt an ordinance designating an area within the municipal limits as a social district under G.S. 160A-205.4.
- A county may adopt an ordinance designating a social district from an area located outside a municipal boundary under G.S. 153A-145.9.
- Once created, a local government may also eliminate a social district by ordinance.
- HB 211 did clarify that a local government may create more than one social district within its jurisdiction.

What are the Requirements for a City or County to Create a Social District?

- Social districts must be clearly defined, and signage must be posted in conspicuous locations indicating:
 - The geographic area included in the social district.
 - The days and hours during which alcoholic beverages can be consumed in the social district.
 - The telephone number for the ALE Division and Local Law Enforcement with jurisdiction over the social district.
 - A clear statement that an alcoholic beverage purchased for consumption in a social district shall:
 - only be consumed within the social district and
 - be disposed of before the person possessing the alcoholic beverage exits the social district unless the person is reentering the licensed ABC premises where the alcoholic beverage was purchased.
- Social districts are only allowed to operate during hours defined under G.S. 18B-1004:
 - From 7:00 am until 2:00 am Monday – Saturday; and
 - From Noon until 2:00 am on Sunday
 - If the local government has allowed for earlier Sunday Sales, a social district may operate beginning at 10:00 am on Sunday
- A local government creating a social district is required to establish management and maintenance plans for the social district and post these plans, along with a drawing of the boundaries and the applicable days and hours of the social district, on the local government’s website. A social district must be maintained in a manner that protects the health and safety of the general public.
 - Under HB 211, a local government is now authorized to delegate the management and maintenance of the social district to a private entity, such as a downtown development organization, local chamber of commerce or owner of a shopping center.
 - A local government may also establish guidelines in their social district allowing for suspension of regular days and hours of alcohol consumption in all or part of a social district during events requiring special events ABC permits.
- Before a social district can become operational, a local government must submit to the North Carolina Alcoholic Beverage Control (ABC) Commission a detailed map of the social district with the boundaries clearly marked and the days and hours during which alcoholic beverages can be consumed (G.S. 18B-904.1(c)(3)).
 - The ABC Commission has created a specific form for a local government to submit this documentation and can be found here:
 - [NC ABC Commission Social District Registration Link](#)
 - A local government is only required to submit a revised map to the ABC Commission if the local government changes the geographic area of a social district. It should be noted that a local government is not required to identify the businesses or ABC permittees located within the social district or if there is a change in businesses located within the social districts that are participating in the social district.

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- A local government is required to develop or approve uniform signs indicating that a non-permittee business is included in the social district and allows alcoholic beverages on its premises when the social district is active and distribute the signs to non-permittee businesses that are included in the social district.
 - The signs may be in the form of a sticker, placard, or other format as deemed appropriate by the local government.
 - A non-permittee participating in the social district and allowing alcohol on their premises is required to always display the uniform sign during the times when the social district is active.
 - A customer may not bring an alcoholic beverage into a non-permittee business that does not display the uniform sign.
 - A local government may now delegate the designing of signage, cups, and window clings to a private entity such as a downtown development authority, local chamber or property management group with the local government maintaining ultimate decision-making on these items.

Who Can Sell Alcohol in a Social District?

A business holding any of the following ABC permits may sell alcohol to be consumed in a social district:

- 1) An on-premises malt beverage permit issued pursuant to G.S. 18B-1001(1).
- 2) An on-premises unfortified wine permit issued pursuant to G.S. 18B-1001(3).
- 3) An on-premises fortified wine permit issued pursuant to G.S. 18B-1001(5).
- 4) A mixed beverages permit issued pursuant to G.S. 18B-1001(10).
- 5) A distillery permit issued pursuant to G.S. 18B-1001(5).
- 6) A wine shop permittee issued pursuant to G.S. 18B-1001(16).

Special one-time permits: The ABC Commission may issue special one-time permits pursuant to G.S. 18B-1002(a)(2) or (a)(5) for events occurring on premises located partially or entirely within the boundaries of a social district. This was an important clarification to the social district law contained in HB 211 because some local governments questioned whether they could create social district in an area where the local government conducted annual festivals where alcohol was sold.

What Additional Rules Do ABC Permittees Have to Follow to Sell Alcohol Within a Social District?

An ABC permittee must be located in or contiguous to the social district in which it is selling alcohol to be consumed.

The ABC permittee is only allowed to sell and serve alcoholic beverages on its licensed premises. In other words, the ABC permittee cannot sell alcoholic beverages in the street or down the street from its licensed premises just because the ABC permittee is located in, or contiguous to a social district.

Alcoholic beverages that are being sold to be consumed in a social district can only be sold in a container that meets all the following requirements:

- 1) The container clearly identifies the ABC permittee from which the alcoholic beverage was purchased.
- 2) The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed.
- 3) The container is not made of glass.
- 4) The container displays, in no less than 12-point font, the statement, “Drink Responsibly – Be 21.”
- 5) The container cannot hold more than sixteen fluid ounces.

A local government may now create its social district ordinance so an ABC permittee or non-permittee business may allow a customer to possess and consume on the business's premises alcoholic beverages purchased from any ABC permittee located in or contiguous to the social district.

- This is a major change from HB 890 enacted in 2021 which prohibited a customer who had purchased an alcoholic beverage from one ABC permittee to enter the premises of another ABC permittee located in the social district.

In summary, an ABC permittee in a social district is no longer prohibited from allowing a patron to enter their premises with an alcoholic beverage purchased at a different ABC permittee located within the social district if the local government chooses to write its social district ordinance to allow for this activity.

Another major policy change contained in HB 211 allows ABC permittee and non-permittee businesses in multi-tenant establishments to be included and participate in a social district. This allows for a social district to be created in an area that is privately-owned such as in a mixed-used shopping center which contains residential units as well as businesses that sell or do not sell alcohol.

If I am a Business in the Social District, but I Do Not Want Customers Coming into My Store with Alcoholic Beverages, Do I Have to Participate?

No, any business without an ABC permit located in, or contiguous to, the designated social district has the option to participate, or not, in allowing customers with beverages to enter their premises. For example, Printers' Books may remain open during designated social district hours but decide to post a sign that alcoholic beverages (or any beverages) are not allowed in their store even if they are located inside of the social district.

Likewise, a business with an ABC permit located in, or contiguous to, the social district may decide to participate or not participate in allowing customers to leave their premises with an open container.

HB 211 contained several clarifying changes concerning this question, including:

- A participating non-permittee business is now required to always display the uniform sign during the times when the social district is active as to whether the business allows for patrons to enter their business with alcohol.
- All non-permittee businesses that are part of a social district and allow customers to bring alcoholic beverages onto their premises are required to clearly post signage on any exits that do not open to the social district indicating that alcoholic beverages may not be taken past that point.
 - As example, if a non-ABC permittee has two points of ingress and egress with one point entering and exiting into the social district and one entering and exiting into an area not in the defined social district the business would have to post signage warning their customers not to exit the business with alcohol into the area not contained in the social district. This is to prevent a patron from unknowingly possessing an open container of alcohol outside of the social district.
- During the days and hours when the social district is active, a non-permittee business that allows customers to bring alcoholic beverages onto its premises is required to allow law enforcement officers access to the areas of the premises accessible by customers.
- In a major policy change from HB 890, HB 211 allows an ABC permittee or a non-permittee to possess and consume on the business' premises alcoholic beverages purchased from any permittee located in the social district. HB 890 previously prohibited a local government from creating a social district that allowed an ABC permittee to allow a customer to bring an alcoholic beverage from a different ABC permittee onto their premises. G.S. 18B-300.1(f) allows an ABC permittee to allow a person to bring an alcoholic beverage purchased at a different ABC permittee onto their premises. Again, while this activity is allowed, the decision on whether to allow for this activity within a social district is up to the local government and how the local government determines to write their ordinance creating a social district.

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What Requirements Do Customers Have to Follow Within a Social District?

A person can only possess and consume alcoholic beverages purchased from an ABC permittee located in, or contiguous to, the social district. A person cannot bring their own personal beer or wine into the social district for consumption.

A person, including a customer who is in possession of an open container of an alcoholic beverage, may possess alcoholic beverages in closed containers in a social district to the extent allowed by law (ex: a person can buy a beer to drink in the required social district cup and take a four-pack to consume at home from a bottle shop).

Any alcoholic beverages consumed in the social district must be consumed from the required container described above. In other words, a person cannot pour their wine or beer into a personal solo cup or any type of container other than the one meeting all the requirements for social districts.

Alcoholic beverages shall only be possessed and consumed in the social district during the days and hours set by the city or county. If a city designates an area as a social district from 9:00 pm until midnight on Friday and Saturday, a person cannot consume alcohol in the social district at 9:00 pm on Wednesday.

The sale and delivery of alcohol in a social district is subject to the same limitations for sales and deliveries of alcohol in North Carolina:

- No more than two malt beverages or wine drinks at one time to a single patron
- No more than one mixed beverage or spiritous liquor drink at one time to a single patron

A person is required to dispose of any alcoholic beverage in the person's possession prior to exiting the social district. In other words, if a person is leaving the social district area, they must pour out or throw away their alcohol.

Can Common Area Entertainment (CAE) Permits and Social Districts Co-Exist?

In 2019, prior to the enactment of social district authorizing legislation, the General Assembly passed SB 290 – ABC Regulatory Reform Bill – that created a Common Area Entertainment (CAE) Permit. While individual tenants in multi-tenant establishments, like food halls, were already allowed to serve alcohol within their defined premises – the multi-tenant establishment did not have its own permit to allow customers to flow within the “common area” itself.

This new CAE permit allowed the property owner or property owner's association of a “multi-tenant establishment” with two or more alcohol-permitted businesses to have a designated consumption area on the property where individuals could purchase alcohol at establishments and take the open containers of this alcohol (including beer, wine, and spirituous liquor) in specially-designated cups off the designated premises of those businesses into a designated consumption area, or back onto the premises of a business, with permission of the business owner.

Fast-forward to the 2021 legislative session, when the legislature passed HB 890 authorizing local governments to pass ordinances to designate social districts whereby customers of businesses located contiguous to the social district could take open containers of alcohol (including beer, wine, and spirituous liquor) in specially-designated cups off the premises of an ABC permitted establishment and into any areas designated as part of the social district.

During the 2022 legislative session, HB 211 included clarifying provisions to answer questions that arose on the interaction of CAE permits and social districts such as:

- Could CAEs be issued to mixed-use developments that had private streets open to vehicular traffic?
- Can local governments pass ordinances designating social districts in mixed-use developments and/or privately-owned property?
- Can a social district and a special event permit work in tandem?

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HB 211 makes the following clarifications to the existing CAE and social district laws to address those questions:

- A mixed-use development may obtain a CAE that encompasses the development, including privately owned streets, sidewalks, and courtyards and does not have to restrict or close these areas through the delineation of vertical boundaries.
- A city or county may pass a social district ordinance that encompasses a mixed-use development and/or private property and may delegate management of that social district to the property owner or property owner's association.
- Various types of special event permits may act in conjunction with social districts, and cities/counties have flexibility to implement this process. For example, street festivals in a downtown area can operate in conjunction with a social district.
- Property owners and cities/counties have flexibility to implement management and maintenance plans, which include limiting hours of consumption, creating signage, and providing security.

The CAE permit will continue to be issued to the owner or property owners' association of a multi-tenant establishment, but a common area would be defined as "an indoor or outdoor portion of a multi-tenant establishment that is open to the public" and the permit holder can designate common areas to be "designated consumption areas" where consumption of alcoholic beverages is allowed.

The designated consumption area may include:

- Any indoor or outdoor area of a permittee business that is contiguous to a designated common area or
- Any indoor or outdoor area of a non-permittee business that is contiguous to the designated common area and that chooses to allow customers to bring open containers of alcoholic beverages onto its premises.

Additional requirements and clarifications involving a CAE Permit:

- A permittee can be included in the designated consumption area even if it chooses to exclude open containers of alcoholic beverages purchased from other permittees.
- Non-permittee businesses are not responsible for enforcing the alcohol laws but must allow law enforcement officers access to the areas of the premises accessible by customers.
- The designated consumption areas must be submitted to and approved by the ABC Commission and be marked in a way that clearly indicates to customers where the boundaries of the designated consumption area are located.
- Open containers sold by a permittee for consumption in a designated consumption area must be in a container meeting several criteria, and the possession of closed containers would be allowed to the extent otherwise allowed by law.