



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: September 13, 2022 Time: 6:00 p.m.

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(828) 452-2491 [eward@waynesvillenc.gov](mailto:eward@waynesvillenc.gov)

#### A. CALL TO ORDER - Mayor Gary Caldwell

##### 1. Welcome/Calendar/Announcements

#### B. PUBLIC COMMENT

#### C. ADDITIONS OR DELETIONS TO THE AGENDA

#### D. CONSENT AGENDA

*All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

- ##### 2. Adoption of minutes of the August 9, 2022 Regular meeting Haywood March for Life Special Events Permit Power of Pink Special Events Permit Trunk or Treat Special Event Permit Hazelween Special Event Permit Church Street Art and Craft Show

**Motion: To approve the consent agenda as presented.**

#### E. PROCLAMATION

- ##### 3. Constitution Week - September 17th – 23<sup>rd</sup> 2022
- Mayor Gary Caldwell

#### F. PRESENTATION

- ##### 4. Report on Recreation Program
- Luke Kinsland, Interim Parks and Recreation Director

#### G. CALL FOR PUBLIC HEARING

5. Call for a Public Hearing to consider a request for Annexation for property at 00, Waynesville, NC 28786, PIN 8615-41-3728.

- Elizabeth Teague, Development Services Director

1. ***Motion: Adoption of Resolution R-24-22 to Consider an ordinance to approve the annexation of described property.***
2. ***Motion: To call for a Public Hearing to be held on Tuesday October 11, 2022 at 6:00 pm or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville for consideration of annexation of property located on Oakdale Road, PIN 8615-41-3728.***

#### H. PUBLIC HEARING

6. Public Hearing on CDBG Infrastructure Grant

- Elizabeth Teague, Development Services Director

1. ***Motion: To Open the public hearing***
2. ***Motion: To Close the Public Hearing***
3. ***Motion: To approve Resolution and proposed CIP as presented.***

#### I. OLD BUSINESS

7. Traffic Calming Devices for East Street and Locust Drive

- Fire Chief Joey Webb

#### J. NEW BUSINESS

8. Contract for Services with Helping Hands of Haywood

- Town Attorney Martha Bradley

***Motion: To suspend payments to Helping Hands of Haywood pending receipt and review of quarterly receipts due for second quarter of 2022 and of documents requested by letter from the Town Manager dated August 31, 2022.***

9. Pigeon Street Budget Amendment

- Jeff Stines, Public Services Director

***Motion: To approve Ordinance No. O-30-22 , Amendment No. 3 in the amount of \$28,266.24 to the 2022-2023 Budget for the payment of the change order due to utility conflicts and approve movement of the monies to the ARP funding source.***

10. Adoption of three resolutions to apply for grants under the American Rescue Plan Act's (ARPA) Stormwater Funding Program

- Elizabeth Teague, Development Services Director

1. ***Motion:*** *To adopt the Planning Grant Resolution R-20-22 for a Comprehensive Stormwater Master Plan*
2. ***Motion:*** *To adopt the Construction Grant Resolution R-21-22 for the Public Services Facility Stormwater Retrofit Project*
3. ***Motion:*** *To adopt the Construction Grant Resolution R-22-22 for the Waynesville Greenway Park Bioretention Retrofit Project.*

11. Budget Amendment to Firefighters Grant Revenue and Expenditure

- Chris Mehaffey, Assistant Fire Chief

***Motion:*** *Approve the resolution accepting the \$24,545,900 loan. To approve Ordinance No. Amendment 2 to the 2022-2023 Budget Ordinance for the purchase of 14 sets of structural firefighting gear, 48 sets of wildland gear, and 48 wildland fire shelters*

K. COMMUNICATION FROM STAFF

12. Manager's Report

- Town Manager, Rob Hites
- Finance Director, Misty Hagood

Closing of State Revolving Loan

***Motion:*** *To approve the Resolution R-23-22 accepting the \$24,545,900 loan*

13. Town Attorney Report

- Town Attorney, Martha Bradley

L. COMMUNICATIONS FROM THE MAYOR AND BOARD

M. CLOSED SESSION

14. ***Motion:*** *To enter into closed session pursuant to G.S. 143-318.11(a)(3) to discuss: (1) pending litigation in the matter of 22-CVS-854 involving the following parties: Town of Waynesville, Haywood County, Register of Deeds of Haywood, David Lee Hall, Janice Sheehan Hall, Douglas Edward Gosnell, and Melissa Graves Gosnell; (2) potential litigation involving the following parties: Town of Waynesville and Dandy Dog Properties, LLC; and (3) to consult with an attorney to protect the attorney-client privilege.*

***Motion:*** *(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.*

N. ADJOURN



# TOWN OF WAYNESVILLE

PO Box 100  
 16 South Main Street  
 Waynesville, NC 28786  
 Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

## CALENDAR September 2022

2022	
Tuesday September 13	Board of Aldermen Meeting – Regular Session
Saturday September 24	15 <sup>th</sup> Power of Pink 5K – 9:00 am - 11:00 am – Commerce Street in Frog Level
Tuesday September 27	Board of Aldermen Meeting – Regular Session
Saturday October 1	Haywood March for Life – 11:00 am – 1:00 pm – Starting at St. John’s Catholic Church
Saturday October 8	Church Street Art & Craft Show – Main Street – 10:00 am – 4:00 pm
Tuesday October 11	Board of Aldermen Meeting – Regular Session
Saturday October 15	Apple Festival – Main Street 10:00 am – 5:00 pm
Tuesday October 25	Board of Aldermen Meeting – Regular Session
Saturday October 29	Hazelween – 5:00 pm – 7:00 pm – Hazelwood Avenue
Monday October 31	Treats on the Street – 5:00 pm – 7:00 pm
Monday October 31	Trunk or Treat – First United Methodist Church – 5:00 pm – 8:00 pm
Tuesday November 8	Board of Aldermen Meeting – Regular Session
Tuesday November 11	Town Offices Closed – Veterans Day
Friday November 22	Board of Aldermen Meeting – Regular Session
Monday December 5	Waynesville Christmas Parade – Main Street - 6:00 pm
Saturday December 10	Night Before Christmas – Main Street – 6:00 pm – 9:00 pm
Tuesday December 13	Board of Aldermen Meeting – Regular Session
Saturday December 17	Night Before Christmas – 6:00 am – 9:00 pm
December 23, 24 & 27th	Town Closed – Christmas Holidays

## Board and Commission Meetings – September 2022

ABC Board	ABC Office – 52 Dayco Drive	<b>September 20</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>September 6</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>January, March, July, and October</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Advisory Committee	Municipal Building – 16 South Main Street	<b>September 20</b> 3 <sup>rd</sup> Tuesday
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>September 7</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>September 19</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>September 8</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>September 21</b> 3 <sup>rd</sup> Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>September 13</b> 2 <sup>nd</sup> Tuesday 3:30 PM

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**Regular Meeting**  
**August 9, 2022**

**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday, August 9, 2022, at 6:00 p.m. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gary Caldwell called the meeting to order at 6:05 pm with the following members present:

Mayor Gary Caldwell  
Mayor Pro Tem Julia Freeman  
Alderman Jon Feichter  
Alderman Chuck Dickson

Alderman Anthony Sutton was absent.

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Eddie Ward, Town Clerk  
Town Attorney Martha Bradley  
Misty Hagood, Finance Director  
Jeff Stines, Public Services Director  
Ricky Foster, Assistant Public Services Director  
David Adams, Police Chief  
Brandon Gilmore, Assistant Police Chief  
Misty Hagood, Finance Director  
David Kelley, Chief Building Inspector  
Darrell Calhoun, Fire Marshall  
Beth Gilmore, DWAC Director  
Olga Grooman, Planner

Members of the media:

Becky Johnson - Mountaineer

**A. CALL TO ORDER**

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded everyone of the upcoming events in the next few weeks.

**B. PRESENTATION**

2. Administrative appeals

- Town Attorney Martha Bradley

Town Attorney Bradley gave a detailed presentation on Administrative Appeals as they relate to General Statute 160-D, the Planning Board, Zoning Board of Adjustment, Staff and Superior Court.

Included in the presentation was a description of the Duties of the Planning Board. The two key duties are to exercise any functions in the administration and enforcement of various means for carrying out plans that the governing board may direct, and to perform any other related duties that the governing board may direct. Planning Board members are not supervised by the Town Manager. The Planning Board will deliver final decisions regarding these permit types:

- Site plans
- Subdivision (Major) – Preliminary Plat
- Special Use Permits

Town Attorney Bradley said that The Town has discretion to delegate responsibilities given to the Board of Adjustment under 160 D to other Boards including itself. In the Town of Waynesville Land of Development Standards, the Board of Adjustment shall render final decisions regarding:

- Appeal of any Administrative decisions
- Appeals of Planning Board Decisions regarding Subdivision (Major) – Preliminary Plats
- Appeal of Historic Preservation Commission decision regarding Certificate of Appropriateness (Major)
- Variances

Ms. Bradley stated that the Land Development Standards defined the Administrator as the Town Manager and his subordinate staff. The Development Services Department will serve as the “gatekeeper” for all development applications and will advise applicants on appropriate personnel to contact.

In conclusion Ms. Bradley stated that the Zoning Board of Adjustment has only the duties and authority given to it by state law as enacted by local Ordinance. Tasks which a Statute authorized staff to carry out may be delegated by local Ordinance to one of the appointed boards or to the governing board. The review of Major Site Plans is the responsibility of the Planning Board. The Zoning Board has no authority under local Ordinance or State Statute to review and overturn decisions of the Planning Board. Appeals of administrative decisions made by the Planning Board should go to Superior Court.

## **C. PUBLIC COMMENT**

**Sherry Morgan**, 437 Boundary Street, had comments pertaining to Preservation Way and an Administrative Appeal.

***A motion was made by Alderman Jon Feichter, seconded by Alderman Chuck Dickson to allow Mr. Bob Clark to have more than three minutes to speak during the Public Comment period. The motion passed unanimously.***

**Bob Clark**, 416 Park Drive, gave his response to the Administrative Appeal presentation by Town Attorney Martha Bradley.

**Linda Sexton**, 75 Town & Country Drive, commented on traffic calming devices that are needed in many areas of the Town.

**Deannie Brooks**, 407 Boundary Street, expressed her concerns about needles being found at different places in Town.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. CONSENT AGENDA**

*All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

1. Adoption of minutes of the August 9, 2022 Regular meeting

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Jon Feichter, to approve the Consent Agenda as presented. The motion passed unanimously.***

**F. PUBLIC HEARING**

3. Public Hearing to consider the text amendment to Section 9.8 of the Land Development Standards (LDS), Driveway Access
  - Olga Grooman, Planner

***A motion was made by Alderwoman Julia Freeman seconded by Alderman Chuck Dickson, to open the Public Hearing at 6:58 pm. The motion passed unanimously***

Ms. Grooman reported to the Board that the Development Services and Public Services departments have worked together to revise the current Driveway Permit form, its fee, and develop an adequate inspection procedure to ensure all new and rebuilt driveways comply with the Ordinance requirements. During that process staff identified several improvements to the driveway standards including minimum driveway spacing requirements in residential areas, alternative materials for a driveway apron section, defining joint and shared driveways, and guidelines related to fire code and public safety. The standards were written in coordination with fire officials and J. M. Teague Engineering recommendations.



The changes proposed by staff to the Driveway Ordinance include:

- Distinguishing between requirements for residential and non-residential and multi-family driveways
- Updating driveway spacing requirements based on a district's minimum lot size
- Alternative materials for a driveway apron section
- Defining joint and shared driveways
- Mandatory fire code official approval for residential driveways longer than 150 ft
- References to American Association of State Highway and Transportation Officials (AASHTO) standards per engineers' recommendations.

She stated that the Planning Board held a Public Hearing on June 20, 2022 and voted unanimously to recommend to the Board of Aldermen to adopt the changes in the Ordinance O-28-22 as presented.

Mayor Caldwell asked if anyone wished to speak for or against the proposed Ordinance changes. No one spoke.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter to close the Public Hearing at 7:09 pm. The motion passed unanimously.***

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman, to find that the Ordinance is consistent with the 2035 Comprehensive Plan,***

***Goal 1: Continue to promote smart growth principles in land use planning and zoning.***

- ***Create walkable and attractive neighborhoods and commercial centers.***
- ***Encourage infill, mixed-use and context sensitive development.***

***Goal 2: Create a range of Housing opportunities and choices***

- ***Encourage new housing inside Waynesville's city limits and ETJ***  
***Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households.***

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter to adopt the Ordinance Number O-28-22 as presented. The motion carried unanimously.***

**E. OLD BUSINESS**

**F. NEW BUSINESS**

**4. Fiscal Year 2021-2022 Carryforwards**

- Misty Hagood, Finance Director

Ms. Hagood said there were several projects and initiatives approved and funded in the prior fiscal year that were not completed as of June 30, 2022. She asked the Board to adopt Ordinance O-26-22, Amendment 1, to carry over the remaining unspent funds to the current fiscal year.

<b><u>Expenditure</u></b>	<b><u>Department</u></b>	<b><u>Amount</u></b>
<b>Board Room A/V Equipment</b>	<b>Admin</b>	<b>\$47,658.45</b>
<b>Vehicle</b>	<b>Admin</b>	<b>\$26,813.00</b>
<b>Supplies</b>	<b>Finance</b>	<b>\$1,676.62</b>
<b>Uniforms</b>	<b>Police</b>	<b>\$2,668.72</b>
<b>Supplies &amp; Equipment</b>	<b>Police</b>	<b>\$14,505.03</b>
<b>Supplies &amp; Equipment</b>	<b>Fire</b>	<b>\$36,508.50</b>
<b>Pierce Dry side Tanker &amp; Equip</b>	<b>Fire</b>	<b>\$480,290.00</b>
<b>Supplies &amp; Equipment</b>	<b>Streets &amp; Sanitation</b>	<b>\$13,358.48</b>
<b>Supplies</b>	<b>Planning</b>	<b>\$1,120.00</b>
<b>Capital Imp-Greenway/Bridge</b>	<b>Planning</b>	<b>\$123,293.37</b>
<b>Sulphur Springs Park Impr.</b>	<b>Planning</b>	<b>\$17,450.00</b>
<b>Bldg Repair &amp; Maint</b>	<b>Parks &amp; Rec</b>	<b>\$3,386.34</b>
<b>Equip Repair &amp; Maint</b>	<b>Parks &amp; Rec</b>	<b>\$2,301.38</b>
<b>Supplies &amp; Equipment</b>	<b>Parks &amp; Rec</b>	<b>\$7,376.76</b>
<b>Total General Fund</b>		<b>\$778,406.65</b>
<b>Materials &amp; Meters</b>	<b>Water Maintenance</b>	<b>\$56,832.00</b>
<b>ARP Project-Pigeon St</b>	<b>Water Maintenance</b>	<b>\$398,000.00</b>
<b>Total Water Fund</b>		<b>\$454,832.00</b>
<b>Repairs &amp; Maint</b>	<b>Sewer Treatment</b>	<b>\$4,100.00</b>
<b>ARP I&amp;I 1st year</b>	<b>Sewer Treatment</b>	<b>\$98,041.97</b>
<b>Total Sewer Fund</b>		<b>\$102,141.97</b>
<b>Supplies &amp; Equipment</b>	<b>Electric Maintenance</b>	<b>\$3,738.00</b>
<b>Transformer</b>	<b>Electric Maintenance</b>	<b>\$47,089.00</b>
<b>Capital Improvements</b>	<b>Electric Maintenance</b>	<b>\$236,059.58</b>
<b>Total Electric Fund</b>		<b>\$286,886.58</b>

Also included in the amendment is removing the Police Civilian Volunteers \$4,000.00 in funding from Special Appropriations to the Police Department, as requested during the budget vote.

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman, to approve Ordinance Number O-26-22 Amendment 1 to the 2022-2023 Budget Ordinance as presented. The motion passed unanimously.***

5. Traffic Calming
  - Ricky Foster, Assistant Public Services Director

Mr. Foster explained to the Board that the Town had several new traffic calming requests. He presented requests for East Street between Assembly and Howell Street, Hazel Street from North Main to Walnut Street, Country Club between Longview and Springview Drives, and Locust Drive. This will include speed humps, signage, and pavement markings. The Board had previously approved \$75,000.00 in the current Fiscal Year Budget specifically for traffic calming devices. He stated that these requests will absorb this line item. Mr. Foster expressed his concern of impeding the response of emergency vehicles.

Fire Marshall Darrell Calhoun spoke to the Board and stated he was most concerned about the safety of the Town citizens. The Town currently has several speed humps on the Station 2 side of Town that respond to Davis, Cove, Crymes Cove, Duckett Cove area and every fire and ambulance is hitting speed humps. He stated that each of these speed humps is slowing a fire truck down by 10 seconds. He gave examples of how much time it is taking to reach emergencies, and how adding more speed humps will slow response time even more.

Mr. Calhoun proposed to the Board that a committee be formed to discuss the speed bumps or redesign the humps themselves. He said there are speed humps that fire trucks and other emergency vehicles do not have to completely slow down over. He added that in Chapter 5 - 503.11 of the North Carolina Fire Code, which has been adopted by the Town, states that traffic calming devices shall be prohibited unless approved by the Fire Official.

Alderman Feichter asked how speed humps on Brown Avenue would affect response times. Mr. Calhoun stated it would have a tremendous effect because of the Middle School and the housing on Boyd Avenue. Alderwoman Julia Freeman thanked Mr. Calhoun for bringing the attention of the Board to the response times with these speed humps. She added that she thought there needed to be further discussion pertaining to alternative speed hump devices.

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Jon Feichter, to approve the purchase and installation of the recommended traffic calming devices by J.M. Teague Engineering on Hazel Street, and Locust Drive. The speed humps for Country Club Drive and East Street be researched for other alternative speed humps. The motion carried unanimously.***

6. Appointment to the Cemetery Commission and the Historic Preservation Commission
- Jesse Fowler, Assistant Town Manager

Mr. Fowler stated that the Cemetery Commission and the Historic Preservation Commission have had unfilled vacancies since new Commission members were appointed at the end of June. The Town has received an application for the Cemetery, and one for the Historic Commission and asked the Board for their consideration on these appointments.

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Chuck Dickson, to appoint Lisa Kay Cook to the Cemetery Commission for a term of three years ending on June 30,***

**2025. The motion passed unanimously with Alderman Chuck Dickson, Alderwoman Julia Freeman, Mayor Gary Caldwell, and Alderman Jon Feichter voting yes.**

**A motion was made by Alderwoman Julia Freeman, seconded by Alderman Chuck Dickson, to appoint Anne Marie Miller to the Historic Preservation Commission for a term of three years ending on June 30, 2025. The motion passed unanimously with Alderman Chuck Dickson, Alderwoman Julia Freeman, Mayor Gary Caldwell, and Alderman Jon Feichter voting yes.**

**J. COMMUNICATION FROM STAFF**

Manager's Report

- Manager Rob Hites

16. Request for Part Time Collection Clerk in Finance Department

Manager Hites told the Board that the workload in the collections area of the Finance Department has increased dramatically due to the time being spent with customers as they work through the list of people that chose not to make payments on their utility bills during the Governor and Utilities Commission's ban on utility disconnections. He said the staff is negotiating many repayment contracts and issues with people failing to honor their payment arrangements. In addition, the Finance Department will be sending out tax bills next month which will further increase the load on the collection staff. An additional staff member will help relieve some of the stress and permit more time to be dedicated to each customer. There are sufficient funds in their budget to handle the salary of another employee. The salary range would be between \$14 - \$16 per hour.

**A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter, to approve the addition of a part time customer collections employee at an hourly salary range of \$14-16 per hour depending on qualifications. The motion passed unanimously.**

17. Approval of a "Resolution of Award" to "The Harper Corporation - General Contractors of Greenville SC

Manager Hites stated that at the last meeting, approval was given for a negotiated bid awarding to "The Harper Corporation General Contractors of Greenville, SC." In May the Board adopted a "Resolution of Tentative Award" for a \$25,475,000 contract. The final negotiated bid price that you adopted in your July meeting was \$25,725,000. DWI is requesting that the Board amend its "Resolution of Award" so that it reflects the final construction amount of \$25,725,000. It would also be in order to amend the Town's "Reimbursement Resolution" to reflect the adopted project ordinance. The project ordinance established Total Project Cost to be \$29,631,150.

**A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter, to adopt the amended resolution No. R-17-22 of award to "The Harper Corporation- General Contractors of Greenville SC." The motion passed unanimously.**

DWI is requesting that the Board amend its "Resolution of Award" so that it reflects the final construction amount of \$25,725,000. It would also be in order to amend the Town's

“Reimbursement Resolution” to reflect the adopted project ordinance. The project ordinance established Total Project Cost to be \$29,631,150.

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman, to adopt “Reimbursement Resolution” R-16-22 to reflect at project cost of \$ 29,631,150. The motion passed unanimously.***

Assistant Town Manager Jesse Fowler told the Board that the Tuscola High School Cheerleaders had approached the Town asking for a sponsorship. It was explained to them that normally a public good is required for these types of requests. Mr. Fowler stated he had a verbal commitment from them that they would help the Town with the upcoming downtown events.

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Jon Feichter, to approve \$500.00 to the Tuscola cheerleaders on the contingency that they assist with special events held in the Town. The motion carried unanimously.***

18. Town Attorney Report

- Town Attorney Martha Bradley

Attorney Bradley asked that the Board have a closed session at the next regularly scheduled meeting to discuss possible litigation.

**K. COMMUNICATIONS FROM THE MAYOR AND BOARD**

Alderman Feichter asked about the progress of the paving on Pigeon Street. Public Services Director Jeff Stines stated that all the utility work is complete, and WNC paving will be doing paving soon, and after that they will be paving Main Street.

**L. ADJOURN**

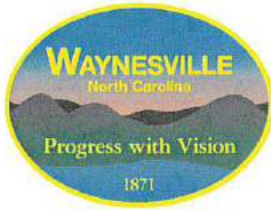
***A motion was made by Aldermen Jon Feichter, seconded by Alderman Chuck Dickson, to adjourn the meeting at 7:48 pm. The motion passed unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Town Manager

\_\_\_\_\_  
Eddie Ward, Town Clerk



# Application for Special Events Permit

## I. General Information

EVENT NAME: Haywood March for Life

EVENT DATE(S): Saturday October 1, 2022

LOCATION: St John Evangelist Catholic Church; Rolling escort Miller, Haywood, Academy, Main St / to Historic Haywood Courthouse

IF THIS EVENT IS A PARADE OR ROAD RACE: St John Evangelist Catholic Church; R on Miller, R on Haywood, L on Academy, L on Main St / to Historic Haywood Courthouse

SET-UP TIME (START/END): 10:00 AM - 11:00 AM

EVENT HOURS: 11:00 AM - 1:00 PM

DISMANTLE HOURS (START/END): 1:00 PM - 2:00 PM

ESTIMATED ATTENDANCE: 100-200

BASIS ON WHICH THIS ESTIMATE IS MADE: Church attendance / local interest

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Knights of Columbus Council 15085

ARE YOU A NON PROFIT CORPORATION? No  Yes  If yes, are you 501c(3)  501c(6)  Place of Worship

APPLICANT NAME: Mark Zaffrann TITLE: Trustee

ADDRESS: 234 Church St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-356-4094 FAX#: \_\_\_\_\_ EMAIL: KofC15085@gmail.com

ON-SITE CONTACT: Mark Zaffrann TITLE: Trustee

ADDRESS: 87 Willow Rd #D15, Waynesville, NC 28786

PHONE #: 828-356-4094 CELL PHONE #: 828-356-4094 EMAIL: wncrealtors@gmail.com

**III. Brief Description of Event**

Beginning with brief prayer and instruction at St John's group will peacefully process along route making way to rally on Courthouse steps with speakers and information vendors for free speech advocacy about Pro-Life issues.

**IV. Street Closure Request (Attach map of the Street Closure)**

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Rolling escort per WPD

2.

3.

**V. Event Details**

YES NO

Does the event involve the sale or use of alcoholic beverages?

If yes, has the ABC permit been obtained? Yes  No  Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? Possible independently permitted food truck(s)

If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_

Will there be musical entertainment at your event? IF "YES" provide the following information:

Number of Stages:	<u>1 podium</u>	Number of Band(s):	<u>N/A (Pre-recorded music)</u>	Amplification?	<u>YES</u>
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Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing occupied building? Address \_\_\_\_\_

Do you plan to use an existing vacant building? Address \_\_\_\_\_

Will there be any tents or canopies in the proposed event site? Please provide the following information:

Approx. Number of Tents: 10 Will any tent exceed 400 sq. feet in area?  NO  YES

Does the event involve the use of pyrotechnics? Explain \_\_\_\_\_

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? 1 (sidewalk) \_\_\_\_\_

Will you require electrical hookup for the event? Generators? \_\_\_\_\_

Will you require access to water for the event? Explain \_\_\_\_\_

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. \_\_\_\_\_

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). \_\_\_\_\_

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? NO

Will inflatable parade balloons be used for the event? Provide details if necessary.

**VI. Additional Questions**

How will parking be accommodated for this event?

TOW Parking structure and St John's church parking lot

**Notes:**

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

Receptacles and event clean up crew

**Volunteers:** Will you require Civilian Police Volunteers for your event?

Only if they wish to participate

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**

**Beth Gilmore, Downtown Waynesville Director &  
Jesse Fowler, Assistant Town Manager  
Town of Waynesville  
9 S. Main Street, P.O. Box 100, Waynesville, NC 28786  
Telephone: (828) 456-3517  
Fax No. : (828) 456-2000  
Email Address: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@waynesvillenc.gov)  
[jfowler@waynesvillenc.gov](mailto:jfowler@waynesvillenc.gov)**

**VIII. Special Information for Applicants**

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

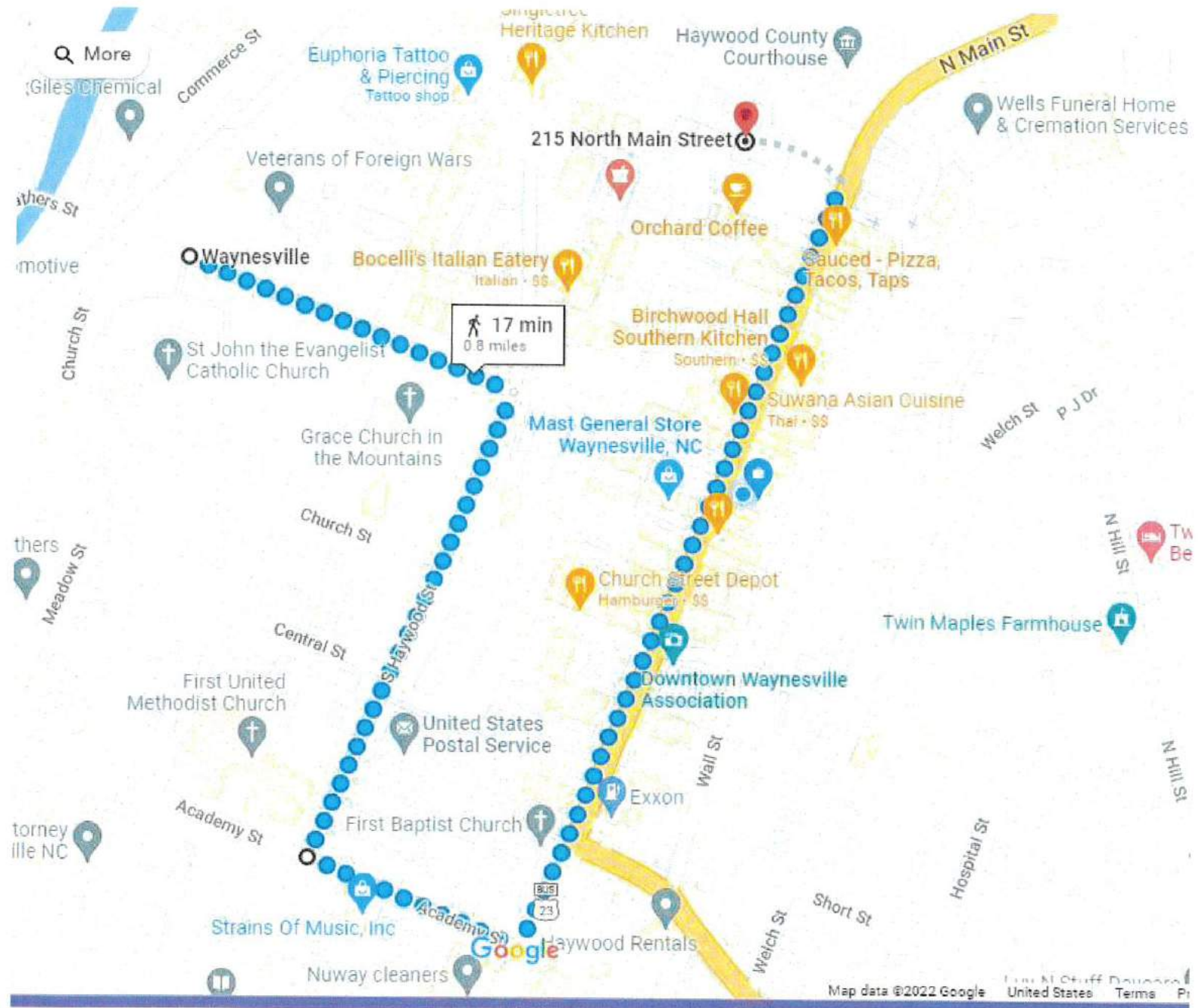
**FOR INTERNAL USE ONLY:**

Application received:

Application approved:

Application denied:







# Application for Special Events Permit

## I. General Information

EVENT NAME: 15<sup>th</sup> Power of Pink 5K

EVENT DATE(S): September 24, 2022  
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Commerce Street in Frog Level

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map

SET-UP TIME (START/END): 6:00-9:00 AM

EVENT HOURS: 9:00-11:00 AM

DISMANTLE HOURS (START/END): 11:00 AM-12:00 PM

ESTIMATED ATTENDANCE: 350

BASIS ON WHICH THIS ESTIMATE IS MADE: 2019 attendance

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood HealthCare Foundation

ARE YOU A NON PROFIT CORPORATION? No  X Yes  If yes, are you  501c(3)  501c(6) Place of Worship \_\_\_\_\_

APPLICANT NAME: Marge Stiles Administrator

ADDRESS: 262 Leroy George Dr CITY: Clyde STATE: NC ZIP: 28721

PHONE: 828-452-8343 FAX#: \_\_\_\_\_ EMAIL: Marge.Stiles@haymed.org

ON-SITE CONTACT: Greg Duff TITLE: President, Glory Hound, Inc.

ADDRESS: Glory Hound Events, PO Box 19256, Asheville, NC 28815

PHONE #: Greg: 828-400-5868 CELL PHONE #: \_\_\_\_\_ EMAIL: greg@gloryhoundeents.com

**III. Brief Description of Event**

**The Power of Pink 5K is in its 15<sup>th</sup> year raising money to provide mammograms, follow-up testing and transportation for underserved women of Haywood County. This will be the fourth time the race is held in Frog Level event after having spent 11 years on the Haywood Regional Hospital campus.**

**IV. Street Closure Request (Attach map of the Street Closure)**

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Commerce Street between Depot and Miller (9/25, 6AM-12PM)

2. \_\_\_\_\_

3. \_\_\_\_\_

**V. Event Details**

**YES NO**

Does the event involve the sale or **use of alcoholic beverages**?  
If yes, has the ABC permit been obtained? Yes  No  Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the **sale of food**? \_\_\_\_\_  
If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_

Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? \_\_\_\_\_

Will there be **musical entertainment** at your event? IF "YES" provide the following information:  
Number of Stages: \_\_\_\_\_ Number of Band(s): \_\_\_\_\_ Amplification? Yes

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing **occupied building**? Address \_\_\_\_\_

Do you plan to use an existing **vacant building**? Address \_\_\_\_\_

Will there be any **tents or canopies** in the proposed event site? Please provide the following information:  
Approx. Number of Tents: 10 Will any tent exceed 400 sq. feet in area?  NO  YES

Does the event involve the use of **pyrotechnics**? Explain \_\_\_\_\_

Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? 5-Commerce Street Parking lot

Will you require **electrical hookup** for the event? Generators? Yes

Will you require **access to water** for the event? Explain \_\_\_\_\_

Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. See Page 4

Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s).

Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? \_\_\_\_\_

Will **inflatable parade balloons** be used for the event? Provide details if necessary.

## VI. Additional Questions

How will **parking** be accommodated for this event? Participants will be directed to the parking deck and Haywood Builders Supply

### Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event? Receptacles collected by event staff/volunteers and taken back to HRMC

**Volunteers:** Will you require Civilian Police Volunteers for your event? Possibly – At discretion of Waynesville PD

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

#### Return to:

**Jesse Fowler, Assistant Town Manager**  
Town of Waynesville  
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786  
Telephone: (828) 452-2491  
Fax No. : (828) 456-2000  
Email Address: [jfowler@waynesvillenc.gov](mailto:jfowler@waynesvillenc.gov)

## VIII. Special Information for Applicants

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

### FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

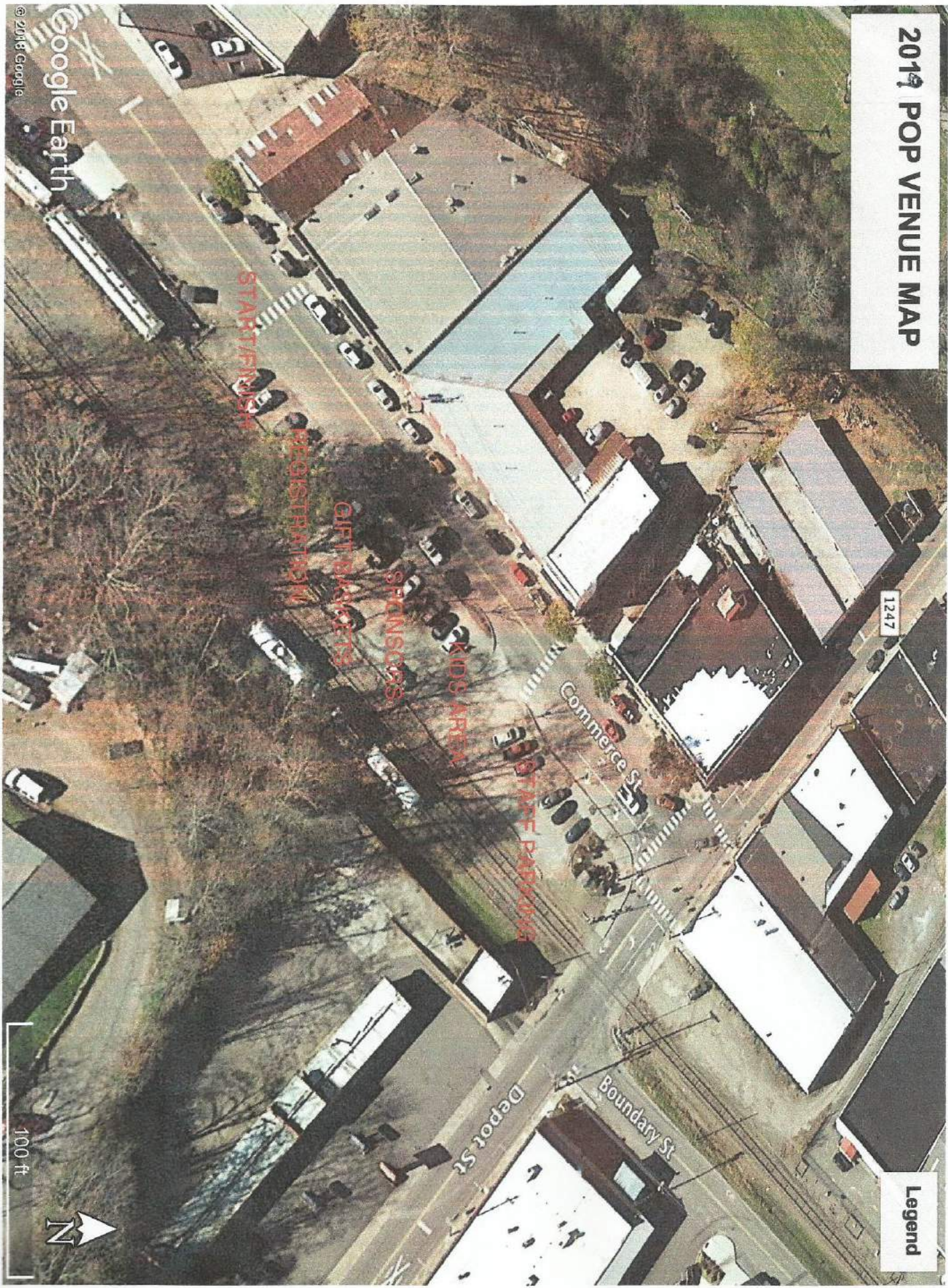
## 2022 Power of Pink 5K Entry Fees

Regular Entry (May 22-August 31) – \$30

Late entry (May 23-Race Day) – \$35

Groups of 5+ are encouraged and will get a discount on registration fees for the 5K. The group rate is \$20 per person

# 2019 POP VENUE MAP



Google Earth

© 2018 Google

Legend



100 ft

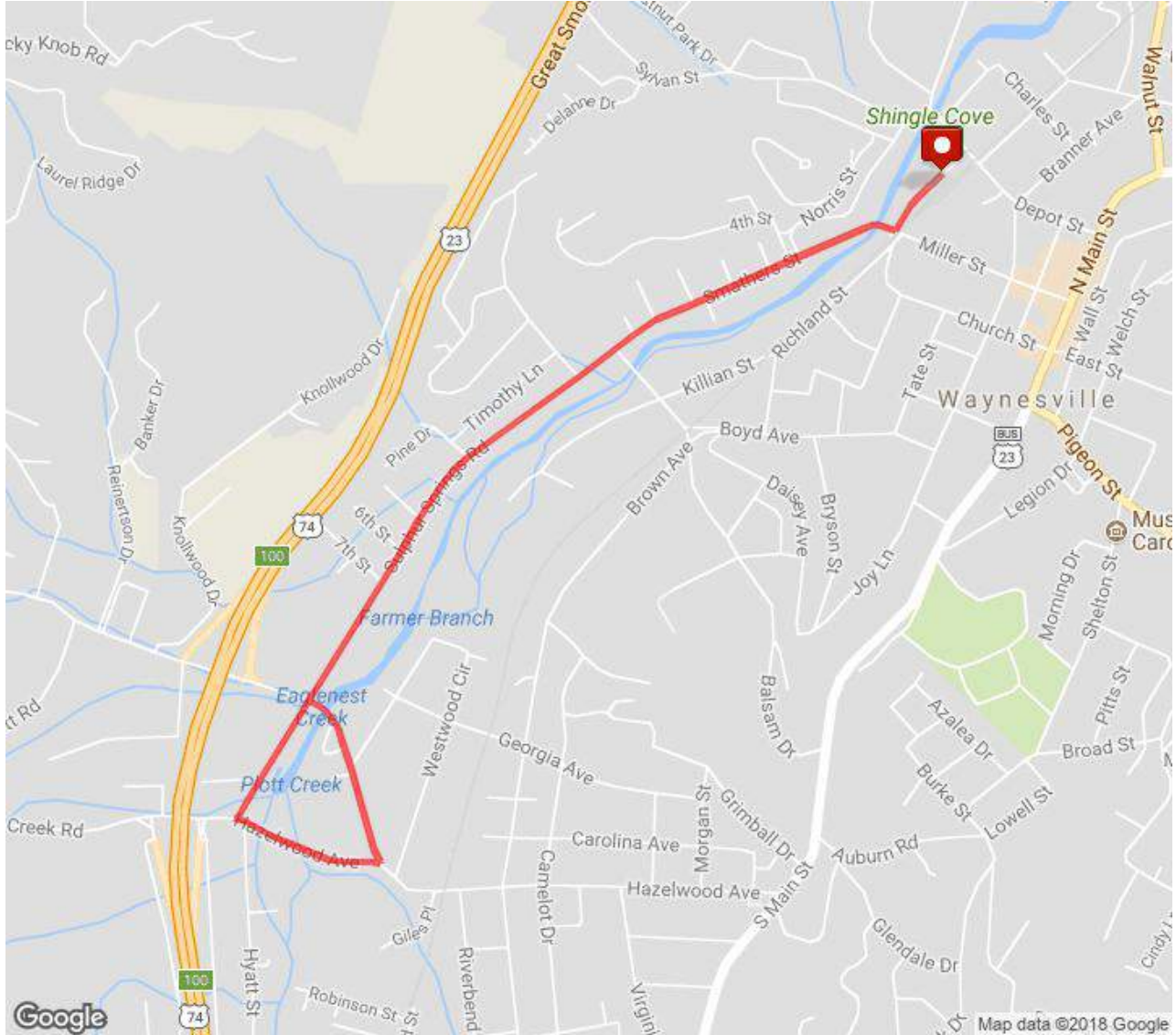
### New POP 5K

Distance: 3.28 mi

Elevation Gain: 77 ft

Elevation Max: 2,723 ft

### Notes





# Application for Special Events Permit

## I. General Information

EVENT NAME: Trunk or Treat

EVENT DATE(S): October 31, 2022  
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: First United Methodist Church

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map

SET-UP TIME (START/END): 3:30pm

EVENT HOURS: 5-8pm

DISMANTLE HOURS (START/END): 8pm

ESTIMATED ATTENDANCE: 700

BASIS ON WHICH THIS ESTIMATE IS MADE: Number of attendees in years past.

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: First United Methodist Church

ARE YOU A NON PROFIT CORPORATION? No Yes  If yes, are you 501c(3) 501c(6) Place of Worship

APPLICANT NAME: Becky Brown TITLE: Associate Pastor

ADDRESS: 566 S Haywood St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-9475 FAX#: \_\_\_\_\_ EMAIL: bbrown@fumc-waynesville.com

ON-SITE CONTACT: Michael Blackburn TITLE: Director of Ministries

ADDRESS: 566 S Haywood St, Waynesville, NC 28786

PHONE #: 828-456-9475 CELL PHONE #: 828-226-3363 EMAIL: mblackburn@fumc-waynesville.com



<b>III. Brief Description of Event</b>
<b>We host a Halloween Trunk or Treat event for the community and our church members. We have volunteers decorate their trunks for Halloween, wear costumes, and pass out candy and gluten free/allergen free treats.</b>
<b>IV. Street Closure Request (Attach map of the Street Closure)</b>

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Academy Street next to the campus of First United Methodist Church: Closure beginning at intersection of Haywood Street and Academy Street, and ending at the intersection of Academy Street and Tate Street. Closure beginning at 3:30pm on October 31, 2020, and reopening at 8:30pm on October 31, 2020.

2.

3.

<b>V. Event Details</b>
-------------------------

**YES**

**NO**

- x Does the event involve the sale or **use of alcoholic beverages**?  
If yes, has the ABC permit been obtained? Yes  No  Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- x Does the event involve the **sale of food**? \_\_\_\_\_  
If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_
- x Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? \_\_\_\_\_
- x Will there be **musical entertainment** at your event? IF "YES" provide the following information:  
Number of Stages: \_\_\_\_\_ Number of Band(s): \_\_\_\_\_ Amplification? \_\_\_\_\_  
Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
- x Do you plan to use an existing **occupied building**? Address \_\_\_\_\_
- x Do you plan to use an existing **vacant building**? Address \_\_\_\_\_
- x Will there be any **tents or canopies** in the proposed event site? Please provide the following information:  
Approx. Number of Tents: \_\_\_\_\_ Will any tent exceed 400 sq. feet in area?  NO  YES
- x Does the event involve the use of **pyrotechnics**? Explain \_\_\_\_\_
- x Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? \_\_\_\_\_
- x Will you require **electrical hookup** for the event? Generators? \_\_\_\_\_
- x Will you require **access to water** for the event? Explain \_\_\_\_\_
- x Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. \_\_\_\_\_
- x Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). \_\_\_\_\_
- x Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? \_\_\_\_\_

- 
- x Will **inflatable parade balloons** be used for the event? Provide details if necessary.

**VI. Additional Questions**

How will **parking** be accommodated for this event?

We will utilize the parking lots on our campus.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

We will provide our own receptacles and will remove our own trash following the event.

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**

**Amie Owens, Assistant Town Manager  
Town of Waynesville  
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786  
Telephone: (828) 452-2491  
Fax No. : (828) 456-2000  
Email Address: [awens@waynesvillenc.gov](mailto:awens@waynesvillenc.gov)**

**VIII. Special Information for Applicants**

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* No permanent alterations to the street will be permitted. Only chalk may be used on streets – no permanent paint.
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance against animals at festivals except for service animals. The Applicant is expected to communicate this information to all vendors and participants.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

**FOR INTERNAL USE ONLY:**

Application and fee received:

Application approved:

Application denied:



# Application for Special Events Permit

## I. General Information

EVENT NAME: Hazelween

EVENT DATE(S): Oct. 29

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Westwood Circle/Hazelwood Ave to Brown Ave./Hazelwood Ave.

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map

SET-UP TIME (START/END): 4pm - 8<sup>5</sup>pm

EVENT HOURS: 5pm - 7pm

DISMANTLE HOURS (START/END): 7pm - 8pm

ESTIMATED ATTENDANCE: 1,000

BASIS ON WHICH THIS ESTIMATE IS MADE: last years turn out

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Hazelwood Boosters

ARE YOU A NON PROFIT CORPORATION?  No  Yes If yes, are you  501c(3)  501c(6) Place of Worship

APPLICANT NAME: Alex McKay TITLE: President

ADDRESS: 3413 Hazelwood Ave CITY: Waynesville STATE: NC ZIP: 28786

PHONE: (828) 246-6528 FAX#: \_\_\_\_\_ EMAIL: Waynesvillearchive@yahoo.com

ON-SITE CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

III. Brief Description of Event  
 Hazelwood's Treats on the Street, Merchants giving out Candy

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event. Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Hazel Ave @ Westwood City
2. Hazelwood Ave @ Riverbend St
3. Hazelwood Ave @ Brown Ave.

V. Event Details

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages? If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale of food? _____ If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will there be musical entertainment at your event? IF "YES" provide the following information: Number of Stages: _____ Number of Band(s): _____ Amplification? _____ Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing occupied building? Address _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing vacant building? Address _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be any tents or canopies in the proposed event site? Please provide the following information: Approx. Number of Tents: <u>5-10</u> Will any tent exceed 400 sq. feet in area? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the use of pyrotechnics? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require electrical hookup for the event? Generators? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require access to water for the event? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? <u>no</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

How will parking be accommodated for this event?

Dr. Brown's office, RCF, Hazelwood

Post Office and the Bear main Hazelwood Parking lot

Notes:

- 1. Parking and buildings involved may be examined for ADA compliance.
- 2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

Hazelwood Boosters will

discuss all trash

Volunteers: Will you require Civilian Police Volunteers for your event?

Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)

Return to:

Amie Owens, Assistant Town Manager  
 Town of Waynesville  
 16 S. Main Street, P.O. Box 100, Waynesville, NC 28786  
 Telephone: (828) 452-2491  
 Fax No. : (828) 456-2000  
 Email Address: [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov)

VIII. Special Information for Applicants

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:



# Application for Special Events Permit

## I. General Information

EVENT NAME: The 39<sup>th</sup> Annual Church Street Art & Craft Show

EVENT DATE(S): October 8, 2022  
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street (from Pigeon to Wells Way)

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map

SET-UP TIME (START/END): 9 p.m. on October 7

EVENT HOURS: 10 a.m. to 4 p.m.

DISMANTLE HOURS (START/END): 4 to 6 p.m.

ESTIMATED ATTENDANCE: 15,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Past attendance and TDA stats

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: The Downtown Waynesville Advisory Committee

ARE YOU A NON PROFIT CORPORATION? No  X Yes  If yes, are you  501c(3)  501c(6)  Place of Worship

APPLICANT NAME: Teresa Pennington TITLE: Show Director

ADDRESS: 15 N Main Street CITY: Waynesville STATE: NC ZIP 28786

PHONE: 828-788-3435 FAX#: \_\_\_\_\_ EMAIL: [tpennart@gmail.com](mailto:tpennart@gmail.com)

ON-SITE CONTACT: Beth Gilmore TITLE: DWAC Director

ADDRESS: PO Box 100 Waynesville, NC 28786

PHONE #: \_\_\_\_\_ CELL PHONE #: (828) 550-8122 EMAIL: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@waynesvillenc.gov)

**III. Brief Description of Event**

The Church Street Art & Craft Show is a one-day juried craft show that takes place on Main Street from 10 a.m. to 5 p.m. Approximately 100 to 125 vendors will set up to sell homemade arts and craft items in assigned booth spaces that line Main Street from Pigeon Street to Wells Way. The event will include live music on two stages and food vendors.

**IV. Street Closure Request (Attach map of the Street Closure)**

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Main Street from Pigeon Street to Wells Way- CLOSES Friday night, October 7, at 9 p.m. until after the event Saturday around 7:30 p.m. Water barricades are placed at the Church/Main intersection and East/Main intersection.

2. Barricades needed at: Church/Montgomery, East/Wall, and Depot/Montgomery.

3. Boom truck is placed at S Main/Pigeon and the Justice Center. Traffic cones block traffic from coming through the Exxon lot.

**V. Event Details**

YES NO

Does the event involve the sale or **use of alcoholic beverages**?  
If yes, has the ABC permit been obtained? Yes  No  Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the **sale of food**? \_\_\_\_\_  
If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_

Will there be **musical entertainment** at your event? IF "YES" provide the following information:  
Number of Stages: 2-3 Number of Band(s): 2-5 Amplification? yes

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing **occupied building**? Address \_\_\_\_\_

Do you plan to use an existing **vacant building**? Address \_\_\_\_\_

Will there be any **tents or canopies** in the proposed event site? Please provide the following information:  
Approx. Number of Tents: 2 Will any tent exceed 400 sq. feet in area?  NO  YES

Does the event involve the use of **pyrotechnics**? Explain \_\_\_\_\_  
  Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? \_\_\_\_\_

Will you require **electrical hookup** for the event? Generators? \_\_\_\_\_

Will you require **access to water** for the event? Explain \_\_\_\_\_

Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. \_\_\_\_\_

Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). \_\_\_\_\_

Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? yes

Will **inflatable parade balloons** be used for the event? Provide details if necessary.



**VI. Additional Questions**

How will **parking** be accommodated for this event? Public parking areas surrounding Main Street, as well as the Miller Street lot, Wall Street and the public parking deck.

Notes:

- 1. Parking and buildings involved may be examined for ADA compliance.
- 2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event? Cans will be monitored throughout the duration of the event and emptied as needed into dumpsters located on Wall Street

**Volunteers:** Will you require Civilian Police Volunteers for your event? **YES**

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**  
**Beth Gilmore, Downtown Waynesville Director**  
**Town of Waynesville**  
**9 S. Main Street, P.O. Box 100, Waynesville, NC 28786**  
**Telephone: (828) 456-3517**  
**Fax No. : (828) 456-2000**  
**Email Address: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@waynesvillenc.gov)**

**VIII. Special Information for Applicants**

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **Only chalk may be used on streets – no permanent paint. No permanent alterations to the street will be permitted.**
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

**FOR INTERNAL USE ONLY:**

Application received:

Application approved:

Application denied:

**Proclamation  
Constitution Week  
September 17-23, 2022**

WHEREAS, September 17, 2022 marks the two hundred thirty-fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this enduring document on this anniversary, and to the patriotic celebrations which will commemorate the occasion, and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, Gary Caldwell, by virtue of the authority vested in me as Mayor of the Town of Waynesville, North Carolina do hereby proclaim the week of September 17 through 23 as

**Constitution Week**

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedom guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town to be affixed this \_\_\_\_ day of September, of the year of our Lord two thousand twenty-two.

**Town of Waynesville, N.C.**

\_\_\_\_\_  
**Gary Caldwell**  
**Mayor**

ATTEST:

\_\_\_\_\_  
**Eddie Ward**  
**Town Clerk**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 9/13/22**

**SUBJECT** Report on Recreation Program

**AGENDA INFORMATION:**

**Agenda Location:** Presentation

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** Luke Kinsland

**BRIEF SUMMARY:** Of all our services, the Recreation program has taken the biggest hit from the Covid epidemic. Some of our programs have rebounded nicely and others are still struggling. I have asked Luke to provide an update on our programs, our efforts to attract participants and our issues recruiting lifeguards.

**MOTION FOR CONSIDERATION:** Receive Mr. Kinsland's presentation

**FUNDING SOURCE/IMPACT:** General

**ATTACHMENTS:** Written Report

**MANAGER'S COMMENTS AND RECOMMENDATIONS** Receive Luke's presentation and provide us with your input.



Gary Caldwell, Mayor  
Julia Freeman, Mayor Pro Tem  
Jon Feichter, Alderman  
Anthony Sutton, Alderman  
Chuck Dickson, Alderman

Robert W. Hites, Jr. Town Manager  
Martha Bradley, Town Attorney

## **Waynesville Parks & Recreation Report**

September 13, 2022

Mayor & Board of Alderman,

For the past four months the Waynesville Parks & Recreation has seen many exciting changes. As you know our former director, Rhett Langston, along with our athletics program supervisor both retired. As interim director I have been excited at the opportunity to implement new ideas, bring a fresh energy, and provide our citizens with quality recreation. We have been hard at work thinking outside the box at what we can provide to our citizens with the tools we are given. There are many new and upcoming programs, events, collaborations, partnerships, and projects that will meet the demands of our citizens. The pandemic is starting to become a thing of the past and after the setback the department suffered, I assure you we are on the comeback. It will not happen overnight though. Challenges are present and will always be present. These are unprecedented times in our nation and some nationwide issues are affecting our department. Our staff and I remain committed to seeing the success of this nationally accredited agency. Our goals are to increase revenue in any way possible, provide more youth programs, stand by our long-time traditional programs, host more special events, and develop new recreation facilities and greenways. Below you will find a comprehensive report of all things happening in parks and recreation for Waynesville and the challenges we are facing.

### **New and positive trends**

#### **Operations and administration:**

- Now accepting credit and debit cards at the Waynesville Recreation Center. Our software program received a long overdue upgrade. Our new RecTrac system, that processes our daily reports, is now capable of processing credit cards. This past July we implemented this due to extreme high demand from the public. This has received positive feedback and a great convenience to customers. Revenue has slightly increased since July.
- WebTrac will soon be available to citizens. This will be the website portion of our software that gives our customers the option to go online and rent shelters, sign up for activities, check out the latest offering for youth and adult programs, and renew memberships. Customers will simply create an account, login, and be able to shop using a credit/debit card. The website is currently still under construction and should be available in the next few months.
- Optum One Pass Fitness program will soon be available to those insured through United Healthcare. For years we have been a certified Silver Sneakers facility for those insured through Humana and Tivity Health. Customers who possess this benefit have been using the facility for free and the Town has been reimbursed monthly through Tivity Health.

This exciting new program through Optum Fitness is similar in a way that the Town will be reimbursed through United Healthcare monthly and gives those insured citizens the option to come use our facility free of charge. Approximately 2000 people in a 50-mile radius can now use this benefit and it will increase revenue for the center.

### **Fitness:**

- As mentioned above, we are in the works of providing new fitness opportunities through those insured with United Healthcare.
- We have hired two new group fitness instructors that specialize in Yoga. There will be up to three fitness classes. Other classes are Semantics and Disc Gliding.
- Parts for fitness machines are becoming more available. The supply chain issues continue to plague us, but we are seeing replacement parts come in more quickly.
- Overall class attendance is up along with personal training appointments!

### **Athletics:**

- We currently have many contracted sports going on this fall. This includes:
  - Fall soccer leagues. Shining Rock Academy will host their middle school games with us. A new adult Sunday soccer league just started with around 200 people playing 12:30 – 5:30. Carolina Mountain Soccer League will host weekday practices. Canton Middle School will host home games at Recreation Park.
  - Tuscola Girls Tennis has renewed their contract with us. Their home meets will be located at the tennis courts through October.
  - Mountaineer Little League will be playing this fall at Dutch Fisher Park.
  - SMAC swim team has renewed their contract to swim in our pool all year round.
  - Judo with Jimmy Riggs is still going on. October 1<sup>st</sup> will be the Judo tournament hosted at the recreation center gym.
- Adult Fall Softball is being played on Tuesday and Thursday nights 6:30pm – 9:00pm. We currently have six teams playing.
- Adult Volleyball open gym is starting soon. The volleyball season for adults will start 10/12 with games played 6:30 – 8:00pm every Wednesday night.
- Monday, Wednesday, Friday Senior Tennis will be played until wintertime.
- Pickleball remains really popular at the recreation center and old armory 6 days a week.

### **Programs:**

- We hosted our first Summer Day Camp in two years! New Programs Supervisor Sam Dunbar and his counselor staff did great. It was a fantastic summer for the kids of Waynesville. This was a good boost in revenue as well.
- A new after school program has been started and it is a huge hit! Many local schools had shut down their programs, so we were able to meet this huge demand in our town.

- We are partnering with Police and Fire Departments for “Public Safety Day” on September 17<sup>th</sup>. There are plans for many attractions for the kids and families. We are setting up our inflatable obstacle course for this.
- Base Camp on the Go continues to provide children’s games at local venues. New Program Specialist, Kelly Robinson, will be continuing the success of this program.
- We have many plans for special events in the future. We are hoping to do a fall festival, movie night on the lawn, Easter egg hunts, etc.
- Senior Trips will also be administered soon.
- We are partnering with the police department next year to do the K-9 Challenge Fitness Run.
- Base Camp staff are also planning to help in downtown Waynesville to provide games and activities for block parties.
- Pottery classes, senior nutrition, and bridge remain popular programs at the old armory.

### **Maintenance Projects and Greenway Development:**

- The new pedestrian bridge connecting the new greenway will be completed October 15<sup>th</sup>. The 9.5-acre tract must be finished by the end of 2023 according to the PARTF grant. We already have the picnic tables, grills, and outdoor exercise equipment on hand ready to be installed. We are currently planning the asphalt walking trail. We hope to have that constructed next year.
- The all-abilities playground will receive more drainage later this fall.
- The dog park will receive some maintenance. Our plan is to use some fill dirt and crown it better to allow for better drainage.
- The tennis courts will undergo a geotechnical engineering study to determine the causes of cracking and low spots. This will determine a new future location or rebuilding them.
- Maintenance week for the recreation center is scheduled for October 3<sup>rd</sup> – 10<sup>th</sup>. The gym floors will be redone, pressure washing on the outside, and tree trimming at the front entrance. This will give the facility a much-needed face lift.
- More lighting has been installed around various areas of the parks. The skatepark, volleyball courts, and softball fields will now be lit up brighter.

### **Challenges:**

- Staffing remains our biggest challenge, especially in the aquatic’s natatorium. The national lifeguard shortage continues to plague us locally. If we don’t have certified lifeguards, then we are at risk of having to close the pool. This is a very stressful situation considering SMAC (our contracted swim team) has hired a new coach and almost 60 youth swimmers signed up. We are putting our heads down to come up with solutions however, given the high liability of the pool, we simply need certified and employed town lifeguards to provide coverage for the pool.

Here are some observations we are seeing in the recruiting process of lifeguards:

- Most applicants cannot pass the swimming and skills portion of the lifeguard course that we conduct in house.
- Part time employees that do apply do not have enough availability to commit to a consistent work schedule. We tell them they must work evening and weekends and they either quit or retract their application.
- Current veteran staff are exhausted from being short on help. Some full-time staff have found better paying jobs and left in recent months. Inflation has impacted this situation greatly.
- Many patrons who are angry about the pool hours have expressed so much frustration to the lifeguards and thus resulting in the current staff to not want to be in that environment.
- During summer months, most lifeguards want to guard at an outdoor pool. Most young adults and teenagers like to be outside during the summer and apply at neighboring pools.

Suggestions from patrons and reasoning:

We have heard many suggestions from our members regarding fixing the staffing issue.

- Volunteer lifeguards. This would not be a viable solution due to the town's insurance covering liability accidents if a drowning or near drowning were to occur.
- Recruiting seniors. We would love to recruit seniors on staff! The interaction we have had with some seniors expressing employment interest is that they do not want to work the schedule that needs coverage. They would need to work evenings and weekends and most have said that since they are retired, they would like to work when it's convenient for them. We have said that we will gladly certify them by appointment to help us. We have had no interest from any senior so far.

Our efforts in recruiting and retaining lifeguards:

- We have advertised this position at local colleges and schools. We highlight a flexible schedule, \$12 per hour for part time, a free gym membership, and access to other types of certifications.
- We have reduced the course fees to \$50. The lifeguard course is usually \$350.
- We have recently raised full time guard staff pay. In comparison to other national averages, we do offer a great competitive pay and benefits package.
- In local media outlets there have been several articles about our lifeguard shortage. We have used this opportunity to advertise the position particularly in The Mountaineer Newspaper and WLOS.

In conclusion, there doesn't seem to be a quick solution to our lifeguard shortage. Raising part time pay may help attract the position more, but it also might not. The request from SMAC has been to prioritize pool usage to them so that they may keep their program going. My opinion is to be fair to all citizens for the pool use, however there is more at stake with this particular contracted club. They just hired a new coach with a salary and many youths signed up to swim.

We will continue to try everything in our power to keep the pool open. Our advisory board has agreed that this program is of more significant value than other pool programs. They have even suggested finding a sponsor to provide gas cards to employees and new recruits. We are looking into the possibility of the swim coaches being the lifeguard just during swim team practice. There may be some liability issues to work through on that. The real solution is to simply find more lifeguards that are certified and able to swim fluently enough to save a life. As town leaders you should know that this challenge is a very significant one that threatens our gem of the nicest pool west of Asheville. It is not our intention to close the pool at all. We have never seen this unprecedented time of not finding lifeguard staff. Other staff who and I are lifeguard certified will strive to fill those gaps and keep it open as much as possible.

Sincerely,

Luke Kinsland  
Interim Director  
Waynesville Parks and Recreation



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: September 13, 2022**

**SUBJECT:** Call for a Public Hearing to consider a request for Annexation for property at 00, Waynesville, NC 28786, PIN 8615-41-3728.

**AGENDA INFORMATION:**

**Agenda Location:** Call for Public Hearing  
**Item Number:**  
**Department:** Development Services  
**Contact:** Elizabeth Teague, Development Services Director  
**Presenter:** Elizabeth Teague, Development Services Director

**BRIEF SUMMARY:** The Town received the attached Petition for Annexation of contiguous area from Mary Boswell, Executrix for the Willison Estate. This 0.4-acre property is within the Town's Extraterritorial Jurisdiction and lies within the Ninevah Neighborhood Residential District (N-NR) district. The Estate wishes to annex for future connection to Town

**MOTIONS FOR CONSIDERATION:**

1. Adoption of attached Resolution to Consider an ordinance to approve the annexation of described property.

**FUNDING SOURCE/IMPACT:** Future action to annex this property will result in the property being liable for Town of Waynesville property taxes and receiving town municipal services.

**ATTACHMENTS:**

1. Petition with metes and bound description
2. Letters Testamentary
3. Zoning Map
4. Property location map relative to municipal boundaries
5. Property location map relative to Town water and sewer
6. Draft Resolution

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is the adoption of a resolution to call for a hearing only in accordance with NC General Statutes

TOWN OF WAYNESVILLE  
PLANNING DEPARTMENT  
P.O. BOX 100, WAYNESVILLE, NC 28786  
828-456-2004

ANNEXATION UPON PETITION  
OF ALL OWNERS OF REAL PROPERTY

(G.S. 160A-31, as amended)

Date: 8/16/22

To: Board of Aldermen of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described below be annexed to the Town of Waynesville.

2. Character of area to be annexed:

a. Any area which is contiguous to the corporate limits of the Town of Waynesville may be annexed by petition.

b. For purposes of these laws, an area is deemed contiguous? If, at the time the petition is submitted, the area either abuts directly on the municipal boundary or is separated from the municipal boundary by a street, right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State.

3. The area to be annexed is contiguous to the Town of Waynesville and the boundaries of such territory are as follows:

a. Metes and bounds description is attached.

b. Tax map of the proposed territory is attached.

Name Mary D. Boswell, Executive Signature M. Boswell 8/16/2022  
DocuSigned by: 8F085A1FD622467...

Address 00 Oakdale Rd, Waynesville NC PIN- 8615-41-3728

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

(Attach additional sheet if necessary)



## Report For

WILLISON, MYRON H  
 WILLISON, JEAN REECE  
 9401 HINSON DR  
 MATTHEWS, NC 28105

### Account Information

**PIN:** 8615-41-3728

**Legal Ref:** 330/977

**Add Ref:**

### Site Information

OAKDALE RD

**Heated Area:**

**Year Built:**

**Total Acreage:** 0.4098

**Township:** Waynesville

### Site Value Information

**Land Value:** \$26,400

**Building Value:** \$0

**Market Value:** \$26,400

**Deferred Value:** \$0

**Assessed Value:** \$26,400

**Sale Price:** \$0

**Sale Date:** 03/08/1982



1 inch = 100 feet  
 August 16, 2022

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

# Report For

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WILLISON, JEAN REECE  
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**Add Ref:**

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**Total Acreage:** 0.4098

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### Site Value Information

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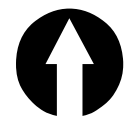
**Market Value:**

**Deferred Value:**

**Assessed Value:**

**Sale Price:**

**Sale Date:** 03/08/1982



1 inch = 667 feet

August 16, 2022

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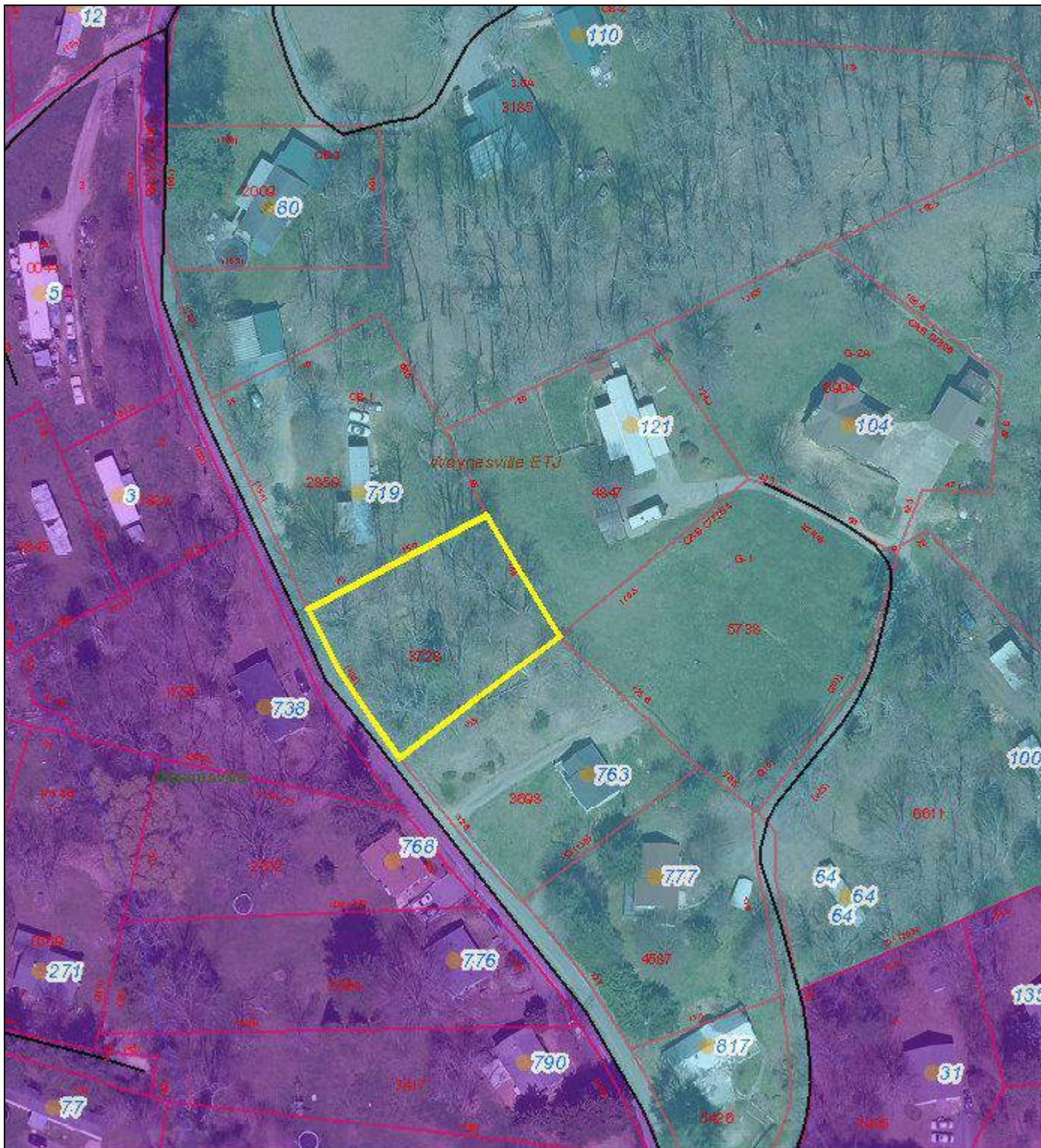
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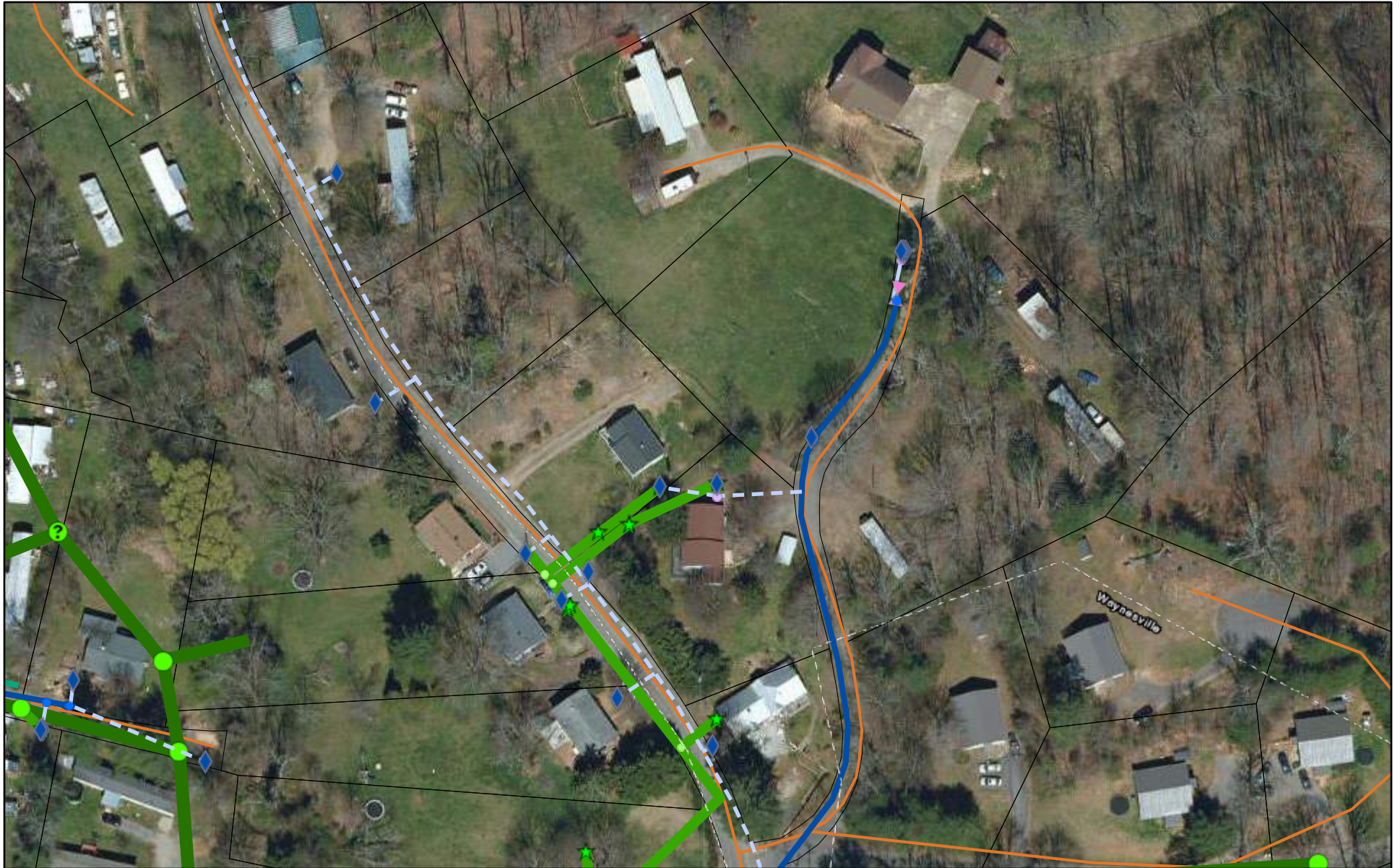
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August 16, 2022

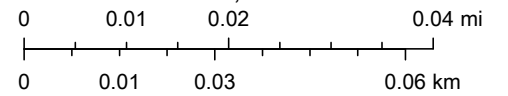
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# Water and Sewer Map 2019



9/6/2022

1:1,460



NC CGIA, Maxar, Microsoft, State of North Carolina DOT, Esri, HERE, Garmin, GeoTechnologies, Inc.

RESOLUTION R-24-22 TO CONSIDER

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF  
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-31, to annex the area as described in the petition for a contiguous annexation request, and

WHEREAS, the governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all real property located within the area; and

WHEREAS, the clerk of the Town of Waynesville certifies the sufficiency of the petition in accordance with 160A-31, to wit:

- a. The petition follows the form required by statute in which the owner of real property has requested the area described for voluntary annexation; and
- b. That the petitioning owner of record owns 100 percent of the property in question; and
- c. The property is contiguous to the Town's municipal boundary, abutting other contiguous property;

WHEREAS, the Board of Aldermen must fix a date for a public hearing, and cause notice of the public hearing to be published in a newspaper at least 10 days prior to the hearing;

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville, North Carolina:

1. To fix the date for the public hearing on October 11, 2022, during the regularly scheduled meeting of the Board of Aldermen, at 6:00pm or close to that time within the agenda of the meeting, in the Town Board Room at 9 South Main Street, Waynesville, NC 28786; and
2. To direct the Town Clerk to notice the public hearing in the Mountaineer at least 10 days prior to the meeting; and
3. To post the property in at least three locations providing additional notice to the public.

Adopted this 13th day of September, 2022.

TOWN OF WAYNESVILLE

ATTEST:

\_\_\_\_\_  
J. Gary Caldwell, Mayor

\_\_\_\_\_  
Eddie Ward, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha Sharpe Bradley, Town Attorney



STATE OF NORTH CAROLINA

File No.

21P1782

MECKLENBURG County

In The General Court Of Justice  
Superior Court Division  
Before the Clerk

IN THE MATTER OF THE ESTATE OF:

Name

COLLIE JEAN REECE WILLISON aka JEAN REECE  
WILLISON

LETTERS  
TESTAMENTARY

G.S. 28A-6-1; 28A-6-3; 28A-11-1; 28C-2-209

The Court in the exercise of its jurisdiction of the probate of wills and the administration of estates, and upon application of the fiduciary, has adjudged legally sufficient the qualification of the fiduciary named below and orders that Letters be issued in the above estate.

The fiduciary is fully authorized by the laws of North Carolina to receive and administer all of the assets belonging to the estate, and these Letters are issued to attest to that authority and to certify that it is now in full force and effect.

Witness my hand and the Seal of the Superior Court

Name And Address Of Fiduciary 1

MARY JEAN BOSWELL  
6412 STONEY MOUNTAIN ROAD

Date Of Qualification

01/14/2022

BURLINGTON

NC 27217

Clerk Of Superior Court

ELISA CHINN-GARY

The OFFiduciary 1

EXHIBITOR

EX OFFICIO JUDGE OF PROBATE

Name And Address Of Fiduciary 2

Date Of Issuance

01/14/2022

Signature

The OFFiduciary 2

Deputy DSC

Assistant CSC

Clerk Of Superior Court

SEAL

NOTE: This letter is not valid without the official seal of the Clerk of Superior Court



TRANSFER MADE ON TAX RECORD

Day 3-19-82 by 275

19  
City of March 1982  
12:12 o'clock P.M. and prepared

In office of the Register of Deeds for  
Wayne County, North Carolina.

This 19 day of March 1982  
In Book No. 330 on page 977

Charles E. Howell  
Register of Deeds  
In Wayne County  
By Jewel M. Justice  
Recording Title, Book and Page

Excise Tax - 0-

Tax Lot No. Parcel Identifier No.  
Verified by County on the day of 19  
by

Mail after recording to  
DRAWN BY AND MAIL TO:  
CUMMINGS AND BOOE, P.A.  
507 CAMERON BROWN BUILDING  
CHARLOTTE, N. C. 28204  
This instrument was prepared by  
Brief description for the Index

### NORTH CAROLINA NON-WARRANTY DEED

THIS DEED made this 18th day of March 1982 by and between

GRANTOR  
  
JEAN REECE WILLISON  
(formerly Collie Jean Dicus)

GRANTEE  
  
MYRON H. WILLISON and wife,  
JEAN REECE WILLISON  
  
7160 Old Oak Lane  
Charlotte, N.C. 28212

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of **Waynesville** Township, **Haywood** County, North Carolina and more particularly described as follows:

BEGINNING on a stake in the center of Nivavan Road and southwest corner of the lot or tract allotted to John R. Allen, and runs with road South 30 degrees East 100 feet to a stake, old Swift Corner and southwest corner of parent tract; thence North 61 degrees East 165 feet to a locust stake; thence North 30 degrees West 100 feet to a stake, another corner of the John R. Allen lot; thence with the line of that lot South 61 degrees West 165 feet to the Beginning and containing 1.179 acres, more or less.

This deed is being executed pursuant to North Carolina General Statute §38-13.3 for the purpose of vesting title in the grantees as tenants by the entireties.

The property hereinabove described was acquired by Grantor by instrument recorded in

Book

A map showing the above described property is recorded in Plat Book page

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

The Grantor makes no warranty, express or implied, as to title to the property hereinabove described.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in the corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

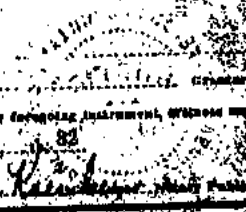
(Corporate Name) \_\_\_\_\_ (SEAL)
Jean Reece Willison
Jean Reece Willison (SEAL)
President \_\_\_\_\_ (SEAL)
ATTEST: \_\_\_\_\_ (SEAL)
Secretary (Corporate Seal) \_\_\_\_\_ (SEAL)

USE BLACK INK ONLY

SEAL - STAMP

USE BLACK INK ONLY

NORTH CAROLINA, Mecklenburg County.
I, a Notary Public of the County and State aforesaid, certify that
Jean Reece Willison
personally appeared before me this day and acknowledged the execution of the foregoing instrument, witnessed my
hand and official stamp or seal, this March
day of
My commission expires: 6/15/88



SEAL - STAMP

USE BLACK INK ONLY

NORTH CAROLINA, \_\_\_\_\_ County.
I, a Notary Public of the County and State aforesaid, certify that
personally came before me this day and acknowledged that he is
Secretary of
a North Carolina corporation, and that by authority duly
given and as the act of the corporation, the foregoing instrument was signed in its name by its
President, sealed with its corporate seal and attested by
at its
Secretary.
Witness my hand and official stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_
My commission expires: \_\_\_\_\_ Notary Public

The foregoing Certificate(s) of

Delree S. K... a Notary Public of Mecklenburg Co. N.C.

is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof

By Charles G. Howell, REGISTER OF DEEDS FOR Haywood COUNTY
Gerald M. Justice, Deputy Assistant Register of Deeds.

# Report For

WILLISON, MYRON H  
WILLISON, JEAN REECE  
9401 HINSON DR  
MATTHEWS, NC 28105

## Account Information

**PIN:** 8615-41-3728

**Legal Ref:** 330/977

**Add Ref:**

## Site Information

OAKDALE RD

**Heated Area:**

**Year Built:**

**Total Acreage:** 0.4098

**Township:** Waynesville

## Site Value Information

**Land Value:** \$26,400

**Building Value:** \$0

**Market Value:** \$26,400

**Deferred Value:** \$0

**Assessed Value:** \$26,400

**Sale Price:** \$0

**Sale Date:** 03/08/1982



1 inch = 50 feet  
August 17, 2022

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: September 13, 2022**

**SUBJECT:** Public Hearing to consider a Community Development Block Grant (CDBG) application for \$2,000,000 in utility infrastructure improvements as part of the South Waynesville Sanitary Systems Improvements Project.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact:** Elizabeth Teague, Development Services Director  
**Presenter:** Karen Kiehna, McGill and Associates

**BRIEF SUMMARY:** As part of their work for the Town, McGill and Associates has identified a potential CDBG grant opportunity to improve sewer infrastructure by replacing deteriorating sewer lines and appurtenances and eliminating infiltration and inflow of stormwater into the Towns sewer system. The Board must hold a public hearing and approve the application. Karen Kiehna of McGill and Associates will present information on the project, a proposed CIP budget, and answer questions from the Board and public.

**MOTIONS FOR CONSIDERATION:**

1. Motion to Open the public hearing
2. Motion to Close the Public Hearing
3. Motion to approve the attached Resolution and proposed CIP as presented.

**FUNDING SOURCE/IMPACT:** This particular CDBG grant would provide 100% funding for replacement of sewer lines.

**ATTACHMENTS:** Grant Program Overview

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** This project will assist the Town in addressing the SOC.



# NOTICE OF PUBLIC HEARING RELATIVE TO APPLICATION BY TOWN OF WAYNESVILLE FOR FUNDING UNDER THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Town of Waynesville will conduct a public hearing on September 13, 2022 at 6:00 PM, or as soon thereafter as the agenda will allow, in the Town Hall Board Room located at 9 South Main Street, Waynesville, NC 28786 relative to the intention of the Town Board of Aldermen to apply for FY2022 CDBG funding under Title I of the Housing and Community Development Act.

Town of Waynesville intends to submit an application for a grant of approximately Two Million Dollars (\$2,000,000) in CDBG Infrastructure funds for the South Waynesville Sanitary Sewer System Improvements Project, which will replace deteriorated sewer lines and appurtenances for purposes of eliminating infiltration and inflow. The project area includes: South Main Street, Allens Creek Road, Browning Road, Hendrix Street, Franklin Street, Norman Street, Chelsea Road, Putman Street, Sawyer Street, Polk Street, Avery Street, Red Oak Lane, Muse Street, Burreis Lane, Clay Street, Francis Street, Long Street and Caravan Road.

The following is a tentative list of proposed activities and an estimated budget. The final application will be reviewed at the public hearing.

Infrastructure Improvements and Grant Administration Estimated Budget  
\$2,000,000.00

The proposed project will provide benefits to 780 persons, 64.74 % of whom are low and moderate income individuals based on US Census statistics. No individuals will be displaced nor will any require temporary relocation assistance as a result of the proposed project.

Citizens will be given the opportunity to provide oral and written comment on the Town's past and

proposed use of CDBG funds at the public hearing. All interested citizens are encouraged to attend.

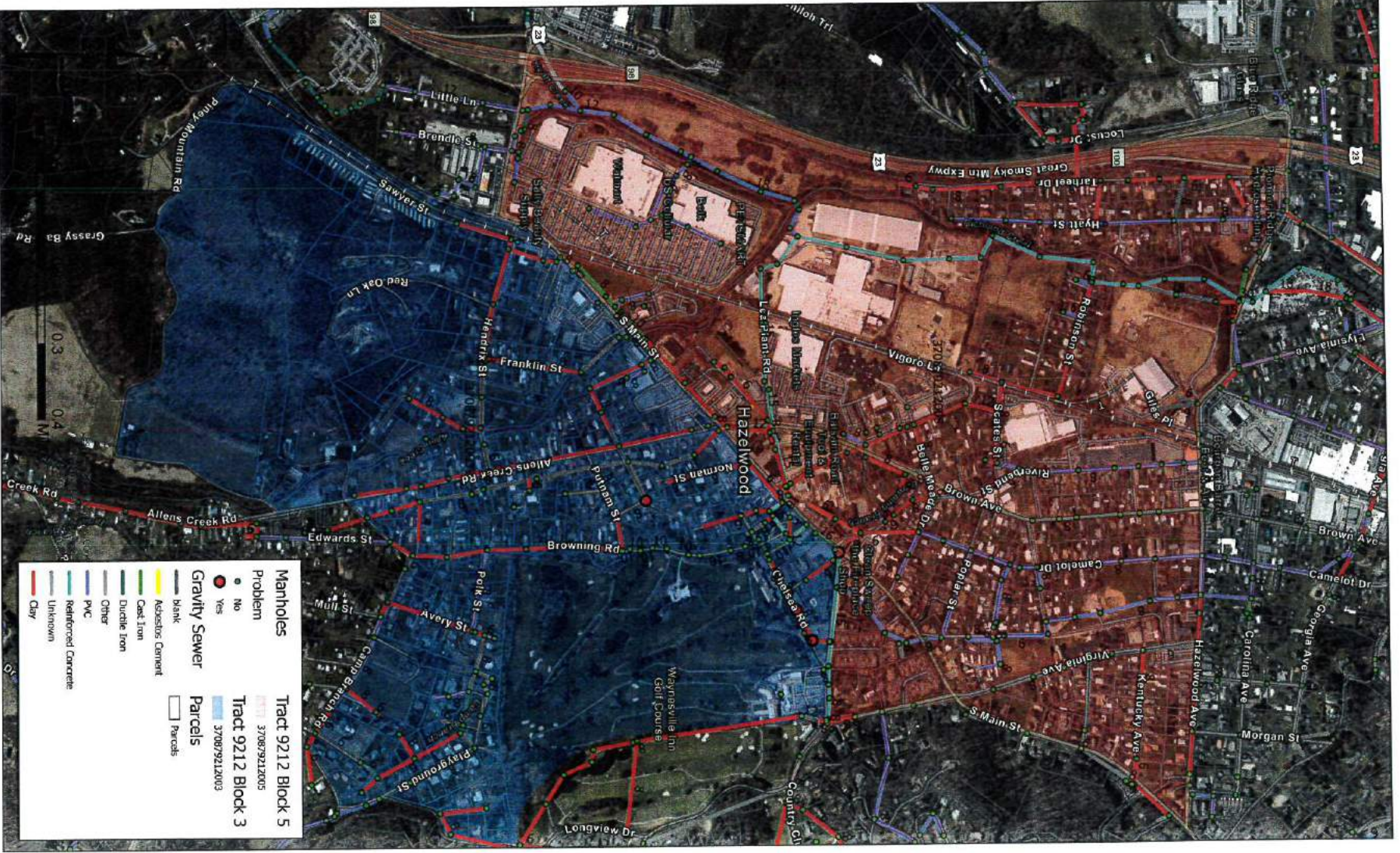
If additional information is needed, please contact the Development Services Director, Elizabeth Teague at 9 S. Main Street, Waynesville, NC 28786, 828-456-2004 or [eteague@waynesvillenc.gov](mailto:eteague@waynesvillenc.gov). Formal written complaints or comments concerning the application process that are submitted to the Development Services Director prior to or following the public hearing will be responded to within fifteen (15) working days by September 27, 2022. A copy of the completed project application will be available for public review after September 23, 2022, at the Town of Waynesville, Development Services Office, 9 S. Main Street, Waynesville, NC 28786.

Persons with disabilities or who otherwise need assistance should contact Elizabeth Teague, Development Services Director, at 9 S. Main Street, Waynesville, NC 28786. or [eteague@waynesvillenc.gov](mailto:eteague@waynesvillenc.gov), TDD # 711 or 800-735-2962 or Relay North Carolina by September 10, 2022. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Elizabeth Teague, Development Services Director, at 828-456-2004, or at the 9 S. Main Street, Waynesville, NC 28786 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Elizabeth Teague, Development Services Director, al 828-456-2004 o en 9 S. Main Street, Waynesville, NC 28786, de alojamiento para esta solicitud.





<b>Manholes</b>	<b>Tract 9212 Block 5</b>
● No	■ 370879212005
● Yes	■ 370879212003
<b>Gravity Sewer</b>	<b>Parcels</b>
— Blank	□ Parcels
— Asbestos Cement	
— Cast Iron	
— Ductile Iron	
— Other	
— PVC	
— Reinforced Concrete	
— Unknown	
— Clay	



	TOTAL ESTIMATED COST	CURRENT 2022	YEAR 1 2023	YEAR 2 2024	YEAR 3 2025	YEAR 4 2026	YEAR 5 2027	YEAR 6 2028	YEAR 7 2029	YEAR 8 2030	YEAR 9 2031	YEAR 10 2032
<b>EQUIPMENT</b>												
TOOLS - MAINTENANCE	\$ 200,000			\$ 50,000	\$ 50,000		\$ 15,000	\$ 35,000				
TOOLS - TREATMENT	\$ 210,000		\$ 10,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 30,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 25,000	\$ 10,000
EQUIPMENT	\$ 880,000		\$ 250,000	\$ 20,000			\$ 80,000	\$ 20,000	\$ 80,000	\$ 30,000		
VEHICLES	\$ 630,000			\$ 70,000	\$ 110,000	\$ 40,000	\$ 80,000	\$ 130,000	\$ 120,000			
<b>LINE REPLACEMENTS</b>												
MISCELLANEOUS REPLACEMENTS	\$ 1,474,250		\$ 127,000	\$ 127,000	\$ 126,950	\$ 128,500	\$ 130,000	\$ 130,000	\$ 130,000	\$ 104,800	\$ 130,000	\$ 130,000
INFILTRATION/INFLOW IMPROVEMENTS	\$ 2,531,700		\$ 190,000	\$ 190,000	\$ 190,000	\$ 195,000	\$ 195,000	\$ 195,000	\$ 247,200	\$ 226,600	\$ 176,700	\$ 172,700
SOUTH WAYNESVILLE SANITARY SEWER SYSTEM IMPROVEMENTS			\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TREATMENT PLANT IMPROVEMENTS</b>												
WWTP PLANT UPGRADE/REPLACEMENT (PHASE 1)	\$ 29,723,150		\$ 28,965,200									
WWTP PLANT UPGRADE (PHASE 2)	\$ 9,522,340											
<b>WASTEWATER IMPROVEMENTS SUBTOTAL</b>												
	\$ 45,171,440	\$ -	\$ 29,542,200	\$ 2,477,000	\$ 496,950	\$ 378,500	\$ 530,000	\$ 530,000	\$ 592,200	\$ 376,400	\$ 331,700	\$ 312,700

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: September 13, 2022**

**SUBJECT:** Traffic Calming Devices for East Street and Locust Drive

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:**  
**Department:** Fire Department  
**Contact:** Joey Webb, Fire Chief  
**Presenter:** Joey Webb

**BRIEF SUMMARY:**

On Tuesday, August 30, 2022, representatives from J.M. Teague Engineering & Planning met with Town of Waynesville staff (Public Works and Fire Department) to discuss the Town's overall Traffic Calming Policy and specifically recent traffic calming requests on East Street and Locust Drive.

Implementation of traffic calming devices is important for responding to resident concerns and reducing unsafe speeds on local roadways. Traffic calming benefits overall safety goals by reducing crash frequency and severity. To further ensure the goal of community safety, emergency vehicle response times should always be considered where vertical speed control mechanisms (e.g., speed humps, speed tables) are used. To meet these goals, it was determined that an effective solution is to prioritize the use of speed "cushions" instead of speed humps and speed tables, especially on higher volume roadways and designated emergency response routes.

Speed cushions are speed humps or speed tables that include wheel cutouts to allow larger vehicles (e.g., emergency vehicles) to pass unaffected, while reducing passenger car speeds. Speed cushions extend across one direction of travel from the centerline, with longitudinal gaps provided to allow wide wheelbase vehicles to avoid going over the hump. Speed cushions are typically 12 feet long, 3 inches at their highest point, and a minimum of 6 feet wide. They create a gentle vertical rocking motion encouraging motorists to slow to a safe speed at or below the speed limit, while enabling fire trucks and ambulances to pass relatively unimpeded.

Traffic Calming Phase II Mitigation reports for East Street and Locust Drive have been amended to substitute speed humps/tables for speed cushions.

**MOTION FOR CONSIDERATION:**

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

Traffic Calming Phase II Mitigation reports for East Street and Locust Drive.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



1155 North Main Street  
Waynesville, NC 28786  
(P) 828.456.8383  
(F) 828.456.8797  
[www.jmteagueengineering.com](http://www.jmteagueengineering.com)

## TECHNICAL MEMORANDUM

August 31, 2022

**To:** Rob Hites

Town Manager  
Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786  
rhites@waynesvillenc.gov

**From:** Kenny Armstrong, AICP, CZO  
Senior Transportation Planner  
J.M. Teague Engineering & Planning (JMTE)

**Subject:** Traffic Calming Policy Implementation

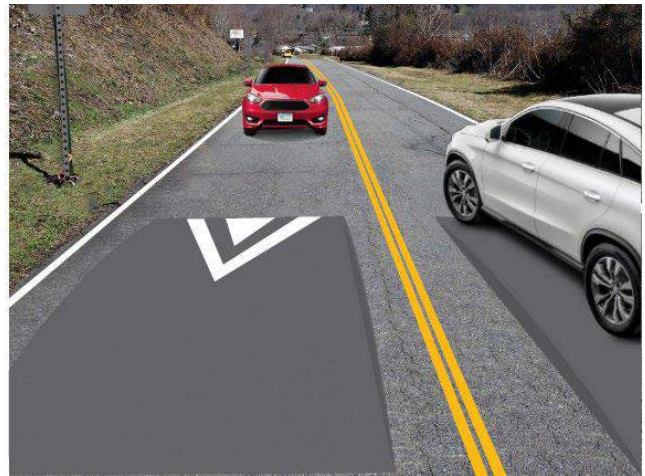
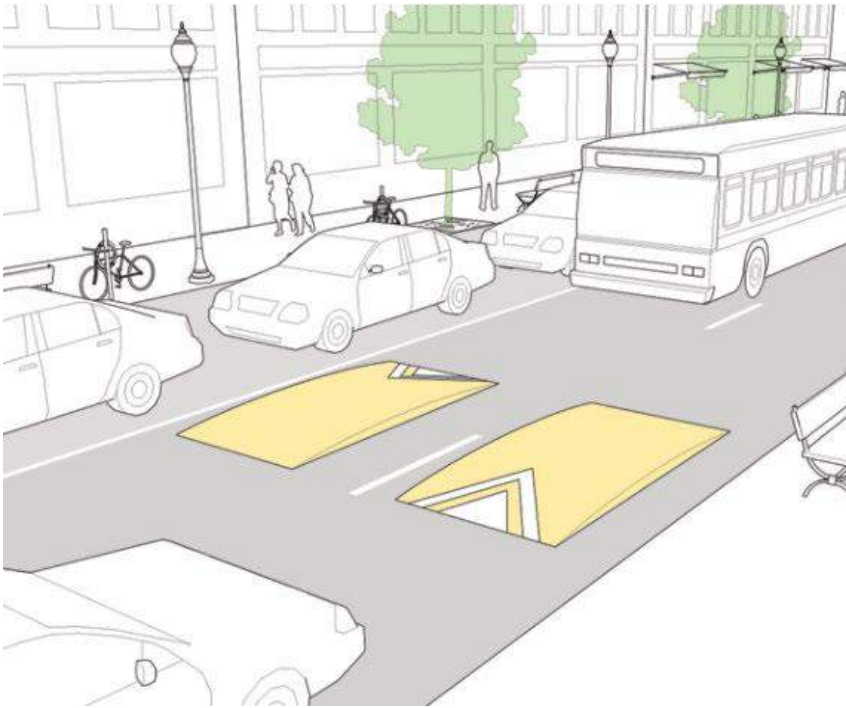
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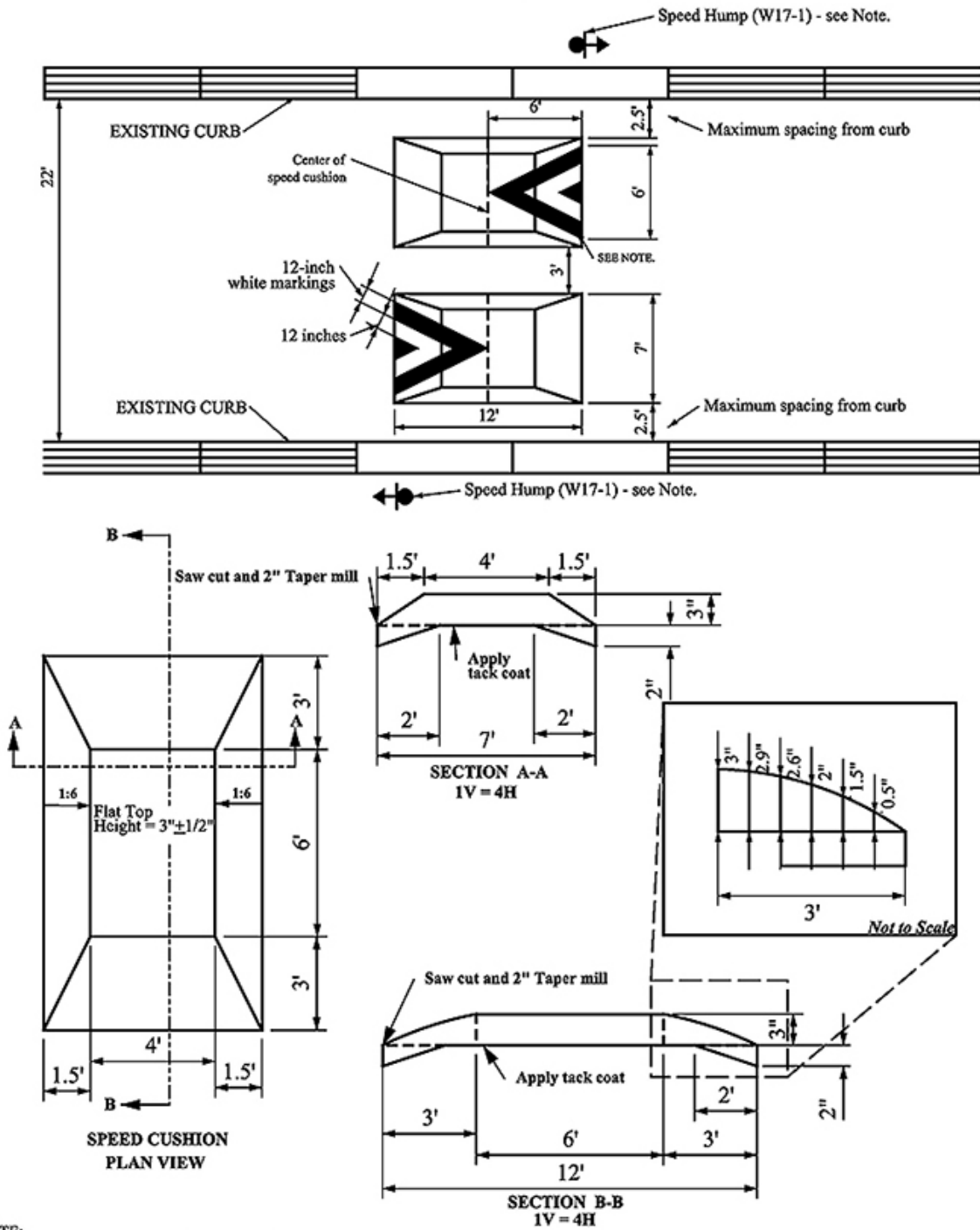
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Traffic Calming Phase II Mitigation reports for East Street and Locust Drive have been amended to substitute speed humps/tables for speed cushions.

## Speed Cushion Visualizations

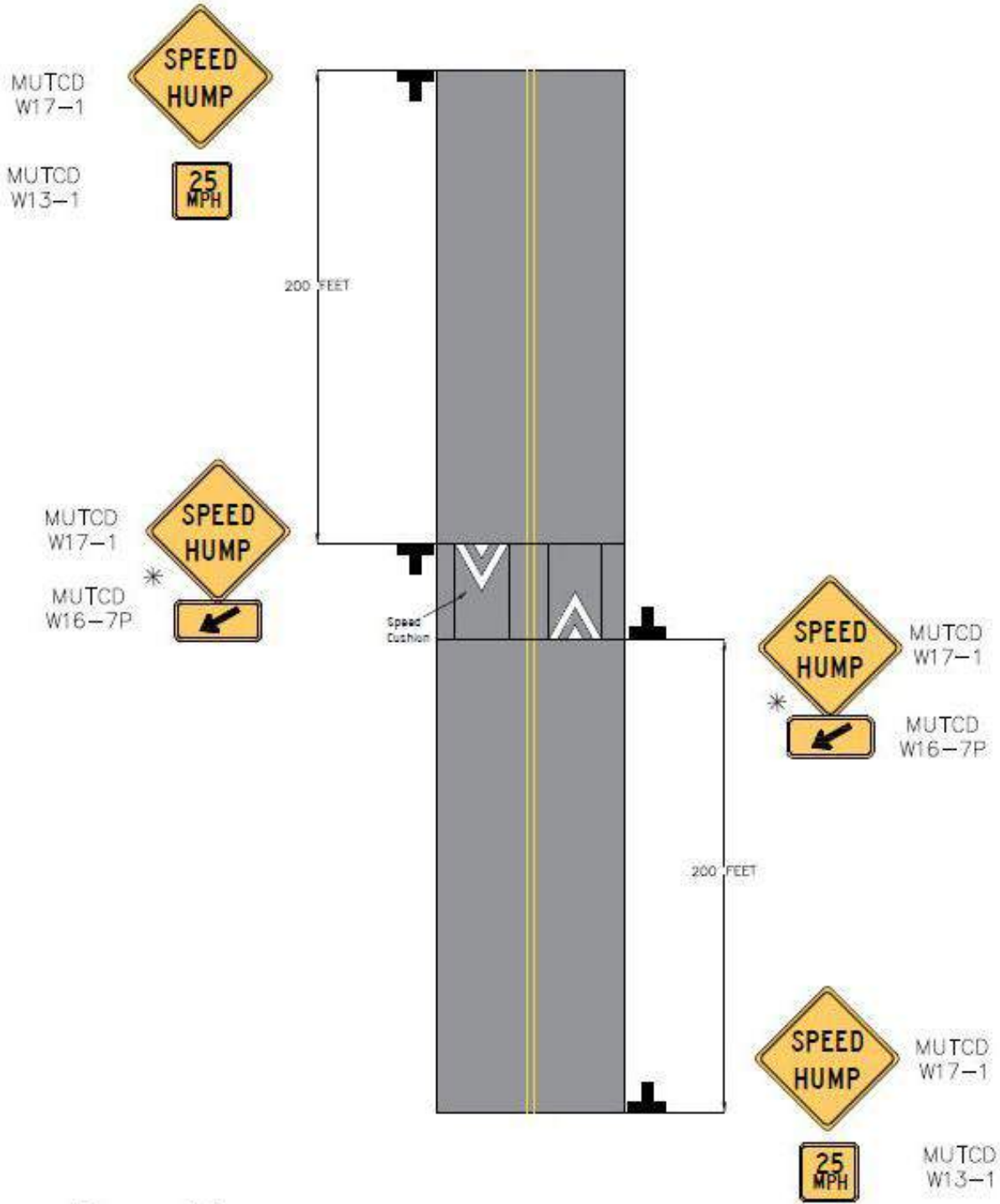


## Standard Dimensions (Speed Cushion)



NOTE:  
 1. ALL SIGNING AND STRIPING SHALL CONFORM TO THE LATEST EDITION OF THE DE MUTCD.

Recommended Signage (Speed Cushion)



\* Recommended

*NOTE: Speed limit advisory signs are only recommended for the first speed cushion in the series from each direction. However, MUTCD signs W17-1 and W16-7P are recommended for all speed cushions, as they provide visibility at each location.*



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[www.jmteagueengineering.com](http://www.jmteagueengineering.com)

JMTE: WAYN 1265

## TECHNICAL MEMORANDUM

March 11, 2022

**To:** Town of Waynesville  
Jeff Stines  
Director of Public Services  
129 Legion Drive  
PO Box 100  
Waynesville, NC 28786  
[jstines@waynesvillenc.gov](mailto:jstines@waynesvillenc.gov)

**From:** David W. Hyder, Engineering Director *David W. Hyder*  
J.M. Teague Engineering & Planning (JMTE)

**Subject:** Traffic Calming Request Assistance - Phase I – Investigation: Locust Drive

**Request:** 02/14/2022, Bruce Bowman, 260 Locust Dr., Waynesville, NC 28786

**Studied Roadway:** Locust Drive between US19/74 On-ramp and 260 Locust Drive

Locust Drive between US19/74 On-ramp and 260 Locust Drive is a two-lane, two-way shoulder section that is 18.5 feet wide overall. There are neither sidewalks nor curb and gutter. The intersection of US19/74 On-ramp and Locust Drive is controlled by a stop sign on Locust Drive. Figure 1 shows the Locust Drive area of study.

JMTE installed a pneumatic vehicle classification and speed counter with roadway tubes on Locust Drive between US19/74 On-ramp and 260 Locust Drive to collect 48-hours of traffic volume, classification, and speed. The data collection started on 03/01/2022 at 00:00 hours (midnight) and concluded on 03/02/2022 at 24:00 hours (midnight).

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*The 85<sup>th</sup> percentile speed is the speed at or below which 85% of drivers will operate with open roads and favorable conditions. The 85<sup>th</sup> percentile speed assumes is that most drivers will operate their vehicles at a speed they perceive to be safe.*

---

JMTE considered traffic volume, posted speed limit, 85<sup>th</sup>% speed, highest observed speed, and the percent of heavy vehicles in evaluating traffic calming on Locust Drive. Table 1 summarizes the information collected.



Table 1 Locust Drive Data

Direction	Traffic Count		Posted Limit	Speed (mph)				% Trucks	
	Day 1	Day 2		85 <sup>th</sup> %		Highest		Day 1	Day 2
Southbound (In)	121	141	25	40.8	40.0	50-54	55-59	9.1	9.9
Northbound (Out)	90	136	25	43.2	40.6	50-54	50-54	10.0	9.6
<b>Total</b>	211	277							



Figure 1 Studied Area

**Field Observations**

Locust Drive is a dead-end road serving a business (Indian Motorcycle) at the outlet and a group of residences at the other end. The segment of Locust Drive in which the speed data was collected is straight and level with no adjacent residences or businesses. The only constraint upon speed in along this section is the narrow width. Neither the centerline nor the edge lines of the roadway are painted possibly because of short length and low volume. This section of Locust Drive is delineated by right angle

turns at both ends. Nearer the residences the grade steepens, and the width narrows to less than eighteen (18) feet overall.

**Conclusion**

The daily traffic volume on Locust Drive between US19/74 On-ramp and 260 Locust Drive does not meet the Town of Waynesville’s average daily traffic (ADT) threshold for consideration of implementing traffic calming measures.

However, the 85<sup>th</sup> percentile observed speeds at this location are more than 15 mph above the posted speed limit. Figure 2 shows the speed distribution for Locust Drive during the study period.

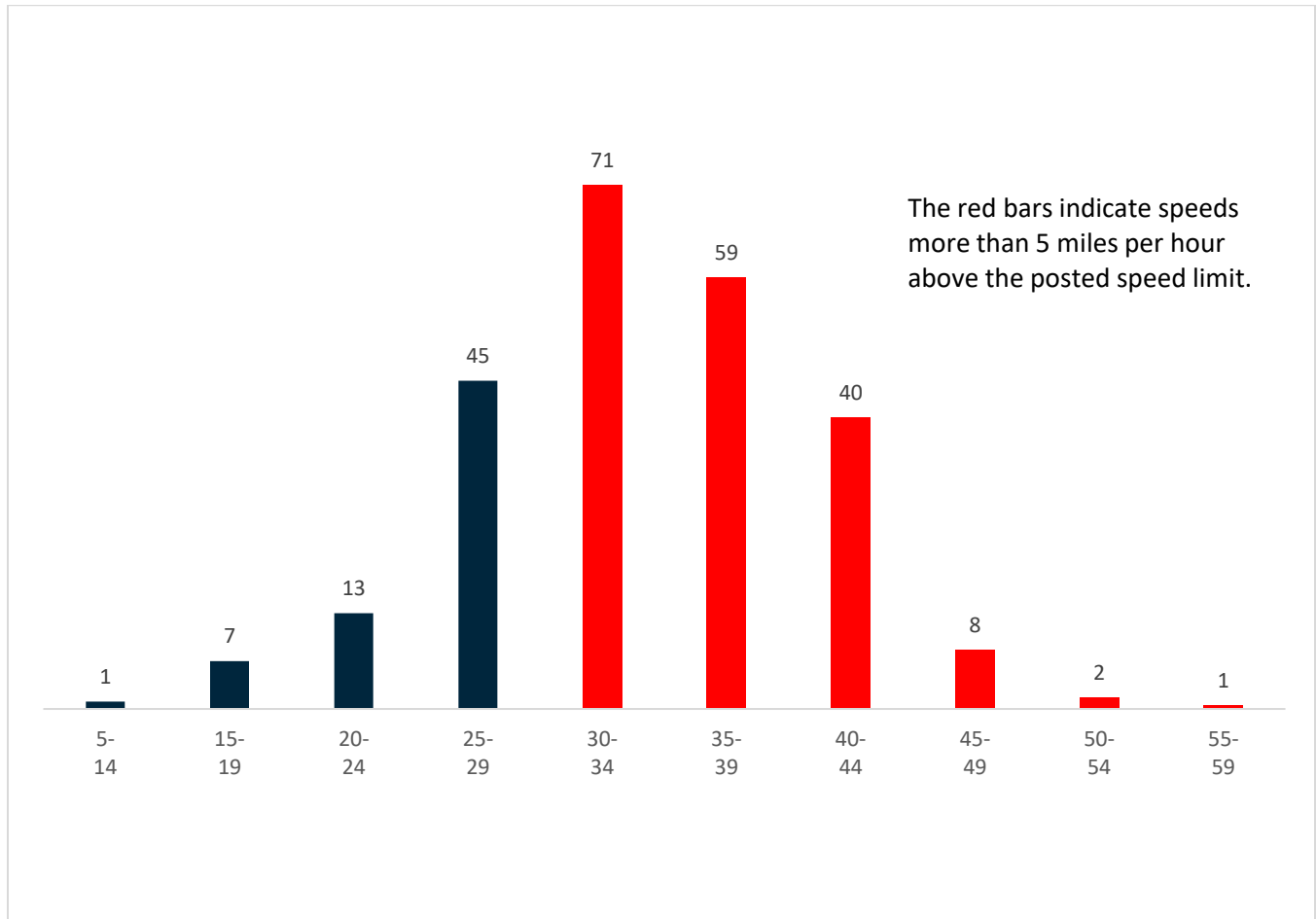


Figure 2 Locust Drive Speed Distribution

It is recommended to advance Locust Drive to Phase II – Mitigation for the preparation of a traffic calming plan. In addition, the Town of Waynesville should consider (a) striping (painting) the centerline and edge lines of locust drive for approximately 1,500 linear feet from the entrance of Locust Drive to the first houses and (b) provide focused and continuing speed enforcement in this section of Locust Drive. The speed enforcement should occur randomly during each month. Figure 4 shows the time of day during which much of the speeding takes place.



Figure 3 Locust Drive Count Location

	5-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-99
00:00 - 00:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00 - 01:59	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
02:00 - 02:59	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
03:00 - 03:59	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
04:00 - 04:59	0	0	0	2	5	6	1	0	1	0	0	0	0	0	0
05:00 - 05:59	0	1	1	1	5	4	5	2	0	0	0	0	0	0	0
06:00 - 06:59	0	0	1	1	3	1	0	1	0	0	0	0	0	0	0
07:00 - 07:59	0	0	0	2	3	3	1	0	0	0	0	0	0	0	0
08:00 - 08:59	0	0	1	3	3	5	3	3	0	0	0	0	0	0	0
09:00 - 09:59	0	0	2	1	3	2	2	0	0	0	0	0	0	0	0
10:00 - 10:59	0	0	1	4	3	7	6	0	0	0	0	0	0	0	0
11:00 - 11:59	0	1	0	5	7	3	3	1	0	0	0	0	0	0	0
12:00 - 12:59	0	0	0	2	6	4	5	0	0	0	0	0	0	0	0
13:00 - 13:59	0	0	0	4	3	7	3	1	0	0	0	0	0	0	0
14:00 - 14:59	0	0	0	5	13	5	5	1	0	1	0	0	0	0	0
15:00 - 15:59	0	1	4	3	9	11	3	1	0	0	0	0	0	0	0
16:00 - 16:59	0	0	0	2	2	6	2	2	0	0	0	0	0	0	0
17:00 - 17:59	0	0	0	3	6	2	4	1	0	0	0	0	0	0	0
18:00 - 18:59	0	1	2	5	5	2	2	0	0	0	0	0	0	0	0
19:00 - 19:59	0	0	0	2	1	3	1	0	0	0	0	0	0	0	0
20:00 - 20:59	0	0	0	0	1	1	1	1	0	0	0	0	0	0	0
21:00 - 21:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22:00 - 22:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23:00 - 23:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 4 Heat Diagram for Locust Drive

JMTE: WAYN 1265

**TECHNICAL MEMORANDUM**

August 31, 2022

**To:** Town of Waynesville

Jeff Stines  
Director of Public Services  
129 Legion Drive  
PO Box 100  
Waynesville, NC 28786  
jstines@waynesvillenc.gov

**From:** David W. Hyder, P.E., Engineering Director  
J.M. Teague Engineering & Planning (JMTE)

**Subject:** Traffic Calming Request Assistance - Phase II - Mitigation

**Request:** 02/14/2022, Bruce Bowman, 260 Locust Dr., Waynesville, NC 28786

**Studied Roadway:** Locust Drive between the US19/74 On-ramp and 260 Locust Drive

Locust Drive between the US19/74 On-ramp and 260 Locust Drive is a two-lane, two-way street that is approximately 18.5 feet wide overall, with no consistent shoulder (other than grass). There are neither sidewalks nor curb and gutter along most of this segment, though there is a short sidewalk segment in front of Smoky Mountain Indian Motorcycle, which shares a driveway with Blue Ridge Glass. Apart from those two businesses, Locust Drive is entirely residential, with approximately 40 houses who rely on this roadway as the only access to the neighborhood.



Figure 1) A short segment of sidewalk in front of Smoky Mountain Indian Motorcycle



Figure 2) Locust Drive Study Area Location

Figure 2 shows the Locust Drive general area of study. The intersection of the US19/74 On-ramp and Locust Drive is controlled by a stop sign on Locust Drive. The posted speed limit is 25 miles per hour (mph). This section of Locust Drive is delineated by right angle turns at both ends with a straightaway along its length. The segment of Locust Drive in which the speed data was collected is straight and level with no adjacent residences or businesses. Neither the centerline nor the edge lines of the roadway are painted. The only constraint upon speed along this section is the relatively narrow width of the roadway. Nearer the residences at the southern portion, the grade steepens and the width narrows to less than eighteen (18) feet overall. Around this bend, drivers are less likely to speed because of these constraints, as well as the trees, fences, and mailboxes adjacent to the roadway.

**Phase I Traffic Study Conclusion:** Recorded traffic volumes, the posted speed limit, 85<sup>th</sup> percentile speed, highest observed speed, and the percent of heavy vehicles were considered in evaluating traffic calming on Locust Drive. While the daily traffic volume on Locust Drive between the US19/74 On-ramp and 260 Locust Drive does not meet the Town of Waynesville’s average daily traffic (ADT) threshold for consideration of implementing traffic calming measures, the 85<sup>th</sup> percentile observed speeds at this location are more than 15 mph above the posted speed limit.

Due to these factors, it is recommended that this location be advanced through the Town’s traffic calming process with recommended mitigation strategies. The following report was created for inclusion in the Town’s formal petition package to be sent to the requestor based on speed study results analyzed in Phase I.

## Study Traffic Shed

The following map shows the traffic shed identified for this road segment’s study and analysis. This traffic shed was developed in reference to the Waynesville Traffic Calming Policy that states, *“The size and extent of the service area will take into consideration the type of traffic calming project being proposed, the layout and type of properties in the vicinity, and the characteristics of the street network surrounding the proposed project site(s). Depending on the circumstances, the service area may include:*

- *All properties abutting the proposed street segment to be modified.*
- *All properties on adjacent street(s) with ingress/egress only possible via the modified street segment.*
- *All properties on adjacent street(s) that have alternative points of ingress/egress but will be otherwise affected by the modified street segment.”*

All residents on Locust Drive will be affected by the proposed traffic calming measures. The traffic shed also includes all property owners and residents on Lloyds Mountain Ridge, Rhinehart Street, and Maywood Terrace because they are accessed exclusively from Locust Drive.

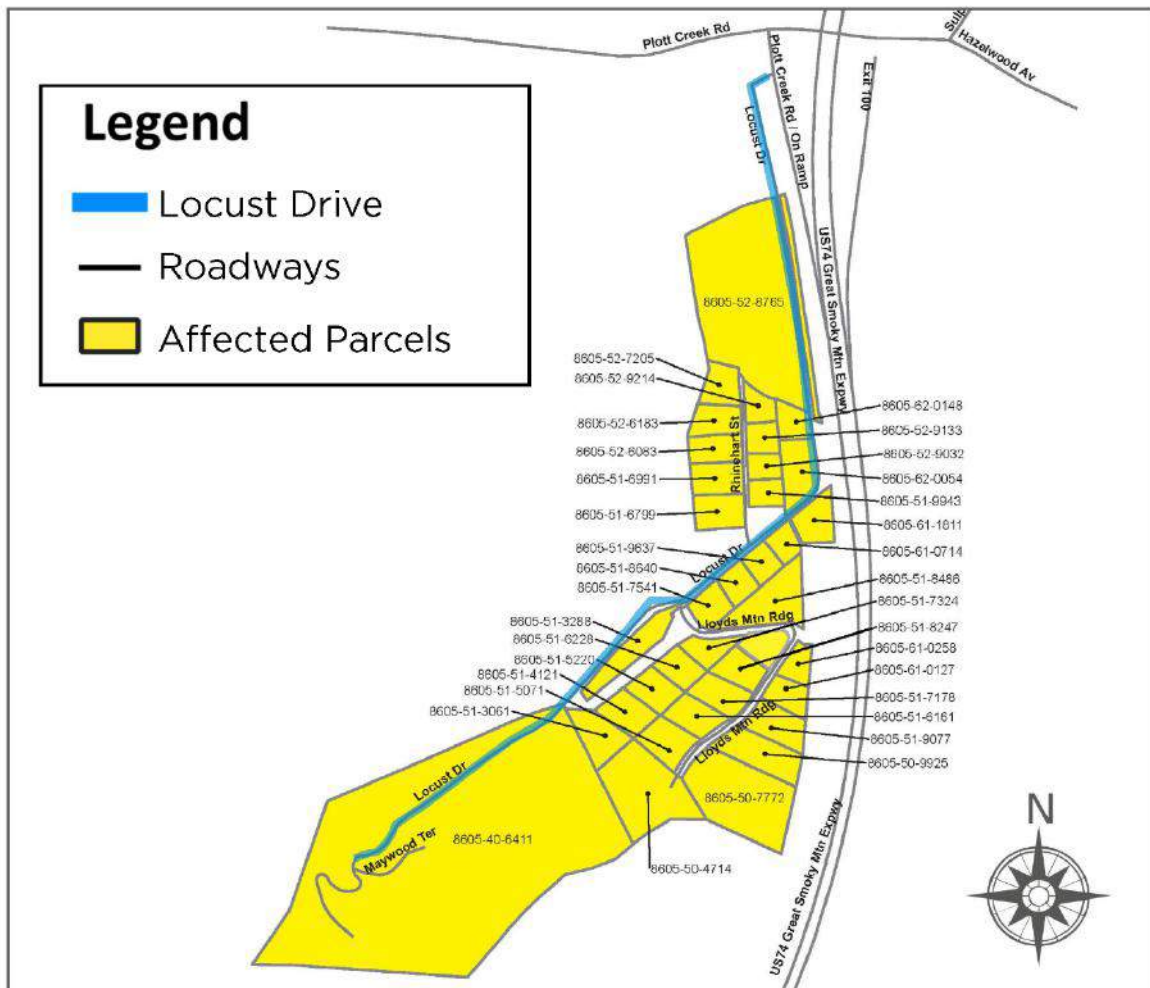


Figure 3) Traffic Shed Map

### Property owners in the identified traffic shed

PIN	Address	Owner Name	Property Owner Signature
8605-51-6799	392 Locust Drive	Blaylock, Gerald Edward Blaylock, Cherry Cody <i>Other:</i>	
8605-62-0138	260 Locust Drive	Bowman, William Bruce Bowman, Jane R. <i>Other:</i>	
8605-52-8765	104 Locust Drive	Boyd, James R. Boyd, Burgin <i>Other:</i>	
8605-52-9214	96 Rhinehart St	Brittain, Stephanie Beers <i>Other:</i>	
8605-51-9943	40 Rhinehart St	Cassey, Bonnie J. Cassey, Thomas F. <i>Other:</i>	
8605-51-7541	425 Locust Drive	Clarke, William Lee Gallo, Nicole <i>Other:</i>	
8605-51-9637	367 Locust Drive	Creasman, Daniel Lee Creasman, Tammy <i>Other:</i>	
8605-52-6183	83 Rhinehart St	Gaddis, Carolyn C. <i>Other:</i>	
8605-50-4714	260 Lloyds Mountain Ridge	<i>Name:</i>	
8605-51-8714	378 Locust Drive	Haskett, Wade Haskett, Ruth <i>Other:</i>	
8605-50-7772	209 Lloyds Mountain Ridge	Haygood, Adam James Haygood, Heather Nicole <i>Other:</i>	
8605-51-9843	330 Locust Drive	Leatherwood, Hazel White <i>Other:</i>	
8605-51-6991	43 Rhinehart St	Lerner, Joel <i>Other:</i>	
8605-52-7205	101 Rhinehart St	Marsh, Jonathan E. Marsh, Laura S. <i>Other:</i>	

<b>PIN</b>	<b>Address</b>	<b>Owner Name</b>	<b>Property Owner Signature</b>
<b>8605-52-9133</b>	72 Rhinehart St	McElroy, James R. <i>Other:</i>	
<b>8605-51-7324</b>	38 Lloyds Mountain Ridge	Moore, Coleen <i>Other:</i>	
<b>8605-52-6083</b>	59 Rhinehart St	Olsson, Kacie <i>Other:</i>	
<b>8605-62-0050</b>	290 Locust Drive	Quillen, Richard Eugene Quillen, Jo Ann Leatherwood <i>Other:</i>	
<b>8605-40-6411</b>	550 Locust Drive	Rhinehart, Vaughn R. <i>Other:</i>	
<b>8605-51-3288</b>	513 Locust Drive		
<b>8605-61-0714</b>	345 Locust Drive		
<b>8605-61-0767</b>	___ Locust Drive		
<b>8605-50-9925</b>			
<b>8605-51-3061</b>			
<b>8605-51-4121</b>			
<b>8605-51-5071</b>			
<b>8605-51-5220</b>			
<b>8605-51-6161</b>			
<b>8605-51-6228</b>			
<b>8605-51-7178</b>			
<b>8605-51-8247</b>			
<b>8605-51-9077</b>			
<b>8605-51-9335</b>			
<b>8605-61-0127</b>			
<b>8605-61-0258</b>			
<b>8605-51-8486</b>	41 Lloyds Mountain Ridge	Shoate, Kidida <i>Other:</i>	
<b>8605-52-9032</b>	58 Rhinehart St	Tetreault, Tracy A. <i>Other:</i>	
<b>8605-51-8640</b>	391 Locust Drive	White, Ashley L. <i>Other:</i>	
<b>8605-61-1811</b>	311 Locust Drive	Zimmerman, Charles G. Zimmerman, Barbara F. <i>Other:</i>	
<b>8605-40-6411</b>	550 Locust Drive	<i>Name:</i>	
<b>8605-40-6411</b>	569 Locust Drive	<i>Name:</i>	

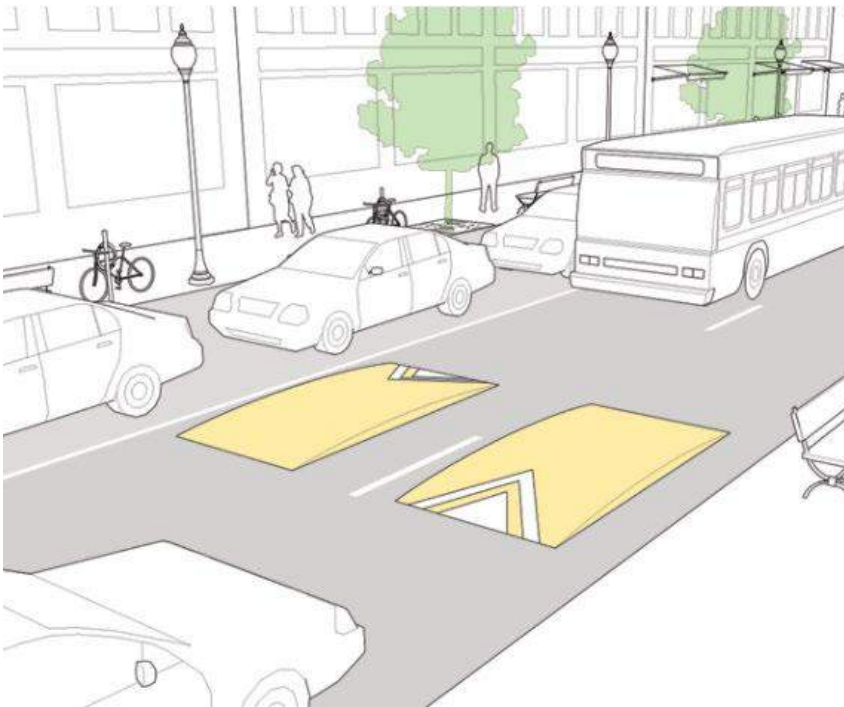


<b>PIN</b>	<b>Address</b>	<b>Owner Name</b>	<b>Property Owner Signature</b>
8605-40-6411	584 Locust Drive	<i>Name:</i>	
8605-40-6411	595 Locust Drive	<i>Name:</i>	
8605-40-6411	610 Locust Drive	<i>Name:</i>	
8605-40-6411	661 Locust Drive	<i>Name:</i>	
8605-40-6411	668 Locust Drive	<i>Name:</i>	
8605-40-6411	670 Locust Drive	<i>Name:</i>	
8605-40-6411	680 Locust Drive	<i>Name:</i>	
8605-40-6411	683 Locust Drive	<i>Name:</i>	
8605-40-6411	717 Locust Drive	<i>Name:</i>	
8605-40-6411	726 Locust Drive	<i>Name:</i>	
8605-40-6411	736 Locust Drive	<i>Name:</i>	
8605-40-6411	745 Locust Drive	<i>Name:</i>	
8605-40-6411	747 Locust Drive	<i>Name:</i>	
8605-40-6411	749 Locust Drive	<i>Name:</i>	
8605-40-6411	769 Locust Drive	<i>Name:</i>	
8605-40-6411	812 Locust Drive	<i>Name:</i>	
8605-40-6411	816 Locust Drive	<i>Name:</i>	
8605-40-6411	830 Locust Drive	<i>Name:</i>	
8605-40-6411	831 Locust Drive	<i>Name:</i>	
8605-40-6411	53 Maywood Terrace	<i>Name:</i>	

## Preliminary Traffic Calming Plan

### Recommended treatment:

This segment of Locust Drive meets criteria for consideration of speed cushions (ADT, speed limit, sight distance, etc.), which is the recommended traffic calming treatment. Speed cushions are either speed humps or speed tables that include wheel cutouts to allow large vehicles (e.g., emergency vehicles) to pass unaffected, while reducing passenger car speeds. They are offset to allow unimpeded passage by emergency vehicles and are especially important on key emergency response routes. Speed cushions extend across one direction of travel from the centerline, with longitudinal gaps provided to allow wide wheelbase vehicles to avoid going over the hump. They are typically 12 feet long, 3 inches at their highest point, and a minimum of 6 feet wide. Speed cushions create a gentle vertical rocking motion encouraging motorists to slow to a safe speed at or below the speed limit, while enabling fire trucks and ambulances to pass relatively unimpeded.



### Locations of recommended treatment:

Locations were determined based on roadway geometries, including distance from intersections and existing residential driveways, and take into consideration the need to limit the tangential negative effects and overall cost to accommodate these measures. For Locust Drive, speed cushions are recommended for placement between the existing businesses and residential properties, so as not to disrupt commercial traffic while ensuring that vehicles are traveling slowly when they approach the curve at the southern section of Locust Drive (where residential density increases).

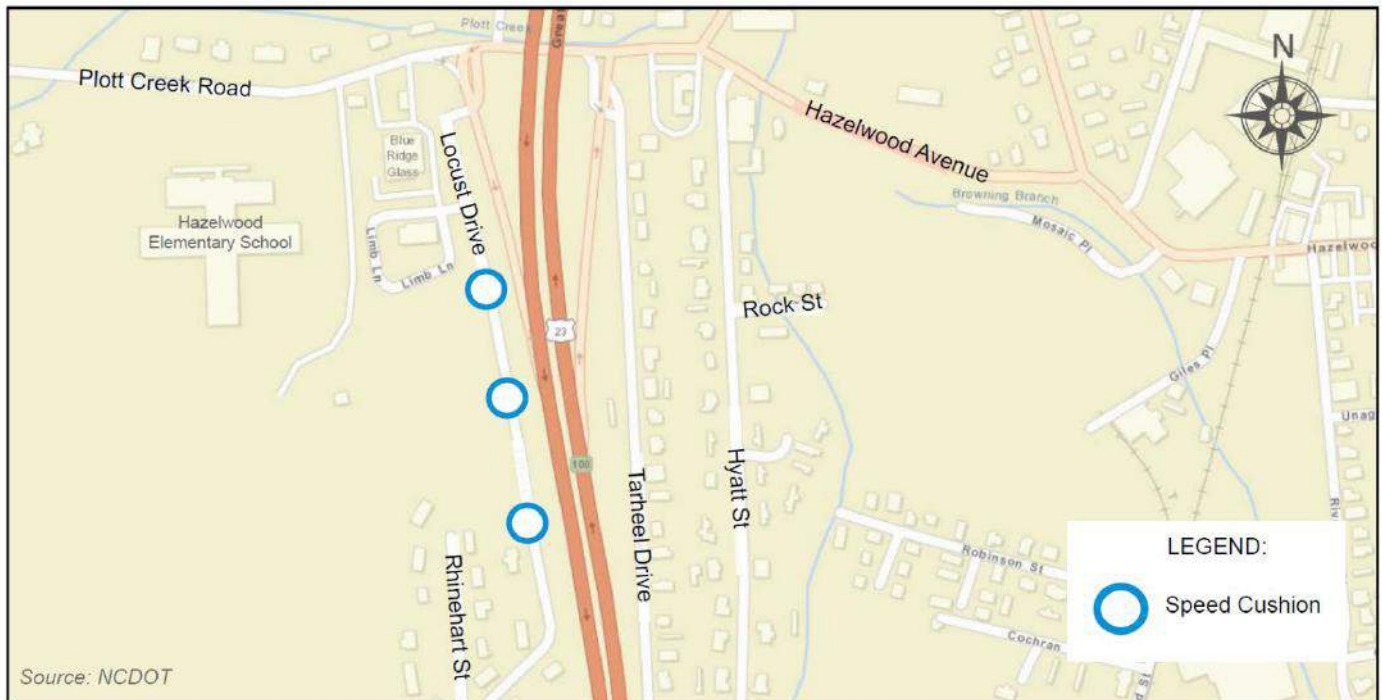


Figure 4) Approximate Location of Traffic Calming Devices

Three (3) speed cushions are recommended for the central portion of Locust Drive, keeping speeds relatively low along the corridor in both directions. Having the speed cushions in a series will help ensure that vehicles slow down along this entire segment of roadway, creating a set of traffic calming measures that work together to offer a corridor where speeding is much harder to do.

Speed cushions should be placed 250 to 600 feet apart. The spacing for the Locust Drive speed cushions are approximately 300-400 feet apart. Speed cushions should also not be placed within 150 feet of an unsignalized intersection or 250 feet of a signalized intersection. The proposed locations are all at least 150 feet from any unsignalized intersection, including the on-ramp to US 19/74, Plott Creek Road, and Rhinehart Street.

It is important to locate traffic calming measures in places that will slow vehicles down as they enter the residential neighborhood from the north, while also ensuring that traffic is moving at a safe speed near the existing commercial business driveways and the stop sign for the US 19/74 on-ramp. High speeds can be dangerous in either direction.

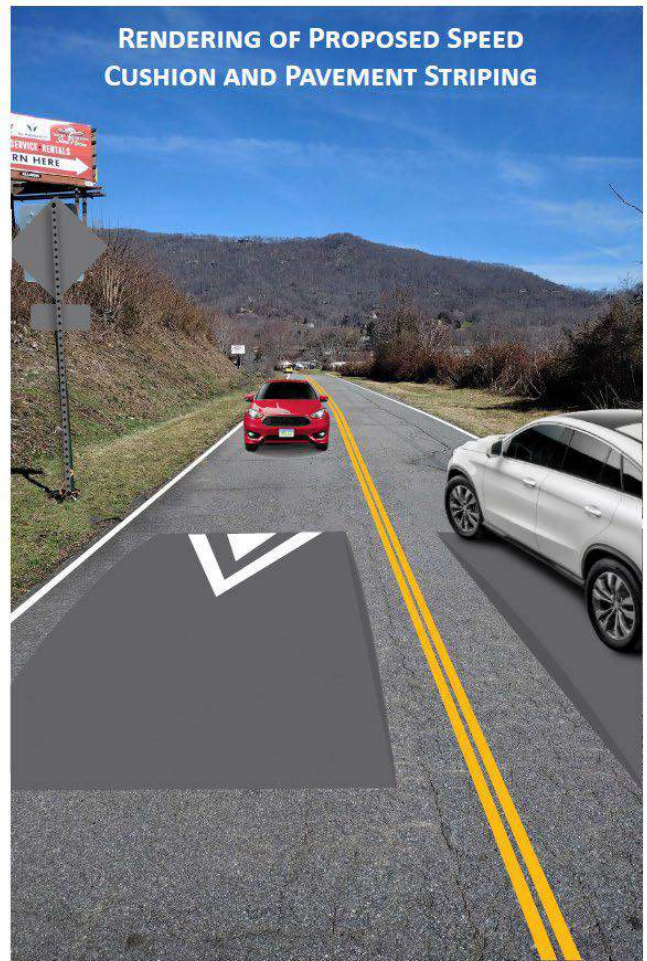
**Preliminary cost estimate:**

Installation of speed cushions will require new MUTCD-compliant signage. The probable cost for each speed cushion on Locust Drive is likely approximately \$3,000 but total costs per speed cushion location can range from \$2,000 - \$5,000 when considering variations in pavement widths and including bi-directional signage and galvanized steel U-channel supports for each sign.

These preliminary cost estimates include the cost for construction materials and pavement markings but do not include preliminary design costs or traffic control for installation. Additional advisory signs are also recommended.

<b>Item</b>	<b>Unit Cost (approx.)</b>	<b># of Units</b>	<b>Cost</b>
Speed Cushion	\$3,000	3	\$9,000
Signage (MUTCD)	\$400	16	\$6,400
Pavement Markings (Edge and Center Lines)	\$.50/linear foot	5,600	\$2,800
<b>TOTAL:</b>			<b>\$18,200</b>

**Visual depiction of recommended traffic control devices:**

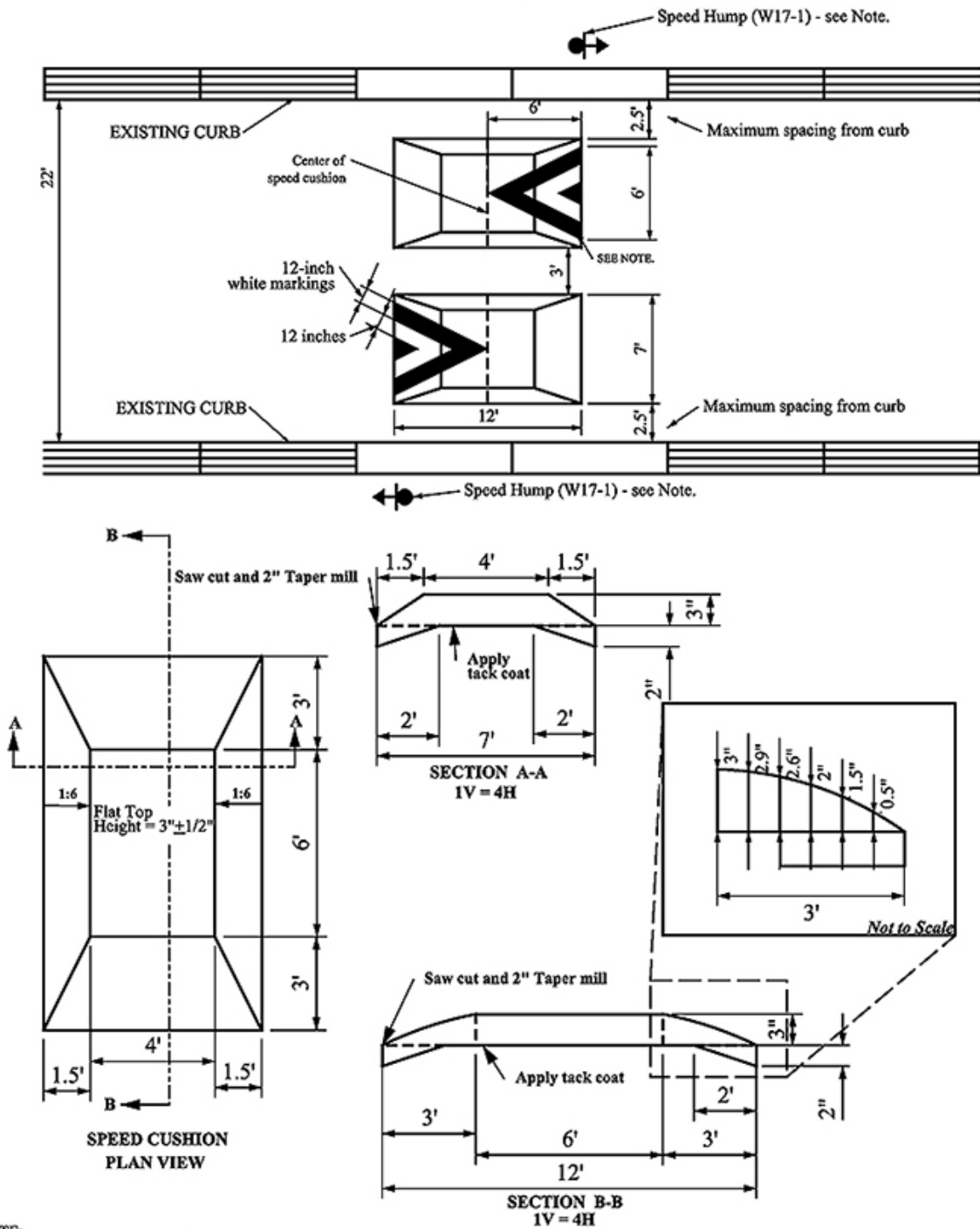


*Figure 5) Northbound view of Locust Drive. The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.*



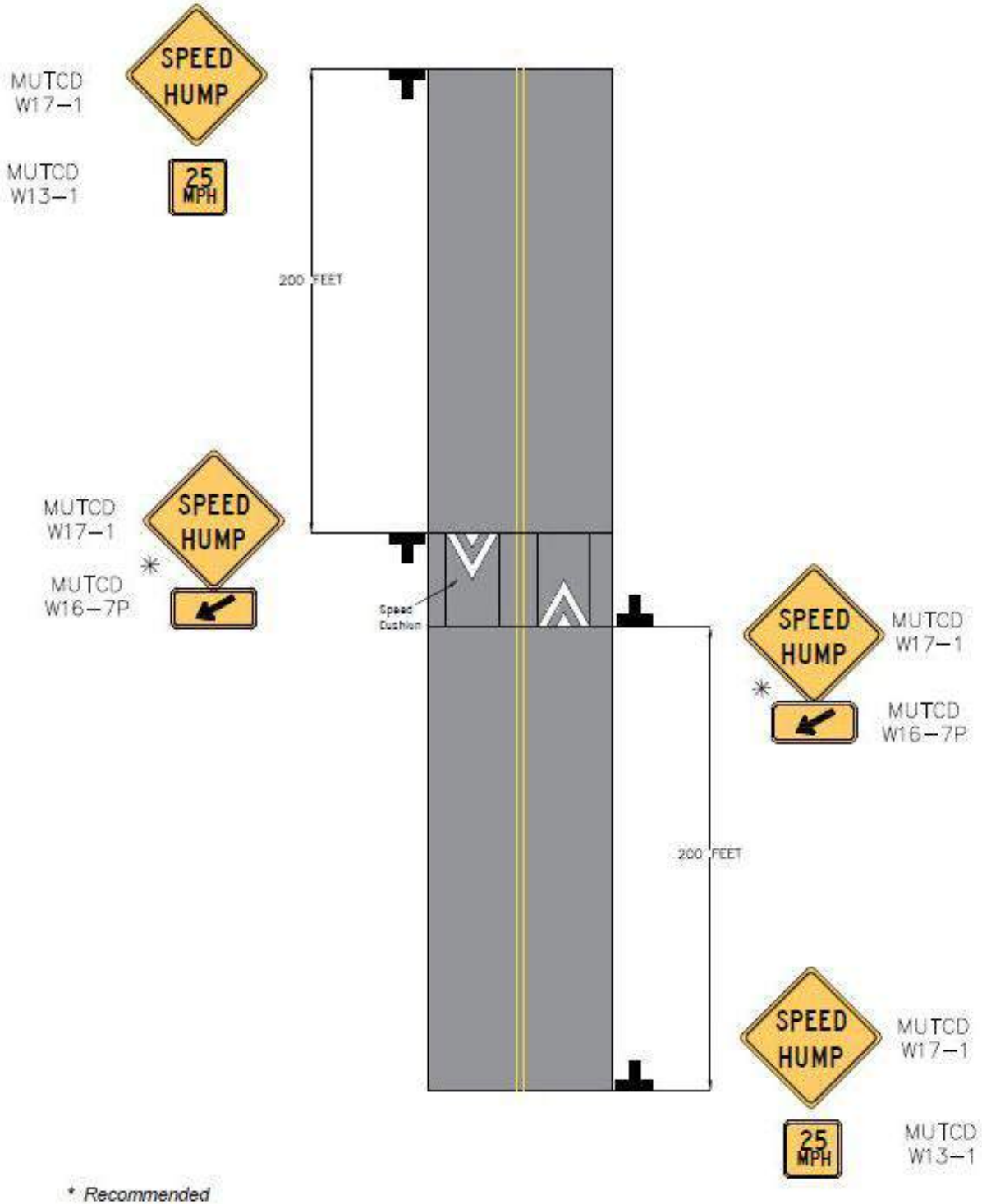
Figure 6) Southbound view of Locust Drive. The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.

## Standard Dimensions (Speed Cushion)



NOTE:  
 1. ALL SIGNING AND STRIPING SHALL CONFORM TO THE LATEST EDITION OF THE DE MUTCD.

Recommended Signage (Speed Cushion)



*NOTE: Speed limit advisory signs are only recommended for the first speed cushion in the series from each direction on Locust Drive. However, MUTCD signs W17-1 and W16-7P are recommended for all speed cushions, as they provide visibility at each location.*





1155 North Main Street  
Waynesville, NC 28786  
(P) 828.456.8383  
(F) 828.456.8797  
[www.jmteagueengineering.com](http://www.jmteagueengineering.com)

JMTE: WAYN 1096

**TECHNICAL MEMORANDUM**

December 7, 2020

**To:** Town of Waynesville

Preston Gregg, PE

Town Engineer

129 Legion Drive

Waynesville, NC 28786

[pgregg@waynesvillenc.gov](mailto:pgregg@waynesvillenc.gov)

**From:** William Thompsen, Engineering Director

J.M. Teague Engineering & Planning (JMTE)

**Subject:** Traffic Calming Request Assistance - Phase I - Investigation

**Request:** 10/06/2020, Christine & Glenn Kavanagh, 657 East Street, Waynesville, NC 28786

**Studied Roadway:** East Street between Assembly Street and Howell Street

East Street between Assembly Street and Howell Street is a two-lane bidirectional road that is 20 feet wide. There is a 5-foot sidewalk on the north side of East Street on this roadway segment. There is no traffic control on East Street at Assembly Street or Howell Street. The posted speed limit is 20 mph.

JMTE installed a pneumatic counter with roadway tubes on East Street between Assembly Street and Howell Street to collect 48-hours of traffic volume, classification, and speed. The data collection started on 12/02/2020 at 00:00 hour and concluded on 12/03/2020 at 23:59.



**Dependable Planning • Innovative Engineering • Relationship Building**

**Volume:**

Day 1 – 12/02/2020

Southbound - 233

Northbound - 433

Total – 666

Day 2 - 12/03/2020

Southbound - 311

Northbound - 472

Total – 783

**Speed:** posted speed limit - 20 mph

The 85th percentile speed is the speed at or below which 85 percent of the drivers will operate with open roads and favorable conditions. The assumption underlying the 85th percentile speed is that most drivers will operate their vehicle at speeds they perceive to be safe.

Day 1 – 12/02/2020

Southbound – 28.7 mph

Northbound – 26.6 mph

Day 2 - 12/03/2020

Southbound – 27.9 mph

Northbound – 26.8 mph

Highest observed speed:

Day 1 – 12/02/2020

35-39 mph

Day 2 - 12/03/2020

30-34 mph

**Classification:** percent passenger vehicles (PV) and Trucks

Day 1 – 12/02/2020

Southbound - PV 98.7%, Trucks 1.3%

Northbound - PV 98.6%, Trucks 1.4%

Day 2 - 12/03/2020

Southbound - PV 99.0%, Trucks 1.0%

Northbound - PV 98.3%, Trucks 1.7%

**Conclusion:**

The daily traffic volume on East Street between Assembly Street and Howell Street meets the minimum average daily traffic (ADT) threshold for consideration for implementation of traffic calming measures. However, due to the 85<sup>th</sup> percentile observed speeds being less than 10 mph above the posted speed limit, it is not recommended that this location be advanced to Phase II - Mitigation for preparation of a traffic calming plan.



**REQUEST FORM FOR TRAFFIC CALMING**

**MEASURES TOWN OF WAYNESVILLE**

Traffic calming measures may be appropriate in residential neighborhoods where speeding and/or cut-through traffic are primary concerns and where traditional police enforcement is found to be unfeasible and/or ineffective. Typically, streets must be residential in nature to be considered for traffic calming projects. Please see the Town's Policy and Procedures for Traffic Calming Measures for additional information. To request that the Town consider undertaking a traffic calming project, the requester should complete this form and return it to the Town Engineer 129 Legion Drive, Waynesville NC 28786. You can also email the form to pgregg@waynesvillenc.gov. If you have any questions, please call Preston Gregg, Town Engineer, at 828-456-4410.

Date: 10/16/2020	
Requester's Name:	<u>Christine &amp; Glenn Kavanagh</u>
Requester's Address:	<u>657 East Street</u> <u>Waynesville, NC 28786</u>
Requesters Phone #:	<u>704-650-6564</u>
Requester's E-mail:	<u>christine@ckconsulting.co</u>

Street(s) where Traffic Calming is being requested: <u>East St. between Assembly and Howell St.</u> _____ _____
--

Reason(s) for Traffic Calming request: There is a well-documented and consistent problem with speeders on this street because there is a long straight section. The posted limit is 20 mph but virtually no one abides by this despite signage on the street along with regular speed signs. A previous speed study showed that over 85% of the traffic on this section of our street travels in excess of 15 mph above the posted limit. This is dangerous and also increases noise pollution in our area.
---



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JMTE: WAYN 1096

## TECHNICAL MEMORANDUM

August 31, 2022

**To:** Town of Waynesville  
Jeff Stines  
Director of Public Services  
129 Legion Drive  
Waynesville, NC 28786  
[jstines@waynesvillenc.gov](mailto:jstines@waynesvillenc.gov)

**From:** David Hyder, P.E., Engineering Director  
J.M. Teague Engineering & Planning (JMTE)

**Subject:** Traffic Calming Request Assistance - Phase II - Mitigation

**Request:** 10/06/2020, Christine & Glenn Kavanagh, 657 East Street, Waynesville, NC 28786

**Studied Roadway:** East Street between Assembly Street and Howell Street

**Study Conclusion:** The daily traffic volume on East Street between Assembly Street and Howell Street meets the minimum average daily traffic (ADT) threshold for consideration for implementation of traffic calming measures. Due to the 85<sup>th</sup> percentile observed speeds being nearly 15 to 20 mph above the posted speed limit, it is recommended that this location be advanced for implementation of traffic calming devices.

The following report was created for inclusion in the Town's formal petition package to be sent to the requestor based on speed study results analyzed in Phase I.

## **Study Traffic Shed**

WAYN 1096

The following map shows the traffic shed identified for this road segment's study and analysis. This traffic shed was developed in reference to the Waynesville Traffic Calming Policy that states, "The size and extent of the service area will take into consideration the type of traffic calming project being proposed, the layout and type of properties in the vicinity, and the characteristics of the street network surrounding the proposed project site(s). Depending on the circumstances, the service area may include:

- All properties abutting the proposed street segment to be modified.
- All properties on adjacent street(s) with ingress/egress only possible via the modified street segment.
- All properties on adjacent street(s) that have alternative points of ingress/egress but will be otherwise affected by the modified street segment."

JMTE has determined that the residents directly located on East Street in the study area will be affected the most by the proposed traffic calming measures. Additionally, the area of this traffic shed was developed with other factors considered, as advised by JMTE. Due to the recommended traffic calming measure locations, the traffic shed also includes all properties on Grahl Street because these properties are accessed exclusively from East Street.

### East Street Traffic Shed Map

**Legend**

- East Street
- Roadways
- Traffic Shed Parcels



<https://maps.haywoodcountync.gov/gisweb/default.htm>



**Property owners in the identified traffic shed**  
WAYN 1096

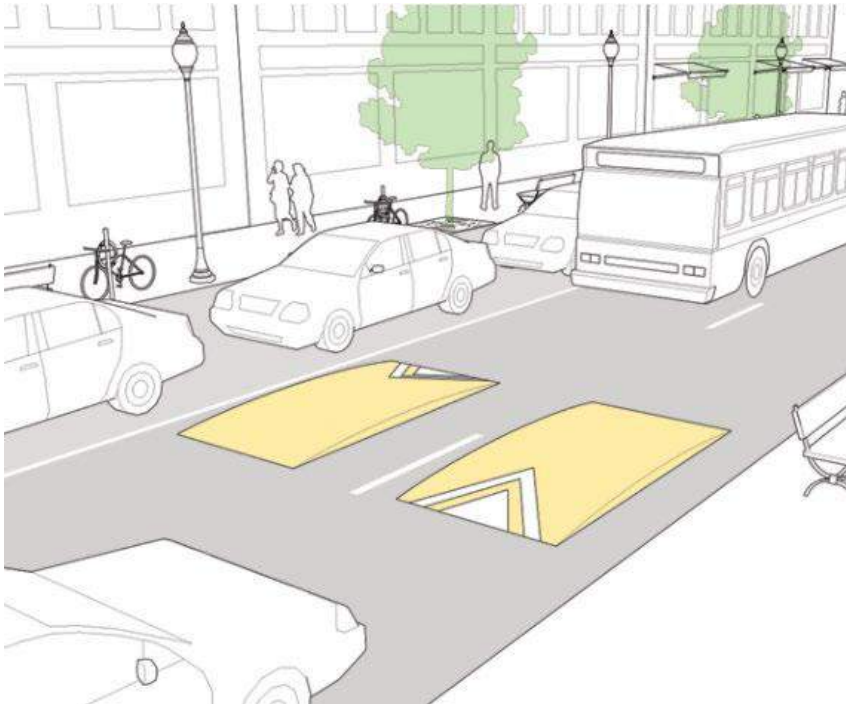
<b>PIN</b>	<b>Address</b>	<b>Property Owner Name</b>	<b>Property Owner Signature</b>
8615-66-1934	657 EAST ST	KAVANAGH, GLENN O KAVANAGH, DONNA C	
8615-66-2938	677 EAST ST	CONKLIN, PAUL PRICE, BILLY	
8615-66-0970	641 EAST ST	AUTREY SHEILA MARIE HEIRS	
8615-66-0860	629 EAST ST	LINDER, CASSIE MARIE LINDER, CORY WADE	
8615-66-2604	618 EAST ST	PRATT, PAUL K PRATT, PAMELA T	
8615-66-2669	630 EAST ST	RHEA, GEOFFREY LEE RHEA, BROOKE V	
8615-66-2736	630 EAST ST	RHEA, GEOFFREY LEE RHEA, BROOKE V	
8615-66-3813	650 EAST ST	HOYT CHRISTOPHER A	
8615-66-3961	680 EAST ST	FARRELL MARGIE HELEN	
8615-66-1559	604 EAST ST	WALZ, JAN BLURTON BROOKS, LESLIE ERIN SHADWICK	
8615-66-1504	598 EAST ST	COTHRAN, JAMES BUNYAN COTHRAN, BARBARA	
8615-66-0503	15 PARK DR	COFFEY ELEANOR	
8615-56-9792	426 HOWELL ST	LUX, NANCY D LUX, DONALD EDWARD	
8615-56-9626	591 EAST ST	WELCH DEREK HOWARD	
8615-67-3122	717 EAST ST	MAY, DAVID WILLIAM MAY, JESSICA CRIMM	
8615-67-4214	727 EAST ST	HAYWOOD RENTALS	
8615-67-4421	769 EAST ST	ROGERS, RODERICK N	
8615-67-4022	706 EAST ST	HAYWOOD RENTALS	
8615-66-6948	40 GRAHL ST	HAYWOOD RENTALS	
8615-66-6863	449 ASSEMBLY ST	MCCOY, JESSICA	
8615-66-8807	433 ASSEMBLY ST	MCCOY, JESSICA	
8615-66-7753	151 GRAHL ST	TOWNSEND, KELLY N	
8615-66-8675	GRAHL ST	BALL, LOWELL A	
8615-66-9934	91 GRAHL ST	MCMAHAN, JAMES ALLEN MCMAHAN, NINA BOWMAN	
8615-67-8028	71 GRAHL ST	BALL, NOAH AARON BALL, ANDREA CELESTE	
8615-67-6143	25 GRAHL ST	SHELTON, JENNIFER ANNETTE	
8615-67-5242	748 EAST ST	MILLER, JASON	

## Preliminary Traffic Calming Plan

WAYN 1096

### Recommended treatment:

East Street meets criteria for consideration of speed cushions (ADT, speed limit, sight distance, etc.), which is the recommended traffic calming treatment. Speed cushions are either speed humps or speed cushions that include wheel cutouts to allow large vehicles (e.g., emergency vehicles) to pass unaffected, while reducing passenger car speeds. They are offset to allow unimpeded passage by emergency vehicles and are especially important on key emergency response routes. Speed cushions extend across one direction of travel from the centerline, with longitudinal gaps provided to allow wide wheelbase vehicles to avoid going over the hump. They are typically 12 feet long, 3 inches at their highest point, and a minimum of 6 feet wide. Speed cushions create a gentle vertical rocking motion encouraging motorists to slow to a safe speed at or below the speed limit, while enabling fire trucks and ambulances to pass relatively unimpeded.



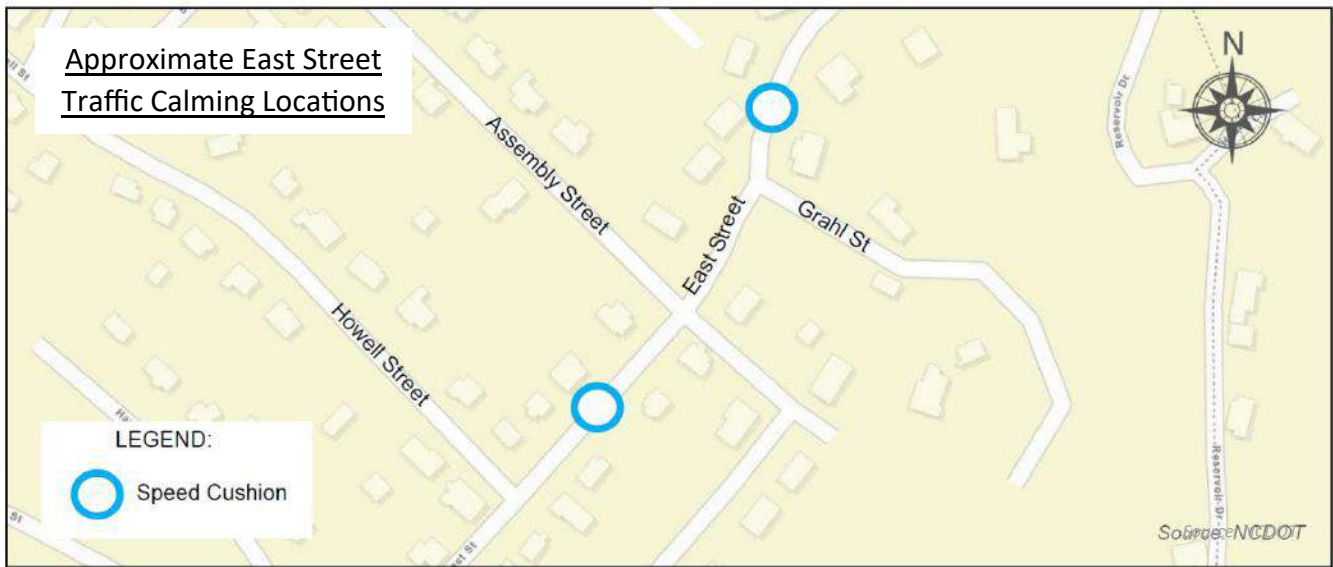
### Location(s) of recommended treatment:

Placing two speed cushions on East Street will help ensure that vehicles slow down along this segment of roadway. Locations were determined based on roadway geometries, including distance from intersections and existing residential driveways. While the preliminary traffic calming request was for the segment of East Street between Assembly Street and Howell Street, appropriate spacing of speed cushions mandates locating one speed cushion higher up the hill (north of Assembly Street). This area is a slightly lower density, but the steep grade and straightaways enable higher vehicular speeds coming downhill. It is also imperative that more than one speed cushion be installed, but there are no feasible locations for placement west of Howell Street.



Speed cushions should be placed 250 to 600 feet apart. This segment of East Street allows for two (2) speed cushions spaced approximately 580 feet apart, avoiding driveway curb cuts. Speed cushions should also not be placed within 150 feet of an unsignalized intersection or 250 feet of a signalized intersection. There are no signalized intersections along this segment of East Street; and the proposed speed cushion locations are all at least 150 feet from any unsignalized intersection. *NOTE: If future traffic volumes on Assembly Street increase to match the volumes on East Street, it may be prudent to convert the intersection to an all-way stop.*

We are recommending treatment at the following locations along East Street:



*NOTE: Drivers might try to avoid speed cushions by swerving onto the grass shoulder. Luckily, East Street has continuous curb and gutter sidewalks along one side and frequent trees and utility poles on the other side that will limit this behavior. If speed cushions are installed where there is a grass shoulder, it is recommended that an advisory sign, a flexible bollard, or other vertical element be placed in the shoulder to further limit this potential behavior.*

**Cost estimate:**

Each speed cushion installation costs between \$4,000 to \$8,000, depending on roadway width. Since there are two cushions recommended and a narrow roadway (approx. 20 feet), the estimated total cost is: \$5,000 per speed cushion. This includes cost for installation materials and pavement markings but does not include preliminary design costs or traffic control. Advisory signs are also recommended.

Item	Unit Cost (approx.)	# of Units	Cost
Speed cushion	\$5,000	2	\$10,000
Signage (MUTCD)	\$400	8	\$3,200
<b>TOTAL:</b>			<b>\$13,200</b>

**Visual depiction of recommended device:**

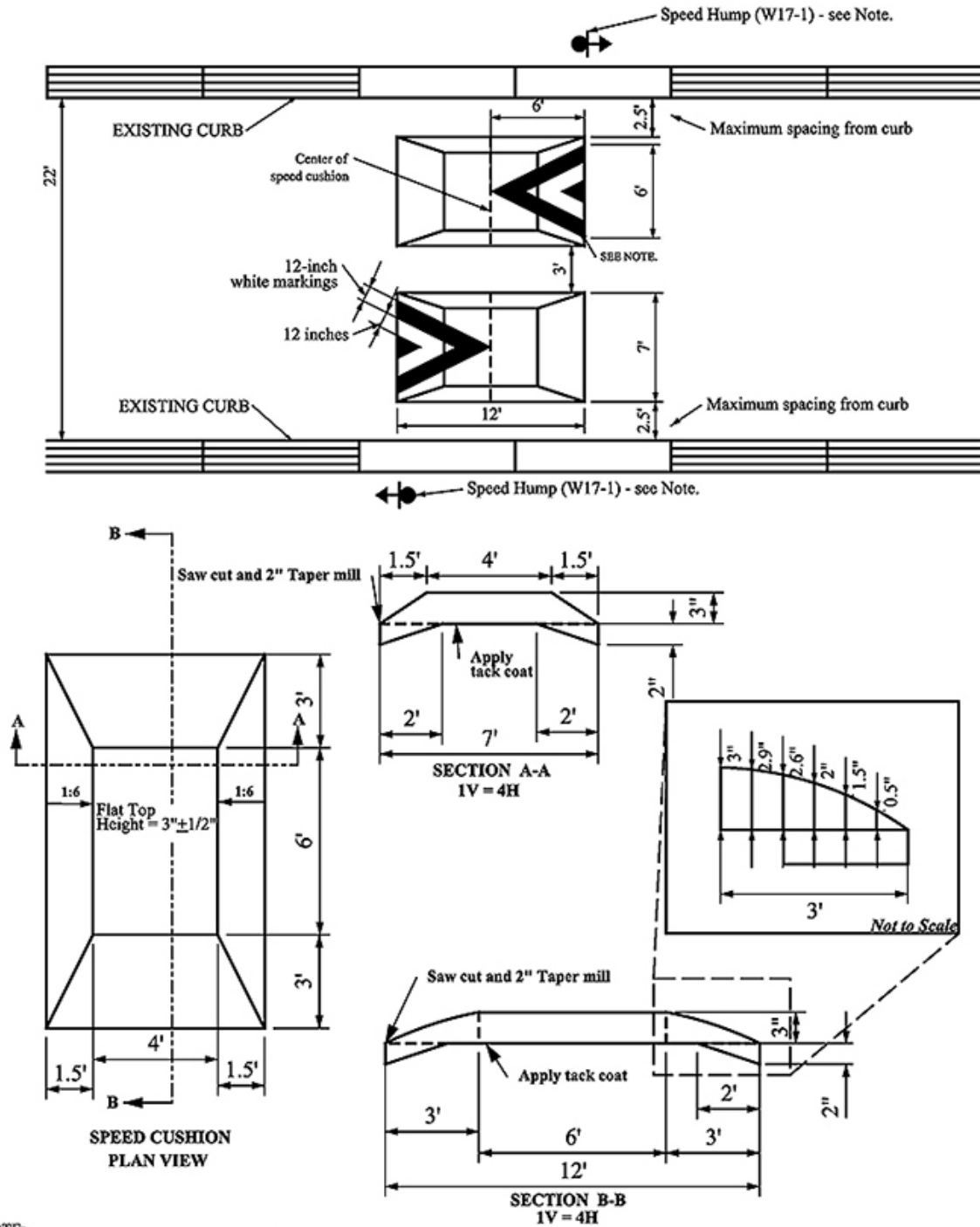


*The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.*

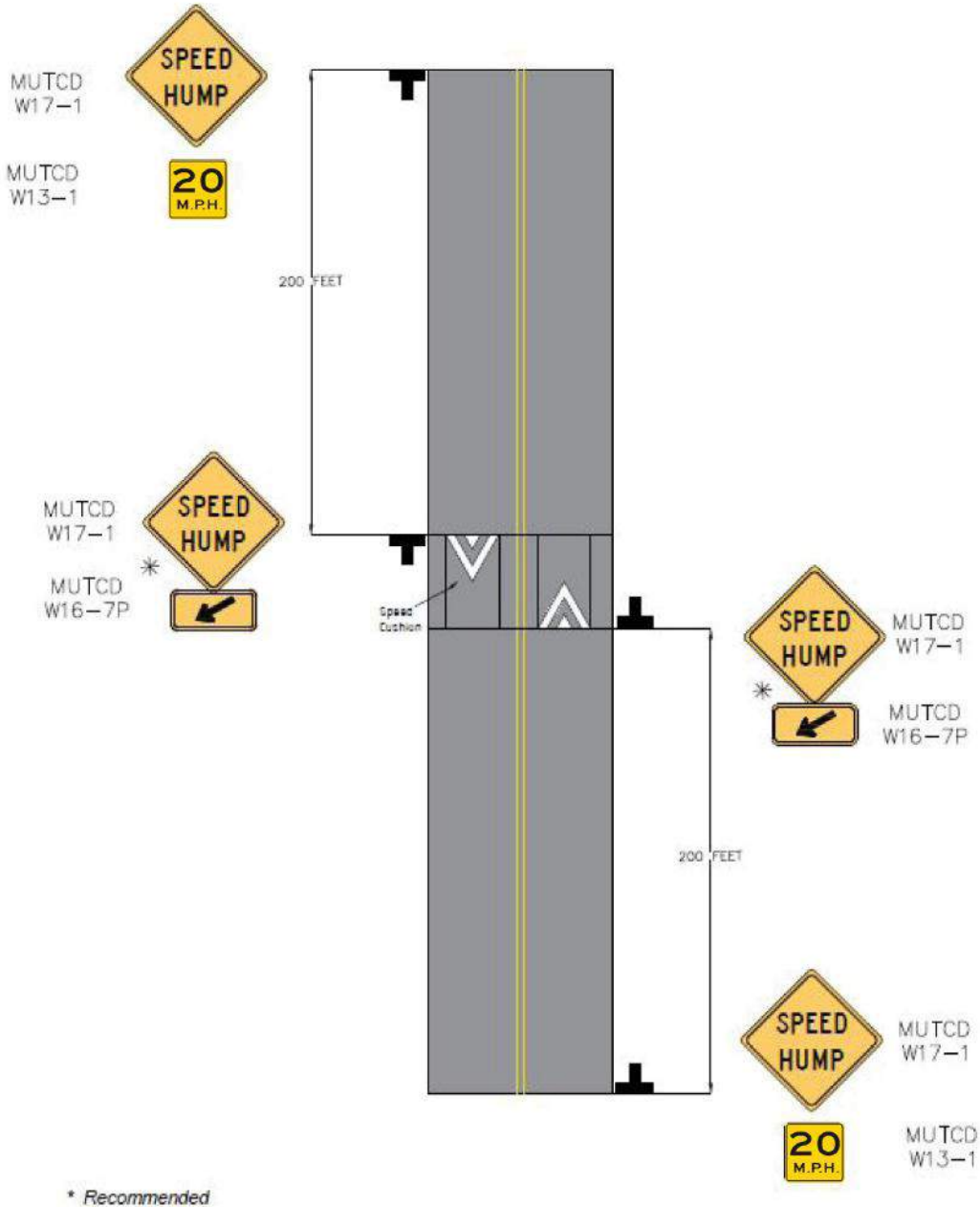


*The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.*

## Standard Dimensions (Speed Cushion)



Recommended Signage (Speed Cushion)



*NOTE: Since the speed cushions are placed approximately 580 feet apart, the speed limit advisory signs (MUTCD W17-1 and W13-1) are recommended for both speed cushions in the series from each direction. MUTCD signs W17-1 and W16-7P are recommended for both speed cushions as well, as they provide visibility at each location.*



Gary Caldwell, Mayor  
Julia Freeman, Mayor Pro Tem  
Interim Town Attorney  
Jon Feichter, Alderman  
Anthony Sutton, Alderman  
Chuck Dickson, Alderman

Robert W. Hites, Jr. Town Manager  
Martha Bradley, Town Attorney

8/31/22

Ms. Nicole Kott, President  
Helping Hands of Haywood  
217 Assembly Street  
Waynesville, North Carolina 28786

Re: Delivery of Services

Dear Ms. Kott:

I am saddened to hear that you have been injured. I know that you have been in considerable pain and face a period of rehabilitation. Given your medical situation, we need to know how your organization plans to continue providing services to its constituency. Would you please provide us with a service delivery plan going forward that considers changes in staff or service delivery that may change as a result of your disability. The plan should include the following:

- 1 List of officers of Helping Hands and their contact information
- 2 Name and title of person who will be administering day to day services for the organization and an explanation of how day to day services will be provided.
- 3 Name, title and contact information of person who serves in the position of interim director during periods when the director is not available.

Please provide Jesse Fowler with this information so that he can include it with the material used by the Town to justify its quarterly disbursement of funds.

Thank you for your help in this matter.

Robert W. Hites Jr.  
Town Manager

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: September 13, 2022**

**SUBJECT:** Pigeon Street Budget Amendment

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Public Services  
**Contact:** Jeff Stines, Director of Public Services  
  
**Presenter:** Jeff Stines, Director of Public Services

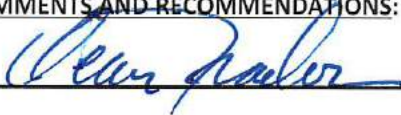
**BRIEF SUMMARY:** During the installation of the utilities on Pigeon Street, the contractor found some other utilities that were in conflict of the proposed path of the water line being installed, causing the water line to be moved to an adjacent location of the original plan. The change order is due to the extra amount(s) of stone/asphalt during the construction due to the movement of the water line.


**MOTION FOR CONSIDERATION:** To approve a budget amendment in the amount of \$28,266.24 for the payment of the change order due to utility conflicts and approve movement of the monies to the ARP funding source.

**FUNDING SOURCE/IMPACT:** General Fund

**ATTACHMENTS:** Overage Invoice, Grant Project Ordinance, Ordinance Amendment

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

  
\_\_\_\_\_  
**Dean Trader, Assistant Finance Director**

  
\_\_\_\_\_  
**Date**

# INVOICE

T.P. Howard's Plumbing Co., Inc.  
 90 Number Nine Road  
 Fairview, NC 28730

Invoice Number: 58921  
 Invoice Date: Aug 25, 2022  
 Page: 1

Voice: 828-628-1369  
 Fax: 828-628-0130

<b>Bill To:</b>
Town of Waynesville

<b>Ship to:</b>
Town of Waynesville

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
19008	Pigeon St Overages	Net Due	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Service		8/25/22

Quantity	Item	Description	Unit Price	Amount
		Pigeon Street Overages		28,266.24

You can now pay online through our website  
 Visit [www.tphowardsplumbing.com](http://www.tphowardsplumbing.com)

Check/Credit Memo No:

Subtotal	28,266.24
Sales Tax 7%	
Total Invoice Amount	28,266.24
Payment/Credit Applied	
<b>TOTAL</b>	<b>28,266.24</b>

**Grant Project Ordinance for the Town of Waynesville American Rescue Plan Act of 2021:  
Coronavirus State and Local Fiscal Recovery Funds**

**BE IT ORDAINED** by the town council of the Town of Waynesville, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Waynesville (Town) has received the first and second tranches in the amount of \$3,231,910.78 of CSLFRF funds. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

**Section 3:** The following amounts are appropriated for the project and authorized for expenditure:

<b>Internal Project Code</b>	<b>Project Description</b>	<b>Expenditure Category (EC)</b>	<b>Cost Object</b>	<b>Appropriation of ARP/CSLFRF Funds</b>
1	Law Enforcement for Police Department vehicles	6.1	Vehicles	\$250,000
2	Fire Service for fire vehicles	6.1	Vehicles	\$ 82,250
3	Sanitation service garbage cans	6.1	Garbage cans	\$310,141
4	Community assistance Helping Hands	6.1	Community assistance	\$ 35,000



5	Storm sewer on Kentucky Avenue	6.1	stormwater	\$ 90,000
6	Greenways for bridge	6.1	greenways	\$265,911
7	Water project Pigeon Street	6.1	water	\$426,766.24
8	I&I mitigation 1 <sup>st</sup> year	6.1	wastewater	\$150,000
9	Column Lifts for Garage	6.1	Govt services	\$ 40,000
10	F350 for Garage	6.1	Govt services	\$ 62,000
11	Small Excavator	6.1	Govt services	\$ 30,000
12	Repaint CT Chamber & backwash tanks at water plant	6.1	water	\$300,000
13	I&I and manholes 2 <sup>nd</sup> year	6.1	wastewater	\$240,000
14	Tractor with snow removal equipment	6.1	Govt services	\$ 35,000
15	Dispatch Center Upgrade	6.1	Law enforcement	\$124,870
16	Helping Hands year 2	6.1	Community assistance	\$ 35,000
17	Sewer slip lining	6.1	Wastewater	\$300,000
	Future Capital			\$ 454,972.54
	<b>TOTAL</b>			\$3,231,910.78

**Section 4:** The following revenues are anticipated to be available to complete the projects:

**ARP/CSLFRF Funds:** \$3,231,910.78  
**General Fund Transfer:** \$0  
**Total:** **\$3,231,910.78**

**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 6:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Aldermen.

**Section 8:** This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted this 13th day of September, 2022.

Town of Waynesville

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J. Gary Caldwell  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

Ordinance No. O-30-22

Amendment No. 3 to the 2022-2023 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2022-2023 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2022-2023 Budget Ordinance be amended as follows:

Water Fund:

Increase the following revenues:

Transfer from ARP	28,266.24
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Increase the following appropriations:

Capital Improvements ARP Funds	28,266.24
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Adopted this 13th day of September, 2022.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: September 13, 2022**

**SUBJECT:** Possible adoption of three resolutions to apply for grants under the American Rescue Plan Act's (ARPA) Stormwater Funding Program.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact:** Elizabeth Teague  
**Presenter:** Elizabeth Teague

**BRIEF SUMMARY:**

Development Services contracted WithersRavenel Engineering Firm to assist the Town with three applications for the new ARPA Stormwater Funding Program administered by the NC Department of Environmental Quality (NC DEQ). There will be three grant applications:

1. **Planning Grant to update the existing 2008 Stormwater Master Plan and create a new Comprehensive Stormwater Master Plan.** The plan would include asset inventory and assessment, implement a broad study to identify stormwater-related improvements on Town properties, study where the sewer system is penetrating the stormwater system and other long-range planning aspects.
2. **Construction Grant for the Public Services Facility Stormwater Retrofit Project.** It will include identifying potential intercepts and rerouting several existing storm drains on the property to improve water quality in Shelton Branch.
3. **Construction Grant for the Waynesville Greenway Park Bioretention Retrofit Project.** The purpose of this project is to reconstruct the existing bioretention area considering the current water table, soil, runoff volume, and topography in order to improve water quality in Richland Creek.

The deadline to submit the applications is September 30, 2022, and the resolutions are a mandatory part of the application package. The NC DEQ has provided specific resolution templates for applicants.

**MOTIONS FOR CONSIDERATION:**

1. Motion to adopt the Planning Grant Resolution for a Comprehensive Stormwater Master Plan.
2. Motion to adopt the Construction Grant Resolution for the Public Services Facility Stormwater Retrofit Project.
3. Motion to adopt the Construction Grant Resolution for the Waynesville Greenway Park Bioretention Retrofit Project.

**FUNDING SOURCE/IMPACT:**

N/A

**ATTACHMENTS:**

1. Planning Grant Resolution for a Comprehensive Stormwater Master Plan
2. Construction Grant Resolution for the Public Services Facility Stormwater Retrofit Project
2. Construction Grant Resolution for the Waynesville Greenway Park Bioretention Retrofit Project

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

## RESOLUTION R-20-22 BY GOVERNING BODY OF APPLICANT

WHEREAS, The Town of Waynesville has a need for and intends to plan for a Comprehensive Stormwater Master Plan in a project described as the Waynesville LASII Planning Grant- Comprehensive Stormwater Master Plan, and

WHEREAS, The Town of Waynesville intends to request State loan and/or grant assistance for the project,

### **NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE:**

That Town of Waynesville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Waynesville to make a scheduled repayment of the loan, to withhold from the Town of Waynesville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Gary Caldwell, Mayor and Rob Hites, Town Manager, the **Authorized Officials**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Officials**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 13<sup>th</sup> day of September 2022 at Waynesville, North Carolina.

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(Signature of Chief Executive Officer)

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(Title)

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Clerk of the Town of Waynesville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Board of Aldermen duly held on the 13<sup>th</sup> day of September, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Recording Officer)

Waynesville Town Clerk

\_\_\_\_\_  
(Title of Recording Officer)

**RESOLUTION R-21-22 BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Waynesville has need for and intends to construct the stormwater project to assist with water quality issues as described as the and the Waynesville Public Services Facility Stormwater Retrofit Project and,

WHEREAS, The Town of Waynesville intends to request State loan and/or grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE:**

That Town of Waynesville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Waynesville to make a scheduled repayment of the loan, to withhold from the Town of Waynesville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Gary Caldwell, Mayor and Rob Hites, Town Manager, the **Authorized Officials**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Officials**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 13<sup>th</sup> day of September 2022 at Waynesville, North Carolina.

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(Signature of Chief Executive Officer)

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(Title)



**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Clerk of the Town of Waynesville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Board of Aldermen duly held on the 13<sup>th</sup> day of September, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Recording Officer)

Waynesville Town Clerk

\_\_\_\_\_  
(Title of Recording Officer)

**RESOLUTION No. R-22-22 BY GOVERNING BODY OF APPLICANT**

WHEREAS, The Town of Waynesville has need for and intends to construct the stormwater project to assist with water quality issues as described as the Waynesville Greenway Park Bioretention Retrofit Project and,

WHEREAS, The Town of Waynesville intends to request State loan and/or grant assistance for the project,

**NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE:**

That Town of Waynesville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Waynesville to make a scheduled repayment of the loan, to withhold from the Town of Waynesville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Gary Caldwell, Mayor and Rob Hites, Town Manager, the **Authorized Officials**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Officials**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 13<sup>th</sup> day of September 2022 at Waynesville, North Carolina.

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(Signature of Chief Executive Officer)

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(Title)

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
Meeting Date: 9/13/2022

**SUBJECT:**

Budget Amendment to Reflect FEMA Assistance to Firefighters Grant Revenue and Expenditure

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Fire Department

**Contact:** Assistant Chief Chris Mehaffey

**Presenter:** Assistant Chief Chris Mehaffey

**BRIEF SUMMARY:**

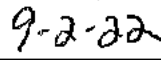
Waynesville Fire Department was awarded a FEMA FY 2021 Assistance to Firefighters Grant in the amount of \$103,619.04 for the purchase of 14 sets of structural firefighting gear, 48 sets of wildland gear, and 48 wildland fire shelters.

**MOTIONS FOR CONSIDERATION:**

To adopt a budget amendment that reflects \$103,619.04 in revenue and the same amount in expenditures.

**FUNDING SOURCE/IMPACT:**

  
Misty Hagood, Finance Director

  
Date

**ATTACHMENTS:**

- **Budget Amendment**
- **FEMA Grant Award Letter**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Recommend approval

Ordinance No. O-29-22

Amendment No. 2 to the 2022-2023 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2022-2023 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2022-2023 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Grants (FEMA AFG)	103,619.04
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Increase the following appropriations:

Fire Department	103,619.04
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Adopted this 13th day of September, 2022.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

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Eddie Ward  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 08/10/2022



Joey Webb  
WAYNESVILLE, TOWN OF  
1022 NORTH MAIN STREET  
WAYNESVILLE, NC 28786

EMW-2021-FG-00111

Dear Joey Webb,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$103,619.04 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$5,180.96 for a total approved budget of \$108,800.00. Please see the FY 2021 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2021 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Logan". The signature is stylized with a large, sweeping initial "C" and a horizontal line extending to the right.

Christopher Logan  
Acting Assistant Administrator  
Grant Programs Directorate

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 9/13/22**

**SUBJECT** Closing of State Revolving Loan

**AGENDA INFORMATION:**

**Agenda Location:** Managers Report  
**Item Number:**  
**Department:** Administration  
**Contact:** Rob Hites  
**Presenter:** **Misty Hagood**

**BRIEF SUMMARY:** We are preparing to close the \$24,545,900 State Revolving Loan that will fund the majority of the Wastewater Treatment Plan improvements. One of the closing documents is a resolution formally accepting the loan offer. Another stipulation of the loan is that the borrowing unit pay a 2% loan processing fee at closing. That fee amounts to \$490,918. We have budgeted for the fee.

**MOTION FOR CONSIDERATION:** Approve the resolution accepting the \$24,545,900 loan.

**FUNDING SOURCE/IMPACT:** Sewer Fund

**ATTACHMENTS:** Resolution and letter of "Authority to Award" from the State

**MANAGER'S COMMENTS AND RECOMMENDATIONS** Approve the resolution.

ROY COOPER  
 Governor  
 ELIZABETH S. BISER  
 Secretary  
 SHADIESKAF  
 Director



August 29, 2022

Mr. Robert Hites, Jr., Town Manager  
 Town of Waynesville  
 PO Box 100  
 Waynesville, NC 28786

SUBJECT: Authority to Award  
 Project No. CS370930-01  
 Wastewater Treatment Plant  
 Improvements  
 Town of Waynesville

Dear Mr. Hites:

The Project Bid Information documents, including the Disadvantaged Business Enterprise (DBE) solicitations, have been reviewed for the subject project. The negotiated project budget is approved as follows:

<u>Project Expenses</u>	<u>Total Amount</u>	<u>Eligible Amount</u>
The Harper Corporation	\$25,725,000	\$24,019,200
Planning & Design	\$1,381,800	-
Construction Phase Engineering	\$477,100	-
Contingency 5%	\$1,286,250	\$426,700
Legal Costs	\$100,000	\$100,000
Allowance for Alt Eng.	\$170,000	
Closing Costs (on Loan)	\$490,918	
<b>Total Costs</b>	<b>\$29,632,068</b>	<b>\$24,545,900</b>

*\*Subject to further review*

Please note that the loan amount is restricted to the eligible costs noted above. This amount may be less than the amount in the executed Loan Offer. Closing costs for the State Loan amount is 2% which is \$490,918.

If costs increase during construction, please contact the Division regarding the possibility of increasing the loan. Loan increases will only be considered to cover



North Carolina Department of Environmental Quality | Division of Water Infrastructure  
 512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633  
 919.707.9160



unforeseen conditions and will not be considered for any increases to the scope. Please use the attached invoice to remit payment.

You may award the contract and issue work orders to begin construction. Please provide Pam Whitley of this office with an original executed bound contract with specifications and Notice to Proceed. The approval of contracts is not required prior to issuance of work orders, but no payments can be made until the contract documents have been approved. Additionally, please note that this office will not process any payments until we receive the executed loan agreement. The loan agreement will be processed once the Local Government Commission approves the loan.

The Harper Corporation			
TRADE	SUBCONTRACTOR	PRICE	DBE CERTIFICATION
Cast-in-Place Concrete	Concrete Forming Associates	\$452,000	
Rock Foundation Anchors	Geostabilization International	\$275,000	
Electrical	Jackson Electrical	\$3,200,000	-
Mechanical	MCG Mechanical	\$273,084	
Paving	JLS Company, LLC	\$116,669	WBE
Painting	Southern Painting	\$442,000	
Plumbing	Piedmont Plumbing	\$196,500	
SCADA	Fortech	\$265,000	

All Payment requests *must* be supported by adequate documentation of costs. Your attention is directed to the special loan conditions included with your loan agreement regarding items that must be addressed prior to payments being made for construction costs.

The assigned inspector for your project is Logan Kluttz. Please contact him prior to scheduling the preconstruction conference. He will need to attend this first meeting. His contact information is [logan.kluttz@ncdenr.gov](mailto:logan.kluttz@ncdenr.gov). Please be advised that all change orders must be forwarded to the inspector for review and a funding eligibility determination. Your construction of this project is a step forward in protecting our valuable water resources.

If you have questions regarding this matter, you can contact Rick Riddle at (919) 707-9050 or [rick.riddle@ncdenr.gov](mailto:rick.riddle@ncdenr.gov).

Sincerely,



Mark L. Hubbard, P.E.  
Grant Management Unit

cc: Michael Whittenburg, PE, McGill Associates, PA - Asheville  
Email: Jennifer House  
Pam Whitley  
Logan Kluttz  
SRF (P\_ATA)



North Carolina Department of Environmental Quality | Division of Water Infrastructure  
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633  
919.707.9160

Date: August 29, 2022

**INVOICE**

**NORTH CAROLINA DEPARTMENT OF ENVIRONMENTAL QUALITY**

Payable to: NC/DEQ-DWI

Mail to: *Attention: Ms. Jackie Moore*  
Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699-1633

Bill To: Robert Hites, Town Manager  
Town of Waynesville  
110 Town Square, Room 11  
Waynesville, NC 28786

**SRF Project No. CS370930-01**

<b>Award Subtotal:</b>	<b>\$24,545,900</b>
<b>Item: Award - Two percent (2%) closing fee</b>	<b>\$490,918</b>
<b>Total Closing Fee Amount:</b>	<b>\$490,918</b>



**RESOLUTION R-23-22**

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS;** The North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS;** The North Carolina Department of Environmental Quality has offered a State Revolving Loan in the amount of \$24,545,900. for the construction of Wastewater Treatment Plant and

**WHEREAS;** The Town of Waynesville intends to construct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE**

That the Town of Waynesville does hereby accept the State Revolving Loan offer of \$24,545,900.

That the Town of Waynesville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan offer, Section II - Assurances will be adhered to.

That Robert W. Hites, Jr., Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Town of Waynesville has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the September 13, 2022 at Waynesville, North Carolina.

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Gary Caldwell, Mayor

September 13, 2022