



**Town of Waynesville, NC**  
**Board of Aldermen Regular Meeting**  
Town Hall, 9 South Main Street, Waynesville, NC 28786  
Date September 24, 2019      Time: 6:30 p.m.

---

*The agenda and all related documentation may be accessed electronically at [www.waynesvillenc.gov](http://www.waynesvillenc.gov).  
Click on "Government/Mayor & Board" to download materials for town board meetings.*

**Consider the environment ♦ Conserve resources ♦ Print only when necessary**

*The Town of Waynesville provides accessible facilities, programs and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the*

*Town Clerk at:*

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

---

**A. CALL TO ORDER - Mayor Gavin Brown**

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

Motion: To approve the minutes of the September 10, 2019 regular meeting as presented (or as corrected)

**B. NEW BUSINESS**

3. Special Events – October 2019 and January 2020
  - Assistant Town Manager Amie Owens
    1. Hazelwood Elementary 5th Grade Fundraiser – Glow Run – Friday, October 25<sup>th</sup>
    2. 3rd Annual Chili Cook-off Stroll – Saturday, January 18, 2020 - Downtown, Frog Level and Hazelwood – Noon to 4:00 p.m

**Motion: To approve the two events as presented**

**C. COMMUNICATIONS FROM STAFF**

Manager's Report

- Rob Hites, Town Manager
4. More restrictive regulation of fences, and accessory structures and vehicle storage in front yards

**Motion: To draft language and advise staff on how to proceed**

5. Attorney's Report

- Town Attorney Bill Cannon

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

6. Hendrix Street Traffic Study

- Alderman Gary Caldwell

**E. CALL ON THE AUDIENCE**

**F. 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 24, 2019

2019	
<b>Saturday September 28</b> 9:00 – 10:00am Commerce Street in Frog Level	Power of Pink 5K Haywood Healthcare Foundation
<b>Tuesday October 8</b> 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
<b>Saturday October 12</b> 12:00am – 5:00pm Main Street	Church Street Art & Craft Show Downtown Waynesville Association
<b>Saturday October 19</b> 10:00 – 5:00pm Main Street	Apple Harvest Festival Downtown Waynesville Association
<b>Tuesday October 22</b> 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
<b>Thursday October 31</b> 5:00 – 7:00pm Main Street	Treats on the Street Downtown Waynesville Association
<b>Thursday October 31</b> 5:00 – 8:00 PM	Trunk or Treat First United Methodist Church
<b>Tuesday November 5</b>	Election Day
<b>Saturday November 9</b> 11:00 am – 1:00 pm Tuscola High School Cafeteria	Veterans Day Luncheon AFJROTC
<b>Tuesday November 12</b> 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
<b>Tuesday November 26</b> 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
<b>Thursday &amp; Friday Nov 28 &amp; 29</b>	Thanksgiving Holidays
<b>Saturday November 30</b> 9:00 AM – 4:00 PM Frog Level	Holiday Market Sponsored by Frog Level Merchants Association
<b>Tuesday December 10</b> 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
<b>Tues, Wed &amp; Thurs Dec 24 – 26</b>	Town Offices Closed – Christmas

## Board and Commission Meetings – September 2019

ABC Board	ABC Office – 52 Dayco Drive	<b>September 17th</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>September 3<sup>rd</sup></b> 1 <sup>st</sup> Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>September 19</b> 4 <sup>th</sup> Thursdays 12 Noon
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 4th</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>September 16th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>September 12th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>September 18th</b> 3 <sup>rd</sup> Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>September 18th</b> 3 <sup>rd</sup> Wednesdays 3:30 PM

## BOARD/STAFF SCHEDULE

<b>November 25 – 29, 2019</b>	Assistant Town Manager	Vacation
-------------------------------	------------------------	----------

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REGULAR MEETING  
September 10, 2019**

**THE WAYNESVILLE BOARD OF ALDERMEN** held its regular meeting on Tuesday, September 10, 2019, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown  
Alderman Jon Feichter  
Alderman LeRoy Roberson  
Alderman Julia Freeman  
Mayor Pro Tem Gary Caldwell

The following staff members were present:

Rob Hites, Town Manager  
Bill Cannon, Town Attorney  
Amie Owens, Assistant Town Manager  
Eddie Ward, Town Clerk  
Ben Turnmire, Finance Director  
Brian Beck, Interim Police Chief  
Elizabeth Teague, Development Services Director  
David Foster, Public Services Director  
Preston Gregg, Town Engineer

The following media representatives were present:

Becky Johnson, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Saturday September 14 – Block Party and Car Show – downtown

Saturday September 28 – Power of Pink 5K – Haywood Healthcare Foundation

2. Adoption of Minutes

***A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to approve the minutes of the August 13, 2019 regular meeting, as presented. The motion passed unanimously.***

## B. PROCLAMATIONS

### 3. Constitution Week – September 17 – 23, 2019

Mayor Gavin Brown read the Constitution Week Proclamation for the week of September 17th – September 23rd, 2019. He encouraged the citizens of the Town to reaffirm the ideals of the Constitution. He reminded everyone that lost rights may never be regained.

### 4. National Day of Service and Remembrance – September 11, 2019

Mayor Brown read the National Day of Service and Remembrance Proclamation remembering the victims and innocent lives lost as a result of the tragic events of September 11, 2001. He asked everyone in the room to remember where they were when this tragic event happened, and he thanked the First Responders, Fireman and Police who put their lives on the line every day. Mayor Brown presented Interim Police Chief Brian Beck with the proclamation.

## C. PRESENTATION

### 5. Warrior Clan – Veterans Helping Veterans

- Russ Conner, Founder, Warrior Clan, Inc.

Mr. Russ Conner, Founder of Warrior Clan, Inc. gave a power point presentation explaining how U. S. Military Veterans from all branches of service, business owners, and community members assist with PTSD, family violence, substance abuse, homelessness, and suicide among America's greatest heroes. Mr. Conner told the Board how the Warrior Clan came to be and the projects they are involved with. He explained how any funds received will be directed to training and certifications, insurance, workers compensation, and eventually part-time and then full-time staff to provide these services. Mr. Conner mentioned a 12-mile ruckmarch that would be done in October to raise funds for the program.

***A motion was made by Alderman Gary Caldwell, seconded by Alderman LeRoy Roberson, to grant \$1000.00 as requested for Warrior Clan projects and \$500.00 as a sponsor for the ruckmarch. The motion passed unanimously.***

## D. NEW BUSINESS

### 6. Academy Street Parking

- David Foster, Public Services Director

Mr. David Foster, Public Services Director explained to the Board that following renovations to their campus, the First United Methodist Church has partnered with the Town on improvements to Academy Street. He said that the Town worked with the Church on installing an additional sidewalk connecting Tate and Haywood Streets. The Church intends to install a mid-block

crosswalk, and the sidewalk and crosswalk have compressed the parking on Academy Street. The Landmark Apartments has requested a parking change to facilitate access to their parking lot.

After reviewing the site conditions and conferring with emergency services, Mr. Foster stated that Public Services staff concur with their request to eliminate parking from the crosswalk to Haywood Street (on the south side of Academy). That will include one parking space that is approximately 24 feet on the north side of Academy Street, directly adjacent to Haywood Street.

***A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson, to authorize Town staff to proceed with the elimination of on-street parking on Academy Street, as described. The motion carried unanimously.***

7. Haywood County MOA for IVC Transportation

- Brian Beck, Interim Police Chief

Interim Police Chief Brian Beck told the Board that the Memorandum of Understanding provided to them explains who is responsible for transporting Involuntary Commitments based on their home address. This will take the confusion out of which agency is responsible for transportation. Captain Beck said that It is listed in N.C.G.S.§ 122C-251 that each county must present and pass by their governing board, a MOU with all the agencies within the county.

***A motion was made by Alderman Julia Freeman, seconded by Alderman LeRoy Roberson, to approve the Memorandum of Transportation Agreement for IVC Transportation. The motion carried unanimously.***

8 Resolution affirming the Town of Waynesville's Board of Aldermen Support for implementation of a compliant NPDES MS4 Stormwater Program.

- Elizabeth Teague, Development Services Director
- David Foster, Public Services Director
- Preston Gregg, Town Engineer

Development Services Director Elizabeth Teague explained to the Board that as a result of an inspection completed on July 24, 2019, the Town of Waynesville received a Notice of Violation from the North Carolina Department of Environmental Quality regarding the Town's 2017 NPDES Permit. She said that in accordance with Part VI of the permit and DEQ policy, a new 5-year MS4 permit must be issued. Along with the new permit the Town of Waynesville is required to:

1. Acknowledge requirements and the intent to comply in writing
2. To adopt a Resolution of the governing board
3. To submit documentation for review and comment by November 30, 2019
4. To conduct a self-audit which includes an evaluation of compliance with the permit and required minimum measures of a stormwater program;
5. To develop a new, draft Stormwater Management Plan that addresses all known compliance deficiencies listed in the Audit report.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to adopt Resolution R-18-19 Support Regarding Implementation of a Compliant NPDES MS4 Stormwater Program. The motion carried unanimously.***

***A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman to direct staff to respond to the NCDEQ Notice of Violation and its requirements, including the preparation of a draft Stormwater Management Plan. The motion carried unanimously.***

9. Budget Amendment – 2MG Water Storage Tank Rehab. Project

- Preston Gregg, Town Engineer

Town Engineer Preston Gregg said that the rehabilitation work at the 2MG tank on Big Cove Road had begun late last budget year and has carried over into this budget. He explained that funds were approved in the previous budget year and require the Board's approval to amend the current budget in order to carry out the work.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve budget amendment # 3 to the Fiscal Year 19/20 Budget Ordinance (O-14-19) in the amount of \$375,000. The motion carried unanimously.***

10. Budget Amendment - Chestnut Walk Water Storage Tanks

- Preston Gregg, Town Engineer

In order to replace the two existing 20,000-gallon dilapidated water storage tanks at Chestnut Walk, McGill engineers have been working on the design. Mr. Gregg said that the funds were approved in the previous budget year and again require the Board's approval to amend the current budget. This project will be completed with two bids – one for the tank and one for the installation and site work.

***A motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell, to approve budget amendment #4 to the Fiscal Year 19/20 Budget Ordinance (O-15-19) in the amount of \$120,000. The motion carried unanimously.***

11. NCDOT Roadway Project: N. Main / Walnut St. Roundabout – Construction Costs

- Preston Gregg, Town Engineer

*Roundabout Project (U-5888). (Current Let Date: February 2020)*

Mr. Gregg provided an estimate of funds to cover Town costs associated with relocation of all overhead power in conflict with NCDOT's U-5888 project located at the intersection of North Main and Walnut Street. This estimate has been approved by NCDOT and work will be starting

within the next three weeks. Mr. Gregg said the Town will pay for said labor and materials and will invoice NCDOT upon completion of the work. He stated that all the work is 100% reimbursable apart from decorative lighting. A budget amendment is needed to cover Town costs associated with this project.

***A motion was made by Alderman Gary Caldwell, seconded by Alderman Julia Freeman, to approve budget amendment # 5 to the Fiscal Year 19/20 Budget Ordinance (O-16-19) in the amount of \$191,000. The motion carried unanimously.***

## **E. COMMUNICATIONS FROM STAFF**

### Manager's Report

- Rob Hites, Town Manager

### Wastewater Treatment Plant

Town Manager Rob Hites provided an update to the Board related to the financing and other activities surrounding the Wastewater Treatment Plant. He noted that the Town had been approved via the State Revolving Fund (SRF) for a 20-year, zero percent loan and a \$500,000 grant. However, it may be possible to have this extended to a 30-year loan with the same rates. Manager Hites explained that there would be additional costs associated for a report to the Local Government Commission (LGC) and amendment to the Preliminary Engineering Report (PER) to reflect the potential change. In a parallel track, an application was being completed for submission to the USDA. There has been some conflicting information from the grants staff with the USDA and the USDA regulatory staff. On October 1, the Mayor, Town Manager, project engineers and staff will have a meeting with the USDA in Raleigh to gain further clarification related to the application process. Manager Hites added that the SRF would be more advantageous, but that if there were additional funds available via the USDA it would benefit the town to try. After the financing option is completed, then the Special Order of Consent (SOC) negotiation can continue. Manager Hites reminded the Board that this was a five-year process and that we are only now nearing the end of year one. Mayor Brown noted that he was contacting Senator Jim Davis and with Representative Joe Sam Queen to gain their support of the Town and its endeavors and encouraged other board members to do so as well.

### Engineering Costs for WWTP and Updates for Other Projects

Finance Director Ben Turnmire provided the Board with a spreadsheet outlining the various costs associated with the Wastewater Treatment Plant for the past four years. He noted each engineering firm and the approved contract amount as well as the total amount spent for each project. Manager Hites commented that if the decision was made not to pursue the USDA loan, then the costs associated with that application would be closed out and funds would be available

for use once more. Public Services Director David Foster commented that due to the specific nature of each of the projects, there were electrical, structural and civil engineers utilized.

Mayor Brown asked Town Engineer Preston Gregg to provide some updates related to other projects that have design and/or engineering costs associated with them. The first update was related to Pigeon Street. Mr. Gregg explained that the primary engineer Mattern and Craig had partnered with Vaughn and Melton related to Pigeon Street and that both were simultaneously moving along with their respective projects and design. Now that both are more than 50% complete with their designs for the road and the infrastructure, the designs will be reviewed by Town staff and submitted to NC DOT for review. It is hoped that once the designs are completed, discussion related to funding will be held with NC DOT after the first of the year. It is estimated that the project would encompass all the water, sewer, stormwater and street improvements at a cost of approximately \$3 Million from Main Street to HART. Since the South Main improvements will include Legion Drive, it is hoped that all the paving could be done at once and have some funding from another project. Public Services Director David Foster added that the subsurface reports are varied with some infrastructure too shallow, some of the materials are inconsistent, and that the design would include making sure that everything is more uniform, but that the elevations are set for gravity lines and driveways. The road height could not be altered.

Mayor Brown asked about the landslides and progress toward clean up and stabilization. Mr. Foster explained that the structural engineer had noted that it would be better not to re-engineer the slope on Plott Heights but to build up the area below the slide. Since the town owns the property below the slide, access would not be a factor. The second slide on Dogwood Trail, the staff has met with BLE regarding their findings on the core borings. Mr. Foster explained that decisions would need to be made related to what can the town absorb related to the next phase. Mr. Foster and Mr. Gregg will send recommendations to the Board for consideration. Mr. Foster added that he has been communicating with the individuals on Dogwood Trail and shares information as it is known. It is hoped that whatever option is chosen for repair could be completed before the winter so that individuals would not have to utilize a steeper road for ingress and egress.

Mayor Brown asked about the Brown Avenue realignment noting that this was a project that was first considered over 15 years ago. Mr. Gregg explained that when the project was first introduced, the cost was significantly less than today's rate. The approximate project cost is \$3 million dollars. The design is completed, and the cost was \$168,000. The town can invoice the NC DOT for reimbursement of these funds, but if the project does not move forward, then the funds would be forfeited. A meeting will be held with staff, school board members and Haywood County to determine how to proceed.

#### Pool Area/Decktron Unit

Town Manager Hites explained that he has been working with Recreation Director Rhett Langston and representatives from the Bolton Corporation related to the Decktron dehumidification unit at the pool. He reminded board members of the information presented at the Retreat earlier in

the year and that the cost of the project was \$788,000 and that the roof of the Recreation Center would have to be cut to remove the unit. Bolton Corporation, who handles the pools at UNC-Asheville and Western Carolina University, came and looked at the unit and was able to provide a recommendation for an alternative split unit that would reside outside of the facility and utilize existing duct work. The estimate is approximately \$220,000 less than the original quote and could be done as a design-build project. Town Manager Hites will update as necessary.

### Cemetery Committee

Assistant Town Manager Amie Owens provided a brief update to the Board related to the Cemetery Committee. She indicated that the group has been very cohesive and is inching closer to having a final revision to the Cemetery Ordinance. She thanked the Public Services and Cemetery staff for their assistance in helping the committee to understand the needs related to budget, maintenance of the sites and challenges faced. Ms. Owens added that in addition to the cemetery ordinance, there would be recommendations forwarded to the Board including potentially having the Cemetery Committee as a standing committee.

#### 12. Attorney's Report

- Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

### **F. COMMUNICATIONS FROM THE MAYOR AND BOARD**

Alderman Gary Caldwell asked Development Services Director Elizabeth Teague to resume sending end of the month reports concerning Code Enforcement and Building Permits issued to the Board.

### **G. CALL ON THE AUDIENCE**

#### **Dick Young**

Mr. Young stated that he had been in contact with Mr. Jonathan Woodard from the NCDOT concerning re-establishing the truck route in order to keep the big trucks off Main Street. He said he was told that it would be up to the Town to put up the signs to direct the trucks away from Main Street.

Alderman Caldwell said he had spoken with Wesley Grindstaff from the NCDOT recently and was told that there were no immediate plans to pave Main Street, and if that changed it would be next spring before it would be done.

**Danny Wingate**

Mr. Wingate expressed concerns about the cost of water and sewer taps for the first two of the fourteen houses he and his wife are building as a subdivision on Lickstone Rd. He said there was a misunderstanding about the capacity fee he was quoted a year ago and would like to know the amount he needs to budget for his subdivision.

Manager Hites stated that he would like to get all the facts together and bring the issue before the Board at the September 27, 2019 regular meeting.

**H. ADJOURN**

*With no further business, a motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to adjourn at 8:05 p.m. The motion carried unanimously.*

**ATTEST:**

---

Gavin A. Brown, Mayor

---

Robert W. Hites, Jr. Town Manager

---

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: September 24, 2019**

**SUBJECT:** Special Events – October 2019 and January 2020

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** B3  
**Department:** Administrative Services  
**Contact:** Amie Owens, Assistant Town Manager  
**Presenter:** Amie Owens, Assistant Town Manager

**BRIEF SUMMARY:**

Requests were received for two (2) upcoming events in the Town of Waynesville. The Special Events Committee has reviewed the applications, discussed any concerns noted and spoken with event organizers to seek out solutions.

**Hazelwood Elementary 5<sup>th</sup> Grade Fundraiser – Haunted Hustle Glow Run – Friday, October 25<sup>th</sup>** – run begins at 6:00 p.m. This is the second year for this event. Event would utilize WPD, WFD and civilian volunteers along the race route with police escort at front of race participants as a lead car.

**3<sup>rd</sup> Annual Chili Cook-off Stroll – Saturday, January 18, 2020 - Downtown, Frog Level and Hazelwood – Noon to 4:00 p.m.** This is a sponsored event by the Haywood County Arts Council and the Galleries of Haywood County. There would be no need for street closures, shuttles are provided and there will be informational tents in all three areas. This event is part of Winterfest.

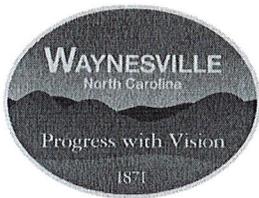
**MOTION:** *To approve the special events permit applications and direct Town Manager to execute special events permits, as presented.*

**FUNDING SOURCE/IMPACT:** There are no direct costs to the Town associated with these events, other than labor costs.

**ATTACHMENTS:**

- Special Events Application – Fundraiser for Hazelwood 5<sup>th</sup> Grade – 5K
- Special Events Application – 3<sup>rd</sup> Annual Chili Cookoff Stroll

**MANAGER’S COMMENTS AND RECOMMENDATIONS:** Recommend approval of these events as presented.



# Application for Special Events Permit

## I. General Information

EVENT NAME: Hazelwood Haunted Hustle 5K

EVENT DATE(S): October 26<sup>th</sup>, 2019

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: Waynesville Middle School

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

SET-UP TIME (START/END): 8:00 - 9:00

EVENT HOURS: 10:00 - 1:00

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

ESTIMATED ATTENDANCE: 100 adults and children

BASIS ON WHICH THIS ESTIMATE IS MADE: Student enrollment and previous events

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 Elementary

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

APPLICANT NAME: Amanda Baldwin TITLE: Assistant Principal

ADDRESS: 1111 Plottcreek rd CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-2406 FAX#: 828-456-5438 EMAIL: abaldwin@haywood.k12.nc.us

ON-SITE CONTACT: Amanda Baldwin TITLE: Assistant Principal

ADDRESS: 1111 Plottcreek rd. Waynesville NC 28786

PHONE #: 828-456-2406 CELL PHONE #: 778-5677 EMAIL: abaldwin@haywood.k12.nc.us



**VI. Additional Questions**

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

Parking lots → directed traffic

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?

Volunteers will assist in

Cleaning the course

**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.

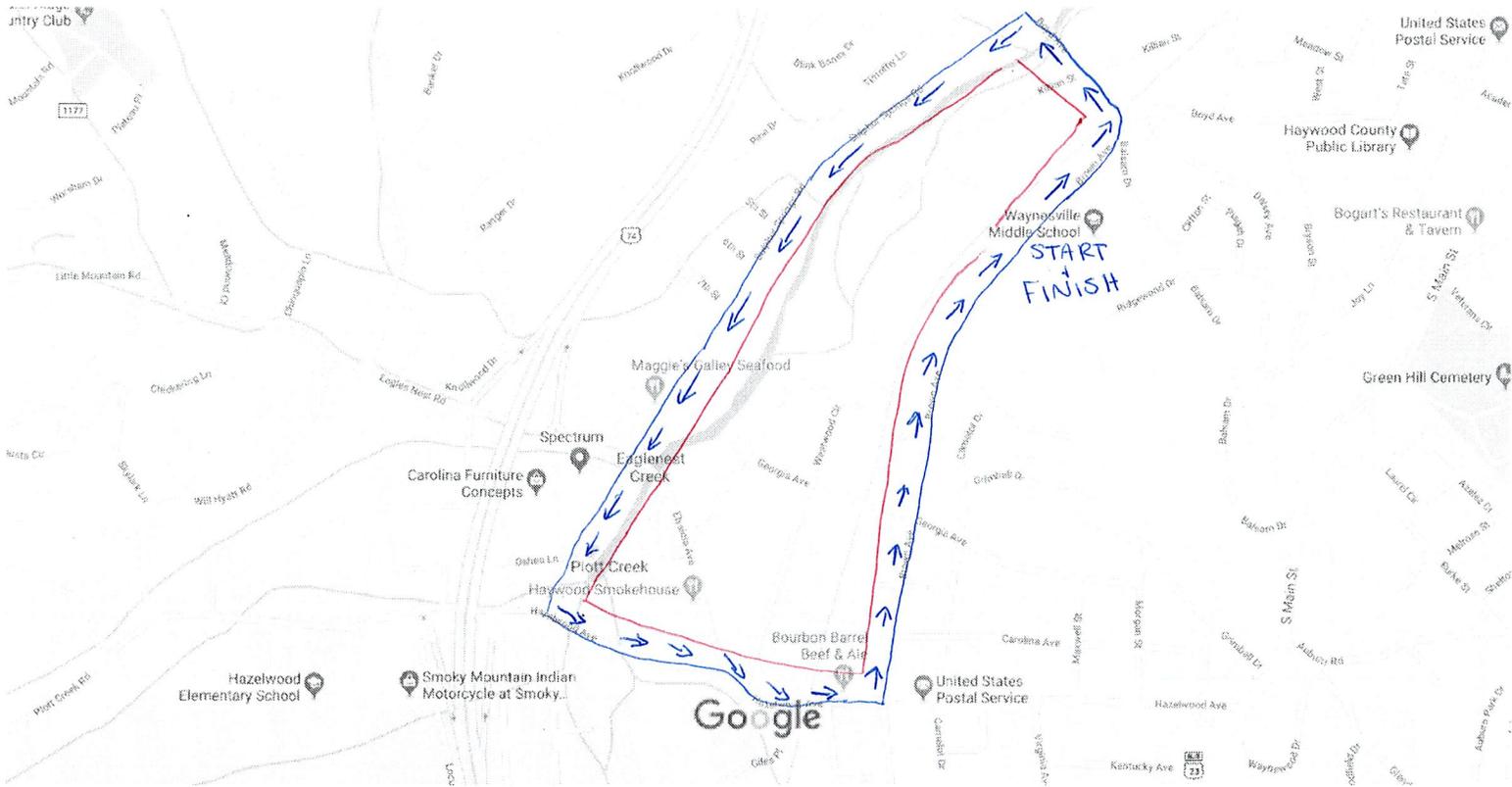
**FOR INTERNAL USE ONLY:**

Application received:

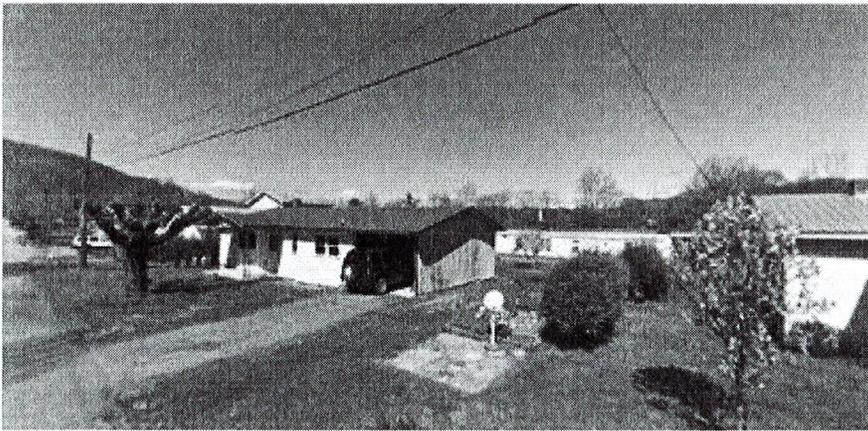
Application approved:

Application denied:

# Google Maps Waynesville



Map data ©2018 Google 500 ft

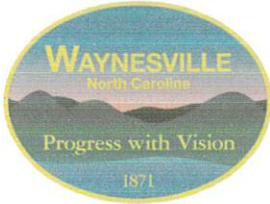


\*We will run  
opposite of arrows  
sorry!

## Waynesville

North Carolina 28786

Sunny · 74°F  
3:54 PM



# Application for Special Events Permit

## I. General Information

EVENT NAME: 3<sup>rd</sup> Annual Chili Cook-Off Stroll

EVENT DATE(S): January 18, 2020  
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: Merchant Service District – Waynesville, Frog Level and Hazelwood

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

SET-UP TIME (START/END): 9am

EVENT HOURS: 12:00 – 4:00

DISMANTLE HOURS (START/END): 4-5pm

ESTIMATED ATTENDANCE: 100 – 300ppl

BASIS ON WHICH THIS ESTIMATE IS MADE: 2019's Cook Off: Counted 2900 ballots

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider). Insurance covered by Haywood County Arts Council

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood County Arts Council & The Galleries of Haywood County

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

APPLICANT NAME: Colleen Davis      TITLE: Gallery Owner (The Jeweler's Workbench)

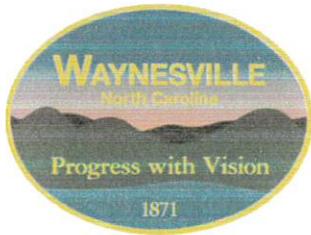
ADDRESS: 80 N Main St      CITY: Waynesville      STATE: NC      ZIP 28786

PHONE: 456-2260      FAX#: \_\_\_\_\_      EMAIL: [cdavis@thejwbench.com](mailto:cdavis@thejwbench.com)

ON-SITE CONTACT: Colleen Davis

ADDRESS: Same as above

PHONE #: \_\_\_\_\_      CELL PHONE #: 828-734-6776      EMAIL: \_\_\_\_\_



# TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street, Suite 110

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

SIGNS FOR CHILI COOK-OFF  
STROLL "CHILI RECOVERY  
STATIONS" AT 3  
LOCATIONS

## Sign Permit

*This form must be accompanied by scale drawings of all proposed signs, showing their placement on buildings, and a site plan showing the proposed location of any ground signs. If all proposed signage cannot be indicated on this form, please complete additional forms.*

Property Street Address: MILLER + MAIN, HAZELWOOD, FROGLEVEL PIN: \_\_\_\_\_

Business Owner(s): COLLEEN DAVIS - THE JEWELER'S WORKBENCH Telephone: 456 2260

Business Owner Mailing Address: 80 N MAIN ST 28786

Zoning District: \_\_\_\_\_ Overlay District (If Applicable) \_\_\_\_\_

### Proposed Signs (Complete all that apply)

Ground Sign(s) Sign Dimensions: 24 x 18 Sign Height Above Grade: 4 FEET

Is the sign illuminated? Yes  No  If yes, is the illumination internal  or external ?

### Building Sign(s) – Maximum of 3 building signs per façade

Building Face Dimensions: Wall Height: \_\_\_\_\_ Wall Length: \_\_\_\_\_

Building Sign(s) Dimensions: Sign #1: \_\_\_\_\_ Sign #2: \_\_\_\_\_ Sign #3: \_\_\_\_\_

Is the sign(s) illuminated? Yes  No  If yes, is the illumination internal  or external ?

### Window/Door Sign(s) – May not exceed 25% of the window/door area

Window Sign Dimensions: \_\_\_\_\_ Window Dimensions: \_\_\_\_\_

### Temporary Sign(s): Type of Sign – Ground Building

Ground Sign Dimensions: \_\_\_\_\_ Ground Sign Height Above Grade: \_\_\_\_\_

Building Sign Dimensions: \_\_\_\_\_ Building Wall Dimensions: \_\_\_\_\_

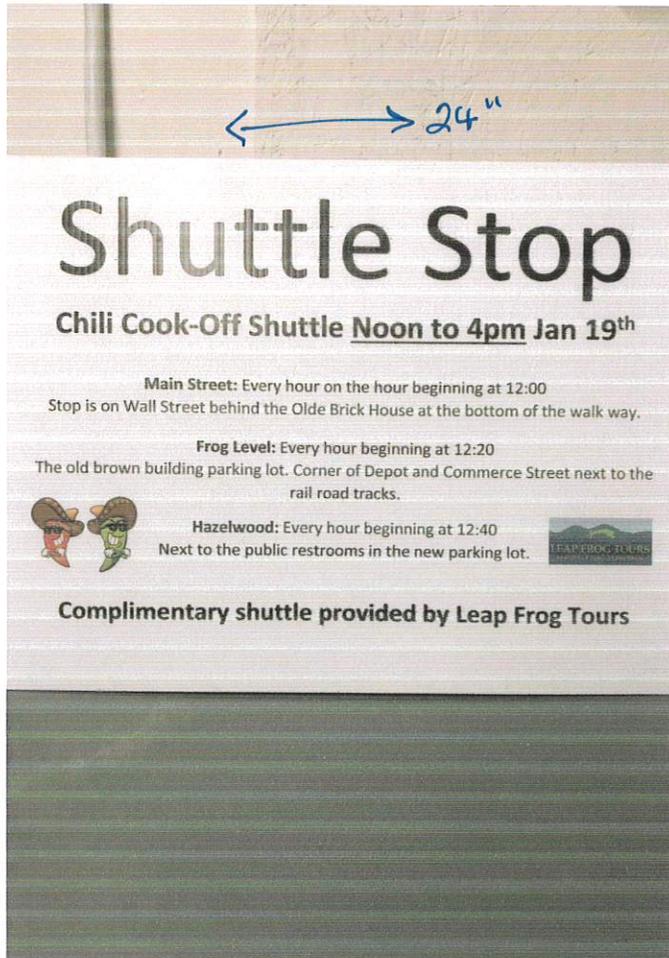
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### Office Use Only

This signature authorizes the installation of all signage described above and in required attachments. Any deviation from the sign dimensions or placement described above and in any attachments shall require resubmittal, approval, and the issuance of a new Sign Permit. All fees are determined by the adopted fee schedule on the date of this permit.

\_\_\_\_\_  
Development Services Staff Signature

\_\_\_\_\_  
Date



# Shuttle Stop

**Chili Cook-Off Shuttle Noon to 4pm Jan 19<sup>th</sup>**

**Main Street:** Every hour on the hour beginning at 12:00  
Stop is on Wall Street behind the Olde Brick House at the bottom of the walk way.

**Frog Level:** Every hour beginning at 12:20  
The old brown building parking lot. Corner of Depot and Commerce Street next to the rail road tracks.



**Hazelwood:** Every hour beginning at 12:40  
Next to the public restrooms in the new parking lot.



**Complimentary shuttle provided by Leap Frog Tours**

↕ 18"

"YARD SIGN" ON GROUND STAND APPROX 3-4' IN HEIGHT

SHUTTLE STOP #1  
MAIN + MILLER  
POTENTIALLY 2 TENTS



SHUTTLE STOP # 2  
FROG LEVEL - COMMERCE ST  
1 TENT



SHUTTLE STOP #3  
HAZELWOOD - HAZELWOOD AVE  
PARKING LOT & MINI PARK

PUBLIC  
PARKING  
→

WOOD SOAP COMPANY





**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: September 24, 2019**

**SUBJECT:** More restrictive regulation of fences, and accessory structures and vehicle storage in front yards

**AGENDA INFORMATION:**

**Agenda Location:** Manager's Report  
**Item Number:** C4  
**Department:** Development Services  
**Contact:** Rob Hites, Town Manager  
**Presenter:** Rob Hites, Town Manager

**BRIEF SUMMARY** We have received several complaints regarding the conditions at 233 Eagles Nest Drive. I have drafted a memo that addresses several ways you may strengthen your regulation.

**MOTION FOR CONSIDERATION:** Receive report and direct staff

**FUNDING SOURCE/IMPACT:** None

**ATTACHMENTS:**

- Memorandum from Town Manager

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** See Memorandum



## MEMORANDUM

**TO:** Mayor and Town Board of Aldermen  
**FROM:** Robert W. Hites Jr.  
**DATE:** 9/24/19  
**SUBJECT:** Fences, Kennels and Numerous Vehicles Parked in Front Yards

The Town has experienced several complaints relating to attractive nuisances. We have ordinances prohibiting grass in excess of 10 inches and trash and debris, but we do not have the power to limit the type and height of front yard fences, domestic animal habitats such as kennels and chicken coops. The Town does not restrict the use of front yards for parking of vehicles and it has a liberal definition of junked cars. Some of these issues involve amending the Town's chapter on Nuisances and others involve amendment of the Land Development Standards.

The following is a list of the nuisance or objectionable land development standard and possible remedies the Board could request the staff to research and bring back in the form of legislative remedies:

**FENCES:** Many municipalities adopt standards in their Land Development Plans regulating the types, materials and heights of fences. They may state that fences are permitted in front yards so long as they are "see through" and no more than 4 ft. in height. Fences shall be required to be constructed of durable material capable of withstanding a 90-mph wind load. Metal fencing should be constructed of material coated in either green or black. Slats in fences shall be kept in good repair.

In the nuisance chapter of Town ordinances, they state that "Fences and other minor structures shall be maintained in safe and substantial condition. Fences should bear a wind load of 90 mph.

**KENNELS, DOMESTIC ANIMAL ENCLOSURES:** Many municipalities simply do not permit accessory structures between the street and front building line of the dwelling. Dog houses, chicken coops, etc. are simply not permitted. This would involve an amendment to the Land Development Standards to include dog houses and chicken coops as accessory structures and to restrict them to the rear of primary structures.

**JUNKED CARS:** We interpret junked cars as having no means of locomotion and having a value of \$500 or less which is the definition provided in NC Statutes. We permit junked cars if they are part of a salvage yard, or if on residential property they are kept in a covered area or are covered with a tarp, or if they are not visible from the right of way. The Town may require that a junked car has a current tag as well as being capable of locomotion (an antique car may apply for a permanent car tag), and not permit cars being repaired or stored in front yards (see below\*).

**Fences, Kennels, Vehicles Parked in Front Yards.**

These amendments would be made to the chapters involving nuisances.

**VEHICLES PARKED IN FRONT YARDS**

\*Towns frequently restrict the way vehicles may be parked and stored in front yards. They may restrict permanent storage of vehicles (Inc. RVs, boats and trailers) and prohibit the parking of vehicles in grassy areas. They restrict the percentage of the front yard that may be used for vehicle parking areas (example: Maximum 30% of the front yard may be dedicated to parking). They state that parking areas must be paved with asphalt, concrete or stone for residential as well as commercial (the LDS currently exempts single family detached and duplex residences). These amendments would be made to the Land Development Standards.

**CONCLUSION:** As I have outlined above there are several ways Towns may improve the appearance of their residential areas. Some require action of the Planning Board, public hearings and final action by the Board. Others require a simple amendment to the public nuisance chapter of the code of ordinances. Your staff is at your disposal to draft any language you would like to discuss.

# STEALTH SURVEY SUMMARY

<HENDRIX ST>

<>

POSTED SPEED LIMIT: <25>

SURVEY STARTED: <2019/08/07 09:50>

FILENAME: HENDRIX STREET.DAT

MIN SPEED ALLOWED <10> MAX SPEED ALLOWED <125>

TIME	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15
VEH.	15	29	33	38	36	44	19	24	26	39	38	43	46	37	25	39	29	37
AVG.	31.6	28.2	27.1	29.1	28.1	28.4	25.9	28.5	29.2	28.4	28.0	27.9	29.0	29.1	28.8	30.7	28.1	29.8

TIME	14:30	14:45	15:00	15:15	15:30	15:45	16:00	16:15	16:30	16:45	17:00	17:15	17:30	17:45	18:00	18:15	18:30	18:45
VEH.	25	37	41	28	35	45	41	47	39	55	50	45	54	40	45	78	60	55
AVG.	29.6	30.1	28.6	31.2	31.0	27.6	30.7	30.8	29.4	27.8	29.4	29.4	29.5	31.0	31.0	30.3	29.5	28.2

TIME	19:00	19:15	19:30	19:45	20:00	20:15	20:30	20:45	21:00	21:15	21:30	21:45	22:00	22:15	22:30	22:45	23:00	23:15
VEH.	45	39	45	51	42	27	31	40	27	26	13	14	14	20	25	9	10	13
AVG.	28.6	25.4	30.2	29.4	29.0	28.6	27.6	25.8	26.9	27.0	26.6	27.6	34.5	28.4	29.6	27.7	28.9	30.5

TIME	23:30	23:45	00:00	00:15	00:30	00:45	01:00	01:15	01:30	01:45	02:00	02:15	02:30	02:45	03:00	03:15	03:30	03:45
VEH.	5	5	5	4	7	3	3	5	3	2	7	2	3	2	4	2	1	3
AVG.	32.4	29.6	29.8	29.5	29.4	29.7	32.7	30.6	33.0	21.0	28.6	30.0	31.3	33.0	31.3	31.0	25.0	29.3

TIME	04:00	04:15	04:30	04:45	05:00	05:15	05:30	05:45	06:00	06:15	06:30	06:45	07:00	07:15	07:30	07:45	08:00	08:15
VEH.	4	3	2	5	2	5	11	10	19	14	13	36	35	29	44	48	54	40
AVG.	26.3	32.7	43.0	35.4	40.0	33.0	32.5	29.8	31.4	33.0	31.4	31.9	32.9	32.7	33.2	32.4	32.3	31.7

TIME	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30
VEH.	49	36	29	33	28	37	29	38	30	35	25	49	31	33	37	32	2008
AVG.	27.2	30.4	31.9	31.8	30.7	31.2	30.3	29.1	25.9	27.8	26.3	27.9	29.8	28.0	28.5	30.4	30.3

TOTAL VEHICLES = 4907

MINIMUM SPEED = 10

MAXIMUM SPEED = 59

AVERAGE SPEED = 29.82

50th PERCENTILE = 30

85th PERCENTILE = 36

TEN MILE PACE = 27 to 36

END OF REPORT

# STEALTH SURVEY SUMMARY

<>

<>

POSTED SPEED LIMIT: <25>

SURVEY STARTED: <2019/08/13 20:30>

FILENAME: HENDRIX ST 2.DAT

MIN SPEED ALLOWED <10> MAX SPEED ALLOWED <125>

TIME	20:45	21:00	21:15	21:30	21:45	22:00	22:15	22:30	22:45	23:00	23:15	23:30	23:45	00:00	00:15	00:30	00:45	01:00
VEH.	34	26	26	29	21	10	20	18	8	12	6	15	9	7	0	4	8	2
AVG.	28.1	23.7	28.2	26.9	28.6	29.8	30.9	22.3	28.6	28.4	27.5	30.1	29.3	31.4	0.0	31.0	27.0	30.0

TIME	01:15	01:30	01:45	02:00	02:15	02:30	02:45	03:00	03:15	03:30	03:45	04:00	04:15	04:30	04:45	05:00	05:15	05:30
VEH.	3	7	2	5	3	0	0	3	2	0	2	3	2	4	6	6	4	8
AVG.	29.7	28.0	29.5	28.4	33.0	0.0	0.0	28.7	28.5	0.0	26.0	30.0	30.0	40.3	35.3	27.8	31.0	35.3

TIME	05:45	06:00	06:15	06:30	06:45	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00
VEH.	9	20	15	24	25	35	39	55	64	53	38	31	46	32	32	29	38	33
AVG.	32.6	33.9	31.1	30.9	33.2	31.6	32.5	25.3	31.0	30.7	32.4	31.0	31.4	30.8	28.5	30.5	25.3	26.8

TIME	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30
VEH.	38	33	36	29	30	38	29	37	29	35	28	38	42	33	28	33	38	33
AVG.	29.1	30.0	29.8	32.5	28.6	28.7	30.3	29.1	30.4	28.5	30.7	28.7	27.9	29.3	31.8	28.1	26.5	29.8

TIME	14:45	15:00	15:15	15:30	15:45	16:00	16:15	16:30	16:45	17:00	17:15	17:30	17:45	18:00	18:15	18:30	18:45	19:00
VEH.	44	36	41	58	41	45	45	45	34	42	46	71	54	54	44	61	47	43
AVG.	29.5	26.1	31.7	23.5	22.1	27.5	30.8	29.2	31.6	30.8	30.1	29.9	30.9	30.1	30.1	31.1	27.4	29.3

TIME	19:15	19:30	19:45	20:00	20:15	20:30	20:45	21:00	21:15	21:30	21:45	22:00	22:15	22:30	22:45	23:00	23:15	23:30
VEH.	33	33	36	35	35	34	37	23	20	23	19	23	15	15	12	10	10	14
AVG.	29.4	32.0	29.3	29.3	27.7	28.4	28.3	27.2	29.1	29.1	26.5	27.2	32.1	29.7	28.3	30.5	26.5	29.4

TIME	23:45	00:00	00:15	00:30	00:45	01:00	01:15	01:30	01:45	02:00	02:15	02:30	02:45	03:00	03:15	03:30	03:45	04:00
VEH.	5	12	5	3	4	6	4	2	1	2	3	0	1	1	1	4	0	4
AVG.	22.6	23.5	27.8	33.3	27.5	26.3	27.8	34.5	29.0	21.0	29.0	0.0	28.0	32.0	24.0	25.3	0.0	27.5

TIME	04:15	04:30	04:45	05:00	05:15	05:30	05:45	06:00	06:15	06:30	06:45	07:00	07:15	07:30	07:45	08:00	08:15	08:30
VEH.	4	4	5	10	7	11	9	22	16	12	22	35	37	45	52	63	55	49
AVG.	33.3	33.5	37.6	29.8	28.6	33.1	32.8	32.9	32.5	33.8	33.3	30.3	31.3	32.6	33.2	31.8	31.4	31.4

TIME	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00
VEH.	36	30	35	39	46	40	34	30	27	26	30	39	34	37	31	43	28	36
AVG.	29.7	32.0	30.4	29.6	29.2	29.4	28.3	28.9	31.7	30.4	28.8	26.6	29.6	29.9	29.4	29.6	29.8	29.7

TIME	13:15	13:30	13:45	14:00	14:15	14:30	14:45	15:00
VEH.	41	38	30	41	44	35	33	6
AVG.	28.1	30.7	27.2	29.8	28.0	28.3	29.5	27.8

TOTAL VEHICLES = 4223

MINIMUM SPEED = 10

MAXIMUM SPEED = 54

AVERAGE SPEED = 29.53

50th PERCENTILE = 30

85th PERCENTILE = 36

TEN MILE PACE = 25 to 34

END OF REPORT