



## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: February 10<sup>th</sup>, 2026

Time: 6:00 p.m.

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(828) 452-2491 [cpoolton@waynesvillenc.gov](mailto:cpoolton@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 Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember 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.
  - a. January 27, 2026 Regular Meeting Minutes
  - b. Call for a Public Hearing for February 24, 2026, to consider a request for annexation for the 57-51-acre parcel at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).
  - c. Call for a Public Hearing for February 24<sup>th</sup>, 2026, to consider a map amendment (rezoning) for the 4.96-acre parcel at 38 Hall Top Road, Waynesville, NC (PIN 8616-13-3822).
  - d. Appalachian True Heritage Festival 2026 Special Event Permit
  - e. Christmas Parade 2026 Special Event Permit
  - f. Church Street Art & Craft Show Special Event Permit
  - g. Mountain Street Dances Special Event Permit
  - h. Smoky Mountain Christmas Special Event Permit
  - i. Stars and Stripes Parade Special Event Permit
  - j. Treats on the Street Halloween Special Event Permit
  - k. Tree Lighting 2026 Special Event Permit
  - l. Oasis Shriners Spring Parade Special Event Permit
  - m. Whole Bloomin Thing Festival Special Event Permit

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

**E. PRESENTATIONS**

3. Promotion of Paige Shell to Lieutenant

- Chief David Adams

4. Presentation of awards to 2025 Christmas parade winners

- Eva Hansen, Kiwanis Club

5. Request for Town Council Support to Engage Haywood County Commissioners on Reinstatement of Annual Recreation Funding

- Dan Schultz & Eva Hansen-Recreation Advisory Commission

***Motion: Authorize Town Council to move forward as a unified body to engage the Haywood County Board of Commissioners in discussions regarding the reinstatement of annual county funding for Town recreation facilities and programs, with the funding amount to be determined.***

6. Main Street Mural Public Art Commission Presentation

- George Kenney, WPAC Chair

***Motion: Motion to commission (artist name here-TBD) for the fabrication and installation of a public art installation to be located at 121 North Main Street.***

**F. NEW BUSINESS**

7. Addition of Full-Time Electrician Position to Support Town Facilities and Operations

- Laura Yonkers, Deputy Director of Public Works-Sustainability

***Motion: Approve the addition of one full-time Electrician position within the Electric Department to provide electrical services for all Town facilities and departments.***

8. Addition of Part-Time Wastewater Treatment Plant Position for Laboratory Support

- Laura Yonkers, Deputy Director of Public Works-Sustainability

***Motion: Approve the addition of a part-time lab assistant positions for the Wastewater Treatment Plant to training and lab assistance.***

9. Request for brick sidewalk installation along Walnut Street as part of NCDOT U-5839.

- Elizabeth Teague, Development Services Director

***Motion: to approve a scope of work to include brick pavers into the sidewalk along Walnut Street, and for staff to proceed with finalizing an agreement with NCDOT.***

10. Recycling Can Grant Opportunity

- Jon Feichter, Councilmember

**G. COMMUNICATION FROM STAFF**

11. Manager's Report

- Town Manager, Rob Hites

12. Town Attorney's Report

- Town Attorney, Martha Bradley

**H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

**I. ADJOURN**

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**January 27, 2026**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, January 27, 2026, at 6:00pm 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 6:03 pm with the following members present:

Mayor Gary Caldwell  
Mayor Pro Tempore Chuck Dickson  
Councilmember Jon Feichter  
Councilmember Anthony Sutton  
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager  
Candace Poolton, Town Clerk/Assistant to the Manager  
Elizabeth Teague, Development Services Director  
Olga Grooman, Assistant Development Services Director  
Beth Gilmore, Downtown Waynesville Commission Director  
Fire Chief Chris Mehaffey  
Police Chief David Adams  
Page McCurry, Human Resources Director

The following members of the media were present:

Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the Ice Block Party on Main Street is Friday, and the next Council meeting is February 10<sup>th</sup>. Council thanked staff for their incredible work this weekend during Winter Storm Fern.

**B. PUBLIC COMMENT**

There was no public comment.

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

***A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, to add to the agenda, "Design for cafe light installation on Church Street", and to approve the agenda as amended. The motion passed unanimously.***



## D. CONSENT AGENDA

*All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember 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.
  - a. Motion to adopt the January 13, 2026 Regular Meeting Minutes.
  - b. Motion to adopt the 2026 Order of Collection.
  - c. Motion to renew the JM Teague On-Call Contract.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve the consent agenda as presented. The motion passed unanimously.***

## E. PRESENTATIONS

3. Endorsement of Medford Grant Application
  - Josie Ostendorff & Breanne Haynes, Impact U Club

Ms. Ostendorff presented the updates on the Helene Flood Memorial project. She requested that Council write a letter of support for their Medford Grant application that would help cover landscaping costs. She said that once they get a more detailed landscaping plan, they will meet with a staff member and Council to get approval. Ms. Ostendorff said that different elements of the landscaping plan could be done in more than one grant cycle. She said the proposed landscaping would feature a dry river bed, boulders to sit on, small planters at the base of the sculpture, benches, and a brick walk way.

Councilmember Freeman asked if they will be selling memorial bricks. Ms. Ostendorff said the price point to sell the memorial bricks does not offset the costs, so they will not be selling bricks.

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to endorse Impact U for their application to the Medford Grant for the Helene Flood Memorial landscaping. The motion passed unanimously.***

4. Presentation regarding activities of the Environmental Sustainability Board
  - William Hite, ESB Chair

ESB Chair William Hite presented information about Electric Vehicles. He said that having EVs in the Town's fleet could maintenance lower costs, lower fuel costs, and eliminate tailpipe emissions.

Councilmember Sutton said he saves hundreds of dollars on gas and has only spent \$58 on maintenance in the last two and a half years with his EV. Councilmember Feichter said he would be interested in a cost comparison of what the town spends on gas and what they would save if they switched to EV. Councilmember Sutton said during Helene, he was still able to get places despite the gas because he had power and could charge his vehicle. Mr. Hite added that EVs could be charged via solar at the Public Works building, and EVs could be charged and then taken around town for others to charge things from the vehicle. Mr. Hite said the

Town could charge five to six vehicles to one charger and that one Level Two charge would cost \$600 plus installation. He reminded Council that six chargers are being installed at the Rec Center in November.

5. Fire Department 2025 Annual Report

- Fire Chief Chris Mehaffey

Fire Chief Mehaffey reported that the department was able to secure over \$3 million in grant money this past year. He reported that call overlap has decreased even though call volume has increased slightly. Councilmember Freeman asked about insurance rates. Chief Mehaffey said the average homeowner wouldn't see a change, but some of the bigger businesses may, but there's no way to tell until next year.

**F. PUBLIC HEARING**

6. Public hearing to consider a text amendment to remove the mandatory waiting period requirement for the resubmission of map and text amendments, Land Development Standards (LDS) Section 15.14.6.

- Olga Grooman, Assistant Development Services Director

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to open the public hearing at 6:51pm. The motion passed unanimously.***

Assistant Development Services Director reported that on October 6, 2025, the NC GS House Bill 926 - Regulatory Reform Act of 2025- became a law. She explained that Section 11 of this bill has updated the NC General Statute 160D-601, prohibiting any ordinance from imposing a waiting period for a landowner, developer, or applicant to resubmit a denied or withdrawn application for a zoning map amendment, text amendment, or development application. Ms. Grooman said that if a Board or staff deny a zoning application, the petitioner cannot be required to wait to refile their application. Currently, Ms. Grooman said that LDS section 15.14.6 includes a 12-month waiting period for zoning map and text amendments, which could only be waived by the Council. She said the proposed text amendment removes this requirement to comply with the updated NC G.S. 160D-601.

There was no public comment.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to close the public hearing at 6:54pm. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to find that the Ordinance is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest continues to "promote smart growth in land use planning and zoning" and that the proposal is also reasonable and in the public interest as it will allow the Town to maintain adequate legal authority through the most up-to-date ordinances. The motion passed unanimously.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adopt the Ordinance as presented. The motion passed unanimously.***

## **G. NEW BUSINESS**

### **7. Changes to the structure of the Downtown Waynesville Commission**

- Beth Gilmore, Downtown Waynesville Commission (DWC) Executive Director

DWC Executive Director Beth Gilmore reported that the DWC currently has three open seats, each of which is designated for a property owner/resident and that two of those seats have been unoccupied for more than two years. She said they've had a difficult time recruiting property owners/residents to fill those seats, in part because many property owners do not maintain a local residence. Ms. Gilmore said they've had several people interested in applying, but they were turned away because they do not qualify for the seats that are available. The DWC suggested an amendment to the rules and procedures to make structure specifications a recommendation for best practice, rather than a requirement.

Councilmember Dickson suggested expanding the definition of property owner, so that someone could be designated by the property owner. Councilmember Feichter said he is open to that idea. He emphasized that the DWC is a working Board, and to get the things done they need to, they need a full board. He asked if they could try the updating the definition of "property owner", and then if that doesn't work, to move forward with the proposed amendments. Councilmember Dickson suggested getting emails of residents who live in Main Street and reaching out to them to recruit. Councilmember Feichter said the DWC has been actively recruiting every day.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to add to the definition of "property owners", in the Downtown Waynesville Commission rules and procedures regarding Board Membership, that property owners can designate an employee, agent, or representative. The motion passed unanimously.***

### **8. Design for Cafe Lighting Installation on Church Street**

- Councilmember Jon Feichter

Councilmember Feichter said the light installation design that DWC approved that will go over Church Street is ready for Council's approval,

***A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to approve the schematic. The motion passed unanimously.***

Mr. Hites cautioned that the facades of the building may not hold the weight of the lights.

## **H. COMMUNICATION FROM STAFF**

9. Manager's Report

- Town Manager, Rob Hites

Town Manager Hites suggested Council sets a date for their planning retreat. Council decided on February 27<sup>th</sup>. Councilmember Dickson suggested scheduling staff to present so they are not forcing all the Leadership staff to stay all day.

I. **COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Council had no comments.

J. **CLOSED SESSION**

10. Closed Session-Economic Development

- Rob Hites, Town Manager

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to go into closed session at 7:27pm in accordance with NCGS § 143-318.11. (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session. The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to go into open session at 7:54pm. The motion passed unanimously.***

K. **ADJOURN**

***A motion was made by Councilmember Freeman, seconded by Councilmember Sutton, to adjourn at 7:55pm. The motion passed unanimously.***

ATTEST:

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Gary Caldwell, Mayor

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Robert W. Hites, Jr. Town Manager

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Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 10, 2026**

**SUBJECT:** Call for a Public Hearing for February 24, 2026, to consider a request for annexation for the 57-51-acre parcel at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).

**AGENDA INFORMATION:**

**Agenda Location:**      **Call for Public Hearing**  
**Item Number:**  
**Department:**          Development Services  
**Contact:**                Olga Grooman, Assistant Development Services Director  
**Presenter:**              Olga Grooman, Assistant Development Services Director

**SUMMARY:**

On January 30, 2026, the Town received the attached Petition for Annexation for a contiguous area from Tribrook Farms LLC and Al & Charlies Mountain LLC for the property at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616). The subject property is approximately 57.5 acres and is contiguous to the existing corporate limits of Waynesville.

The property is a part of Phase II of the Valleywood Farms subdivision, which is proposed to include 148 single-family residential lots. Phase II is adjacent to the existing Phase I of the Valleywood Farms, which consists of 115 single-family residential lots. Phase II will be developed across two (2) properties: the subject property at 192 Ratcliff Cove Road (PIN 8625-08-4616) and the adjacent 9.98-acre property to the north at 40 Ratcliff Cove Road (PIN 8615-99-9587). The northern property is already located within the Town's corporate limits.

The subject property at 192 Ratcliff Cove Road is currently located within the Town's extraterritorial jurisdiction (ETJ). Upon annexation, the property would be incorporated into the corporate limits of Waynesville and would be eligible for municipal services, including sewer service.

**MOTION FOR CONSIDERATION:**

1. To adopt the attached resolution and schedule a public hearing for February 24, 2026, to consider the Annexation Petition.

**FUNDING SOURCE/IMPACT:**

Future action to annex this property will allow it to receive municipal services and be subject to Town property tax.

**ATTACHMENTS:**

- Resolution
- Petition
- Plat, metes and bounds description
- Property card
- Municipal boundaries map
- Agent Authorization Forms

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is a call for public hearing only.

R-2-26  
RESOLUTION TO CONSIDER

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

WHEREAS, the Waynesville Town Council 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 Town Council 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 Town Council of the Town of Waynesville, North Carolina:

1. To fix the date for the public hearing on February 24, 2026, during the regularly scheduled meeting of the Council, at 6:00 pm 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 10<sup>th</sup> Day of February, 2026.

TOWN OF WAYNESVILLE

ATTEST:

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

\_\_\_\_\_  
Candace Poolton, Town Clerk

APPROVED AS TO FORM:

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

**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: 1/30/26

To: Town Council 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 minicipal 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 Tribrook Farms, LLC

Signature

Seigh Whisenant 1/30/26

Address 1315 Ratcliff Cove Rd Waynesville, NC

Name ~~Pink Fields LLC~~

Signature

Address ~~192 Ratcliff Cove Rd Waynesville, NC~~

Name Al & Charlies Mountain LLC

Signature

John W. Davis 1/30/26

Address 192 Ratcliff Cove Rd Waynesville, NC

(Attach additional sheet if necessary)







## Legal Description

Beginning on a 4"x4" concrete monument having NC Grid Coordinates of N=659139.92 feet and E=819949.26 feet, said monument also marking the southeast corner of the 1.270 acre parcel shown on the plat recorded in Plat Cabinet C Page 2971 of the Haywood County Register of Deeds Office (the "Registry"), and running thence with the eastern line of the said 1.270 acre parcel N 26° 12' 15" W 345.16' to a ½" iron pipe found, said pipe marking the northeast corner of the 1.270 acre parcel and the southeast corner of the JD Farms of Whiteside Cove, LLC property described in Deed Book 1069 Page 1492 of the Registry; thence with the JD Farms parcel N 25° 50' 07" W 551.04' (passing a #5 rebar with "John" ID cap found at 66.07') to rebar with "McAbee" ID cap set in the southern right-of-way of Asheville Road; thence running with the southern right-of-way of Asheville Road N 53°06'11" E 57.64' to a right-of-way spike found; thence continuing with the right-of-way N 73°36'07" E 129.05' to a right-of-way spike marking the intersection of the southern right-of-way of Asheville Road with the western right-of-way of SR 1809 (Ratcliff Cove Road); thence with the right-of-way of Ratcliff Cove Road the following four(4) courses and distances:

- 1) S 81°41'36" E 141.23' to a right-of-way spike found;
- 2) S 52°35'42" E 148.70' to a right-of-way spike found;
- 3) On a curve to the right having a radius of 1591.21', an arc length of 92.08' and a chord bearing and distance of S 44° 36' 25" E 92.01' to a point;
- 4) S 42° 57' 00" E 85.25' to a #4 rebar with "McAbee" ID cap set;

Thence leaving said right-of-way and running N 47° 00' 54" E 48.33' to a point in the centerline of Ratcliff Cove Road, said point also lying S 46° 59' 38" W 30.01' from a NCDOT right-of-way disk found; thence running with the centerline of Ratcliff Cove Road the following nine (9) courses and distances:

- 1) S 43° 00' 22" E 76.79' to a point;
- 2) On a curve to the left having a radius of 412.10, an arc length of 253.89' and a chord bearing and distance of S 60° 39' 22" E 249.90' to a point;
- 3) S 78° 18' 21" E 31.06' to a point marking the eastern common corner of the properties owned by Tribrook Farms, LLC described in Deed Book 965 Page 2454 and Pink Fields, LLC described in Deed Book 476 Page 2377;
- 4) S 78° 18' 21" E 396.35' to a point;
- 5) On a curve to the right having a radius of 539.74', an arc length of 497.93' and a chord bearing and distance of S 50° 27' 02" E 480.46' to a point;

- 6) S 24° 01' 18" E 82.89' to a point;
- 7) On a curve to the right having a radius of 683.11', an arc length of 273.56' and a chord bearing and distance of S 12° 32' 57" E 271.74' to a point;
- 8) S 1° 04' 35" E 353.42' to a point;
- 9) S 27° 06' 48" W 149.50' to a point;

Thence leaving the said centerline of Ratcliff Cove Road and running N 68° 37' 58" W 627.23' (passing a #4 rebar with "McAbee" ID cap set at 30.00') to a #4 rebar with "McAbee" ID cap set; thence S 6° 22' 02" W 412.50' to a #4 rebar with "McAbee" ID cap set; thence N 83° 07' 58" W 68.50' to a #4 rebar with "McAbee" ID cap set; thence S 24° 22' 02" W 100.00' to a point; thence S 6° 22' 02" W 75.00' to a point; thence S 25° 37' 02" W 300.00' to a point; thence S 33° 22' 02" W 100.00' to a point; thence S 24° 22' 02" W 115.00' to a point; thence S 9° 52' 02" W 60.00' to a point; thence S 27° 22' 02" W 75.00' to a point; thence S 39° 22' 02" W 130.00' to a point; thence S 18° 22' 02" W 62.00' to a point; thence S 7° 37' 58" E 40.00' to a point; thence S 31° 22' 02" W 33.00' to a point; thence S 67° 22' 41" W 22.09' to a point; thence N 70° 20' 23" W 415.52' to a point in a ditch on the north side of Sunnyside Road; thence N 7° 02' 24" E 1461.26' (passing a #4 rebar with "McAbee" ID cap set at 20.00') to a #4 rebar found, said rebar marking the northeast corner of Lot 87 of Phase III of the Queen Subdivision recorded in Plat Cabinet D Page 2897 of the Registry; thence running with the northern line of the aforementioned Queen Subdivision N 88° 32' 48" W 295.67' to a #4 rebar with "McAbee" ID cap set; thence N 5° 58' 04" E 315.47' to a 60d nail in a fence post, said nail marking the northeast corner of the Stovall property describe in Deed Book 479 Page 2418 and also lying in the southern line of the Haywood County Farm Bureau property described in Deed Book 640 Page 385 of the Registry; thence running with the southern line of Farm Bureau S 85° 53' 36" E 175.19' to a 4"x4" concrete monument marking the southeast corner of the Farm Bureau property and also marking the southwest corner of the 1.270 acre parcel shown in Plat Cabinet D Page 2971 of the Registry; thence with the southern line of said 1.270 acre parcel S 86° 01' 26" E 175.50' to the Point and Place of Beginning, and containing 58.021 acres, more or less.

**AUTHORIZATION FOR AGENT TO  
APPEAR BEFORE WAYNESVILLE PLANNING BOARD,  
ZONING BOARD OF ADJUSTMENT, OR TOWN COUNCIL**

The undersigned Owner or Party with a contract or option to purchase that real property located at 8615-99-9587, 8625-08-4616 (PORTION OF) in Waynesville or the ETJ area of Waynesville, North Carolina, has submitted an application which is to be heard in a proceeding by Board(s) of the Town of Waynesville, North Carolina. I hereby authorize the following named individual to present my application and case, as my agent at such hearings.

Name of Authorized Agent: Jesse Gardner & Patrick Bradshaw

Title and Company: Civil Design Concepts, PA

Address: 84 Coxe Ave Asheville 28801

Phone and email: 828-252-5388 jgardner@cdcgo.com pbradshaw@cdcgo.com

This authorization shall be good through the completion of the project for which the zoning text or map amendment, special use permit, subdivision, variance or appeal, or other Town approval is requested, or until revoked in writing. The Town of Waynesville may rely on this authorization until it is given notice of the revocation of this authorization or of a change of property ownership takes place.

This the 28th day of January, 2026.

Owner or Party with Contractual Interest in Property:

Signed by:  
David Luck  
107875034957402...

Queen Development, LLC

Address and phone number:

1335 Cane Creek Rd

Fletcher, NC 28732

847-323-7638





## Report For

PINK FIELDS LLC  
AL & CHARLIES MOUNTAIN LLC  
480 QUEEN COVE RD  
WAYNESVILLE, NC 28785

### Account Information

**PIN:** 8625-08-4616

**Deed:** 476/2377  
98E/380  
1054/714  
918/722

### Site Information

DWELLING

192 RATCLIFF COVE RD WAYNESVILLE NC 28785

**Heated Area:** 0  
**Year Built:** 1960  
**Total Acreage:** 57.51  
**Township:** Waynesville Out

### Site Value Information

**Land Value:**  
**Building Value:**  
**Market Value:**  
**Deferred Value:**  
**Assessed Value:**  
**Sale Price:**  
**Sale Date:** 12/30/1999  
**Tax Bill 1:**  
**Tax Bill 2:**

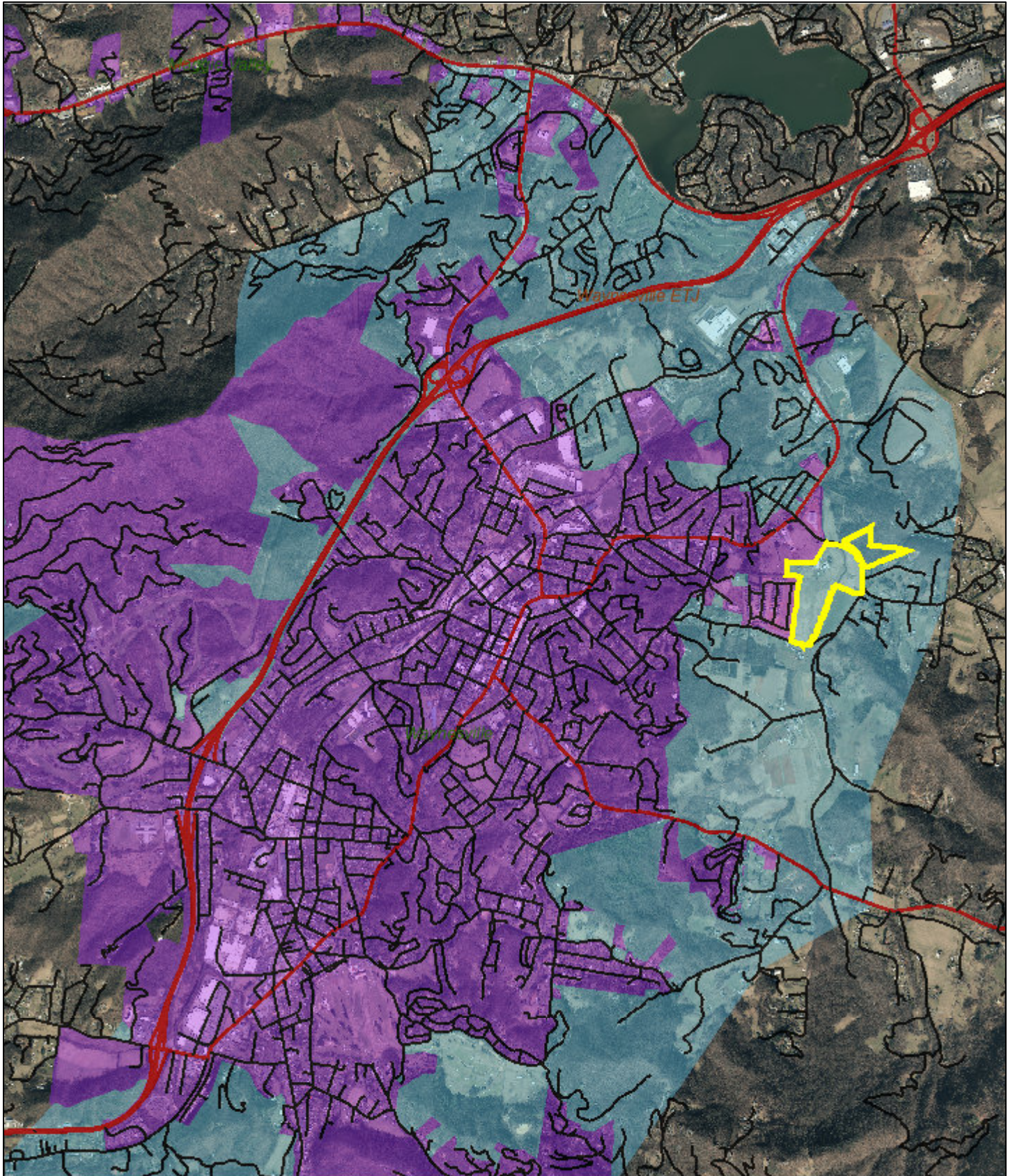


1 inch = 400 feet  
February 4, 2026

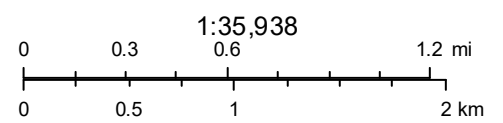
Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information 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.



# Haywood County



February 4, 2026





**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 10, 2026**

**SUBJECT:** Call for a Public Hearing for February 24<sup>th</sup>, 2026, to consider a map amendment (rezoning) for the 4.96-acre parcel at 38 Hall Top Road, Waynesville, NC (PIN 8616-13-3822).

**AGENDA INFORMATION:**

**Agenda Location:** Call for Public Hearing  
**Item Number:**  
**Department:** Development Services  
**Contact:** Alex Mumby, Land Use Administrator  
**Presenter:** Alex Mumby, Land Use Administrator

**SUMMARY:**

On January 29<sup>th</sup>, 2026, the Town received a rezoning application for the 4.96-acre property at 38 Hall Top Road. The property currently lies within the Town's corporate boundaries and is zoned Hall Top Residential Low Density (HT-RL).

The applicant is requesting to rezone the property to the Dellwood Residential Medium Density (D-RM) zoning district. This is the zoning district which is along the portion of Russ Ave north of the bypass. The property is adjacent to the multi-tenant commercial center which contains Big Lots and Firestone and is zoned Russ Ave Regional Center (RA-RC). This rezoning would allow for a multifamily residential development on this property.

The Planning Board will hold a public hearing on the requested rezoning on February 16<sup>th</sup>, 2026, after which it will issue a recommendation to the Town Council.

**MOTION FOR CONSIDERATION:**

1. Motion to call for a Public Hearing for February 24<sup>th</sup>, 2026, to consider a map amendment (rezoning) for the 4.96-acre parcel at 38 Hall Top Rd, Waynesville, NC (PIN 8616-13-3822).

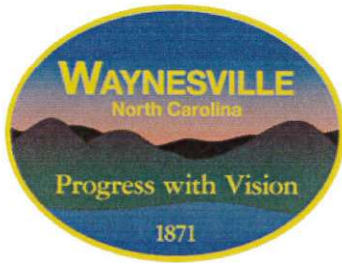
**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

- Application for map amendment
- Zoning Map
- Draft Ordinance

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is a call for public hearing only.



**TOWN OF WAYNESVILLE**  
**Development Services Department**  
**PO Box 100**  
**9 South Main Street**  
**Waynesville, NC 28786**  
**Phone (828) 456-8647 • Fax (828) 452-1492**  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

### **Application for Land Development Standards Map Amendment**

Application is hereby made on \_\_\_\_\_ January 27 \_\_\_\_\_, 20 26 to the Town of Waynesville for the following map amendment:

Property owner of record: Jack Chambers & Dayle Plemmons

Address/location of property: 38 Hall Top Road

Parcel identification number(s): PIN 8616-13-3822

Deed/Plat Book/Page, (attach legal description): D/B 949/350

The property contains 4.96 acres.

Current district: Hall Top Residential Low Density Residential

Requested district: Dellwood Road Medium Density

The property is best suited for the requested change for the following reason(s), (attach additional sheets if necessary):

This property is adjacent Dellwood Residential Medium Density zoned property and would allow for the development of much needed new housing for senior citizens in Waynesville on a property that is topogrpahically suitable for development of multifamily housing with sufficient utilities infrastructure to serve the property.

### **Applicant Contact Information**

Applicant Name (Printed): Bobby Funk - Mills Property Development, LLC

Mailing Address: PO Box 6171, Raleigh, NC 27628

Phone(s): 828-551-6511

Email: bobby@millsconstructionco.com

Signature of Property Owner(s) of Record Authorizing Application:

**Note: Map Amendment Requests require a fee based on the size and number of lots being requested for amendment. The request will be scheduled for the next agenda opening for the Waynesville Planning Board. Please submit application to: Town of Waynesville Development Services Department, 9 South Main Street, Waynesville, NC 28786.**







*DRAFT FOR COUNCIL CONSIDERATION*

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE OFFICIAL LAND DEVELOPMENT MAP  
OF THE TOWN OF WAYNESVILLE**

**WHEREAS**, the Town of Waynesville has the authority, pursuant to Article 7 of Chapter 160D of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety, and welfare; and

**WHEREAS**, the Town of Waynesville Planning Board has reviewed the proposed map amendment to the Official Land Development Map (Zoning Map) and recommends that it is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest because it supports the following goals of the Comp. Plan:

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

- Encourage infill, mixed-use, and context-sensitive development.

Goal 2: Create a range of housing opportunities and choices.

- Encourage new housing within Waynesville’s city limits and Extraterritorial Jurisdiction (ETJ).
- Promote a diverse housing stock including market rate, workforce housing, and affordable options that appeal to a variety of households.

**WHEREAS**, the Town of Waynesville Planning Board recommends that this map amendment is reasonable and in the public interest because it is also consistent with the purposes of the proposed zoning district- Dellwood Residential Medium Density (D-RM), as described in Section 2.3.2.B of the Land Development Standards (LDS):

- “Promoting a mixture of residential densities, this district shall be developed with such enhancements to residential living as pedestrian access and the provision of open space. Higher density development and limited business and professional services shall be promoted along Russ Avenue with larger lots and cluster development promoted throughout the district.”

**WHEREAS**, the Planning Board has reviewed and recommends the proposed map amendment for enactment by the Town Council; and

**WHEREAS**, the Town Council finds this Ordinance is consistent with the Town’s 2035 Comprehensive Plan, and that it is reasonable and in the public interest to “make decisions about resources and land use in accordance with North Carolina General Statutes.” and

**WHEREAS**, after notice duly given, a public hearing was held on **February 16<sup>th</sup>, 2026**, at the regularly scheduled meeting of the Waynesville Planning Board, and on **February 24<sup>th</sup>, 2026**, at the regularly scheduled meeting of the Town Council;

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WAYNESVILLE, MEETING IN SPECIAL SESSION ON NOVEMBER 18, 2025, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:**

That the Official Land Development Map be amended with the 4.98-acre property located at 38 Hall Top Rd, Waynesville, NC (PIN 8616-13-3822) rezoned as Dellwood Residential Medium Density District (D-RM).

**ADOPTED** this \_\_\_\_\_ Day of \_\_\_\_\_, 2026.

TOWN OF WAYNESVILLE

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

ATTEST:

\_\_\_\_\_  
Candace Poolton, Town Clerk

APPROVED AS TO FORM:

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



# Application for Special Events Permit

## I. General Information

EVENT NAME: Appalachian True Heritage Festival

EVENT DATE(S): April 17 and 18, 2026  
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

IF THIS EVENT IS A PARADE OR ROAD RACE: Please provide a full route description and map  
Close Church St. to Pigeon St. at 9 a.m. on Friday, May 2. The rest of Main Street will be close at 10 pm Friday until 5 pm Saturday.

SET-UP TIME (START/END):

EVENT HOURS: 6 to 9 pm on April 17 and 10 am to 5 pm on April 18

DISMANTLE HOURS (START/END): 5-6 pm on April 18

ESTIMATED ATTENDANCE: 3,000 – 5,000

BASIS ON WHICH THIS ESTIMATE IS MADE: estimate based on past 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: Downtown Waynesville Commission

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

APPLICANT NAME: Beth Gilmore TITLE: DWC Executive Director

ADDRESS: 9 S Main Street CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-550-8122 FAX#:  EMAIL: bethgilmore@waynesvillenc.gov

ON-SITE CONTACT: Beth Gilmore TITLE:

ADDRESS:

PHONE #:  CELL PHONE #: 828-550-8122 EMAIL: bethgilmore@waynesvillenc.gov

**III. Brief Description of Event**

On Friday night, we will host a concert under the arch from 6 to 8:30 p.m. including a beer garden in the parking lot adjacent to The Scotsman. The festival on Saturday will include a craft vendor market along Main Street and live heritage craft demonstrations in the UCB parking lot, Main Street walking tours by Alex McKay, a true crime trail, and live musical performances.

**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 to Wells Way
2. Depot to Montgomery
3. Church St to Montgomery, East St to Wall Street

**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 Number of Band(s): 1 band & 1 lumberjack arena 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 16 S Main Street lobby for a Waynesville museum  
☐ ☒ 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: up to 100 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?  
Courthouse (2), UCB bank (3), Wall Street (1), Town Hall/shuttle stop (3), Shelton House (4)

- ☒ ☐ 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).  
\$150 / single craft vendors, \$230 / double craft vendors, \$175 single food vendors

- ☒ ☐ 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?

Public parking available on side streets and Wall Street, in the public parking garage and public lots on Montgomery and Church/Haywood Streets.

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?

Additional cans will be placed throughout the event space. A small crew will be designated to empty cans throughout the day. Large dumpsters will be positioned nearby to collect bags.

**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 &  
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:	Waynesville Christmas Parade
EVENT DATE(S):	Monday- December 7, 2026
	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, Walnut Street to Haywood Street
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	4 to 6 p.m.
EVENT HOURS:	6 - 7 p.m.
DISMANTLE HOURS (START/END):	7 to 8 p.m.
ESTIMATED ATTENDANCE:	5,000
BASIS ON WHICH THIS ESTIMATE IS MADE:	Record of past 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:	Town of Waynesville - The Downtown Waynesville Commission						
ARE YOU A NON PROFIT CORPORATION?	No	X	Yes	If yes, are you	501c(3)	501c(6)	Place of Worship
APPLICANT NAME:	Beth Gilmore			TITLE: Downtown Waynesville Executive Director			
ADDRESS:	9 S. Main Street, PO Box 100			CITY :	Waynesville	STATE: NC	ZIP 28786
PHONE:	828-550-8122			FAX#:		EMAIL:	bethgilmore@waynesvillenc.gov
ON-SITE CONTACT:	Beth Gilmore			TITLE: Downtown Waynesville Executive Director			
ADDRESS:	9 S. Main Street, PO Box 100			CITY :	Waynesville	STATE: NC	ZIP 28786
PHONE #:	456-3517			CELL PHONE #:	550-8122	EMAIL:	bethgilmore@waynesvillenc.gov

III. Brief Description of Event
<b>The Waynesville Christmas parade is a nighttime parade, held the first Monday of December at 6 p.m. Parade entries are staged along residential streets near the north end of Main Street, including: Boundary, Hazel, Cherry and Maple Streets (typically facilitated by the Waynesville Kiwanis Club) between 4 and 6 p.m. The parade begins at 6 p.m. at the corner of North Main and Walnut Street and ends at South Main/Haywood Street.</b>
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. Close residential streets to all traffic except residents and floats for staging by 4 p.m: Boundary, Hazel, Cherry and Maple Streets.
2. Close Walnut Street at 5 p.m. Close N. Main at Howell Street (detour traffic via Wall St). Clear Main Street traffic by 5:45.
3. Police cars and volunteers, and orange barricades are used to block side street entrances/intersections including: Church, East, Depot, Pigeon and Academy Streets.

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: 0      Number of Band(s): 0      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: \_\_\_\_\_ 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?

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

## VI. Additional Questions

How will <b>parking</b> be accommodated for this event?	Public parking will be available on Wall, Miller and Montgomery Streets, and the justice center parking deck. Signs will be posted on Main Street early Monday to let residents and patrons know that the street will be closed for the parade.
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 <b>trash</b> be contained and removed during and after the event?	Permanent receptacles along Main Street have proven sufficient. Town street/sanitation dept crews will change out liners prior to the event.
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:





# Application for Special Events Permit

## I. General Information

EVENT NAME:	<u>The 42nd Annual Church Street Art &amp; Craft Show</u>
EVENT DATE(S):	<u>October 10, 2026</u>
	<small>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.</small>
LOCATION	<u>Main Street (from Pigeon to Wells Way)</u>
IF THIS EVENT IS A PARADE OR ROAD RACE	<u>Please provide a full route description and map</u>
SET-UP TIME (START/END):	<u>Oct. 11 at 9 p.m. until Oct. 12 at 9:30 a.m.</u>
EVENT HOURS:	<u>10 a.m. to 5 p.m.</u>
DISMANTLE HOURS (START/END):	<u>5 to 7 p.m.</u>
ESTIMATED ATTENDANCE:	<u>10,000</u>
BASIS ON WHICH THIS ESTIMATE IS MADE:	<u>Past event data</u>
COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000.	<u>Please attach proof of insurance (or applicable rider).</u>

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME:	<u>The Downtown Waynesville Commission</u>						
ARE YOU A NON PROFIT CORPORATION?	No	<input checked="" type="checkbox"/>	Yes	If yes, are you	501c(3)	501c(6)	Place of Worship
APPLICANT NAME:	<u>Beth Gilmore</u>			TITLE: <u>Executive Director, DWC</u>			
ADDRESS:				CITY :	<u>Waynesville</u>	STATE: <u>NC</u>	ZIP <u>28786</u>
PHONE:	<u>828-550-8122</u>		FAX#:			EMAIL:	<u>bethgilmore@waynesvillenc.gov</u>
ON-SITE CONTACT:	<u>Beth Gilmore</u>			TITLE: <u>DWC Director</u>			
ADDRESS:	<u>9 S Main Street Waynesville, NC 28786</u>						
PHONE #:			CELL PHONE #:	<u>(828) 550-8122</u>		EMAIL:	<u>bethgilmore@waynesvillenc.gov</u>

III. Brief Description of Event
<p><b>Craft and food vendors fill Main Street for a one-day market style vendor event featuring handmade art &amp; craft items. Live bands and dance groups perform throughout the day on stages at each end of the street.</b></p>
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
2. Church at Montgomery Street, East at Wall Street, Depot at Montgomery Street, Miller Street
3. Truist Bank parking lot, Mountaineer alleyway entrances to Main Street

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). \$175 jury + booth fee
- ☒ ☐ 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?

Public parking areas surrounding Main Street, Miller Street lot, Wall Street, and the public parking deck near the Justice Center

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 nearby on Wall Street and Depot Street

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

YES (for Saturday event set up traffic)

**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:



# Application for Special Events Permit

## I. General Information

EVENT NAME:	Mountain Street Dances (3)
EVENT DATE(S):	June 26, July 17, August 7, 2026
	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	North Main Street (Historic Courthouse block- between Depot Street intersection and Wells Way)
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	4 to 6 pm
EVENT HOURS:	6:30 to 9 pm
DISMANTLE HOURS (START/END):	9 to 10 pm
ESTIMATED ATTENDANCE:	1,500 – 2,000
BASIS ON WHICH THIS ESTIMATE IS MADE:	Past 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:	Downtown Waynesville Commission (DWC)						
ARE YOU A NON PROFIT CORPORATION?	No	X	Yes	If yes, are you	501c(3)	501c(6)	Place of Worship
APPLICANT NAME:	Beth Gilmore			TITLE: DWC Executive Director			
ADDRESS:	9 S. Main Street		CITY : Waynesville		STATE: NC ZIP 28786		
PHONE:	828-550-8122		FAX#:			EMAIL: bethgilmore@waynesvillenc.gov	
ON-SITE CONTACT:	Beth Gilmore			TITLE: DWC Executive Director			
ADDRESS:							
PHONE #:			CELL PHONE #:	828-550-8122		EMAIL:	

III. Brief Description of Event
<p><b>Friday night Mountain Street Dances</b> are an opportunity for the community to come together on Main Street to celebrate a piece of Appalachian culture and participate in an authentic square dance, officiated by caller Joe Sam Queen. One block of Main Street is closed from 4 to 10 p.m. from Depot Street to Wells Way. A stage is set up in front of the Mountaineer, facing the historic courthouse, where people gather on the lawn for live music, performances by clogging teams and square dancing in the street. Set up involves: a stage and stage skirt, 4 sets of bleachers and trash cans.</p>
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. North Main Street is closed from Depot Street to Wells Way from 4 to 10 pm

2.

3.

V. Event Details
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YES NO

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale or <b>use of alcoholic beverages</b> ?
		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 checked="" type="checkbox"/>	<input type="checkbox"/>	Does the event involve the <b>sale of food</b> ? _____
		If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be <b>musical entertainment</b> at your event? IF "YES" provide the following information:
		Number of Stages: <u>1</u> Number of Band(s): <u>1</u> Amplification? <u>yes</u>
		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 <b>occupied building</b> ? Address _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing <b>vacant building</b> ? Address _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will there be any <b>tents or canopies</b> in the proposed event site? Please provide the following information:
		Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? <input type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the use of <b>pyrotechnics</b> ? Explain _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you provide <b>portable toilets</b> for the general public attending your event? IF SO, how many and where will they be located? <u>1 unit near the Justice Center bldg.</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you require <b>electrical hookup</b> for the event? Generators? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require <b>access to water</b> for the event? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will <b>admission fees</b> be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will <b>fees be charged to vendors</b> to participate in this event? If "YES", please provide the amount(s). _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will <b>signs and/or banners</b> be displayed as part of the event? If "YES" have you applied for a sign permit? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will <b>inflatable parade balloons</b> be used for the event? Provide details if necessary.

## VI. Additional Questions

How will <b>parking</b> be accommodated for this event?	Most of Main Street will remain open for parking. Public parking will also be available on Wall, Miller and Montgomery Streets, in addition to the nearby justice center parking deck. Signs will be posted on Main Street in front of the Mountaineer and historic courthouse early Friday to let residents and patrons know that the town will close that part of the street to vehicular traffic at 4 p.m. for set up
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### 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?

Town staff and DWC volunteers will set out trash cans on Main Street near the stage area prior to the event. At the end of the event, garbage bags will be left on the sidewalk for the town crew to haul away.

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

NO

**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: A Smoky Mountain Christmas

EVENT DATE(S): Saturday- December 12, 2025

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

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

SET-UP TIME (START/END): 3 to 6 p.m.

EVENT HOURS: 6 to 9 p.m.

DISMANTLE HOURS (START/END): 9 to 10 p.m.

ESTIMATED ATTENDANCE: 8,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Record of past 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: The Downtown Waynesville Commission

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

APPLICANT NAME: Beth Gilmore TITLE: Downtown Waynesville Executive Director

ADDRESS: 9 S. Main Street, PO Box 100 CITY: Waynesville STATE: NC ZIP 28786

PHONE: 828-550-8122 FAX#:  EMAIL: bethgilmore@waynesvillenc.gov

ON-SITE CONTACT: Beth Gilmore TITLE: Downtown Waynesville Executive Director

ADDRESS: 9 S. Main Street, PO Box 100 CITY: Waynesville STATE: NC ZIP 28786

PHONE #: 456-3517 CELL PHONE #: 828-550-8122 EMAIL: bethgilmore@waynesvillenc.gov

III. Brief Description of Event
<b>Main Street will transform into a nostalgic “hometown Christmas” scene with horses-drawn wagon rides, luminaries, Ice sculptures, Santa Claus, live music and entertainment and a popular “Elf Trail” for kids. Shops are encouraged to extend hours of operation for holiday shopping. This event traditionally happens in conjuncture with the live nativity event at First Baptist Church.</b>
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. Close Main Street from Pigeon Street to Wells Way.
2. Closure at Depot and Montgomery Streets AND Church and Montgomery Streets.
3. Close Main Street at Miller Street. Close East Street at Wall Street.  
Roads close at 4:30. Reopen by 10 p.m.

V. Event Details
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**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: \_\_\_\_\_ Sidewalk music \_\_\_\_\_ Number of Band(s): \_\_\_\_\_ 6 to 10 \_\_\_\_\_ 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: 1-3 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?
- ☐      ☒ 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 will be available on Wall, Miller and Montgomery Streets, surrounding residential streets and the justice center parking deck. Signs will be posted on Main Street early Saturday to let residents and patrons know that the town will close the street to vehicular traffic at 4 p.m.

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?

Town staff and DWC volunteers will set out additional trash cans on Main Street in high traffic areas. Town street/sanitation crews will also change out liners in the permanent cans along Main Street and replace as needed. At the end of the event, garbage bags will be left on the sidewalk for the town crew to haul away.

**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:**

**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:



# Application for Special Events Permit

## I. General Information

EVENT NAME:	Stars & Stripes Kids Parade
EVENT DATE(S):	Saturday- July 4, 2026
	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	N Main Street - Historic Courthouse
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	8 AM
EVENT HOURS:	11:00 am – 1:00 pm
DISMANTLE HOURS (START/END):	1 – 2 pm
ESTIMATED ATTENDANCE:	2,500
BASIS ON WHICH THIS ESTIMATE IS MADE:	Past 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:	Downtown Waynesville Commission						
ARE YOU A NON PROFIT CORPORATION?	No	X	Yes	If yes, are you	501c(3)	501c(6)	Place of Worship
APPLICANT NAME:	Beth Gilmore			TITLE: Executive Director			
ADDRESS:	PO Box 224		CITY : Waynesville		STATE: NC ZIP 28786		
PHONE:	828-550-8122		FAX#:			EMAIL: bethgilmore@waynesvillenc.gov	
ON-SITE CONTACT:	Beth Gilmore			TITLE:			
ADDRESS:							
PHONE #:			CELL PHONE #:			EMAIL:	

<b>III. Brief Description of Event</b>
<b>The Stars &amp; Stripes Celebration includes a Kids Parade and Haywood Community Band Concert at the Historic Courthouse. Kids and families gather in front of the Historic Courthouse to prepare for the parade to start at 11 AM (registration begins at 10). Led by police and a member of the Town Council, the parade follows Main Street to First Baptist Church where it ends with an ice cream social. Music and entertainment will be placed on Main Street sidewalks throughout the afternoon. The Haywood Community Band will perform a patriotic concert on the Courthouse Lawn at 2 pm.</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. Miller Street stays closed at Main Street (the crosswalk) from 10am-3pm due to high volume of pedestrian traffic.
2. Closures needed at Church/Montgomery, Depot/Montgomery, East/Wall for the duration of the parade (45 minutes – 1 hour)
- 3.

<b>V. Event Details</b>
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**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: 0 Number of Band(s): 3-5 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: 3 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? NO
- ☐ ☒ 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?

Public parking on and around Main, Miller, Depot and Wall Streets;  
Montgomery and Wall Street parking lots; 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?

Additional trash cans will be provided at the Historic Courthouse during parade prep.

**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 or  
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:	Treats on the Street (Halloween event)
EVENT DATE(S):	Saturday- October 31, 2026
	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
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	3 p.m.
EVENT HOURS:	5 to 7 p.m.
DISMANTLE HOURS (START/END):	7 to 8 p.m.
ESTIMATED ATTENDANCE:	5,000
BASIS ON WHICH THIS ESTIMATE IS MADE:	Record of past 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:	The Downtown Waynesville Commission							
ARE YOU A NON PROFIT CORPORATION?	No	X	Yes	If yes, are you	501c(3)	501c(6)	Place of Worship	
APPLICANT NAME:	Beth Gilmore			TITLE: Downtown Waynesville Executive Director				
ADDRESS:	9 S. Main Street, PO Box 100			CITY :	Waynesville	STATE: NC	ZIP 28786	
PHONE:	828-550-8122			FAX#:	EMAIL: bethgilmore@waynesvillenc.gov			
ON-SITE CONTACT:	Beth Gilmore			TITLE: Downtown Waynesville Executive Director				
ADDRESS:	9 S. Main Street, PO Box 100			CITY :	Waynesville	STATE: NC	ZIP 28786	
PHONE #:	456-3517			CELL PHONE #:	550-8122			EMAIL: bethgilmore@waynesvillenc.gov

<b>III. Brief Description of Event</b>
<b>Children in Halloween costumes fill Main Street on Halloween night for “Treats on the Street.” From 5 to 7 p.m. participating merchants/businesses line the sidewalks of Main Street to distribute candy to trick-or-treaters. Participating churches and/or civic groups set up on each end of Main Street (in front of Town Hall and The Mountaineer/courthouse) with treats and Halloween-themed music. Typically, the event occurs on the same night that children are trick-or-treating in surrounding neighborhoods, and in conjunction with the Fall Carnival at First Baptist Church and First Methodist Church’s “Trunk or Treat”</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. Close Main Street from Pigeon Street to Wells Way (boom trucks on each end).
2. Closure at Depot and Montgomery Streets AND Church and Montgomery Streets.
3. Police cars and volunteers, and orange barricades are used to block side street entrances/intersections.

<b>V. Event Details</b>
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**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: 0 Number of Band(s): 0 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: \_\_\_\_\_ 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?  
Town Staff will stake up to 7 small signs with event day and time along Main Street and Wall Street during the week leading up to the event
- ☐ ☒ 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 will be available on Wall, Miller and Montgomery Streets, in addition to the First Baptist Church parking lot and the justice center parking deck. Signs will be posted on Main Street early Monday to let residents and patrons know that the town will close the street to vehicular traffic at 3 p.m.

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?

Permanent receptacles along Main Street have proven sufficient. Town street/sanitation dept crews will change out liners prior to the event.

**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:**

**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:



# Application for Special Events Permit

## I. General Information

EVENT NAME: Christmas Tree Lighting

EVENT DATE(S): SATURDAY, December 5, 2026

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: In front of Town Hall- 9 S. Main Street

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

SET-UP TIME (START/END): 3:00 p.m.

EVENT HOURS: 5 - 5:30 p.m.

DISMANTLE HOURS (START/END): 5:30 – 6:00 p.m.

ESTIMATED ATTENDANCE: 1,200

BASIS ON WHICH THIS ESTIMATE IS MADE: Past 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: Downtown Waynesville Commission (DWC)

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

APPLICANT NAME: Beth Gilmore TITLE: DWC Exec. Director

ADDRESS: 9 S. Main Street CITY: Waynesville STATE: N.C. ZIP 28721

PHONE: 828-550-8122 FAX#:  EMAIL: bethgilmore@waynesvillenc.gov

ON-SITE CONTACT: Beth Gilmore TITLE: DWC Exec. Director

ADDRESS: Same as above

PHONE #:  CELL PHONE #:  EMAIL:



**III. Brief Description of Event**

Town Council members will light the town tree on Saturday before the Town Christmas parade, to kick off the Christmas season on Main Street. The lighting ceremony will include a short program with live music and carols, hot cocoa and opportunities to support Haywood Co. children in foster care by "adopting an angel" from the Town's Christmas tree.

**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. One block of Main Street will be closed from the Church/East Street intersection to the Watami parking lot.

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? \_\_\_\_\_

☒ ☐ 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.

☐ ☒ 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: \_\_\_\_\_ 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? \_\_\_\_\_

☐ ☒ 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

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?

Public trash receptacles

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

TBD

**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:



# Application for Special Events Permit

## I. General Information

EVENT NAME: OASIS SHRINERS SPRING PARADE

EVENT DATE(S): 6-13-2024

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, NC.

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

SET-UP TIME (START/END): LINE UP AT 1:00 PM. PARADE AT 2:00 PM

EVENT HOURS: PARADE 2:00 PM

DISMANTLE HOURS (START/END): 2:30 - 3:00 PM

ESTIMATED ATTENDANCE: 250

BASIS ON WHICH THIS ESTIMATE IS MADE: PRIOR PARADES.

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: OASIS SHRINERS

ARE YOU A NON PROFIT CORPORATION? ☒ No ☐ Yes If yes, are you 501c(3) 501C(3) Place of Worship N/A

APPLICANT NAME: TIM FARRIS TITLE: POTENTATE

ADDRESS: 604 Doug Mares Place CITY: Charlotte STATE: N.C. ZIP: 28262

PHONE: (704) 549-9600 FAX#: \_\_\_\_\_ EMAIL: tfarris@oasisshriners.org

ON-SITE CONTACT: RECK BARBER TITLE: DIRECTOR

ADDRESS: 604 Doug Mares Place CHARLOTTE, N.C. 28262

PHONE #: \_\_\_\_\_ CELL PHONE #: 704 473-6583 EMAIL: reckbarber@oasisshriners.org

### III. Brief Description of Event

**02313 SHERMANS CEREMONIAL & PARADE**

### 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 PEBBLE ST TO WALNUT ST.**

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? \_\_\_\_\_

☐


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.

☐


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: 1

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? \_\_\_\_\_

☐


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

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?

N/A

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

No

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

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- \* 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

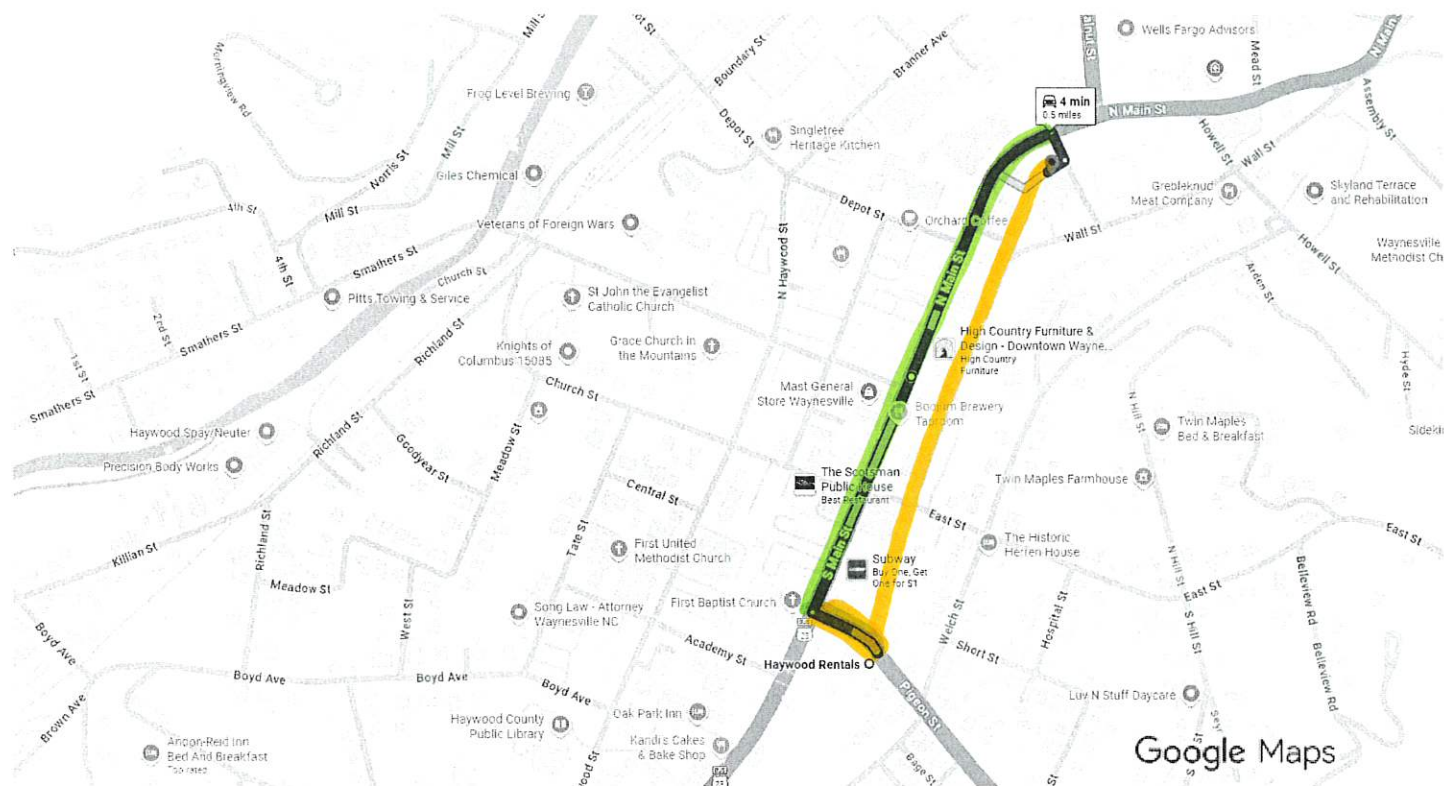
Application approved

Application denied

Google Maps

Haywood Rentals, 58 Pigeon St, Waynesville,  
NC 28786 to Wells Funeral Home & Cremation Services, 296 N Main  
St #3812, Waynesville, NC 28786

Drive 0.5 mile, 4 min



Map data ©2025 Google 200 ft

**Haywood Rentals**

58 Pigeon St, Waynesville, NC 28786

- ↑ 1. Head northwest on Pigeon St toward Wall St  
285 ft
- ↘ 2. Turn right onto S Main St  
 ⓘ Pass by Truist (on the left in 0.2 mi)  
0.4 mi
- ↘ 3. Turn right  
115 ft
- ↘ 4. Turn right  
 ⓘ Destination will be on the left  
72 ft

**Wells Funeral Home & Cremation Services**

296 N Main St #3812, Waynesville, NC 28786



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/27/2025

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

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


<b>PRODUCER</b> McMahon Agency Inc 2301 George Urban Blvd  Depew NY 14043		<b>CONTACT NAME:</b> Kelly Wahl <b>PHONE (A/C, No, Ext):</b> (716) 837-3943 <b>FAX (A/C, No):</b> (716) 836-3356 <b>E-MAIL ADDRESS:</b> kwahl@emsinsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> The Cincinnati Casualty Company	
		<b>INSURER B:</b> Cincinnati Insurance Companies	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** CL2571809389 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			EPP 0545516	07/19/2025	07/19/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			EPP 0545516	07/19/2025	07/19/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per accident) \$				
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		PROPERTY DAMAGE (Per accident) \$				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			EPP 0545516	07/19/2025	07/19/2026	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB		CLAIMS-MADE				AGGREGATE \$ 2,000,000
							\$
	DED		RETENTION \$ 10,000				
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			EWC 0545518	07/19/2025	07/19/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Town of Waynesville, NC 16 S. Main Street Suite 110 Waynesville NC 28786	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Application for Special Events Permit

## I. General Information

EVENT NAME:	The Whole Bloomin' Thing
EVENT DATE(S):	May 9 <sup>th</sup> , 2026
	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 and Depot Street / Frog Level
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	530am to 4:30 pm
EVENT HOURS:	9 AM- 4 PM
DISMANTLE HOURS (START/END):	3:30- 4:15
ESTIMATED ATTENDANCE:	2k
BASIS ON WHICH THIS ESTIMATE IS MADE:	Previous years 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:	Frog Level Historic Association							
ARE YOU A NON PROFIT CORPORATION?	No	Yes	X	If yes, are you	501c(3)	X	501c(6)	Place of Worship
APPLICANT NAME:	Cassandra Carter			TITLE:	Treasurer			
ADDRESS:	56 Commerce St.			CITY :	Waynesville		STATE:	NC
	ZIP	28786						
PHONE:	82827662		FAX#:			EMAIL:	Cass.carter@7clansbrewing.com	
ON-SITE CONTACT:	Cassandra Carter/ Monte Bumbernick						TITLE:	Directors
ADDRESS:	56 Commerce St.							
	82827662							
PHONE #:	30		CELL PHONE #:			EMAIL:	Cass.carter@7clansbrewing.com	



**III. Brief Description of Event**

**Festival vendors are local and regional artisans, growers. Annual, perennial's, shrubs and Trees are a big part of what is sold.**

**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 - Beside Panacea to the red light on Depot.

2. Depot Street , end of Trader parking lot to the railroad track.

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? \_\_\_\_\_

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

Number of Stages: 1 Number of Band(s): 2 Amplification?            Minimal/ only the equipment the band has           

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: 80ish 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

☒ ☐ Hand washing station , Handicap porta john and single porta john, located beside Open Door in Alley.  
where will they be located? \_\_\_\_\_

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

☒ ☐ Will you require **access to water** for the event? Explain

☒ ☐ Plants will need water through out the day. Water access in parking lot is the only one needed

☐ ☒ 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).

☒ ☐ Food Vendors 75.00 and 45.00 for artisans and non profits / \$55 for growers

☐ ☒ 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 <b>parking</b> be accommodated for this event?	Haywood Builders, Armory , Parking Deck, Parking area behind Town and upper part of Depot Street. Spaces are already allotted for Handicap parking.
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 <b>trash</b> be contained and removed during and after the event?	Town delivers a dumpster , placed in Alley beside Open Door , we keep How will trash be contained and removed during and after trash emptied in Dumpster , ended.

**Volunteers:** Will you require Civilian Police Volunteers for your event? Yes Please! They were such a great help during last years event.

**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.

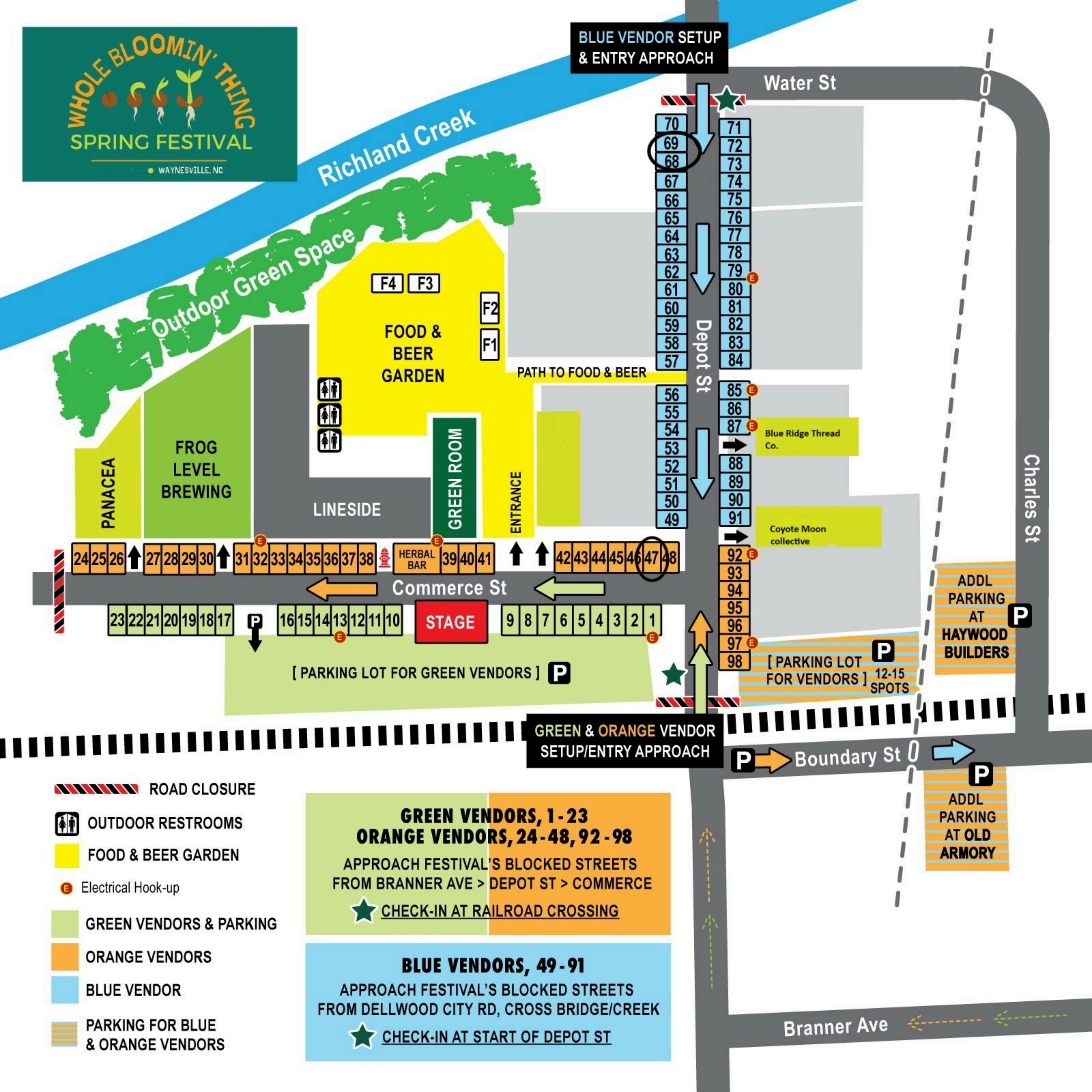
### FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:





BLUE VENDOR SETUP  
& ENTRY APPROACH

Water St

Outdoor Green Space

F4 F3

FOOD &  
BEER  
GARDEN

F2  
F1

PATH TO FOOD & BEER

Depot St

- 70
- 69
- 68
- 67
- 66
- 65
- 64
- 63
- 62
- 61
- 60
- 59
- 58
- 57

- 71
- 72
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- 79
- 80
- 81
- 82
- 83
- 84

PANACEA

FROG  
LEVEL  
BREWING

LINESIDE

GREEN ROOM

ENTRANCE

- 24 25 26
- 27 28 29 30
- 31 32 33 34 35 36 37 38
- HERBAL BAR
- 39 40 41
- 42 43 44 45 46 47 48

Commerce St

STAGE

- 23 22 21 20 19 18 17
- 16 15 14 13 12 11 10
- 9 8 7 6 5 4 3 2 1

[ PARKING LOT FOR GREEN VENDORS ]

- 56
- 55
- 54
- 53
- 52
- 51
- 50
- 49

Blue Ridge Thread Co.

Coyote Moon collective

- 92
- 93
- 94
- 95
- 96
- 97
- 98

[ PARKING LOT FOR VENDORS ] 12-15 SPOTS

ADDL  
PARKING  
AT  
HAYWOOD  
BUILDERS

Charles St

GREEN & ORANGE VENDOR  
SETUP/ENTRY APPROACH

Boundary St

ADDL  
PARKING  
AT  
OLD  
ARMORY

Branner Ave

ROAD CLOSURE

OUTDOOR RESTROOMS

FOOD & BEER GARDEN

Electrical Hook-up

GREEN VENDORS & PARKING

ORANGE VENDORS

BLUE VENDOR

PARKING FOR BLUE  
& ORANGE VENDORS

GREEN VENDORS, 1-23  
ORANGE VENDORS, 24-48, 92-98

APPROACH FESTIVAL'S BLOCKED STREETS  
FROM BRANNER AVE > DEPOT ST > COMMERCE

CHECK-IN AT RAILROAD CROSSING

BLUE VENDORS, 49-91

APPROACH FESTIVAL'S BLOCKED STREETS  
FROM DELLWOOD CITY RD, CROSS BRIDGE/CREEK

CHECK-IN AT START OF DEPOT ST



**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date 02/10/2026**

**SUBJECT:** Promotion of Paige Shell to Lieutenant

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Police Department  
**Contact:** Chief David Adams  
**Presenter:** Chief David Adams

**BRIEF SUMMARY:**

Sgt. Paige Shell has been promoted to Lieutenant of Criminal Investigations.

**MOTION FOR CONSIDERATION**

**FUNDING SOURCE/IMPACT:**

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Ian Barrett, Finance Director

Date

**ATTACHMENT:**

**MANAGER'S COMMENTS:**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION Meeting  
Date: 2/10/26**

**SUBJECT** Presentation of awards to 2025 Christmas parade winners

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** DWC

**Contact:** Beth Gilmore

**Presenter:** Eva Hansen, Kiwanis Club President

**BRIEF SUMMARY :** The Kiwanis Club would like to present first-, second- and third- place plaques to the top three Christmas parade winners.

**MOTION FOR CONSIDERATION:** N/A

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:** None

**MANAGER'S COMMENTS:**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 2/10/2026**

**SUBJECT:**

Request for Town Council Support to Engage Haywood County Commissioners on Reinstatement of Annual Recreation Funding

**AGENDA INFORMATION:**

**Agenda Location:** Presentation

**Item Number:**

**Department:** Recreation

**Contact:** Dan Schultz/Eva Hansen

**Presenter:** Dan Schultz/Eva Hansen

**BRIEF SUMMARY:** Town Council is asked to consider moving forward as a unified body to engage the Haywood County Board of Commissioners regarding the reinstatement of annual county funding for Town recreation facilities and programs. Data reviewed by Council and the Parks and Recreation Advisory Commission demonstrates that a significant portion of facility usage and program participation comes from Haywood County residents who live outside Town limits. Reinstated county funding would support facilities and programs that serve residents countywide. The specific funding amount would be determined through discussions with Haywood County.

**MOTION FOR CONSIDERATION:** Authorize Town Council to move forward as a unified body to engage the Haywood County Board of Commissioners in discussions regarding the reinstatement of annual county funding for Town recreation facilities and programs, with the funding amount to be determined.

**FUNDING SOURCE/IMPACT:** none

**ATTACHMENTS:** PowerPoint slideshow showing data and memorandum.

**RECREATION DIRECTOR'S COMMENTS AND RECOMMENDATIONS:**

Town recreation facilities and programs operate as regional assets that serve residents from across Haywood County, not solely Town residents. Usage and participation data reviewed by



Council and the Parks and Recreation Advisory Commission indicates that a substantial number of users reside outside Town limits.

While the Town continues to fund the full cost of operations, maintenance, and capital needs, the demand for these services reflects a broader countywide benefit. Council engagement with Haywood County would allow for a coordinated and unified presentation of data, community impact, and shared benefit. Reinstated annual funding would promote a more equitable funding partnership and support the long-term sustainability of recreation facilities and programs that benefit residents throughout Haywood County.

# Waynesville Recreation Center A Regional --- Investment Question

Presented by the Waynesville Parks & Recreation  
Advisory Commission

February 10, 2026

# Background

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- The Waynesville Recreation Center operates as a regional facility.
- Haywood County contributed ~\$70,000 annually prior to 2009
- County operating support was suspended during the recession
- That funding has not been restored for over 15 years
- Today, the Town solely funds a facility used primarily by County residents.



# Regional Impact Snapshot

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- 2,800+ participants served annually
- Program participation increased by over 400% in five years
- FY25 program revenue: \$684,000
- 150–200 program participants waitlisted annually
- Revenue trend (2019–2025):  
\$768K → \$223K → \$314K → \$412K → \$524K → \$684K  
Annual spend: \$2.29M–\$2.90M. Revenue is improving, but annual costs remain ~4–10x higher than revenue.

Majority of Rec Center Participants are County residents!

- ~65% County residents
- ~35% Town residents

# Demand Is Growing — So Is the Town's Subsidy

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- Youth programs routinely sell out:
  - Summer camps and after-school programs
  - 150–200 children waitlisted each year
- Studies show access to parks and recreation can reduce mental health issues by 20–25% and increase physical activity by 15–20%, supporting lower obesity rates and improved overall community health.
- Estimated \$75k–\$100k in unrealized annual revenue
- Despite revenue growth, Town taxpayers subsidize:
  - \$2.2M–\$2.6M annually to operate the Recreation Center
- County investment directly supports youth development, working families, and safe after-school opportunities. Current funding and facility limitations prevent us from serving residents, and visitors/tourists who want to participate. Summer Camps and After school Programs consistently sell out



# A Reasonable Request

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- The Parks & Recreation Advisory Commission respectfully asks:
- Town Council submit a formal request to Haywood County
- Re-establish an annual operating contribution for FY27
- Contribution proportional to County usage (~65%)
- Goal: A fair, shared investment in a regional community resource. County support proportional to the share of non-Waynesville residents using the facility.





Gary Caldwell, Mayor  
Clarence "Chuck" Dickson, Mayor Pro Tem  
Julia Freeman, Councilmember  
Jon Feichter, Councilmember  
Anthony Sutton, Councilmember

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

## MEMORANDUM

**To:** Mayor and Town Council, Town of Waynesville

**From:** Waynesville Parks & Recreation Advisory Commission

**Date:** 2/10/2026

**Subject:** Request to Re-Engage Haywood County for FY27 Annual Support of the Waynesville Recreation Center (WRC)

### Purpose

The Waynesville Parks & Recreation Advisory Commission respectfully requests that the Town of Waynesville submit a formal request to Haywood County to reinstate an annual financial contribution to the Waynesville Recreation Center (WRC) beginning in **FY27**.

### Background

The WRC serves residents from across Haywood County and is a key community asset supporting recreation, wellness, and quality of life. While the Town of Waynesville funds the majority of WRC operations, a significant portion of WRC membership and usage comes from **non-Waynesville residents**, indicating countywide benefit.

### Recommendation

We recommend the Town request that Haywood County provide **annual financial support proportional to the percentage of WRC members who are non-Waynesville residents**. This approach is fair, data-driven, and reflects shared community benefit.

### Financial Context (Revenue vs Operating Cost)

The WRC generates meaningful revenue that has steadily recovered since the pandemic; however, annual operating costs remain substantially higher than revenue:

- **2019 (Pre-COVID) Revenue: \$767,786**
- **2021 Revenue: \$223,000 | Spent: \$2,531,907**
- **2022 Revenue: \$314,430 | Spent: \$2,768,092**
- **2023 Revenue: \$411,624 | Spent: \$2,291,338**
- **2024 Revenue: \$524,314 | Spent: \$2,681,926**
- **2025 Revenue: \$684,000 | Spent: \$2,904,423**

This demonstrates that while demand and revenue are increasing, the WRC remains a major public service supported primarily by Town taxpayers.

## **Next Steps**

If Council agrees, the requested county contribution amount would be **negotiated between the Town Manager and County Manager** and then presented to the **Haywood County Commissioners** for discussion and determination.

## **Request**

We respectfully request Council support to proceed with a formal request to Haywood County for FY27 WRC funding.

Sincerely,

Luke Kinsland  
Parks & Recreation Director

**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**Meeting Date: February 10, 2025**

**SUBJECT:** Main Street Mural Public Art Commission Presentation

**AGENDA INFORMATION:**

**Agenda Location:** Presentations  
**Item Number:**  
**Department:** Waynesville Public Art Commission  
**Contact:** Candace Poolton, Town Clerk/Assistant to Manager  
George Kenney, Chairman, Waynesville Public Art Commission  
**Presenter:** George Kenney, Chairman, Waynesville Public Art Commission

**BRIEF SUMMARY:**

The Waynesville Public Art Commission (WPAC) received 15 responses to our Request for Qualifications (RFQ) for a new mural that will be located at 121 N. Main Street. Following initial review of the RFQs the WPAC requested that 4 semifinalist present to their proposals to the WPAC and the public, and following those presentations at a special called meeting of the WPAC on February 10, the WPAC voted to select a finalist. The selected artist will be presenting their proposal to the Town Council so that the Council can decide if they wish to offer them this commission for the Town's newest Public Art Installation.

**MOTION FOR CONSIDERATION:**

- Motion to commission (artist name here-TBD) for the fabrication and installation of a public art installation to be located at 121 North Main Street.

**FUNDING SOURCE/IMPACT:** The Waynesville Public Art Commission was awarded a WNC Community Foundation Grant that was re-allocated from the DWC and HCAC in the total amount of \$24,920. The WPAC has also privately fundraised the rest of the funds needed to pay for the mural.

**ATTACHMENTS:**

- Draft Artist and Commissioning Contract

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

The Waynesville Public Art Commission has worked very closely with the public, building owner, and local historian throughout this process in order to develop a completed piece which they are proud of, and that the Town is proud of. The grants received do require that the mural has some historical significance to Waynesville.

## CONTRACT FOR ARTIST'S SERVICES

This contract ("Contract") made effective on \_\_\_\_\_ by and between \_\_\_\_\_, whose primary business address is located in \_\_\_\_\_ ("Client") and \_\_\_\_\_ whose primary business address is located in \_\_\_\_\_ ("Artist").

Whereas the management and general supervision of the project shall be the responsibility of \_\_\_\_\_.

Now, therefore, in consideration of the mutual promises and covenants of the parties set out in this Contract, the parties agree to the terms and conditions as follows:

### SCOPE OF WORK

The Client hereby commissions and engages the independent contracting services of the Artist, as follows:

- (A) To create, design, execute, and fabricate \_\_\_\_\_.  
The scope of work divides the Artist's services into three Phases. Phase I, which is related to design, Phase II, which is related to fabrication, and Phase III, which is related to delivery and installation.
- (B) To furnish all supplies, materials, and equipment as necessary for the creation, design, execution, fabrication, transportation, delivery, and installation of the work.
- (C) To prepare and submit all drawings, reports, and documents required here under
- (D) To carry and maintain a suitable policy of insurance to cover liability in respect of any act, default or omission by Artist arising out of or in connection with the provision of the services in the amount equal to \$1,000,000.  
The Artist shall provide a certificate of insurance identifying the Client as an additional insured party under such Minimum Insurance Policy.
- (E) The Artist shall begin work after the execution of this Contract and payment of the design retainer fee.

The Client shall be responsible for the following:

- (A) To provide the Artist with copies of the drawings, reports, and other relevant data in order to properly design and execute the commissioned artwork.
- (B) If the artwork is to be completed onsite:
  - (A) To provide any materials that the parties have agreed will be provided by the Client, as listed by the artist as well as ladders as required by the artist.
  - (B) the project site facilities shall be adequately heated, lighted, ventilated, fan cooled, shall be clean, licensed and in good order, will have running water, an area for access to running water, slop sink or sink for washing brushes, lighting, emergency telephone access, and a restroom for the Artist's use.
  - (C) A storage space for materials to be kept safely overnight (if necessary).
  - (D) All government-required permits and insurance for the facilities, events, and activities.

### PAYMENT TERMS

The total price for this project is \$\_\_\_\_\_. A design retainer of \$1000 shall be paid before any work may begin. 50% of the balance due (\$\_\_\_\_\_) will be paid within 48 hours of work commencement, and the final payment of \$\_\_\_\_\_, is required from the Client within seven (7) days of completion of the work.

### PROPOSAL REVIEW

- (A) The Artist will provide the Client with an initial design proposal. Any requested changes must be made within 48 hours of receipt unless otherwise agreed upon mutually. The Artist will make changes based on their discretion. Up to two (2) rounds of change requests may be made, any further revisions will incur additional fees.
- (B) Following approval of the final proposal by the Client, the Artist will submit to the Client a detailed deliverables timetable and a finalized invoice.
- (C) The Artist agrees that the Client may photograph, film, videotape, and photocopy any printed materials that are part of the final proposal.

## OWNERSHIP OF ARTWORK

Until full payment has been made, the Artist shall retain ownership of all original artwork or the parts therein, whether preliminary or final. Upon full payment, the Client shall obtain ownership of the final work to use and distribute as they see fit, except for uses related to political campaigns, corporate advertising for external companies, or propaganda of any kind. The Artist shall retain the right to use the completed project as well as any preliminary designs for the purpose of design competitions, future design publications, educational purposes, marketing materials, and artist portfolio. The artist retains the right to create and sell digital versions of the artwork for profit, including prints, photographs, and NFTs.

## PRODUCTION SCHEDULE AND DELIVERY

The Client shall assume any shipping and insurance costs related to the project. Any alteration or deviation from the specifications that in once extra costs shall be executed only ion the approval of the Client. The Artist shall not incur any liability or penalty for delays in the completion of the project to the actions or negligence of the client, transportation delays, unforeseen illness, increment weather, fire, or other forced beyond the control of the Artist. In case of such events, the Artist shall be entitled to extend the completion or delivery of the project in the period equivalent to the period of said delay.

## CLAIMS PERIOD

Claims for defects, damages, and/or shortages must be made by the Client in writing within fifteen (15) days after the delivery of all or any part of the commissioned work. Failure to make such a claim within the stated period shall constitute the acceptance and an admission that the Artist has fully complied with the terms and conditions stated herein.

## CANCELLATION

In the event that the Client should need to cancel or postpone the project before work has begun, written notice is required 2 weeks or more prior to the scheduled commencement of work date if the project is in the tri-state area, and 4 weeks or more if the project will require travel. Failure to notify the Artist of cancellation or postponement within these timeframes will result in the forfeiture of the design deposit. Should cancellation occur after work has commenced, a fee for the work completed, based on the contract price and expenses already incurred, shall be paid by the client. In the event of cancellation of the project, ownership of all copyrights and the original artwork shall be retained by the Artist.

Any changes to the agreed upon design or location must be submitted in writing within 4 weeks of project commencement.

## ILLNESS AND ACCIDENTS

The Artist agrees to meet its obligations under this Agreement subject to legitimate incapacity by sickness or accident. Failure to meet its obligations under this section will result in the Artist returning any and all outstanding deposits to the Client.

## ACCEPTANCE OF AGREEMENT

This agreement shall be amended only by a written instrument signed by both parties hereto. By signing in the spaces below, the Client and the Artist accept and agree to all the terms and conditions set forth in this Contract as of the date first written above.

---

Artist signature

---

(date)

---

Artist signature

---

Date

Client signature

Date



**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**February 10, 2026**

**SUBJECT:** Addition of Full-Time Electrician Position to Support Town Facilities and Operations

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Department:** Public Works /Electric Department  
**Contact:** Laura Yonkers  
**Presenter:** Laura Yonkers

**BRIEF SUMMARY:** The Town of Waynesville is requesting approval to add one full-time Electrician position within the Electric Department to provide in-house electrical services for all Town departments and facilities.

Currently, the Town contracts electrical work to outside vendors, with projected costs exceeding \$70,000 for the upcoming year. These contracted services support routine maintenance, repairs, and project-related electrical work across Town facilities. While effective, continued reliance on contracted services results in higher long-term costs and reduced flexibility in scheduling and response times.

By adding a full-time Electrician, the Town can perform much of this work in-house, resulting in improved response times, enhanced coordination across departments, and greater cost efficiency. Although the position would be housed within the Electric Department, the Electrician would provide services to all Town departments and facilities as needed.

This position would allow the Town to reduce reliance on outside contractors, improve preventive maintenance, and ensure consistent standards and institutional knowledge across Town-owned facilities.

**MOTION FOR CONSIDERATION:** Approve the addition of one full-time Electrician position within the Electric Department to provide electrical services for all Town facilities and departments.

**FUNDING SOURCE/IMPACT:** Funding for the proposed full-time Electrician position will be provided through existing departmental budgets. The anticipated cost of the position is expected to be offset by a reduction in contracted electrical services, which are currently projected to exceed \$70,000 annually. No increase in rates or additional budget appropriations are anticipated at this time.

---

Ian Barrett, Finance Director

Date

**ATTACHMENT:**

Electrician Job Description

Pay Classification Table

**MANAGER'S COMMENTS:**

Mayor and Board,

This item requests approval to add one full-time Electrician position for the Town of Waynesville.

Currently, the Town contracts out most electrical work across our facilities. For the upcoming year, those contracted services are scheduled to exceed \$80,000. This includes routine maintenance, repairs, and project-related electrical work for multiple departments.

By bringing an Electrician in-house, the Town can reduce reliance on outside contractors, improve response times, and provide more consistent service across all Town facilities. While the position would be housed in the Electric Department, the Electrician would serve all departments as needed, allowing for better coordination and prioritization of work.

This position also provides operational flexibility. An in-house Electrician can address issues more quickly, support preventive maintenance, and assist with smaller projects that often require scheduling and coordination with outside vendors.

From a financial standpoint, the cost of this position is expected to be offset by a reduction in contracted electrical services. At this time, no additional budget appropriation or rate increase is anticipated.

Staff believes this position is a cost-effective and operationally sound solution and respectfully requests the Board's approval.

I'm happy to answer any questions.

## Startech

[Vendor Inquiry \[TOWN OF WAYNESVILLE\]](#) > [G/L Summary Browse](#)

Org	Org Desc	Account	Account Desc
10	Gen Fund	10 -123403-	CAT3 CO TX
104120	Admin	10 -4120-00-521990-	Prof. Serv
104130	Finance	10 -4130-00-533520-	Equip R&M
104260	Facilities	10 -4260-00-533510-	Bldg. Main
104340	Fire Dept.	10 -4340-00-533510-	Bldg. Main
106120	Pk./Rec.	10 -6120-00-533510-	Bldg. Main
106120	Pk./Rec.	10 -6120-00-533520-	Equip R&M
617122	Treatment	61 -7122-00-533510-	Bldg. Main
617122	Treatment	61 -7122-00-533520-	Equip R&M
828200	Garage	82 -8200-00-533330-	Pro.Gas

<u>Column</u>	<u>Total</u>
Non-Released Req Amount	0.00
Released Req Amount	0.00
Non-Posted PO Amount	0.00
Posted PO Amount	0.00
Inv Proof Amount	0.00
Open Inv Amount	0.00
Paid Inv Amount	18,838.22
Total	18,838.22

Search / Filter

## Brigman

Vendor Inquiry [TOWN OF WAYNESVILLE] > G/L Summary Browse

Org	Org Desc	Account
10	Gen Fund	10 -123400-
10	Gen Fund	10 -123403-
627122	Treatment	62 -7122-00-521990-
627122	Treatment	62 -7122-00-533540-

<u>Column</u>	<u>Total</u>
Non-Released Req Amount	0.00
Released Req Amount	0.00
Non-Posted PO Amount	0.00
Posted PO Amount	0.00
Inv Proof Amount	0.00
Open Inv Amount	0.00
Paid Inv Amount	2,639.18
Total	2,639.18

Search / Filter



## Haynes Technologies

Vendor Inquiry [TOWN OF WAYNESVILLE] > G/L Summary Browse

Org	Org Desc	Account	Account Desc	Non-Released Req
10	Gen Fund	10 -123400-	NC ST TX	
10	Gen Fund	10 -123403-	CAT3 CO TX	
104130	Finance	10 -4130-00-533520-	Equip R&M	

<u>Column</u>	<u>Total</u>
Non-Released Req Amount	0.00
Released Req Amount	0.00
Non-Posted PO Amount	0.00
Posted PO Amount	0.00
Inv Proof Amount	0.00
Open Inv Amount	0.00
Paid Inv Amount	605.89
Total	605.89

Search / Filter

Page

## Jackson Electric



Vendor Inquiry [TOWN OF WAYNESVILLE] > G/L Summary Browse

Org	Org Desc	Account	Account Desc	Nor
617121	Maint.	61 -7121-00-521990-	Prof. Serv	

<u>Column</u>	<u>Total</u>
Non-Released Req Amount	0.00
Released Req Amount	0.00
Non-Posted PO Amount	0.00
Posted PO Amount	0.00
Inv Proof Amount	0.00
Open Inv Amount	0.00
Paid Inv Amount	380.00
Total	380.00

\$3,330 – Billed 1/21/26

**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**February 10, 2026**

**SUBJECT:** Addition of Part-Time Wastewater Treatment Plant Position for Laboratory Support

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Department:** Public Works  
**Contact:** Laura Yonkers  
**Presenter:** Laura Yonkers

**BRIEF SUMMARY:** The Town of Waynesville Public Works Department is requesting approval to add one part-time position at the Wastewater Treatment Plant to provide laboratory support for state-required testing.

The Town has previously relied on intern assistance to support laboratory operations; however, that internship is concluding. To maintain compliance with state testing and reporting requirements, the department seeks to continue laboratory support through a part-time position.

In addition to meeting current operational needs, this position would allow the Town to train a staff member who could transition into a full-time role when one becomes available. This training is critical, as the current Laboratory Supervisor is eligible for retirement at any time, and no other existing staff are trained in required laboratory testing or reporting procedures. Should the supervisor retire without a trained replacement, the Town would be required to contract laboratory services to a third-party provider.

**MOTION FOR CONSIDERATION:** Approve the addition of a part-time lab assistant positions for the Wastewater Treatment Plant to training and lab assistance.

**FUNDING SOURCE/IMPACT:** Funding for the proposed part-time position will be provided through existing Water and Sewer Enterprise Funds. The anticipated cost is comparable to the current intern salary and is not expected to require an increase in utility rates or additional budget appropriations at this time.

---

Ian Barrett, Finance Director

Date

**ATTACHMENT:**

Part- Time Plant Job Description  
Pay Classification Table

**MANAGER'S COMMENTS:**

**Mayor and Council,**

This item requests approval to add one part-time laboratory assistant position at the Wastewater Treatment Plant.

The plant currently relies on intern support for state-required lab testing, and that internship is ending. This position will allow us to maintain compliance with required testing and reporting.

It also provides an opportunity to train a staff member to support succession planning, as our current Lab Supervisor is eligible for retirement and no other staff are currently trained in these duties. Without this position, the Town may need to contract lab services to a third party.

The position will be funded through existing Water and Sewer Enterprise Funds, at a cost comparable to the current intern salary, with no rate increase or additional budget impact.

Staff respectfully requests Council approval.

Thank you.

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR BOARD ACTION  
Meeting Date: February 10, 2026**

**SUBJECT:** Request for brick sidewalk installation along Walnut Street as part of NCDOT U-5839.

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Development Services

**Contact:** Elizabeth Teague, Development Services Director

**Presenter:** Elizabeth Teague, Development Services Director

**SUMMARY:**

NCDOT will replace “like” for “like” sidewalk as part of roadway improvement projects. If something different is requested, the local community must pay the cost difference. In 2017, NCDOT held public hearings to get input on the roadway designs for the Russ Avenue Improvement Project, U-5839. At that time, the public asked for brick pavers and curbing to be included along the east side of Walnut Street. The interest was to match the brick pavers and curbing that would be replaced on the other side, in front of First Presbyterian Church, and to improve the sidewalk along the frontage of the Spread Out Historic District.

NCDOT has provided an estimated cost differential to add brick pavers into the sidewalk to match what is across the street as \$54,526 and also provided a rough estimation to continue the pavers the length of the entire block to boundary Street as \$90,000. Staff seeks Council direction on these additional costs and to pursue a contract addendum for NCDOT to amend their plan. Once costs are finalized for the scope of work that Council approves, staff will then make a formal request for an allocation from the General Fund.

**MOTION FOR CONSIDERATION:**

1. Motion to approve a scope of work to include brick pavers into the sidewalk along Walnut Street, and for staff to proceed with finalizing an agreement with NCDOT.

**FUNDING SOURCE/IMPACT:**

Cost will be an additional \$55,000 for pavers along 300 linear feet of Walnut Street to match those across the Street, or an additional \$90,000 to continue brick pavers the full length of the block from Main Street to Boundary Street. A portion of these funds may be offset by fee-in-lieu payments associated with projects impacted by the roadway project (of which there are approximately \$22,000).

**ATTACHMENTS:**

- Email from Resident Engineer Max Buchanan of NCDOT
- Map of area

**MANAGER’S COMMENTS AND RECOMMENDATIONS:**

If Council can give staff direction on the scope of work and costs, we will develop an agreement with NCDOT and a budget amendment accordingly.

**Elizabeth Teague**

To: Town Council  
Subject: FW: [External] RE: C204823 / Russ Avenue - Brick Paver Sidewalk in lieu of Concrete Sidewalk

**From:** Buchanan (STV, Inc.), Max L <[ext-mlbuchanan@ncdot.gov](mailto:ext-mlbuchanan@ncdot.gov)>  
**Sent:** Thursday, January 22, 2026 2:53 PM  
**To:** Elizabeth Teague <[eteague@waynesvillenc.gov](mailto:eteague@waynesvillenc.gov)>  
**Cc:** Cook (KCI Associates of NC), Scott E <[ext-secook1@ncdot.gov](mailto:ext-secook1@ncdot.gov)>; Wells, Evan <[evan.wells@rsandh.com](mailto:evan.wells@rsandh.com)>; Stines, Jeff <[jeffrey.stines@hdrinc.com](mailto:jeffrey.stines@hdrinc.com)>; Keller (KCI Associates of NC), Brianna M <[ext-bmkeller@ncdot.gov](mailto:ext-bmkeller@ncdot.gov)>  
**Subject:** C204823 / Russ Avenue - Brick Paver Sidewalk in lieu of Concrete Sidewalk

Elizabeth,

As a follow up to our recent conversation, we have received the revised unit prices for both brick paver sidewalk and granite curb in the historic section of Russ Avenue. As a reminder, the original plans simply detailed placing brick sidewalk where brick sidewalk existing prior to construction. That said, we can certainly do brick paver sidewalk and granite curb on the opposite side as we're not so far down the line that we can't change that detail.

Below is an estimated worksheet showing the difference between our contract unit prices for concrete sidewalk/curb & gutter vs brick paver/granite curb unit prices. To interpret, the difference between what it would cost us to place concrete sidewalk and concrete curb & gutter vs brick paver sidewalk and granite curb is about \$55,000. That is for about 300 linear feet of sidewalk which matches that on the church side of Walnut Street/Russ Avenue. If you would like to take it on down closer to Boundary Street, another 200 linear feet, the difference approaches about \$90,000.

Let us know if you need more detail or if you have any questions during the Town's consideration.

Sidewalk	Unit	Unit Price	Cost	Additional
	SY	\$ 75.50	\$ 8.39	\$ 12,583.33
Curb and Gutter	LF	\$ 26.10	\$ 7,830.00	\$ 20,413.33
Granite Curb	LF	\$ 103.05	\$ 30,915.00	\$ 23,085.00
Brick Paver	SF	\$ 29.35	\$ 44,025.00	\$ 31,441.67
Total Additional Cost				\$ 54,526.67

Total Length	300
Total Width	5
Area	1500

**Max L. Buchanan, PE**  
Resident Engineer, MB3  
NCDOT Division 14  
(704) 582-1852 Mobile  
[ext-mlbuchanan@ncdot.gov](mailto:ext-mlbuchanan@ncdot.gov)  
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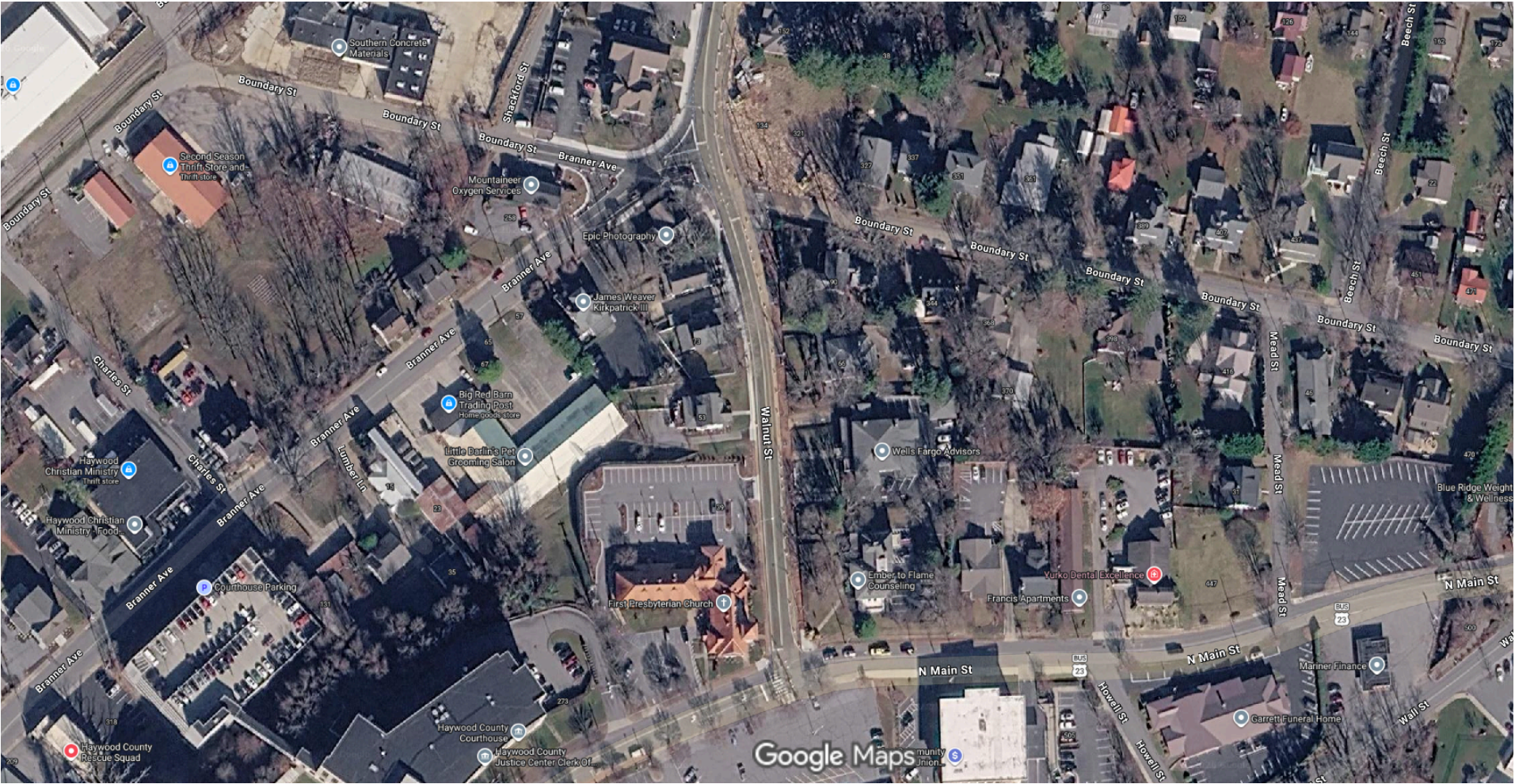
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**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**Meeting Date: February 10, 2026**

**SUBJECT:** Recycling Can Grant Opportunity.

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Town Council  
**Contact:** Jon Feichter, Councilmember  
**Presenter:** Jon Feichter, Councilmember

**BRIEF SUMMARY**

Councilmember Jon Feichter will be presenting a grant opportunity offered through the Community Waste Reduction and Recycling Grant Program in order to purchase approximately 30 new public recycling cans to accompany the 30 new public trash cans purchased in fiscal year 24/25.

**MOTIONS FOR CONSIDERATION**

**FUNDING SOURCE/IMPACT**

- State Grant Award: \$30,000
- Town of Waynesville Match: \$6,000

**ATTACHMENTS**

- Draft Grant Application
- Community Waste Reduction and Recycling Program RFP

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

# Expanding Public Recycling Access in Downtown Waynesville, Frog Level, and Hazelwood

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## **Applicant Contact Information**

- Jon Feichter, Council Member
- Town of Waynesville, North Carolina
- 16 S. Main Street, Waynesville, 28786
- (828) 246-3001
- jfeichter@waynesvillenc.gov

**Date of Proposal Submittal: 2/11/2026**

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## **General Requirements**

### **Solid Waste Disposal Tax Proceeds**

The Town certifies that Solid Waste Disposal Tax proceeds are used solely for solid waste management and recycling services in compliance with G.S. § 105-187.63. These funds support collection, processing, and recycling infrastructure and may be used to provide the required local cash match for this project.

### **Public Building Recycling Services**

The Town provides recycling services for cans, bottles, and paper at key government buildings. Employees in these facilities have reasonable access to recycling services and are encouraged to recycle materials generated during the course of government business.

### **Mercury Product Recycling**

The Town has an established program for the collection and recycling of spent fluorescent lights and mercury-containing thermostats generated in public buildings, in compliance with G.S. § 130A-310.60.

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## **Project Description**

The Town proposes to expand its existing recycling program by adding public recycling receptacles in Downtown Waynesville and the Frog Level and Hazelwood business districts. Approximately 30 existing trash cans are currently located in these areas without a corresponding recycling option. This project will pair each of those trash cans with a recycling receptacle, creating a 1:1 ratio and expanding access to recycling in high-use public spaces.

Grant funds will be used to purchase approximately 30 public-facing recycling receptacles suitable for outdoor, pedestrian-oriented settings. Receptacles will be placed immediately adjacent to existing trash cans to provide clear, convenient disposal options and reduce confusion for residents and visitors. Materials collected will be handled through the Town's existing recycling collection system and delivered to its current recycling processor.

This project represents an expansion of recycling services into public spaces where recycling access is currently limited.

## **Anticipated Service Life and Sustainability**

The recycling receptacles proposed through this project are expected to have a service life of approximately 10–15 years. Once installed, the Town will assume responsibility for ongoing maintenance and collection. No new staff or contracted services are required, as the receptacles will be incorporated into existing collection routes and operating budgets.

By leveraging durable infrastructure and existing operational capacity, the project will continue to benefit the community well beyond the grant period.

## **Demonstration of Need**

Anyone who regularly spends time in Downtown, Frog Level, and Hazelwood will notice that a significant amount of recyclable material ends up in trash cans simply because there is no other option nearby. These are walkable areas where people are shopping, attending events, or moving through town on foot. Trash cans are readily available, but recycling options are not.

Pairing recycling receptacles directly with existing trash cans is a practical solution that removes a common barrier to recycling in public spaces. When recycling is just as visible and just as convenient as throwing something away, people use it. This project focuses on infrastructure design rather than messaging alone, making recycling the easy choice in places where people already gather.



## **Population and Access**

The recycling receptacles installed through this project will be accessible to residents, downtown employees, business owners, and visitors who use Downtown Waynesville and the Frog Level and Hazelwood business districts. These areas serve as key commercial and community centers and experience regular pedestrian activity throughout the year.

## **Waste Reduction Impact**

By capturing recyclable materials that are currently disposed of as trash, the project is expected to reduce landfill waste and increase recycling recovery in public spaces. Pairing recycling receptacles with trash cans also improves material quality by providing clear disposal choices and reducing contamination. While public-space recycling represents a smaller portion of the overall waste stream, these locations offer consistent opportunities for diversion and reinforce recycling behaviors already practiced at home.

## **Partnerships**

This project will be implemented by Town staff responsible for solid waste and recycling operations, with coordination among departments involved in public space maintenance and downtown services. The Town will also coordinate informally with businesses and district stakeholders regarding placement and visibility of the recycling receptacles.

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## **Special Requirements – Away-From-Home Recycling**

The proposed project is an away-from-home recycling initiative focused exclusively on expanding access to recycling in public spaces. Grant funds will be used only for the recycling portion of public recycling infrastructure. No grant funds will be used for the purchase of trash receptacles.

No receptacles funded through this project will be used to collect waste (garbage) destined for landfill disposal.

Recycling receptacles installed through this project will be intended to capture common recyclable materials generated in public spaces. **Accepted materials could include:**

- Plastic bottles and containers
- Aluminum cans
- Steel or tin cans
- Glass bottles

Recycling receptacles will be clearly labeled using consistent visual standards to encourage proper use and reduce contamination.

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## Project Timeline

- **July–September 2026**  
Finalize receptacle specifications and complete procurement.
- **January–March 2027**  
Receive and install recycling receptacles adjacent to existing trash cans in Downtown, Frog Level, and Hazelwood.
- **April 2027**  
Receptacles placed into service and incorporated into existing collection routes.
- **May 31, 2027**  
Submit all invoices and draft Final Report to NCDEQ.
- **June 30, 2027**  
Submit Final Report to NCDEQ.

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## Project Budget

Project Elements	Estimated Cost		
Public Recycling Receptacles	\$34,000		
Labels & Signage	\$2,000		
	<b>Total Cost</b>	<b>State Grant Award</b>	<b>Applicant Cash Match</b>
<b>Total Project Budget</b>	\$36,000	\$30,000	\$6,000

*State and local sales taxes are not included.*

# 2026 Community Waste Reduction and Recycling Grant Program

## REQUEST FOR PROPOSALS

N.C. Department of Environmental Quality  
Division of Environmental Assistance and Customer Service

The purpose of this grant program is to assist local governments with the implementation, expansion, and improvement of waste reduction and recycling programs in North Carolina. The Division of Environmental Assistance and Customer Service (DEACS) administers the Community Waste Reduction and Recycling (CWRAR) grant program through the Solid Waste Management Outreach Program.

With the release of this Request for Proposals (RFP), DEACS is seeking proposals that help communities build lasting capacity to divert materials from the waste stream and / or that increase public awareness of waste reduction and recycling. Applicants should carefully read this entire RFP prior to submitting a proposal.

<b>Contact:</b>	Alex Miller 919-707-8190 alex.miller@deq.nc.gov	<b>Grant Funding:</b>	Up to \$50,000 for Priority Projects Up to \$40,000 for Standard Projects
		<b>Cash Match:</b>	20% of grant award
<b>Proposals Due:</b>	February 13, 2026, by 5:00pm	<b>Project Period:</b>	July 1, 2026 – June 30, 2027

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### **What Types of Projects are Eligible?**

DEACS seeks viable, well-planned proposals from local governments in North Carolina for projects that will initiate, expand, or improve waste reduction and recycling programs. Grant money may be used to help purchase physical infrastructure or equipment to divert materials from the waste stream, or to purchase, print and distribute educational materials to inform the public about waste reduction and/or recycling programs.

#### **Priority Project Grants – *Eligible for up to \$50,000 in grant funding***

Priority Project Grants support investments in public recycling program areas that have been determined by the state recycling program to be of particular importance to growing and expanding efficient and effective waste reduction and recycling services throughout North Carolina.

#### **2026 CWRAR priorities include projects that:**

- Implement new or expand existing curbside recycling programs or transition a curbside recycling program from bin or blue bag collection to a cart-based collection system;
- Implement a new or expand an existing Household Hazardous Waste (HHW) program; or
- Implement a new or expand an existing recycling program targeting lithium-ion batteries, solar panels, or other electronics. See Special Requirements for Electronics Recycling Projects on page 7.

#### **Standard Project Grants – *Eligible for up to \$40,000 of grant funding***

Standard Project Grants include any projects that increase or enhance public waste reduction and recycling but fall outside of the 2026 priorities. Standard Projects may include but are not limited to drop-off recycling infrastructure, vehicles and infrastructure for recycling collection or consolidation, education and outreach initiatives, or construction and demolition recycling.



**Note About Food Waste Projects:**

Projects related to food waste collection, donation or organics recycling should apply for the [Food Waste Reduction Grant Program](#). The application period for the 2026 Food Waste Reduction Grant closes on October 24, 2025.

**Note About Abandoned Manufactured Homes (AMH):**

The AMH Grant program expired October 1, 2023, per Session Law 2008-136. AMH-focused proposals are not eligible for funding under the CWRAR program and these proposals will not be considered.

**Eligible and Ineligible Expenses**

Examples of *approved uses* of CWRAR grant funds include site development costs, construction of facilities to handle recyclable materials, equipment or vehicle purchases, recycling collection containers, equipment installation costs, and educational materials such as signs, mailers, handouts or brochures.

Grant funds *may not be used* for employee salaries, land acquisition costs, administrative expenses such as overhead, utility costs, studies or work performed by consultants, contracted collection costs, and / or payment for other contracted recycling services such as payment to a vendor for operating a household hazardous waste collection event.

**How Grant Funds Work**

All CWRAR grant funds are distributed on a reimbursement basis. Purchases must be made during the grant contract period and requests for reimbursement can be made after the grantee has completed and paid for grant purchases. State and local sales taxes are not reimbursable and should be excluded from grant expenditure totals. DEACS will continue to reimburse grantees until 90% of the award amount has been expended, withholding 10% of funds until receipt of an approved final report.

**Available Funding**

*Priority Project:* Applicants may request any amount of grant funding up to a maximum of **\$50,000**.

*Standard Project:* Applicants may request any amount of grant funding up to a maximum of **\$40,000**.

**Cash Match**

CWRAR grants require a cash match of at least 20 percent of the requested grant funding. For example, a grantee requesting a \$20,000 grant must match at least \$4,000 with local funds for a total project cost of \$24,000. Distributions from the \$2 per ton Solid Waste Disposal Tax may be used to cover cash match requirements. In-kind contributions will not be accepted in lieu of a cash match.

To calculate the cash match, multiply 0.2 by the grant request amount (not the total project cost). *Example:*  
 $\$20,000 \text{ grant request amount} \times 0.2 = \$4,000 \text{ required cash match}$

**Contract Period:**

Successful grant applicants will be required to enter into a grant contract with the N.C. Department of Environmental Quality (NCDEQ). The resultant grant contract period is generally one year and intended to align with the local government fiscal year beginning July 1, 2026, and ending June 30, 2027. Grantees must expend funds within the year-long contract period unless the grant contract end date is extended by written agreement between the applicant and NCDEQ. Extensions are possible but not guaranteed. All purchases must be made within the grant contract period. *Any purchases made prior to the start of the grant contract or after the end date of the grant contract will not be eligible for reimbursement.*

## **Who is Eligible?**

Local governments, defined as counties, municipalities, councils of governments and solid waste authorities in North Carolina, are eligible to apply for funding from the CWRAR grant program.

Former CWRAR grantees are eligible to apply. Applicants with an open 2025 CWRAR grant contract must have invoiced for 90% of eligible grant funds by the proposal due date (February 13, 2026). Proposals will not be accepted from applicants with an open CWRAR grant from cycles prior to 2025. Applicants with open grants from other programs (e.g., Food Waste Reduction) are eligible to apply if open grants are in good standing and expected to be completed on time.

Federal and state agencies, universities and colleges, and non-profit organizations are not eligible for funding through this grant program. Public schools are not eligible for funding through this grant program; however, local governments may apply for funding to support public school recycling projects - see Special Requirements section below.

## **Conditions of Submittals**

- Only one proposal per eligible entity will be accepted. Grant proposals may combine funding requests for multiple types of projects into one proposal. The available funding limits still apply.
- Joint projects are encouraged in which two or more local governments partner on a project and contribute funding. Any local government participating in a joint project proposal may not submit additional proposals.
- Proposals will not be accepted from local governments that have not submitted the required Solid Waste and Materials Management Annual Report for the most recent fiscal year.

## **How to Submit Proposals:**

One electronic copy of the proposal must be submitted by email to [alex.miller@deq.nc.gov](mailto:alex.miller@deq.nc.gov). Receipt of all acceptable proposals will be acknowledged by email. *If you do not receive a confirmation email, contact Alex Miller at 919-707-8190 as soon as possible.* It is the responsibility of anyone submitting a proposal to contact DEACS if they do not receive a confirmation email. No arrangements will be made for lost proposals after the due date.

Please submit electronic versions of proposals as Microsoft Word (preferred) or Adobe (PDF) files. If submittal of an electronic version of a grant proposal presents a hardship, please contact Alex Miller to discuss submittal options.

## **Proposal Due Date:**

Proposals must be received by DEACS by 5:00 p.m. on Friday, February 13, 2026. Any proposals received after the deadline will not be considered. Local governments requiring board approval to apply for grant funds should plan to procure that approval before the submittal deadline.

## **Word of Advice for Grant Writing:**

Available funding is limited, and it is anticipated that the 2026 CWRAR grant round will be competitive. For this reason, it is important that projects seeking grant funding be well thought out and well planned, and that applicants provide all information as outlined in the Required Proposal Format section. Proposals that seek grant funds for the replacement of existing equipment will be scored substantially lower than projects that implement new recycling services or projects that expand existing recycling services.

Applicants are strongly encouraged to contact Alex Miller at (919) 707-8190 or [alex.miller@deq.nc.gov](mailto:alex.miller@deq.nc.gov) to discuss potential grant projects prior to submitting a proposal.

## **Required Proposal Format:**

The following outline indicates what applicants must include in their proposal for it to be considered complete. Proposals that fail to provide all the required information or that fail to follow this format may not compete well and may not be considered for funding.

- Project Title
- Applicant Contact Information: to include:
  - ✓ Name and title of main contact
  - ✓ Organization
  - ✓ Address
  - ✓ Phone number
  - ✓ Email address
- Date of Proposal Submittal
- General Requirements: see General Requirements section below for more information
  - ✓ Written statement certifying that Solid Waste Disposal Tax Proceeds are used only for solid waste management purposes and a description of how proceeds are used.
  - ✓ Written statement indicating that the applicant has recycling services for cans, bottles and paper available at key government buildings and a list of the materials collected.
  - ✓ Written statement indicating that the applicant has established a program for the collection and recycling of fluorescent lights and mercury containing thermostats from public buildings owned by the applicant.
- Project Description: Provide responses to each of the following prompts below. Applicants are encouraged to provide a clear project description and consider the award criteria as they describe the project elements. *(Relevant award criteria listed below; see page 8 for award criteria description and point values)*
  1. Describe the proposed project and identify specifically what items (and how many) you intend to purchase with grant funds. If the project will implement a new recycling program or improve an existing recycling program, provide a list of the recyclable materials that will be accepted and indicate where will they be taken for processing or marketing.  
*(Plannings; Priority Project)*
  2. What is the anticipated service life for the items or materials to be purchased with grant funds? Estimate how long the project will continue to serve the community and how you will financially and operationally sustain the project after the grant ends.  
*(Planning; Efficiency/Cost Effectiveness)*
  3. How does the proposed project address a specific recycling need for the community? Will the grant project create a new service, enhance or expand an existing service, or support an existing recycling service without expanding that service?  
*(Demonstration of Need)*
  4. How many households or businesses will be impacted by or have access to the recycling services associated with the proposed project?  
*(Demonstration of Need; Efficiency/Cost Effectiveness)*
  5. Estimate the number of tons of waste expected to be reduced annually as a result of the proposed project. Explain how you came up with the estimate.  
*(Waste Reduction Impact)*
  6. Describe any partnerships associated with the proposed project. Please include documentation of support from any partner entities.  
*(Joint Effort)*

- Special Requirements: Proposals for recycling education, school recycling, electronics recycling or away-from-home recycling must include additional information as stipulated in the Special Requirements section below.
- Project Timeline: A simple bulleted list showing approximate dates for major project milestones. Timeline must begin on or after July 1, 2026, and project must be complete by June 30, 2027. Please follow the example below:
  - ✓ November 1, 2026: Carts and educational materials purchased and commercial recycling program launched (*adjust based on proposed project*)
  - ✓ May 31, 2027: Submit all invoices and draft Final Report to DEACS (*required*)
  - ✓ June 30, 2027: Submit Final Report to DEACS (*required*)
- Project Budget: Please submit a table following the example below. Table should include an itemized list of intended expenditures and estimated costs. Total row should reflect the total project cost with breakdown of grant funds requested from the state and amount of matching funds to be provided by the applicant. Applicant Cash Match must be at least 20% of State Grant Award.

Project Elements	Estimated Cost		
Recycling Carts for Commercial Recycling Program	\$ 10,500		
Labels for Carts and Signs for Recycling Sites	\$ 900		
Program Brochures (Printing)	\$ 600		
	<b>Total Cost</b>	<b>State Grant Award</b>	<b>Applicant Cash Match</b>
<b>Total Project Budget</b>	<b>\$ 12,000</b>	<b>\$ 10,000</b>	<b>\$ 2,000</b>

*\* State and local sales taxes are not reimbursable expenditures and should not be included as part of grant budgets.*

## **General Requirements** – *for all applicants*

- Solid Waste Disposal Tax proceeds: Solid Waste Disposal Tax proceeds are distributed to eligible local governments on a quarterly basis by the Department of Revenue. According to G.S. § 105-187.63, these funds must be used by a city or county solely for solid waste management programs and services. CWRAR grant applicants must certify in writing that all disposal tax proceeds are used only for the purpose of providing solid waste and recycling services. In addition to this written certification, applicants should describe how disposal tax funds are utilized and whether proceeds will be used to supply matching funds.
- Public Building Recycling Services: CWRAR grants will not be awarded to applicants that do not have recycling services for cans, bottles, and paper available at their government buildings. As part of the grant proposal, all applicants must indicate that employees in the key government buildings operated by the applicant have reasonable access to recycling services and are able and encouraged to recycle materials generated in the course of government business. Please include a list of the materials collected for recycling at these facilities.
- Mercury Product Recycling: G.S. § 130A-310.60 requires that any public agency using state funds for the construction or operation of public buildings shall establish a program for the collection and recycling of all spent fluorescent lights and thermostats that contain mercury generated in public buildings. As part of the grant proposal, all applicants must indicate that they have a program in place for the collection of fluorescent lights and mercury thermostats from their public buildings. If the applicant does not have a program in place for the collection of these materials, then as a precondition of any grant award the applicant must initiate such services.

## **Special Requirements** – *only for applicants seeking funding for recycling education, school recycling, electronics recycling, or away-from-home recycling projects*

### **Special Requirements for Recycling Education/Outreach Projects**

1. Provide a list of the recyclable materials accepted by the program and indicate how the materials are to be collected (single stream, dual stream, source separated). If the grant proposal is for regional outreach materials, all local governments or entities participating must agree on a common list of materials for recycling and provide that common accepted list with the grant proposal.
2. If the grant proposal is for regional outreach materials, a letter of agreement and support must be provided by each participating local government or entity. Each participating entity should establish and provide a designated recycling contact for project coordination.
3. If the grant involves adding recyclable materials to the accepted list, confirm that the item(s) have been approved by your material recovery facility and are reflected in your recycling contract, if applicable.
4. Identify the primary message of the outreach effort.
5. Indicate whether you will be using your own design or if you will be using DEACS customizable design services. <https://www.deq.nc.gov/about/divisions/environmental-assistance-and-customer-service/recycling/general-recycling-information/customized-outreach-materials>
6. Supply mock-ups or example graphics for the educational materials proposed in the grant. Are your materials dependent on words or images?
7. Acknowledge that you will adhere to the following if the grant is awarded:
  - Discuss the material design with your assigned DEACS grant manager as soon as possible to ensure clear communication about the project content and timing.
  - Documents must be submitted for review prior to printing or execution. Reviews may take up to two weeks, so plan accordingly and submit well in advance of printing. It is often helpful to submit an initial draft for early feedback.
  - Post your community's accepted recyclables list online.
  - Program changes can affect the grant and messaging. Inform DEACS immediately if program changes occur to determine if a contract amendment is needed.

### **Special Requirements for Public School Recycling Projects**

1. Describe the existing school recycling program (if any) that is available in the school system associated with the grant project.
2. List all the public agencies and/or departments that collaborate to assist with or operate the school recycling program and list the role of each entity.
3. A designated recycling contact should be established for each school facility participating in the recycling program. Examples of designated contacts might include school facility manager, head custodian, the faculty coordinator or leader of a group or club, the principal, or school administrator. Please provide a list of schools to be served by this project and the name and title of a designated recycling contact for each.
4. Indicate the locations where recycling containers are or will be placed at the school facilities (e.g., classrooms, cafeterias, hallways, athletic fields, administrative offices, library, copy rooms, etc.).
5. Indicate who will be responsible for emptying the recycling containers (e.g., custodian / cleaning staff, teachers, students, student groups, etc.).
6. Provide a plan for promoting recycling within the schools impacted by the grant project as well as a plan for educating staff and students about the program.

### **Special Requirements for Electronics Recycling Projects**

Any community seeking grant funds to support an electronics recycling program must use an R2 or e-Stewards certified recycler and make themselves eligible to receive funds distributed from the state's Electronics Management Program. More information available at:

<https://www.deq.nc.gov/about/divisions/waste-management/solid-waste-section/special-wastes-and-alternative-handling/electronics-management/electronics-information-nc-local-governments>.

Applicants should indicate if they are already eligible and have received Electronics Management Fund distributions in the past.

- If so, explain how those funds have been used and how the community intends to use the funds that will be distributed in February 2026 and February 2027.
- If not, explain how the community will make themselves eligible to receive funds and how they intend to use funds that will be distributed in February 2026 (if applicable) and February 2027.

*Note: municipal applicants may decide whether or not to request Electronics Management Funds directly or allow the county to receive funds. If the county will be receiving funds, please explain the electronics recycling partnership with the county government.*

### **Special Requirements for Away-From-Home Recycling Projects:**

Grant funds for away-from-home recycling projects can only be used for recycling related purchases and cannot be used to pay for the purchase of away-from-home receptacles for the collection of waste (garbage). If a proposal includes the purchase of away-from-home receptacles that collect BOTH waste and recyclables, grant funding may be applied only to the recycling portion and the grantee will be responsible for covering the full cost of the waste portion. For example, if a community purchases a combo waste / recycling station that has one slot for garbage and one for recyclables and the receptacle costs \$1,200, only the recycling portion (\$600) may be included as an eligible grant expenditure. Grant funds would cover \$500 and the grantee would cover \$100 to meet the 20% match. If seeking funding for an away-from-home recycling project, please indicate whether any of the containers will be used to collect waste (garbage) that will be disposed in a landfill.

Applicants for away-from-home related grant projects are strongly encouraged to specify which particular recycling receptacles are being considered for purchase as a part of their proposal.



## **How are Proposals Evaluated?**

A selection committee will use the pre-established Award Criteria identified below to rank proposals and make award decisions. The review process is expected to be completed, and preliminary award announcements should be made by April 2026.

### **Award Criteria:**

Applicants are encouraged to consider the following Award Criteria as they develop their grant proposals. For Standard Projects, a maximum score of 90 is possible.

1. **Demonstration of Need (0-20 points):** Does the proposed project address a specific equipment, educational, or infrastructure need for the community?
2. **Planning (0-20 points):** Did the Project Description include all necessary elements as outlined in the Required Proposal Format? Is the proposal well thought out, well researched and backed by valid facts and assumptions? Is the project consistent with recycling industry best management practices?
3. **Waste Reduction Impact (0-25 points):** Will the project contribute substantially toward reduction of the local waste stream, or will it substantially increase tonnage recovered through recycling services? Will the project improve the material quality in the recycling stream by reducing contaminants?
4. **Efficiency / Cost-effectiveness (0-20 points):** Will the project improve the efficiency or cost-effectiveness of the local waste reduction program? Does the project increase the efficiency or effectiveness of an existing recycling service? Does the project reduce the operating cost of a current recycling service, or does it adopt practices proven to be cost effective in other communities? Does the project make investments that will continue to serve the community for years to come?
5. **Joint Effort (0 or 5 points):** One-party proposals will receive zero (0) points; multi-party proposals (involving cash match from all participants) will receive five (5) points.
6. **Priority Project (0-10 points):** Is the project seeking funding for a Priority Project Grant? To what extent does the project support investments in one of the Priority Project Grant categories?

## **If a Proposal is Selected for Funding**

DEACS anticipates that applicants selected to receive grant funding will be notified by the end of April 2026. Upon consideration of the proposals received, DEACS reserves the right to award grant amounts that are lower than the amount requested by an applicant.

DEACS will notify the applicant with a formal offer by e-mail. The applicant must accept or decline the offer. The following will occur once the offer of grant funding is accepted:

- DEACS may work with applicants to revise initially submitted proposals before entering into a grant contract. Any changes to initial proposals must be approved by DEACS and the applicant and the resultant Final CWRAR Proposal will become an attachment to the grant contract.
- Successful applicants will be required to:
  - Provide their federal tax ID number.
  - Register with the state's e-procurement system using the same address provided in the applicant's proposal. To register in the state's e-procurement system or confirm/update your existing registration, please visit the following link: <http://eprocurement.nc.gov/>.
  - Submit a Conflict of Interest Policy using the template available at the following link or submitting a copy of your organization's existing policy: <https://www.deq.nc.gov/divisions/environmental-assistance-and-customer-service/recycling/programs-offered/grants-local-governments>.
  - Submit a No Overdue Taxes Certification with notarized signature using the form available at: <https://www.deq.nc.gov/divisions/environmental-assistance-and-customer-service/recycling/programs-offered/grants-local-governments>.

- All applicants selected for funding will undergo a compliance review to ensure that they do not have an outstanding Notice of Violation (NOV) related to North Carolina solid waste statutes and rules. Any outstanding NOV's must be corrected to the satisfaction of the N.C. Division of Waste Management (DWM) prior to any grant being awarded. Applicants with outstanding NOV's are responsible for providing DEACS with information from DWM indicating that the community is in compliance and that the NOV's have been corrected before a grant contract can be initiated.
- DEACS will submit a request through the NCDEQ contract processing system for a grant contract. Grantees must act to execute the resultant grant contract without excessive delay.

### **Other General Terms and Conditions:**

All grantees are subject to the following terms and conditions. Most of these terms and conditions will be outlined in the grant contract.

- **Publications:** all documents and publications associated with a grant contract should be printed on recycled paper containing at least 30 percent post-consumer content.
- **Quarterly Check-ins:** your assigned DEACS grant manager will schedule quarterly check-ins with grantees for project updates and technical assistance.
- **Final reports:** a draft final report is required to be submitted to DEACS at least 30 days prior to the contract end date and a final report is required to be submitted by the contract end date. Final reports and drafts should be submitted electronically. Final report guidelines are available at: <https://www.deq.nc.gov/divisions/environmental-assistance-and-customer-service/recycling/programs-offered/grants-local-governments>.
- **Reimbursement:** distribution of DEACS grant funds is on a reimbursement basis. Reimbursement requests must be submitted on letterhead, must include copies of invoices, and must include proof that the grantee has made payment. Proof of payment may include copies of canceled checks or other financial reports showing that funds were spent. State and local sales taxes are not reimbursable, may not be counted towards expenditure requirements, and should be excluded from reimbursement requests. The amount of actual grant payments may be prorated for projects and / or project elements that come in under budget. Purchases made before a grant contract is signed by both NCDEQ and the grant recipient will not be reimbursed.
- **Final 10 Percent of Funds:** DEACS will continue to reimburse grantees until 90 percent of the grant award amount has been expended, withholding 10 percent of grant funds until receipt of an approved final report. The final report must be received and approved prior to the end date of the contract.
- **Extensions / Amendments:** no-cost time extensions are possible but not guaranteed for grant contracts. Grantees seeking no-cost time extensions should submit a request for a time extension at least sixty (60) days prior to the contract end date.