

## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: May 12<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. Council Meeting Minutes: April 14, 2026
  - b. Council Meeting Minutes: April 28, 2026
  - c. Call for a Public Hearing for May 26, 2026, to consider the amendments to the Conditional District for Chick-fil-A Restaurant, Land Development Standards (LDS) Sections 15.2.5.D.
  - d. Application for Appointment to the Parks and Recreation Advisory Board: Brent H. West
  - e. Application for Appointment to the Parks and Recreation Advisory Board: Deborah Kaczar
  - f. Special Event Permit Application: Apple Harvest Festival
  - g. Special Event Permit Application: Mountain Valley Mile

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

#### E. Resolution

3. Resolution to declare May 15, 2026 through May 22, 2026 as Strive not to Drive Week
  - Alex Mumby, Land Use Administrator

***Motion: To adopt the attached resolution to declare May 15<sup>th</sup> through May 22<sup>nd</sup> as Strive Not to Drive Week.***

**F. Presentation**

3. Haywood County Tourism & Development Authority Annual Report

- Corrina Ruffieux, Haywood County TDA, Executive Director

4. Replacement of the Recreation Center Roof and Installation of a Solar System on the Center

- Councilmember Dickson

5. Presentation of the FY2026/2027 Annual Operating & Capital Budget

- Rob Hites, Town Manager

***Motion: To conduct a public hearing on May 26, 2026 to consider the FY2026/2027 annual operating and capital budget.***

**G. Old Business**

6. Comprehensive Pay and Classification Study: Phase One Public Safety

- Page McCurry, Human Resources Director
- Becky Veazy, President Ameritus, The MAPS Group

**H. NEW BUSINESS**

7. Fleet Heavy Vehicle Lift Replacement

- Chris Bybee, Fleet Supervisor

***Motion: To authorize Public Works staff to purchase a replacement heavy vehicle lift for Fleet Services in the amount of \$79,987.29.***

**I. COMMUNICATION FROM STAFF**

8. Manager's Report

- Town Manager, Rob Hites

9. Town Attorney's Report

- Town Attorney, Martha Bradley

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

**K. Closed Session**

***Motion: To enter into closed session according to GS 143-318.11 (1) in order to “Prevent the Disclosure of Information that is Privileged or Confidential Pursuant to the Laws of this State or of the United States, or not Considered a Public Record within the meaning of Chapter 132 of the General Statutes”***

**L. ADJOURN**



# TOWN OF WAYNESVILLE

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 Waynesville, NC 28786  
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## 2026 CALENDAR

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED  
 AT  
 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2026	
Friday, May 1st	First Friday (previously known as Art After Dark)
Tues. May 12	Town Council Meeting – Regular Session
Tues. May 26	Town Council Meeting – Regular Session
Tues. June 9	Town Council Meeting – Regular Session
Tues. June 23	Town Council Meeting – Regular Session
Friday, June 26	Mountain Street Dance 6:30-9pm
Sat. July 4 <sup>th</sup>	Stars & Stripes Kids Parade 11am-1pm
Tues, July 14	Town Council Meeting – Regular Session
Friday July 17	Mountain Street Dance 6:30-9pm
Tues. July 28	Town Council Meeting – Regular Session
Friday August 7	Mountain Street Dance 6:30-9pm
Tues. August 11	Town Council Meeting – Regular Session
Tues, August 25	Town Council Meeting – Regular Session
Tues, September 8	Town Council Meeting – Regular Session
Tues. September 22	Town Council Meeting – Regular Session
Sat. October 10	Church Street Art and Craft show 10am-5pm
Tues. October 13	Town Council Meeting – Regular Session
Tues. October 27	Town Council Meeting – Regular Session
Saturday October 31	Treats on the Street-5-7pm
Tues. November 10	Town Council Meeting – Regular Session
Tues. November 24	Town Council Meeting – Regular Session
Sat. December 5	Christmas Tree Lighting 5pm
Mon. December 7	Waynesville Christmas Parade 6-7pm
Tues. December 8	Town Council Meeting – Regular Session
Sat. December 12	A Smoky Mountain Christmas 6-9pm

## Board and Commission Meetings – April 2026

ABC Board	ABC Office – 52 Dayco Drive	<b>April 21st</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>April 7th</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>Every Other Month- May 19th</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	<b>April 21st</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	<b>April 2nd</b> 1 <sup>st</sup> Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>April 1st</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>April 20th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>April 9th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>April 20th</b> 3 <sup>rd</sup> Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	<b>April 22nd</b> 4 <sup>th</sup> Wednesday 9:00 AM

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**April 14, 2026**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, April 14, 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 6:06 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 Rob Hites, Town Manager  
Jesse Fowler, Deputy Manager  
Martha Bradley, Town Attorney  
Candace Poolton, Town Clerk/Assistant to the Manager  
Elizabeth Teague, Development Services Director  
Olga Grooman, Assistant Development Services Director  
Alex Mumby, Land Use Administrator  
Police Chief David Adams  
Fire Chief Chris Mehaffey  
Assistant Fire Chief Cody Parton

The following members of the media were present:

Paul Nielsen, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Council meeting is April 28<sup>th</sup> and Appalachian Heritage Festival is this weekend.

**B. PUBLIC COMMENT**

There was no public comment.

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

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to move the Public Hearing to be placed at the beginning of the agenda. The motion passed unanimously.***

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to add "Rural Fire Tax" to the agenda and approve the agenda as amended. The motion passed unanimously.***

**D. PUBLIC HEARING**

2. Public Hearing to consider a request for annexation of the western portion of the 57.5-acre parcel located at 192 Ratcliff Cove Road, Waynesville, NC 28786 (PIN 8625-08-4616).
  - Olga Grooman, Assistant Development Services Director

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to open the public hearing at 6:07pm. The motion passed unanimously.***

Assistant Development Services Director Olga Grooman reported that the proposed area of annexation is the property that is a part of Phase II of the Valleywood Farms subdivision, which is proposed to include 148 single-family residential lots. She reported that on February 19, 2026, the Planning Board approved a major subdivision for the development of these 148 single-family lots. She said that Phase II is adjacent to the existing Phase I of the Valleywood Farms, which consists of 115 single-family residential lots and that Phase II will be developed across two (2) properties: the western portion of 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). Ms. Grooman stated that the northern property is already located within the Town's corporate limits.

Ms. Grooman explained that the subject property at 192 Ratcliff Cove Road is currently located within the Town's extraterritorial jurisdiction (ETJ), but upon annexation, the property would be incorporated into the corporate limits of Waynesville and would be eligible for municipal services, including sewer service. She said that the applicant does need to include a legal description just for that property that's being proposed to be annexed.

Councilmember Dickson stated that the 2035 Comprehensive Land Use Plan was adopted by the current Council, and that 500 people in the community, the Planning Board, and a steering committee all helped with developing the plan. He asked how the property proposed for annexation was zoned according to the 2035 plan. Ms. Grooman said it is zoned residential low to medium density, which means that it could have three to four units per acre. Councilmember Dickson reminded everyone that the 2020 plan that was adopted in 2000 had the same zoning and density requirements for that property. Ms. Grooman explained what an urban services boundary means, and said that this property is within that boundary. She said that the proposed development has 2.4 units per acre in density, which means the developer could have proposed more homes. Ms. Grooman said that staff have reviewed traffic studies, public civic space, environmental impacts, and stormwater. She added that the sewer plant has the capacity for the proposed development as well. Councilmember Dickson asked Ms. Grooman about Valleywood Phase I and the building inspections that were done. She said that the most experienced building inspectors were assigned to Phase I and building codes were strictly enforced. Councilmember Dickson asked about the amenities in Phase I that have not yet been completed. Ms. Grooman said all the amenities and subsequent projects must be completed before they receive their final CO. Councilmember Feichter clarified that the Town did not request annexation, the applicant did. He agreed that the proposed annexation and development fits with the 2035 plan, but the work

done on the plan preceded Valleywood Phase I. He asked if we knew then what we know now, would they have still adopted the 2035 plan as written?

Patrick Bradshaw, Civil Design Concepts- Mr. Bradshaw said he is petitioning for the annexation on behalf of the developer. Councilmember Dickson asked about the 9.5 acres of civic space and what that will be. Mr. Bradshaw said the last thing the developer will do in the neighborhood is finish the civic space, because the residents will decide what they want constructed. He added that the developer is dedicating an easement to the Town to connect the greenway to Asheville Highway. Mr. Bradshaw clarified that the developer is not in control of the northern side of Sunnyside, but the NCDOT has been working with the developer, and the entrance near the roundabout is the most desirable entrance. He said that NCDOT did allow them to widen the second entrance that would be proposed on Sunnyside.

Councilmember Feichter said that while the Town does not initially pay for installation of infrastructure, they will be responsible for the long-term maintenance.

Councilmember Sutton asked if the infrastructure is inspected by the town. Mr. Bradshaw said yes, and it is inspected and certified by engineers after the contractor is done.

The following individuals spoke during the public hearing, *not in favor* of the annexation. Individuals cited concerns about loss of farmland, the burden on infrastructure if a development is built on the property, the poor quality of DR Homes, uncontrolled growth, and the impact a development would have on the environment and wildlife:

Tray Ballance  
Don Smart  
Tabbitha Ross  
Mandy Stasi  
Martha Mills  
Michael Hertel  
Harrison Smith  
Michelle Drotis  
Deborah Kazcar  
Mark Ray  
Margaret Matlos  
Bart Jones  
Paul Pratt  
Debbie Castogno  
Mark Jaben  
Kenneth Jackson  
Ryan Manning

***A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to close the public hearing at 7:20pm. The motion passed unanimously.***

Councilmember Feichter said growth is inevitable, how we grow is a choice, including annexation. He said that when property is annexed into the town, it permanently obligates the town to provide services. He explained that Valleywood Phase I meets the minimum standards. Councilmember said of the 75 out of 115

homes that have been sold, the median sale price was \$440,000, when the median household income in the area is \$55,000. He emphasized that annexation is how the Town chooses what kind of growth happens.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to adopt the attached Ordinance to approve the annexation of the described property. Councilmembers Dickson, Freeman, and Sutton voted in favor. Councilmember Feichter voted against. The motion passed.***

## **E. 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.*

3.
  - a. Motion to approve the March 24, 2026 Regular Meeting Minutes
  - b. Motion to authorize Public Works staff to purchase a replacement tire balancing machine for Fleet Services in the amount of \$22,431.73.
  - d. Motion to approve the Steppin' into Spring Special Event Permit
  - e. Motion to approve the Pride on Main social district ordinance
  - f. Motion to adopt the attached Resolution adopting the Town of Waynesville's Comprehensive Stormwater Plan.

Councilmember Dickson suggested removing the Steppin into Spring Special Event Permit from the consent agenda until after the Special Event Fee Schedule has been approved.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to remove item "c. Apple Harvest Festival Special Event Permit" and approve the consent agenda as amended. The motion passed unanimously.***

## **F. PROCLAMATION**

4. Arbor Day Proclamation
  - Mayor Gary Caldwell

Councilmember Dickson read the Arbor Day Proclamation and invited everyone to a tree planting event on April 22<sup>nd</sup> at the Rec Park.

## **G. OLD BUSINESS**

5. Special Event Permitting Fees
  - Jesse Fowler, Deputy Manager

Deputy Manager Jesse Fowler reported that special event fee structures vary widely throughout the state of North Carolina, but that municipalities and counties tend to use a tier system based off of event attendance. He said that in his research, he saw that municipalities and counties charge as much as \$500 for larger events such as all-day festivals. Mr. Fowler explained that some municipalities use an itemized model where the applicant pays a fee for each service that the event will require, such as barricades, Police, and electrical connections for example, but that would take way too much staff time to deal with fee itemization. After reviewing the fee structures in large, medium, and small municipalities, Mr. Fowler presented town staff recommendations, which include a tiered structure based on categories, rather than attendance:

\*Stage Rental Fee: \$100 - \$300

\*Football Games: \$250 - \$500

**Tier 1:** Neighborhood Events \$0 - \$50

- Minor barricade deployments with no staff present during event.

**Tier 2:** Rolling Road Closures \$50 - \$100

- No barricade deployments with rolling road closures managed by on-duty Patrol staff.

**Tier 3:** Road Closures and Festivals \$150 - \$500

- Long term barricade deployments with PD, Fire, and Public Works staff present during event.

**Tier 4:** Foot Races Less than 5K \$200 - \$500

- Foot races which are no longer than 3 miles.

**Tier 5:** Foot Races 5K and greater \$300 - \$500

- Foot races which are 3.1 miles and longer.

There was discussion about offering non-profits discounts on event fees. Councilmember Dickson said it's difficult to offer discounts when events cost the Town \$1000. Councilmember Sutton requested that Mr. Fowler finds out the last date each event was held. Councilmember Sutton said non-profits could be charged less, but the Town could be sponsors of the events. Councilmember Dickson suggested that school system hire officers directly.

Councilmember Sutton proposed that any 5K or greater race have a fee of \$500, street closures and festivals have a fee of \$500, and non-profits are charged \$250 and include the Town as a sponsor.

6. Resolution Authorizing the Acceptance of a SRF Loan/Grant for Canton, Clyde, Waynesville Emergency Water Interconnect

- Rob Hites, Town Manager

Town Manager Rob Hites reported that the Towns of Canton, Clyde, and Waynesville are jointly planning a water interconnect that links the three municipalities with an emergency water interconnect. He said the grant/loan will permit each town to have a ready supply of water in cases of emergency. Mr. Hites explained that while the line will permit the flow of emergency water, each town will negotiate a water sales agreement with Waynesville to purchase such water. He said the agreement would determine the cost of the water, the maintenance of the line, whether the line will be kept in service at all times and who will pay for any costs above that of the grants. Mr. Hites explained that the Interconnect has received \$18,401,498 in grants and SRF Loan with 100% principal forgiveness. He said the project should take three to four years and may eventually connect to Buncombe County.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to Approve the resolution accepting the SRF award. The motion passed unanimously.***

## **H. NEW BUSINESS**

6. Rural Fire Tax
  - Fire Chief Chris Mehaffey

Fire Chief Chris Mehaffey requested that Council support an increase in the outside Rural Fire District tax rate. He suggested the rate increase based on the issues with getting reimbursement from FEMA and needing revenue for station improvements. Chief Mehaffey stated that every fire district in the county has requested an increase to 10 cents, or rates have already increased to 10 cents.

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve the resolution to increase the Rural Fire Tax District rate to ten (10) cents. The motion passed unanimously.***

7. April 2026 SRF Application
  - Rob Hites, Town Manager

Town Manager Rob Hites reported that he Town has been awarded \$14,990,531 in SRF Funds at 100% principal forgiveness to raise above the 500-year flood stage the “Little Champion” junction box” and the junction box within the plant. He added that the SRF Loans will fund the design and construction of a new septic hauler receiving station and provide an environmentally friendly UV disinfection station to replace Chlorine as a disinfectant. Mr. Hites explained that the Spring SRF Loan/Grant cycle offers the Town an opportunity to increase our flood “resiliency”. Staff proposed the following projects:

“The proposed project provides additional WWTP resiliency and protection for future flood events and improves the plant’s ability to manage and treat high wet weather flows and septic waste. The project includes converting two previously decommissioned primary clarifier tanks for aerated flow equalization and aerated sludge holding, floodproofing and upgrading three process pump stations, installing bypass piping to the proposed flow equalization tank, and rehabilitating the decommissioned mechanical bar screen to install upstream of the proposed flow equalization tank. The project also includes upgrading the reuse water system with a filtration system and associated pumps and enhancing the proposed septage receiving station for improved treatment and automation. The upgrades included in this project will improve wastewater treatment service during flood events and the ability to separate grease from septic.”

Councilmember Dickson said this would allow the Town to charge different rates for septic.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve a resolution authorizing the Town to apply for Spring SRF Grant/Loan. The motion passed unanimously.***

8. Approve Resolution amending the 2025-26 Water and Sewer Capital Improvement Plans
  - Rob Hites, Town Manager

Town Manager Rob Hites reminded Council that in a previous agenda item, staff recommended that they give authorization to apply for improvements to the water and sewer system during the Spring cycle of the State SRF loan/grant process. He explained that one of the requirements of the application is that the applicants have a Capital Improvement Plan that contains the projects that are being requested for funding through the grant(s).

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to approve a resolution amending the Capital Improvement Plan (CIP) for water and sewer. The motion passed unanimously.***

9. Authorization for Installation of 8-Inch Sewer Main – Balsam Edge Subdivision

- Laura Yonkers, Deputy Director-Sustainability, Public Works Department

Deputy Director Laura Yonkers reported that at the February 14, 2023, Town Council meeting, Council approved a Town grant in the amount of \$306,750 to support the installation of an 8-inch sewer line extension to serve the Balsam Edge Subdivision. She said the project includes extending 8-inch sewer infrastructure along Abel Lane and utilizing directional boring under Howell Mill Road to connect the subdivision to the Town's existing sewer system. She explained that the project is necessary to provide reliable wastewater service to the development and to support low-income housing. She said the Town has committed **\$306,750** in grant funding for this project.

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to authorize the use of a third-party contractor, Chonzie, Inc., to complete the project in a timely and efficient manner for the quoted amount of \$258,740. The motion passed unanimously. Budget amendment Sutton and Dickson.***

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the associated budget amendment. The motion passed unanimously.***

10. Request for Council approval to apply for a grant to update the Town of Waynesville's Comprehensive Pedestrian Plan.

- Alex Mumby, Land Use Administrator & Olga Grooman, Assistant Development Services Director

Assistant Development Services Director Olga Grooman reported that the Town's Pedestrian Plan serves as a guiding document for the development, construction, and maintenance of its pedestrian infrastructure, including sidewalks, trails, and greenways. Originally completed in February 2010, Ms. Grooman said the plan includes designated areas for sidewalk construction, missing connections, standards for design, gaps in accessibility, and addresses how these facilities interact with other modes of transportation, such as transit. She explained that the Pedestrian Plan should be updated periodically, and there is currently a grant opportunity through the NC DOT's Integrated Mobility Division (IMD) for local government to create new plans or update existing plans. She said the potential award for the plan update would be \$49,000, with a required 20% local match (approximately \$9,800). Ms. Grooman said that staff also intend to pursue other sources of funding, such as a Medford Grant, to help offset the local match.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve of applying for the grant to update Waynesville’s Comprehensive Pedestrian Plan. The motion passed unanimously.***

11. Appointment of Members to the Tree Board

- Councilmember Chuck Dickson

Councilmember Dickson said the ordinance establishing the Tree Board call for seven members to be appointed by the Town Council, with one of those members being delegated from the Environmental Sustainability Board. The Environmental Sustainability Board recommended the following applicants to be appointed:

- Alexander Byers
- Richard Garret Thomason
- Cheryl Waters-Tomey
- David Ford
- Callie Deines
- Carl Martin
- Kay Kirkman (Delegated ESB member)

***A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to appoint the members of the Tree Board that were recommended by the Environmental Sustainability Board. The motion passed unanimously.***

12. Request for economic incentives for 60 Senior Living Apartments on Hall Top Road

- Rob Hites, Town Manager

Town Manager Rob Hites reported that Bobby Funk, Development Director of Mills Construction, requests that the Town Council approve incentives to aide in the financing of a 60 unit Senior Living Apartment Development on Hall Top Road. He said the incentives will aid the developer in paying the system development fees that are charged by the water and sewer department. He said that incentives must be paid by the General Fund in the amount of \$68,172 so it would pay the enterprise funds the cost of the system development fees.

***A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to schedule a public hearing for April 28, 2026, at 6:00 pm to consider a request by Mill Construction for economic incentives to aid the development of a low to moderate income housing development known as Saxony Manor Senior Apartments. The motion passed unanimously.***

I. **COMMUNICATION FROM STAFF**

13. Manager’s Report

- Town Manager, Rob Hites

Town Manager Rob Hites reported that WNC Paving is currently paving ahead of schedule. He said they are already working on Boyd Avenue, which is a \$314,000 project. After they finish Boyd, Mr. Hites said they will begin paving a section of Brown Avenue.

Mr. Hites said the legislature will be meeting to discuss freezing towns' and counties' ability to adjust tax rates after revaluation.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to adopt the resolution in opposition of state legislation that limits local property tax authority and threatens core public services.***

14. Town Attorney's Report

- Town Attorney, Martha Bradley

Nothing to report.

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

Councilmember Dickson said he will be absent at the next meeting.

**K. ADJOURN**

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adjourn at 8:46pm. The motion passed unanimously.***

ATTEST:

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

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

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

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**April 28, 2026**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, April 28, 2026, at 6:00 pm 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 6:02 pm with the following members present:

Mayor Gary Caldwell  
Councilmember Jon Feichter  
Councilmember Anthony Sutton  
Councilmember Julia Freeman

The following members were absent:

Mayor Pro Tempore Chuck Dickson

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Deputy Manager  
Martha Bradley, Town Attorney  
Elizabeth Teague, Development Services Director  
Olga Grooman, Assistant Development Services Director  
Fire Chief Chris Mehaffey  
Assistant Fire Chief Cody Parton  
Luke Kinsland, Recreation 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 First Friday, previously known as Art After Dark, will take place on Friday, May 1<sup>st</sup>.

**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 Sutton, to amend the Consent Agenda by adding, "Appoint two (2) members to the Downtown Waynesville Commission." 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 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. RecJam 2026 Special Event Permit
  - b. Bikes, Buses, and Brews Special Event Permit
  - c. Call for a Public Hearing for May 12, 2026, to consider the amendments to the Conditional District for Chick-fil-A Restaurant, Land Development Standards (LDS) Sections 15.2.5.D.
  - d. Appoint two (2) members to the Downtown Waynesville Commission.

Councilmember Sutton stated that he supports a call for the hearing for the Chick-fil-A's proposal because that is a process, but he wants to put both, Chick-fil-A and staff, on notice. He stated that he does not guarantee to vote "Yes" on May 12<sup>th</sup>. The Town has just applied for a grant to update the Pedestrian Plan, and it was stated repeatedly that Russ Avenue needs to be more walkable, and not less. Chick-fil-A proposes to remove the sidewalk and five (5) mature trees to add another drive-thru lane. He added that a fee-in-lieu does not put the sidewalk back and replacement shrubs do not replace a canopy maple. Councilmember Sutton stated that he wants to hear from the applicant on May 12<sup>th</sup> about what the project actually does for the surrounding neighborhood and for pedestrians on that corridor. He added that it will be a hard sell for him.

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

## E. PROCLAMATION

3. Mountain View Garden Club 75th Anniversary Proclamation
  - Mayor Gary Caldwell

Mayor Caldwell read the Proclamation, recognizing the Mountain View Garden Club 75<sup>th</sup> Anniversary and the Club's contributions to the Waynesville community and Haywood County. The Proclamation stated that the Club is a continuing service organization that works to enhance the beauty and environmental health of the community by planting flowers, trees, improving community landscaping, establishing blue bird habitats, and creating gardens. The Club also supports Haywood County elementary schools through donations to school gardening programs.

## F. OLD BUSINESS

4. Special Event Fees
  - Jesse Fowler, Deputy Manager

Deputy Manager Jesse Fowler presented the special event fee recommendations from the last meeting. He stated there were six (6) tiers of sporting events and outdoor entertainment events like concerts. The events are scaled based on their size.

The Council agreed that the fees were conservative, reasonable and fair, and it was a good start.

The Council discussed public school football games. Town Attorney Martha Bradley asked whether schools apply for a Special Event Permit for football games. Deputy Manager Fowler stated that they do not, but the \$500 fee will apply to them if they request police or fire services from the Town after the fee schedule is adopted.

Councilmember Freeman asked if this money will be charged to the school system or Haywood County. Deputy Manager Fowler stated that it would be charged to the applicant, most likely a school.

Deputy Manager Fowler clarified that the Town is not currently compensated for providing fire and police protection for football games.

The Council discussed leaving public school events out of the fee schedule. Councilmember Feichter proposed specifically to leave only football games out.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to adopt the proposed fee schedule with changes to Tier 6, to exclude public school football games, and to begin implementing these fees immediately upon adoption. The motion passed unanimously.***

## **G. NEW BUSINESS**

### **5. Whole Bloomin' Thing Social District Request**

- Cassandra Carter

Ms. Cassandra Carter requested to amend their Special Event Permit Application in order request a Social District be permitted within the Frog Level area during the event on Saturday, May 9<sup>th</sup>, from 10 am to 4 pm. She presented a boundary map for the festival area, extending from Panacea to the end of Depot Street and stopping in front of the Trader. Ms. Carter stated it would be great for cross-promotion among businesses.

She added that Frog Level Brewery will be selling beer during the festival. Ms. Carter explained that Frog Level brewery will be the only business selling alcohol at the event, and the brewery is allowed to do so without any additional permissions, provided the Town has no objections.

Councilmember Sutton asked whether any other business would be selling alcohol. Ms. Carter stated that no other businesses would be selling alcohol.

Councilmember Sutton asked whether the proposed Social District's boundaries would become a framework for a future Social District in Frog Level or if this boundary would be a one-time arrangement. Mr. Carter stated that the current boundaries as they exist are well defined, unless the Town wanted to connect the District to Main Street. She would first need to coordinate with other businesses.

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to approve the Special Event Permit as amended. The motion passed unanimously.***

6. Approval of Emergency Funds for Pool Air System Repair

- Luke Kinsland, Recreation Director

Recreation Director Kinsland requested approval for emergency repairs to the pool air handling system due to damage sustained during a recent winter storm in early February. A hot water coil froze and ruptured after the unit shut down due to the fire alarm system being triggered by frozen duct detectors. Because of that, only one air handling unit is currently operating, and it limits the ability to regulate the temperature and environmental conditions within the pool facility.

Mr. Kinsland stated that emergency repairs were necessary to ensure proper air balance ahead of the summer season. The evaluation and relocation of duct detectors, that have been identified as a contributing factor due to a design flaw, will be addressed separately before next winter. The restoration of the air system remains a priority for now.

The insurance claim has been filed, but the status of reimbursement remains unknown at this time. Mr. Kinsland stated that Bolton Construction was also notified of the design flaw.

Councilmember Sutton asked if Bolton was aware that the final costs may vary from the estimated cost. Mr. Kinsland responded that he would discuss it with them.

Councilmember Sutton stated that the Budget Ordinance needs to be amended to reflect the sales tax. The amount in the Budget Ordinance was only \$18,425, which does not reflect the sales tax.

Councilmember Feichter inquired whether the problem resulted in Bolton's design flaw, and whether they installed the system, and whether they should be responsible for fixing it. Mr. Kinsland responded that he will be talking to Mark Bolton more about this as well as cost sharing to fix the issue. He explained that the units were installed outside in November 2020, and they need to be relocated inside before winter. He added this was the first winter this problem occurred as it wasn't that cold before. Mr. Kinsland also stated that he first brought it to Bolton's attention several years ago.

Town Attorney Martha Bradley explained that other equipment may be damaged if the unit is not repaired and that there was a risk to humans due to condition of the air inside the facility. The Council discussed the involvement of the Town Attorney in the matter.

Mr. Kinsland explained that this is a specialized system, and that is why it makes sense to work with Bolton in this case.

***A motion was made by Councilmember Freeman, seconded by Councilmember Feichter, to approve \$19,714 to Bolton Construction for emergency repair of the pool air handling system and approve the budget amendment. The motion passed unanimously.***

7. Approval of Funds for Relocation of Sand Volleyball Courts at Recreation Park

- Luke Kinsland, Recreation Director

Mr. Kinsland explained that the relocation of the existing sand volleyball courts was necessary due to the construction of the new dog park at their current location. He explained that time constraints and operational backlog made it impractical to complete the project in-house as originally planned.

Mr. Kinsland shared that Mr. Ben Blair of Southern Appalachian Grading and Excavating, the contractor who is currently performing work on the dog park project, reduced his proposal from \$30,000 to \$18,000 by donating a portion of his time and equipment. Mr. Kinsland has a signed proposal from Mr. Blair. This would allow the courts to be relocated and open to public much sooner.

Mr. Kinsland explained that some fund balances would come from the Rec. Operating budget, and \$9,000 would come from Professional Services budget, and \$9,000 would come from Part-Time Salaries.

The Council acknowledged the progress on the dog park construction.

Councilmember Sutton noted that Southern Appalachian Grading is donating \$12,000 of labor to this project, and this community partnership needs to be recognized.

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve \$18,000 to Southern Appalachian Grading and Excavating for the relocation of the sand volleyball courts to Recreation Park, and authorize the reallocation of funds within the Recreation Department operating budget as outlines. Motion passed unanimously.***

8. Approval of the Contract with SAM Managed Geospatial Services in response to the Town of Waynesville Comprehensive Stormwater Infrastructure Mapping RFQ.

- Olga Grooman, Assistant Development Services Director

Ms. Grooman explained that in August 2025, the Town of Waynesville was audited for compliance with its National Pollutant Discharge Elimination System (NPDES) Stormwater permit. The auditor identified a lack of a comprehensive stormwater infrastructure map. While the Development Services Department has been actively mapping stormwater control measures (SCMs) and outfalls, the current stormwater infrastructure map is outdated.

Mr. Grooman stated that the purpose of the Comprehensive Stormwater Infrastructure Mapping Project was to bring the Town into compliance with our NPDES permit and create a comprehensive inventory of pipes, culverts, manholes, catch basins, grease traps, and other stormwater features and their detailed attributes.

This map will also be integrated into the Town's existing utility GIS platform, and it will also help to identify and investigate illicit discharges, and inflow & infiltration (I&I) issues.

In December 2025, the Town issued a Request for Qualifications (RFQ) for Professional Engineering Services for Comprehensive Stormwater Infrastructure Mapping (attached). The interdepartmental committee of 8 members reviewed 18 submissions and unanimously chose SAM Managed Geospatial Services to proceed with contract negotiations.

The proposed contract was prepared and reviewed by SAM, the Town Manager and Development Services staff. The contract represents Phase I of the project and will be completed during the current fiscal year using \$40,000 in allocated funds within the Stormwater Utility budget. The Phase II contract for the project is included in the FY 27 budget request and is subject to budget approval.

Councilmember Freeman asked what the staff projected into next year's budget to continue this project. Ms. Grooman responded that staff requested additional \$50,000 in the Stormwater Budget.

Councilmember Sutton asked whether the audit specified a timeline to comply. Ms. Grooman replied that there was no timeline, but compliance is expected.

***A motion was made by Councilmember Freeman, seconded by Councilmember Sutton, to approve the Contract with SAM Managed Geospatial Services in response to the Town of Waynesville Comprehensive Stormwater Infrastructure Mapping RFQ. Motion passed unanimously.***

## **H. COMMUNICATION FROM STAFF**

### **9. Manager's Report**

- Town Manager, Rob Hites

Mr. Hites reported that the RFQs for Fire Station 2 will be opened and reviewed on Thursday. Staff will be moving quickly to review the proposals, possibly interview the finalists, and possibly bring the contract to the Council in May.

Mr. Hites also reported that the Town will be opening up the bids for a solar emergency system for the Public Works building in mid-May.

He added that at the end of May, the Town will be opening up a \$10,000,000 project to raise the Little Champion pump station above the flood level and to convert it into a low-pressure pump system.

Mr. Hites also noted that he was working with the engineer to develop a floodproofing system for the Finance Building because there was some money left from the insurance settlement. The project involves the installation of floodproof doors and replacement of some panels under the windows with sealed tiles. Mr. Hites will be bringing these quotes for the Council's approval soon.

By May 12<sup>th</sup>, Mr. Hites also plans to bring the proposed budget to the Council.

Councilmember Freeman inquired about the water level in the watershed. Mr. Hites responded that it was at a full pond. He added that the Town was very fortunate to have this reservoir.

Councilmember Sutton stated that the SRF Engineering report for the water interconnection was due July 15<sup>th</sup>, which is two weeks after Mr. Hites' retirement. Mr. Hites explained that Waynesville, Clyde, and Canton all requested an extension until September 15<sup>th</sup>. The grants administration was fine with it. The draft will be brought for the Council's review on May 12<sup>th</sup>.

10. Town Attorney's Report

- Town Attorney, Martha Bradley

Nothing to report.

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

Mayor Caldwell expressed his condolences to Councilmember Sutton for the loss in his family.

Councilmember Feichter announced the 40<sup>th</sup> anniversary of Downtown Waynesville's revitalization efforts and the celebration at Scottsman on Saturday, September 26<sup>th</sup>.

Councilmember Sutton stated that for May 12<sup>th</sup> Chick-fil-A hearing he wanted to see the original Chick-fil-A Conditional District Ordinance, board minutes, site plan, and what conditions were attached originally.

**J. ADJOURN**

***A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to adjourn at 6:58 pm. The motion passed unanimously.***

ATTEST:

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

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

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

**TOWN OF WAYNESVILLE COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: May 12, 2026**

**SUBJECT:** Call for a Public Hearing for May 26, 2026, to consider the amendments to the Conditional District for Chick-fil-A Restaurant, Land Development Standards (LDS) Sections 15.2.5.D.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact/Presenter:** Olga Grooman

**BRIEF SUMMARY:**

Originally, staff scheduled this public hearing for May 12, 2026, Council meeting. However, the advertisement was not published within the required timeframe. As a result, the public hearing must be rescheduled to a later date in order to meet statutory notice requirements.

The subject property at 45 Barber Boulevard is located within the corporate limits of Waynesville and Russ Avene Regional Center Conditional District (RA-RC-CD). It is a site of the Chick-fil-A drive-through restaurant.

The original Conditional District (CD) for Ingles Markets- consisting of a grocery store (Ingles), I-market, gas station, and a site for a drive-thru restaurant- was approved by the Waynesville’s Board of Aldermen on February 8, 2011. On October 19, 2015, the plan was modified to relocate the restaurant building from the center of the parcel to the southeastern side of the lot and change the driveway locations for safety and better traffic flow. The Chick-fil-A restaurant was built in 2016.

On April 20, 2026, the Planning Board held a public hearing to consider the following amendments to the existing Conditional District:

- **Second drive-thru lane:** addition of a second drive-thru lane along the southeastern side of the building and expansion of the existing drive-thru lane. It would result in two (2) ordering and order fulfillment lanes in the drive-thru area and will expedite guests’ ordering and departure.
- **Sidewalk, curb and gutter, and retaining wall:** addition of a second drive-thru lane will require the removal of the sidewalk along this side of the property, the installation of a retaining wall, the replacement of the existing curb and gutter, and the installation of a proposed NC DOT vehicle impact guardrail.
- **Landscaping:** addition of the lane will also result in the elimination of some existing landscaping, specifically five (5) Maple Trees and various ornamental shrubs along the southeastern portion of the site, as indicated on the attached Landscape Plan. The applicant proposes to replace most of the landscaping and “return the site to as close to existing conditions as possible.”

Following extensive discussion regarding the loss of landscaping and the importance of appearance of the Russ Avenue corridor, the Planning Board recommends the approval of the amendments to the existing Conditional District with the following conditions:

1. Pay a fee-in-lieu to the Town for the removal of the sidewalk section along the subject property's southeastern side due to the addition of a second drive-thru lane.
2. Work with Town staff and replace the landscaping to be removed from the subject property (LDS Chapter 8).

Per LDS 15.2.5.D, "any substantial change to a Conditional District ... needs to be reviewed by the Planning Board and approved or denied by the Town Council as an amended Conditional District." The addition of a second drive-thru lane will require removal of existing landscaping and paving of currently green landscaped areas. This will increase the impervious surface on site. An increase in impervious surface is considered a substantial change under LDS.

**MOTIONS FOR CONSIDERATION:**

1. Motion to call for public hearing for May 26, 2026, to consider the amendments to the Conditional District for Chick-fil-A Restaurant at 45 Barber Boulevard in Waynesville, NC 28786 (PIN 8616-22-6393), as recommended by the Planning Board.

**FUNDING SOURCE/IMPACT:**

Per Council's request during April 28<sup>th</sup>, 2026, meeting, staff attached the documents associated with the original Conditional District Approval in 2011 and the modified Conditional District approval in 2015:

- Planning Board minutes, 10-18-2010 meeting
- Board of Aldermen agenda, 02-08-2011 meeting
- Original Conditional District Ordinance 02-08-2011
- Board of Aldermen minutes, 02-08-2011 meeting
- Planning Board agenda, 10-19-2015 meeting
- Planning Board minutes, 10-19-2015 meeting

**ATTACHMENTS:**

1. Draft Ordinance
2. Application materials: agent authorization, application form, property map, zoning, site plans
3. Planning Board's report
4. Original and modified Conditional District documents, as specified above

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is a call for public hearing only.

*DRAFT FOR COUNCIL CONSIDERATION*

**ORDINANCE NO.**

**AN ORDINANCE AMENDING THE EXISTING CONDITIONAL DISTRICT ON WAYNEVILLE’S OFFICIAL LAND DEVELOPMENT MAP**

**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 amendment to the existing Conditional District on the 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 in-fill, mixed use, and context-sensitive development.

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville’s “maker economy.”

**WHEREAS**, the proposed amendment to the Conditional District further supports the 2035 Comprehensive Plan because this property is designated as Mixed Use - Regional on the Future Land Use Map. This designation has the following purpose in the Comp. Plan:

- “Major nodes of activity located on major thoroughfares or adjacent to highways include commercial, lodging, entertainment, manufacturing, warehousing, tech-flex, research and development, health care facilities and light industrial uses. Uses draw visitors from the town and adjacent communities. They typically require high visibility, high traffic counts, connectivity to the region, and are sited on larger parcels. ...” (p. 27)

**WHEREAS**, this map amendment is reasonable, and it is in the public interest because it is also consistent with the intent of the main underlying zoning district- Russ Avenue Regional Center (RA-RC), as described in Section 2.3.7.C of the Land Development Standards (LDS):

- To serve as gateway to the town;
- “A setting for high intensity land uses addressing the needs of the Waynesville community and surrounding areas;”
- “Supporting dense development options;”
- Improve traffic flow and reduce congestion along the Russ Avenue corridor;
- Development shall “create a comfortable streetscape and public realm” by “providing sidewalks and street trees and providing access between development and public areas.”

**WHEREAS**, the Planning Board has reviewed and recommends the proposed amendment to the existing Conditional District for enactment by the Town Council; and

**WHEREAS**, the Waynesville Town Council finds this Ordinance 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 **April 20, 2026**, at the regular meeting of the Planning Board and on **May 26, 2026**, at the regularly scheduled meeting of the Town Council;

**NOW, THEREFORE, BE IT ORDAINED BY THE WAYNESVILLE TOWN COUNCIL, MEETING IN REGULAR SESSION ON MAY 26, 2026, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:**

To adopt the amendment to the Conditional District for the property located at **45 Barber Boulevard in Waynesville, NC 28786 (PIN 8616-22-6393), for the Chick-fil-A restaurant**, with the following conditions recommended by the Planning Board:

1. Pay a fee-in-lieu to the Town to reconstruct the removed sidewalk section along the subject property’s southeastern side due to the addition of a second drive-thru lane.
2. Work with Town staff and replace the landscaping to be removed from the subject property (LDS Chapter 8).

**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

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

The undersigned, **INGLES MARKETS, INCORPORATED**, a North Carolina corporation ("**Owner**"), being the owner of that real property located at **45 Barber Blvd.** in Waynesville or the ETJ area of Waynesville, Haywood County, North Carolina (the "**Property**"), has submitted or will submit or allow to be submitted, in coordination with **Chick-fil-A, Inc.**, a Georgia corporation, the ground lessee of the Property under Ground Lease dated September 8, 2015, as amended (the "**Lease**"), an application for establishment of a "Conditional District" with respect to the Property (the "**Application**") in the form attached hereto as **Exhibit "A"** and by this reference made a part hereof, which Application is to be heard in a proceeding by Board(s) of the Town of Waynesville, North Carolina. Owner hereby authorizes the following named individual to submit and present such Application and case, as agent of Owner for the limited purposes herein set forth, at such hearings.

Name of Authorized Agent: **Jacob Smith**

Title and Company: **Restaurant Development Program Lead, Chick-fil-A, Inc.**

Address: **5200 Bluffington Road, Atlanta, GA 30349**

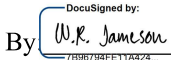
Phone and email: **(404) 295-1023; Jacob.smith@cfacorp.com**

The authorization set forth herein (the "**Authorization**") shall be good through the completion of the project for which the Application is made and Town approval is requested, or until sooner revoked in writing by Owner. The Town of Waynesville may rely on this Authorization until it is given notice of the revocation of this Authorization or until a change of property ownership takes place.

This the 16<sup>th</sup> day of January 2026.

**Owner:**

**INGLES MARKETS, INCORPORATED,**  
a North Carolina corporation

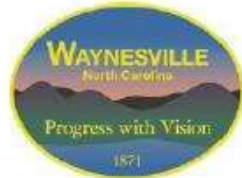
By  \_\_\_\_\_  
Name: W.R. Jameson  
Title: Vice President – Real Estate & Distribution

**Address and phone number:**

2913 U.S. Highway 70 West  
Black Mountain, North Carolina 28711-9103  
Attention: Real Estate Department

**EXHIBIT "A"**

**Copy of Ingles-Approved Application**



**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: Conditional District**

Application is hereby made on April 10th, 2026 to the Town of Waynesville for the following map amendment to establish or amend a Conditional District:

Property owner of record: Ingles Markets, Incorporated, a North Carolina corporation

Address/location of property: 45 Barber Blvd, Waynesville, NC 28786

Parcel identification number(s): 8616-22-6393

Deed/Plat Book/Page. (attach legal description): DB. 985 PG. 1202 Plat Reference: SLIDE D PG 435

The property contains 1.43 acres, shown as 1 number of lots under unified control.

Current district: Russ Avenue

Conditional Districts are zoning overlays with conditions voluntarily added by the applicant onto specified properties and approved in a legislative procedure by the Board of Aldermen in accordance with G.S. 160D. Conditional Districts provide for orderly and flexible development under the general policies of this Ordinance without the constraints of prescribed standards guiding by-right development. Conditional Districts are not intended to relieve hardships otherwise handled with a variance procedure.

Conditional District application requirements attached:

Environmental Survey (15.4.1)

Master Plan (15.4.3)

Other plans, drawings, renderings, elevations, maps and documents included as development documents for approval by the Board of Aldermen.

Full list of proposed uses consistent in character with the underlying zoning district and any conditions requested as part of the Master Plan.

A proposed development schedule if the project is to be phased.

**Applicant Contact Information**

Applicant Name (Printed): Jacob Smith

Mailing Address: 5200 Buffington Road Atlanta, GA 30349

Phone(s): 404-295-1023

Email: jacob.smith@cfacorp.com

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

Please submit application to: Town of Waynesville Development Services Department, 9 South Main Street, Waynesville, NC 28786.

*This institution is an equal opportunity provider*

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# Report For

INGLES MARKETS INC A NC CORP  
PO BOX 6676  
ASHEVILLE, NC 28816-6676

## Account Information

**PIN:** 8616-22-6393

**Deed:** 1095/978

1082/80  
CABD/435

## Site Information

RESTAURANT FAST FOOD

Commercial Use

45 BARBER BLVD WAYNESVILLE NC 28786

**Heated Area:** 4845

**Year Built:** 2016

**Total Acreage:** 1.258

**Township:** Town of Waynesville

## Site Value Information

**Land Value:**

**Building Value:**

**Market Value:**

**Deferred Value:**

**Assessed Value:**

**Sale Price:**

**Sale Date:** 09/28/2023

**Tax Bill 1:**

**Tax Bill 2:**



1 inch = 100 feet

April 20, 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.

# Report For

INGLES MARKETS INC A NC CORP  
PO BOX 6676  
ASHEVILLE, NC 28816-6676

## Account Information

**PIN:** 8616-22-6393

**Deed:** 1095/978

1082/80  
CABD/435

## Site Information

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1 inch = 100 feet  
April 20, 2026

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# SCOPE OF WORK:

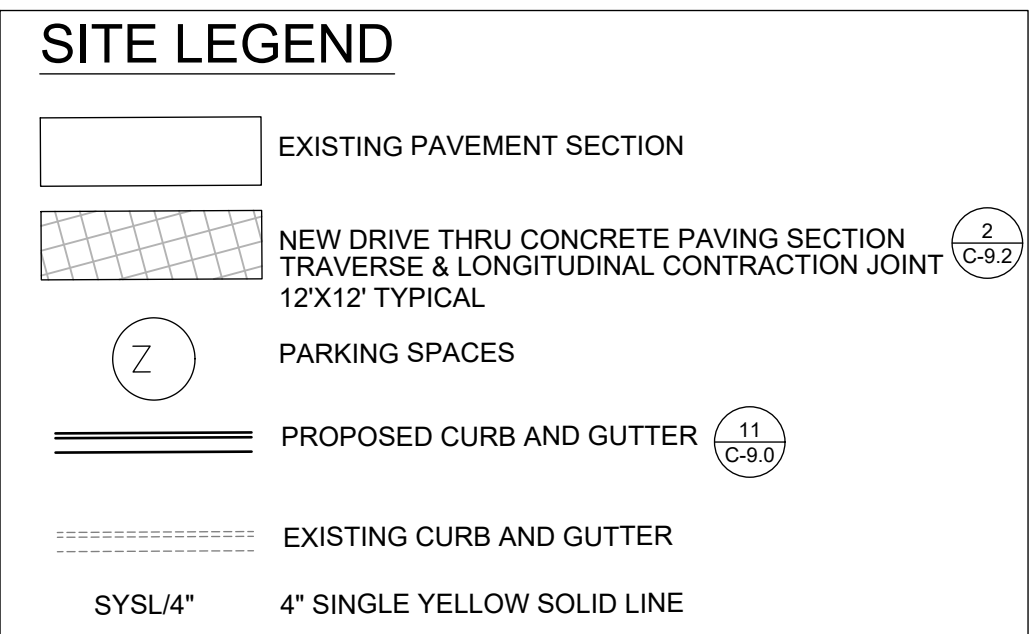
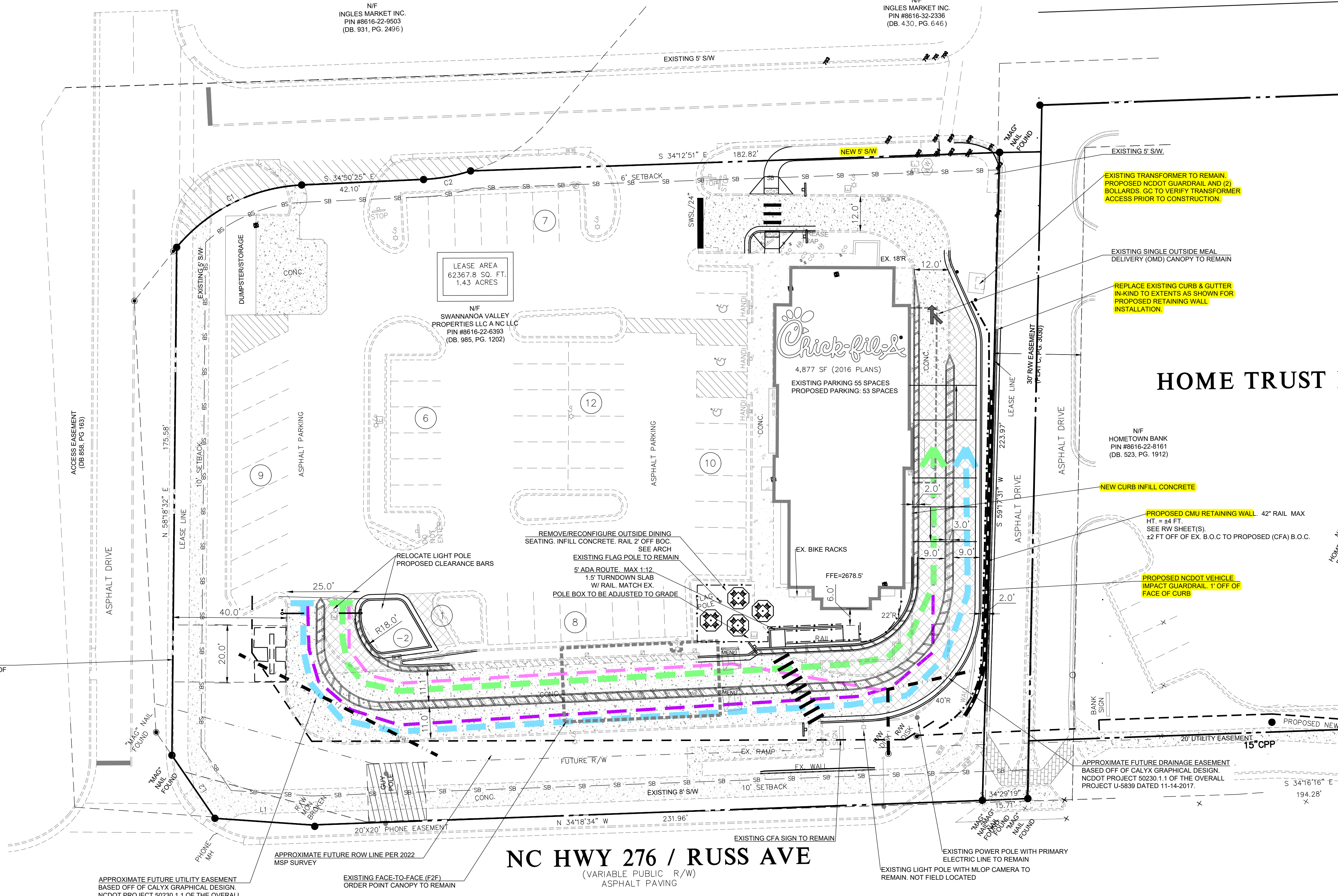
- RECONSTRUCT ENTRANCE OF DRIVE-THRU, DUAL-LANE ENTRY.
- ADD/CONTINUE SECOND DRIVE-THRU LANE FROM ORDER POINT TO MEAL DELIVERY ZONE.

## DRIVE THRU IMPROVEMENTS

THE PLANNED SITE IMPROVEMENTS INCLUDE INCREASING THE DRIVE THRU QUEUEING CAPACITY FROM ITS CURRENT (LANE 1) ± 200 LINEAR FEET AND (LANE 2) ± 320 LINEAR FEET TO THE PROPOSED (LANE 1) ± 295 LINEAR FEET AND (LANE 2) ± 332 LINEAR FEET. THIS WILL BE ACHIEVED BY IMPLEMENTING 2 MEAL ORDERING AND FULFILLMENT LANES IN THE DRIVE THRU AREA AND WILL INCREASE STANDING QUEUE OF ONSITE VEHICLES. IN ADDITION, THE PROPOSED DRIVE THRU DOOR AND TEAM MEMBER STRIPING WILL INCREASE DRIVE THRU EFFICIENCY AND THROUGHPUT CAPABILITIES BY ALLOWING TEAM MEMBERS TO DELIVER MEALS UPSTREAM AND PROVIDE SPACE TO EXPEDITE GUESTS' DEPARTURE FROM THE QUEUE ONCE THEY RECEIVE THEIR MEALS.

## DRIVE THRU STACKING LEGEND

- EXISTING DT LANE 1 STACK: ± 200 LINEAR FEET
  - EXISTING DT LANE 2 STACK: ± 320 LINEAR FEET
  - PROPOSED DT LANE 1 STACK: ± 295 LINEAR FEET
  - PROPOSED DT LANE 2 STACK: ± 332 LINEAR FEET
- NEW PROPOSED STACK LENGTH LANE 1 ± 95 LINEAR FEET  
NEW PROPOSED STACK LENGTH LANE 2 ± 12 LINEAR FEET



### SURVEY REFERENCE

INFORMATION SHOWN HAS BEEN BASED ON AN ELECTRONIC AS-BUILT SURVEY BY MSP, INC. DATED 3/6/2022

### NOTICE: PEDESTRIAN SAFETY

THE CONTRACTOR SHALL TAKE NECESSARY MEASURES TO SEPARATE EACH WORK AREA FROM PEDESTRIAN TRAFFIC AND TO ENSURE SAFE PEDESTRIAN PASSAGE AT ALL TIMES.

THE CONTRACTOR SHALL ALSO UTILIZE SAFE WARNING SIGNS, BARRICADES AND OTHER RELATED MEASURES, AS NECESSARY. THE CONTRACTOR SHALL COORDINATE PERIODICALLY WITH THE PROJECT MANAGER TO REVIEW SAFETY CONCERNS AND ADVISE ON ACTIVE WORK AREAS.

### SITE METALS

ALL SITE METALS TO BE PAINTED DARK BRONZE INCLUDING DIRECTIONAL SIGNAGE. (SITE LIGHTING IS EXCLUDED.) \*SHERWIN WILLIAMS BRONZETONE CUSTOM COLOR CHART - DARK BRONZE\*

### GENERAL NOTES:

CONTRACTOR TO CONFIRM ALL UNDERGROUND NEW AND/OR EXISTING WATER, IRRIGATION, GAS SEWER AND ELECTRICAL IS UNDAMAGED PRIOR TO INSTALLING CONCRETE/ASPHALT. LEAKS AND/OR REPAIRS WILL BE AT CONTRACTOR EXPENSE.

THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH THE OPERATOR'S LANDSCAPE AND IRRIGATION VENDOR TO ENSURE THAT INSTALLATION AND PROTECTION OF EXISTING PLANT MATERIAL.

DEMOLITION OF EXISTING LANDSCAPING NECESSARY FOR THE CONTRACTOR TO ACCOMPLISH THE SCOPE OF WORK SHALL BE BY THE CONTRACTOR. TREE AND SHRUB REMOVAL NEEDED FOR BUILDING ADDITIONS OR PARKING LOT ADDITIONS SHALL BE BY THE CONTRACTOR.



**Chick-fil-A**  
5200 Buffington Road  
Atlanta, Georgia  
30349-2998



**Hill Foley Rossi & Associates**  
ARCHITECTURE + ENGINEERING  
3680 Pleasant Hill Road  
Suite 200  
Duluth, GA 30096  
770.622.9858

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HILL FOLEY ROSSI & ASSOCIATES,  
LLC REG NO. P-0227, EXP. 6/30/2025

# CHICK-FIL-A

## WAYNESVILLE

45 BARBER BLVD,  
WAYNESVILLE, NC 28786

### FSR#3641

BUILDING TYPE / SIZE: S08H-C-R  
RELEASE:

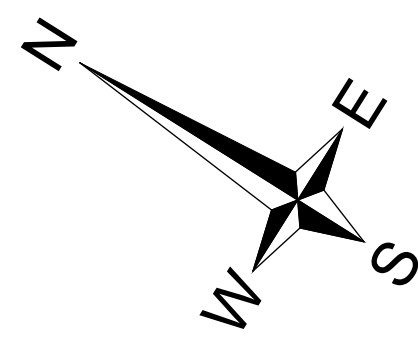
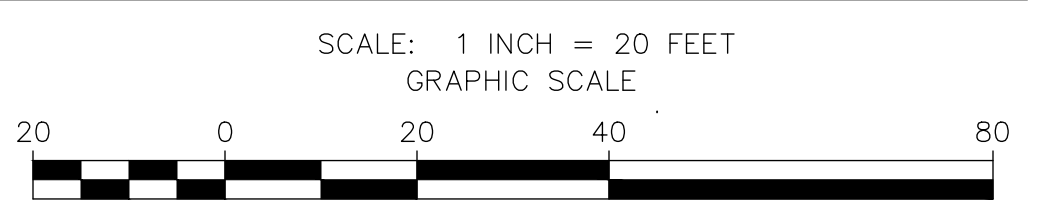
NO.	DATE	DESCRIPTION

CONSULTANT PROJECT #	22.1004.01
PRINTED FOR	REVIEW
DATE	03.13.2026
DRAWN BY	BTD

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PRELIMINARY SITE PLAN  
SHEET NUMBER

## PRELIMINARY SITE PLAN





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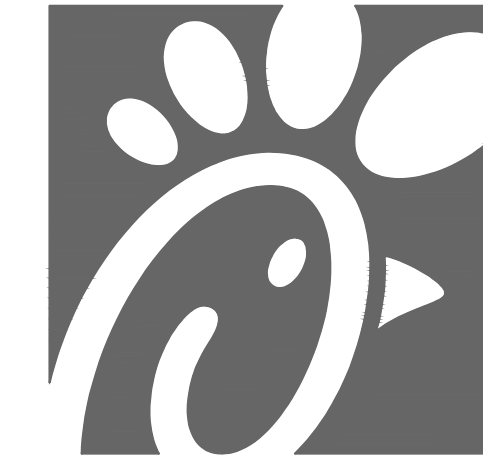
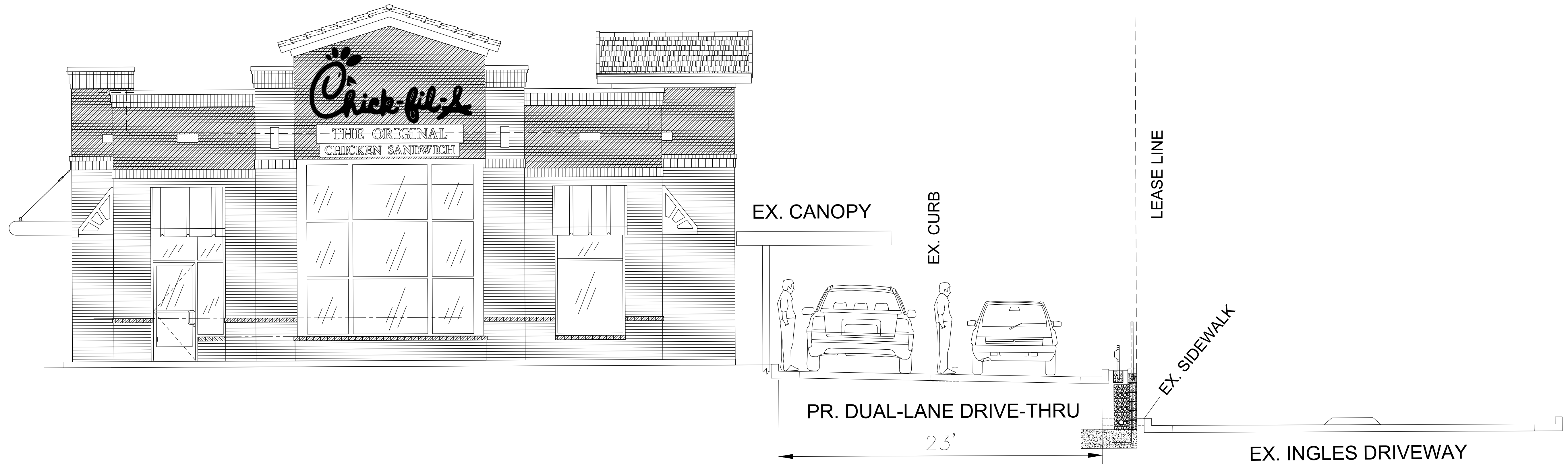
D

C

B

A

**EX. BUILDING**  
(FOR REFERENCE ONLY)



*Chick-fil-A*

**Chick-fil-A**  
5200 Buffington Road  
Atlanta, Georgia  
30349-2998



**Hill Foley Rossi & Associates**  
ARCHITECTURE + ENGINEERING  
3680 Pleasant Hill Road  
Suite 200  
Duluth, GA 30096  
770.622.9858

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HILL FOLEY ROSSI & ASSOCIATES,  
LLC REG NO. P-0227, EXP. 6/30/2025

**CHICK-FIL-A**  
**WAYNESVILLE**  
45 BARBER BLVD,  
WAYNESVILLE, NC 28786

**FSR#3641**

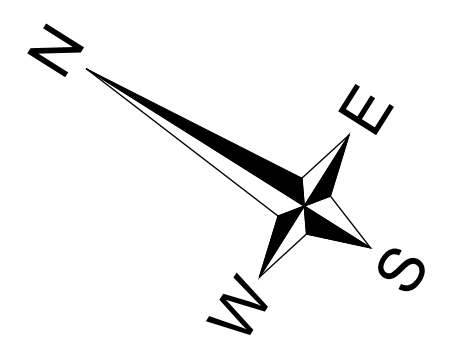
BUILDING TYPE / SIZE: S08H-C-R  
RELEASE:

REVISION SCHEDULE		
NO.	DATE	DESCRIPTION

CONSULTANT PROJECT #	22.1004.01
PRINTED FOR	REVIEW
DATE	03.13.2026
DRAWN BY	BTD

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SHEET  
STREET SECTION  
SHEET NUMBER



**STREET SECTION**

SCALE: N.T.S.

**CX.1**

4


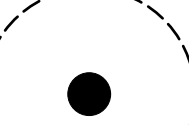
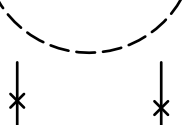
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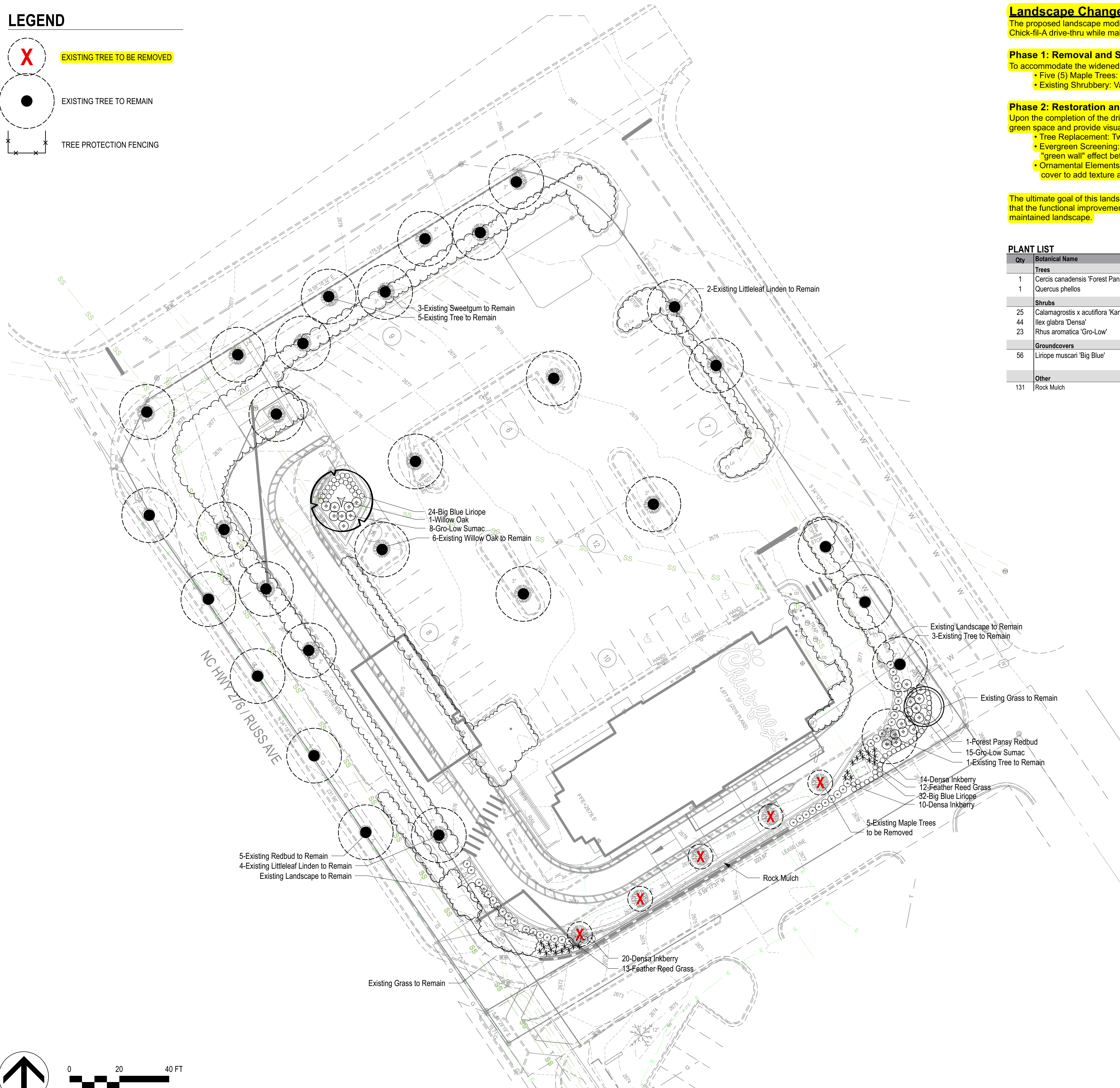
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**LEGEND**

-  EXISTING TREE TO BE REMOVED
-  EXISTING TREE TO REMAIN
-  TREE PROTECTION FENCING



**Landscape Change Narrative: 45 Barber Blvd**

The proposed landscape modifications at 45 Barber Blvd are designed to facilitate the expansion of the existing Chick-fil-A drive-thru while maintaining the site's aesthetic character.

**Phase 1: Removal and Site Preparation**

To accommodate the widened drive-thru lane and updated traffic flow, the following existing vegetation will be removed:

- Five (5) Maple Trees: Currently located along the internal drive and existing drive-thru perimeter.
- Existing Shrubbery: Various ornamental shrubs within the immediate construction footprint will be cleared.

**Phase 2: Restoration and Replanting**

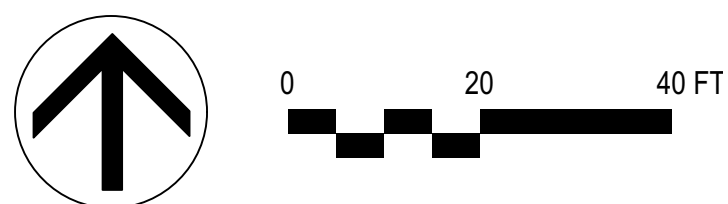
Upon the completion of the drive-thru expansion, the site will undergo a comprehensive replanting phase to restore green space and provide visual buffering. The new landscape plan includes:

- Tree Replacement: Two (2) new trees will be installed to anchor the updated landscape islands.
- Evergreen Screening: A selection of evergreen shrubs will be planted to provide year-round screening and a "green wall" effect between the drive-thru and adjacent areas.
- Ornamental Elements: The base of the planting areas will be filled with a mix of ornamental grasses and ground cover to add texture and visual interest.

The ultimate goal of this landscape transition is to return the site as close to existing conditions as possible, ensuring that the functional improvements to the Waynesville location are complemented by a refreshed and professionally maintained landscape.

**PLANT LIST**

Qty	Botanical Name	Common Name	Scheduled Size	Remarks
<b>Trees</b>				
1	<i>Cercis canadensis</i> 'Forest Pansy'	Forest Pansy Redbud	8'-10' Hgt. x 5'-6' Spr.	B & B
1	<i>Quercus phellos</i>	Willow Oak	2" Cal; 8' Hgt.	B & B; single straight leader
<b>Shrubs</b>				
25	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	Foerster's Feather Reed Grass	3 Gal.	
44	<i>Ilex glabra</i> 'Densa'	Densa Inkberry	3 Gal.	
23	<i>Rhus aromatica</i> 'Gro-Low'	Gro-Low Sumac	3 Gal.	
<b>Groundcovers</b>				
56	<i>Liriope muscari</i> 'Big Blue'	Big Blue Liriope	1 Gal.	Plant 24" O.C.
<b>Other</b>				
131	Rock Mulch	Rock Mulch	SF.	See Specifications



**Chick-fil-A**  
 Chick-fil-A  
 5200 Buffington Road  
 Atlanta, Georgia 30349-2998



**MLD STUDIO**  
 Landscape Architecture  
 51 Old Canton Street  
 Alpharetta, GA 30009  
 770.442.8171



**CHICK-FIL-A**  
**WAYNESVILLE FSU**  
 45 BARBER BOULEVARD  
 WAYNESVILLE, NC 28786

**FSU# 03611**

REVISION SCHEDULE  
 NO. DATE BY DESCRIPTION

MLD PROJECT # 2022151  
 PRINTED FOR PERMIT  
 DATE 3/17/26  
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SHEET  
**Landscape Plan**

SHEET NUMBER  
**L-100**

**PERMIT**



To: Waynesville Town Council  
 From: Olga Grooman, Assistant Development Services Director  
 Date: May 12, 2026  
 Subject: Planning Board Report and Statement of Consistency  
 Description: Amendment to the Conditional District  
 Project: Chick-fil-A Drive-Thru Restaurant  
 Location: 45 Barber Boulevard in Waynesville, NC 28786 (PIN 8616-22-6393)

The Planning Board hereby adopts and recommends to the Town Council the following statement(s):

A motion was made by board member Travis Collins and seconded by board member Alex McKay **to find the amended Russ Avenue Regional Center Conditional District (RA-RC-CD) Conditional Zoning District as being consistent with the following goals of the 2035 Comprehensive Land Use Plan:**

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

- Encourage in-fill, mixed use, and context-sensitive development.

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville’s “maker economy.”

Additionally, the property is designated as *Mixed Use - Regional* on the Future Land Use Map, and this designation supports “major nodes of activity located on major thoroughfares ... to include commercial uses” that require high visibility and high traffic counts (2035 Comp. Plan, p.27).



The motion passed unanimously, 7:0.

A motion was made by board member John Baus and seconded by board member Tommy Thomas **to recommend the amended Conditional District to the Town Council with the following conditions:**

1. Pay a fee-in-lieu to the Town to reconstruct the removed sidewalk section along the subject property’s southeastern side due to the addition of a second drive-thru lane.
2. Work with Town staff and replace the landscaping to be removed from the subject property (LDS Chapter 8).

The Planning Board Chair Ginger Hain emphasized that the beautification of the Russ Avenue corridor is very important for the community, noting that the area needs to be pretty and that it took a long time to create nice look for it.

The motion passed unanimously, 7:0.

	<u>4/24/2026</u>		<u>4-24-26</u>
Ginger Hain, Planning Board Chair	Date	Esther Coulter, Administrative Assistant	Date

# Minutes

REGULAR MEETING  
TOWN OF WAYNESVILLE  
PLANNING BOARD  
OCTOBER 18, 2010  
MONDAY - 5:30 P.M.  
TOWN HALL

The Planning Board held a regular meeting on Monday, October 18, 2010. Members present were Marty Prevost, Don Stephenson, Patrick McDowell, Gary Sorrells, Jim Francis and Jon Feichter. Also present were Town of Waynesville Mayor Gavin Brown, Aldermen Libba Feichter, J. Wells Greeley, and LeRoy Roberson; Land Use Administrator Byron Hickox, Public Works Director Fred Baker, Town Manager A. Lee Galloway, Assistant Town Manager Alison Melnikova, and Town Attorney Woodrow Griffin. Others present were Planning Director Paul Benson, Administrative Assistant Eddie Ward, and Town Clerk Phyllis McClure; members of the Land Development Review Committee Joe Taylor, Steve Kaufman, Mike Erwin, David Blevins, and Ron Leatherwood.

Chairman Patrick McDowell called the meeting to order at 5:30 p.m..

## Approval of Minutes of August 16, 2010

Gary Sorrells moved, seconded by Jim Francis to approve the minutes as presented. The motion carried unanimously

## Request by W. R. Jameson, representing Ingles Markets for Text Amendment - Section 154.100, 154.101, 154.095 - To Establish Conditional Zoning Districts

Chairman Patrick McDowell asked Paul Benson, Planning Director to present the staff report. Mr. Benson presented the following staff report and recommendation.

### Background:

Mr. Benson said the Town has been working with Ingles for approximately one year to aid in redeveloping their property within the Town's ordinances. While working through the new ordinances the Town staff decided the best way to undertake the redevelopment of the Russ Avenue Ingles store is to use the Conditional Zoning District (CD) process. This is a negotiated, site specific approval, done by the Board of Aldermen. In discussing this with John Cox, Ingles' representative, it was decided the best thing for them to do was to extract that part of the ordinance and adopt it. Conditional use zoning is an innovative tool and has become a very popular way for local governments in North Carolina to handle development regulation. *Note: Lee Bouknight arrived at 5:39 p.m.*

Michael Egan, representing Ingles Markets, is an attorney working with land use issues. Mr. Egan said he works with a lot of local governments and recommends that conditional zoning be a part of their regulations. An applicant submits an application, site plan, and list of conditions they are willing to have imposed on the property, and the staff may have some additional conditions. An ordinance is crafted that has those conditions along with a site plan. The property owner requests a recommendation from the Planning Board. If an ordinance is adopted, the conditions will become part of that ordinance creating a separate zoning district for that piece of property. This process creates a unique zoning district for that

property. After two years if the property is not developed as approved, the Board of Alderman may rescind the CD zoning.

Some questions were asked by the planning board to Mr. Egan whether there are a lot of changes requested when this is adopted. Mr. Egan said usually not.

Staff Recommendation:

The staff recommends adoption of the CD process as contained in the draft Land Development Standards. It would have been preferable for Ingles to have waited for adoption of the revised Land Development Standards in its entirety, but the staff understands that the adoption date of that document is uncertain and may come too late to fit with Ingles' development schedule.

Revised Land Development Standards

Paul Benson said the Land Developments Standards Review Committee met thirty seven times during the course of the past two years. Mr. Benson said it has been a great process, the committee worked really well together, and had many discussions. Mr. Benson introduced the committee members present and the consultant who have been assisting with the project.

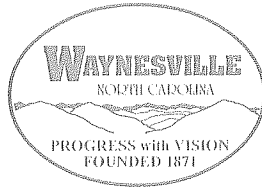
Craig Lewis, consultant for The Lawrence Group, said this process began in April 2009 and we are at the end of a long process which had many active participants. Meetings were held with neighborhood leaders, developers, etc. He added that the committee had the benefit of being one of the top two that he had worked with because they are familiar with the community and have done a lot of work. The full draft was completed in June 2010 and the final draft was completed on October 2010 with the number of pages reduced from 576 to 258. The original document was difficult to navigate. However, the new one is user friendly. Cleaning up the page layout, logical numbering system, clear headings and concise language improve readability.

Districts were simplified. Currently there are 29 districts which have been consolidated into eight categories. A consolidated table of uses is included in the revisions so that everything is on one chart. The number of uses has been consolidated and clearly defined. Standards by district category have also been consolidated.

Mr. Lewis explained several aspects of the revised plan including building design standards, civic space, revised parking configurations, hillside/steep slope standards, non-conforming uses, redevelopment, clear permitting process, and revised and updated definitions. Patrick McDowell stated this could be a good redevelopment tool and beneficial to the property owners.

There was discussion about the approval process. Paul Benson suggested that an informal informational meeting be held, and that information be posted on the web site, through press releases, mailers and posters to give people a chance to look at the new document. Lee Bouknight felt that at least two meetings should be held with suggestions from Patrick McDowell that they are held in two different locations in town.

Gary Sorrells moved, seconded by Jon Feichter to recommend that amendments to Sections 154.100, 154.101, 154.095 to establish Conditional Zoning Districts be approved as presented. The motion



# Town of Waynesville

AGENDA  
REGULAR MEETING  
BOARD OF ALDERMEN  
TOWN OF WAYNESVILLE  
TOWN HALL - 9 SOUTH MAIN STREET  
FEBRUARY 8, 2011  
TUESDAY - 7:00 P.M.

## Call to Order

1. Approval of Minutes of January 25, 2011
2. Public Hearing - Consideration of Conditional District Rezoning Application Submitted by Ingles Markets
3. Public Hearing - Consideration of Zoning Text Amendment to Section 154.119(B)(8)(c)1 to Permit Outdoor Storage in the Main Street Neighborhood District Submitted by Katie Henderson
4. Historic Preservation Commission Reappointments
5. Street Closure Request by Historic Frog Level Merchants' Association, Inc.  
- The "Whole Bloomin' Thing Festival"
6. Discussion Regarding Waynesville Housing Authority Appointments
7. Adjournment

Additional information regarding this agenda is available at [www.townofwaynesville.org](http://www.townofwaynesville.org)

ITEM 2. PUBLIC HEARING  
CONSIDERATION OF CONDITIONAL DISTRICT REZONING  
APPLICATION SUBMITTED BY INGLES MARKETS

A few months ago, the Town Board approved a recommendation from the Planning Board for the creation of Conditional District Zoning. This allows a use within a zoning district that might otherwise not be allowed as a permitted use in that district, unless the Board is willing to grant Conditional District Zoning to that parcel. In doing so, the Board may set specific conditions under which it may allow the use, and the lot owner may negotiate with the Town Board in an effort to seek the Board's approval of the conditional zoning.

The first applicant for this Conditional District Zoning is Ingles Markets, and they have made their presentation to the Planning Board. You will find attached the rather extensive documents related to the request for the Conditional District Zoning by Ingles. Included are the Application submitted by Ingles, including the List of Standards and Conditions for which Ingles is making application.

You will also find the Staff Report, in which Planning Director Paul Benson presents Plan Review Comments for both the Grocery Store and the separate Convenience Store. In his comments, Mr. Benson addresses the Master Plan for the Ingles Property, noting specifically the parking, pedestrian facilities, landscaping and access. Mr. Benson also lists the recommendations coming from the Community Appearance Commission.

Finally, you will find a copy of the proposed Ordinance which would amend the zoning map to create the Ingles Markets Conditional District. This ordinance addresses the specific requests of Ingles Markets and incorporates the changes which Town Staff has recommended based upon review by other Board or Commissions of the town. Supporting documentation includes several maps and layouts of the areas of the grocery store and the convenience store/gas station.

There will be larger maps on hand at the meeting on Tuesday evening for your consideration; however, I would encourage you to contact Mr. Benson in advance of the meeting should you have questions or need a clearer understanding of the request. You might also want to review the minutes of the Planning Board from January 18, at which time that body considered this request.

A public hearing on the matter is scheduled for Tuesday evening.

**Staff Report**  
**Ingles Conditional District Rezoning Application**  
**February 3, 2011**

**Project:** Reconstruction / expansion of existing grocery and new convenience store with gasoline pumps  
**Location:** 201 Barber Boulevard (off Russ Avenue)  
**District:** Russ Avenue Town Center

**Description:**

The existing grocery store is nonconforming in because the parking lot is located in front of the building, there are no parking lot shade trees, there are no sidewalks connecting the grocery store to either Russ Avenue or Howell Mill Road, and there are no pedestrian walkways internal to the parking lot. Redevelopment/reconstruction of an existing nonconforming building to an extent of more than 75% of its current tax value, as is the case with this project, triggers compliance with all applicable provisions of the Land Development Standards (LDS). In recognition of this fact, Ingles has applied for a Conditional District zoning designation to modify some of the requirements of the LDS.

This project consists of reconstructing and expanding the existing grocery store to a total of 119,848 square feet with an attached 23,728 square feet garden center and 5,897 square feet retail shop. The project also includes the construction of a new convenience store of approximately 1,900 square feet with a connected canopy covering 16 vehicle lanes accessing 8 gasoline pumps. The project proposes 21,296 square feet of additional landscape area, with 90 new trees and approximately 1,100' of new sidewalk.

**Plan Review Comments:**

Architectural Design/Grocery store:

1. There are no applicable design standards in the LDS, since the building does not directly front a public street, other than a maximum building height of 40'. The proposed maximum height is 47'. **The requested district modifications contained in the List of Standards and Conditions would permit buildings with a maximum height of 47'.**
2. The building is generally well articulated with many changes in massing, front façade height and materials alternating between brick, EIFS and glass.
3. There is a high degree of permeability from windows and glass doors.

Architectural Design/Convenience store:

1. There are no applicable design standards, since the building does not directly front a public street, other than a maximum building height of 40'. The proposed maximum height is 29'.

2. Building materials have not been specified, but a high percentage of the façade fronting the alley to the rear of the Home Trust Bank is permeable with windows, but no doorway.

Master Plan:

1. **Parking location:** currently the grocery store fronts on a large parking lot (approximately 500' deep), and is proposed to continue to be sited in the same location after the redevelopment. This does not comply with the current district standard, which requires all parking to be to the side or rear of principal buildings. **This provision has been proposed for deletion by the List of Standards and Conditions of the Conditional District application.**
2. **Pedestrian facilities:** currently there is no pedestrian connection along Barber Boulevard from the existing grocery store to either Russ Avenue or Howell Mill Road, nor are there any internal pedestrian pathways within the large parking lot connecting to the entrances of the building. The Master Plan proposes approximately 750' of new sidewalk construction extending from Howell Mill Road along the driveway and edge of parking lot. This sidewalk would connect with a sidewalk internal to the parking lot extending approximately 500' across the parking lot to the sidewalk in front of the building. There is also a approximately 200' of new sidewalk proposed adjacent to the convenience store/gas station site.

A drive-thru lane for the pharmacy window on the front of the building breaks the pedestrian connection from the parking area in front of the garden center to the main grocery store building entrances. Since pedestrians will walk through the drive-thru lane in moving between the garden center and grocery store this will create an obstacle and hazard to pedestrian movement.

In response to public comment, and Community Appearance Commission and Planning Board recommendation, a raised, textured crosswalk is proposed for the pedestrian crossing of Barber Boulevard adjacent to the proposed convenience store/gas station.

3. **Landscaping:** the proposed landscaping plan calls for 90 new trees in and adjacent to the parking area - 69 of these would qualify as parking lot shade trees since they are within 30' of a parking space. These 69 trees would "shade" approximately 374 spaces out of the 621 spaces proposed, or 60% of the parking lot.

As to species, 18 of the 69 (26%) parking lot shade trees are proposed to be Eastern Redbud – a small tree/shrub species. This slightly exceeds the 25% allowance for parking lot shade trees to be a small maturing species. A mitigating factor is that 11 of these trees are proposed within an overhead power line right-

of-way. The Redbuds were added to replace the original Crape Myrtles at the request of the Community Appearance Commission.

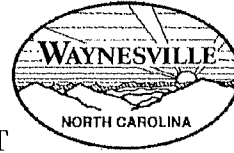
Proposed new landscape area is 21,296 square feet. In addition to the trees detailed above, a number of shrubs are proposed within this landscaped area.

**This landscaping plan is requested to be deemed as “alternative compliance” with the landscaping standards by the List of Standard and Conditions of the Conditional District application.**

4. **Access:** access to the site is provided by Barber Boulevard, a private street extending from Russ Avenue to the parking lot, and by a private driveway extending to Howell Mill Road. The Russ Avenue Corridor Plan indicates two new street connections on this site: to Russ Avenue at the western end of the property from the access road between the bank and gas station, and to the Pizza Hut site from the driveway connecting with Howell Mill Road (this plan may be viewed at [TownofWaynesville.org](http://TownofWaynesville.org)).

The Master Plan does not show either of these connections, but a “Right of Way Exhibit” shows a proposed 40’ right of way connection to Russ Avenue, and the List of Standards and Conditions indicates that the portion of this right-of-way on the Ingles property will be dedicated to the Town within one year of the enactment of the Conditional District. No right-of-way is indicated on the Master Plan or in the List of Standards and Conditions for the “Pizza Hut” connection. There has been a request stated by the owner of the nearby Arby’s property that this connection be provided at that location, with which the Town staff is in agreement.

The primary objective of the Russ Avenue Corridor with regard to this connection is that it provide rear access to the tier of lots between Howell Mill Road and Barber Boulevard so that vehicular traffic is not limited to using direct turns to and from Russ Avenue to access these properties. **The Town staff recommends amending the List of Standards and Conditions to add this connection as requested to the Arby’s property.**



**TOWN OF WAYNESVILLE PLANNING DEPARTMENT**

**Application for Land Development Standards Map Amendment**

Application is hereby made on November 29, 2010 to the Town of Waynesville for the following map amendment:

Property owner of record: Ingles Markets  
Address/location of property: 201 Barber Boulevard  
Parcel identification number(s): See attached  
Deed/Plat Book/Page, (attach legal description): See attached  
The property contains 28.61 acres.  
Current district: RA-TC  
Requested district: RA-TC CD

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

See attached

**Applicant Contact Information**

Applicant Name (Printed): W. R. Jameson  
Mailing Address: PO Box 6676 Asheville, NC 28816  
Phone(s): 828-669-2941 ext 305  
Email: rjameson@ingles-markets.com  
Signature of Property Owner(s) of Record Authorizing Application:

WR Jameson

**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 Planning Department, 9 South Main Street, Waynesville, NC 28786.**



You Get A Lot More. You Pay A Lot Less.

---

*REAL ESTATE DEPARTMENT*

Robert P. Ingle  
*Chairman of the Board*

Jim Lanning  
*President*

W. Randolph Jameson  
*Vice President*

This site was developed long before enactment of the Land Development Standards (LDS). Rezoning this property to a conditional district will enable the redevelopment of the site in a fashion that will bring it more into conformity with the LDS and with the vision and goals of the Russ Avenue Town Center District.

Address- 201 Barber Boulevard

Parcel #- there are four-

8616-22-7311 with deed book 345 and page 459- gas parcel

8616-32-8401 with deed book 430 and page 646- main parcel

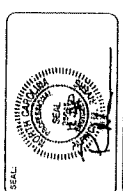
8616-32-3480 with deed book 345 and page 459- parking lot parcel

8616-32-3480 with deed book 430 and page 646- belks parcel



Master Plan (South)

NO.	DATE	REVISIONS	BY



CORPORATE SEAL

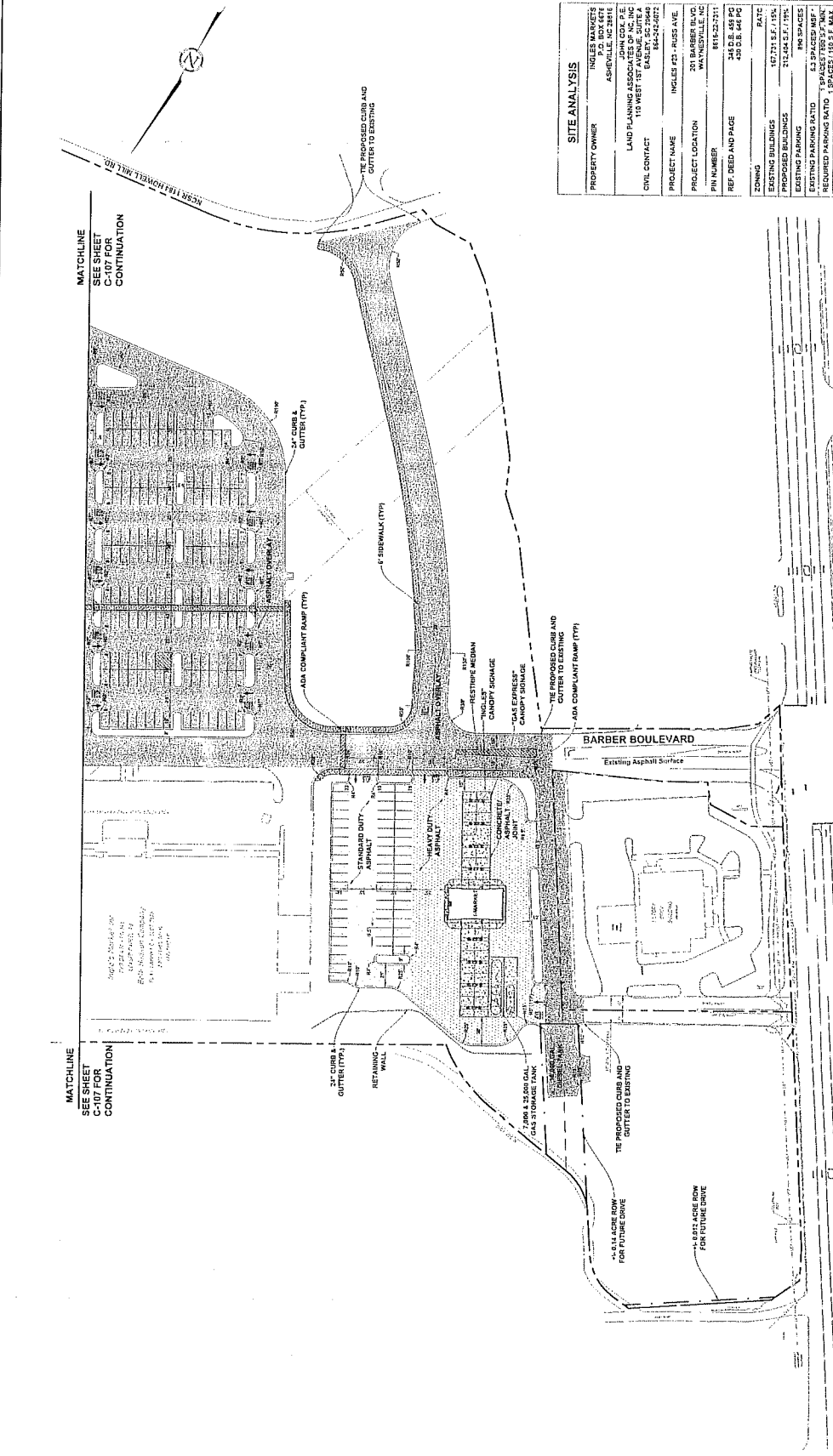
**LAND PLANNING ASSOCIATES**  
 PLLC  
 201 BARBER BLVD.  
 WAYNESVILLE, NC 27586  
 919.232.2111  
 www.lpa-nc.com

**ingles**  
 #23  
 201 BARBER BLVD.  
 WAYNESVILLE, NC

PROPERTY INFORMATION:  
 TAX MAP NUMBER: 8115-23-2111  
 REFERENCE JOB #/P: BK 433 PG 28  
 ADDITIONAL INFO:

ISSUE FOR CONSTRUCTION:  
 PERMIT DATE:  
 DESIGN BY: JEC  
 CHECKED BY: JEC  
 DATE: 12/17/10  
 SCALE: 1" = 50'  
 JOB NUMBER: 1002.23

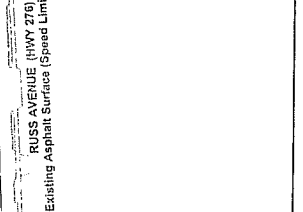
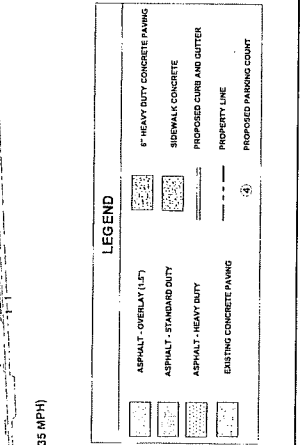
**MASTER PLAN (SOUTH)**  
 C-103  
 STORE 23  
 WAYNESVILLE, NC  
 NORTH CAROLINA



**SITE ANALYSIS**

PROPERTY OWNER	INGLES BARBERS
INGLES BARBERS	INGLES BARBERS
LAND PLANNING ASSOCIATES	LAND PLANNING ASSOCIATES
CIVIL CONTRACT	115 WEST 1ST AVENUE, SUITE 4 WAYNESVILLE, NC 27586 919.232.2111
PROJECT NAME	INGLES #23 - PUDS AVE
PROJECT LOCATION	201 BARBER BLVD WAYNESVILLE, NC
PIN NUMBER	8115-23-2111
REF. DEED AND PAGE	248 E. 437 PG 28 248 E. 437 PG 28
ZONING	248 E. 437 PG 28
EXISTING BUILDINGS	187.71 S.F. / 15%
PROPOSED BUILDINGS	212.24 S.F. / 17%
EXISTING PARKING	190 SPACES
EXISTING PARKING RATIO	6.3 SPACES / 100 S.F.
REQUIRED PARKING RATIO	1.0 SPACES / 100 S.F. MAX.
PROPOSED PARKING	216 MIN. / 147 MAX.
PROPOSED PARKING RATIO	6.75 SPACES / 100 S.F.
BI-CYCLE PARKING	24 SPACES
EXISTING SITE AREA	24,746 ACRES
PROPOSED SITE AREA	22,746 ACRES
FRONT SETBACK (REQUIRED)	25' MIN. / 10' MAX.
SIDE SETBACK (REQUIRED)	AS SHOWN
REAR SETBACK (REQUIRED)	AS SHOWN
STREET SETBACK (REQUIRED)	25' MIN. / 20' MAX.
* M.F. # 1002.23	

- SITE NOTES:**
1. ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE TO FACE OF CURB, FACE OF BUILDING, OR CENTERLINE OF PARKING LANE.
  2. UNLESS NOTED OTHERWISE, PAVEMENT SHALL BE STANDARD DUTY PAVEMENT.
  3. ALL SIDEWALKS SHALL BE HEAVY DUTY PAVEMENT.
  4. ALL SIDEWALKS SHALL BE HEAVY DUTY PAVEMENT AND COMPLY WITH ALL LOCAL COMPANIES SPECIFICATIONS IN THE JURISDICTION OF THE PROJECT.
  5. ALL SIDEWALKS SHALL BE HEAVY DUTY PAVEMENT AND COMPLY WITH ALL LOCAL COMPANIES SPECIFICATIONS IN THE JURISDICTION OF THE PROJECT.
  6. ALL SIDEWALKS SHALL BE HEAVY DUTY PAVEMENT AND COMPLY WITH ALL LOCAL COMPANIES SPECIFICATIONS IN THE JURISDICTION OF THE PROJECT.
  7. ALL SIDEWALKS SHALL BE HEAVY DUTY PAVEMENT AND COMPLY WITH ALL LOCAL COMPANIES SPECIFICATIONS IN THE JURISDICTION OF THE PROJECT.
  8. ALL SIDEWALKS SHALL BE HEAVY DUTY PAVEMENT AND COMPLY WITH ALL LOCAL COMPANIES SPECIFICATIONS IN THE JURISDICTION OF THE PROJECT.
  9. THE SITE IS NOT WITHIN A FLOOD HAZARD AREA.
  10. REFER TO ARCHITECTURAL PLANS FOR EXACT MATERIAL AND CHAMF PARALLELS.



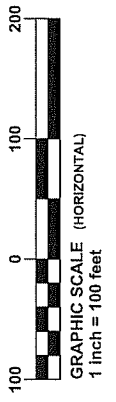
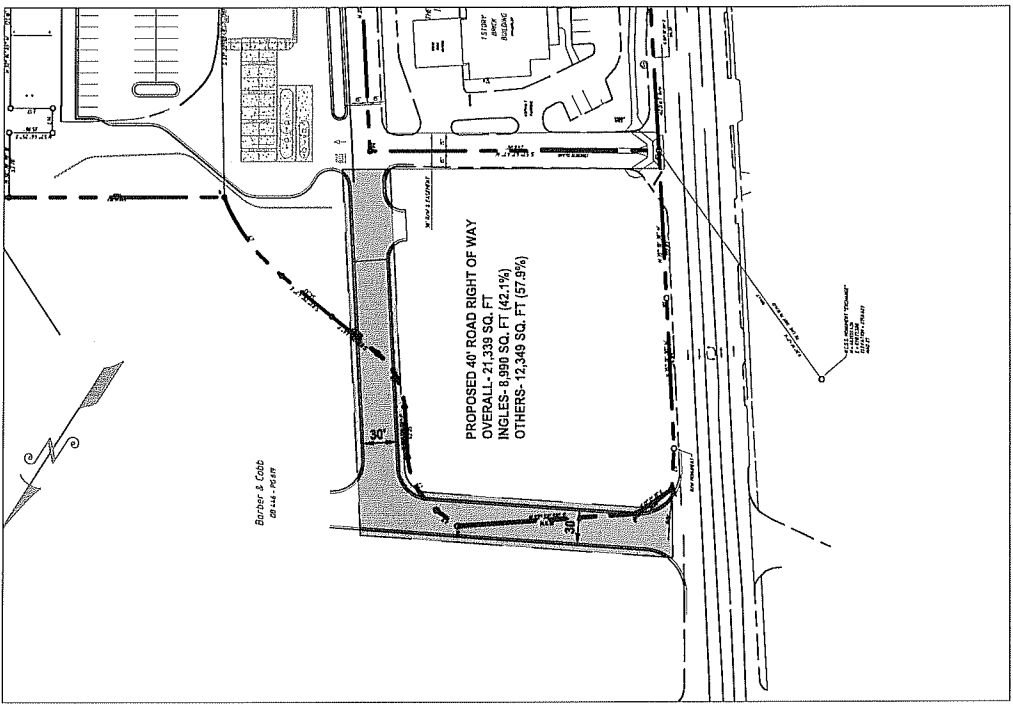
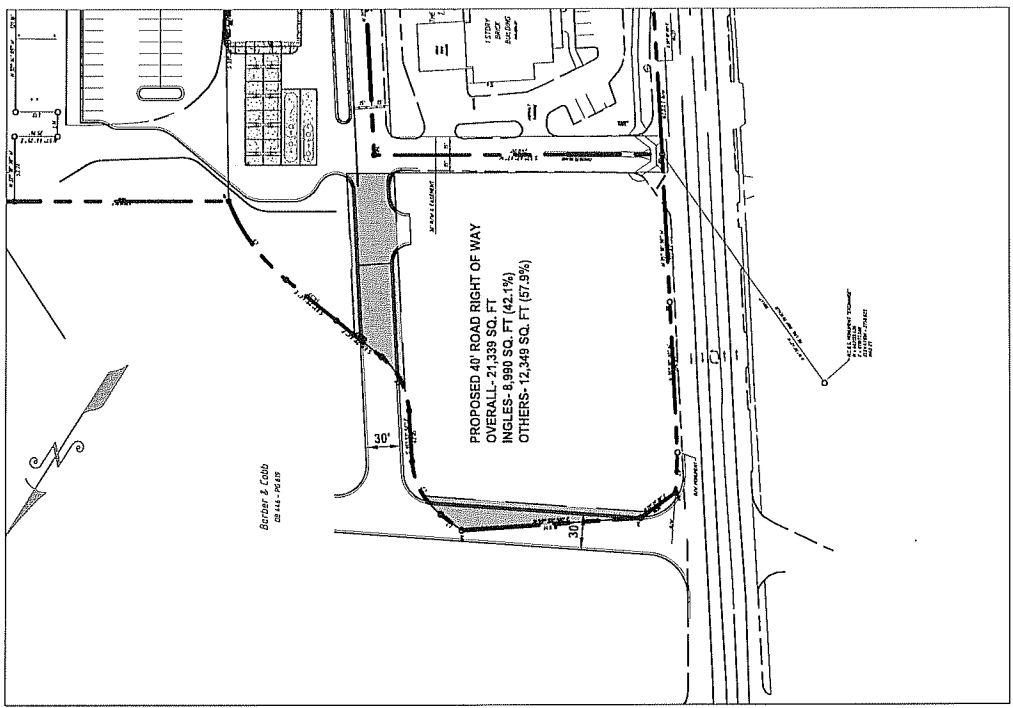


Project No: 10,027  
 EXHIBIT 1  
 1 of 1

Waynesville  
 NORTH CAROLINA  
 INGLER'S MARKETS, INC.  
 SITE DEVELOPMENT PLANS  
 STORE #23  
 RIGHT OF WAY EXHIBIT



Designed: JDC  
 Drawn: JDC  
 Checked: JDC  
 Reviewed: PMR  
 Scale: AS NOTED  
 Date: 02/02/11



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

**AN ORDINANCE AMENDING THE ZONING MAP OF THE  
TOWN OF WAYNESVILLE; CREATING THE INGLES MARKETS  
CONDITIONAL DISTRICT**

**WHEREAS**, the Town of Waynesville has the authority, pursuant to Part 3 of Article 19 of Chapter 160A of the North Carolina General Statutes, to adopt zoning regulations, to establish zoning districts and to classify property within its jurisdiction according to zoning district, and may amend said regulations and district classifications from time to time in the interest of the public health, safety and welfare; and

**WHEREAS**, this Ordinance is consistent with the Town's 2020 Land Development Plan for the reasons set out herein; and

**WHEREAS**, this Ordinance is neither consistent with nor inconsistent with other official plans of the Town of Waynesville; and

**WHEREAS**, the Town of Waynesville Planning Board has reviewed the proposed ordinance and recommends its enactment by the Board of Aldermen

**NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, HEREBY ORDAINS THE FOLLOWING.**

**Section One.** Upon petition of Ingles Markets, Inc., the Official Zoning Map of the Town of Waynesville is hereby amended to create the Ingles Markets Conditional District as more particularly set forth herein.

**Section Two.** This Ordinance is found to be consistent with the Town of Waynesville 2020 Land Development Plan, in particular with the Land Use Goal contained therein which states the following:

Promote the orderly growth, development and enhanced land values of the Town of Waynesville by preserving and improving Waynesville's existing neighborhoods, creating more attractive commercial centers, maintaining a strong downtown area, taking steps to reduce urban sprawl and protecting the natural beauty of the community.

This Ordinance is further found to be consistent with the Town of Waynesville 2020 Land Development Plan by virtue of the following land use objective:

Promote infill development in the Town of Waynesville as an alternative to continued outward expansion.

**Section Three.** The zoning classification of that certain real property described in Exhibit A, attached hereto and made a part hereof, is hereby changed from RA-TC to RA-TC CD. Said property is also identified on Haywood County tax maps by means of the following PIN numbers: 8616-22-7311; 8616-32-3480; 8616-32-8401.

**Section Four.** The Ingles Markets Conditional District is a conditional zoning district established pursuant to the Land Development Standards of the Town of Waynesville by means of authority granted by the North Carolina General Statutes. Future development and use of lands situated within the Ingles Markets Conditional District, and the processing of applications to develop and use such lands, shall comply with the conditions set forth on the document entitled, Ingles Markets Conditional District: List of Standards & Conditions, which is attached to this ordinance as Exhibit B and incorporated herein. The aforementioned List of Standards & Conditions, including the Master Plan made a part thereof, shall run with the land and shall be binding on Ingles Markets, Inc., its heirs and assigns.

**Section Five.** Pursuant to §154.095.2 the Town of Waynesville Land Development Standards, the Master Plan replaces all conflicting development regulations set forth in the Land Development Standards, and such development regulations are varied to the extent they conflict with the Master Plan and List of Standards & Conditions.

**Section Six.** Enactment of this Ordinance constitutes the approval of a site-specific development plan resulting in the establishment of a vested right, pursuant to N.C.G.S. 160A-385.1, to undertake and complete the development and use of the property under the terms and conditions specified in the Master Plan and the List of Standards & Conditions. Such vested right shall have a term of two years from the date of adoption of this Ordinance.

**Section Seven.** The Office of the Zoning Administrator is hereby authorized and directed to modify the Town's Official Zoning Map consistent with this Ordinance.

**Section Eight.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

**Section Nine.** All ordinances or portions thereof in conflict herewith are hereby repealed to the extent of such conflict.

**Section Ten.** This ordinance shall be in full force and effect from and after the date of adoption.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

Approved as to form:

\_\_\_\_\_  
Town Attorney

**ORDINANCE NO. 2-11**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE  
TOWN OF WAYNESVILLE; CREATING THE INGLES MARKETS  
CONDITIONAL DISTRICT**

**WHEREAS**, the Town of Waynesville has the authority, pursuant to Part 3 of Article 19 of Chapter 160A of the North Carolina General Statutes, to adopt zoning regulations, to establish zoning districts and to classify property within its jurisdiction according to zoning district, and may amend said regulations and district classifications from time to time in the interest of the public health, safety and welfare; and

**WHEREAS**, this Ordinance is consistent with the Town's 2020 Land Development Plan for the reasons set out herein; and

**WHEREAS**, this Ordinance is neither consistent with nor inconsistent with other official plans of the Town of Waynesville; and

**WHEREAS**, the Town of Waynesville Planning Board has reviewed the proposed ordinance and recommends its enactment by the Board of Aldermen

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING.**

**Section One.** Upon petition of Ingles Markets, Inc., the Official Zoning Map of the Town of Waynesville is hereby amended to create the Ingles Markets Conditional District as more particularly set forth herein.

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**Section Three.** The zoning classification of that certain real property described in Exhibit A, attached hereto and made a part hereof, is hereby changed from RA-TC to RA-TC CD. Said property is also identified on Haywood County tax maps by means of the following PIN numbers: 8616-22-7311; 8616-32-3480; 8616-32-8401; 8616-32-4011.

**Section Four.** The Ingles Markets Conditional District is a conditional zoning district established pursuant to the Land Development Standards of the Town of Waynesville by means of authority granted by the North Carolina General Statutes. Future development and use of lands situated within the Ingles Markets Conditional District, and the processing of applications to develop and use such lands, shall comply with the conditions set forth on the document entitled, Ingles Markets Conditional District: List of Standards & Conditions, which is attached to this ordinance as Exhibit B and incorporated herein. The aforementioned List of Standards & Conditions, including the Master Plan made a part thereof, shall run with the land and shall be binding on Ingles Markets, Inc., its heirs and assigns.

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**Section Seven.** The Office of the Zoning Administrator is hereby authorized and directed to modify the Town's Official Zoning Map consistent with this Ordinance.

Ord. No. 2-11

Page 3

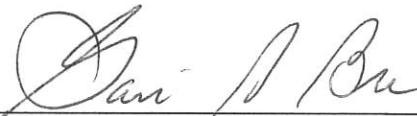
**Section Eight.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

**Section Nine.** All ordinances or portions thereof in conflict herewith are hereby repealed to the extent of such conflict.

**Section Ten.** This ordinance shall be in full force and effect from and after the date of adoption.

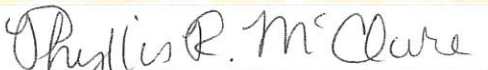
Adopted this 8<sup>th</sup> day of February, 2011.

TOWN OF WAYNESVILLE


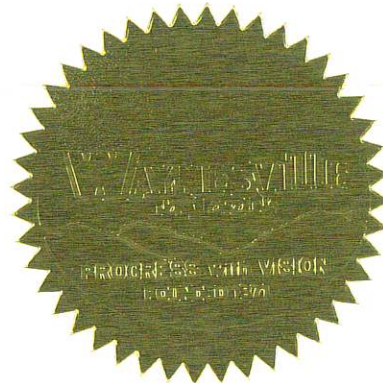


Gavin A. Brown, Mayor

ATTEST:

  
Phyllis R. McClure, Town Clerk

APPROVED AS TO FORM:

  
Woodrow H. Griffin, Town Attorney

**INGLES MARKETS CONDITIONAL DISTRICT:  
LIST OF STANDARDS & CONDITIONS**

REVISED: 2 FEBRUARY 2011

1. **Definitions.** Within this List of Standards & Conditions the following terms shall have the meanings articulated:
  - a. "District" refers to the Ingles Markets Conditional District, as depicted on the Master Plan, which is created by the Ordinance to which this List of Standards & Conditions is attached.
  - b. "Master Plan" refers to the documents submitted by Ingles Markets, Inc., as part of the Conditional District, entitled "Ingles Markets Conditional District Master Plan".
  - c. "LDS" refers to the Town of Waynesville Land Development Standards.
2. **Future Development.** Future development within the District shall comply with the Master Plan, a copy of which is attached hereto and incorporated herein by reference, and with this List of Standards & Conditions. Development review shall be governed by the provisions of §154.095.3 of the LDS.
3. **Land Uses.** Except as modified herein, land uses for the District shall be those permitted in the RA-TC Russ Avenue Town Center Zoning District. The following uses, which are either permitted uses, permitted uses subject to special requirements, or conditional uses within the RA-TC District shall not be permitted within the District:

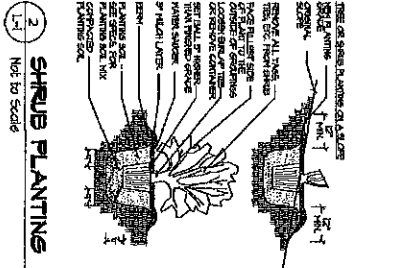
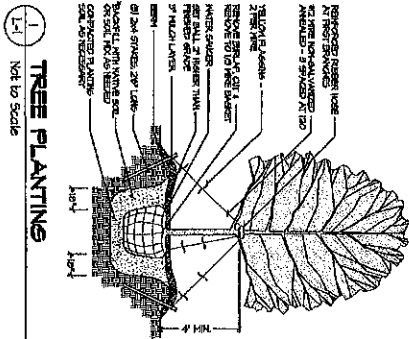
- Agricultural Uses
- Country Clubs
- Land fill - Demolition and Insert Debris
- Adult Establishments
- Cemeteries, Columbariums and Mausoleums
- Kennels
- Recycling Collection Stations
- Truck Washes
- Warehouses, Self-Storage

4. **Development Standards.** As provided in §154.095.2 of the LDS, the Master Plan replaces all conflicting development regulations set forth in the LDS which would otherwise apply. Development standards which are not modified by the Master Plan or this List of Standards & Conditions shall be those contained in the RA-TC Russ Avenue Town Center Zoning District. Land Development Standards are varied to the extent they conflict with the Master Plan and this List of Standards & Conditions. These include, without limitation, the following:
  - a. **Parking.** Parking and vehicular use areas need not be located to the side or rear of the principal structure on the site as required by §154.256(5)(a) of the LDS.
  - b. **Landscaping and Buffering.** Landscaping and buffering depicted and noted on the Master Plan is deemed to constitute Alternative Compliance pursuant to §154.303(A)(4) of the LDS.
  - c. **Maximum Building Height.** The maximum height of any building in the District shall not exceed 47 feet as noted on the Master Plan.
  
5. **Dedications & Construction of Public Improvements.** Within one year of the enactment of the Ordinance creating the Ingles Markets Conditional District, Ingles Markets, Inc., shall make the following dedications to the Town:
  - a. That portion of the right-of-way for the extension of Frazier Street situated on lands owned by Ingles Markets, Inc., as depicted on the Master Plan.
  - b. An additional easement, as necessary, for the relocation of a storm sewer line currently situated on or beneath lands owned by Ingles Markets, Inc., within the District.

Furthermore, prior to the completion of the improvements authorized by the Master Plan, Ingles Markets, Inc., shall, at its sole expense, relocate and replace the existing storm sewer line as depicted on the Master Plan.





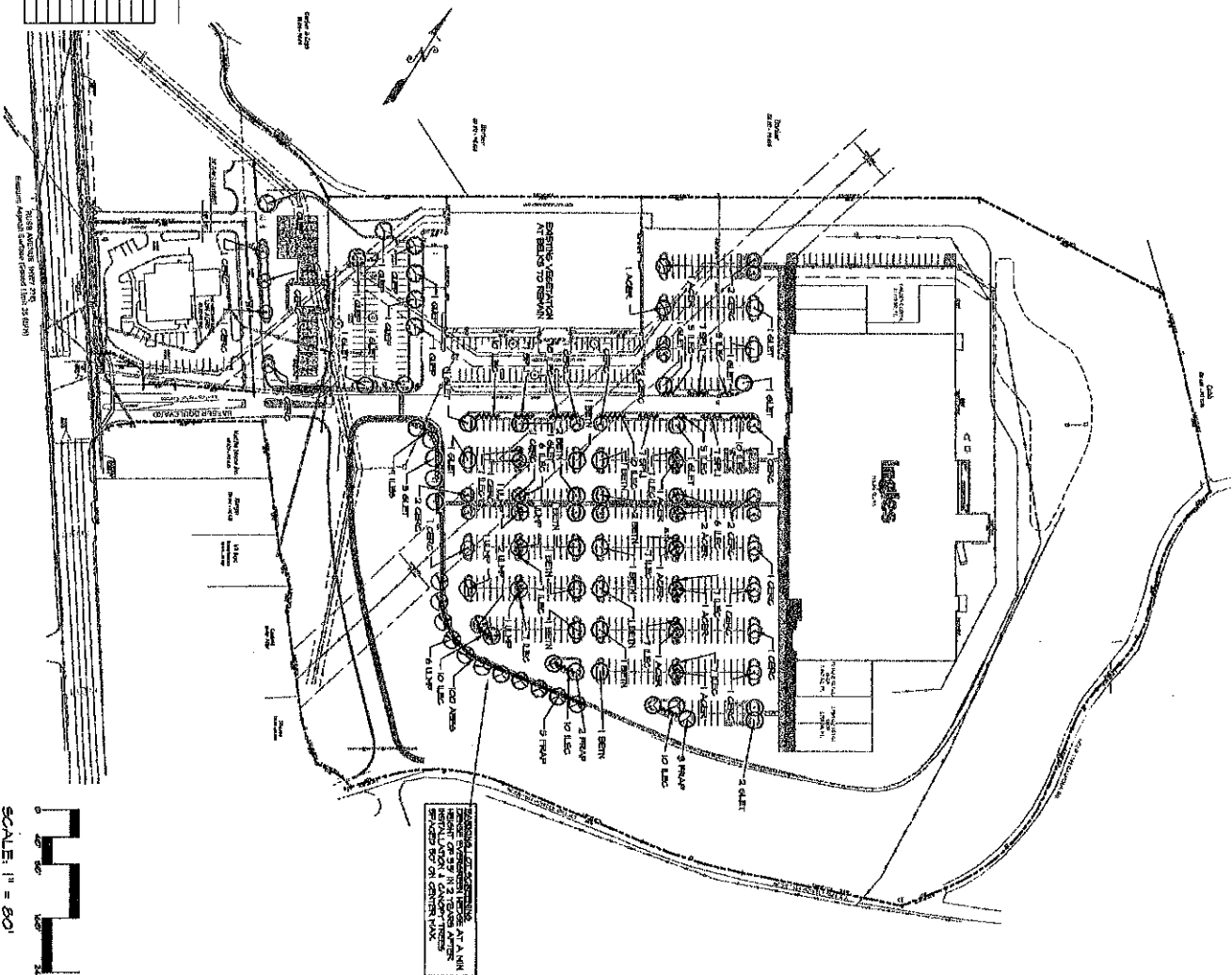


**LANDSCAPING AREA**  
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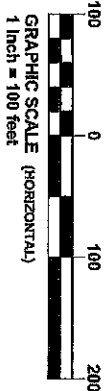
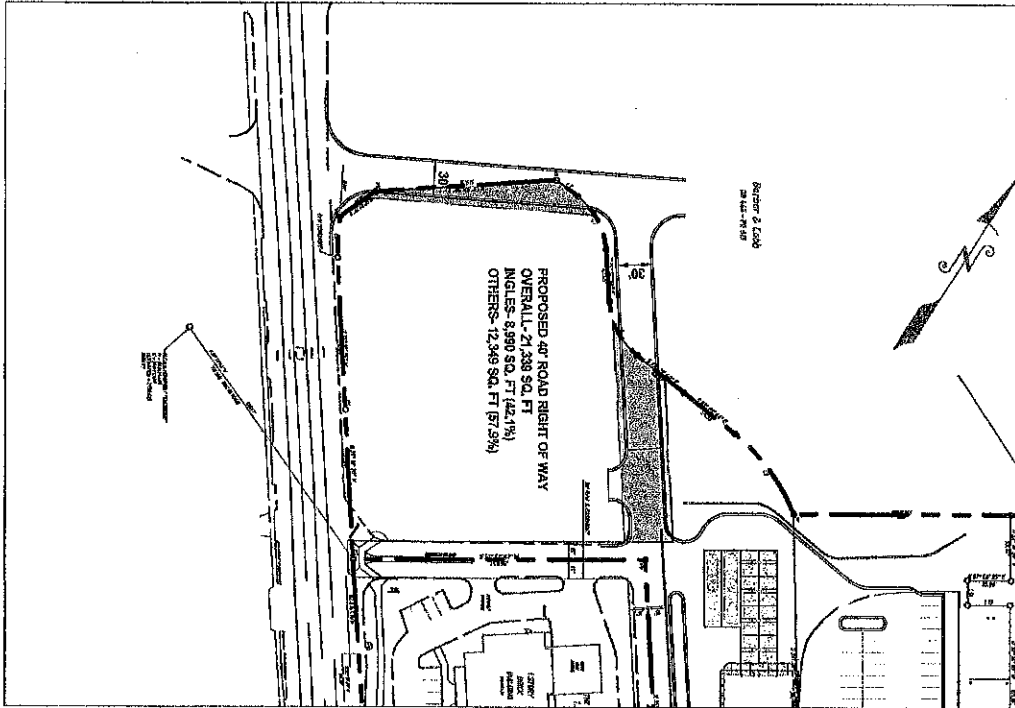
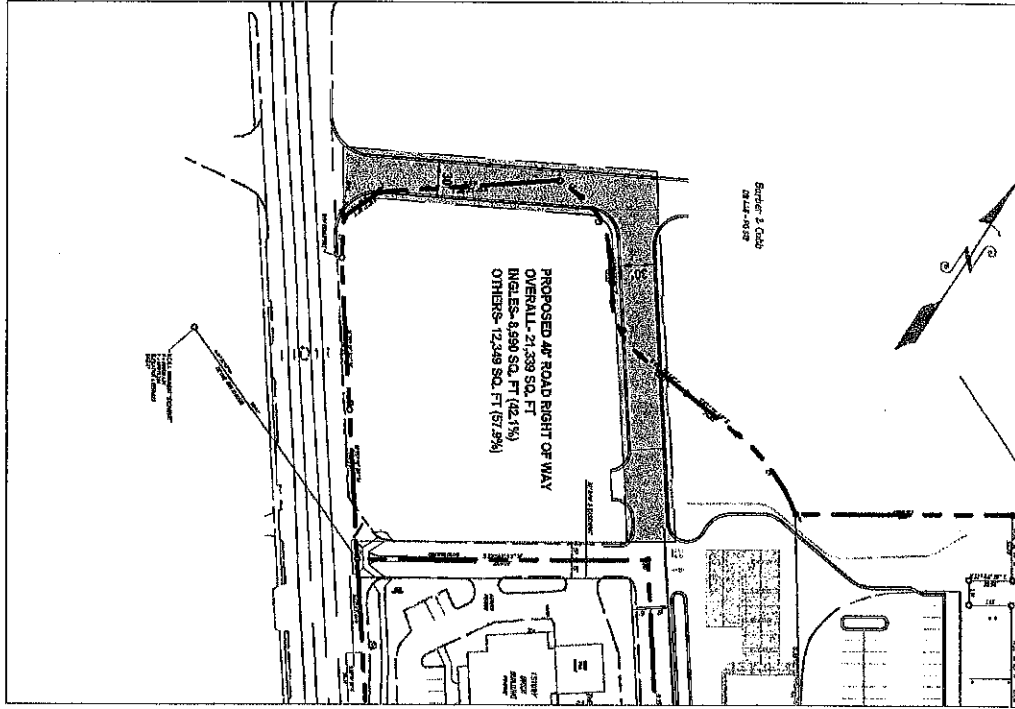
**TREE PLANTINGS**  
 LARGE TREES PROVIDED AS SHOWN ON  
 TOTAL TREES PROVIDED AS SHOWN ON  
 LESS THAN 20% OF THE TOTAL PROVIDED TREES ARE SMALL TREES

**PLANT SCHEDULE**

NO.	QTY	SYMBOL	DESCRIPTION	PLANT	SIZE	REMARKS
1	1		REMOVED RUBBER HOSE AT ROOT DRAINAGE			
2	1		REMOVE TRUNK AT GROUND LEVEL TO 10' HEIGHT			
3	1		REMOVE BRANCHES TO 10' HEIGHT			
4	1		REMOVE ALL LAYERS			
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100	1		REMOVE ALL LAYERS			



<p><b>REVISIONS</b></p> <p>NO. DATE BY</p> <p>1 11/24/10</p>	<p><b>Landscaping Plan</b></p>	<p><b>Ingles Markets</b></p> <p>Waynesville, NC</p>		<p><b>DESIGN ASSOCIATES</b></p> <p>LANDSCAPE ARCHITECTS &amp; LAND PLANNING</p> <p>1293 Hendersonville Road                  Suite 21                  Asheville, NC 28003                  828-277-7410                  Fax: 828-277-7413</p>
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<b>EXHIBIT 1</b> 1 OF 1	<b>INGLES MARKETS, INC.</b> SITE DEVELOPMENT PLANS STORE #23		Designed: JDC Drawn: JDC Checked: PMR Reviewed: PMR
	WAYNESVILLE NORTH CAROLINA		Scale: AS NOTED Date: 02/02/11
Project No: 10.027	Drawing Title: RIGHT OF WAY EXHIBIT		

# Minutes

REGULAR MEETING  
TOWN OF WAYNESVILLE  
BOARD OF ALDERMEN  
TOWN HALL – 9 SOUTH MAIN STREET  
FEBRUARY 8, 2011  
TUESDAY – 7:00 P.M.

The Board of Aldermen of the Town of Waynesville held a regular meeting on Tuesday, February 8, 2011. Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Libba Feichter, J. Wells Greeley and LeRoy Roberson. Also present were Town Manager A. Lee Galloway, Assistant Town Manager Alison Melnikova, Town Clerk Phyllis McClure, Town Attorney Woodrow Griffin and Planning Director Paul Benson. Mayor Brown called the meeting to order at 7:00 p.m.

## Approval of Minutes of January 11, 2011

Alderman Caldwell moved, seconded by Alderman Feichter to approve the minutes of the January 11, 2011 meeting as presented. The motion carried unanimously.

## Public Hearing Consideration of Conditional District Rezoning Application Submitted by Ingles Markets

A few months ago, the Town Board approved a recommendation from the Planning Board for the creation of Conditional District Zoning. This allows a use within a zoning district that might otherwise not be allowed as a permitted use in that district, unless the Board is willing to grant Conditional District Zoning to that parcel. In doing so, the Board may set specific conditions under which it may allow the use, and the lot owner may negotiate with the Town Board in an effort to seek the Board's approval of the conditional zoning.

The first applicant for this Conditional District Zoning is Ingles Markets, and they have made their presentation to the Planning Board. The application included a list of Standards and Conditions.

A Staff Report, prepared by Planning Director Paul Benson presents Plan Review Comments for both the Grocery Store and the separate Convenience Store. In his comments, Mr. Benson addresses the Master Plan for the Ingles Property, noting specifically the parking, pedestrian facilities, landscaping and access. Mr. Benson also lists the recommendations coming from the Community Appearance Commission.

The proposed ordinance to amend the zoning map to create the Ingles Markets Conditional District addresses the specific requests of Ingles Markets and incorporates the changes which Town Staff has recommended based upon review by other Boards or Commissions of the town. Supporting documentation includes several maps and layouts of the areas of the grocery store and the convenience store/gas station.

The Planning Board, at their meeting on January 18, recommended approval of the proposed amendment.

Planning Director Paul Benson said Ingles Markets has requested a tailored zoning district to their project. They have supplied a site plan, landscape plan, environmental survey, right-of-way, list of standards and conditions that are proposing to restrict the uses allowed and modify some of the dimensional

requirements and parking locations maintaining the existing parking arrangement so the majority of the parking is in front of the building. The landscaping is clustered more than the town requires. Ingles is proposing to supply additional plantings and sidewalks. The proposed project is to rebuild the existing store, expand it and add a gasoline store. The Community Appearance Commission and staff have reviewed the request and revised their plan to remove the Crepe Myrtles and replace with an improved ratio of trees. Mr. Benson said the only issue at this point is that the Russ Avenue Corridor Plan calls for right-of-way on this property. Ingles also proposed some of the right-of-way on the part of the property between the HomeTrust Bank property and proposed gas station and to the adjacent Barber property line.

Mayor Brown asked about the development of the lot fronting Russ Avenue. Mr. Benson said NCDOT has limited access to that outparcel. If the Corridor Plan is implemented, Ingles will probably have an opportunity to connect to Russ Avenue. When that property is developed, the Town would not require a connection to Russ Avenue. All site improvements would be required to be met to that parcel.

Manager Galloway asked about the configuration of the road that would become Frazier Street. Mr. Benson said the Corridor Plan calls for the road to be more rounded. It is important that a connection is at this location across from the existing Frazier Street.

Attorney Griffin opened the public hearing. The following persons spoke:

Attorney Mike Egan, representing Ingles Markets, said he attended a Board Meeting in November 2010 when the ordinance was enacted to allow this type of zoning. He feels that it went well and Ingles has tried to address any concerns. On behalf of Ingles he said others in attendance included Randy Jamison, Sammie Coker, John Cox, Clay Mauney and Jeff Henderson. Mr. Egan said their plan is one tree short of meeting the 25% and they will plant another tree to meet that requirement. Ingles has been in Waynesville for a long time and located at this site for the past 24 years. Now, they would like to redevelop their store. The requested conditional zoning allows this type of redevelopment to occur. In addition to the architectural aspect and improving the environment of the Russ Avenue Corridor, they are adding over 90 new trees, 1,100 feet of new sidewalk and a building that is generally well articulated.

John Cox, Land Planning Associates, gave a brief overview of the project. Mr. Cox said the plan includes a 135,000 square foot heated store, currently there is 118,000 square feet. The former Goody's Store will be demolished and rebuilt, that portion will be opened and the other part will be demolished and rebuilt. A 24,000 square foot garden center is proposed. Sidewalks and landscaping will be done toward the end of the project. A 1,800 square foot store with gasoline pumps will be added. End caps in the parking lot will create a channel to keep people from cutting in and out of the parking lot which should improve safety. With the addition of end caps and islands, 214 parking spaces will be lost. The Planning Board requested a stamped concrete walkway with a slight elevation to the upper right at the gas station where the sidewalk crosses the main drive. The end caps will have a raised 6" curb and the stamped concrete will more than likely be a different color than the road.

Sammie Coker said the design maintains the same design concept as the current Ingles. More glazing is proposed throughout the store to allow more natural light and help maximize the views of the surrounding mountains. The same color scheme is proposed with brick veneer and ash gray will replace the teal color. There will be a seasonal garden center. The interior has a produce area in the main entry, an extended dining area, a chef's kitchen next to the dining, and meats and dairy area. To the left front of the building is an extended wine area for more selection, a walk in beer cooler and drive up pharmacy.

Alderman Roberson expressed some concern about the safety of the pharmacy drive up with the stacking of cars and pedestrian traffic. John Cox said not much pedestrian traffic is expected in that area and there will be room to stack five cars.

Clay Mauney, Landscape Architect with Land Design Associates in Asheville, said the landscaping plan adds 90 trees. One strategic feature is the power line which limits the type of trees and size so that smaller trees have been provided. The plan includes Red Buds with early spring flowering and manageable height as well as other types which will add interest throughout the year including Red Maples with glorious fall color, Honey Locust with lacy foliage and Elms to add variety. The lower section is for parking lot screening with shade trees along the parameter and a row of evergreen shrubs. Some trees, including Red Buds and Oaks have been added below the gasoline station area. Alderman Feichter asked about the possibility of Red Buds splitting. Mr. Mauney said there wasn't much concern about this since the Red Buds will have one stem rather than multiple trunks which reduces the chances of splitting. He added that Red Buds usually reach a height of 12 – 15 feet. Mayor Brown asked about the heat in a parking lot and if that would cause a problem with the ability of the trees to live. Mr. Mauney said the trees would live; they would not want to invest this much into the landscaping without making sure it would survive.

John Burgin, Trustee for the Arby's property, said he attended the Planning Board Meeting with a proposal for connecting a road from the back of the Arby's property to the unnamed street connecting to the Ingles property from Howell Mill Road. Mr. Burgin said they have done some engineering work since that time to show the road, but have not had time to submit the plans to the Ingles Corporation. This proposal was made in order to eliminate some of the congestion on Russ Avenue and help his tenant, Arby's. Mr. Burgin said he is willing to do the work and construct the road if Ingles will grant him an easement. In talking with Fred Baker, if an easement is granted and others wanted to connect in the future, they could seek an easement and add on as well.

Mayor Brown said he would like to see an easement from the others now. Mr. Burgin said he would not have a problem in giving a 10' easement, but can only work within the constraints of his property.

Pat Burgin, John Burgin's brother, said one of the reasons they have proposed this connecting road is the elevation of land behind the Arby's property is less than the elevation of the property behind the Pizza Hut and it was felt that this would be a better location for a road.

Ingles representatives said they did not want to commit to granting easements to the other properties at this time but would consider easements in the future.

Philan Medford expressed two concerns. The first is public transit, adding that the plan lacks a shelter and she would like to see this added. The second concern was that, although Ingles has exceeded the number of small trees, the Red Buds proposed along the internal sidewalk do not allow room for pedestrians to walk between the trees. The growth habit of the Red Bud would not be able to correct the problem. She would prefer that Ingles would honor Waynesville's designation of "Tree City". She understands that Ingles is concerned with people seeing their store and people can see about three foot shrubs, but not 30 feet trees. Ms. Medford said she would like to see Ingles address public transit and provide trees for shade and walkability for pedestrians.

Mike Egan said Ingles is willing to provide a location for public transit. Mr. Egan added that Ingles is willing to grant an easement to the Burgins to connect to the road that the Burgins are willing to build.

No one else spoke; Attorney Griffin closed the public hearing.

Alderman Feichter said she appreciates that Ingles has been willing to make this much investment in the parking lot, but has some concerns about the Red Buds. Paul Benson said Red Buds are a native tree so there is not so much concern about them. The Crepe Myrtles were removed from the plan because of some concerns. Philan Medford said she spoke with Waynesville's Horticulturalist and he had some concerns about trimming the Red Buds without damaging them. Mr. Mauney said the specification for the Red Bud would be for single trunks, not multiple trunks. He added that they are cognizant about trees that are selected and would not specify anything that would create a hazard to any Ingles customers. Mr. Mauney added that the islands are 18 – 19 feet in length with 5 – 6 feet of parking space. The tree would be spaced in the middle of the island and the trees do not spread, but will grow in height. Mr. Mauney added that there is a lot of thought that goes into tree selection and there will be a regular maintenance program for the landscaping.

Mayor Brown asked about the possible public transit site. Mr. Egan said Ingles would be willing to commit to this, but would need to find a suitable location. Alderman Feichter said it is important that this be well thought out and placed in a safe location.

Mr. Egan said he felt that the concerns of the town have been addressed by adding the condition about the public transportation facility and adding one additional large maturing tree. Mr. Egan said Ingles wants this development to be done properly, and they want it to be done in Waynesville. Mr. Egan added that Ingles is willing to grant an easement to the Burgin family.

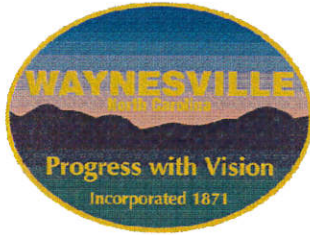
Alderman Caldwell moved, seconded by Alderman Feichter, to approve the conditional zoning request, with the additional condition of meeting the ratio of trees in the landscaping and the addition of public transportation at a location to be determined by Ingles Markets. The motion carried unanimously. (Ord. No. 2-11)

Public Hearing Consideration of Zoning Text Amendment to Section 154.119(B)(8)(c)1 to Permit Outdoor Storage in Main Street Neighborhood District Request Submitted by Katie Henderson

At the November 15, 2010 meeting of the Planning Board, a request was heard for an amendment to the Main Street Neighborhood District which would allow outdoor storage in that district.

It was noted in the background included in the minutes that in some commercial districts, outdoor storage is allowed provided it is totally enclosed by screening. Most districts do not allow outdoor storage and that is the case with the Main Street Neighborhood District. The request is to allow outdoor storage outside of an enclosed structure as long as screening is used. The request is from Katie Henderson, the property (formerly owned by O. T. V. Barker) is located at 191 Richland Street. On this property, several metal storage containers have been placed in violation of the Town ordinances. These containers cannot be used for outdoor storage as they are not considered structures. So even with the change requested, the metal containers that have been illegally placed on the property would not be able to comply.

After hearing the request, the Planning Board voted unanimously to turn down the applicant's request to recommend amendments that would permit outdoor storage in the Main Street Neighborhood District. Ms. Henderson was advised that she has the right to appeal the decision to the Mayor and Aldermen and has chosen to do so.



# TOWN OF WAYNESVILLE Planning Board

9 South Main Street  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
www.waynesvillenc.gov

Development Services  
Director  
Elizabeth Teague

Chairman  
Patrick McDowell  
Planning Board Members  
Danny Wingate (Vice)  
John Feichter  
Marty Prevost  
Robert Herrmann  
Phillip Gibbs  
H.P. Dykes, Jr.  
Shell Isenberg  
L. Brooks Hale

**Regular Meeting**  
Town Hall, 9 South Main Street, Waynesville, NC 28786  
**Monday October 19, 2015, 5:30 PM**

## A. CALL TO ORDER

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

*Motion:* To approve the minutes of September 21, 2015 as presented (or as corrected)

## B. NEW BUSINESS

1. Public Hearing for a Map Amendment (Rezoning) Request for, rezone 4 lots at 263 Riverbend Street and 9 Camp Street; PINs 8605-81-5526, 8605-81-6618, 8605-81-7716, and 8605-81-6705.
2. Conditional District Master Plan Additional Changes for review and possible approval for Chick-Fil-A outparcel, PIN 8616-22-7311.
3. Conditional District Master Plan Additional Changes for review and possible approval for Ingles' Signage Plan, PIN 8616-22-7311.
4. Conditional District Master Plan Substantial Changes for review and recommendation to the Board of Aldermen for Ingles' parking lot and store front, PIN 8616-22-7311

## C. PUBLIC COMMENT/CALL ON THE AUDIENCE

## D. ADJOURN

**Planning Board Staff Report**  
**Ingles Conditional District Master Plan Change Request: Chick-Fil-A Outparcel**  
**October 19, 2015**

**Project:** New construction of a drive-thru restaurant on outparcel of Ingles Development  
**Location:** 201 Barber Boulevard (off Russ Avenue)  
**District:** Russ Avenue Regional Center – Conditional District  
**Applicant:** Chick-Fil-A

**Background:**

In February of 2011, the Town rezoned property at 201 Barber Boulevard to a conditional district based on a Master Plan showing redevelopment of the Ingles grocery store, construction of a new convenience store with gas pumps and two areas for future restaurant development. This approval from Russ Avenue Regional Center District to Russ Avenue Regional Center Conditional District, contained modifications of several enumerated development requirements for the site as part of Ordinance 2-11, specifically:

- a. “Parking and vehicular use areas need not be located to the side or rear of the principle structure on the site as required by 154.256(5)(a) of the LDS.” (Note this requirement is now found in Section 9.3).
- b. “Landscaping and buffering depicted and noted on the Master Plan is deemed to constitute Alternative Compliance pursuant to 154.303(A)(4) of the LDS.” (Note this requirement now found in Section 8.2-3).
- c. “Maximum building in the District shall not exceed 47 feet as noted on the Master Plan.”

As part of the Master Plan, the outparcel connected to the Ingles I-Mart and parking lot by an access road, as well as connected to Russ Avenue by two other access roads, was approved as a future, drive-thru restaurant. The master plan indicated a building in the middle of the parcel site with driveway access coming off of the two access roads connecting to Russ Avenue. In August of 2012, Ingles received approval from the Planning Board for additional changes to the original master plan which relocated the I-mart convenience store with gas pumps to the western corner of the property directly fronting on Russ Avenue and adjacent to the subject outparcel, but not impacting the subject outparcel. Please note that Ingles is asking for additional changes to their site plan, separately from this request.

Conditional Use District Plan Amendments are guided by Section 15.15.3:

**15.15.3 Effect of Approval/Changes.**

The applicant may proceed with development only after approval of the Conditional District Master Plan by Board of Aldermen, followed by approval of any necessary Site Plans or Subdivision Plats, except that all subsequent approvals shall be completed by the Administrator. The development and use of all land within the Conditional District shall be in keeping with the approved Master Plan and all applicable provisions therein.

- A. **Final Approval by Stages:** If so reflected on the Master Plan, the Board of Commissioners may allow the staging of final development. Each phase of development shall adhere to all applicable provisions and standards of this section and the applicable CD Master Plan.

- B. **Substantial Changes:** Any substantial change to a Master Plan as noted below shall be reviewed by the Planning Board and approved or denied by the Board of Aldermen as an amended Conditional District. The following changes to a CD Master Plan shall require approval by the Board of Aldermen:
1. Land area being added or removed from the Conditional District.
  2. Modification of special performance criteria, design standards, or other requirements specified by the enacting ordinance.
  3. A change in land use or development type beyond that permitted by the approved Master Plan.
  4. When there is introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
  5. When there is an increase in the total number of residential dwelling units originally authorized by the approved Master Plan.
  6. When the total floor area of a commercial or industrial classification is increased more than 10 percent beyond the total floor area last approved by Board of Aldermen.
- C. **Additional Changes:** All other changes to a CD Master Plan shall receive approval by the Planning Board. However, if in the judgment of the Planning Board, the requested changes alter the basic development concept of the CD, the Planning Board may require concurrent approval by the Board of Aldermen.

While a separate parcel from the rest of the Ingles site, it is owned by, and is under the Unified Development Control, of Ingles Markets, Inc. and is governed by the Master Plan approved in 2011 and revised in 2012.

**Current Request:**

Chick-Fil-A is requesting changes to the revised Master Plan to develop the site to the north of the I-Mart and indicated as “Future Restaurant - Russ Avenue” The requested changes to the Conditional District Master Plan are provided in the attached sketch as presented by Daryl Johnson as follows:

1. Use of the proposed “Future Restaurant” outparcel for development of a Chick-Fil-A drive-thru restaurant not to exceed 5,048 square feet.
2. Relocation of building from center of lot to southeast side of lot.
3. Reduction of driveways from 3 to 2.
4. Change in location of driveways from access roads that are perpendicular to Russ Avenue, to the access road that is parallel with, and further away from, Russ Avenue.

**Staff Review Comments:**

The relocation of driveways eliminates one nonconformity within the approved Master Plan regarding the driveway’s distance from the intersection of the access road and Russ Avenue, improving vehicular safety. In shifting the remaining two driveways to the access road which is on the other side of the site from Russ Avenue, existing nonconformities of the other driveways’ spacing are shifted away from the

traffic pattern coming off/on Russ Avenue, providing even more safety improvement. The driveways otherwise meet the Town's dimensional and design standards for driveways.

The proposed drawing meets Town development standards in other respects given the modification allowance for parking and vehicular access and landscaping as established by the Conditional District Ordinance. 55 parking spaces are provided, exceeding the minimum requirement (based on the number of seats (154 total seats at a ratio of one space per 8 seats 19.25, or 20 spaces). Parking for 3 bicycles is also required and will be provided.

The design orients the "architectural front" of the building to Russ Avenue, with a secondary "front" facing the parking lot with consideration for "stacking" or vehicle storage capability for cars in line for the drive-thru. Sidewalk has also been provided on three sides of the parking lot with access to the front door. The signage plan has been submitted separately and is also in compliance.

Staff believes these requested changes are *not* substantial changes because:

1. There is no land being added or removed from the District.
2. It does not modify any special performance criteria specified by the enacting ordinance.
3. It does not change the land use or development type approved in the Master Plan.
4. It is relocating vehicular access from one existing access road (Frazier Street) to a new access road to be constructed. It is relocating another from a new access road to another new access road. It removes the access shown in the Master plan as closest to Russ Avenue. The proposed site plan therefore does not introduce new vehicular access points to existing streets or thoroughfares not designated for access.
5. There is no increase in dwelling units to the Master Plan.
6. There is no increase in total floor area.

Further, these requested changes to the site plan do not change in any respect the grading and stormwater plan as permitted by the State, or the requirements for street trees and sidewalks as indicated in the 2012 Master Plan as revised.

**Staff Recommendation:**

Staff believes that the proposed changes do not constitute substantial changes as defined by the Town Ordinance and can be approved by the Planning Board. However, if in the judgment of the Planning Board the requested changes alter the basic development concept of the approved plan, the Board may require concurrent approval by the Board of Aldermen.

The staff views the requested changes as keeping with the original concept for the site and feels that the revised plan represents improvements to traffic safety and will better manage vehicles utilizing the drive-thru. Staff recommends approval of the revisions at this location within the Conditional District Master Plan as presented.

**Requested Action:**

Motion to approve the site plan for Chick-Fil-A as a minor amendment to the Russ Avenue Regional Center Conditional District.

# Parcel Report For 8616-22-7311

INGLES MARKETS INC  
P O BOX 98309  
ATLANTA, GA 30359

## Account Information

PIN: 8616-22-7311

Deed: 345/459

## Site Information

RUSS AVE

Heated Area: 0

Year Built: 0

Total Acreage: 2.89 AC

Township: TOWN OF WAYNESVILLE

## Site Value Information

Land Value: \$750,700

Building Value: \$7,600

Market Value: \$758,300

Deferred Value: \$0

Assessed Value: \$758,300

Sale Price: \$1,350,000

Sale Date: 10/14/1983

Tax Bill 1: \$4,292.74

Tax Bill 2: \$4,104.68

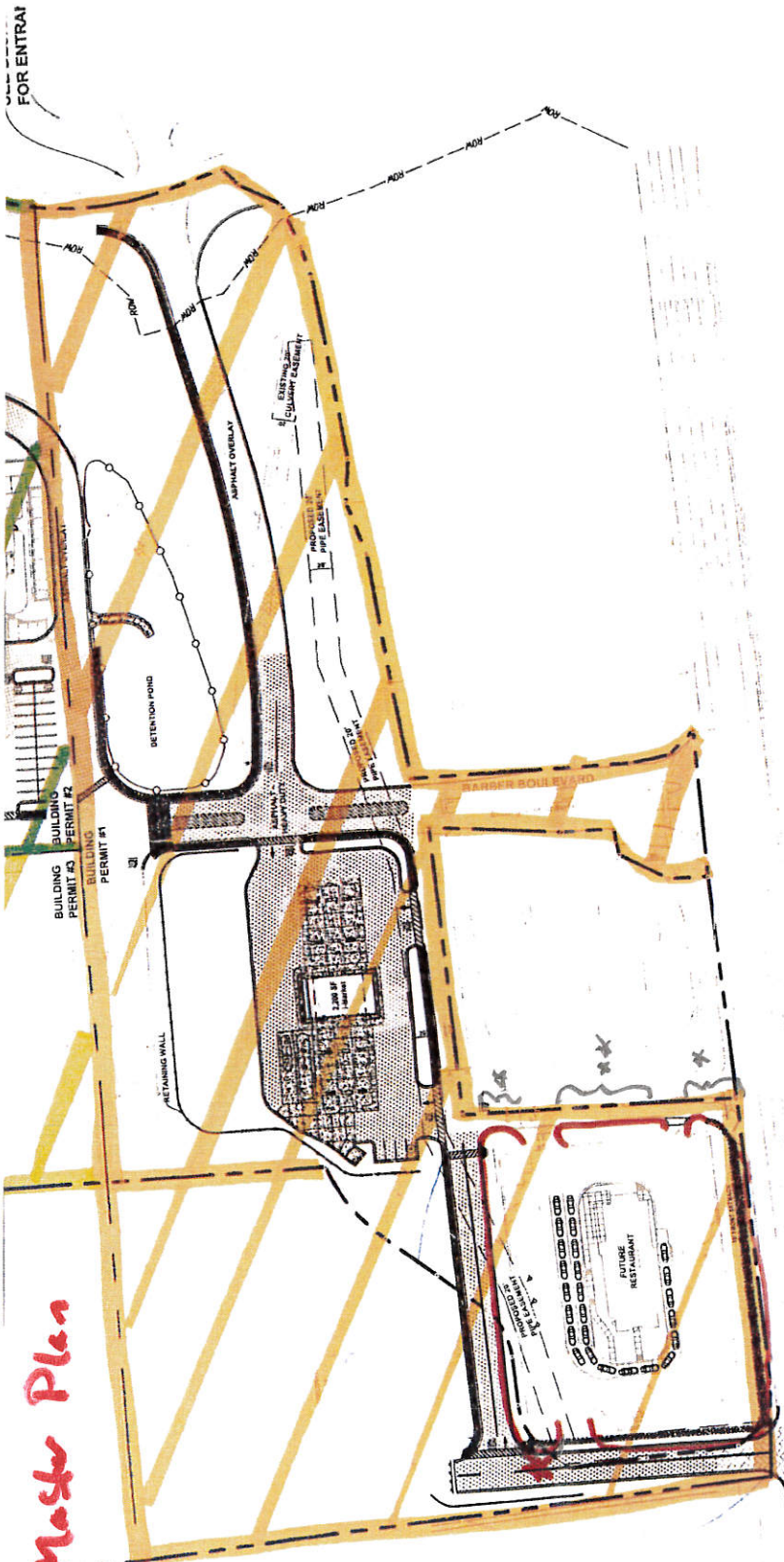


1 inch = 200 feet

October 8, 2015

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.

# Approved CD Master Plan



5,048 sq ft

Nonconforming distance  
b/n driveways & intersection.

Nonconforming distance  
b/n driveways

SIGNAL DESIGN AND INSTALLATION TO BE DONE BY NCDOT.

Approved Master Plan  
3 driveways @ specified locations (already non-conforming)  
Building in center  
Building size = 5048

## LEGEND

	ASPHALT - OVERLAY (1.5")		6" HEAVY DUTY CONCRETE PAVING
	ASPHALT - STANDARD DUTY		SIDEWALK CONCRETE
	ASPHALT - HEAVY DUTY		PROPOSED CURB AND GUTTER
			PROPERTY LINE

CORPORATE PROPERTY SERVICES, INC.

1239 E. NEWPORT CENTER DRIVE • SUITE 113 • DEERFIELD BEACH, FLORIDA 33442

August 24, 2015

Ms. Elizabeth Teague  
Community Development Director  
Town of Waynesville  
Waynesville, NC

**RE: Letter of Intent**  
**Chick-fil-A "Waynesville" FSU#3641**  
**NE Corner of Russ Avenue and Barber Boulevard**  
**Waynesville, NC 28786**

Dear Ms. Teague:

Chick-fil-A is proposing to construct a 4,877 square foot restaurant with outdoor seating and a drive-thru. The proposed restaurant will provide a healthy dining option for the residents of Waynesville. Please see the attached proposed site layout for your review and comments. Please advise as to the next steps for site plan approval.

Thank you for consideration of this application. If you have any questions, please call me at (954) 426-5144 or via email at [daryl@corporatepropertyservices.net](mailto:daryl@corporatepropertyservices.net).

Sincerely,



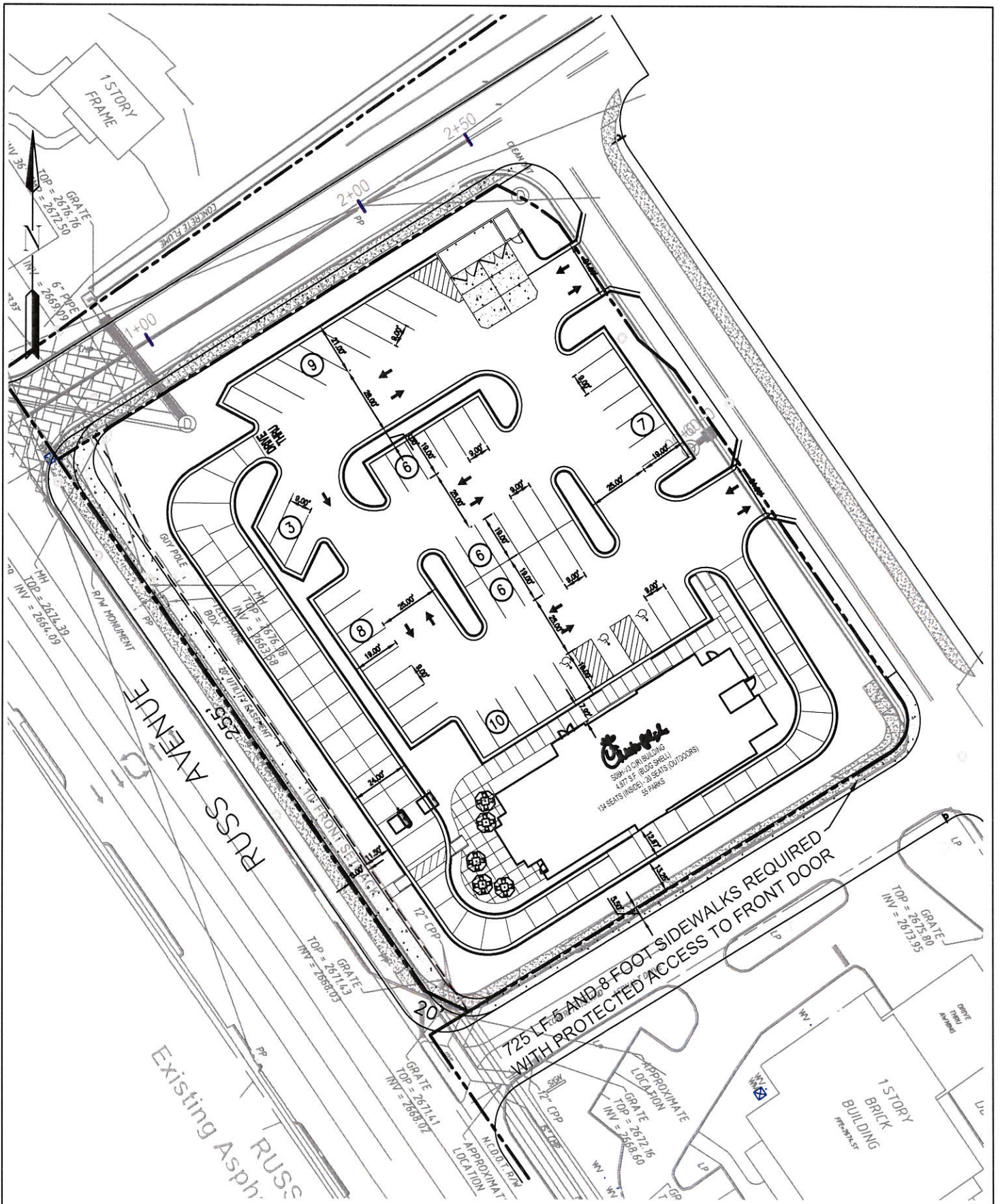
Daryl Johnson  
Agent for Chick-fil-A

(954) 426-5144 • FAX (954) 570-3391

REGULATORY LAND USE CONSULTANT

CERTIFIED GENERAL CONTRACTOR

CGC 044277



**GREYDEN**  
ENGINEERING

SKETCH 1

PROJECT : WAYNESVILLE, NC

PROJECT #: CFA #3641

14-072

DATE : 08/21/2015

SCALE 1" = 50'

**Planning Board Staff Report**

**Ingles Conditional District Master Plan Change Request: Ingles Signage  
October 19, 2015**

**Project:** Signage on Ingles Expansion Project  
**Location:** 201 Barber Boulevard (off Russ Avenue)  
**District:** Russ Avenue Regional Center – Conditional District  
**Applicant:** Ingles – Store #23

**Background:**

The subject properties consist of 19.86 acres on which is situated a large retail building that is currently occupied by Ingles Store #23. The adjacent subject property consists of 2.89 acres and is currently undeveloped. Ingles Markets Inc. is currently in the process of redeveloping their main property by expanding their store and making several site alterations. They also propose developing the adjacent undeveloped property with a gas station, known as an Ingles I Market.

The properties in question are located in the Russ Avenue Regional Center District and are within a Conditional District governed by a Master Plan. This district is described by the Land Development Standards as:

A gateway for the community and often defines the first image a visitor has of the town. This district shall be a setting for high intensity land uses addressing the needs of the Waynesville community and surrounding areas. The Russ Avenue Town Center is envisioned as supporting dense development options due to the ample infrastructure in place and the proximity to downtown and the other municipalities in the county. The past emphasis in the Russ Avenue area on automobile traffic only shall be reduced by changing the nature of the district to make the area comfortable for other modes of transit including pedestrian, bicycle and mass transportation options. Central to this transformation is the redesign of Russ Avenue — turning the existing middle lane into a tree-lined landscaped median. The standards for future development along this corridor will also be important to this transformation, incorporating principles designed to manage access along Russ Avenue.

Various types of signs are proposed for the developments described above, including ground signs, refaced existing pylon signs, and new attached building signs.

**Current Request:**

Ingles Markets Inc. is proposing six separate sign elements: (1) 9 individual signs to be placed on the façade of the redeveloped Ingles store; (2) attached signage on the I Market; (3) a ground sign to be located in front of the I Market; (4) a ground sign to be located at the property entrance on Howell Mill Road; (5) refacing the existing pylon sign on Russ Avenue; and (6) signage to be installed on the multi-tenant portion of the main building.

Sign elements 2-6 all meet the Land Development Standards requirements regarding size, placement, and design. The primary issue to be considered by the Planning Board is the proposal of 9 separate signs to be attached to the façade of the redeveloped Ingles store. Chapter 11, Section 7.2(E) states:

No more than three attached signs (excluding a single Pedestrian Sign where permitted) may be erected provided the total surface area permitted is not exceeded.

Ingles has proposed 9 separate attached signs. The maximum sign area permitted in this district is 15% of the wall to which the signs are attached. Based on a rudimentary calculation of the proposed building's façade, the maximum allowed size for attached signage would be nearly 1,500 square feet. The 9 signs proposed by Ingles total only 397.27 square feet, well within the overall 15% limit, but exceeding the allowed number of signs.

**Staff Review Comments:**

Currently on the Ingles store building, there are 6 signs. With the expansion of the building the addition of three more signs would not be visually more obtrusive. Although the 9 separate signs proposed by Ingles for the façade of the redeveloped store exceed the maximum number of 3 allowed signs, the proposed square footage is far less than the maximum that could be installed with no more than staff-level approval. The use of multiple signs on a building of this scale (the redeveloped building will be the second largest retail store in Waynesville) does not seem out of place with the intent of the Land Development Standards. The proposed signs are surely preferable to the enormous signs that could be used if Ingles chose to maximize its allowed square footage. Additionally, 8 of the signs are small enough that their purpose is clearly not to be read from Russ Avenue, but to direct customers to the appropriate entrance and section of the store.

To allow this signage will require a minor amendment to the Conditional District Ordinance No. 2-11 and subsequent revisions. As a modification of special performance criteria, design standards, or other requirements specified by the enacting ordinance, such a change would be considered substantial, pursuant to Section 15.15.3 of the Town Code of Ordinances. This will require approval by both the Planning Board and the Board of Aldermen.

**Staff Recommendation:**

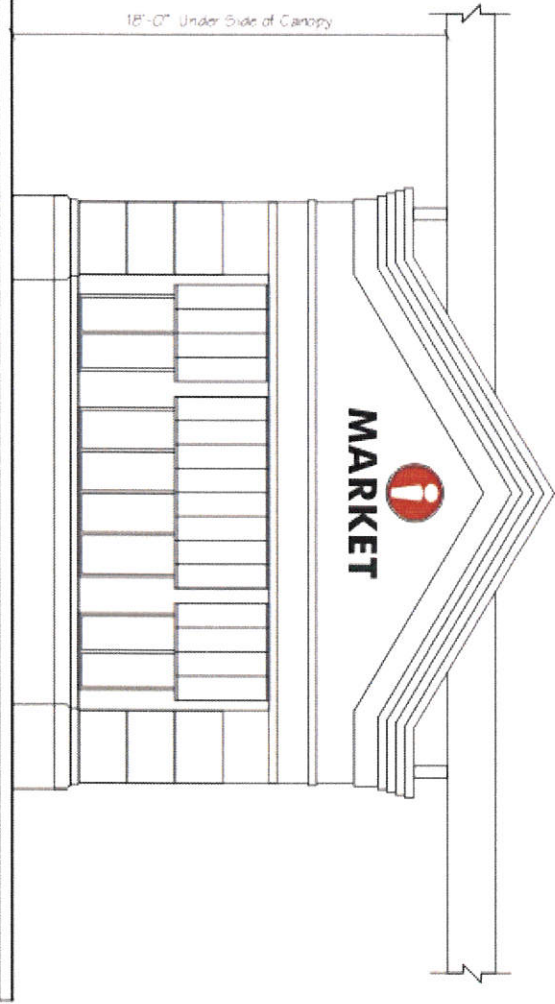
Staff recommends an amendment to the Conditional District in order to approve of the proposed signage as submitted by Ingles Markets Inc. The amendment would have to establish an additional modification of the Development Standards within the Conditional District Ordinance 2-11, as 4. d:

- d. **Signage.** The number of signs allowed to be attached to buildings exceeding 80,000 square feet may exceed three, but not more than 10, provided that the total surface area of signage is no more than 15% of the wall surface area to which the signs are attached.

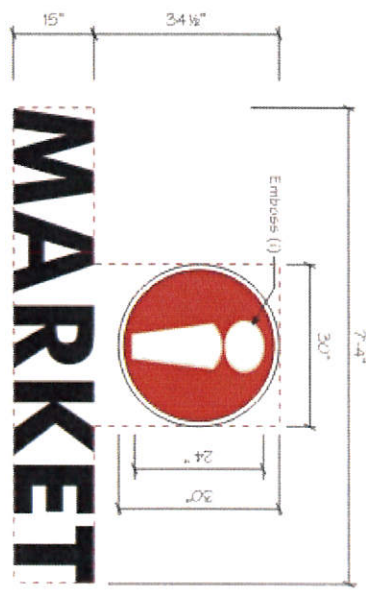
**Requested Action:**

Motion to approve a substantial amendment to the Conditional District Ordinance as recommended by staff regarding signage, in order to allow approval of the attached building signage as submitted by Ingles Markets Inc.



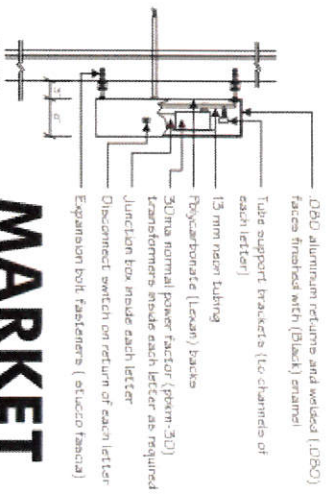
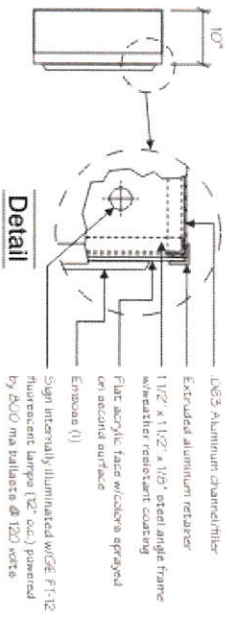


Scale: 3/16" = 1'-0" SIGN ELEVATION



Scale: 1/2" = 1'-0" SIGN ELEVATION

15" (1.25) X 7'-4" (7.33) = 9.17  
 34 1/2" (2.88) X 30" (2.50) = 7.20  
**Total = 16.37 Sq. Ft.**



Canis Black  
**MARKET**

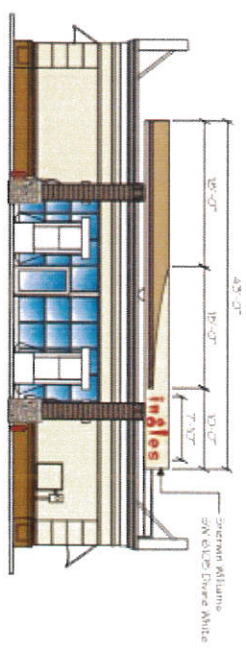
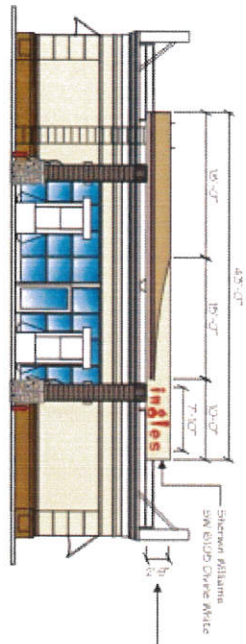
**ingles**

**Rainbow Signs, Inc.**  
 GREENWOOD, SC 864-223-8423

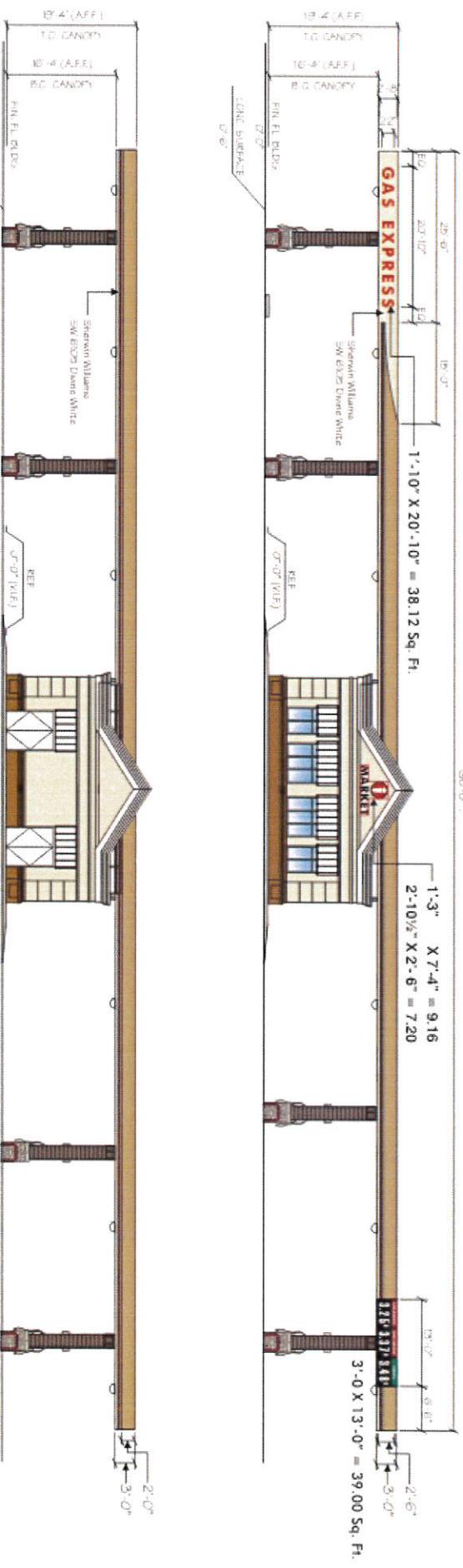
CUSTOMER NAME:	INGLES (Store #23)	ACC. EXEC.	C. Frost	JOB NO.	15-203	APPROVED BY CUSTOMER:	
ADDRESS:	201 Barber Blvd. Waynesville, NC	DESIGNER:	C. Johnson	DATE:	07/15/15	FILE:	#23 Waynesville Market
SIGN TYPE:	Exterior	SCALE:	AS NOTED				

COPY RIGHTS NOTICE: This design, artwork and printed presentation is the sole property of Rainbow Sign Company, Inc. and may not be used without written permission from Rainbow Sign Company, Inc.

Electrical content to sign designer and final construction not by Rainbow Sign Co., Inc.



2'-9" X 7'-10" = 21.53 Sq. Ft.  
 2'-9" X 7'-10" = 21.53 Sq. Ft.  
 1'-10" X 20'-10" = 38.12 Sq. Ft.  
 3'-0" X 13'-0" = 39.00 Sq. Ft.  
 1'-3" X 7'-4" = 9.16 Sq. Ft.  
 2'-10 1/2" X 2'-6" = 7.20 Sq. Ft.  
 Total Sq. Ft. = 136.54 Sq. Ft.



Scale: 1/16" = 1'-0" SIGN ELEVATION

**Rainbow Signs, Inc.**  
 GREENWOOD, SC 864-223-8423

CUSTOMER NAME:	INGLES (Store #23)	AOC. EXEC.:	C. Priest	JOB NO.:	15-202-3	APPROVED BY CUSTOMER:	
ADDRESS:	201 Barber Blvd. - Waynesville, NC	DESIGNER:	C. Johnson	DATE:	07/15/15	DATE:	
SIGN TYPE:	Canopy Elevation Plan View	SCALE:	AS NOTED	DATE:	10/02/15	DATE:	
COPY RIGHTS NOTICE:	This design, artwork and printed presentation is the sole property of Rainbow Sign Company, Inc. and may not be used without written permission from Rainbow Sign Company, Inc.						
				FILE:	#23 Waynesville NC 4 Pump Canopy 3		

Electrical turned to sign locator and final connection not by Rainbow Sign Co., Inc

**Planning Board Staff Report**  
**Ingles Conditional District Master Plan Change Request: Ingles Parking Lot and Store Front**  
**October 19, 2015**

**Project:** Ingles Market and I-Mart Development  
**Location:** 201 Barber Boulevard (off Russ Avenue)  
**District:** Russ Avenue Regional Center – Conditional District  
**Applicant:** Land Planning Associates Civil Engineering on behalf of Ingles Markets, Inc.

**Background:**

In February of 2011, the Town rezoned property at 201 Barber Boulevard to a conditional district based on a Master Plan showing redevelopment of the Ingles grocery store, construction of a new convenience store with gas pumps and two areas for future restaurant development. This approval from Russ Avenue Regional Center District to Russ Avenue Regional Center Conditional District, contained modifications of several enumerated development requirements for the site as part of Ordinance 2-11, specifically:

- a. “Parking and vehicular use areas need not be located to the side or rear of the principle structure on the site as required by 154.256(5)(a) of the LDS.” (Note this requirement is now found in Section 9.3).
- b. “Landscaping and buffering depicted and noted on the Master Plan is deemed to constitute Alternative Compliance pursuant to 154.303(A)(4) of the LDS.” (Note this requirement now found in Section 8.2-3).
- c. “Maximum building in the District shall not exceed 47 feet as noted on the Master Plan.”

In August of 2012, Ingles received approval from the Planning Board for additional changes to the original master plan. As development has proceeded, Ingles has determined that there are several additional changes to the layout of the parking lot and the building frontage they would like to request.

Conditional Use District Plan Amendments are guided by Section 15.15.3:

**15.15.3 Effect of Approval/Changes.**

The applicant may proceed with development only after approval of the Conditional District Master Plan by Board of Aldermen, followed by approval of any necessary Site Plans or Subdivision Plats, except that all subsequent approvals shall be completed by the Administrator. The development and use of all land within the Conditional District shall be in keeping with the approved Master Plan and all applicable provisions therein.

- A. **Final Approval by Stages:** If so reflected on the Master Plan, the Board of Commissioners may allow the staging of final development. Each phase of development shall adhere to all applicable provisions and standards of this section and the applicable CD Master Plan.
- B. **Substantial Changes:** Any substantial change to a Master Plan as noted below shall be reviewed by the Planning Board and approved or denied by the Board of Aldermen as an amended Conditional District. The following changes to a CD Master Plan shall require approval by the Board of Aldermen:
  1. Land area being added or removed from the Conditional District.

2. Modification of special performance criteria, design standards, or other requirements specified by the enacting ordinance.
3. A change in land use or development type beyond that permitted by the approved Master Plan.
4. When there is introduction of a new vehicular access point to an existing street, road or thoroughfare not previously designated for access.
5. When there is an increase in the total number of residential dwelling units originally authorized by the approved Master Plan.
6. When the total floor area of a commercial or industrial classification is increased more than 10 percent beyond the total floor area last approved by Board of Aldermen.

C. **Additional Changes:** All other changes to a CD Master Plan shall receive approval by the Planning Board. However, if in the judgment of the Planning Board, the requested changes alter the basic development concept of the CD, the Planning Board may require concurrent approval by the Board of Aldermen.

The site is owned by, and is under the Unified Development Control, of Ingles Markets, Inc. and is governed by the Master Plan approved in 2011 and revised in 2012.

**Current Request:**

The memo from John Cox, PE, outlines seven specific changes.

1. Move landscape parking islands 19 feet away from the Ingles store front.
2. Changes in signage plan that will require separate action by the Planning Board and Board of Aldermen which staff has placed on the agenda as a separate item.
3. The addition of five car charging stations (two to be installed now and three to be planned for future installation).
4. Modification of the outdoor seating area to be on both sides of the front door instead of just one.
5. Reconfiguration of retail spaces to the west (left of the Ingles front), with no change in square footage from original request.
6. Revisions to the car wash from a two bay automated car wash to a single bay tunnel that would be fully staffed.
7. Addition of parking area to the east (right) side of the Ingles store.

**Staff Review Comments:**

Except for the signage piece, in which the number of signs to be placed on the building exceeds the ordinance and is not addressed in the existing Conditional District Ordinance, the 6 requests being made to the lay-out of the parking lot and building are *not* substantial changes because:

1. There is no land being added or removed from the District.
2. It does not modify any special performance criteria specified by the enacting ordinance.
3. It does not change the land use or development type approved in the Master Plan.

4. It is modifying vehicular access at one side of the plan to accommodate additional parking but does not introduce new vehicular access points to existing streets or thoroughfares not designated for access.
5. There is no increase in dwelling units to the Master Plan.
6. There is no increase in total floor area.

The proposed drawing meets Town development standards in other respects given the modification allowance for parking and vehicular access and landscaping as established by the Conditional District Ordinance.

The requested changes to the site plan will change the grading and stormwater plan as permitted by the State however, and Ingles must get plan amendment approval from the State in order to proceed.

**Staff Recommendation:**

Staff believes that the proposed changes do not constitute substantial changes as defined by the Town Ordinance and can be approved by the Planning Board. However, if in the judgment of the Planning Board the requested changes alter the basic development concept of the approved plan, the Board may require concurrent approval by the Board of Aldermen.

The staff views the requested changes as keeping with the original concept for the site and feels that the revised plan represents improvements in the way of additional parking and the addition of electric vehicle charging stations. Staff recommends approval of the revisions at this location within the Conditional District Master Plan as presented.

**Requested Action:**

Motion to approve the requested revisions to the Master Plan for the Ingles site as a minor amendment to the Russ Avenue Regional Center Conditional District and contingent upon State permitting approval.



**LAND  
PLANNING  
ASSOCIATES, INC.**  
**CIVIL ENGINEERING**

**110 West 1<sup>st</sup> Ave  
Suite A  
Easley, SC 29640  
tele 864.242.6072  
fax 208.730.8214  
John@LPA-Inc.net**

Elizabeth Teague  
Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786

RE: Modification Narrative

Dear Ms. Teague:

Below is a summary of the proposed changes to the Ingles site on Russ Avenue:

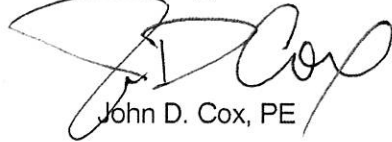
1. Relocate the 6 and ½ islands that run through the center of the main parking field as shown in the "Parking Overlay Comparison". This move is 19 ft feet to the west or away from the Ingles building. This aligns the island row with the islands just east of the Belk's building. This move will include the parking lot light poles to be relocated as well. The photometrics have been rerun and the site is still compliant with the Waynesville lighting code. In the sketch the red are the previously approved locations and the black are the proposed locations.
2. Signage- I will defer to Craig Inabinet's email for the specifics of the signage to be permitted. I have included with this package the elevations of the store and the I-Market. I did add to Sheets C-108 and C-109 the locations of pylon signs below(west) the I-Market and then down along the entrance at Howell Mill Road. This is also shown on "Additional Pylon- Zoomed In" and "I-Market- Zoomed In".
3. We are proposing to add car charging stations as an amenity to the current shoppers and provide the ever growing population of electric cars a place to recharge while they shop. As you can see on the "Car Charging Location" sketch there are a total of five possible charger locations on the northern side of the parking lot. The current plan is to install two Eaton charging stations as shown in yellow on the sketch. The three green locations will be available in the future and all necessary conduit will be installed now to allow for easy installation in the future. The addition of future chargers will be assessed after the grand opening based on the usage of the two to be installed now.
4. Revise the outdoor seating area along the front of the new store just adjacent to the main front door on the right side. The currently permitted outdoor seating area is shown on "Building Front- Currently Permitted". The proposed modification to the seating area is shown on "Building Front- Proposed".
5. You also mentioned the retail spaces to the left of the store. After consulting with Ingles they do plan to tear down the old building which would change the plan that was previously approved. The old plan showed to keep a portion of the old Ingles store and flank it to the left and right with shops. I have revised C-108 to show a possible future scenario that they would like to have allotted for in the future. I have purposely matched

the 39,300 sf that was approved before so as not to affect the parking calculations. This gives a total retail number of 49,300 sf which is shown on the proposed and existing master site plans.

6. Revise the carwash style and size located just between the gas express and the existing Belk's building. This can be seen on C-108 and the blow up called "Carwash- Currently Approved" and the proposed blow up called "Carwash Revision- Proposed". The proposed plan revises the plan from a two bay fully automated carwash to a fully staffed single bay tunnel wash. There would be a kiosk at which to pay and then free vacuums alongside for paying customers.
7. Revised the right side of the parking lot to add parking in front of the shops to the right of the store. After looking at the site plan we realized the far right tenant would have little to no parking in front of them. The revised site plan would add a small amount of parking in front of them. The currently approved parking is shown in "Right Side Parking Lot- Currently Approved" and the proposed parking configuration is shown in "Right Side Parking Lot- Proposed". This would relocate the existing truck drive and create a retaining wall. If approved by council we will resubmit design drawings for review.

Thank you in advance for your help on these revisions.

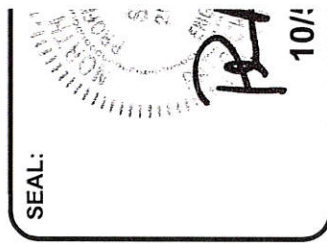
Sincerely,



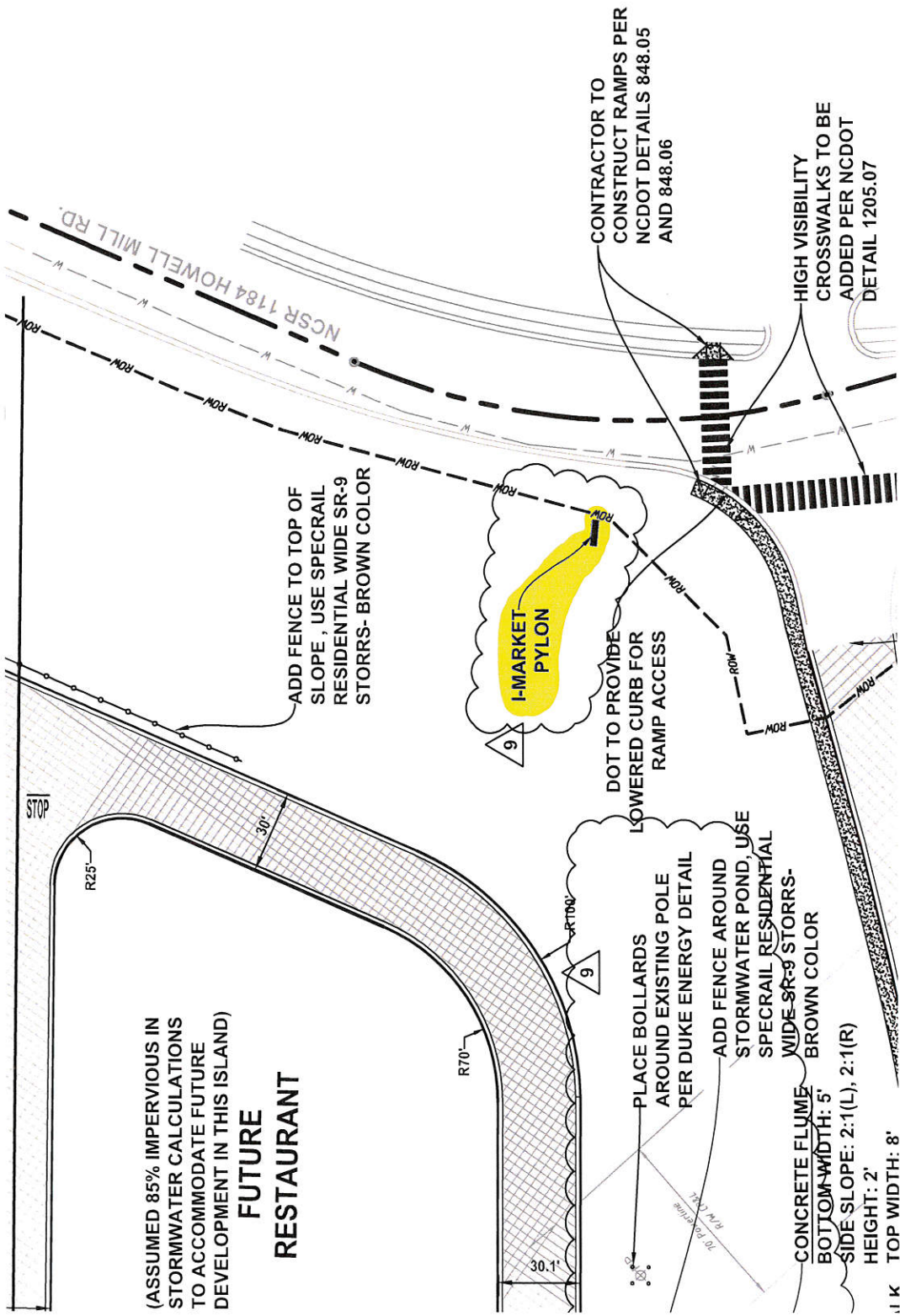
John D. Cox, PE

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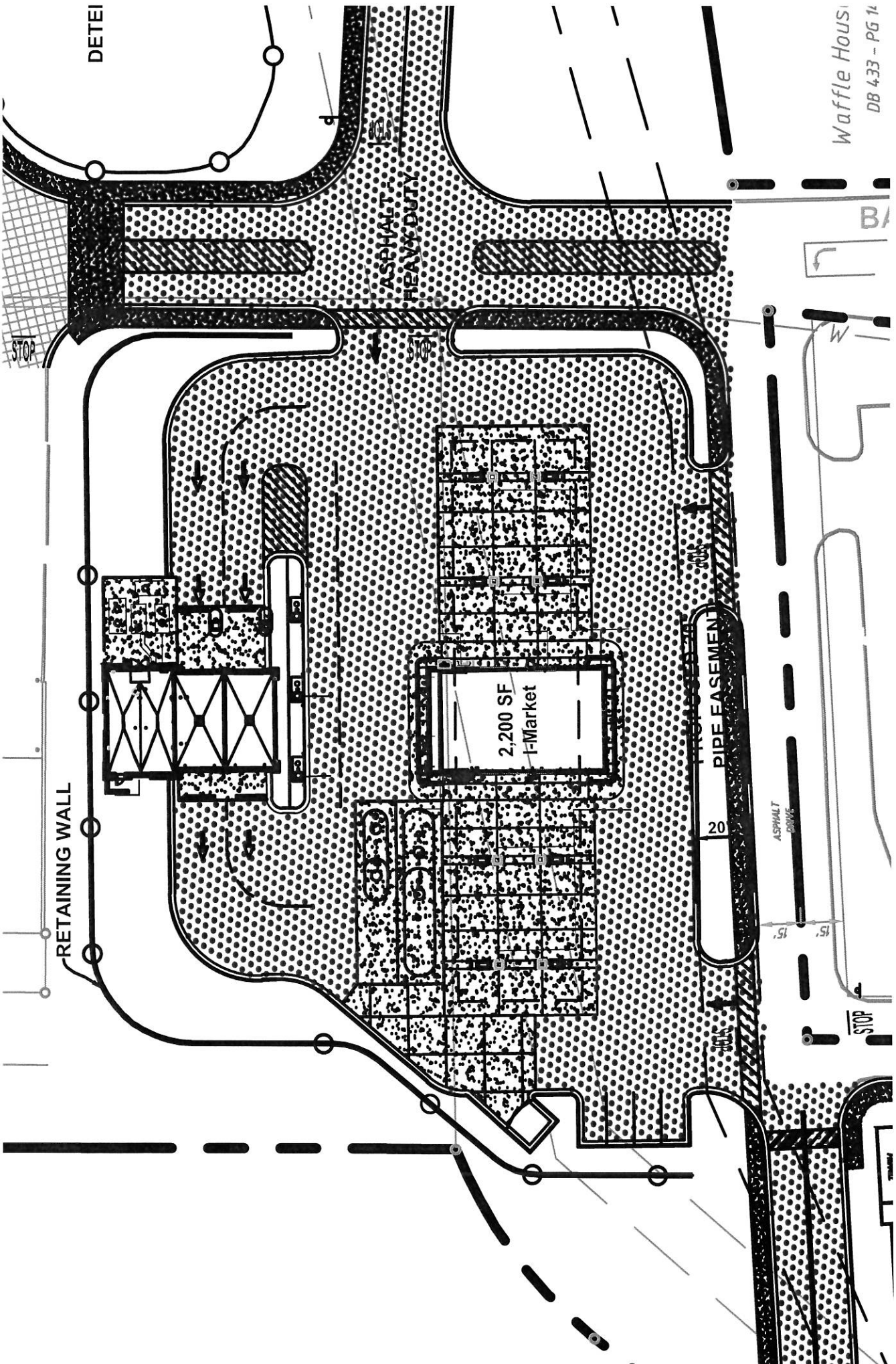


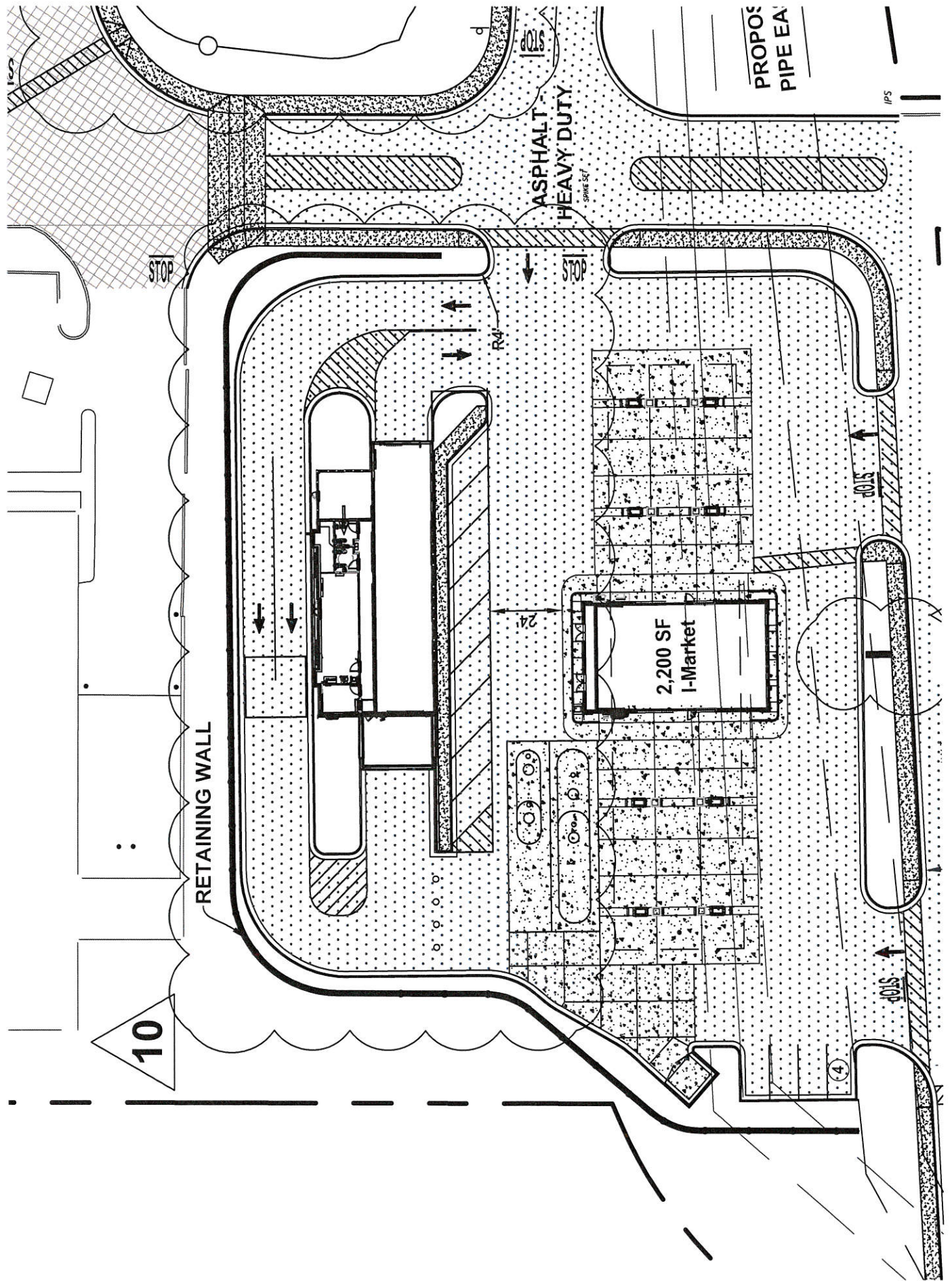
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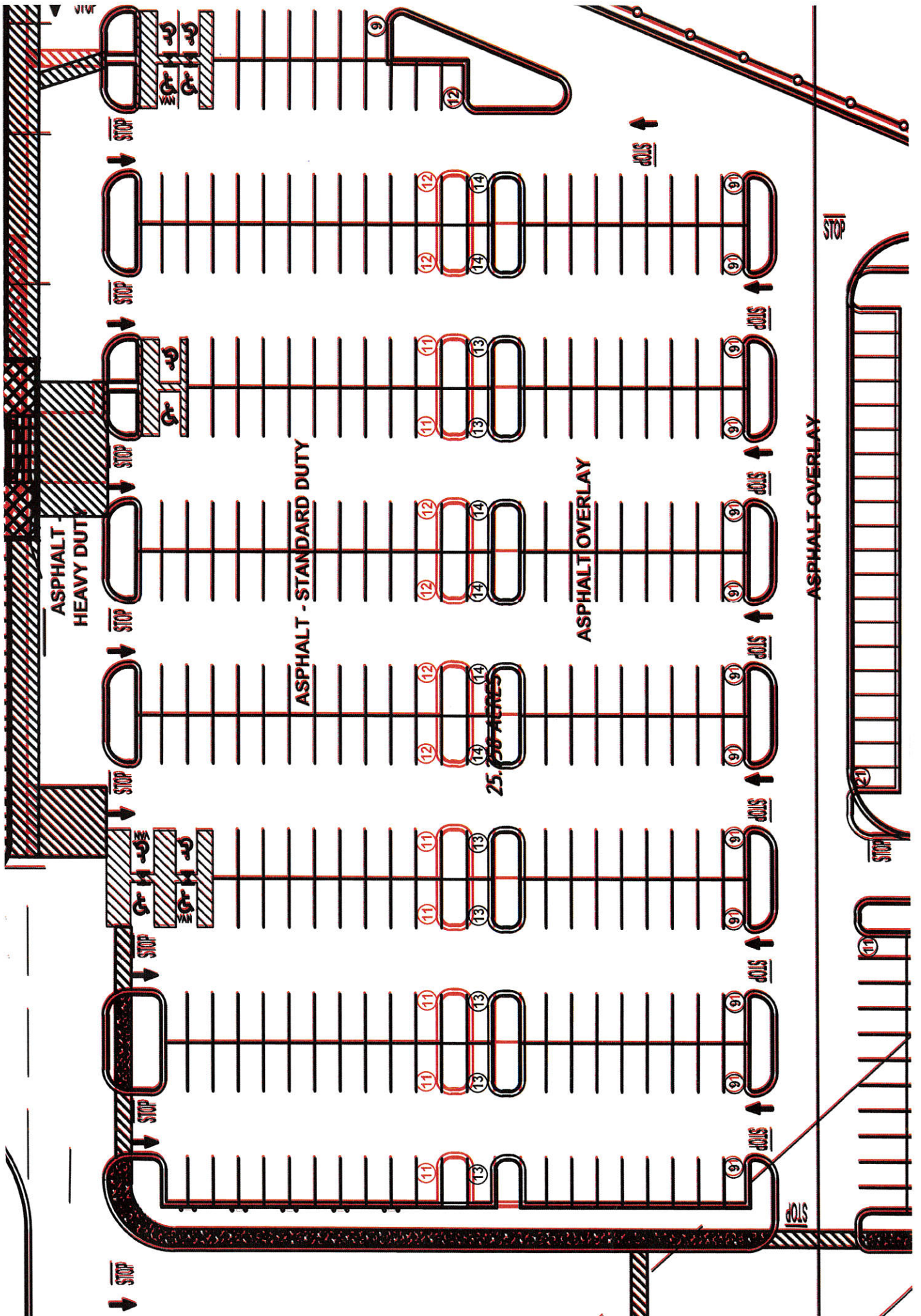




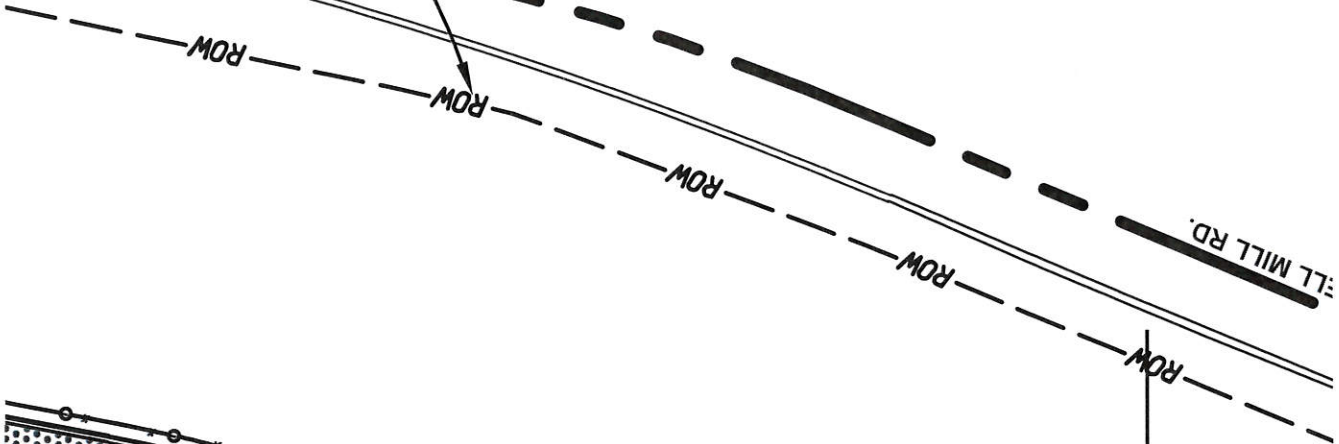




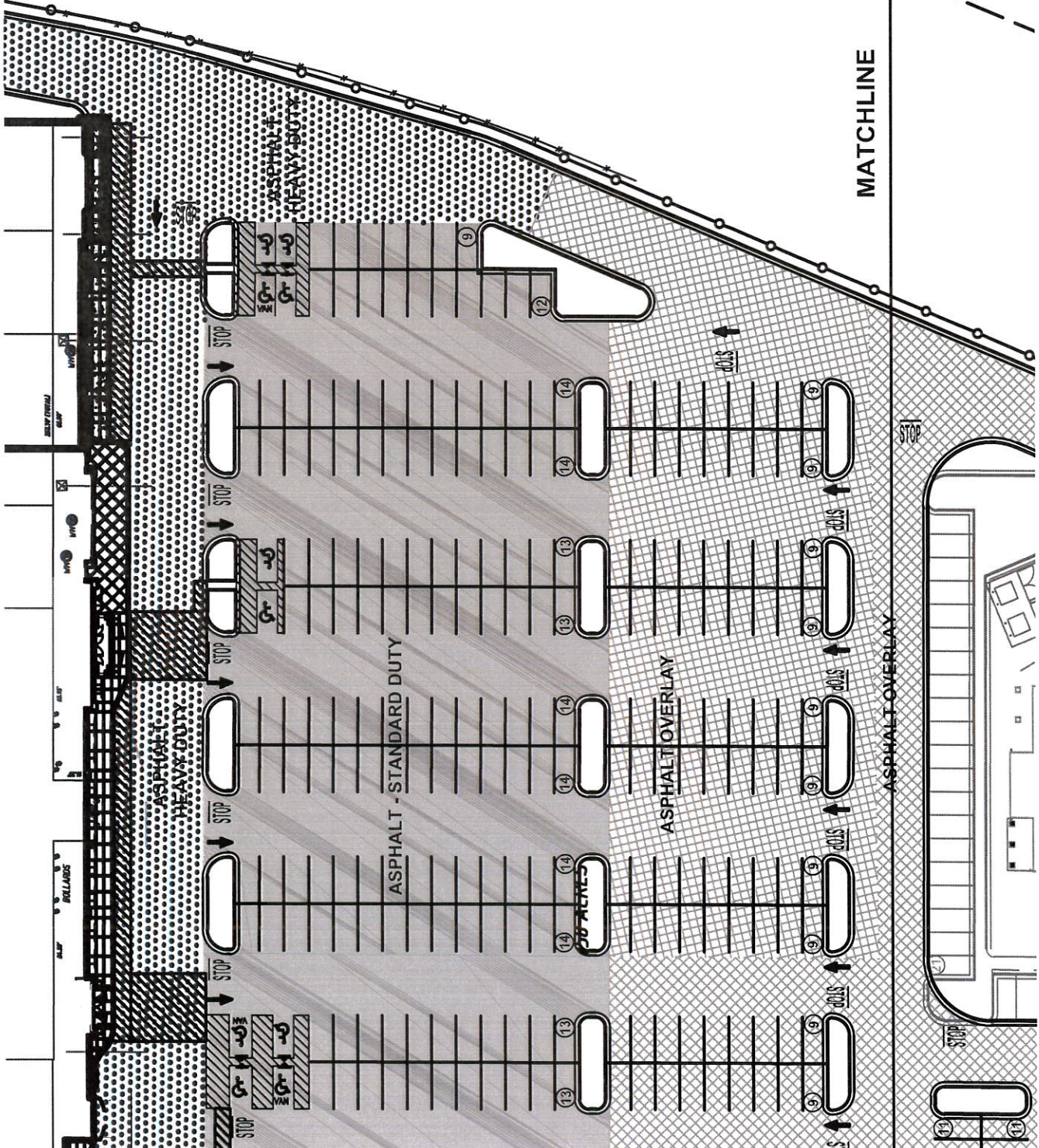




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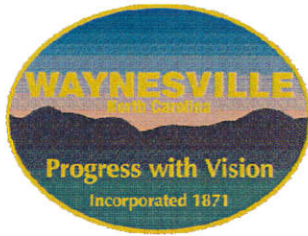
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# TOWN OF WAYNESVILLE

## Planning Board

9 South Main Street  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
www.waynesvillenc.gov

### Chairman

Patrick McDowell

### Planning Board Members

Danny Wingate (Vice)

John Feichter

Marty Prevost

Robert Herrmann

Phillip Gibbs

H.P. Dykes, Jr.

Shell Isenberg

L. Brooks Hale

### Development Services

Director

Elizabeth Teague

**MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD  
REGULAR MEETING  
Town Hall – 9 South Main St., Waynesville, NC 28786  
October 19, 2015**

THE WAYNESVILLE PLANNING BOARD held a regular meeting on October 19, 2015 at 5:30 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC.

### A. CALL TO ORDER

#### 1. Welcome/Calendar/Announcements

Chairman Patrick McDowell welcomed everyone and called the meeting to order at 5:30 p.m.

The following members were present:

Patrick McDowell

Danny Wingate

Bucky Dykes

Robert Herrmann

Jon Feichter

Phillip Gibbs

Marty Prevost

Absent:

Brooks Hale

Shell Isenberg

The following staff members were present:

Elizabeth Teague, Development Services Director

Byron Hickox, Land Use Administrator

Eddie Ward, Deputy Town Clerk

2. Conditional District Master Plan Additional Changes for review and possible approval for Chick-Fil-A outparcel, PIN 8616-22-7311

Chairman McDowell brought the Board's attention to the first pages in the agenda packet. He said this information is the original Conditional District Ordinance amending the zoning map of the Town of Waynesville creating the Ingles Market's Conditional District. Staff provided this information for reference concerning three of the items on the agenda for Ingles and for the outparcel that Chick Fil-A would be discussing.

Ms. Teague referred the Board to the Ingle District Conditional Master Plan. She said this is a request to amend the Master Plan for the out parcel north of Hometruster Bank. This parcel is adjacent to Russ Avenue, and is bordered on three sides by planned access roads. As part of the Master Plan, the out parcel is connected to the Ingles I-Market and parking lot by an access road as well as connected to Russ Avenue by two other access roads. This parcel was approved as a future drive thru restaurant. In August 2012, Ingles received approval from the Planning Board for changes to the Master Plan to relocate the I-Market store with gas pumps to the western corner of the property fronting Russ Avenue.

Ms. Teague explained that Chick-Fil-A is requesting changes to the revised Master Plan to develop the site to the north of the I-Market. In the existing plan, the building is located in the center of the property with a drive-thru going all the way around the building. Chick-Fil-A is requesting relocation of the building from the center of the property to the southeast side of the lot, a reduction of driveways from three to two, and also a change in the location of driveways from access roads that are perpendicular to Russ Avenue, to the access road that is parallel with and further away from Russ Avenue. Ms. Teague stated that the relocation of driveways eliminates the driveways along the access road that intersects Russ Avenue. She said this will make a safer driveway scheme and improve vehicular safety.

Staff believes that the proposed changes do not constitute substantial changes and can be approved by the Planning Board.

**Todd Rogers**  
**Roswell, Georgia**

Mr. Rogers stated Chick-Fil-A's intent for moving access roads is for better circulation of the double drive thru lane. These lanes will merge into one lane, and will accommodate a larger number of vehicles. The Board asked about seating capacity. Mr. Rogers said approximately 134 for this building with an outdoor patio.

Ms. Teague said that 55 parking spaces area provided, exceeding the minimum requirement based on the number of seats. Parking for three bicycles will be provided. When asked about landscaping, Ms. Teague said the site plan for Chick-Fil-A is still evolving. Staff will be working with them as the process moves forward. Chick-Fil-A has standard landscaping, but they have a lot of flexibility in the landscaping plan based on the Conditional District Ordinance.

Mr. Rogers added that Chick-Fil-A will be adding landscaping. The building will be similar to other Chick-Fil-A buildings in which the short end of the building will be the front entrance and have landscaping.

*A motion was made by Board Member Robert Herrmann, seconded by Board Member Marty Prevost to approve the site plan for Chick-Fil-A as a minor amendment to the Russ Avenue Regional Center Conditional District. The motion passed unanimously.*

3. Conditional District Master Plan Additional Changes for review and possible approval for Ingles' Signage Plan, PIN 8616-22-7311.

Chairman McDowell asked Byron Hickox, Land Use Administrator, to present the staff report for this request.

Mr. Hickox stated that property consists of 19.86 acres with a large retail building that is currently occupied by Ingles Store # 23. Ingles is in the process of redeveloping their main property by expanding their store and making site alterations. Also, they are proposing to develop the adjacent property with an Ingle I-Market (gas station). Six separate sign elements are being requested for both the Ingles site and the I-Market as follows:

1. 9 individual signs to be placed on the façade of the redeveloped Ingles store
2. Attached signage on the I-Market
3. A ground sign to be located in front of the I-Market
4. A ground sign to be located at the property entrance on Howell Mill Road
5. Refacing the existing pylon sign on Russ Avenue
6. Signage to be installed on the multitenant portion of the main building

Mr. Hickox said the sign elements 2 thru 6 meet Land Development Standards requirements regarding size, placement and design. The main issue to be considered by the Planning Board is the proposal of 9 separate signs to be attached to the façade of the redeveloped Ingles store. Chapter 11, Section 7.2€ of the Land Development Standards state:

**No more than three attached signs (excluding a single Pedestrian Sign where permitted) may be erected provided the total surface area permitted is not exceeded.**

In the Russ Avenue Regional Center District, 15% of the wall is the maximum area permitted. Mr. Hickox said that 15% of a building as large as Ingles would be an enormous amount of signage, about 1500 square feet. The nine signs proposed by Ingles total only 397.27 square feet which is well within the 15% limit, but exceeds the allowed number of signs. Mr. Hickox stated that staff felt like even though there are more signs than allowed, this would most certainly be more preferable to what could be done if they maximized their signage. Staff recommends amending this section of the Conditional District Ordinance 2-11, as 4.d:

**d. Signage. The number of signs allowed to be attached to buildings exceeding 80,000 square feet may exceed three, but not more than 10, provided that the total surface area of signage is no more than 15% of the wall surface to which the signs are attached.**

Mr. Hickox referred the Board to their agenda packet for pictures of the proposed signs. He said the only sign intended to be seen from Russ Avenue is the large Ingles sign. The other signs are intended to direct patrons to the different sections of the store.

The Board asked Mr. Hickox if this amendment would only apply to the Ingles Conditional District. Mr. Hickox verified to the Board that this amendment would only apply to Ingles Conditional District Zoning. Unlike a non-substantial change to the Master Plan, this is a change to the ordinance text and so would have to go to the Board.

**Preston Kendell  
West Vista Drive  
Candler, NC**

Mr. Kendell stated that most of Ingles signs are directional signs so customers know what entrance to use to enter the store. He said the two smaller signs (Starbucks and Chop Sticks) are located inside the store and are visible from the outside. The existing sign that is visible from Russ Avenue will basically be the same, but in the future Ingles will have tenants in the shopping area and the sign will reflect those tenant's names.

*A motion was made by Board Member Jon Feichter, seconded by Board Member Phillip Gibbs, to approve an amendment for the proposed signage as submitted by Ingles Markets, Inc., to the Conditional District Ordinance 2-11 4.d: Signage. The number of signs allowed to be attached to building exceeding 80,000 square feet may exceed three, but not more than 10, provided that the total surface area of signage is no more than 15% of the wall surface to which the signs are attached. The motion passed unanimously*

4. Conditional District Master Plan Additional Changes for review and recommendation to the Board of Aldermen for Ingles' parking lot and store front PIN 8616-22-7311

Ms. Teague stated that in 2011 the Town of Waynesville rezoned property at 201 Barber Blvd. to a Conditional District, with the Master Plan showing redevelopment of the Ingles grocery store, new convenience store with gas pumps, and two areas for future restaurant development. She referred the Board to a memo from John Cox in the agenda packet outlining seven specific changes that Ingles is requesting.

**1) Move landscape parking islands 19 feet away from the Ingles store front.**

This move would align the islands with the island now east of the Belk building. It will relocate several light poles, and this means Ingles will have to recalculate lighting. Ms. Teague explained that the location of parking spaces relevant to planted islands is a performance standard measure in our Ordinances which says that no parking space can be forty

feet away from a planted island. Ms. Teague stated that in the plan that is approved, this performance standard is not met. Moving the islands still does not meet the performance standards. She posed the question to the Board as to if the board would consider this a substantial change to the Master Plan. If the Board decides it is a substantial change, then it will then go before the Board of Aldermen for approval. Ms. Teague said she felt staff could support the relocation of the islands from a design standpoint.

**2) Changes in signage plan that will require separate action by the planning Board and Board of Aldermen which staff has placed on the agenda as a separate item.**

This item has already been discussed and approved by the Planning Board.

**3) The addition of five car charging stations (two to be installed now and three to be planned for future installations).**

Ms. Teague said Ingles wanted to install a total of five car charging stations, two to be installed immediately, and three planned in the future. Ms. Teague pointed out to the Board where the stations would be located, and said that from staff's point of view, this would be a welcome addition and would not change the parking lot lay out. Mr. Kendell stated these stations have already been installed in four other locations of Ingles, and gave a brief history of how Ingles decided to place these stations in their parking lots.

**4) Modification of the outdoor seating area to be on both sides of the front door instead of just one.**

Mr. Kendell explained that in the approved Master Plan, there was an area that would have an ornamental fence separating patrons from the driveway. After reviewing this area, Ingles has decided to make the area with less square footage and tables and make outdoor seating on both sides of the front. He stated this change will make the area more welcoming. Ms. Teague commented that this relocates a portion of the seating area without changing the safety or function of the site and feels this is not a substantial change in the plan.

**5) Reconfiguration of retail spaces to the west( left of the Ingles front), with no change in square footage from original request**

Ms. Teague stated that Ingles would like to change the interior retail space to the left of the Ingles front. Mr. Kendell said that they did not know what retail business would be going into this space, but Ingles wants to be able to accommodate the needs of any tenant that might want to move there. This would change the footprint, but not the square footage which was originally approved and which will preserve that area for future development. Once there is a specific plan, Ingles will come before the Planning Board for approval.

The consensus of the Board is that this is not a substantial change and can be approved by the Planning Board.

**6) Revisions to the car wash from a two bay automated carwash to a single bay tunnel that would be fully staffed.**

Ms. Teague stated that before her arrival as Development Services Director for the Town of Waynesville, Ingles had been in contact with former Director Paul Benson concerning a carwash being constructed on the property. The plans that were originally approved did not include a carwash. Ingles believed they had staff level approval for the carwash. In submitting plans for this Master Plan Change request, the plans showed a carwash that Ingles wanted to decrease from two bays to one fully staffed tunnel bay.

**John Cox  
Land Planning Associate  
Ingles**

Mr. Cox stated that in December of 2014, he had emailed Paul Benson concerning revising the plans for a 7000 square carwash to a 2450 square foot two bay carwash. Mr. Benson conveyed staff approval for the revision. Ingles is now asking for revisions to the carwash from a two bay automated carwash to a single bay tunnel that would be staffed. The design of the original carwash is outdated and the tunnel type is a modern version. There were questions from the Board concerning the validity of the planned carwash, and the revisions approved by Mr. Benson.

Board Members Robert Herrmann and Jon Feichter stated they remembered approving the carwash for the Master Plan. Mr. Hermann and Mr. Feichter referred to Planning Board Minutes from the August 18, 2014 meeting reaffirming the Planning Board approval of the carwash. Ms. Teague said because the carwash was approved in those minutes, the revisions from a two bay to an automated two bay tunnel could be made. She felt that the reduction of the car wash footprint would not constitute a substantial change and could be approved by the Planning Board but deferred to the Boards thoughts on it. The Board was in consensus that it was not a substantial change to the Master Plan.

**7) Addition of parking area to the east (right) side of the Ingles store**

Ms. Teague said that Ingles determined that the tenants to the right of the store would have little or no parking in front of them. The revised site plan would add parking to that area. She stated that adding these parking spaces would require some additional landscaping and asked the Board how they wanted to handle this landscaping issue. She said the performance standard stated every parking space should be within 40 feet of a tree, but that under the Conditional District Zoning the proposed landscaping was deemed adequate. Mr. Kendell said that Ingles has full intentions of keeping the required amount of landscaping with the additional parking spaces.

The Board had questions concerning the distance the islands will be moved, and how many parking spaces will be created. Mr. Kendell said they will be moved 19 feet, and this will create 12 to 14 spaces for the tenant.

*A motion was made by Board Member Bucky Dykes, seconded by Board Member Danny Wingate, to approve the requested revisions to the Master Plan for the Ingles site as a minor amendment to the Russ Avenue Regional Center Conditional District and contingent upon State permitting approval. The motion passed unanimously.*

Board members asked Mr. Kendell about the Belk Building on the property. He said they had tried to find a tenant, but so far had no luck. When the Ingles project is complete, a decision will be made as to what to do with the building. Mr. Kendell estimates a fall of 2016 completion date for the Ingles project.

**C. ADJOURN**

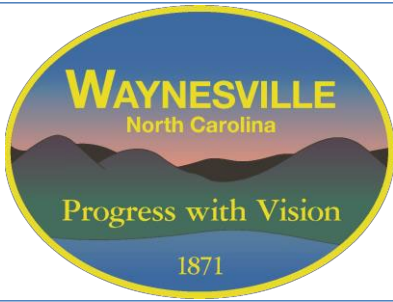
*With no further business, a motion was made by Board Member Marty Prevost, seconded by Board Member Phillip Gibbs, to adjourn the meeting at 7:29 pm. The motion passed unanimously.*

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Patrick McDowell, Chairman

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Eddie Ward, Deputy Clerk



TOWN OF WAYNESVILLE, NORTH CAROLINA
Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

cpoolton@waynesvillenc.gov

NAME Brent. H. West

STREET ADDRESS 156 Burma Road

MAILING ADDRESS Waynesville, NC 28786

PHONE 713-825-4410

E-MAIL brenthwest@gmail.com/ brent.west@alfalaval.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board X Planning Board
Board of Adjustment Public Art Commission

- X Downtown Waynesville Commission X Recreation & Parks Advisory Commission
Historic Preservation Commission(applicants must also submit a resume when applying)
Waynesville Housing Authority Environmental Sustainability Board
Cemetery Committee Advisory Tree Board

\*\*As of July 27, 2021, the Town Council now require applicants to any Board and Commission required by statute to be interviewed by the Town Council. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.

I am interested in serving on this board or commission because: I would like to volunteer my experience and services to the community. As someone new to Waynesville I have a strong interest in helping with the town and sharing my time. After a long search across the USA, we picked Waynesville because of the community, and the beautiful location

I have experience/expertise in the following areas and/or have served on the following board or commission:

Finance, P&L, risk assessment, manufacturing, supply chain management, people management, legal contracts, strategic operational and growth. I currently volunteer on the YMCA board of directors in Houston and the Compressed Gas Associations board of directors.

I feel that I can contribute the following to this board or commission experience from 38-year career in Management, Sales, HSE, contracts, operations and various outdoor experience.

Tell us about yourself and your background: I am currently the CEO of a manufacturing company and have a variety of experience in management. I've been in a senior management position for 26 years and will be retiring at the end of 2026. I grew up in Bethlehem, PA and have lived in Switzerland, England, Texas and California. I have a second-degree black belt in Karate and was an instructor. I love the outdoors, hiking, mountain and gravel biking.

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If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

*Brent West*

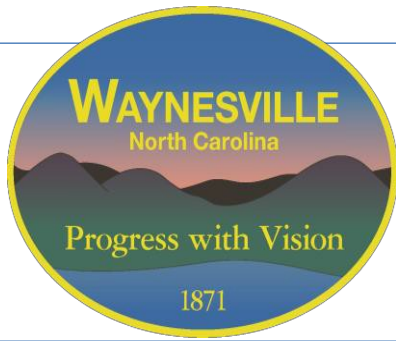
April 21st, 2026

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Signature

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

Additional Pages and/or a resume may be attached but is not required

NAME Deborah Kaczar

STREET ADDRESS 122 Woodvale Drive

MAILING ADDRESS Waynesville, NC 28786

PHONE 847-814-7359

E-MAIL dakaczar@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board, Board of Adjustment, Downtown Waynesville Commission, Historic Preservation Commission, Environmental Sustainability Board, X Tree Board, Planning Board, Public Art Commission, X Recreation & Parks Advisory Commission, Waynesville Housing Authority, Cemetery Committee

\*\*As of July 27, 2021, the Town Council now require applicants to any Board and Commission required by statute to be interviewed by the Town Council. These Boards and Commissions are the Planning Board, Zoning Board of Adjustment, Alcohol Beverage Control Board, and the Waynesville Housing Authority.

I am interested in serving on this board or commission because: I have an interest in the beautifcan of Waynesville, and ensuring we have native, healthy trees for a healthy environment for

our residents and wild bird and animal populations. Trees absorb pollutants. They also absorb rainwater, which can help in drainage and flood control. Trees provide shade and can lower the urban heat island effect. Trees help create green spaces for residents, which promotes activity and reduces stress.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I am a retired educator who originally majored in Forestry and Environmental Education before switching to Business, and later had a second career as a teacher. I have written and received multiple grants. As an educator, I promoted Arbor Day and arranged for each student at two schools to receive a tree. I worked on committees to plant native plants and trees, and to plant a prairie. I have served as a volunteer and held leadership positions on many community, school, and civic committees.

I feel that I can contribute the following to this board or commission I am passionate about our

wonderful city and maintaining, and improving it for our residents and future generations.

I am a researcher who will put the time and effort to help this Tree Board work with and for our city.

Tell us about yourself and your background: Some covered above. For twenty-plus years I

was a regional sales manager for a NYSE company. Then went back to school and earned my Master's in Education with an endorsement as a Media Specialist. I have a passion and interest in Environmental Education. My experience could be of benefit when working with schools.

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If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Deborah Kaczar. 5/12/26

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Signature

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

*Return Application to Town Clerk's Office*



# Application for Special Events Permit

## I. General Information

EVENT NAME: Apple Harvest Festival

EVENT DATE(S): Saturday, October 17, 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: Downtown Main Street, Church Street, Depot Street

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

SET-UP TIME (START/END): Friday, October 16, 2026 9:00pm

EVENT HOURS: 10:00am – 5:00pm

DISMANTLE HOURS (START/END): 5:00pm – 7:00pm

ESTIMATED ATTENDANCE: 25,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Police Department Estimates

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

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood Chamber of Commerce

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

APPLICANT NAME: David Francis

ADDRESS: 370 N. Main St., Suite 305 Waynesville, NC 28786

PHONE: 828-400-0212 FAX#: \_\_\_\_\_ EMAIL: [dfrancis@haywoodchamber.com](mailto:dfrancis@haywoodchamber.com)

ON-SITE CONTACT: David Francis

ADDRESS: 370 N. Main St., Suite 305 Waynesville, NC 28786

PHONE #: 828-456-3021 CELL PHONE #: 828-400-0212 EMAIL: [dfrancis@haywoodchamber.com](mailto:dfrancis@haywoodchamber.com)

III. Brief Description of Event

The annual Apple Festival is in its 38th year of celebrating everything apple in Downtown Waynesville. There are about 180 arts and crafts booths and food concessions. The Haywood Chamber of Commerce owns, operates and organizes the event. There are craft booths along the sides of the streets with food vendors designated to food "courts" located at the north and south ends of Main Street. Six craft booths will be included on Church Street's southeast side and Depot Street's northwest side.

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:

Main Street from Walnut Street to Pigeon Street, East Street from Main to Wall Street, Depot Street and Miller Street from Main Street to Montgomery Street. Closed Friday, October 16th at 9pm to reopen Saturday, October 17th at 7pm.

2.

3.

V. Event Details

YES NO

Does the event involve the sale or use of alcoholic beverages? No
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? yes, Food Vendors, not Chamber
If "YES", has the health department been notified? yes Have you applied for a temporary permit? yes

Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of Stages: 1 stage at Depot Street 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: 180 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? Justice Center parking lot, Community Bank parking lot - 13 portable toilets

Will you require electrical hookup for the event? Generators? to be provided by the vendors

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).
Craft - 10x12 \$275; 10x24 \$475; 10x36 \$675; Food - 10x18 \$375; 10x36 \$675

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

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

**VI. Additional Questions**

How will parking be accommodated for this event?

Parking locations are identified on the website, TOW places a sign with regular TOW parking accommodations

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?

Dumpsters are placed by TOW. Hired contractors collect trash on streets and drop it off at the dumpsters.

**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: Mountain Valley Mile

EVENT DATE(S): August 22

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 Waynesville

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

SET-UP TIME (START/END): 1700-1830

EVENT HOURS: 1830-2100

DISMANTLE HOURS (START/END): 2100-2200

ESTIMATED ATTENDANCE: 250

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous Years Events for Main Street Mile

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: Jus' Running

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

APPLICANT NAME: TJ Bell      TITLE: Race Director

ADDRESS: 3 Ronsanne Pkwy      CITY: Asheville      STATE: NC  
ZIP 28804  
276

PHONE: -730-5742      FAX#: \_\_\_\_\_      EMAIL: bell.tj2@gmail.com

ON-SITE CONTACT: Savanna Moeller      TITLE: Store Manager

ADDRESS: Jus' Running 523 Merrimon Ave. Asheville, NC 28804  
828

PHONE #: -252-7867      CELL PHONE #: 813-758-4737      EMAIL: Jusrunningavl@gmail.com



Parking for the event will be accommodated through a combination of established public parking areas within downtown Waynesville. Primary parking locations will include the Haywood County Courthouse Parking Garage (143 Branner Avenue), which provides convenient access to the finish area, as well as Wall Street parking, offering ample free spaces within a short walking distance of Main Street. Additional municipal parking will be available at the Montgomery Street Lot and the Miller Street public lots.

Participants and spectators will be directed to these locations through pre-event communication, signage, and volunteer support to ensure safe and efficient parking flow while minimizing disruption to local residents and businesses.

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

Yes, Hazelwood Parking, Miller Street, Vance Street Park, and Town Hall

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.

- **race volunteer efforts** and coordinated support from the **Town of Waynesville Public Works Department**. The event relied on volunteers to maintain the cleanliness of the race site during the event. Their duties included [emptying trash cans](#), managing accidental messes, and ensuring the post-race party area remained tidy.
- **"Leave It Cleaner" Policy**: Organizers aimed to leave the downtown corridor cleaner than they found it, with volunteer teams performing a final sweep of the one-mile course and the block party area immediately after the event.

How will **trash** be contained and removed during and after 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 &  
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**

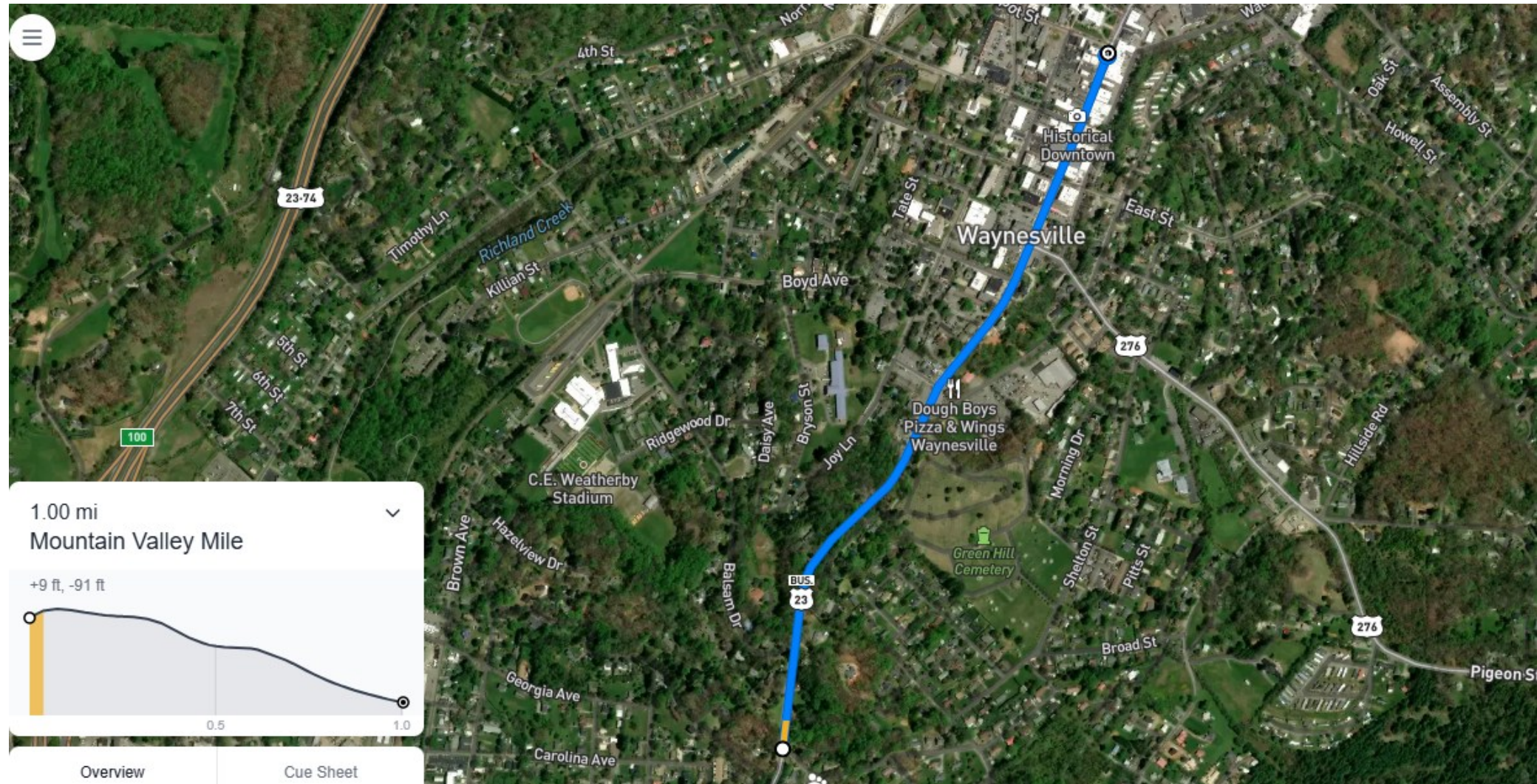
- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* **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:



1.00 mi  
Mountain Valley Mile



Overview Cue Sheet

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date, May 12<sup>th</sup>, 2026**

**Subject:** Resolution for “Strive Not to Drive Week”

**AGENDA INFORMATION:**

**Agenda Location:** Resolution

**Item Number:**

**Department:** Development Services

**Contact:** Alex Mumby, Land Use Administrator

**Presenter:** Mayor Gary Caldwell

**BRIEF SUMMARY:**

The Land of Sky Regional Council and French Broad River MPO are organizing “Strive Not to Drive Week” from May 15<sup>th</sup> to May 22<sup>nd</sup> to raise awareness of transportation resources other than single occupant automobiles. During this week there will be events throughout the region to promote walking, biking, car-pooling, transit, and other transportation opportunities. Those who participate will have a chance to earn prizes including free transit passes and baseball tickets.

There will be three events held in Haywood County and Waynesville. A social bike ride will be held on May 15<sup>th</sup> starting and ending in Frog Level along a user-friendly route to Hazelwood, Folkmoot, and the Richland Creek greenway. A second ride will be held in Clyde along Broad Street from Glance St Park to Clyde Elementary School. Haywood County Transit will be offering free transit from May 19<sup>th</sup> to May 23<sup>rd</sup> for all riders.

**MOTION FOR CONSIDERATION:**

1. Adoptions of attached Resolution to declare May 15<sup>th</sup> through May 22<sup>nd</sup> as Strive Not to Drive Week.

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

**ATTACHMENTS:**

1. Flyer of Events
2. Resolution

**MANAGER’S COMMENTS AND RECOMMENDATIONS:**

**Resolution No.**

**RESOLUTION TO DECLARE MAY 15<sup>TH</sup> THROUGH MAY 22<sup>ND</sup> AS STRIVE NOT TO DRIVE WEEK**

**WHEREAS**, The Land of Sky Regional Council and the French Broad River Metropolitan Planning Organization have created Strive Week to promote forms of transportation beyond single occupant vehicles; and

**WHEREAS**, the Town Council of Waynesville encourages multi-modal forms of transportation including walking, bicycling, carpooling, and transit; and

**WHEREAS**, the creation of an “attractive, safe, and multi-modal transportation system is a goal of the Town’s adopted Comprehensive Plan; and

**WHEREAS**, the Town of Waynesville requires in its Land Development Standards that major site plans make provisions for sidewalk connectivity, bus stops, and civic space including greenways; and

**WHEREAS**, the Town of Waynesville is a member of the Haywood County Greenways Council, and supports the Haywood County Greenway Master Plan; and

**WHEREAS**, Haywood County Transit offers two fixed route circulator buses along with on-demand door to door transit options and will offer free transit passes during Strive Week; and

**WHEREAS**, a bike ride will be held on May 15th starting and ending in Frog Level to promote bicycling and greenway usage; and

**WHEREAS**, the benefits of a well-rounded transportation system include improved health and happiness, cleaner air, and less traffic;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Waynesville, North Carolina joins fellow Western North Carolina communities in declaring May 15th through May 22nd, 2026 as Strive Week.

Adopted this 12th day of May, 2026,

TOWN OF WAYNESVILLE

---

Gary Caldwell, Mayor

ATTEST

---

Candace Poolton, Town Clerk

NORTH CAROLINA

HAYWOOD COUNTY

# STRIVE NOT TO DRIVE WEEK

HAYWOOD COUNTY MAY 15-22

FREE BUS RIDES ALL WEEK!

Monday May 18 - Friday May 22. Two routes: from Waynesville to Haywood Community College and HCC to Canton. Visit [haywoodtransit.com](http://haywoodtransit.com) for route details.



## BIKES, BUSES & BREWS

FRIDAY, MAY 15 @ 6PM.  
MEET AT FROG LEVEL  
BREWING IN WAYNESVILLE

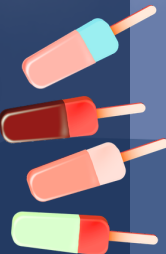
- Begin gathering at 5pm for helmet fitting and minor bike repair like pumping up bike tires!
- Tour Pigeon River Bikes at Folkmoot along the route!



## CLYDE FAMILY FUN RIDE

MONDAY, MAY 18 @ 6PM.  
MEET AT LEGACY DANCE  
CENTER ON GLANCE ST.

- Begin gathering at 5pm for helmet fitting and minor bike repair like pumping up bike tires!
- Food trucks on site!



Need bicycle repair? Visit Pigeon River Bikes at Folkmoot ahead of the rides! Open Saturdays noon-4pm. 112 Virginia Avenue, Waynesville, NC

[WWW.STRIVEBEYOND.ORG](http://WWW.STRIVEBEYOND.ORG)



**TOWN OF WAYNESVILLE TOWN COUNCIL**

**REQUEST FOR COUNCIL ACTION**

**Meeting Date: May 12, 2026**

**SUBJECT:** Haywood Tourism and Development Authority Annual Report

**AGENDA INFORMATION**

**Agenda Location:** Presentations

**Department:**

**Contact:** Corrina Ruffieux, Haywood County TDA, Executive Director

**Presenter:** Corrina Ruffieux, Haywood County TDA, Executive Director

**BRIEF SUMMARY**

Corrina Ruffieux will present the Haywood County TDA's 2025 Calendar Year annual report.

**MOTIONS FOR CONSIDERATION**

**FUNDING SOURCE/IMPACT**

**ATTACHMENTS**

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 5/12/2026**

**SUBJECT** Presentation regarding the replacement of the Recreation Center roof and the installation of a Solar System on the Center

**AGENDA INFORMATION:**

**Agenda Location:** Presentation

**Item Number:**

**Department:**

**Contact:** Councilmember Dickson

**Presenter:** Councilmember Dickson

**BRIEF SUMMARY** The Environmental Sustainability Board (ESB) has been working on a program to install a Solar system on the roof of the Recreation Center in order to take advantage of a Federal Rebate and save the Center a considerable number of electric charges. They will present their plan and offer a financing program that would be beneficial to the Town.

**MOTION FOR CONSIDERATION:** Approve the plan and authorize the ESB and staff to apply for the Loan, replace the roof and install the Solar System.

**FUNDING SOURCE/IMPACT** General

**ATTACHMENTS:** Attachments will be provided during the meeting.

MANAGER'S COMMENTS:

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 5-12-2026**

**SUBJECT** Presentation of 2026-27 Annual operating and capital budget

**AGENDA INFORMATION:**

**Agenda Location:** Presentation

**Item Number:**

**Department:** Finance

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY:** We will present the budget to the public.

**MOTION FOR CONSIDERATION:** Conduct a public hearing on May 26, 2026, for the proposed budget.

**FUNDING SOURCE/IMPACT:** All funds

**ATTACHMENTS:** Town Budget

**MANAGER'S COMMENTS:** I will read the budget message, and Ian will provide an overview of the proposed budget. On the 26<sup>th</sup>, we will present the budget during the hearing. We recommend that you schedule a budget workshop for either Friday the 15<sup>th</sup>, or 19<sup>th</sup>.

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date May 12, 2026**

**SUBJECT:** Comprehensive Pay and Classification Study: Phase One Public Safety

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:**  
**Department:** Human Resources/Administration  
**Contact:** Page McCurry  
**Presenter:** Becky Veazey, President Ameritus, The MAPS Group

**BRIEF SUMMARY:** In January the Council approved a Memorandum of Agreement between the North Carolina League of Municipalities (“League”) and the Town of Waynesville (“Town”) for a comprehensive pay and classification study administered over a two-year cycle and a recommendations for updates to the Town’s personnel policy to reflect current laws, regulations, and best HR practices.

Ms. Veazey is presenting the results of Phase One of the Comprehensive Pay and Classification Study and making recommendations for the Town’s Public Safety staff compensation program.

**MOTION FOR CONSIDERATION:**

**FUNDING SOURCE/IMPACT:**

**ATTACHMENT:**

1. MAPS Group Report for Phase One: Public Safety Pay and Classification Study

**MANAGER’S COMMENTS:**

# **Classification and Pay Study**

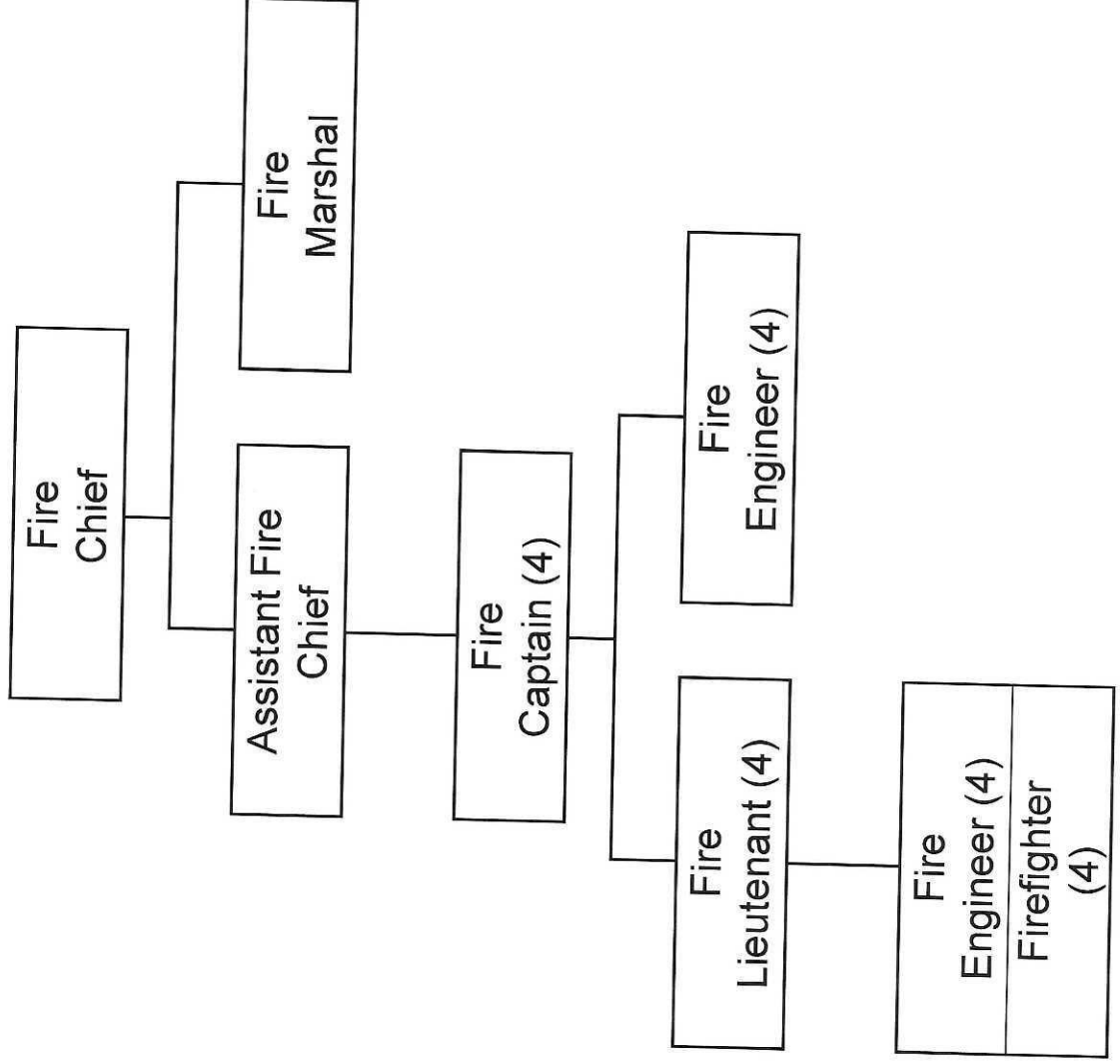
**Town of Waynesville  
Public Safety**

**May 2026**

## TABLE OF CONTENTS

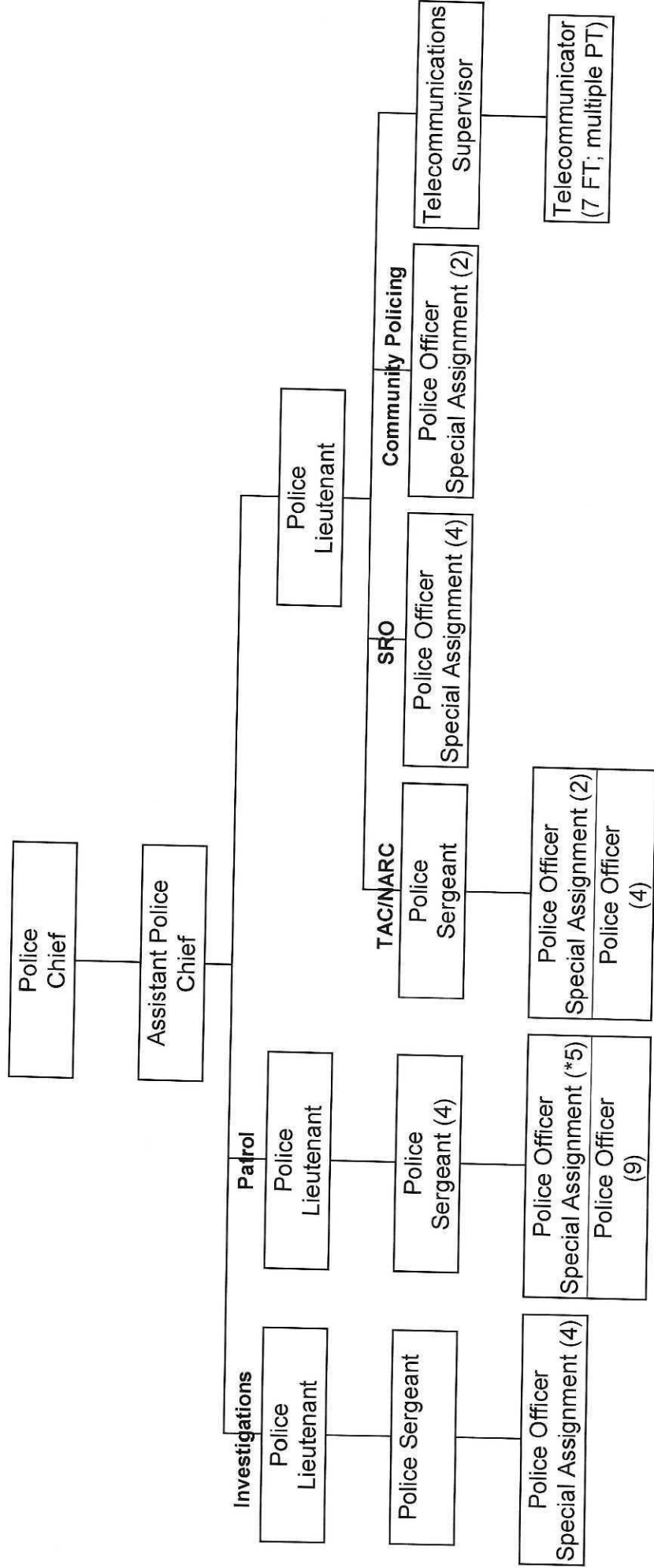
Organization Charts .....	i
Study Methodology .....	3
Report Summary .....	4
Pay Plan Recommendations .....	9
Pay Plan Implementation .....	10
Distribution Graphs.....	13
Salary Table .....	15
List of Classes (Salary Grade Order) .....	16
Salary Survey Data .....	18

# Fire



# Police Department Studied Positions

Town of Waynesville  
 Organization Charts  
 April 2026



\* 1 K-9, 4 Shift Senior Officers

## STUDY METHODOLOGY

This study updates the classification and pay plan for Town of Waynesville Police and Fire Department.

**Classification.** The study assigns positions to classifications based on their degree of similarity and difference in the following factors:

- \* difficulty of work (complexity and variety);
- \* judgement and responsibility;
- \* education and experience requirements;
- \* nature and extent of public contact;
- \* physical effort and hazards; and
- \* supervision given and received.

Each employee completed a position description questionnaire and interviews were conducted with employees, supervisors and management to clarify duties and responsibilities. Class specifications have been written for each classification and a market survey conducted with area local government and private sector employers to identify appropriate pay rates.

**Compensation.** As part of this study, recommendations are being made for a salary schedule, position classification plan, and costs for implementing the salary plan. In selecting which classes to survey for salary comparisons, we chose at least one entry level and one supervisory position in each occupational series. We then evaluated salary data to determine if there was a comparable position and whether the position was stronger or weaker in terms of scope of responsibilities.

The labor market was selected to provide the following information:

- \* the prevailing rate of pay in the immediate geographic area;
- \* comparison of jobs similar to those in the Town of Waynesville; and
- \* prevailing rates of pay with employers who directly compete with the Town for the same or similar pool of workers with specific job skills.

The prevailing rate of pay in the immediate geographic area is important because these wage rates reflect the cost of living in the area and the employment rate. Employers in the same geographic area who hire for similar jobs are also those employers with whom the Town competes most directly for skilled workers. Setting competitive salaries that allow the Town to hire qualified employees and retain the experienced and valuable workforce it has are important components of any salary survey. Salary grade assignments are based on an analysis of the labor market as to which comparison positions are stronger, weaker, and the closest match, and on reporting relationships of which positions within the Town are stronger, weaker, and similar and the degree of these differences.

**REPORT SUMMARY**

## SUMMARY REPORT TOWN OF WAYNESVILLE

### Fire Department

The Fire Department provides fire suppression, prevention and community education programming, emergency medical response, and rescue services to the Town. The department is staffed with twenty-three full-time positions (a chief, assistant chief, fire marshal, four captains, four lieutenants, eight engineers and four firefighters).

Special Note: The department works a 24/72 shift which is somewhat unusual in the market. Only 2 to 3 other departments out of about 22 in the region work this shift. Most departments work a 24/48 shift schedule which means that Waynesville shift workers work 2136 hours per year versus the other departments that mostly work 2878 hours per year. Working a 24-72 gives employees three days off in a row rather than two and makes it easier to have another part-time or possibly even full-time job. This is a great advantage and makes this shift a significant advantage in terms of recruitment and retention. It also means that instead of evaluating compensation based on averaging annual salaries, we must focus on hourly rates. However, the Town may wish to retain some of the recruitment and retention value of this shift by placing salaries slightly above the average hourly rate.

The Fire Chief is responsible for planning, organizing and directing the department. The role advises the Town Manager and Board on departmental issues; establishes and articulates clear sense of mission and visions that motivates department staff; coordinates with the County on fire and emergency issues; provides leadership and long and short range planning for facilities, services, apparatus, water supply, equipment and staffing; organizes emergency response approaches and strategic focus; recruits, trains, builds teamwork, and manages staff performance; ensures apparatus, equipment and facility maintenance; oversees fire prevention and community education programming; oversees and participates in fire investigations; coordinates mutual aid agreements and with County 911; prepares standard operating guidelines; develops and administers budgets and grants; engages with citizens on their issues; and participates in the work of the department. Work requires significant management scope, knowledge and skill for budget, facilities, technology, apparatus, equipment and staff. The role is properly classified and recommended for salary grade 85 based on market data.

The Assistant Fire Chief acts in the absence of the Fire Chief, supervises and participates in departmental operations, and assists the Chief with administration. Work includes operational management for all emergency response during the day and returning for major events at night; Managing staffing, scheduling, performance review, recruitment and promotion process development and administration; participating in policy development and implementation; overseeing training and safety for the department; assisting with budget development and administration including significant purchasing; troubleshooting maintenance and repair for aging building and fleet; reviewing incident reports and sending to the State Fire Marshal; taking a lead on working with the County on emergency planning and response; participating in fire prevention and community education programming; and establishing and maintaining records and reports. The role requires Fire Officer, EVD, and Driver/Operator certifications as well as significant supervisory Fire experience. Recommend assignment to salary grade 77 based on market data.

The Fire Marshal is responsible for fire prevention, education and life safety. Work includes conducting commercial plan review and fire safety and state building code fire section inspections and coupling these with preplan updates; community education programming including car safety seat installation, fire extinguisher training, home fire safety surveys, school and daycare programming, Fire Safety week programming, and related activities. The role prepares and maintains records and reports and participates in training and emergency response. The role requires at least a Fire

Inspector level I and preferably III, fire investigator certification, and fire instructor certification and is properly classified. Salary data leads to salary grade 73.

Each shift is led by a Fire Captain and is staffed with an Engineer at the same station and with a Lieutenant, Engineer and Firefighter at the second station. Work includes leading and participating in incident response; staff management including conducting training and performance coaching and evaluation; overseeing and participating in preparation of incident reports and training records; leading and participating in station and equipment maintenance; leading and participating in staff and volunteer training, purchasing supplies, hydrant maintenance, community education and fire prevention programming, etc. The roles are over two stations so they are stronger than many of the other Fire Captain roles in the market but not as strong as Battalion Chiefs. The roles require Fire Officer, EVD, and Driver/Operator certifications. Salary data analysis leads to salary grade 67.

Fire Lieutenants perform many of the same duties as captains at their assigned station leading an Engineer and Firefighter. The roles fill in when the Captain is out. Lieutenants take lead roles in preplan updates, hydrant maintenance, reports, supervise and participate in station and equipment maintenance, perform shift training, and each has special assignments such as medical equipment, technical rescue equipment, etc. The roles are properly classified and recommended to salary grade 65 based on market analysis.

The primary responsibility of the Fire Engineer is to drive and operate the assigned apparatus, set it up on the incident scene, maintain proper pressure on hoses to ensure safety of staff fighting fires, ensure all equipment is returned to the apparatus, and return the apparatus to readiness condition as soon as possible after returning the station after the incident. There are two engineers on each shift with one assigned to the pumper and one to the aerial. The roles participate in all the same activities as the firefighters on shift and fill in for Lieutenants in their absence. The roles require Driver/Operator and aerial certifications, Emergency Vehicle Operator certification, and Firefighter certifications. Recommend retaining the classification of Fire Engineer. Salary data analysis leads to salary grade 62 recommendation.

Firefighters participate in the work of fire suppression, rescue operations, EMS response, hazmat response, station and equipment maintenance, training, fire prevention and education programming, hydrant maintenance and testing, hose testing, and report preparation. The roles require Firefighter and EMS certifications and should be hired as trainees if that is not yet completed. Recommend retaining the classification of Firefighter and assignment to salary grade 59 based on market.

## **Police Department**

The Police Department is composed of approximately thirty eight sworn and eight civilian positions covered by this study engaged in patrol, investigations, crime prevention, community policing, traffic safety, school resources, TAC, narcotics, telecommunications, and related functions.

The Police Chief is responsible for the management and administration of the department including establishing the policing philosophy, vision of excellence, and priorities based on data analysis; providing short and long term planning for the agency; establishing credibility and partnership with the community; determining needs and strategically allocating staff and available resources; developing and administering a departmental budget; developing and implementing departmental policies and procedures in concert with professional standards and Town regulations; overseeing the various departmental functions; overseeing staff hiring, training, motivation, communication, and performance review and development; managing facilities and equipment; overseeing the use of information technology in the department; and representing the department in media and community relations

matters. The Chief advises the Town Manager and Town Council on related issues, attends Town Council meetings, participates in major incidents, cooperates with other local, state and Federal law enforcement agencies, and responds to the public as needed. Recommend retaining the classification of Police Chief and assignment to salary grade of 85 based on market data.

The Assistant Police Chief serves in the absence of the Chief and manages all operations of the department on a daily basis. Work includes problem-solving with command staff on daily operational and staffing issues including disciplinary and assignment issues; aligning staff and resources to address identified trends and issues; overseeing the application, administrative review of departmental accountability mechanisms; responding to major crime and other incidents; assisting the Chief with budget development, purchasing and administration; representing the department with various community groups and agencies; managing the hiring and promotional processes, employee performance coaching and evaluation, career development, and other staff management issues; leading the state accreditation process; commanding the SRT and other special teams; taking the lead on internal investigations; and related activities. The employee The role requires a comprehensive knowledge of management and law enforcement. Recommend retaining the Assistant Police Chief. Salary data and internal comparisons lead to salary grade 78 recommendation.

Three Police Lieutenants each lead a major division of the department with one over Investigations, one over Patrol and the third over Operations which includes TAC/NARC, School Resources, Community Policing/Crime Preventions, and Telecommunications. Each Lieutenant participates as part of the command staff of the department and is responsible for managing assigned staff including training, assignment, mentoring, problem-solving, leave approval and performance management. The employees respond to major events and participate in: researching and recommending policies; various special assignments such as building maintenance coordination, in-service training coordination, installation of equipment on new vehicles, etc.; investigating citizen complaints; budget input and division budget administration; accreditation planning; and promotional processes and recommendations. The roles require strong leadership skills, people management, and law enforcement knowledge and skills. The roles are properly classified and recommended for salary grade 74 based on market analysis.

Police Sergeants serve as first line supervisors on the patrol shifts with one per shift. One other Sergeant supervises the TAC/NARC unit for the department. The roles provide work assignment, training, mentoring, performance coaching and review. Other tasks include approving leave, reviewing and approving incident reports, inspect vehicles and weapons, back up officers and participate in calls as needed and may serve as field training officer. The roles are properly classified and recommended for salary grade 71 based on market data.

The classification of Police Officer – Special Assignment is recommended to cover assignments that include duties that require additional training, experience, knowledge and skills beyond what is required in the patrol role. This classification is recommended for 1) staff who serve as back up and act in the absence of Sergeants with one on each patrol shift and one in TAC/NARC. This is important especially when there are new officers on shifts. These roles also serve as field training officers (FTOs). 2) K-9 officers who require specialized training and may be required to take command of a scene when the animal is deployed. 3) community policing officers who provide community presentations and crime prevention programming requiring public speaking and other skills; 4) school resource officers who provide educational programming and teaching in classrooms as well as investigations at the schools; and 5) detectives who require additional knowledges and skills. Going forward, assignment to these roles should be made as a competitive promotion and come with a salary increase to salary grade 67.

Police Officers are assigned in Patrol and TAC/NARC units of the department. Work includes performing preventive patrol, traffic control, accident investigations, responding to calls of crimes committed, public disturbances, and other incidents. Work also includes conducting follow-up criminal and narcotics investigations as time allows for lower level crimes. The Officers investigate each call, interview witnesses, interrogate suspects, apprehend criminals and offenders, prepare reports, prepare court testimony, and testify in court. Other duties include conducting specialized traffic enforcement activities and investigating traffic accidents; operating radar and breathalyzer; writing citations; and serving warrants. The roles are properly classified and recommended for salary grade 65 based on market data.

The Communications Supervisor is responsible for leading the telecommunications unit including participating in hiring; providing training, performance coaching and mentoring; researching and recommending policies and procedures that comply with department and professional standards; coordinating CAD protocols and issues with County 911; setting up after hours Town service call procedures; providing technical support for systems including CAD, DCI, MDIS, phone system, radio systems, etc. The role serves as Terminal Agency Coordinator for NCIC/DCI including setting up staff to use the system, testing and certifying staff, processing entries for lost, stolen and recovered property or persons, validating records, and ensuring security of CJIS. The employee currently works a shift rotation which is a limitation on the effectiveness of the role. Recommend classification of Telecommunications Supervisor because "communications" often refers to public relations work. Salary data leads to salary grade 65 recommendation.

Police Dispatchers are responsible for taking calls either directly or through 911 forwarded call and dispatching officers as needed. The employees answer both emergency and non-emergency calls; elicit accurate and essential information from callers; prioritize calls based on severity; and provide pre-arrival information to dispatched officers to promote safety and effectiveness. The employees document all calls into the CAD system and RMS; monitor officer status and locations; coordinate multi-unit responses; and take and dispatch after hour calls for Town electric, utility and sometimes other staff. Roles require calm control, clear communications, attention to detail, technology knowledge and skills, and ability to multi-task. Recommend classification of Police Telecommunicator. Most of the market data comes from counties, which typically dispatch multiple law enforcement, fire, EMS and other units. However, they do not typically deal with after hours calls for electric outages, etc. This analysis leads to salary grade 58 recommendation.

Special Note: It is important to distinguish the difference between "position classifications" and "career development" programs. Classification deals with the duties assigned to a position, not the person in the position or that person's qualifications. The Pay Plan is intended to reflect the relative market value for positions/classifications based on the duties performed. A "promotion" is defined as moving from a classification in a lower salary grade to a classification in a higher salary grade. Career Development is a method of advancing employees within the salary grade assigned to the classification. Career development is a method of rewarding employees for increased training and performance that do not change the duties of the position. Nothing in this classification and pay study is intended to change the existing career development programs in the Police Department.

**PAY PLAN RECOMMENDATIONS**

## PAY PLAN IMPLEMENTATION

We conducted a market survey of hiring and maximum salaries for selected jobs. We also researched and found that the Living Wage for one adult with no children for Haywood County is \$45,635 per year or \$21.94 per hour (MIT Living Wage Calculator). A number of local governments in the state have set their lowest salary based on this metric. We have not used this approach but can adjust if the Town desires it.

Organizations may choose to lead, meet or lag behind the market. There are various factors that can lead to this decision. For example, Nags Head and Bald Head Island chose to lead the market in a previous studies because of the difficulty of the commute to their facilities and the cost of housing in the area. Matthews and Ocean Isle Beach chose to lead the market because they want to be seen as an "employer of choice." In the past, but not recently, organizations have chosen to lag behind market because of budget issues. The default approach to assigning positions to the pay plan is to "meet the market" which means generally going to about a 50% level with approximately half of the market higher and approximately half lower. That is the approach found in these recommendations for Waynesville.

### Salary Table

We have used the Town's current salary table, adding some additional salary grades. This allows the Town to add positions in the police and fire departments to the same table and use the same grades as other Town positions. This approach helps send a message that everyone is on the same team and allows for easier application of COLA to all town positions when it is approved.

Compression. Normally, given the seniority of some Town employees, one would expect to find half of the Town's employees below Midpoint and half above Midpoint. When this is not the case, we call this a compressed distribution. There are two primary disadvantages to a compressed distribution. The first: long term high performance employees are making the same pay or nearly the same pay as employees with less tenure. There are often morale problems associated with this and it can lead to turnover. The second problem is that when the Town has the opportunity to hire highly qualified candidates; it is very difficult to offer such prospects salaries above entry level when employees with a number of years of service are compensated near those same entry levels.

### Implementation

We have identified two different implementation strategies.

#### Strategy One:

This strategy is for positions that are currently not assigned to salary grades and are in a structured career development program. This strategy is necessary to preserve existing internal relationships between the different levels. As part of the strategy, we recommend that all employees be eligible for a probationary increase that moves employees into the range 5% after 6 months of satisfactory performance. If performance is not clearly satisfactory, the increase would be delayed. Strategy One is applied as follows based on the career development level:

Police Officer I to Minimum of the Recommended Salary Range (probation completion)  
 Police Officer II to Minimum plus 2.5%  
 Police Officer III to Minimum plus 5%  
 Police Senior Officer I to Minimum plus 7.5%  
 Police Senior Officer II to Minimum plus 10%  
 Police Senior Officer III to Minimum plus 12.5%  
 Police Master Officer to Minimum plus 15%  
 Police Master Officer II to Minimum plus 17.5%  
 Police Master Officer III to minimum plus 20%

Dispatcher I to Minimum  
 Dispatcher II to Minimum plus 2.5%  
 Dispatcher III to Minimum plus 5%  
 Senior Dispatcher I to Min plus 7.5%  
 Senior Dispatcher II to Min plus 10%  
 Senior Dispatcher III to Min plus 12.5%  
 Master Dispatcher to Min plus 15%  
 Master Dispatcher II to Min plus 20%

**Strategy Two:**

This strategy is used for all of the Fire Department positions and Police Department positions that are not in a career development program as listed above such as Sergeants, Lieutenants, etc. The strategy places employees into the salary range that corresponds with their position classification. Employees who have completed probation are placed at least at the Minimum of the salary range. In addition, employees are advanced into the range to address compression based on 1.5% per year of blended service.

Blended service applies half credit for the total time with the Town and, if the employee has been promoted, half credit for time in current promoted position. For example, if a Police Sergeant has been with the Town for 8 years, and 4 as Sergeant, the employee would be given credit for 8 years plus 4 years =12, divided by 2 totalling 6 years of blended service. Then the employee is moved above the Minimum by 1.5% per year. 6 times 1.5% equals 9% above the Minimum.

Annual cost to implement based on these strategies	\$211,599
Cost as a percentage of payroll	6.4%

**Important Notes:**

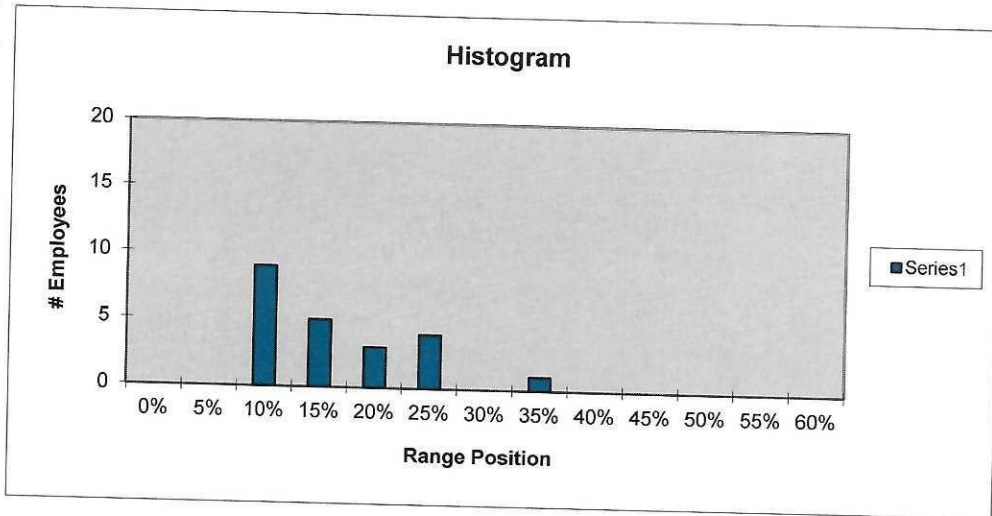
1. The costs reflected above represent salary cost only and do not reflect the cost of benefits associated with salaries.
2. If there are employees who have recent documented disciplinary action and who are not currently fully performing duties as needed by the Town, the Manager may delay implementation of any increases that employee would receive until such time as the

employee is fully meeting job requirements. Otherwise, all employees should be treated consistently in the implementation. In addition, if the implementation strategy creates internal equity issues, we recommend that the Town Manager have the authority to make minor adjustments to address these issues.

3. These salary range reflect the market as of January 2026. In July 2026, many of the employers we surveyed will adjust their ranges with a cost of living adjustment. The Town will need to make adjustments as well to keep from falling further behind market.
4. The cost identified above is based on a snap shot in time. It will vary with turnover.
5. These salary adjustments are one-time "catch ups" to place employee salaries closer to where they should be in the market. They do not replace COLAs, merit increases, longevity, career development, certification or other adjustments.

## Fire Department Compression Analysis

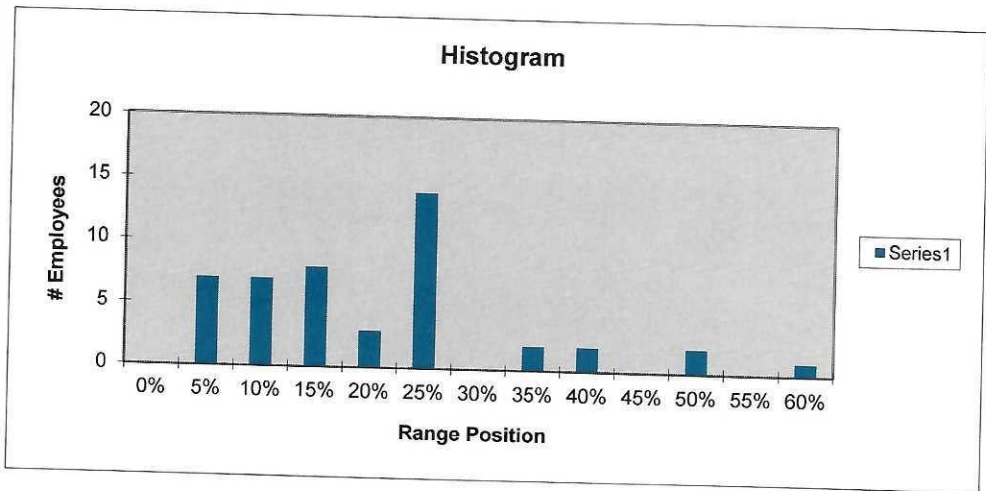
Range Pos	# Emp
0%	0
5%	0
10%	9
15%	5
20%	3
25%	4
30%	0
35%	1
40%	0
45%	0
50%	0
55%	0
60%	0



OPTIOI Effective 07/01/2026 all employees are brought to the new range minimum plus 1.5% per year of blended service or to their current salary if higher.

# Police Department Compression Analysis

Range Pos	# Emp
0%	0
5%	7
10%	7
15%	8
20%	3
25%	14
30%	0
35%	2
40%	2
45%	0
50%	2
55%	0
60%	1



Town of Waynesville Salary Schedule 2025-2026

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
53	31,819	33,410	41,365	50,910	53
54	32,933	34,580	42,813	52,693	54
55	34,086	35,790	44,312	54,538	55
56	35,279	37,043	45,863	56,446	56
57	36,514	38,340	47,468	58,422	57
58	37,792	39,682	49,130	60,467	58
59	39,115	41,071	50,850	62,584	59
60	40,484	42,508	52,629	64,774	60
61	41,901	43,996	54,472	67,042	61
62	43,368	45,536	56,379	69,389	62
63	44,886	47,130	58,352	71,818	63
64	46,457	48,780	60,394	74,331	64
65	48,083	50,487	62,508	76,933	65
66	49,766	52,254	64,696	79,626	66
67	51,508	54,083	66,961	82,413	67
68	53,311	55,977	69,305	85,298	68
69	55,177	57,936	71,730	88,283	69
70	57,108	59,963	74,241	91,373	70
71	59,107	62,062	76,839	94,571	71
72	61,176	64,235	79,529	97,882	72
73	63,317	66,483	82,312	101,307	73
74	65,533	68,810	85,193	104,853	74
75	67,827	71,218	88,175	108,523	75
76	70,201	73,711	91,262	112,322	76
77	72,658	76,291	94,456	116,253	77
78	75,201	78,961	97,762	120,322	78
79	77,833	81,725	101,183	124,533	79
80	80,557	84,585	104,724	128,891	80
81	83,376	87,545	108,389	133,402	81
82	86,294	90,609	112,182	138,070	82
83	89,314	93,780	116,108	142,902	83
84	92,440	97,062	120,172	147,904	84
85	95,675	100,459	124,378	153,080	85
86	99,024	103,975	128,731	158,438	86
87	102,490	107,615	133,237	163,984	87
88	106,077	111,381	137,900	169,723	88

List of Public Safety Classifications Assigned to Grades

GRADE	CLASSIFICATION	FLSA	HIRE RATE	MAXIMUM
58	Police Telecommunicator		37,792	60,467
59	Firefighter		39,115	62,584
60			40,484	64,774
61			41,901	67,042
62	Fire Engineer Fire Engineer Inspector		43,368	69,389
63			44,886	71,818
64			46,457	74,331
65	Fire Lieutenant Police Telecommunications Supervisor Police Officer			
66			49,766	79,626
67	Fire Captain Police Officer - Special Assignment			
68			53,311	85,298
69			55,177	88,283
70			57,108	91,373
71	Police Sergeant		59,107	94,571
72			61,176	97,882
73	Fire Marshall		63,317	101,307
74	Police Lieutenant	E	65,533	104,853
75			67,827	108,523
76			70,201	112,322

List of Public Safety Classifications Assigned to Grades

GRADE	CLASSIFICATION	FLSA	HIRE RATE	MAXIMUM
77	Assistant Fire Chief	E	72,658	116,253
78	Assistant Police Chief	E	75,201	120,322
79			77,833	124,533
80			80,557	128,891
81			83,376	133,402
82			86,294	138,070
83			89,314	142,902
84			92,440	147,904
85	Fire Chief Police Chief	E E	95,675	153,080
86			99,024	158,438
87			102,490	163,984
88			106,077	169,723

E = Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act (FLSA)

**SALARY SURVEY**  
**Town of Waynesville**  
**March 2026**  
**Data on Selected Classes from the Public and Private Sectors**

The salaries we surveyed represent the local market which provides a reflection of the actual cost of living in this geographic area. The comparisons from larger jurisdictions were carefully considered to determine when the scopes of the jobs were similar or different because of the substantially greater numbers in the workforce.

Salary quotes are for beginning or entry employees and the maximum of the salary range. Population figures are from the N. C. Office of Management and Budget.

As with most salary surveys, exact matches among positions are rare. This was the case with the organizations surveyed for comparison with the Town of Waynesville positions. Based on information obtained from these employers, the best possible matches of positions were made. Few, however, were identical.

### **Use of Averages**

The salary data on the next several pages includes a line that identifies the average of the collected salaries. It is important to note how this salary data is used. For **non-supervisory** jobs, unless there is a skewed market or a job that deviates from the others in the salary data, jobs are placed in the salary grade closest to the average. A skewed market would be a market where only large or small jurisdictions rather than a mix of both large and small reported salary data.

For **supervisory** jobs, averages were not used. Instead, jobs were placed at a market level that reflects the scope and responsibility levels of the jobs in relation to the other jurisdictions. The salaries represent the local market which provides a reflection of the actual cost of living in this geographic area. Obviously, the comparisons from larger jurisdictions were carefully considered to determine when the scope of the jobs were similar or different because of the substantially greater numbers in the workforce.

**Salary Survey Summary  
Town of Waynesville Public Safety Positions**

Organization	Police Telecommunicator		Telecommunications Supervisor		Police Officer		Police Detective		Police Officer Special Assignment	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Asheville 97,036	\$43,763	\$61,256	\$66,920	\$103,726	\$50,310	\$75,465	\$52,825	\$79,238		
Black Mountain 8,450					\$50,759	\$76,140	\$53,297	\$79,946		
Brevard 7,727					\$53,889	\$80,834	\$55,453	\$83,179		
Fletcher 8,221					\$48,450	\$72,675	\$50,873	\$76,309		
Franklin 4,186					\$42,120	\$63,180	\$44,685	\$67,027		
Hendersonville 16,830	\$44,800	\$68,174	\$51,862	\$78,920	\$51,862	\$78,920	\$57,177	\$87,009		
Marion 7,718					\$47,112	\$73,024	\$49,468	\$76,675		
Maggie Valley 1,738					\$46,156	\$69,234	\$50,887	\$76,331	\$50,887	\$76,331
Sylva 2,518					\$47,588	\$71,382	\$52,465	\$78,698		
Weaverville 4,580					\$48,268	\$72,402	\$50,199	\$75,299	\$50,199	\$75,299
Jackson County	\$38,402	\$68,276	\$46,678	\$82,989	\$42,338	\$75,274	\$44,455	\$79,037		
Haywood County	\$39,624	\$62,408	\$56,931	\$85,397	\$48,543	\$65,816	\$47,689	\$75,109		
Averages	\$40,942	\$66,286	\$51,824	\$82,435	\$47,917	\$72,626	\$50,925	\$78,124	\$50,543	\$75,815
Waynesville Current 10,646	\$27,939		\$50,048		\$47,470					
Recommended Salary Grade	\$37,791	\$60,465	\$48,080	\$76,929	\$48,080	\$76,929	\$51,505	\$82,408	\$51,505	\$82,408
Number of Hours	58		65		65		67		67	
	\$2,080		2080		2184		2080		varies	

**Salary Survey Summary  
Town of Waynesville Public Safety Positions**

Organization	Police Sergeant		Police Lieutenant		Assistant Police Chief		Police Chief	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Asheville 97,036	\$64,209	\$96,314	\$74,434	\$111,652	\$89,321	\$133,982	\$136,697	\$203,545
Black Mountain 8,450	\$58,760	\$88,141	\$61,698	\$92,549	\$74,995	\$112,494	\$91,157	\$136,737
Brevard 7,727	\$62,279	\$93,419	\$68,507	\$102,761	\$73,500	\$110,250	\$96,907	\$145,361
Fletcher 8,221	\$56,087	\$84,131	\$61,836	\$92,754	\$71,583	\$107,375	\$91,360	\$137,040
Franklin 4,186	\$48,327	\$74,490	\$49,776	\$84,344	\$68,065	\$102,097	\$80,915	\$121,373
Hendersonville 16,830	\$63,038	\$95,928	\$72,975	\$111,049	\$80,455	\$122,431	\$97,793	\$148,816
Marion 7,718	\$54,538	\$84,534	\$69,606	\$107,889	\$84,477	\$128,553	\$88,836	\$137,696
Maggie Valley 1,738			\$58,908	\$88,362			\$78,942	\$118,413
Sylva 2,518	\$55,088	\$82,632	\$60,734	\$91,101	\$66,960	\$100,441	\$77,514	\$116,271
Weaverville 4,580	\$54,295	\$81,443	\$56,501	\$84,752	\$68,677	\$103,016	\$79,503	\$119,255
Jackson County	\$46,678	\$82,989	\$51,462	\$91,496	\$59,574	\$105,918	\$76,033	\$135,151
Haywood County	\$59,427	\$96,616	\$67,814	\$109,698	\$77,388	\$124,626	\$88,636	\$143,551
Averages	\$55,852	\$86,432	\$61,967	\$96,011	\$72,567	\$111,720	\$86,145	\$132,697
Waynesville Current 10,646	\$73,642		\$81,190		\$89,512		\$78,196	\$120,313
Recommended Salary Grade	\$59,103	\$94,565	\$65,533	\$104,853	\$75,201	\$120,322	\$95,675	\$153,080
Number of Hours	71	varies	74		78		85	
	2184				2080		2080	

**Salary Survey Summary  
Town of Waynesville Public Safety Positions**

Organization	Fire Chief		Assistant Fire Chief		Fire Captain		Fire Lieutenant		Fire Marshal	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Asheville 97,036	\$136,697	\$203,545	\$97,215	\$145,822	\$68,846	\$97,278	\$65,761	\$95,705	\$84,826	\$111,299
Black Mountain 8,450	\$91,157	\$136,737	\$71,423	\$107,136	\$61,698	\$92,549	\$58,760	\$73,450	\$61,698	\$92,549
Brevard 7,727	\$96,907	\$145,361								
Fletcher 8,221										
Franklin 4,186	\$80,915	\$121,373			\$49,860	\$74,791				
Hendersonville 16,830	\$97,793	\$148,816	\$84,477	\$128,553	\$69,500	\$105,760	\$60,036	\$91,360	\$76,623	\$116,601
Marion 7,718	\$84,606	\$131,139	\$69,606	\$107,889	\$54,538	\$84,534				
Maggie Valley 1,738										
Sylva 2,518	\$70,308	\$105,462	\$60,734	\$91,101	\$55,088	\$82,632				
Weaverville 4,580	\$79,503	\$119,255	\$68,677	\$103,016	\$56,501	\$84,752				
Jackson County										
Haywood County										
Averages	\$85,884	\$129,735	\$69,449	\$102,488	\$58,938	\$85,821	\$59,398	\$82,405	\$69,161	\$104,575
Waynesville Current 10,646	\$75,196	\$120,313	\$61,172	\$97,875	\$49,763	\$79,621	\$48,080	\$76,929	\$51,505	\$82,408
Recommended Salary Grade	\$95,675	\$153,080	\$72,658	\$116,253	\$51,508	\$82,413	\$48,080	\$76,929	\$63,317	\$101,307
Number of Hours	85		77		67		65		73	
	2080		2080		2184		2184		2080	

**Salary Survey Summary  
Town of Waynesville Public Safety Positions**

Organization	Fire Engineer		Firefighter		Range Percentage
	Minimum	Maximum	Minimum	Maximum	
Asheville 97,036	\$55,051	\$77,785	\$50,310	\$54,443	46%
Black Mountain 8,450	\$50,759	\$76,140	\$43,847	\$65,773	50%
Brevard 7,727	\$53,955	\$80,933			50%
Fletcher 8,221					50%
Franklin 4,186	\$45,576	\$68,364	\$43,435	\$65,152	50%
Hendersonville 16,830	\$54,455	\$82,866	\$49,392 EMT	\$75,162	52%
Marion 7,718	\$47,112	\$73,024	\$44,869	\$69,547	55%
Maggie Valley 1,738					50%
Sylva 2,518					50%
Weaverville 4,580	\$52,206	\$78,309	\$48,268	\$72,402	50%
Jackson County					78%
Haywood County					50%
Averages	\$50,576	\$76,370	\$47,289	\$68,772	54%
Waynesville Current 10,646	\$41,899	\$67,039	\$37,791	\$60,465	60%
Recommended Salary Grade	\$43,368 62	\$69,389	\$39,115 59	\$62,584	60%
Number of Hours	2184		2184		

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 12MAY26**

**SUBJECT:** Fleet Heavy Vehicle Lift Replacement

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Department:** Public Works

**Contact:** Chris Bybee

**Presenter:** Chris Bybee

**BRIEF SUMMARY:**

Public Works is requesting authorization to purchase a replacement heavy vehicle lift for the Fleet Services division. The current heavy-duty lift has been decommissioned following inspection by both a certified lift inspector and a structural engineer. During a routine internal inspection conducted by shop personnel, a warped runway ramp was identified, compromising the structural integrity and safe operation of the lift.

This lift is the only piece of equipment in the Fleet Services shop capable of safely lifting heavy-duty vehicles such as fire apparatus and refuse trucks. Without this lift, the shop's ability to perform critical maintenance and repair functions on heavy vehicles is significantly degraded.

As a result, many heavy-duty repairs must now be outsourced to commercial repair facilities, leading to increased operational costs, extended vehicle downtime, and reduced efficiency in maintaining the Town's fleet. The replacement lift will restore full operational capability to the Fleet Services division and will also enhance efficiency by including built-in alignment plates, allowing for expanded service capabilities and improved routine maintenance processes. The existing lift will be sold through GovDeals to recoup a portion of the replacement cost.

The financial impact is as follows:

- One-time equipment purchase: **\$79,987.29**

**MOTION FOR CONSIDERATION:**

- Authorize Public Works staff to purchase a replacement heavy vehicle lift for Fleet Services in the amount of **\$79,987.29**.

**FUNDING SOURCE/IMPACT:**

This action does not create additional costs to the Town. All expenses will be funded within the existing Fleet Garage operating budget as follows:

- Garage Equipment Repairs & Maintenance (828200-533520) – current balance of **\$41,715.06**
- Materials & Supplies (828200-532920) – current balance of **\$97,684.57**

These funds are accurate as of 4/27.2026

**ATTACHMENTS:**

Equipment Quote

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

DRAFT



LESWEGO CORP dba Anglin Equipment  
 5515 Chantry Drive  
 Columbus OH 43232  
 United States

TOWN OF WAYNESVILLE  
 129 LEGION DR  
 WAYNESVILLE NC 28786  
 United States

## Quotation # SOR26020158

Quotation Date:  
 04/23/2026

Expiration:  
 05/23/2026

Salesperson:  
 Chris Beck

Description	Quantity	Amount
<b>EQUIPMENT:</b>		<b>\$ 66,333.79</b>
[PK40-4-22] 40,000lb capacity Heavy Duty 4-Post Lift Comes with Four Direct Drive Cylinders, Two 3HP Power Units. Electrically Operated & Hydraulically Equalized. 22' runways.	1.00 Units	
Air-line Kit For Bridge Jacks & Air Tools. Air Lines & Bulkhead Fittings Are Conv...	1.00 Units	
20,000 lb Max Lifting Capacity Air-Hydraulic Rolling Bridge Jack with Load Holding Device, (Locking Mechanism).	2.00 Units	
[FREIGHT] Estimated	1.00 Units	
<i>Site to receive and offload.</i>		
<b>EQUIPMENT ADD ONS:</b>		<b>\$ 5,757.50</b>
Adder for Recess in the Runways for Medium Duty Turnplates. * Turnplates NOT Included *	1.00 Units	
Medium Duty Stainless Steel Radius Plates 7500 lb Capacity Per Plate. Sold as a Pair. L 15" x W 15" x H 1-1/2"	1.00 Units	
Filler Plate For Medium Duty Turn Plate Cutouts. Covers A Front Alignment Recess Pocket Making It Level with The Top Of The Runway. Sold as a Pair.	1.00 Units	



LESWEGO CORP dba Anglin Equipment  
 5515 Chantry Drive  
 Columbus OH 43232  
 United States

**SERVICES:** **\$ 7,896.00**

DECOMMISSION 4 POST LIFT. TO BE LEFT ON SITE.	1.00
	Units
STANDARD 4 POST LIFT INSTALLATION	1.00
INCLUDES: Labor, standard anchors, floor shims up to 1/2"	Units
DOES NOT INCLUDED: Electrical or compressed air connections	
PKA-4P-SH-02	1.00
3/4" Thick Steel Column Base SHIM PLATE. For PK20-40, 4 Post Series Lifts Only. Sold As Set of Four.	Units

*\*\*\*Take \$1,500 discount if site provided forklift.*

Untaxed Amount	\$ 79,987.29
Tax	\$ 0.00
Total	\$ 79,987.29

Our preferred Invoice Payment method is via ACH or online payment. Please contact the accounting department at [accounting@anglinequipment.com](mailto:accounting@anglinequipment.com) for more information.

**PLEASE UPDATE REMITTANCE ADDRESS ON FILE:**  
**5515 CHANTRY DR. COLUMBUS, OH 43232**

All Customer inquiries regarding invoices, payments, statements should be sent to [accounting@anglinequipment.com](mailto:accounting@anglinequipment.com).

Exclusions: Permits if necessary. All electrical connection, Wall openings and resealing thereof. Cost of Removal of any underground obstruction such as, but not limited to rock, utilities, or other obstruction. Note: Suitable floor conditions regarding concrete strength, thickness, slope and condition are assumed to be acceptable. If conditions are not suitable per manufacturer specs or safety guidelines, corrections may be made in the form of, but not limited to, additional shim plates, specialized anchors, and/or new concrete at additional cost.

Customers paying with a credit card will incur a 3.5% convenience fee on top of invoice amount.



\*\*\* QUOTE \*\*\*

Matco Tools  
Gene Teague  
Authorized Distributor of Matco Tools

OPEN Invoice: 482962  
Date: 4/28/2026  
9:08 AM  
Page: 1

<b>Customer:</b>
waynesville town (2123) Town of Waynesville

<b>Distributor:</b>
Gene Teague 4 LONDON RD FAIRVIEW, NC 28730 Business Phone: (828) 712-7840 Cell: (828) 712-7840 eMail: teaguestools@yahoo.com

Item	Qty	Item Description	Amount	Comment
ZQFRGHTHD4P	1	FREIGHT SURCHARGE HD 4 PST LFT	1,400.00	
ZQ4T433CXSRI	1	COATS 33000LB 4 POST LIFT EXT	40,195.00	
ZQ4TSKAT	1	AIR KIT FOR 15K 4 POST LIFT	955.00	
ZQ4TRJ15000	2	COATS 15000LB AIR/HYD JACK	23,990.00	
LIFT INSTALL	1	LIFT INSTLATION	8,000.00	

Purchases: 74,540.00  
Tax: 5,217.80  
Invoice Total: 79,757.80

GO TO <https://www.matcotools.com/FinancialServices/apply.jsp> TO GET PREAPPROVED

# ISGETT DISTRIBUTORS, INC.

51 HIGHLAND CENTER BLVD.  
ASHEVILLE, NC 28806  
Phone: 828-667-9846 Fax: 828-667-3076

Deliver From Wrhs: ASHEVILLE  
Phone: 828-667-9846  
Fax: 828-667-3076

Shipped To:

TOWN OF WAYNESVILLE  
129 LEGION DRIVE  
WAYNESVILLE, NC 28786

## Quote 549103

On: 04/09/2026 12:20:56

By: Bybee

PO:

Job ID:

Ordered By: Bybee

6979

TOWN OF WAYNESVILLE  
P O BOX 100  
WAYNESVILLE, NC 28786

Main: (828) 456-3515 ALL DELIVERY TICKETS  
MUST BE SIGNED BY LISA BURNETT

Mike Anderson

Eagle Pickup

<u>Quantity</u>			<u>Unit Price</u>	<u>Item Price</u>	<u>Extended</u>
Order	Part No.	Description			
1	SM30	ROTARY SM30 4 POST	38,447.00	38,447.00	38,447.00
2	RJ152BK	ROTARY 15K ROLLING JACK	12,900.00	12,900.00	25,800.00
1	TS27244	TechSelect FFF AW32 5 GAL	8.490	42.450	42.45
1		Fork Lift for Install	400.00	400.00	400.00
1		Labor	2,750.00	2,750.00	2,750.00
1		Removal of old lift Install of new			
1		Surcharge waived			
1		7.00000% Sales Tax on 67039.45			4,692.76

## 72,132.21



# MOHAWK LIFTS

Vendor: MOHAWK LIFTS LLC  
 PO Box 110, Amsterdam, NY 12010  
 518-842-1431 Adrienne x7777  
 Hunter@mohawklifts.com



## HUNTER Engineering Company

For purchase of Hunter equipment using:

North Carolina Contract #  
 DPC-1418799008-BJ - 2410A  
 Valid: 04/10/2025 - 03/31/2028

All quoted equipment has been Competitively Bid and Competitively Awarded on North Carolina Contract # DPC-1418799008-BJ - 2410A, and is Guaranteed Best government pricing. Freight, Installation, Training & Training Certificates Included @ No Charge. Financing is available

CUSTOMER
Chris Bybee Town of Waynesville 129 Legion Dr Waynesville, NC 28786-4499 (828) 476-0720

QUOTE NUMBER	QUOTE DATE
Waynesville.L494HDPS.050526	5/5/2026
Freight Terms:	FOB Destination, Prepaid
Payment Terms:	Net 30
Lead Time:	up to 90 Business Days ARO
Good Through:	May 25, 2026

PART #	DESCRIPTION	QTY	LIST PRICE	CONTRACT PRICE	TOTAL
L494HDPS	HD 4-Post~35,000lb Capacity,~galvanized 30 in. wide runways, 300 in. alignment w/b,~turnplate~pockets, push button powerslide slip plates (not FIA unless equipped with FIA t/p kit).~Note: Turnplates, jacks, light kits and other acc's. ordered separately.	1	\$ 92,095.24	\$ 82,694.12	\$ 82,694.12
20-2710-1	HD Turnplates~(2) 18~ Truck Audit TP. 2.5~ tall. Suitable for floor, RKHD,and legacy pit app. Can be used with L494HD but will be ~ lower than runway surface.Ok to add ~ thick shim under plate~source local.Can be used with 20-2983-1 turnplate bridge	1	\$ 3,708.15	\$ 3,329.62	\$ 3,329.62
133-90-2	20,000lbs Jack for P/L49xHD~with mechanical safety locks.~ Up to two jacks may be added to each P/L49xHD.~	2	\$ 12,091.93	\$ 10,857.58	\$ 21,715.16

Click here for Mohawk Lifts LLC Form W9: [mohawklifts.com/w9](http://mohawklifts.com/w9)

Subtotal	\$ 107,738.90
Sales Tax (if applicable)	\$ -
<b>TOTAL</b>	<b>\$ 107,738.90</b>

NOTES:

This quotation is subject to the terms and conditions noted on the following page

ON

v12.25.1

Account

Fund	82	Garage	Acct	82 -8200-00-532920-	
Org	828200	Garage	Acct name	Materials And Supplies	<input type="button" value="Account Notes"/>
Object	532920	Mat./Sup.	Type	Expense	Status Active
Project	<input type="button" value=""/>		Rollup	<input type="button" value=""/>	
			Sub-Rollup	<input type="button" value=""/>	

4 Year Comparison    Current Year    History    4 Year Graph    History Graph

Yr/Per 2025/13	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	300,000.00	250,000.00	210,000.00	300,738.00
Transfers In	.00	.00	8,720.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	300,000.00	250,000.00	218,720.00	300,738.00
Actual (Memo)	302,952.07	259,991.67	229,492.56	202,854.21
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	-2,952.07	-9,991.67	-10,772.56	97,883.79
Percent used	100.98	104.00	104.93	67.45

Account

Fund	82	Garage	Acct	82 -8200-00-533520-	
Org	828200	Garage	Acct name	Equipment Repairs/Maintenance	<input type="button" value="Account Notes"/>
Object	533520	Equip R&M	Type	Expense	Status Active
Project	<input type="button" value=""/>		Rollup	<input type="button" value=""/>	
			Sub-Rollup	<input type="button" value=""/>	

4 Year Comparison    Current Year    History    4 Year Graph    History Graph

Yr/Per 2025/13	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2026
Original Budget	45,000.00	39,000.00	26,000.00	45,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	45,000.00	39,000.00	26,000.00	45,000.00
Actual (Memo)	22,456.59	9,302.78	8,115.34	3,284.94
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	22,543.41	29,697.22	17,884.66	41,715.06
Percent used	49.90	23.85	31.21	7.30

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 5/12/2026**

**SUBJECT** Closed Session

**AGENDA INFORMATION:**

**Agenda Location:** Closed Session

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Council is requested to enter Closed Session according to GS 143-318.11 (1) in order to "Prevent the Disclosure of Information that is Privileged or Confidential Pursuant to the Laws of this State or of the United States, or not Considered a Public Record within the meaning of Chapter 132 of the General Statutes"

**MOTION FOR CONSIDERATION:** See Above

**FUNDING SOURCE/IMPACT** Electric Fund

**ATTACHMENTS** None

**MANAGER'S COMMENTS** See Above