

## Town of Waynesville, NC

### Town Council Regular Meeting

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

Date: May 26<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. Approve May 12<sup>th</sup>, 2026 Regular Meeting Minutes
  - b. Call for a public hearing on June 9<sup>th</sup>, 2026, to consider the text amendments for the establishment of the Rural Conservation zoning district and related changes.
  - c. Annual renewal of terms for Board and Commissions Members
  - d. Annual renewal of terms for Board and Commissions Members-Special request for an additional 3-year term

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

#### E. PUBLIC HEARINGS

3. A public hearing to consider the amendments to the Conditional District for Chick-fil-A Restaurant, Land Development Standards (LDS) Sections 15.2.5.D.
  - Olga Grooman, Assistant Development Services Director

**Motions:**

1. ***Motion to find the Conditional District Map Amendment as proposed (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest / not reasonable and not in the public interest.***

2. ***Motion to approve / deny / approve with conditions the Conditional District Map Amendment.***

4. Budget Public Hearing

- Ian Barrett, Finance Director

***Motion:***

***Amend the proposed budget and request the staff to bring a final draft with a budget ordinance at the June 9<sup>th</sup> meeting.***

***OR***

***Accept the budget presentation and schedule further discussion.***

**F. OLD BUSINESS**

5. Canton/Clyde/Waynesville Emergency Water Interconnect Agreement

- Rob Hites, Town Manager

***Motion: Approve the Interconnect Agreement.***

6. Fire Station Architect

- Rob Hites, Town Manager

***Motion:***

**G. NEW BUSINESS**

7. Budget Amendment for the Fire Department Vehicle Repair

- Cody Parton, Assistant Fire Chief

***Motion: Approve the FD/Finance Budget Amendment***

8. Special Event permit for Waynesville First Friday

- Jerry Jackson, Salmagundi Gallery Owner & Event Organizer

***Motion: To approve the Special Event permit for Waynesville First Friday and the proposed social district guidelines.***

9. Policy Adoption: Sale of Burial Plots in Undetermined Areas of Historic Cemetery Property

- Matthew Wright, Public Facilities Supervisor

***Motion:*** *To adopt the attached policy entitled “Sale of Burial Plots in Undetermined Areas of Historic Cemetery Property”.*

**H. COMMUNICATION FROM STAFF**

10. Manager’s Report

- Town Manager, Rob Hites

11. Town Attorney’s Report

- Town Attorney, Martha Bradley

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

**J. ADJOURN**



# TOWN OF WAYNESVILLE

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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	
Fri. June 5 <sup>th</sup>	Ribbon Cutting for Historic Main Street Mural-6pm
Fri. June 5 <sup>th</sup>	First Friday- Main Street 5-8pm
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 – May 2026

ABC Board	ABC Office – 52 Dayco Drive	<b>May 19th</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>May 5th</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>Every Other Month- July 21st</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	<b>May 19th</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	<b>May 7th</b> 1 <sup>st</sup> Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>May 6th</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>May 18th</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>May 14th</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>May 18th</b> 3 <sup>rd</sup> Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	<b>May 27th</b> 4 <sup>th</sup> Wednesday 9:00 AM

**MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL**  
**Regular Meeting**  
**May 12, 2026**

**THE WAYNESVILLE TOWN COUNCIL** held a regular meeting on Tuesday, May 12, 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  
Ian Barrett, Finance Director  
Alex Mumby, Land Use Administrator  
Assistant Police Chief Josh Schick  
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 May 26<sup>th</sup> and Town Offices will be closed for Memorial Day on May 25<sup>th</sup>.

**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 add the item "Police Appreciation" to the agenda and to approve the agenda as amended. The motion passed unanimously.***

#### **D. CONSENT AGENDA**

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

2.
  - a. Motion to approve the April 14, 2026 Regular Meeting Minutes
  - b. Motion to approve the April 28, 2026 Regular Meeting Minutes
  - c. Motion to 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. Motion to appoint Brent West to the Parks and Recreation Advisory Board effective July 1<sup>st</sup>, 2026
  - e. Motion to appoint Deb Kaczar to the Parks and Recreation Advisory Board
  - f. Motion to approve the Special Event Permit Application: Apple Harvest Festival
  - g. Motion to approve the Special Event Permit Application: Mountain Valley Mile

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

#### **E. RESOLUTION**

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

Land Use Administrator Alex Mumby reported that 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. He added that during this week there will be events throughout the region to promote walking, biking, car-pooling, transit, and other transportation opportunities.

***A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to adopt the attached resolution to declare May 15<sup>th</sup> through May 22<sup>nd</sup> as Strive Not to Drive Week. The motion passed unanimously.***

#### **F. PRESENTATIONS**

Councilmember Sutton addressed rumors that were circulating on social media that alleged that the LGBTQ community would be safer without the Waynesville Police Department. He said his experience is that the

community is safer because of the Waynesville Police Department. He expressed immense gratitude to the Waynesville Police Department and their leadership.

4. Haywood County Tourism & Development Authority Annual Report
  - Corrina Ruffieux, Haywood County TDA, Executive Director

Haywood County TDA Executive Director Corrina Ruffieux presented the 2025 Annual Report. She highlighted the economic impact that tourism has on Haywood County. She also highlighted the success of several events Haywood TDA hosts. The full report can be found at [www.haywoodtda.com](http://www.haywoodtda.com).

There was discussion about the Haywood TDA hosting the International Travel Writers Association.

5. Replacement of the Recreation Center Roof and Installation of a Solar System on the Center
  - Councilmember Chuck Dickson

Councilmember Dickson presented an estimate that Rhino Renewables had presented at the Council Planning retreat, which was \$630,000 to put solar panels on the Rec Center roof. Councilmember Dickson said the revised roof estimate with WNC Roofing is \$360,000, which brings the total cost \$990,000 for the entire project. He said that to get the direct pay tax credit from the IRS, the solar panels need to be in service before the end of the year. If that happens, he explained that the Town would only need to finance \$728,000 of the total. Councilmember Dickson said that Mountain Bizworks has agreed to give the Town a loan with a 3.99% interest rate, amortized over 25 years, with interest only during construction. He said that after construction, payments would be \$5119 a month and then \$3770 after the direct payment from the IRS. Councilmember Dickson said with energy savings, the Town would pay \$15,861 over the first 9 months of the loan.

Councilmember Freeman said she is hesitant to commit to paying for solar panels and a new roof on the Rec Center when the numbers are based off of estimates and projections. She said the roof still has four to seven years of life left. Councilmember Dickson said the estimates are fairly accurate and energy costs will continue to increase. He added that over the course of the life of the solar panels, it will pay the loan off. Councilmember Sutton said that panel replacement, cleaning, monitoring, and insurance have not yet been factored in, so he recommended they do more analysis before making a vote to approve the project.

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve staff to put out a Request for Proposals for the installation of a new roof and solar panels for the Recreation Center and begin the application process for the loan. The motion passed unanimously.***

6. Presentation of the FY2026/2027 Annual Operating & Capital Budget
  - Rob Hites, Town Manager

Town Manager Rob Hites read the Fiscal Year (FY) 2026-2027 budget message verbatim, citing the need for significant salary increases and retirement for staff, and increased costs for fuel and supplies. He said there is a \$725,000 gap between revenues and expenditures and that staff recommend a two-cent increase on ad valorem taxes.

Councilmember Feichter asked if the four-million-dollar deficit is still in the budget. Mr. Hites, no, they are now looking at one-million-dollar deficit at the worst and they are waiting on a 25% match from the state in addition to FEMA reimbursement.

Council scheduled a budget workshop on May 22<sup>nd</sup> at 8:30am at 16 South Main Street.

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to conduct a public hearing on May 26, 2026 to consider the FY2026/2027 annual operating and capital budget. The motion passed unanimously.***

## **G. OLD BUSINESS**

### **7. Comprehensive Pay and Classification Study: Phase One Public Safety**

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

Becky Veazy (with The MAPS Group) provided background on The MAPS group. She explained the methodology behind the pay classification study. She explained that the last five years have been the hottest market we've ever seen, and Public Safety has led that. She added that the study looks at the position, not the person in that role.

She presented the pay and classification study recommendations and said the total cost to implement the pay increases would be \$211,599 for the year.

Councilmember Feichter asked Ms. Veazy if there are strategies they can use when the market starts changing. Ms. Veazy said she is leaving Council with a spreadsheet they can use, and she can look at the compensation policy.

## **H. NEW BUSINESS**

### **8. Fleet Heavy Vehicle Lift Replacement**

- Chris Bybee, Fleet Supervisor

Fleet Supervisor Chris Bybee reported that Public Works is requesting authorization to purchase a replacement heavy vehicle lift for the Fleet Services division because the current heavy-duty lift has been decommissioned following inspection by both a certified lift inspector and a structural engineer. Mr. Bybee said it has already cost \$6500 to outsource a repair, when they could have done it in house if they had an operational lift.

Councilmember Dickson asked if the roof in the garage needs to be raised. Mr. Bybee said that would be ideal, but not feasible. Councilmember Sutton asked if the new lift includes alignment plates. Mr. Bybee said no, and the add on cost would be \$4500, but it would pay for itself. Councilmember Sutton asked if there is a warranty on the lift. Mr. Bybee said he will look into it, and typically, lifts last 15-20 years.

***A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to authorize Public Works staff to purchase a replacement heavy vehicle lift for Fleet Services In the amount of \$79,987.29. The motion passed unanimously.***

**I. COMMUNICATION FROM STAFF**

9. Manager's Report

- Town Manager, Rob Hites

Nothing to report.

10. Town Attorney's Report

- Town Attorney, Martha Bradley

Nothing to report.

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

Mr. Kinsland said that Mark Bolton reached out to him and is willing to go to the engineer about the control side of the HVAC system at the Rec Center to try to rectify the issues.

Councilmember Feichter requested that the gravel from paving Boyd Avenue be cleaned up and that staff remove the weeds growing along the sidewalks and pavement, especially past Bogarts.

**K. CLOSED SESSION**

***A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to enter into closed session at 8:29pm 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". The motion passed unanimously.***

***A motion was made by Councilmember Freeman, seconded by Dickson, to enter back into open session. The motion passed unanimously.***

**L. ADJOURN**

***A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to adjourn at 10:10pm. The motion passed unanimously.***

ATTEST:

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

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

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

DRAFT

**TOWN OF WAYNESVILLE COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: May 26<sup>th</sup>, 2026**

**SUBJECT:** Call for a public hearing on June 9<sup>th</sup>, 2026 to consider the text amendments for the establishment of the Rural Conservation zoning district and related changes.

**AGENDA INFORMATION:**

**Agenda Location:** Consent Agenda  
**Item Number:**  
**Department:** Development Services  
**Contact/Presenter:** Elizabeth Teague, Development Services Director  
Alex Mumby, Land Use Administrator

**BRIEF SUMMARY:**

Pursuant to the Waynesville 2035 Comprehensive Land Use Plan, Staff has been working with members of the planning board, council, and a consultant to analyze the current zoning and look for areas where the zoning could be reduced. Before Staff could bring the recommendation forward as a text amendment, the North Carolina General Assembly passed an omnibus bill, preventing local governments from initiating downzoning.

The current text amendment reflects what can be done under the current rules. It creates a new zoning district on paper without applying it anywhere on the zoning map. It also changes the process for high density development by lowering the threshold at which a special use permit is required in all residential zoning districts by 2 units per acre. Finally, it includes some non-regulatory symbology changes to the table of permitted uses for increased legibility.

**MOTIONS FOR CONSIDERATION:**

1. Motion to schedule a public hearing for June 9<sup>th</sup>, 2026

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

- Staff report draft
- Proposed Ordinance

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

This is a call for public hearing only. Council has the ability to ask the Planning Board to revisit any of the proposed ordinance or to break certain parts of the draft out to be considered separately. Because this is a complex ordinance proposal, Council may also want to consider calling for the public hearing for June 23 instead of June 9<sup>th</sup>.

## **Town of Waynesville Staff Report for Town Council**

**Subject:** Rural Conservation District Text Amendment (Legislative Proceeding)  
**Ordinance Section:** Multiple  
**Meeting Date:** June 9<sup>th</sup>, 2026  
**Presenter:** Elizabeth Teague, Development Services Director  
Olga Grooman, Assistant Development Services Director  
Alexander Mumby, Land Use Administrator

### **Background:**

Pursuant to the Waynesville 2035 Comprehensive Plan, the Planning Board and Town Council established a Density Work Group to examine areas of the 2035 Future Land Use Map of the Comprehensive Plan and current zoning. Working with Jake Petrosky of Stewart, multiple areas were targeted for potential reduction of density, or “down-zoning.” The areas that the future land use map recommended reducing density included parts of Allen’s Creek, Country Club, Raccoon Creek, Francis Cove, Pigeon Street, Howell Mill and Hazelwood zoning districts. The group also discussed building height and allowable uses for the proposed district.

The resulting recommendation was to create a Rural Conservation District which would encompass primarily rural, undeveloped, and agricultural land in these areas. Minutes and Summaries of the Density Work Group can be found on the Town website at:

<https://www.waynesvillenc.gov/departments/development-services/density-work-group>

Before the amendment could be brought forward as a text amendment, however, the North Carolina State Legislature passed an omnibus bill at the end of 2024 that prohibited downzoning without the express initiation of the landowner. This would not prevent the creation of a text amendment for a new, lower-density district, but would prevent the Town’s initiating a map amendment to apply such an ordinance without a property owners’ agreement.

At the Planning Board’s direction, staff brought forward a version of the Rural Conservation District text amendment for review. In addition to the creation of the RCON district, the ordinance includes related amendments that reduce the density threshold at which a project requires a Special Use Permit, and updates the table of permitted uses to include a column for the RCON District and updates symbology to make the table easier to understand. These recommendations do not take away any permitted uses from any district, but does change how they are identified in the table.

In the creation of the RCON district, another recommendation was made to cap maximum building height at 45’ from highest adjacent grade. This was determined to make sense in other low to medium density areas as well, and so the proposed ordinance includes changes to maximum building height for those districts. In making this change, barns and silos associated with agricultural uses are added to the exemptions on building height in chapter 4. These various recommendations can be separated from the creation of the RCON, and handled as stand-alone text amendments if the Town Council chooses. As presented in this ordinance, however, they are packaged together.

The planning board voted to recommend the proposed amendment to the Town Council in a vote of 6:3.

**Ordinance:**

The sections of the proposed ordinance that would effect the dimensional standards table town-wide are:

- The reduction in the base density allowed by right in all residential districts by 2. This would not change the maximum allowed density, but would lower the threshold where a special use permit is required.
- Lower the maximum allowed building height in low density districts to 45 feet.
- Exclude barns and silos meant for agriculture and animal production from building height requirements.

The proposed ordinance would establish the RCON district as a new zoning option which would create a new category in Chapter 2 of the LDS. It would:

- Add a new purpose and need statement to the descriptions of zoning types in LDS Section 2.2.
- Amend the Dimensional Standards Table (LDS Section 2.4.1) to establish a maximum base density of 2.5 units per acre and set a maximum allowed density through a special use permit set at 6 units per acre.
- Set the minimum lot size at half an acre. However, this may be reduced with a conservation design to a minimum lot size to 4,000 square feet by setting aside 40% of land for civic and open space (overall density would remain the same).
- Use the same setbacks as the Low-Density Districts, unless part of a conservation or cottage subdivision.
- Caps the maximum building height in the RCON, to 45'.
- Amend the Permitted Uses Table (LDS Section 2.5.3) to create a new district column and allow the same uses as in Waynesville's low-density districts along with agricultural uses.

Finally, the proposed amendment would change the symbology of the Table of Permitted Uses. This would not have any regulatory impact on existing permitted uses in existing districts. It would:

- Amend the Permitted Uses Table to integrate the Railroad Overlay district,
- Re-label uses allowed in overlay districts, from PC to CL to clarify that uses are permitted on Corner Lots, and to change PL (permitted in specific locations) to MU (permitted in mixed use overlays, for the purpose of generally increasing the legibility of the table.

**Consistency with the Comprehensive Plan:**

The creation of the Rural Conservation District is an action item identified in the 2035 Comprehensive Plan. It specifically meets the following goals:

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

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

- Promote conservation design to preserve the important natural resources

Goal 3: Protect and enhance Waynesville's natural resources

- Conserve open space and farmland by promoting infill and encouraging development in the urbanized areas of town.
- Protect rural lands, iconic views, and mountain vistas

**Suggested Motions for Action:**

1. Motion to find the changes consistent / inconsistent with the 2035 Comprehensive Plan
2. Motion to adopt / not adopt the proposed text amendment.

**Attachments:**

- Proposed Text Amendment Ordinance
- Consistency worksheet
- Draft Consent to downzone template
- Public Notice

*DRAFT ORDINANCE FOR COUNCIL CONSIDERATION*

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

**AN ORDINANCE AMENDING THE TEXT OF THE  
TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS**

**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 has an adopted Comprehensive Plan, Waynesville 2035, Planning With Purpose,” which sets goals and provides a Future Land Use map to identify where certain types of growth and density should be allowed, and where growth should be restricted.

**WHEREAS**, the Comprehensive Plan includes the continuation of an urban services boundary which limits the extent to which the Town would extend utility services, and that the urban services boundary lies within the Town’s corporate and extra-territorial jurisdiction;

**WHEREAS**, the Town of Waynesville created a committee of Town Council and Planning Board representatives to make recommendations on suggested changes to zoning regulations based on the future land use map and the goals of the Comprehensive Plan, and that the committee brought forward several recommendations for text amendments to the Land Development Standards;

**WHEREAS**, the Town of Waynesville Planning Board has reviewed the proposed text amendments to the Land Development Standards (LDS) and recommends that they are consistent with the 2035 Comprehensive Plan and that they are reasonable and in the public interest because they implement goals of the plan to:

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

- Encourage in-fill, mixed use, and context-sensitive development.
- Promote conservation design to preserve the important natural resources

Goal 3: Protect and enhance Waynesville’s natural resources

- Conserve open space and farmland by promoting infill and encouraging development in the urbanized areas of town.
- Protect rural lands, iconic views, and mountain vistas

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

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

**WHEREAS**, after notice duly given, a public hearing was held May 11, 2026 at a special called meeting of the Waynesville Planning Board, and on \_\_\_\_\_, at the regularly scheduled meeting of the Town Council;

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

Part A: Amend Chapter 2 District Provisions to establish the Rural Conservation District as follows:

**2.2 Districts by District Type.**

The following 31 base districts are organized into categories that standardize various regulations while allowing some limited customization of each district.

District Category	District Name
Rural Conservation (RCON)	Rural Conservation District – Low Density (RCON)
Residential—Low Density (RL)	Country Club Residential - Low Density (CC-RL) Eagles Nest Residential - Low Density (EN-RL) Francis Cove Residential - Low Density (FC-RL) Hall Top Residential - Low Density (HT-RL)
Residential—Medium Density (RM)	Chestnut Park Residential - Medium Density (CP-RM) Dellwood Residential - Medium Density (D-RM) Howell Mill Residential - Medium Density (HM-RM) South Waynesville Residential - Medium Density (SW-RM)
Neighborhood Residential (NR)	Allens Creek Neighborhood (AC-NR) Love Lane Neighborhood (LL-NR) Main Street Neighborhood (MS-NR) Ninevah Neighborhood (N-NR) Pigeon Street Neighborhood (PS-NR) Plott Creek Neighborhood (PC-NR) Raccoon Creek Neighborhood (RC-NR) Sulphur Springs Neighborhood (SS-NR) Walnut Street Neighborhood (WS-NR)
Urban Residential (UR)	East Waynesville Urban Residential Neighborhood (EW-UR) Hazelwood Urban Residential Neighborhood (H-UR) Howell Mill Urban Residential Neighborhood (HM-UR)
Neighborhood Center (NC)	North Main Street Neighborhood Center (NM-NC) Pigeon Street Neighborhood Center (PS-NC) Raccoon Creek Neighborhood Center (RC-NC)
Business District (BD)	Central Business District (CBD) Hazelwood Business District (H-BD) South Main Street Business District (SM-BD)
Regional Center (RC)	Dellwood/Junaluska Regional Center (DJ-RC) Hyatt Creek Regional Center (HC-RC) Russ Avenue Regional Center (RA-RC)
Commercial Industrial (CI)	Commercial-Industrial (CI)

## 2.3 Purpose and Intent by District

### 2.3.1 Residential—Low Density Districts (RL) Purpose and Intent.

#### 2.3.1 Rural Conservation District (RCON) Purpose and Intent.

- A. **The Rural Conservation District (RCON)** is established pursuant to the 2035 Comprehensive Plan as an owner-initiated district designation that promotes the preservation of agricultural lands, undeveloped floodplain, forest, mountainous areas, and open space. This district is primarily single-family homes, hobby farms, bona-fide farms, and other agricultural land, with limited allowance for other uses within the civic/institutional, agricultural, and infrastructure categories. New development and subdivisions shall promote low impact development approaches, focusing on large lot single family development with the option for higher density clustered development by conserving significant area for open and civic space. Use of the cottage development and conservation subdivision options found in section 15.9.5 is encouraged.



#### Re-format numbering on other Residential low-density districts starting at B as follows:

- B. **The Country Club Residential—Low Density District (CC-RL)** is an area predominately comprised of large lot subdivisions with the Waynesville Country Club serving as its social and recreational center. While single-family homes are the dominant residential use in this area, townhouses and accessory apartments are also permitted. Connections to the South Main Street Business District should be enhanced as new development takes place. A residential scale is required for all new development. Tree preservation and proliferation along the South Main Street corridor is critical to the ambiance of the area.
- C. **The Eagles Nest Residential—Low Density District (E-RL)** is a rural district characterized by beautiful views afforded by steep terrain. Water service is available throughout much of the area but sewer service is limited. Future development shall be sensitive to the terrain with grading minimized through the use of good design, clustered development and large lot development. Clear cutting for views is unacceptable; appropriate trimming of trees for vistas is preferred. As this is an area dominated by private development, it will be important in the future to acquire public park land especially at elevations exceeding three thousand (3,000) feet above mean sea level. Land conservation easements are encouraged. Possible road connections shall be evaluated as new streets are constructed in an effort to improve connectivity without jeopardizing the natural beauty of the area. Sidewalks are not required except in major residential developments due to the rural mountain character of the district.
- D. **The Francis Cove Residential—Low Density District (FC-RL)** is an area that will remain as a very sparsely developed area. Few urban services are available in this area to support dense development and the topography poses a limitation on development as well. Agricultural and residential uses will be the predominant future land use. Maintaining the rural character of this area will be an important focus. Clustering future development in small areas while leaving large areas undeveloped will be critical in achieving this goal.
- E. **The Hall Top Residential—Low Density District (HT-RL)** is a rural district characterized by steep terrain and narrow winding roads. Despite the difficulty of developing in this district and the limited provision of services, the proximity to the Russ Avenue and Dellwood/Junaluska Town Centers makes the location an attractive one for the variety of residential developments permitted in this area. Large lot development is the standard with cluster development respecting the terrain encouraged so as to leave as much open space as possible. Road design will also consider the terrain with narrow road widths permitted and sidewalks not required. Linking developments with trails is encouraged.

2.4.1 Table of Dimensional Standards by Residential District.

Standard	Rural Conservation (RCON)	Residential—Low Density (RL)	Residential—Med. Density (RM)	Neighborhood Residential (NR)	Urban Residential (UR)
1. Applicable Districts	RCON	CC-RL, EN-RL, FC-RL, HT-RL	CP-RM, D-RM, HM-RM, SW-RM	AC-NR, LL-NR, MS-NR, N-NR, PS-NR, PC-NR, RC-NR, SS-NR, WS-NR	EW-UR, H-UR, HM-UR
<b>2. Development Standards</b>					
a. Density (max base)	2.5 units/acre	<del>6</del> 4 units/acre	<del>8</del> 6 units/acre	<del>10</del> 8 units/acre	<del>16</del> 14 units/acre
b. Density (max with SUP)	6 units/acre	12 units/acre	12 units/acre	16 units/acre	24 units/acre
c. Civic Space (min) CH 7	Refer to Section 7.3	Refer to Section 7.3	Refer to Section 7.3	Refer to Section 7.3	Refer to Section 7.3
<b>3. Lot Standards</b>					
a. Lot Area—House	½ acre	½ acre	¼ acre	½ acre	½ acre
b. Lot Area—All bldg. types with rear vehicular access	4000 sqft with 40% Civic Space	Subject to density	Subject to density	Subject to density	Subject to density
c. Lot Width (min)—With rear vehicular access	60 ft	60 ft. n/a	50 ft. 16 ft.	50 ft. 16 ft.	50 ft. 16 ft.
d. Frontage at Fr Setback	n/a	n/a	n/a	n/a	n/a
e. Pervious Surface (min)	20%	20%	20%	10%	10%
<b>4. Building Setback (min)</b>					
a. Principal Front <sup>1</sup>	20 ft	20 ft.	10 ft.	10 ft.	10 ft.
b. Street Side/Secondary Front <sup>1</sup>	20 ft	20 ft.	5 ft.	5 ft.	5 ft.
c. Side (from adjacent lot)	10 ft	10 ft.	10 ft.	10 ft.	10 ft.
d. Setback Between Bldgs.	15 ft (10 ft)	15 ft. (10 ft.)	6 ft.	6 ft.	6 ft.
e. Rear	20 ft	20 ft.	6 ft.	6 ft.	6 ft.
<b>5. Accessory Structure Setback</b>					
a. Side	5 ft	5 ft.	5 ft.	5 ft.	5 ft.
b. Rear	5 ft	5 ft.	5 ft.	5 ft.	5 ft.
c. Other Standards	See Section 4.5	See Section 4.5	See Section 4.5	See Section 4.5	See Section 4.5
<b>6. Building Height in Stories</b>					
a. Principal Building (max)	3 stories	3 stories	3 stories	3 stories	3 stories
b. Acc. Structure (max)	2 stories	2 stories	2 stories	2 stories	2 stories
c. Max Height in Feet	45 ft	45 ft	60 ft	60 ft	60 ft
<b>7. Outdoor Storage</b>					
a. Residential Uses	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>	Permitted in all districts <sup>2</sup>
b. Nonresidential Uses	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted

<sup>1</sup> Where no right-of-way exists or if the right-of-way is only inclusive of the street pavement add 10 ft. See also 4.3.1.A.3.

<sup>2</sup> Customary storage as an accessory to residential use of the property.

<sup>3</sup> A maximum of 60' in Building Height from highest adjacent grade to highest point on a roof.

2.5 Table of Permitted Uses as shown in red and attached.

Part B: Amend LDS Section 4.4 Measurement of Building Height as follows (in Red):

**4.4.1 Applicability.**

Building heights shall be specified in Section 2.4. Dimensional Standards by District and use "stories" and height as the standard unless otherwise regulated in Chapter 5 Building and Development Design. Where a specific dimension is used in the calculation of maximum height for certain types of buildings in Chapter 5, the height shall be measured from the highest adjacent grade to the highest point of the structure or at the structure's "primary façade." Wherever one Section of the Town's Land Development Standards may differ from another, the more restrictive ordinance shall apply. All structures are subject to regulations under the North Carolina State Building Codes in addition to this Section.

**4.4.2 Measurement of Building Height.**

The Town regulates building height by limiting the number of allowable stories within zoning district types in accordance with Section 2.4 of the Land Development Standards. In addition, the following regulations apply:

- A. **Maximum within residential districts:** All structures within Rural Conservation Residential Low and Medium Density (RL and RM) Districts are limited to a maximum height of 45', and structures within the Neighborhood and Urban residential districts (NR and UR) (~~RL, RM, NR, and UR~~), including mixed-use overlays, are limited to a maximum height of 60 feet as measured from the highest adjacent grade to the top of a flat roof or the peak of a sloped roof. The ~~60 feet~~ maximum height is inclusive of floodplain elevations and the number of stories allowed in Section 2.4.1 Table of Dimensional Standards by Residential District.
- B. **Maximum height and measurement of a story:** A story is a habitable level within a building ~~of no more than 14 feet in height from finished floor to finished floor~~, not including space above the eaves and within the slope structure of a pitched roof. The number of stories is measured from the highest adjacent grade or at the structure's "primary façade." The primary façade is that side of the building that is considered the front of the structure architecturally, and that contains the primary entrance or front door.

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**4.4.3 Items Not Included in Height Calculations.**

The height limitations of this Ordinance shall not apply to silos, barns for agricultural or animal use, church spires, belfries, cupolas, and domes not intended for human occupancy, monuments, water towers, mechanical penthouses (provided they are set back 20 feet from the front elevation), observation towers, transmission towers, chimneys, smokestacks, conveyors, masts and antennas (provided evidence from appropriate authorities is submitted to the effect that such building or buildings will not interfere with any airport zones or flight patterns). See Chapter 3 Supplemental Standards related to communication towers and wireless communication facilities.

**ADOPTED** this \_\_\_\_\_ Day of \_\_\_\_\_, 2025.

TOWN OF WAYNESVILLE

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

ATTEST:

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

APPROVED AS TO FORM:

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



**2.5.3 Table of Permitted Uses.**

For uses permitted in the Railroad Overlay District (RR-O), see Section 2.6 Overlay Districts of the LDS.

	P Permitted	CL Permitted on corner lots only	MU Permitted in Mixed Use Overlays	PS Permitted subject to Additional Standards in Ch. 3	SUP Special Use Permit Required (See Ch. 3 and Ch. 15)	RR Permitted in Railroad Overlay	CD Conditional District (See Ch. 3 and Ch. 15)	[-] Not Permitted																									
	Residential – Rural Conservation (RCON)	Residential—Low Density Districts (RL)				Residential—Medium Density Districts (RM)				Neighborhood Residential (NR)									Urban Residential (UR)			Neighborhood Center (NC)			Business District (BD)			Regional Center (RC)			Commercial Industrial (CI)		
USE TYPES	RCON	CC-RL	EN-RL	FC-RL	HT-RL	CP-RM	D-RM	HM-RM	SW-RM	AC-NR	LL-NR	MS-NR	N-NR	PS-NR	PC-NR	RC-NR <sup>1</sup>	SS-NR	WS-NR	EW-UR	H-UR <sup>2</sup>	HM-UR	NM-NC	PS-NC	RC-NC	CBD	H-BD	SM-BD	DJ-RC	HC-RC	RA-RC	CI		
<b>RESIDENTIAL</b>																																	
Dwelling—Single-Family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Dwelling—Two-Family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Dwelling—Townhome	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Dwelling—Cottage	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Dwelling—Multifamily	P	-	-	-	-	P	P	-	P	P	P	P	P	P	P	P	-	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Dwelling—Accessory	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	-	
Family Care Home (6 or fewer residents)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	
Halfway Houses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	
Home Occupation	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	-	
Live-Work Units	-	MU/PS	-	-	-	-	MU/PS	-	MU/PS	-	MU/PS	MU/RR	MU/PS	-	-	MU/PS	-	MU/PS	CL/MU/PS	MU/PS 1,2	CL/PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	
Manufactured Home Parks	-	-	-	-	-	-	-	-	-	SUP	-	RR/SUP	-	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	RR/SUP	-	-	-	-	RR/SUP		
Manufactured Housing	PS	-	-	PS	PS	PS	MU/PS	-	PS	PS	-	RR/SUP	PS	-	-	PS	-	-	-	-	-	-	-	-	RR/SUP	RR/SUP	-	-	-	-	RR/SUP		
Residential Care Facilities (More than 6 residents)	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	P	P	P	P	P	P	P	P	P	P	-	
Temporary Emergency Housing	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
<b>LODGING</b>																																	
Bed and Breakfast Homes (Up to 4 Rooms)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	P	-	
Boarding House	-	-	-	PS	-	PS	-	-	PS	PS	PS	PS	-	-	-	-	-	PS	-	-	-	P	P	P	P	P	P	P	P	P	P	-	
Inn (Up to 20/30 Rooms)	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	P	P	P	P	P	P	P	P	P	P	-	
Hotel/Motels (More than 30 Rooms)	-	-	-	-	-	-	-	-	-	-	-	RR	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	RR		
<b>OFFICE/SERVICE</b>																																	
Animal Services	-	MU	-	MU	-	-	MU	-	-	-	-	-	-	-	-	-	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	P		
ATM	-	MU	-	-	-	-	MU	-	MU	-	MU	MU	MU	-	-	MU 1	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	-		

Banks, Credit Unions, Financial Services	-	MU	-	-	-	-	MU	-	MU	-	MU	MU	MU	-	-	MU 1	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Business Support Services	-	MU	-	-	-	-	MU	-	MU	-	MU	MU	-	-	-	MU 1	-	MU	CL/MU	-	CL	P	P	P	P	P	P	P	P	P	P	
Child/Adult Day Care Home (8 or less persons)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Child/Adult Day Care Center (More than 8 persons)	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	-	
Civic/Social/Fraternal Organization	-	-	-	-	-	-	-	PS	-	PS	PS	PS	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
Construction and Maintenance Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
Drive Thru Service	-	MU/PS	-	-	-	-	MU/PS	-	-	-	MU/PS	-	-	-	-	-	-	MU/PS	-	-	-	PS	PS	PS	SUP	SUP	SUP	PS	PS	PS	P	
Dry Cleaning and Laundry Services	-	-	-	-	-	-	-	-	-	-	MU	MU	MU	-	-	MU 1	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	P	
Funeral Homes	-	MU	-	-	-	-	MU	-	MU	-	MU	-	-	-	-	MU 1	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	P	
Government Services	P	-	-	P	-	-	MU	CL	MU	-	MU	MU	MU	-	-	MU 1,2	-	MU	-	MU 1	MU	P	P	P	P	P	P	P	P	P	P	
Kennels	-	-	PS	-	-	-	-	PS	-	PS	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	
Medical Outpatient Care Center	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	-	
Personal Services	-	MU	-	MU	-	-	MU	-	MU	CL	MU	MU/RR	MU	-	-	MU 1	-	MU	MU 1,2,3	MU	MU	P	P	P	P	P	P	P	P	P	RR	
Post Office	-	-	-	-	-	-	-	CL	MU	-	MU	-	MU	-	-	-	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	-	
Professional Services	-	MU	-	MU	-	-	MU	-	MU	CL	MU	MU/CL/RR	MU	-	-	MU 1	-	MU	CL/MU 1,2	MU	P	P	P	P	P	P	P	P	P	P	RR	
Studio - Art, dance, martial arts, music	P	P	P	P	P	-	P	P	MU	P	MU	P	MU	-	-	P	-	MU	P	MU	P	P	P	P	P	P	P	P	P	P	-	
<b>COMMERCIAL</b>																																
Adult Establishment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	
Alcoholic Beverage Sales Store	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	-	
Auto Parts Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	P	P	P	P	
Bar/Tavern/Night Club	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	
Cryptocurrency Mining Facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Data Center Facility	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	
Drive-Thru Commercial	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	P	P	P	-	
Event Space	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	-	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	RR/SUP	-	-	-	-	RR/SUP	
Gas/Fueling Station	-	-	-	-	-	-	-	-	-	CL/PS	-	-	-	-	-	MU/PS 1	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	

General Commercial - Less than 100,000 sf	-	-	-	-	-	-	-	-	-	-	-	MU	MU	-	-	MU 1	-	MU	-	MU	-	P	P	P	P	P	P	P	P	P	-
General Commercial - Greater than 100,000 sf	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP
Neighborhood Commercial (as defined in section 17.30 adopted 8/2018)	-	-	-	-	-	-	MU	-	MU	-	MU	RR	MU	-	-	MU 1	-	MU	MU 1,2	MU	-	-	-	RR	RR	-	-	-	-	RR	
Neighborhood Restaurant (as defined in section 17.30 adopted 8/2018)	-	-	-	-	-	-	MU	-	MU	-	MU	RR	MU	-	-	MU 1	-	MU	MU 1,2	MU	-	-	-	RR	RR	-	-	-	-	RR	
Outside Sales	-	-	-	-	-	-	-	-	-	-	-	-	MU	-	-	MU 1	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	-
Outside Storage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	P
Pawnshops	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	-
Restaurant	-	-	-	-	-	-	-	-	-	-	-	MU	MU	-	-	MU 1	-	MU	-	-	-	P	P	P	P	P	P	P	P	P	-
Vehicle & Heavy Equipment Sales/Rental	-	-	-	-	-	-	-	-	-	-	-	RR	-	-	-	-	-	-	-	-	-	PS	PS	-	RR	PS	PS	PS	PS	PS	PS
Vehicle Services - Minor Maintenance/Repair/Wash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Vehicle Services - Major Repair/Body Work	-	-	-	-	-	-	-	-	-	-	-	RR	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS
Video gaming parlor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS/SUP	PS/SUP	PS/SUP	-
<b>ENTERTAINMENT/ RECREATION</b>																															
Amusements, Indoor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	-
Amusements, Outdoor	-	-	-	-	-	-	-	-	-	-	-	RR	-	-	-	-	-	-	-	-	-	-	-	RR	RR	-	P	P	P	RR	
Billiard/Pool Hall	-	-	-	-	-	-	-	-	-	-	-	RR	-	-	-	-	-	-	-	-	-	-	-	RR	RR	-	P	P	P	RR	
Campground	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cultural or Community Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-
Golf Course/Country Club	P	P	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Racetrack		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P
Recreation Facilities, Indoor	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	-
Recreation Facilities, Outdoor	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	P	P	P	P	P	P	P	P	-
Recreational Vehicle Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Riding Stables	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	-	PS	PS	PS	PS	-	-	PS	-	PS	-	-	-	-	-	-	PS	PS	-	-
Shooting Range, Outdoor	-	-	-	-	-	-	-	SUP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Theaters, Drive-In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	-	P	P	P

Theater, Indoor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	-
Theater, Outdoor	PS	PS	PS	-	PS	-	PS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	-	
<b>CIVIC/INSTITUTIONAL</b>																																
Cemetery	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	
College/University	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
Correctional Institution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SUP	-	SUP	-	-	-	-	
Hospital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	-	
Religious Institution	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	
Schools - Elementary and Secondary	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	P	P	P	P	P	P	P	P	P	-	
Schools - Vocational/Technical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
<b>MANUFACTURING/WHOLESALE/STORAGE</b>																																
Freight Hauling/Truck Terminals	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	-	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	RR/SUP	-	SUP	SUP	SUP	P	
Landfill	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	
Laundry, Dry cleaning Plant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	
Manufacturing, Light	-	-	-	-	-	-	-	-	-	-	-	RR	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	
Manufacturing, Neighborhood	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
Manufacturing, Heavy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	
Materials Recovery & Waste Transfer Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	
Metal Products Fabrication, Machine or Welding Shop	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	
Mini-Warehouses	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	RR/SUP	-	SUP	SUP	SUP	SUP		
Recycling Collection Stations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	
Storage - Outdoor Storage Yard	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PS	
Storage -Warehouse, Indoor Storage	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	-	-	-	-	-	-	-	-	-	-	-	RR/SUP	RR/SUP	-	P	P	P	P		
Wholesaling and Distribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	
<b>AGRICULTURAL</b>																																
Animal Production	PS	PS	-	PS	PS	-	PS	PS	PS	PS	-	-	PS	PS	PS	PS	-	-	-	-	-	-	-	-	-	-	-	-	PS	-	-	

Animal Production Support Services	P	-	-	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	-	P	-	-	P	-	-	
Crop Production and Nurseries	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Crop Production Support Services	P	-	-	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	-	P	-	-	P	-	-	
Feed Lots	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fish Hatcheries	-	-	-	-	-	-	-	P	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	-	-
Forestry and Logging	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Forestry Support Services	P	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P
Produce Stands in Conjunction with Crop Production	P	-	P	P	P	-	P	-	P	P	—	RR	P	P	P	P	-	-	-	-	-	-	-	RR	RR	-	-	P	-	RR	
Swine Farms	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>INFRASTRUCTURE</b>																															
Wireless Communications Facility, Micro	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
Wireless Communications Facility, Mini	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	PS	PS	PS	PS	PS	PS	PS
Wireless Communications Facility, Macro	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	-	PS	PS	PS	PS	PS	PS	PS
Monopole Wireless Communications Tower	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	-	SUP	SUP	SUP	SUP	SUP	SUP	SUP
Parking Lot/Structure - Principal use	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-
Public Transportation Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P
Radio and Television Broadcasting Facilities (Except Towers)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P
Utilities - Class 1	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Utilities - Class 2	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Utilities - Class 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SUP	SUP	SUP	P

<sup>1</sup> Raccoon Creek Neighborhood Residential Mixed Use Overlay-2 (RC-NR-MXO-2): in addition to permitted uses in the underlying RC-NR district, "Government Services" are also permitted. No other uses noted as PL are allowed for this overlay.

<sup>2</sup> Hazelwood Urban Residential (H-UR) has three mixed-use overlay (MXO) districts with permitted uses as follows:  
H-UR-MXO: all uses of the underlying H-UR district AND uses noted as PL.  
H-UR-MXO-2: all uses of the underlying H-UR district AND uses noted as PL, EXCEPT "General Commercial - Less than 100,000 square feet."  
H-UR-MXO-3: all uses allowed in the H-UR district, and ONLY "Professional Services." No other uses noted as PL are allowed for this overlay.

(Ord. No. 04-16, 6-14-2016; Ord. No. O-22-17, § 2, 11-28-2017; Ord. No. O-07-18, 5-22-2018; Ord. No. O-14-18, § 1, 8-28-2018; Ord. No. O-19-18, § 2, 10-9-2018; Ord. No. O-21-18, 11-13-2018; Ord. No. O-28-18, 11-27-2018; Ord. No. O-20-20, § 2, 10-27-2020; Ord. No. O-33-22, § 1, 11-8-2022; Ord. No. O-40-22, 12-13-2022; Ord. No. O-07-23, 2-14-2023; Ord. No. O-27-23, 5-23-2023; Ord. No. O-36-23, § 1, 9-12-2023; Ord. No. O-38-23, § 1, 9-12-2023; Ord. No. O-43-23, § 1, 11-14-2023; Ord. No. O-56-24, 12-10-24)



**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: May 26, 2026**

**SUBJECT:** Annual renewal of terms for Board and Commissions Members

**AGENDA INFORMATION**

**Agenda Location:** Consent  
**Item Number:**  
**Department:** Administration  
**Contact:** Candace Poolton, Town Clerk  
**Presenter:** Candace Poolton, Town Clerk

**BRIEF SUMMARY**

Several advisory board and commission members have terms ending on June 30<sup>th</sup>. For those that are eligible, the Town Council must approve the reappointment of individuals interested in serving another term on their respective boards and commissions. Council may choose to vote on re-appointments, ballots provided.

**MOTIONS FOR CONSIDERATION**

Motion to appoint all renewing applicants to serve another term on their respective boards.

**ATTACHMENTS:** Ballots and Applications

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: May 26, 2026**

**SUBJECT:** Annual renewal of terms for Board and Commissions Members-Special request for an additional 3-year term

**AGENDA INFORMATION**

**Agenda Location:** Consent  
**Item Number:**  
**Department:** Administration  
**Contact:** Candace Poolton, Town Clerk  
**Presenter:** Candace Poolton, Town Clerk

**BRIEF SUMMARY**

According to the Boards and Commissions Manual, "*The Town Council has expressed their preference to limit advisory board and commission members' terms of service to three (3) consecutive terms (effective July 2018); however, they have reserved the right to override that preference when they deem the circumstances of an individual's service to the community to be of such notable importance as to warrant a continuation of service.*"

Steve Lloyd with the Waynesville Public Art Commission, and Bill Revis with the Historic Preservation Commission have both served three 3-year terms with their respective advisory commissions. Both Commissions feel it is in their best interest and the Town's best interest to keep the commission members on for another three year term. Steve and Bill have institutional knowledge that is extremely valuable, and they both have exemplary attendance.

**MOTIONS FOR CONSIDERATION**

Motion to appoint Bill Revis and Steve Lloyd to serve an additional 3-year term.

**ATTACHMENTS:** Applications

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

**TOWN OF WAYNESVILLE COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: May 26, 2026**

**SUBJECT:** A public hearing 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:**

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 drive-thru 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 at the pick-up window side of the building 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 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.

Since the Planning Board hearing, the applicant has explored alternatives to relocating the sidewalk and replacement of the landscaping that would be lost. In addition, Ingles Markets, the property owner, has been working with Home Trust Bank regarding the potential sidewalk relocation on the bank’s property. Staff defers to the applicants for further updates or clarification on these items.

**MOTIONS FOR CONSIDERATION:**

1. Motion to find the Conditional District Map Amendment as proposed (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest / not reasonable and not in the public interest.
2. Motion to approve / deny / approve with conditions the Conditional District Map Amendment.

**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:**

- Staff report
- Signed Planning Board’s report
- Draft Ordinance
- Application materials: agent authorization, application form, property map, zoning, site plans
- Original and modified Conditional District documents, as specified above
- Public notices

**MANAGER’S COMMENTS AND RECOMMENDATIONS:**

**Waynesville Town Council Staff Report  
Amendment to the Conditional District for Chick-fil-A Restaurant  
Legislative Hearing**

**Meeting Date:** May 26, 2026  
**Project:** Chick-fil-A Drive-Thru Restaurant  
**Location:** 1.26-acre property at 45 Barber Boulevard in Waynesville, NC 28786 (PIN 8616-22-6393)  
**Zoning District:** Russ Avenue Regional Center Conditional District (RA-RC-CD)  
**Owner:** Ingles Markets Inc.  
**Applicant:** Jacob Smith on behalf of Ingles Markets  
**Presenter:** Olga Grooman, Assistant Development Services Director

**Background:**

The subject property at 45 Barber Boulevard is a site of the Chick-fil-A drive-through restaurant. The site is a part of the original Conditional District (CD) for Ingles Markets- that included 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. The original Conditional District Ordinance, boards’ minutes, and site plan are attached to this agenda packet.

On October 19, 2015, Chick-fil-A requested changes to the plan to relocate the restaurant building from the center of the parcel to the southeastern side of the lot, a reduction in the number of driveways from three (3) to two (2), and change the driveway locations for safety and better traffic flow. The modified site plan is also attached to this agenda. The Chick-fil-A restaurant was built in 2016.

**Conditional District Application and Ordinance Request:**

The subject of today’s public hearing is the modification to the existing Conditional District. The applicant proposes the following changes:

1. **Second drive-thru lane:** Addition of a second drive-thru lane along the southeastern side of the building, which would increase “the drive-thru queuing 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 result in two (2) ordering and order fulfillment lanes in the drive-thru area and “will increase standing queue of onsite vehicles.”

In the application materials, the applicant claims that this expansion, in combination with additional striping, will increase the drive-thru efficiency and throughput “and provide space to expedite guests’ departure from the queue...”

2. **Sidewalk, curb and gutter, and retaining wall:** The 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.

The applicant also proposes a new section of the sidewalk across the eastern corner of the building at the end of the drive-thru lane, which will connect to the existing internal sidewalk via an on-site crosswalk.

3. **Landscaping:** The addition of the lane will 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 Landscaping Plan notes that “the site will undergo a comprehensive replanting phase to restore green space and provide visual buffering. The new 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 Applicant intends “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.”

The Landscaping Plan indicates the proposed plant species. Almost half of the proposed species are either native to North Carolina or native to southeastern United States:

- Forest Pansy Redbud (1 tree)
- Willow Oak (1 tree)
- Densa Inkberry (44 shrubs)
- Gro-Low Sumac (23 shrubs)
- Foerster's Feather Reed Grass (25 shrubs, not native to NC or the US)
- Big Blue Liriope (56, evergreen groundcover, not native to NC or the US)

### **Zoning Compliance:**

The property lies within the Russ Avenue Regional Center Conditional District (RA-RC-CD). The underlying RA-RC district has the following purpose and intent in LDS 2.3.7.C:

- “a gateway for the community and often defines the first image a visitor has of the town;
- a setting for high intensity land uses addressing the needs of the Waynesville community and surrounding areas;
- supporting dense development options due to the ample infrastructure in place and the proximity to downtown and the other municipalities in the county.
- The standards for future development along this corridor will also be important to this transformation, incorporating principles designed to manage access along Russ Avenue.
- The development of an accessway connecting the rear portions of lots fronting on Russ Avenue will further reduce traffic congestion along the Russ Avenue corridor.
- Building development in the area is designed to create a comfortable streetscape and public realm by bringing buildings closer to the street, providing sidewalks and street trees and providing access between development and public areas.”
- Development shall be sensitive to the appearance of the corridor.

The addition of a second drive-through lane would improve on-site traffic stacking and reduce vehicle congestion along the corridor. There are no proposed changes to parking, building design, or signage.

## **Consistency with the 2035 Comprehensive Land Use Plan**

The Town Council could find that this amendment to the Conditional District is consistent / inconsistent with the 2035 Comprehensive Plan's Goals 1 and 5:

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. 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)

The restaurant will continue its role in providing dining services to residents and visitors, supporting economic activity along Russ Avenue corridor. The addition of a second drive-thru lane is designed to improve traffic flow, increase vehicle stacking capacity, and alleviate traffic congestion on site.

## **Conditional District Application and Ordinance Request:**

"Conditional Districts (LDS 2.7) are districts with conditions voluntarily added by the applicant and approved in a legislative procedure by the Town Council in accordance with G.S. 160D. Conditional Districts (CDs) provide for orderly and flexible development under the general policies of this Ordinance without the constraints of some of the prescribed standards guiding by-right development. This Conditional District may be used in any district but is not intended to relieve hardships that would otherwise be handled using a variance procedure."

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, as noted above.

## **Public Notices:**

Staff duly advertised this hearing by:

- Posting the property on May 13, 2026;
- Mailing notices to adjacent property owners within 500 ft on May 13, 2026;
- Publishing the advertisements in the *Mountaineer* newspaper for two (2) consecutive weeks on May 13 and May 20, 2026; and
- Submitting the notice to local media and posting it on the Town's website on May 13, 2026.

**Motions for Consideration:**

1. Motion to find the Conditional District Map Amendment as proposed (or amended) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest / not reasonable and not in the public interest.
2. Motion to approve / deny / approve with conditions the Conditional District Map Amendment.

**Attachments:**

- Cover sheet
- Signed Planning Board's report
- Draft Ordinance
- Application materials: agent authorization, application form, property map, zoning, site plans
- Original and modified Conditional District documents:
  - 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
- Public notices



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

**ORDINANCE NO. O-18-26**

**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 / inconsistent** 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 / deny** 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**

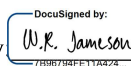
Phone and email: **(404) 295-1023; Jacob.smith@cfacorp.com**

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, 20 26 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

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.

# SCOPE OF WORK:

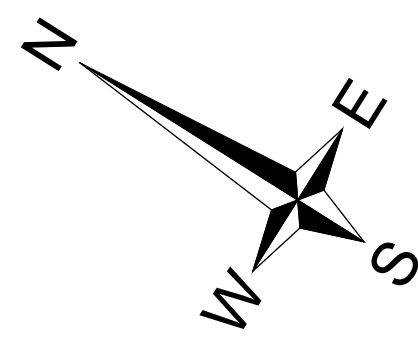
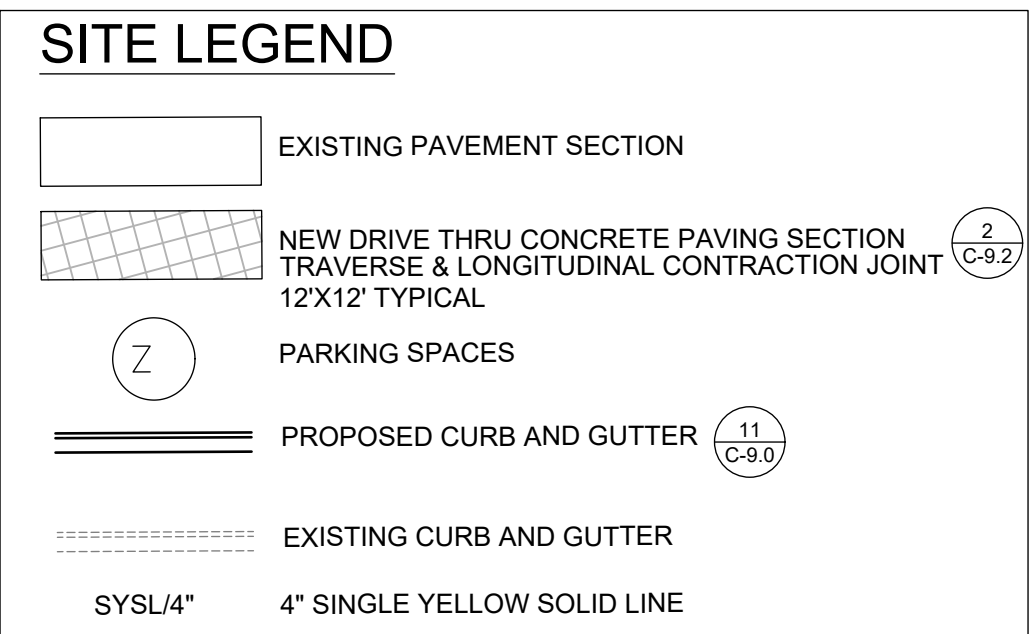
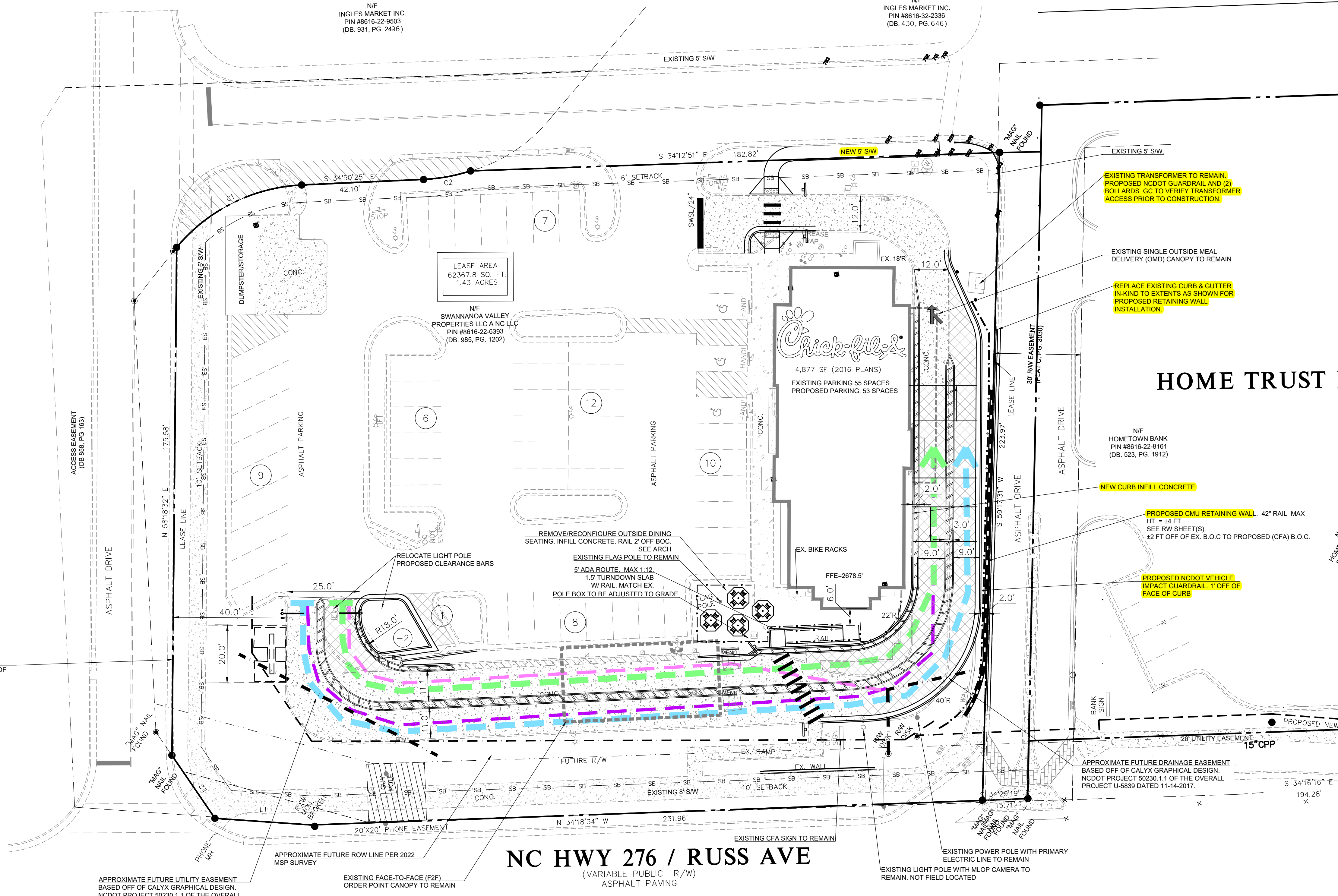
- RECONSTRUCT ENTRANCE OF DRIVE-THRU, DUAL-LANE ENTRY.
- ADD/CONTINUE SECOND DRIVE-THRU LANE FROM ORDER POINT TO MEAL DELIVERY ZONE.

## DRIVE THRU IMPROVEMENTS

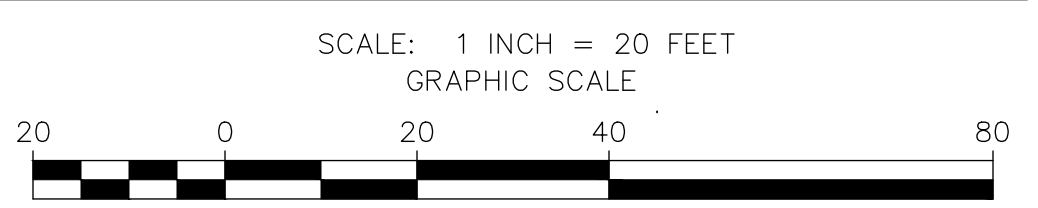
THE PLANNED SITE IMPROVEMENTS INCLUDE INCREASING THE DRIVE THRU QUEUEING CAPACITY FROM ITS CURRENT (LANE 1) ± 200 LINEAR FEET AND (LANE 2) ± 320 LINEAR FEET TO THE PROPOSED (LANE 1) ± 295 LINEAR FEET AND (LANE 2) ± 332 LINEAR FEET. THIS WILL BE ACHIEVED BY IMPLEMENTING 2 MEAL ORDERING AND FULFILLMENT 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



# PRELIMINARY SITE PLAN



**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\*

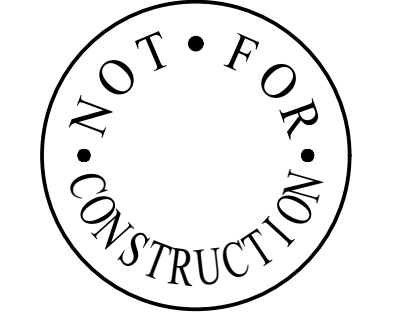
**GENERAL NOTES:**  
CONTRACTOR TO CONFIRM ALL UNDERGROUND NEW AND/OR EXISTING WATER, IRRIGATION, GAS SEWER AND ELECTRICAL IS UNDAMAGED PRIOR TO INSTALLING CONCRETE/ASPHALT. LEAKS AND/OR REPAIRS WILL BE AT CONTRACTOR EXPENSE.  
THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH THE OPERATOR'S LANDSCAPE 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.

**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.



**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

PRELIMINARY SITE PLAN  
SHEET NUMBER



4

3

2

1

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D

C

B

A

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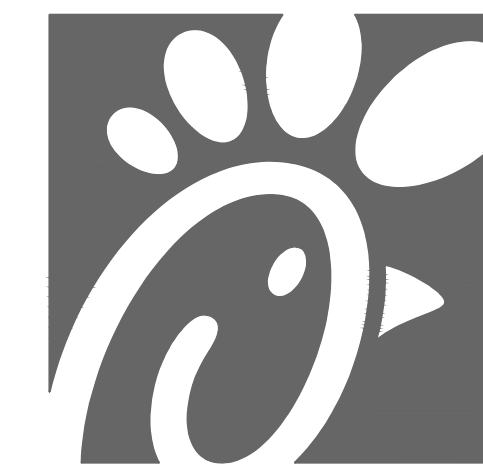
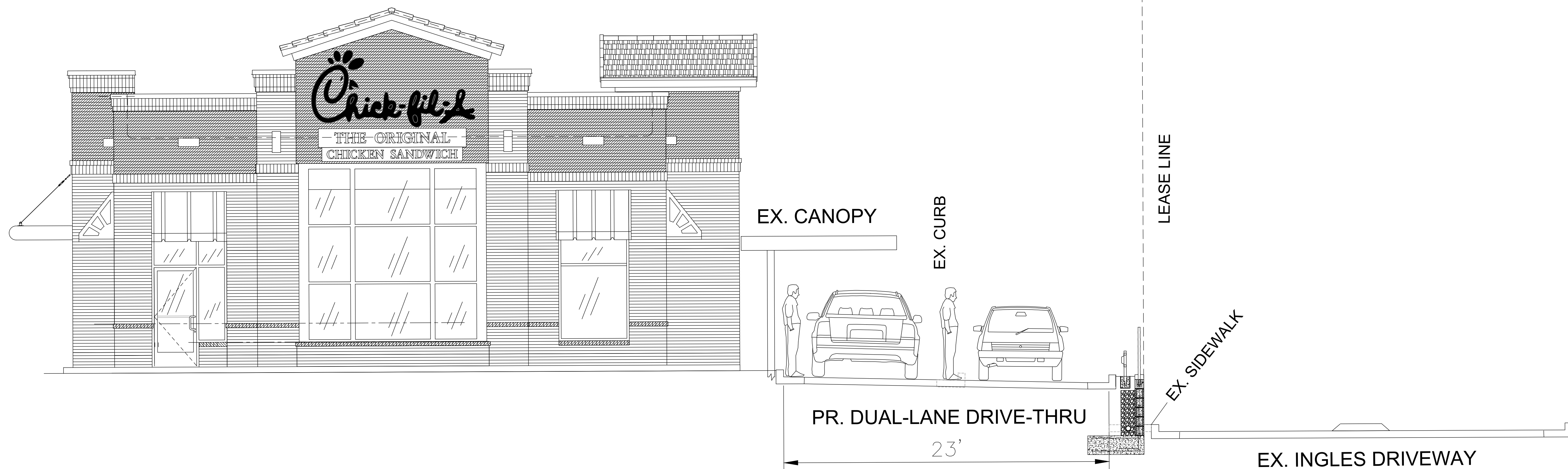
C

B

A

# EX. BUILDING

(FOR REFERENCE ONLY)



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



**Hill Foley Rossi & Associates**  
 ARCHITECTURE + ENGINEERING  
 3680 Pleasant Hill Road  
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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

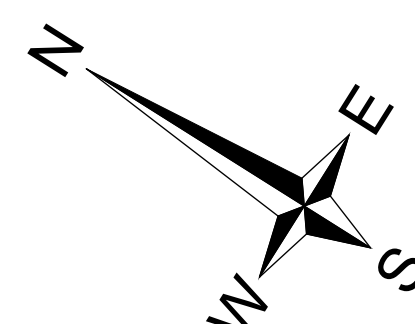
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 authorized project representatives.

SHEET

STREET SECTION

SHEET NUMBER

**CX.1**


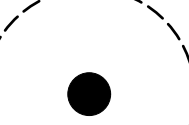
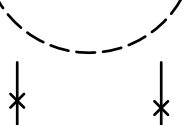


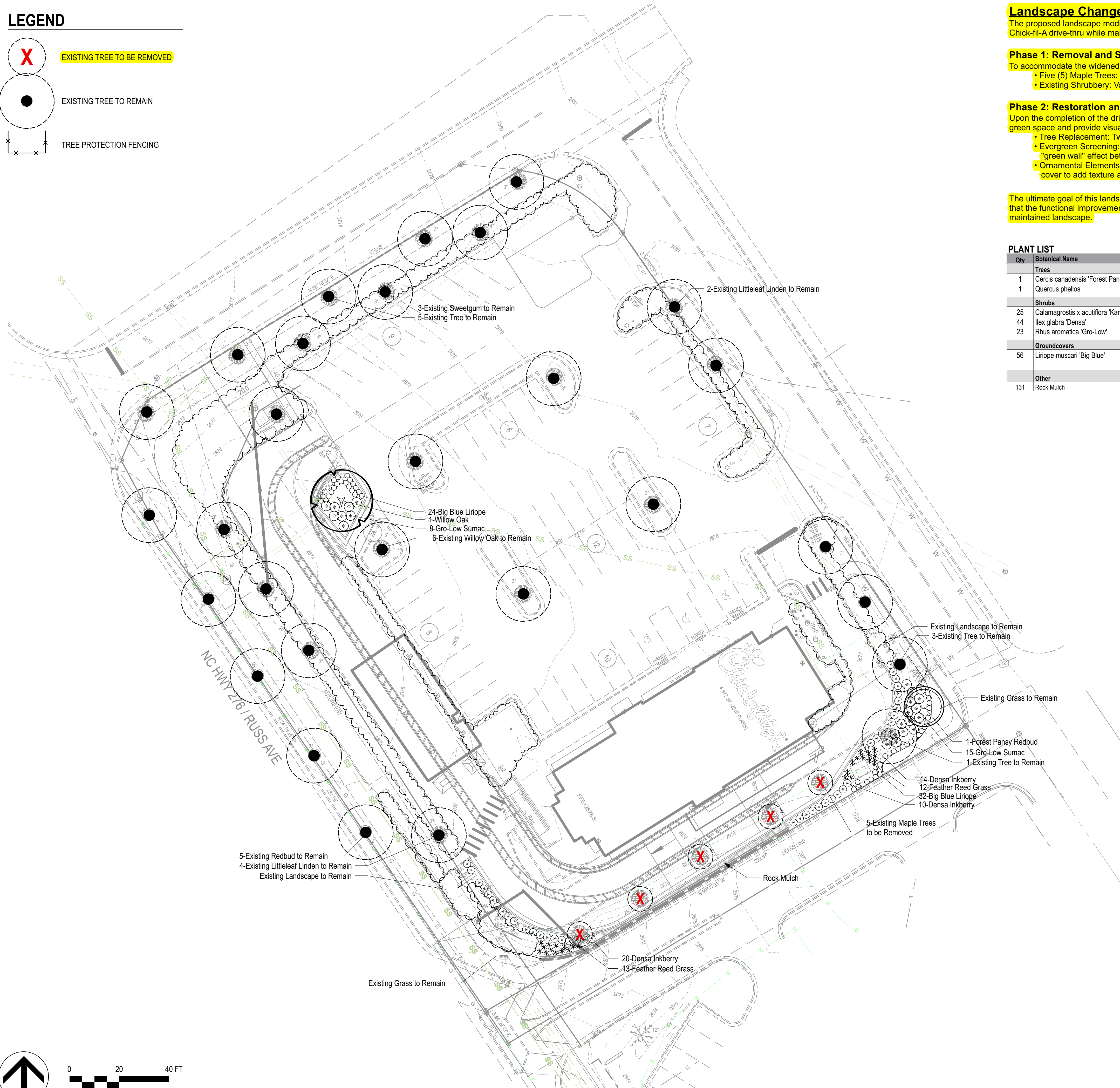
## STREET SECTION

SCALE: N.T.S.

H:\Cadd\Civil\22\1000 CFA\0522.1004.01\_CX.1.dwg, 3/19/2026 10:53:41 AM,  
 bdaquin

**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**

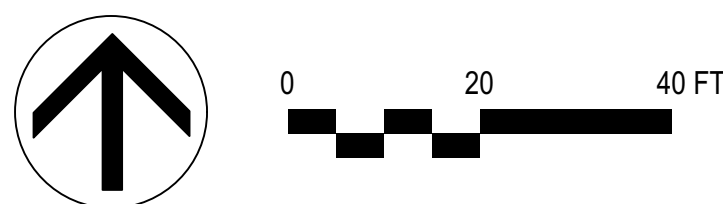
Upon the completion of the drive-thru expansion, the site will undergo a comprehensive replanting phase to restore green space and provide visual buffering. The new landscape plan includes:

- 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  
 DRAWN BY AN

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SHEET  
**Landscape Plan**

SHEET NUMBER  
**L-100**

**PERMIT**

# 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.

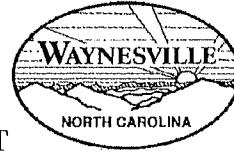
Proposed new landscape area is 21,296 square feet. In addition to the trees detailed above, a number of shrubs are proposed within this landscaped area.

**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

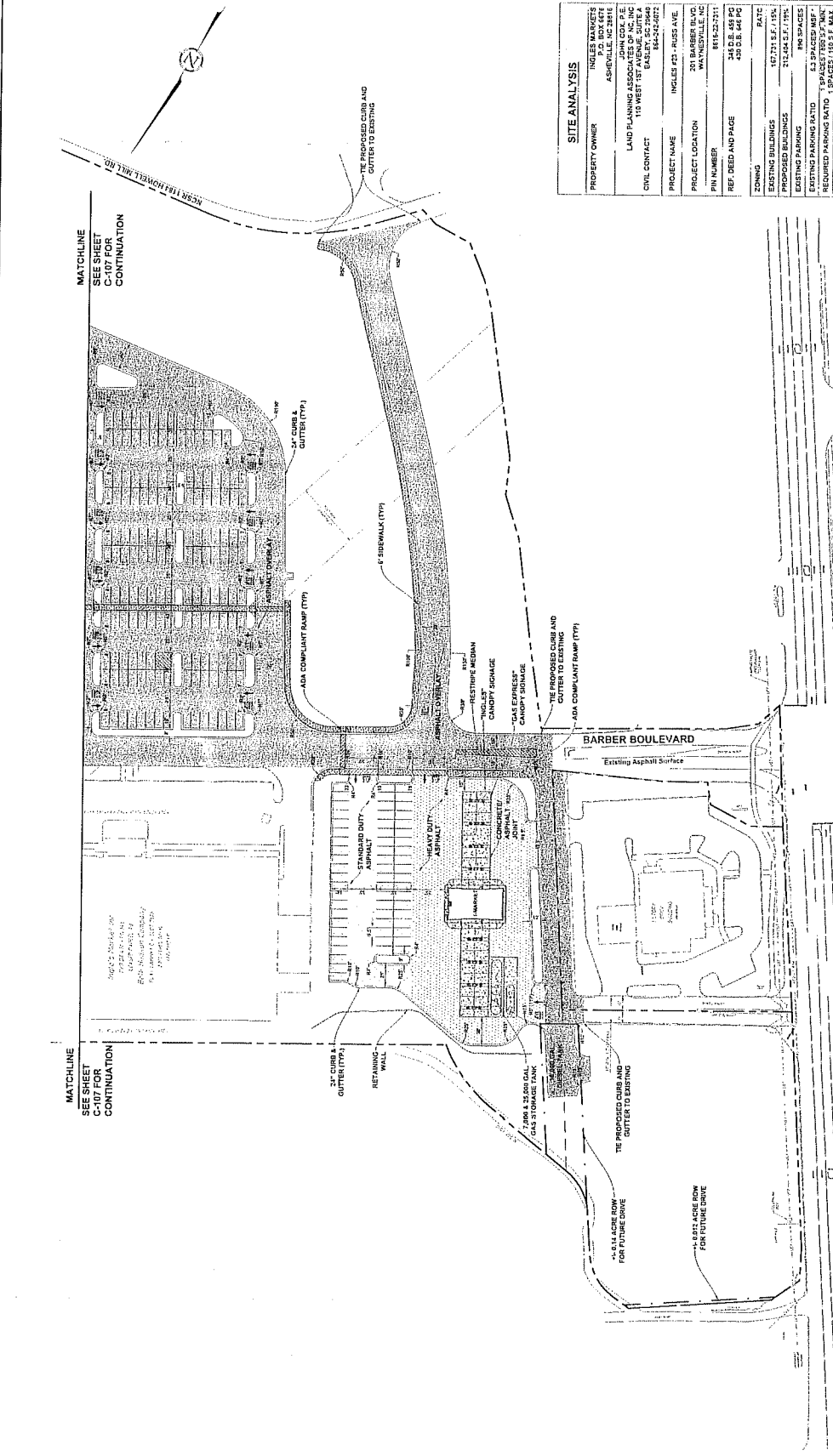
**LAND PLANNING ASSOCIATES**  
 PLLC  
 201 BARBER BLVD.  
 WAYNESVILLE, NC 27586  
 919.232.2111  
 www.lpa.com

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

PROPERTY INFORMATION:  
 TAX MAP NUMBER: 8115-23-2111  
 REFERENCE JOB # FOR: BK 43 PG 28  
 ADDITIONAL INFO:

ISSUE FOR CONSTRUCTION:  
 PERMIT DATE:  
 DESIGN BY: JEC  
 CHECKED BY: JEC  
 DATE: 12/11/10  
 SCALE: 1" = 50'  
 JOB NUMBER: 1000 2.2

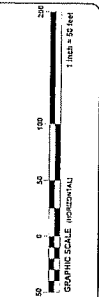
**MASTER PLAN (SOUTH)**  
 C-108  
 STORE 2.23  
 WAYNESVILLE, NC  
 NORTH CAROLINA



SITE ANALYSIS	
PROPERTY OWNER	INGLES BARBERS ASH-DOWELL, NC 27814
LAND PLANNING ASSOCIATES	DAVID S. A. (DA) NO. 12345
CIVIL CONTRACT	115 WEST 1ST AVENUE, SUITE 404 WASLEY, SC 29684 803.741.1234
PROJECT NAME	INGLES #23 - RUSSELL AVE
PROJECT LOCATION	201 BARBER BLVD WAYNESVILLE, NC
PIN NUMBER	8115-23-2111
REF. DEED AND PAGE	348 E. 437 PG 28 405 E. 447 PG 28
ZONING	107-71 S.F. / 15%
EXISTING BUILDINGS	21,244 S.F. / 15%
EXISTING PARKING	190 SPACES
EXISTING PARKING RATIO	6.3 SPACES / 100 S.F.
REQUIRED PARKING	216 MIN / 1417 MAX
PROPOSED PARKING	676 SPACES / 100%
PROPOSED PARKING RATIO	2.18 SPACES / 100 S.F.
BICYCLE PARKING	N/A
EXISTING SITE AREA	26,746 ACRES
PROPOSED SITE AREA	22,746 ACRES
FRONT SETBACK (REQUIRED)	25' MIN / 10' MAX
SIDE SETBACK (REQUIRED)	NONE
REAR SETBACK (REQUIRED)	NONE
STREET SETBACK (REQUIRED)	25' MIN / 20' MAX
* MGF # 1000 2.2	

- 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, FINISHED ON THE ASPHALT. SHALL ADJACENT TO THE RIGHT (R) FOOT STAPED ANGLES ARE TO RECEIVE A "VIA ACCESSIBLE" SIGN IN ADDITION TO THE ABOVE.
  3. ALL FINISH SHALL BE 4" UNLESS OTHERWISE NOTED.
  4. ALL CONCRETE WORK SHALL RECEIVE CONSTRUCTION JOINTS AT 20' ON CENTER UNLESS OTHERWISE NOTED.
  5. ALL PAVEMENT SHALL BE 4" UNLESS OTHERWISE NOTED.
  6. ALL PAVEMENT SHALL BE 4" UNLESS OTHERWISE NOTED.
  7. ALL PAVEMENT SHALL BE 4" UNLESS OTHERWISE NOTED.
  8. ALL PAVEMENT SHALL BE 4" UNLESS OTHERWISE NOTED.
  9. THE SITE IS NOT WITHIN A FLOOD HAZARD AREA.
  10. REFER TO ARCHITECTURAL PLANS FOR EXACT MATERIAL AND CURB PARALLEL.

LEGEND	
	ASPHALT - OVERLAY (LFT)
	ASPHALT - STANDARD DUTY
	ASPHALT - HEAVY DUTY
	EXISTING CONCRETE PAVING
	6" HEAVY DUTY CONCRETE PAVING
	SIDEWALK CONCRETE
	PROPOSED CURB AND OUTER
	PROPERTY LINE
	PROPOSED PARKING COUNT



# Landscape Plan

DESIGN ASSOCIATES  
 LANDSCAPE ARCHITECTS & LAND PLANNERS  
 1293 Hendersonville Road  
 Asheville, NC 28003  
 Phone: 828-277-2110  
 Fax: 828-277-2113

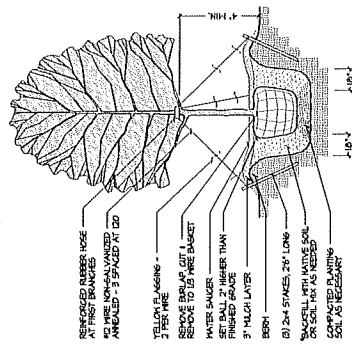
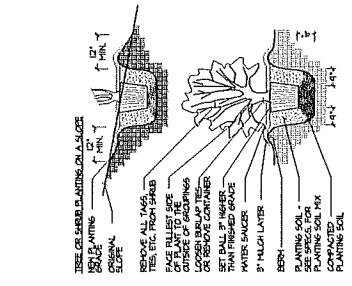
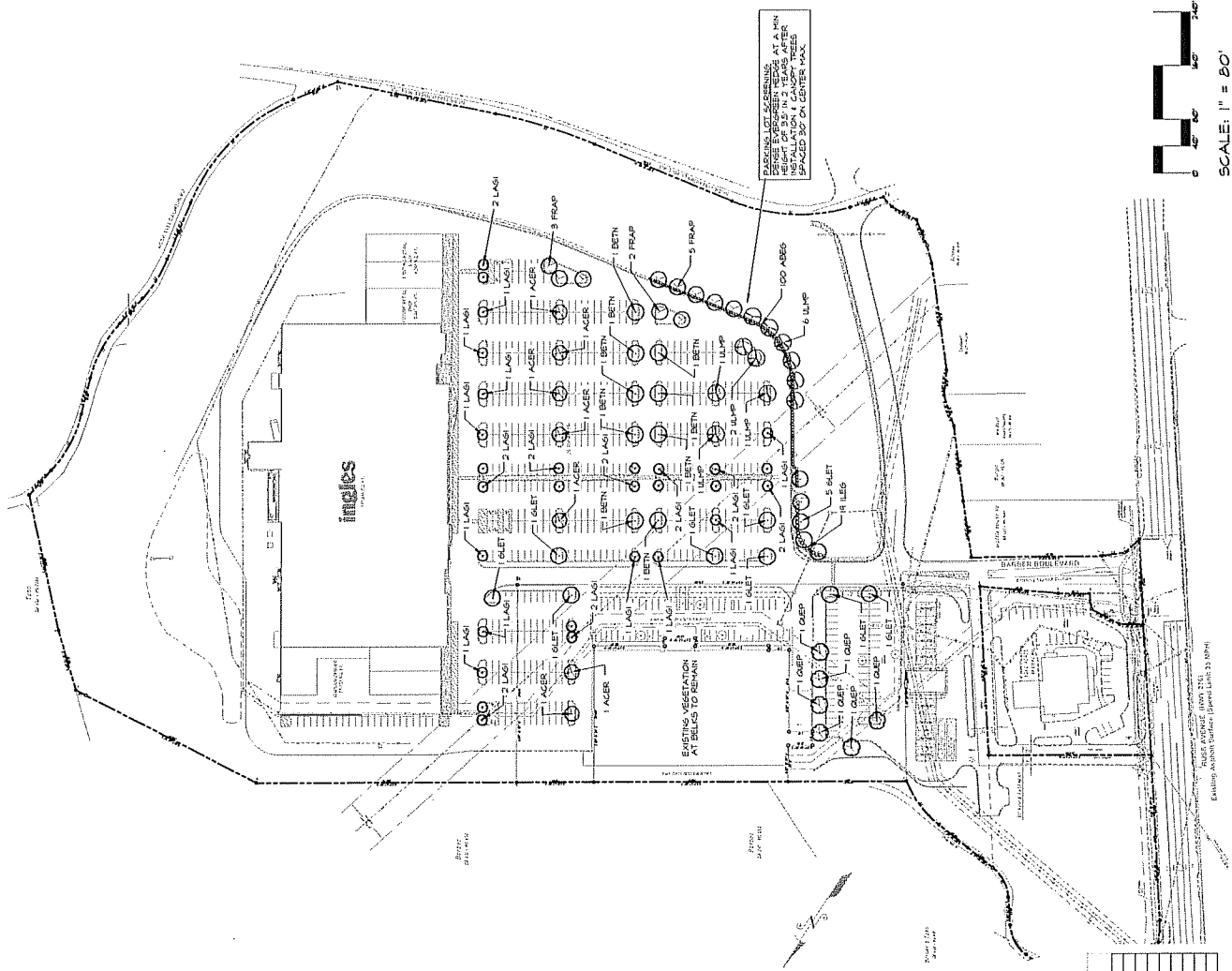


Waynesville, NC  
**Ingles Markets**

Landscaping Plan

REVISIONS:


**L-1**  
 11-24-10



**2 SHRUB PLANTING**  
 L-1 Not to Scale

**1 TREE PLANTING**  
 L-1 Not to Scale

LANDSCAPING AREA  
 LANDSCAPING AREA REQUIRED - 2,500 SQ. FT.  
 LANDSCAPING AREA PROVIDED - 2,500 SQ. FT.

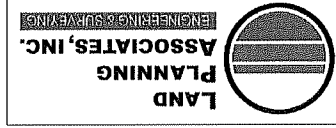
**PLANT SCHEDULE**

KEY	CITY	BOTANICAL NAME	COMMON NAME	DATE	HEIGHT	CONTAINER	MATERIAL SPECIFICATIONS
LAGS	100	None	Shrub	24" min. dia.	18" to 24" tall	3.5 gal. cont.	Shrub, 24" min. dia. plants
FRAP	10	Fraxinus pennsylvanica	Green Ash	2" dia. cal.	12'-14' H.	18" dia. pot	Shrub, 12'-14' H. plants
ACER	13	Acer rubrum	Red Maple	2" dia. cal.	12'-14' H.	18" dia. pot	Shrub, 12'-14' H. plants
ULUP	13	Ulmus parviflorus	European Elm	2" dia. cal.	12'-14' H.	18" dia. pot	Shrub, 12'-14' H. plants
BETN	10	Betula papyrifera	Basswood	2" dia. cal.	12'-14' H.	18" dia. pot	Shrub, 12'-14' H. plants
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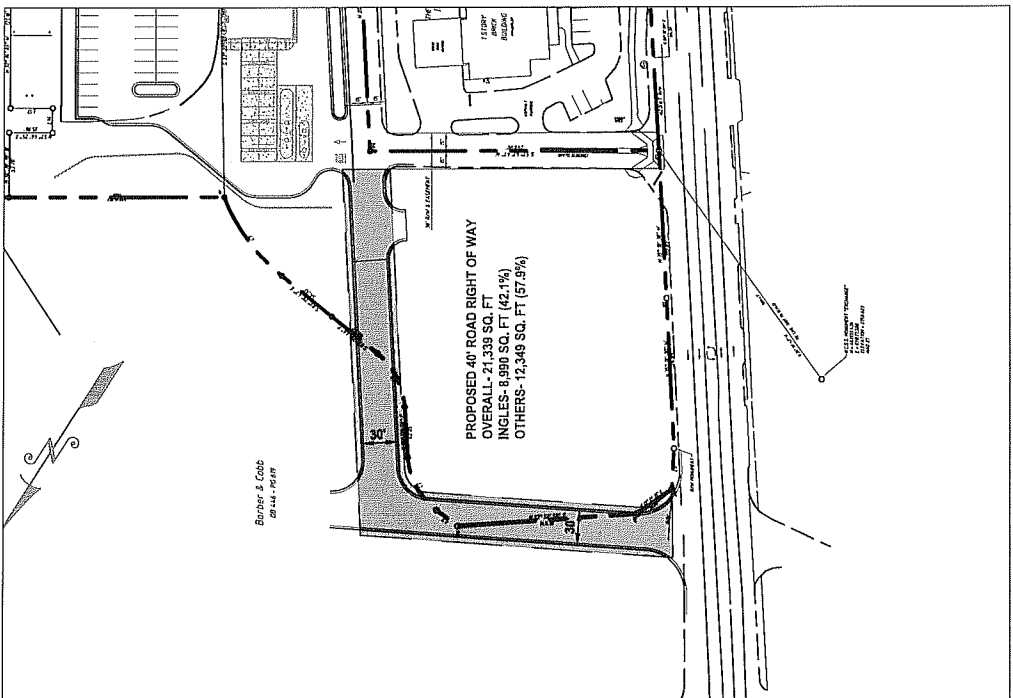
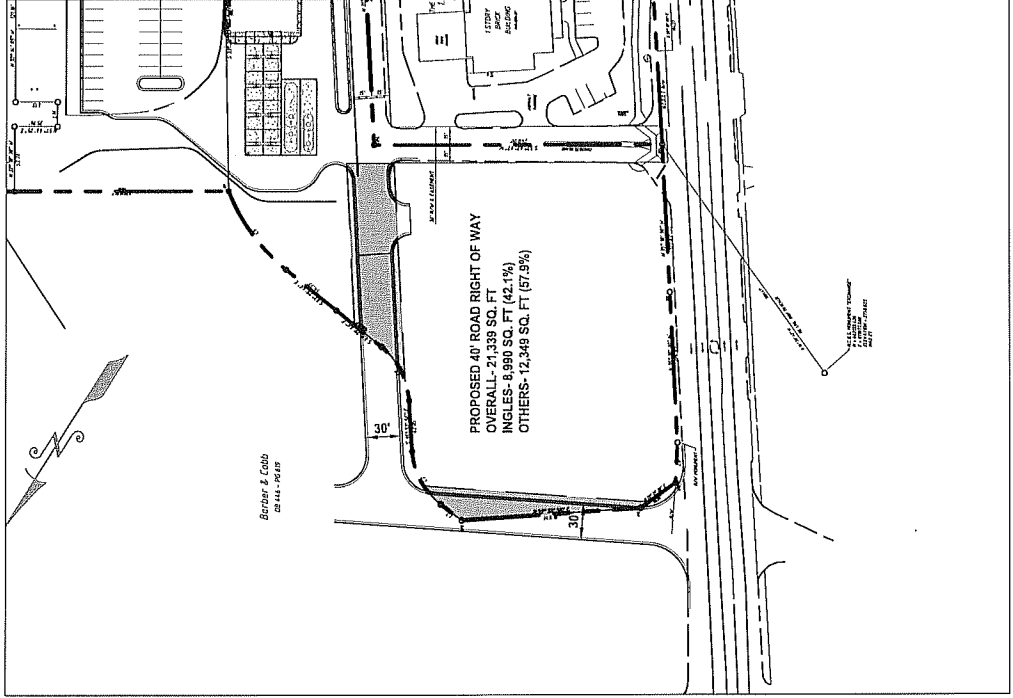
Project No: 10.027

Sheet No.: EXHIBIT 1  
1 of 1

Wayneville  
Ingles Markets, Inc.  
Site Development Plans  
Store #23  
North Carolina  
Right of Way Exhibit



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



200  
100  
0  
100  
GRAPHIC SCALE (HORIZONTAL)  
1 Inch = 100 feet

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**

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TOWN OF WAYNESVILLE; CREATING THE INGLES MARKETS  
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**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.**

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Ord. No. 2-11

Page 3

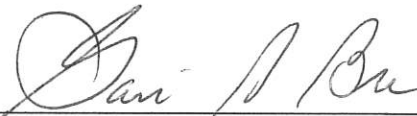
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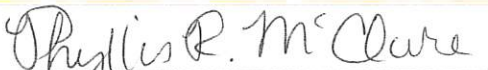
Adopted this 8<sup>th</sup> day of February, 2011.

TOWN OF WAYNESVILLE

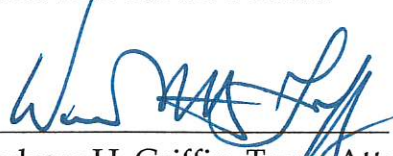
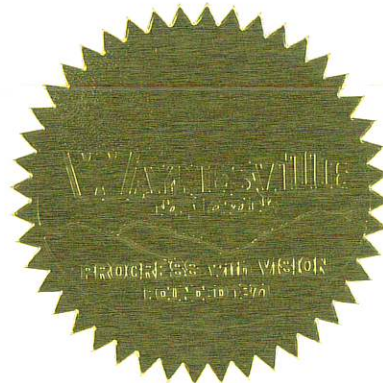


Gavin A. Brown, Mayor

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.

REV.	DATE	DESCRIPTION
1	08/20/11	ISSUED FOR PERMITS
2	09/01/11	REVISED PER COMMENTS
3	09/01/11	REVISED PER COMMENTS

SCALE

CORPORATE SEAL

**LAND PLANNING ASSOCIATES, INC.**  
 DBA  
**LAND PLANNING ASSOCIATES, INC.**  
 114 WEST 1ST AVENUE - FLOOR 4  
 RALEIGH, NC 27601  
 TEL: 919.978.1100  
 FAX: 919.978.1101  
 www.landplanning.com

**ingles**  
 #203  
 281 BARBER BLVD.  
 WAYNESVILLE, NC

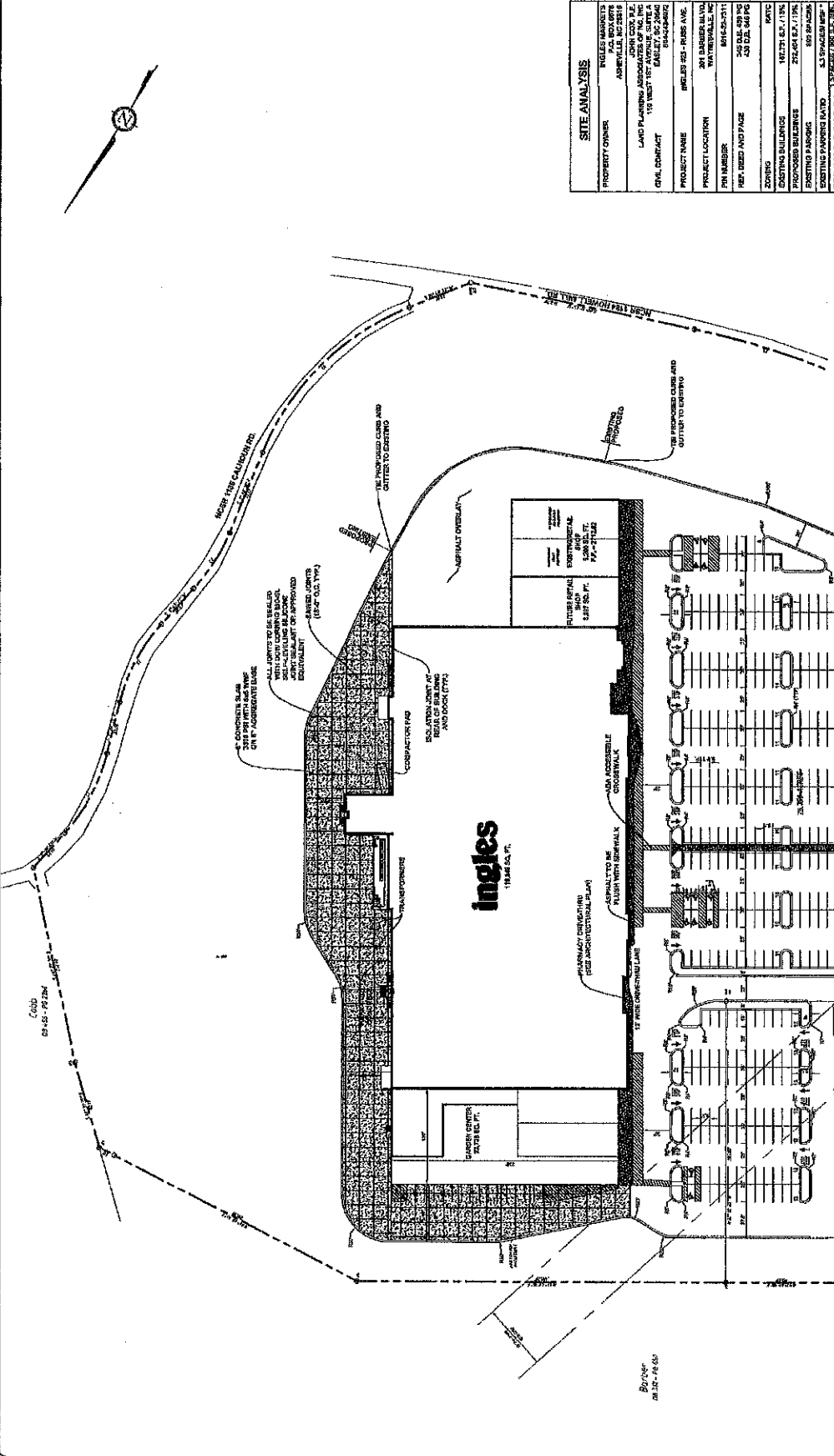
PROPERTY INFORMATION:  
 TAX MAP NUMBER: 816022571  
 REFERENCE PLAT: 816022571  
 ADDITIONAL INFO:

ISSUE FOR CONSTRUCTION:  
 PERMIT DATE:  
 SHEET NO.: 108  
 SHEET TOTAL: 108

**MASTER PLAN (NORTH)**  
**C-107**  
 SHEET NO. 108 OF 108  
 WAYNESVILLE, NORTH CAROLINA

SITE ANALYSIS	
PROPERTY OWNER	INGLES, INC. 281 BARBER BLVD. WAYNESVILLE, NC 27601
PROJECT NAME	INGLES - 281 BARBER BLVD. WAYNESVILLE, NC
PROJECT LOCATION	281 BARBER BLVD. WAYNESVILLE, NC
PREPARED AND DATE	8/15/11
ZONING	PLATO
EXISTING BUILDINGS	18,731 SQ. FT. (17K)
EXISTING PARKING	865 SPACES
REQUIRED PARKING (MIN)	83 SPACES
REQUIRED PARKING (MAX)	1,000 SPACES
PROPOSED PARKING	284 SPACES
PROPOSED PARKING RATIO	3.11 SPACES/1000
EXISTING SITE AREA	20,124 SQ. FT.
PROPOSED SITE AREA	20,124 SQ. FT.
FRONT SETBACK (REQUIRED)	20' MIN. (20' MAX)
REAR SETBACK (REQUIRED)	NONE
REAR SETBACK (PROPOSED)	NONE
SETBACK (REQUIRED)	20' MIN. (20' MAX)
SETBACK (PROPOSED)	NONE

- SITE NOTES:**
- ALL IMPROVEMENTS TO BE INSTALLED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS, LATEST EDITION, AS APPLICABLE TO THIS PROJECT.
  - ALL UTILITIES TO BE DELETED OR RELOCATED TO THE OUTSIDE OF THE PROJECT SITE.
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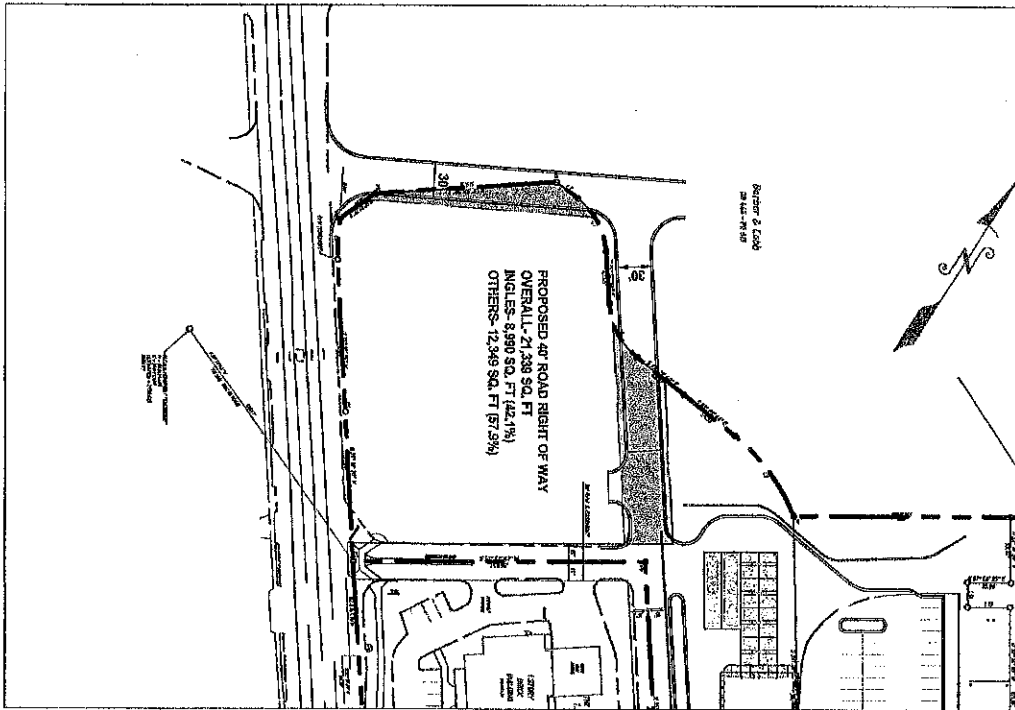
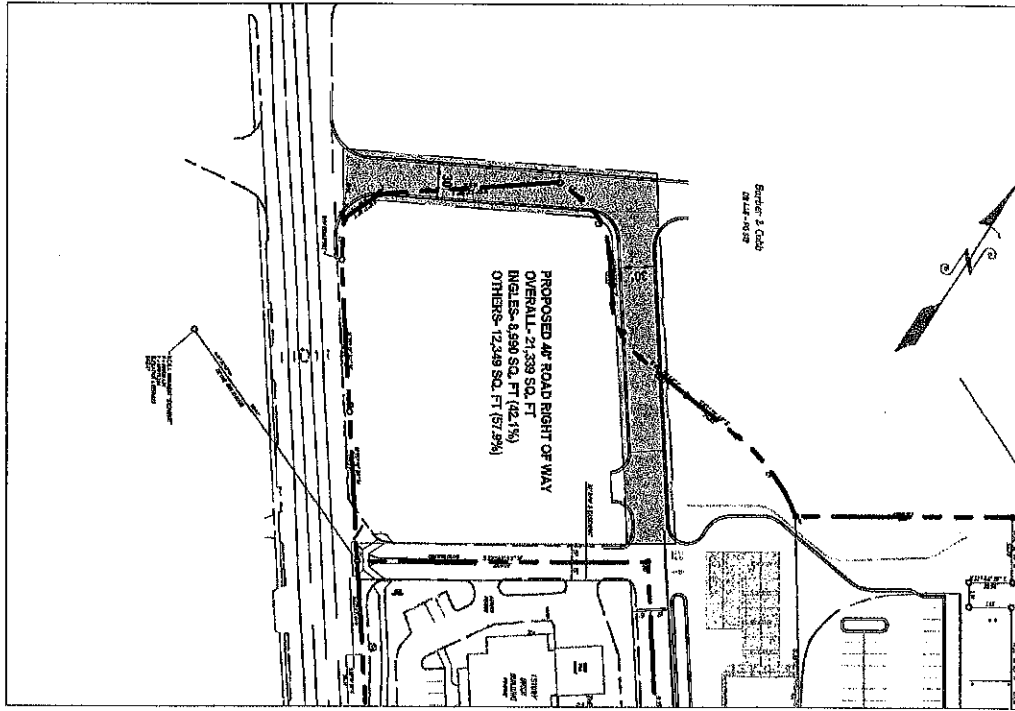
**LEGEND**

[Pattern]	ASPHALT - OVERLAY (1.5")
[Pattern]	ASPHALT - STANDARD DUTY
[Pattern]	ASPHALT - HEAVY DUTY
[Pattern]	EXISTING CONCRETE PAVING
[Pattern]	6" HEAVY DUTY CONCRETE PAVING
[Pattern]	REINFORCED CONCRETE
[Pattern]	PROPOSED CURB AND GUTTER
[Pattern]	PROPERTY LINE
[Symbol]	PROPOSED PARKING COUNT

MATCHLINE  
 SEE SHEET  
 C-108 FOR  
 CONTINUATION







<b>EXHIBIT 1</b> 1 OF 1	<b>INGLES MARKETS, INC.</b> SITE DEVELOPMENT PLANS STORE #23		Designed: JCC Drawn: JCC 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.

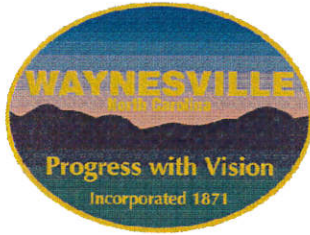
Alderman Caldwell moved, seconded by Alderman Feichter, to approve the conditional zoning request, with the additional condition of meeting the ratio of trees in the landscaping and the addition of public transportation at a location to be determined by Ingles Markets. The motion carried unanimously. (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.



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



**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.

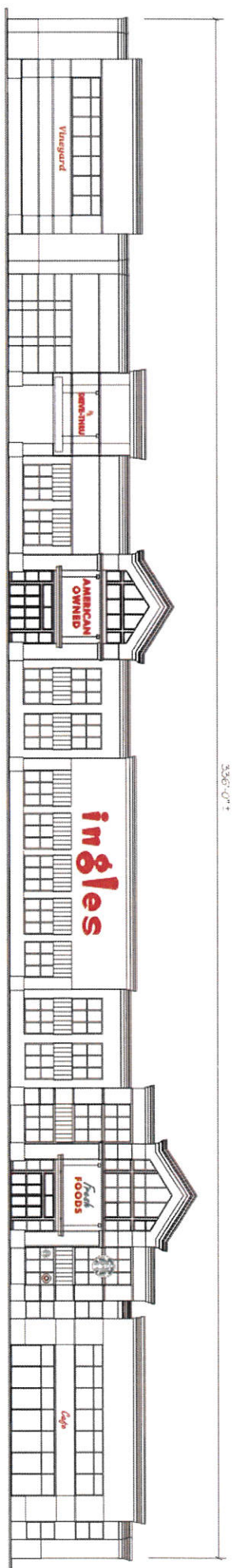
**Staff Recommendation:**

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.

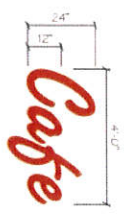
**Requested Action:**

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.

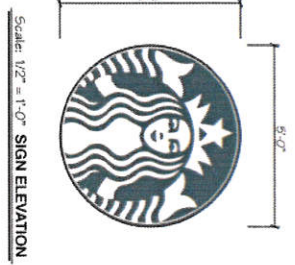


Scale: 1/16" = 1'-0" SIGN ELEVATION

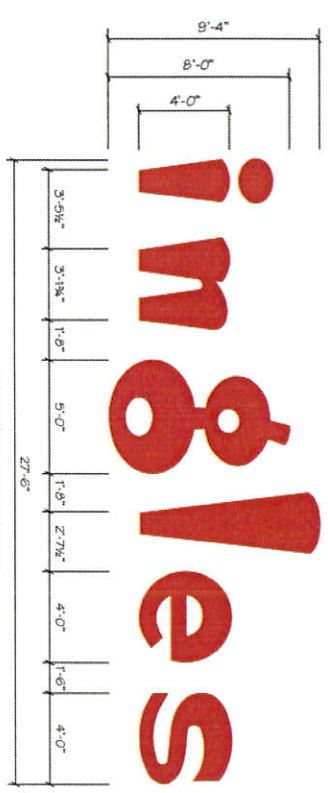
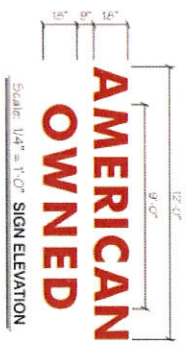
Scale: 1/16" = 1'-0" SIGN ELEVATION



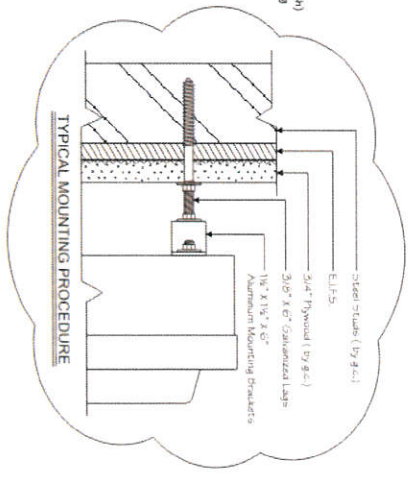
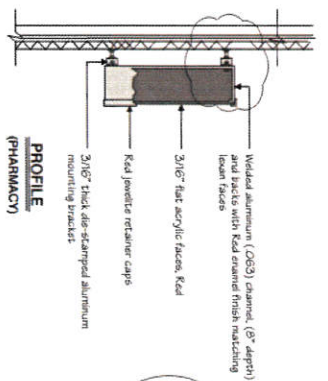
Note: Signs to be installed inside of store  
Scale: 3/4" = 1'-0" SIGN ELEVATION



SIGN SQUARE FOOTAGE	
INGLES	@ 9'-4" X 27'-6" = 258.56
AMERICAN OWNED	@ 3'-0" X 12'-0" = 42.00
DRIVE THRU	@ 1'-0" X 1'-0" = 1.00
FRESH FOODS	@ 1'-0" X 9'-6" = 9.60
VINEYARD	@ 2'-0" X 18'-4" = 36.80
STARBUCKS	@ 5'-0" X 5'-0" = 25.00
CAFE	@ 2'-0" X 4'-0" = 8.00
<b>TOTAL</b>	<b>= 397.27</b>



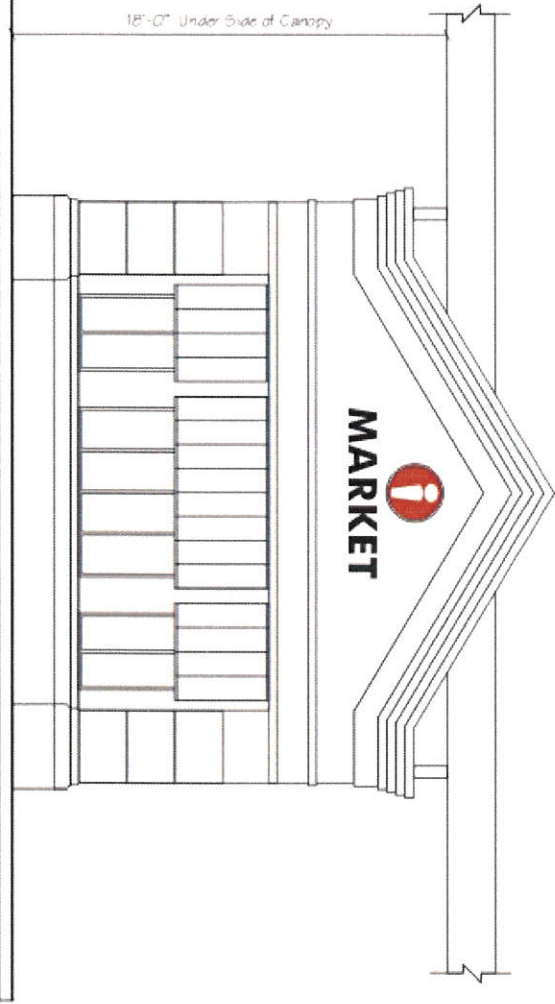
INTERNALLY ILLUMINATED  
Scale: 1/4" = 1'-0" SIGN ELEVATION



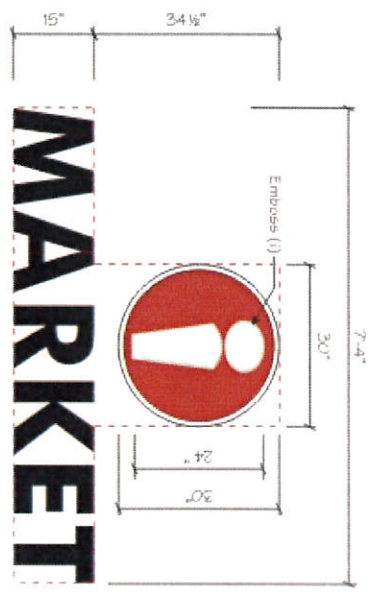
**Rainbow Signs, Inc.**  
GREENWOOD, SC 864-223-8473

CUSTOMER NAME	INGLES (Store #23)	ACC. EXEC.	C. Frank	JOB NO.	15-185-2	APPROVED BY CUSTOMER	
ADDRESS	201 Barber Blvd., Weymouth, NC	DESIGNER	E. Johnson	DATE	02/24/15		
SIGN TYPE	Illuminated Letters	SCALE	AS NOTED	FILE #	#23 Wayward Pkg Front-2		
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.							

Best view option is sign elevation and view simulated only by Rainbow Sign Co., Inc.

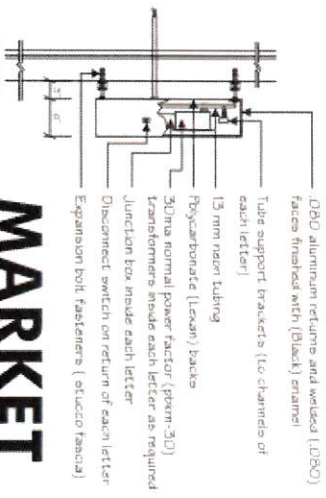
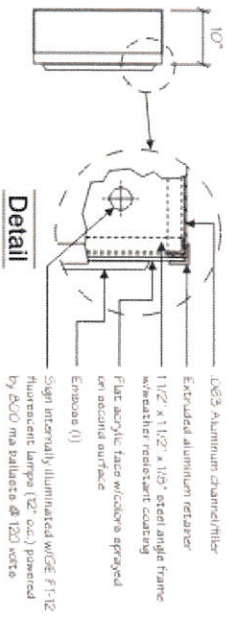


Scale: 3/16" = 1'-0" SIGN ELEVATION



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**

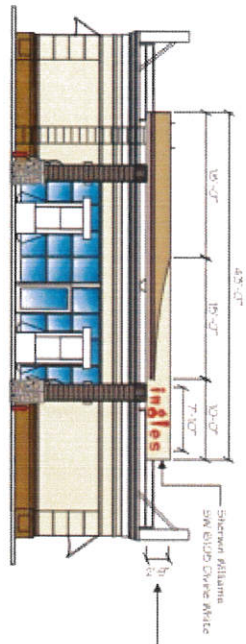
**ingles**

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

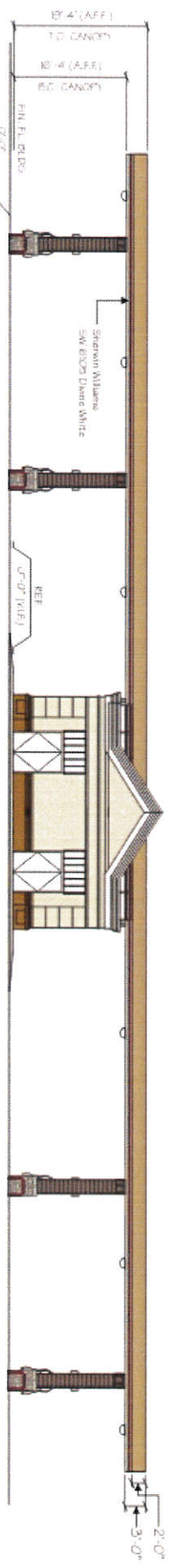
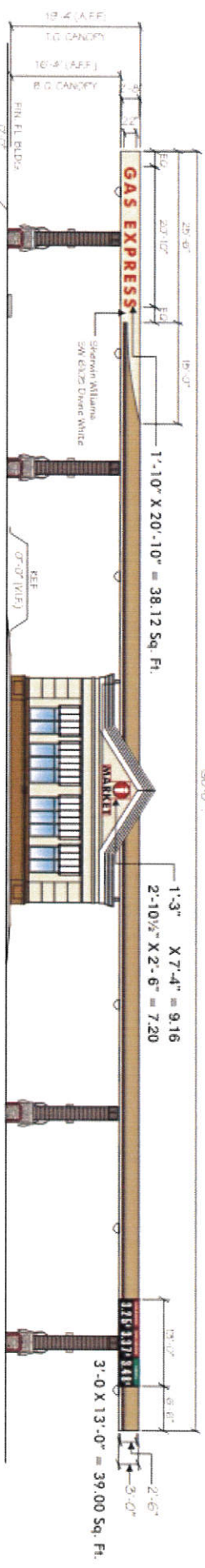
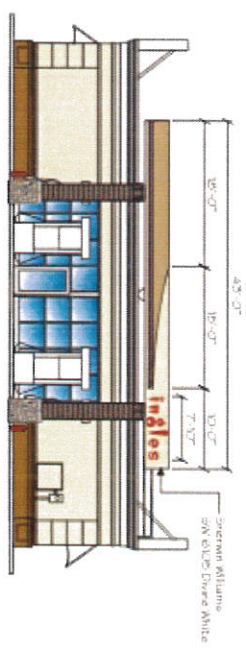
CUSTOMER NAME:	INGLES (Store #23)	ACC. EXEC.	C. Frost	JOB NO.	15-203	APPROVED BY CUSTOMER:	
ADDRESS:	201 Barber Blvd. Waynesville, NC	DESIGNER:	C. Johnson	DATE:	07/15/15	FILE:	#23 Waynesville Market
SIGN TYPE:	Exterior	SCALE:	AS NOTED				

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. Jenson	DATE:	07/15/15		
SIGN TYPE:	Canopy Elevation Plan View	SCALE:	AS NOTED		10/10/2015		
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

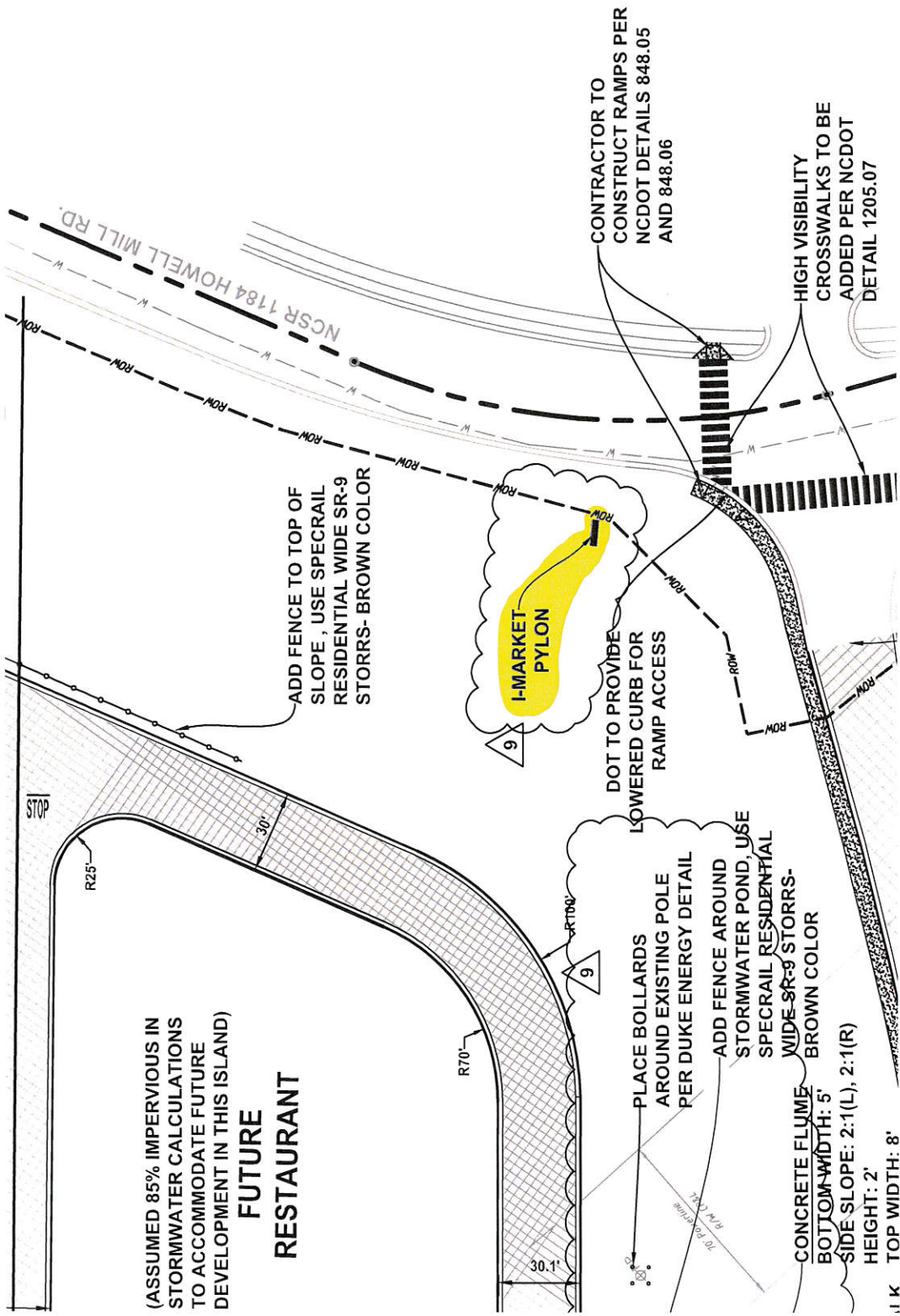
3	2/19/15	MAJUK W
4	3/25/15	REVISED WAYNES
5	4/17/15	REVISED ENTRANK
6	5/4/15	REVISED NOISE OF
7	5/19/15	REVISED LAYOUT
8	7/20/15	PHASING
9	10/5/15	REVISED LOCATIO

SEAL:

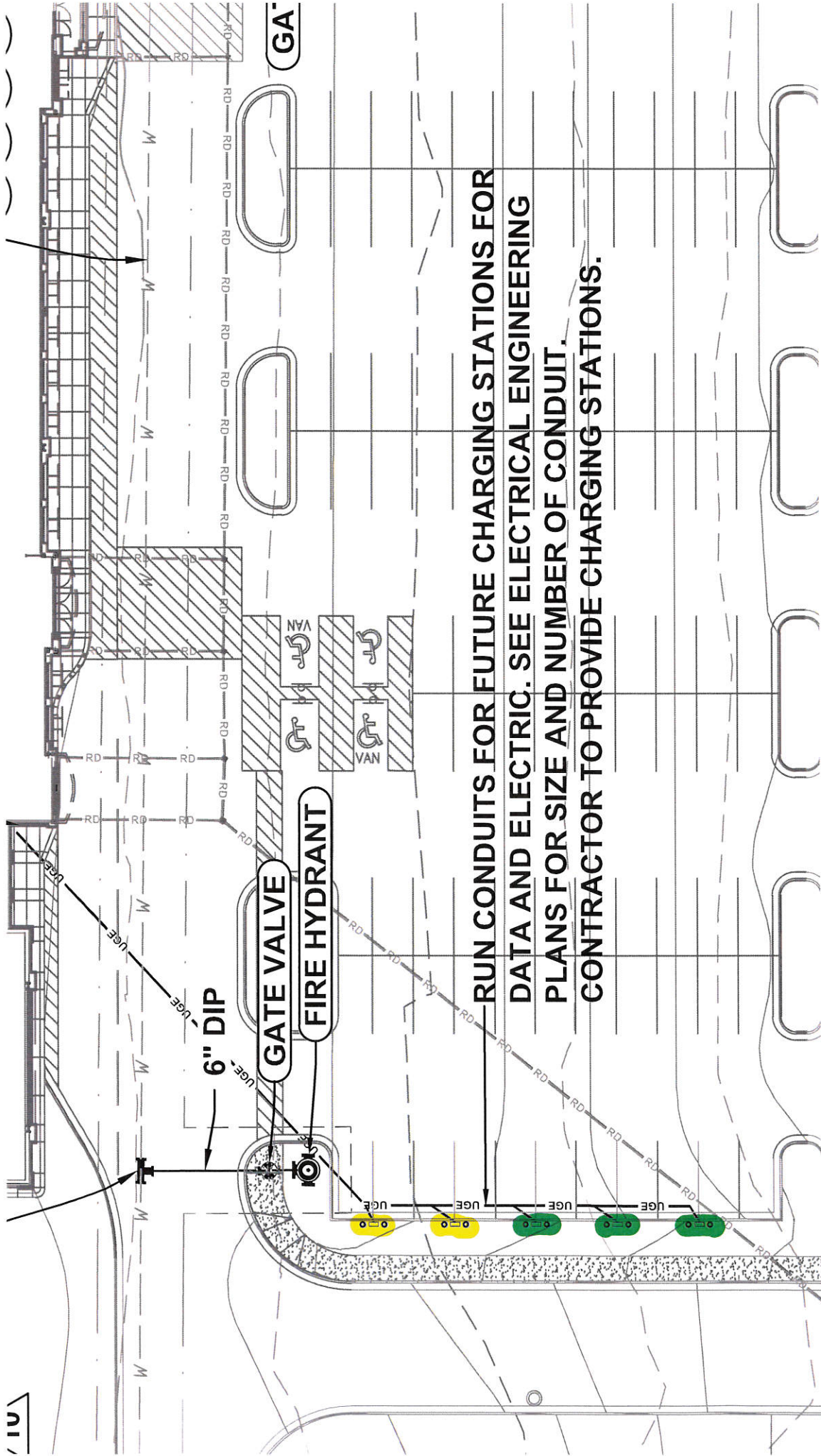


10/15

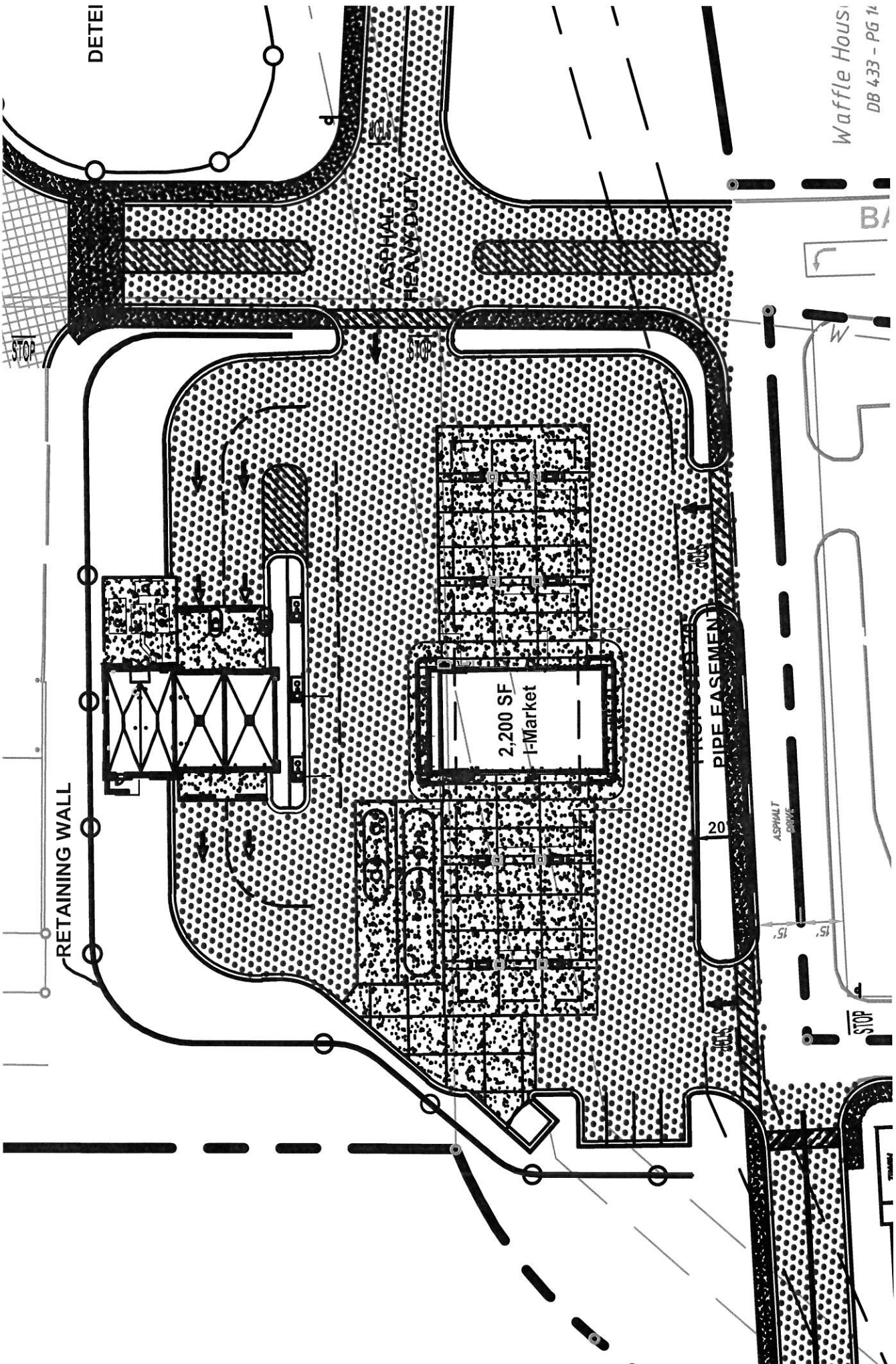
CORPORATE SEAL







**RUN CONDUITS FOR FUTURE CHARGING STATIONS FOR DATA AND ELECTRIC. SEE ELECTRICAL ENGINEERING PLANS FOR SIZE AND NUMBER OF CONDUIT. CONTRACTOR TO PROVIDE CHARGING STATIONS.**



DETEI

ASPHALT  
HEAVY DUTY

2,200 SF  
I-Market

RETAINING WALL

PIPE EASEMENT

ASPHALT

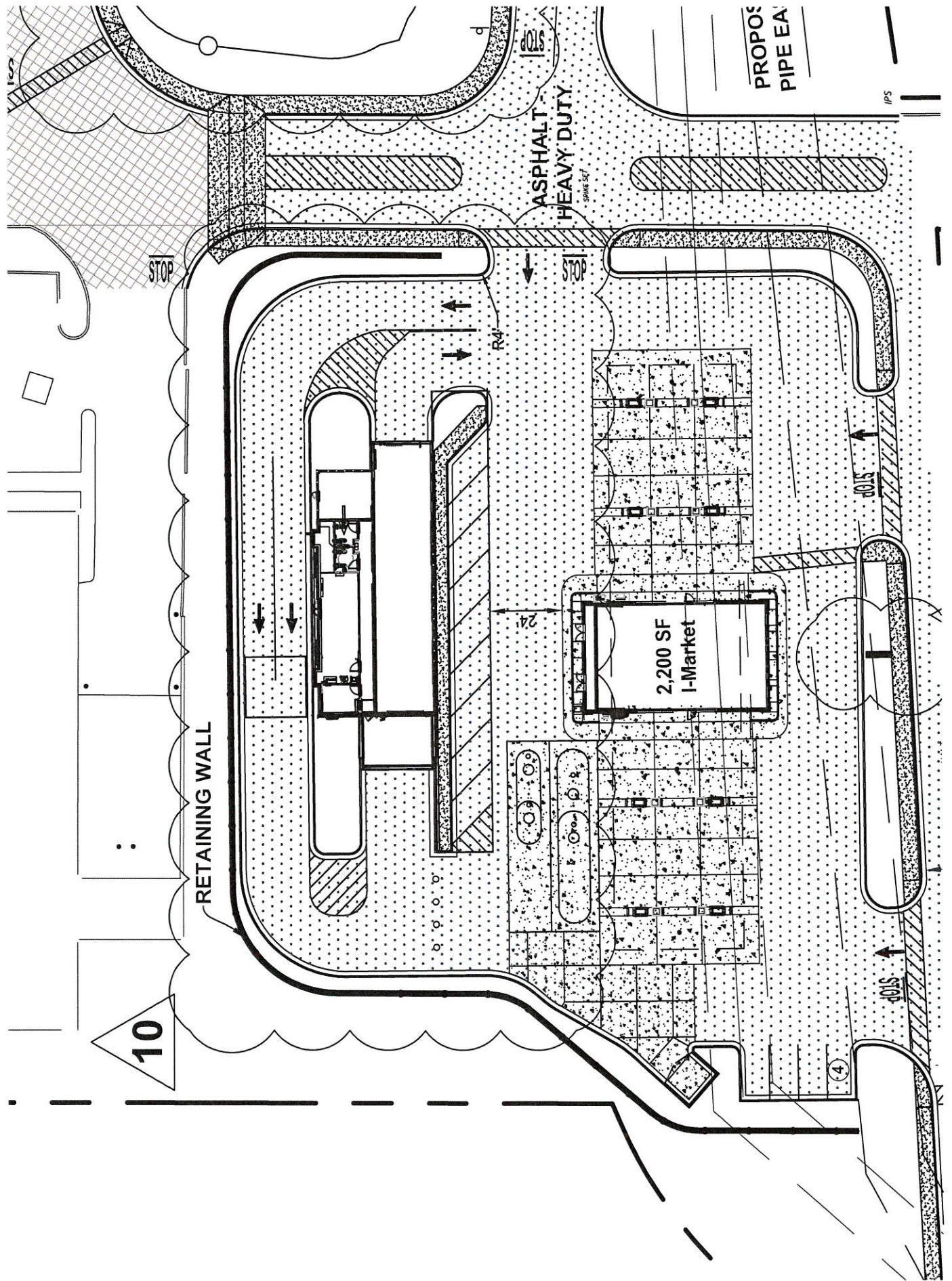
Waffle House  
DB 433 - PG 14

B

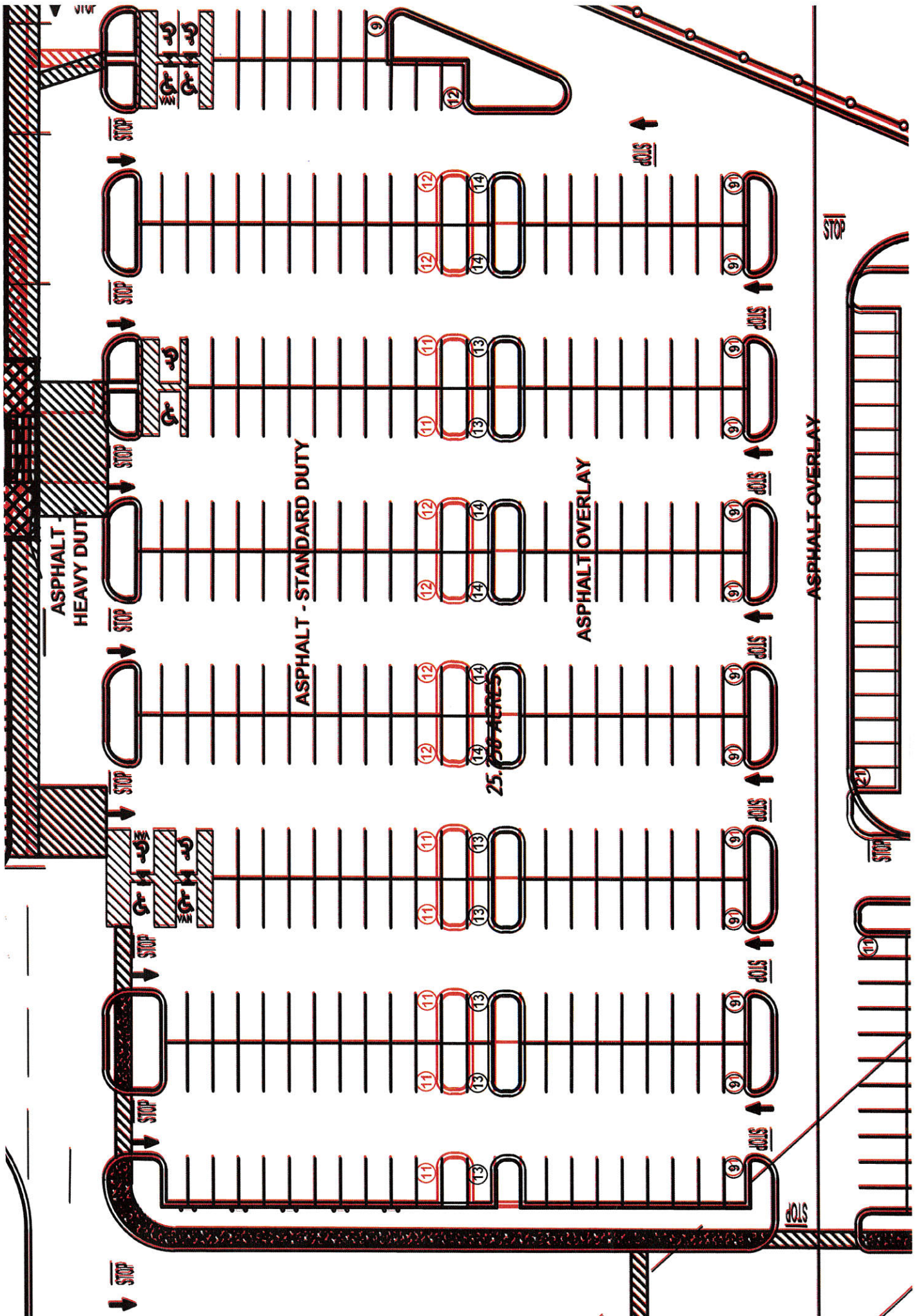
STOP

STOP

TRAFFIC

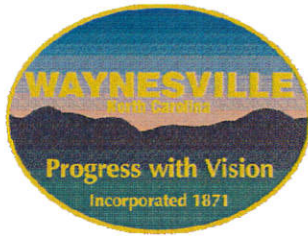












# TOWN OF WAYNESVILLE

## 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

---

Eddie Ward, Deputy Clerk



# 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)

FOR PUBLICATION IN THE MOUNTAINEER: May 13 and May 20 (Wednesday) editions

Date: April 29, 2026

Contact: Olga Grooman, (828) 356-1172

**Notice of Public Hearing  
Site Plan Amendment to the Conditional District  
Waynesville Town Council**

The Town of Waynesville Council will hold a public hearing on May 26, 2026, at 6:00 pm, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC 28786 to consider a site plan amendment to the Russ Avenue Regional Center Conditional District (RA-RC) for the Chick-fil-A property at 45 Barber Blvd, Waynesville, NC 28786 (PIN 8616-22-6393). The proposed site modification would remove a sidewalk and some landscaping along the southeastern side of the property in order to expand the drive-thru from one lane to two lanes.

For more information contact the Development Services Department at: (828) 356-1172, email: [ogrooman@waynesvillenc.gov](mailto:ogrooman@waynesvillenc.gov), mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.



# TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

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May 13, 2026

## Notice of Public Hearing Site Plan Amendment to the Conditional District Waynesville Town Council

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The proposed site modification would remove a sidewalk and some landscaping along the southeastern side of the property in order to expand the drive-thru from one lane to two lanes.



Questions related to the hearing itself should be directed to the Waynesville Development Services Department, (828) 356-1172, [ogrooman@waynesvillenc.gov](mailto:ogrooman@waynesvillenc.gov).

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

GARRETT-HILLCREST INC  
C/O STEWART ENTERPRISES  
PO BOX 11250  
NEW ORLEANS, LA 70181

NC DEPARTMENT OF TRANSPORTATION  
1546 MAIL SERVICE CTR  
RALEIGH, NC 27699

QE DOWNTOWN INVESTMENTS LLC A NC  
LLC  
PO BOX 5474  
ASHEVILLE, NC 28813

WAYNESVILLE PAVILION LLC A NC LLC  
300 W VINE ST STE 2200  
LEXINGTON, KY 40507

INGLES MARKETS INC  
P O BOX 98309  
ATLANTA, GA 30359

HOMETOWN BANK  
PO BOX 10  
ASHEVILLE, NC 28802

WAFFLE HOUSE INC  
PO BOX 6450  
NORCROSS, GA 30071

BURGIN, JOHN H/TR  
WILLIAM P BURGIN FAMILY TRUST  
275 WILDCAT MOUNTAIN RD  
WAYNESVILLE, NC 28786

MOJAM VENTURES LLC A NC LLC  
GTLS&A CO LLC A NC LLC  
120 COXE AVE STE 3C  
ASHEVILLE, NC 28801-

KC WAYNESVILLE LLC  
100 WILLIAMS RD  
FLETCHER, NC 28732

PHOENIX REAL ESTATE LLC  
PO BOX 456  
HAZELWOOD, NC 28738

SCHOEN, EADRIAN SCOTT  
141 GOLF COURSE RD  
CLYDE, NC 28721

FERGUSON, EUGENE M/TR  
EUGENE M FERGUSON REV TRUST  
63 FRAZIER ST  
WAYNESVILLE, NC 28786

FERGUSON, WENDELL  
FERGUSON, LINDA D  
55 FRANK DAVIS RD  
WAYNESVILLE, NC 28785

SOUTHEAST ENERGY LLC A DE LLC  
6867 SOUTHPOINT DR N  
JACKSONVILLE, FL 32216

BURGIN, WILLIAM P JR  
555 KNOLLWOOD DR  
WAYNESVILLE, NC 28786

BURGIN, JOHN H/TR  
WILLIAM P BURGIN FAMILY TRUST  
275 WILDCAT MOUNTAIN RD  
WAYNESVILLE, NC 28786

SCHULHOFER, DANIEL SCOTT  
SCHULHOFER, STACEY M  
PO BOX 214  
WAYNESVILLE, NC 28786

MCDONALDS USA LLC  
PO BOX 825  
BENSONVILLE, IL 60106

SCHULHOFER, DANIEL SCOTT  
203 BETSY ACRES LN  
WAYNESVILLE, NC 28786

COLE CV WAYNESVILLE NC LLC  
C/O CVS CORP #7521 OCC EXP DEPT  
1 CVS DR  
WOONSOCKET, RI 02895

FIRST CITIZENS BANK & TRUST CO/  
ROBERT E FORGA TRUST  
c/o ALTUS GROUP US INC  
PO BOX 1610  
COCKEYSVILLE, MD 21030

LOVE LANE APARTMENTS LLC A NC L  
PO BOX 942  
WAYNESVILLE, NC 28786

WAYNESVILLE TOWN OF  
PO BOX C 100  
WAYNESVILLE, NC 28786

WEST, KRISTIN COFFEY  
30 CAROLINA AVE  
WAYNESVILLE, NC 28786

SPROUSE, GINA B  
44 ORCHARD VIEW DR  
WAYNESVILLE, NC 28786

NGUYEN, CHI HOANG/TR  
CHI HOANG NGUYEN TRUST  
382 MOSA DR  
WAYNESVILLE, NC 28786

RUSSELL, EUGENE MONROE  
RUSSELL, WILLADEAN  
62 ORCHARD VIEW DR  
WAYNESVILLE, NC 28786

CRI GEN2 REALTY, NC LLC  
104 MULL ST  
MORGANTON, NC 28655

**From:** [Candace Poolton](#)  
**To:** [Media Contacts](#)  
**Subject:** Notice of Public Hearing: Town Council- Site Plan Amendment to the Conditional District  
**Date:** Wednesday, May 13, 2026 8:29:51 AM

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Site Plan Amendment to the Conditional District  
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**Candace Poolton, CMC | Town Clerk/Assistant to the Manager/PIO**  
Town of Waynesville, NC  
16 S. Main Street | PO Box 100 | Waynesville, NC 28786  
(o) 828.452-2491 | (f) 828.456.2000  
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THE TOWN OF WAYNESVILLE  
COUNCIL  
WILL HOLD A PUBLIC HEARING  
ON MAY 26, 2026, AT 6:00 P.M.  
IN THE TOWN HALL BOARD ROOM  
AT 9 SOUTH MAIN ST.  
TO CONSIDER  
A SITE PLAN AMENDMENT TO THE  
CONDITIONAL DISTRICT  
CONTACT THE DEVELOPMENT SERVICES  
T: 828-456-8647



**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 5/26/2026**

**SUBJECT** Budget Public Hearing

**AGENDA INFORMATION:**

**Agenda Location:** Presentation

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Ian Barrett

**BRIEF SUMMARY** The staff presented a proposed Budget for 2026-27 during its May 12<sup>th</sup> budget. The Council scheduled at public hearing on the proposal for the 26<sup>th</sup>. Mr. Barrett will review the budget and the floor will be open for discussion.

**MOTION FOR CONSIDERATION:** Option #1: Amend the proposed budget and request the staff to bring a final draft with a budget ordinance at the June 9<sup>th</sup> meeting. Option #2: Accept the budget presentation and schedule further discussion.

**FUNDING SOURCE/IMPACT** All funds

**ATTACHMENTS:** Possible handouts as a result of the budget workshop on Friday, May 22<sup>nd</sup>.

**MANAGER'S COMMENTS:** See above

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 5/26/2026**

**SUBJECT** Canton/Clyde/Waynesville Emergency Water Interconnect Agreement

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY** The Towns of Canton, Clyde and Waynesville have received State Revolving Loans totaling 15.5 million dollars and a Haywood County contribution of \$2,006,840 to construct an emergency potable water interconnect. The interconnect will be designed to provide a minimum of 2 million gallons per day of water to Haywood County's incorporated towns to aid in providing fire flows, and emergency water due to failures in the water systems or water treatment plants. In the past twelve months, Canton, Clyde and Waynesville have experienced failures in their systems that necessitated "boil water orders" due to lack of pressure and flow. The line is not intended to provide connections for single family residences or subdivisions. The Interconnect Agreement splits the line into three sections based on geography and topography. The Waynesville section will end at a 250,000-storage tank located on Ratliff Cove; the Clyde section will extend from the tank to the Town of Clyde Booster Pump Station and meter located on 19/23 near the road to the Carolina Blvd. Tank. The Canton section will begin at the meter station and extend to Canton's existing water distribution system on UD 19/23 near Balckwell Drive. The interconnect will be considered as a single project managed by staff of the Town of Waynesville with staff of the Town of Canton and Clyde serving an unofficial administrative body. Waynesville will be compensated for its actual expenses for managing the financial side of the project. Each Town will be responsible for acquiring rights of way in their sections. The grants will pay for the property acquisition and right-of-way agent's fees. The project will require a "Preliminary Engineering Study" drafted by an engineering firm selected by representatives of each Town. The NC Dept. of Environment and Natural Resources (DENR) will review the PER and requests changes leading toward approval. Once the PER is approved, the group can solicit "Requests for Qualifications" of engineering firms to conduct design, bidding and contract administration. The entire project should take approximately three years to complete.

Waynesville has received a SRF loan with 100% principal forgiveness. It will be compensated at the "Outside Bulk Water Rate for the water needed to keep the chlorine content of the water at State required levels. Since the interconnect is an emergency water system, and benefits Waynesville as well as Clyde and Canton, we do not recommend that System Development Fees be charged for the water necessary to ensure the potability of the water.

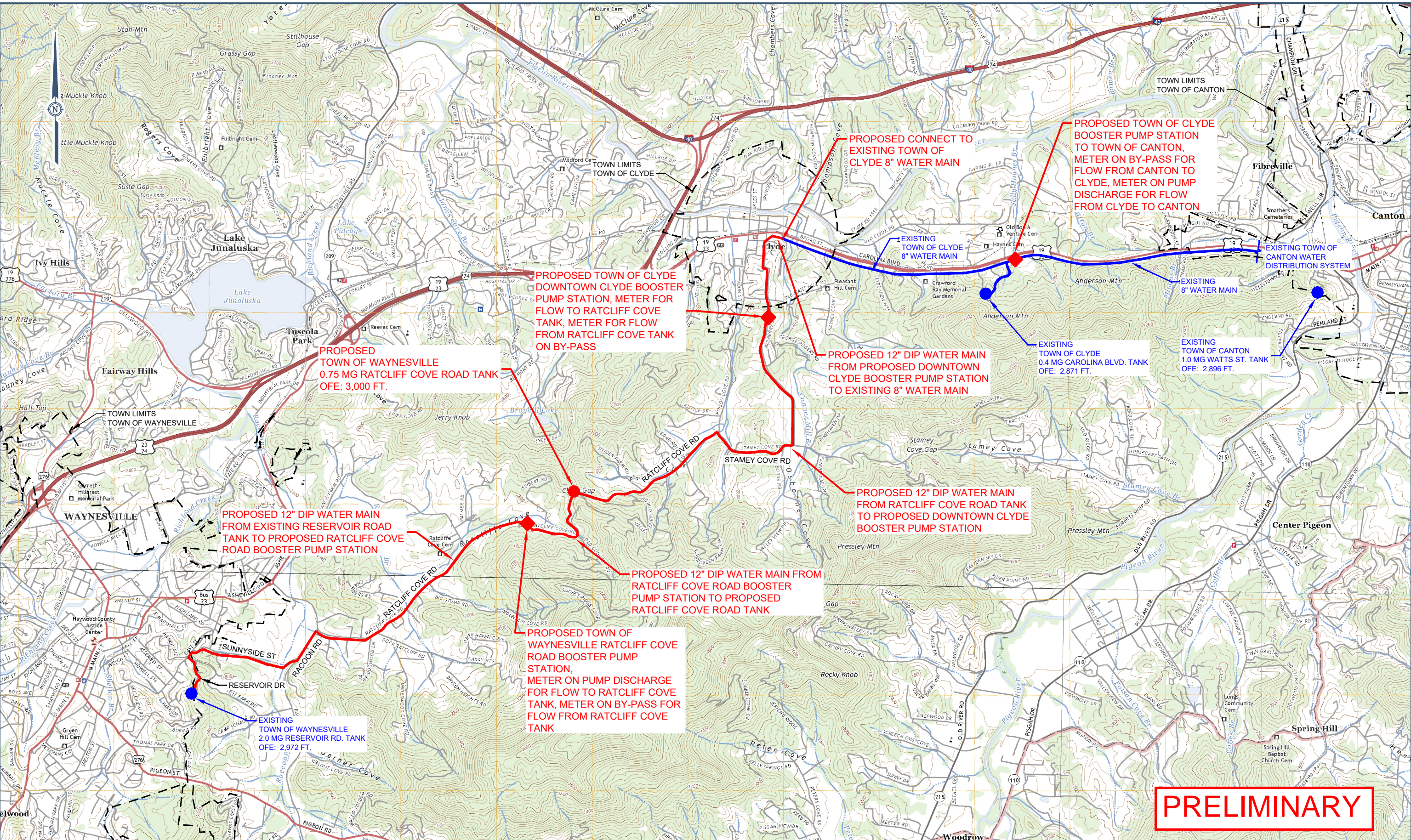
**MOTION FOR CONSIDERATION:** Approve the Interconnect Agreement

**FUNDING SOURCE/IMPACT** State Revolving Loan with 100% principal forgiveness.

**ATTACHMENTS** Interconnect Agreement, Map

**MANAGER'S COMMENTS:** See Above

P:\2025\25 00313-Clyde-Water Interconnection Project Drawings\Water\25.00313 INTERCONNECT MAP-APRIL26.DWG PLOT DATE: 4/29/2026 2:09 PM - J.MELISKI



**PRELIMINARY**

55 Broad Street  
Asheville, NC 28801  
828.252.0575  
NC Firm License # C-0459  
mcgillassociates.com

DATE JULY 2025	PROJECT # 25.00320
OFFICE MANAGER M. CATHEY	DESIGNER -
PROJECT MANAGER -	REVIEWER -

WATER SYSTEMS INTERCONNECTION  
**CANTON - CLYDE - WAYNESVILLE**  
HAYWOOD COUNTY, NORTH CAROLINA

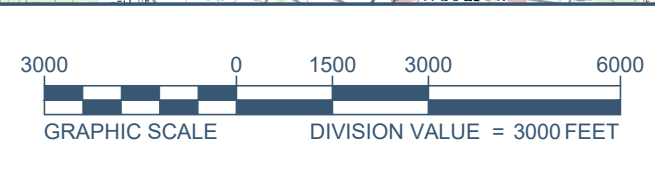


EXHIBIT  
**A**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
TOWNS OF CANTON, CLYDE, AND WAYNESVILLE AND  
COUNTY OF HAYWOOD  
FOR A WATER SUPPLY INTERCONNECTION**

This Memorandum of Understanding ("MOU") is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2026, by and between the TOWNS OF CANTON, CLYDE AND WAYNESVILLE (Towns) and the COUNTY OF HAYWOOD ("County").

**WITNESSETH THAT:**

**WHEREAS**, the Towns maintain water systems that contain limited storage, and encounter drops in pressure and flow resulting from ruptures in their water systems; and

**WHEREAS**, the region may experience extreme weather conditions that necessitate water systems purchase water from each other; and

**WHEREAS** it is the policy of the State of North Carolina to encourage the interconnection of regional water systems; and

**WHEREAS**, in 2025 and 2026 all Haywood County municipal water systems experienced failures in pressure and flow resulting in "Boil Water Notices"; and

**WHEREAS**, none of the water systems covered in this **Memorandum** have adequate emergency water supplies; and

**WHEREAS**, extension of potable water lines and other system improvements could provide an emergency water supply interconnection between the governments mentioned in this resolution; and

**WHEREAS**, Canton, Clyde, Waynesville and Haywood County desire to have access to an emergency water supply (Interconnection"); and

**WHEREAS**, Waynesville and Canton own and operate water systems capable of supplying emergency water to the Towns in this **Memorandum**; and

**WHEREAS**, Haywood County is a party to the Memorandum, it shall not be responsible for the operation and maintenance of any section of the interconnection; and

**WHEREAS**, the interconnect will open considerable land to potable water service; and

**WHEREAS**, the State of North Carolina requires that Waynesville and Canton report any substantial connections to their water systems, each party to this Memorandum shall seek permission from the Town of Waynesville or Canton to connect water services; and

**WHEREAS**, the parties to this **Memorandum** shall compensate the Town of Waynesville and/or Canton for their prevailing system development fees for any permanent connection located in their section of the interconnect; and

**NOW, THEREFORE**, in consideration of the premises stated above and the mutual promises and covenants hereinafter set forth, Canton, Clyde, Waynesville and Haywood County agree as follows:

**Purpose.** The purpose of this MOU shall be to provide for the following: a Project to construct a Canton-Clyde-Waynesville Interconnection, the funding of said Project, and the ownership and operation of the Canton-Clyde-Waynesville Emergency Interconnection to be separated in three Sections. The Interconnect is constructed to provide up to two million gallons per day (subject to the capacity of the Towns's Water Plants) of emergency potable water and other flows contracted by the Town(s).

**Project.** The Project shall be the work necessary to design and construct a line and associated facilities for the transfer of up to two million gallons per day (subject to the capacity of the Towns's water plants) of emergency potable water in either direction between Canton's, Clyde's and Waynesville's water supply systems, delineated below:

Section I, consisting of the following:

Section I shall be owned and maintained by Waynesville and consist of a 12" line commencing at a point where it intersects with Waynesville's system at a point near Waynesville's existing storage tank on Reservoir Drive, continues along Sunnyside Street, Raccoon Road and Ratcliff Cove Road, and terminates at the Project's Ratcliff Cove Tank. Waynesville's Section I shall extend a 12" line approximately 19,400 ft. as shown in exhibit A. Waynesville will own and maintain the pump station on Ratcliff Cove Road and the 250K-gallon water storage tank.

Section II, consisting of the following:

Section II shall be owned and maintained by Clyde and consist of a 12" line commencing at the Project's Ratcliff Cove Water Tank., extending approximately 16,800 feet along Ratcliff Cove Road and Mulberry Street, terminating at the connection to Clyde's existing water system at Carolina Boulevard, .This portion of the project shall include a booster pump and meter located along Mulberry Street ,as described in Exhibit A. The Town of Clyde shall own and maintain the portion of the system from the Ratcliff Cove Tank to the Canton Pump Station, including the Clyde Pump Station located along Mulberry Street.

### Section III.

Canton shall own and maintain the Canton Pump Station located near Carolina Boulevard, as shown on Exhibit A. Canton shall own and maintain the bi-directional booster pump station and continue to the interconnect's terminus with the existing Canton system.

**Project Funding.** Funding shall be provided by three State Revolving Loans totaling \$17,158,338.00 at zero percent (0%) interest with 100% principal forgiveness in the amount of \$7,841,800.00. The remainder of the loan is \$9,316,538 and is offered at 75% principal forgiveness and 25% non-forgiven loan. The total non-forgiven loan is \$2,329,134.50. The Town of Canton's non-forgiven loan amount is \$1,250,000.00. The Town of Clyde's non-forgiven loan will be \$1,079,134.50. Haywood County's total financial contribution to the Project shall not exceed \$2,006,840 (the "County Contribution"), which amount shall serve as a firm cap and shall not be subject to increase under any circumstances.

**Project Construction Budget.** If the total Project cost, including design, property acquisition, legal, and construction, exceeds the estimated budget of \$17,158,338, the Towns shall determine whether to proceed with the Project and shall be solely responsible for securing any additional funding required to complete the Project. Under no circumstances shall Haywood County be responsible for any cost overruns beyond the County Contribution.

**Reimbursement of County Contribution.** In the event the Project is suspended, abandoned, or otherwise not completed for any reason after the County Contribution, or any portion thereof, has been expended or transferred, the Towns shall reimburse Haywood County for the full amount of the County Contribution disbursed. Such reimbursement shall occur within a reasonable period of time, not to exceed one (1) year from the date the Project is determined to be suspended or abandoned, unless otherwise agreed to in writing by the County.

**State Funding Acknowledgment.** The Towns acknowledge that the County's contribution may be derived from State funding sources requiring repayment if the Project is not completed and agree that the obligation to reimburse the County under this section is intended to ensure the County is made whole for any such repayment obligations.

**Permitting and Easement Acquisition:** Canton, Clyde, Waynesville and Haywood County shall

jointly review RFQs for design services and project bids. The Town of Waynesville will be designated as “**Overall Project Manager** for grant purposes and, as such, shall be responsible for applying for all necessary permits and approval of all pay requests. Canton, Clyde and Waynesville shall be responsible for collaborating with the **Design Engineer** in the location and sizing of their sections of the line. Each Town shall be responsible for acquiring rights of way for the interconnect, booster pump(s) and tank. The parties to this Memorandum may choose to engage a right-of-way acquisition agent to act on their behalf in acquiring right-of-way. Cost of land and right-of-way acquisition shall be borne by the project budget. Administrative and legal costs will be agreed upon in advance of project design and construction which shall be borne by the project budget.

**Project Construction:** The interconnect project shall be bid in the manner that is the most efficient and cost effective. Waynesville shall be the **Overall Project Manager** for the project. Each Town Manager shall serve as **Project Manager** to coordinate design, easement acquisition and construction administration for their Section. The Manager may appoint a staff member to serve when they cannot serve in that capacity. The **Design Engineer** and impacted Town shall deliver to the other parties copies of any proposed Change Orders within 48 hours of delivery and receipt of a proposed Change Order; the parties shall notify the **Overall Project Manager** of any objection to the proposed Change Order. In the event of an objection, the proposed Change Order shall not be executed until the parties give written approval. Such approval shall not be unreasonably withheld. If one party executes a Change Order without the required prior notification and other parties, the affected party shall take all reasonable actions to satisfy the objection. If such change order is rejected by all other parties, the requesting party shall bear the cost of the change order. The improvements designed and bid for this project are solely for the benefit of the interconnect and no connections for parties other than those in this **Memorandum** shall be funded through the project budget.

**Construction Administrative Costs.** Waynesville, as designated Overall Project Manager shall, charge the project budget for actual hourly costs associated with administering the grants, such as processing pay applications, processing and recording easements, preparing reports required by the State, final closeout and auditing requirements. In no event shall the Town charge in excess of employee and material costs incurred by the project. It shall keep a log of such costs which shall be made available to the parties to this Memorandum at their request.

**Construction Administration.** The project is funded through three State Revolving Loans. All requests for payment will be submitted to the Overall Project Manager (OPM). They will forward the request to the Town whose section is being improved. The Project Manager for that Town shall review the request and sign off on it within 48 hours. The Town will forward the contractor’s request for payment and other required documents to the Division of Water Infrastructure (DWI) for reimbursement. Upon reimbursement, the Towns will forward the funds to the OPM to reimburse it for advancing payment to the contractor. Should the improvements to a Section be less than the Town’s Loan, any remaining funds shall be pledged to the costs of the overall project.

**Mutual Cooperation and Designated Project Managers.** The parties understand and agree that the design and construction of the Project is for the mutual benefit of the parties. The parties shall

fully cooperate in the Project design, permitting, and construction. The parties shall provide each other with pertinent information on issues pertaining to water supply and quality. The designated **Project Managers** shall facilitate communications generally, and be the principal contact between the **Design Engineer**, the contractor and the **Overall Project Manager** and shall receive notices on behalf of their host governments pursuant to this MOU.

**Project Access and Standards Enforcement** The parties shall have the right to access and inspect each section during construction and shall fully adhere to OSHA standards. Each local government may elect to have a construction inspector for their section at their own cost.

**Asset Ownership.** Each local government shall own and maintain the property, including real property, installed equipment, and other assets, acquired or constructed pursuant to this MOU and located within their respective section.

**Metering.** Waynesville and/or Canton shall read the appropriate meter(s) for determining the amount of water transferred to each municipality pursuant to this MOU and shall bill each municipality for such water. Water purchased by Clyde in order to ensure that the water in the line meets NC State standards, estimated to be 40,000 gallons per day, shall be billed according to Waynesville's and Canton's "Outside Bulk Rate. Emergency water delivered to Canton shall be billed at the same rate. Water delivered to Waynesville from Canton shall be billed at a rate of \$ 4.22 per 1,000 gallons (2026-27). Each municipality shall inform the others of changes to their rates but shall not increase such rates more frequently than once per fiscal year. In no case shall each municipality increase its rates in excess of 10% annually. Waynesville shall adjust bills to Clyde for water usage sent to Canton. In cases where Waynesville requires an emergency supply of water from Canton, the meters at the booster pump stations shall be read at the time the pumping is reversed to permit flow from Canton to Waynesville. Waynesville and/or Canton shall read the appropriate meter(s) for determining the amount of water transfer to Clyde and or Canton pursuant to this MOU and shall bill Clyde for such water transfer(s). Waynesville and Canton shall have the meters tested no more than every twenty-four months and shall inform the other parties to this **Memorandum** the results of the tests. In the event that one of the tests shows more than a 5% error, Waynesville and Canton shall adjust the readings accordingly based on the error rate. Waynesville and/or Canton shall attempt to determine when change in flow may have started misreading. In no case shall Waynesville or Canton adjust the water bill to an excess of 12 months unless it fails to test the meter(s) in accordance with this Memorandum.

**Emergency Water Transfers.** The transfer of up to two million gallons per day of water ,excluding the transmission of water to maintain the potability of the water and any contracted flows shall be made by a party to this MOU when another party has declared a water emergency, imposed mandatory conservation and user limits equivalent to Level II or higher of the Town's Water Emergency Management Plan, and requests the transfer. Such transfer may be limited by the available capacity of the Town's water plant over the life of the **Memorandum**.

**Flow Interruption.** The parties reserve the right to temporarily interrupt or limit the flow of water through the Canton-Clyde-Waynesville Interconnect when such interruption is necessary to respond

to a public health and safety emergency within their Towns service area.

**Water Rates.** Canton and Waynesville shall charge its prevailing outside bulk water rate for water transferred to each other.

**Water Treatment Restriction.** Should the capacity of the Town(s) water treatment plants be reduced by consumption or mechanical failure, the Town shall immediately notify the parties to this **Memorandum** that it can no longer provide the quantity of emergency water stated in this **Memorandum**. Such a reduction in capacity shall require all parties to renegotiate the terms of this **Memorandum**.

**Non-Competition.** Each Town shall serve as the primary supplier of water and wastewater services within the boundaries established in the Canton, Clyde, Waynesville Annexation Agreement dated \_\_\_\_\_. The Interconnect is designed and constructed to provide emergency water service to each of the Towns and is not intended to provide water to augment the water capacity of the Towns. No connections shall be made to the interconnect except those that serve the emergency needs of the Towns. In the event that one of the Towns desires to purchase flow from Canton or Waynesville, the Towns will determine if they have the capacity to sell additional water to the Town and whether the flow will inhibit the ability of the Interconnect to provide up to 2 million gallons per day of emergency water to the Towns subject to this agreement.

**Subletting and Assignment.** Each party shall be permitted to utilize subcontractors in performing its obligations under this MOU; however, such subcontracting shall not relieve a party of any of its obligations under this MOU. No party may assign its rights or obligations under this MOU without the prior written consent of the other parties.

**Changes.** This MOU shall be subject to amendment only by written mutual consent of the parties.

**Term.** This MOU shall remain in effect for a period of twenty years from its execution and shall thereafter automatically renew for periods of 12 months until written notice of termination is provided by either party to the other at least 180 days prior to an annual renewal date. Termination of this MOU prior to the end of the initial term shall require the mutual written consent of the parties.

**Dispute Resolution;** Should a dispute arise, the managers of the Towns and County shall serve as mediators of the dispute. In the event that the dispute cannot be resolved through this informal mediation, the Towns shall be look to the Haywood County Judicial System for redress.

**Governing Law.** This MOU shall be interpreted in accordance with the laws of the State of North Carolina.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Memorandum of

Understanding as of the day and year first above written.

**CANTON:**

By:

Attest:

\_\_\_\_\_  
Zeb Smathers, Mayor

\_\_\_\_\_  
Clerk

**CLYDE**

By:

Attest:

\_\_\_\_\_  
Jim Trantham, Mayor

\_\_\_\_\_  
Clerk

**WAYNESVILLE:**

By:

Attest:

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

\_\_\_\_\_  
Clerk

**HAYWOOD COUNTY:**

By:

Attest:

\_\_\_\_\_  
Kevin Ensley                      Chairman

\_\_\_\_\_  
Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL  
REQUEST FOR COUNCIL ACTION  
Meeting Date: 5/26/2026**

**SUBJECT** Selection of Architectural Firm to design Fire Station #2

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:**

**Contact:** Rob Hites

**Presenter:** Rob Hites

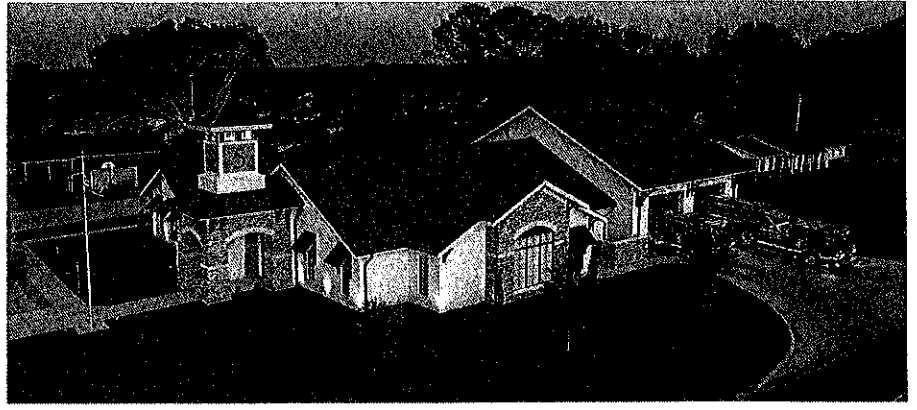
**BRIEF SUMMARY** The staff issued a Request for Qualifications to solicit proposals for Architectural Services for drafting a "Preliminary Architectural Report to USDA and, if USDA approves the project, design, bid and provided construction administration for Fire Station #2 located on Mosaic Drive in Hazelwood. A review panel composed of Fire and Administrative staff and Councilmember Boyd reviewed six proposals and invited three for interviews. After interviewing the firms, the committee recommend McMillan, Pazdan, Smith Architects , Asheville Office to the Council. The NC General Statutes mandate a multi-step process for selecting Architectural services. A governing board would approve an architectural firm and authorize the committee to negotiate a contract. In the case of the USDA mandated process, the contract shall be a "lump sum" contract rather than a "percent of project cost". The Town received a \$2.97 million dollar earmark from Congressman Edwards. In order to "qualify" for the earmark the Town must go through the USDA's grant application process. That process requires that the Town selects an architect who must prepare a Preliminary Architectural Report (PAR) to submit. The contract that the Town would negotiate would include a lump sum price for preparing the PAR and, if USDA approves the earmark, will provide the remainder of the architectural services typically provided in a design, bid, build contract. If the USDA does not qualify the Town for the earmark, the architectural contract would be placed on hold until adequate funding is secured. In addition to the \$2.97 million earmark, the Town will need to obtain a loan to finance the balance of the project, estimated to be \$3 million. As a "Phase II" of the contract, the Town may wish to engage the architect to renovate Fire Station #1 to accommodate four bunk rooms and a second locker room. This would be an optional Phase that the Council may choose to use as Fire Station #2 moves through the process. Should the committee fail to reach a suitable contract, the Council will choose the second choice of the committee and charge them with negotiating a suitable contract.

**MOTION FOR CONSIDERATION:** Approve McMillan, Pazdan, Smith Architects as the design firm for Fire Station #2 and authorize the committee to negotiate a lump sum contract to prepare a PAR and a fee for the remaining architectural services.

**FUNDING SOURCE/IMPACT** General

**ATTACHMENTS:** Proposal of recommended architect

**MANAGER'S COMMENTS:** The process mandated by the State is the traditional "Design, Bid, Build" process. It varies from the Design/Build process that we will recommend for the Solar installations at the PW Facility and the Recreation Center. USDA would not permit us to use Design/Build for Fire Station #2.



**TOWN OF WAYNESVILLE**  
**FIRE STATION #2**  
**ARCHITECTURAL DESIGN, BID DOCUMENTS &**  
**CONSTRUCTION ADMINISTRATION**

April 30, 2026



# Cover Letter

April 30, 2026



## Request for Qualifications:

### Architectural Design, Bid Documents & Construction Administration for Fire Station #2

Legal Name of Offerer: MPS Architects, P.C. (Reg. No. 54314)

Dear Chief Mehaffey and Members of the Selection Committee,

As communities across the Southeast experience rapid growth coupled with aging infrastructure, increased pressure is placed on public safety services. Many existing fire stations no longer meet the demands of modern emergency response requirements, or the standards required to attract and retain personnel. In order to meet these challenges, you need an architect who understands fire station design and the needs of your community. **McMillan Pazdan Smith (MPS) has helped over 40 cities and counties across the region plan and design new civic facilities**, and we stand ready to help the Town of Waynesville with your new fire station.

## Key strengths of our team include:

**Dedicated Civic Practice Area.** Our firm has a long history of designing and planning municipal buildings that meet the diverse and evolving needs of their communities, **including several recent fire, EMS, and police station projects.** **MPS understands how to design public safety facilities that are efficient, secure, and a source of civic pride.** Our Civic + Cultural Practice Area is staffed with architects who have spent their careers designing for public clients and will bring that design expertise to your project. This includes numerous past projects that utilized USDA funding, and we stand ready to assist Waynesville with the USDA funding process.

**We Listen.** At McMillan Pazdan Smith, we pride ourselves on designing with our clients, not just for them. Our approach is always collaborative, engaging with stakeholders to promote the unique character and priorities of each community. We will work with you to design a new fire station that meets your needs today and into the future. **Your priorities will be ours, and we look forward to working with your first responders to design a facility they will be proud to call home.**

**Commitment to Serving Western North Carolina.** Your project will be supported from our nearby office in downtown Asheville. With MPS you get the responsiveness of a small, local firm with the deep bench and resources of our 450+ dedicated staff across four states. **Project Manager Ethan Ward will be your primary point of contact for this project. Ethan was born and raised in Haywood County** and has spent his career working with local communities to improve their public infrastructure.

We look forward to working with you to design your new fire station. Thank you for considering MPS as your trusted partner. Please feel free to contact us for any further information or to discuss our qualifications in more detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Cook".

**Brian Cook, AIA, NCARB**

Principal in Charge /  
Asheville Studio Leader  
828.333.0490  
bcook@mcmillanpazdansmith.com

A handwritten signature in black ink, appearing to read "Ethan Ward".

**Ethan Ward, AIA**

Project Manager /  
Primary Point of Contact  
828.400.5126  
eward@mcmillanpazdansmith.com

47 rankin avenue, suite 141, asheville, nc 28801 · 828.398.5016 · [www.mcmillanpazdansmith.com](http://www.mcmillanpazdansmith.com)  
north carolina | south carolina | georgia | alabama

Professional services offered and performed by McMillan Pazdan Smith's exclusive affiliate, MPS Architects, P.C., in: AL, GA, NC

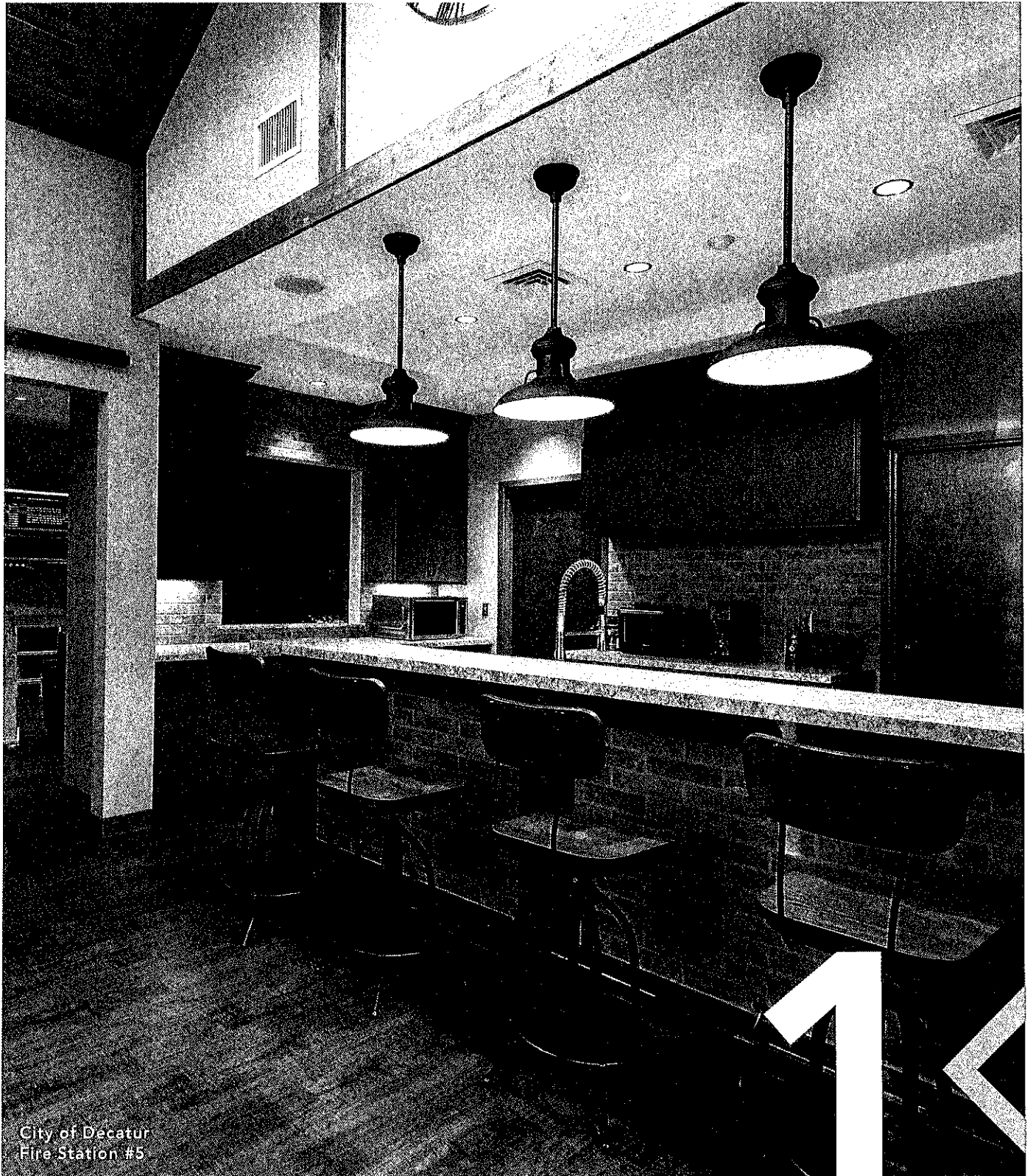


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mcmillan | pazdan | smith  
ARCHITECTURE



City of Decatur  
Fire Station #5

# Firm Information

## Firm Overview - McMillan Pazdan Smith

McMillan Pazdan Smith is a regional, practice area-based architecture, planning, and interior design firm. **Our purpose is to create meaningful and lasting impact for the good of all.** We work to design a better future through thoughtful, creative, and purpose-driven solutions.

Our firm represents a collaborative group of dedicated and enthusiastic design professionals that believe function, beauty, constructibility, and cost effectiveness are integral attributes of excellent design. Through our collaborative culture, creativity and innovative design solutions, McMillan Pazdan Smith enjoys a diverse clientele and portfolio of complex, sophisticated projects that have received local, regional, and national recognition. **We can provide in-house planning, architectural design, interior design, and construction contract administration services.**

With a legacy tracing back to 1929, McMillan Pazdan Smith currently has studios throughout the Southeast in Asheville and Charlotte, NC; Greenville, Columbia, Charleston, Spartanburg, and West Columbia, SC; Atlanta, Augusta, and Columbus, GA; and Huntsville, AL. In North Carolina, professional services are offered and performed by McMillan Pazdan Smith's exclusive affiliate, MPS Architects, P.C. **Your project will be managed out of our Asheville Studio, with additional support from our Charlotte Studio.**

## Civic Practice Area

Our firm is divided into dedicated practice areas specializing in specific project types. **Your project will be carried out by our Civic + Cultural Practice Area.** Civic buildings are some of the most important spaces in any community, whether it is the peace of mind provided by the local fire station or the wonder of a child visiting their neighborhood library for the first time. We are dedicated to finding cost-effective solutions and serving the Town of Waynesville with excellence.

**McMillan Pazdan Smith has worked with more than forty counties and municipalities across the Southeast over the past decade and understands how to partner with governmental entities and enable them to best position themselves for success.** Our experience includes fire, EMS, and police stations. We understand that a community's public facilities are an asset that can make a strong impact on their residents' sense of security and increase the effectiveness of economic development.



# Firm Information

## Legal Company Name:

MPS Architects P.C.

## Type of Entity:

Corporation

## State of Incorporation:

North Carolina

## Managing Office:

MPS Asheville Studio

47 Rankin Avenue, Suite 141  
Asheville, NC 28801

## Years Providing Services:

MPS has a history of providing planning and design services for public sector clients going back over 90 years.

## Firm History & Organization:

With a history of our principals practicing since 1929, MPS in its current form has been in business since 2009, when McMillan Smith & Partners Architects, established in 1992, and Pazdan Smith Group Architects, established in 1993, merged into one firm.

MPS is a regional, practice-oriented architecture, planning, and interior design firm. Our firm is organized around six focused practice areas: Civic + Cultural, Higher Education, K-12, Commercial, Living, and Healthcare. This structure allows planners and designers to become well-versed in design solutions for each of these sectors.

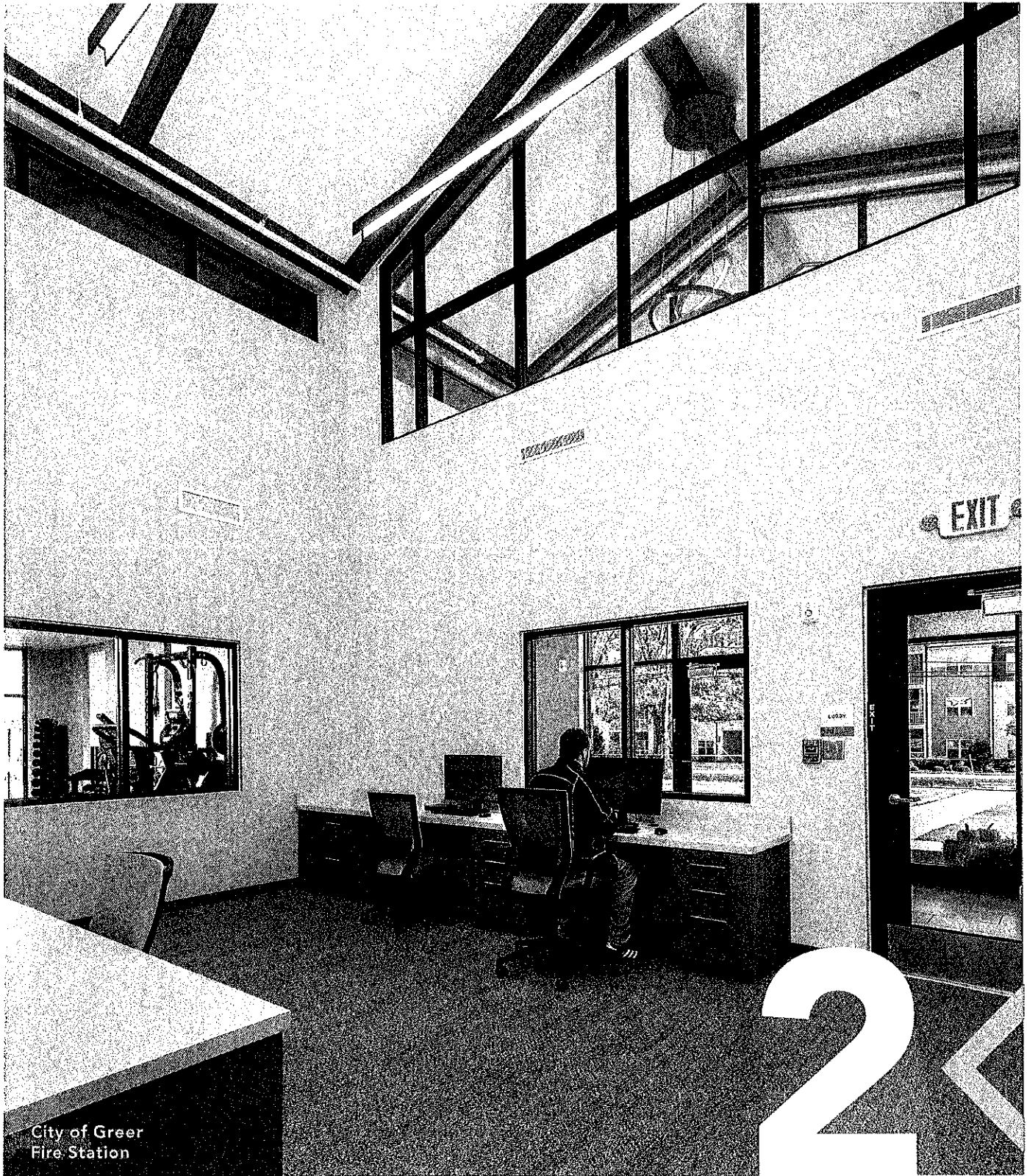
## Firm Resources & Services:

Currently MPS has 499 employees, including 111 employees in North Carolina. MPS can provide master planning services, programming, architectural design, interior design, graphic design, and advisory planning services in house.

A full breakdown by job title is provided below:

Registered Architects -	180
Design Professionals -	92
Project Designers -	60
Construction Admin -	11
Interior Designers -	35
Spec Writer -	1
Administrative Staff -	109

Currently, MPS has 11 studios across Georgia, Alabama, South Carolina, and North Carolina. These include studios in Asheville and Charlotte, NC.



City of Greer  
Fire Station

# Key Personnel & Qualifications

# Engineering Subconsultants



*Haywood County*  
North Carolina



**BRIAN COOK, AIA, NCARB**  
Principal in Charge /  
Secondary Point of Contact



**CHRIS STEUDE,**  
AIA, LEED AP, NCARB  
Project Architect



**ETHAN WARD,**  
AIA  
Project Manager /  
Primary Point of Contact



**JENNY HEIM,**  
AIA, LEED AP, NCARB  
Sustainability Lead



**MEP/FP ENGINEERING**



**STRUCTURAL ENGINEERING**



**CIVIL ENGINEERING**

# Roles and Responsibilities

Our proposed team members were selected from local Asheville Studio from our dedicated Civic + Cultural Practice Area for their specific expertise in the design of fire stations and public safety facilities. **This core team will be dedicated to you throughout the life of this project.** The MPS team will be supported by a team of local engineers who also have extensive fire station experience. We stand ready to support the Town of Waynesville with all of your design and construction contract administration needs. If needed, we can assign additional resources from our deep bench of over 450 staff. Our team has the expertise, capacity, and resources to meet all your project needs.

## DEDICATED DESIGN TEAM

**BRIAN COOK**, Principal-in-Charge, will provide the high-level oversight of this project. He is a Principal of our firm and is the head of our Asheville Studio. Brian has worked with civic clients across North Carolina and understands how to successfully collaborate with you to realize your goals for this project. He has full authority to commit resources to your fire station project and will help coordinate resources across our firm's studios.

**ETHAN WARD** will serve as **Project Manager and Primary Point of Contact**. Based in Asheville, he will be responsible for managing the whole design team, including consultants. Ethan is an experienced project manager and knows how to work with municipal clients to maximize their return on investment. Ethan is from Haywood County and lives there today, so he understands the needs of your community and has a deep commitment to serving clients in Western North Carolina.

**CHRIS STEUDE** will serve as the design team Project Architect. He is our Civic Segment Lead for North Carolina, and brings over 20 years of civic experience. Chris has designed numerous fire stations throughout his career and is adept at working with first responders and stakeholders to design modern, efficient public safety facilities that meet all your operational needs. He will lead the design of your fire station and work closely with Ethan and the engineering team to make sure the critical elements of modern fire station design are incorporated into your facility.

**JENNY HEIM** will round out our team. She is our firm's sustainability lead and works with teams across the firm to incorporate sustainability into designs and to help meet sustainability design standards. She is based in our Asheville Studio and will assist the design team in developing sustainability features and solar ready plans for your fire station.



# Engineering Subconsultants



## Kloesel Engineering Structural Engineering

Kloesel Engineering, P.A. was formed by Woody Kloesel, P.E., in 1995 to provide quality structural engineering consultant services to architects, municipalities, institutions, and other clients. The majority of the work of the firm involves providing structural consulting services for architectural clients. The firm has developed a solid reputation for creating designs that fulfill the architectural requirements in a cost-efficient manner. **Kloesel and MPS have collaborated on more than 40 projects, including civic work for Yancy County, City of Asheville, Henderson County, and the Eastern Band of Cherokee Indians.**



## Optima Engineering MEP / FP / Technology Engineering

Optima is an award winning MEP engineering firm with offices in South and North Carolina. They are mindful of each clients unique needs and know how to design efficient mechanical, electrical, and plumbing systems for civic clients. **With more than 130 Fire Station projects completed, the firm is very familiar with the design standards and requirements of Fire Stations.** Optima and MPS have completed over 50 projects as a team and are currently working together on a new public safety building for Gaston County with Public Safety SME Chris Steude.



## McGill Associates Civil Engineering

McGill is an Asheville-based civil engineering company that offers a wide spectrum of engineering, land planning, and consulting services. They help their clients identify challenges, formulate responsive solutions, and manage successful project completion. Through partnership, they shape the best results for each client and community. **Over the years, McGill have supported several communities with public safety projects, including fire stations for the City of Statesville, Town of Maiden, Town of Burnsville, and City of Asheville** as well as justice centers and an EMS facility. **McGill is also very familiar with USDA funding, having completed more than 20 USDA funded projects in North Carolina in recent years.**

# BRIAN T. COOK, AIA, NCARB

## PRINCIPAL IN CHARGE / ASHEVILLE STUDIO LEADER

Brian is the director of our Asheville Studio and will have overall responsibility for the team. He focuses on maintaining the relationships between people and design. As concept design begins, Brian emphasizes the client's vision and how our solution meets their needs for the project. He is interested in how people interact with and are impacted by the buildings where they live and work. This attention to the end goal of the project, the ability to see the big picture, helps him guide his team through any hurdles toward an effective solution.

### PROJECT EXPERIENCE

**Henderson County  
County Detention Center**  
Renovation  
Studio Director

**Town of Waynesville  
Vance and Dutch Fish Field -  
Helene Repairs**  
Renovation  
Studio Director

**Haywood Community College  
Workforce Industry Center**  
Feasibility Study, Programming,  
Advanced Planning, Renovation  
Studio Director

**City of Asheville  
Mountainside Memorial Stadium**  
Renovation  
Project Manager

**Water Resources Dept.  
Customer Svc. Ctr.**  
Renovation  
Project Architect

**Eastern Band of Cherokee Indians  
Evidence Storage Building**  
New Facility  
Studio Director

**Jacob Cornsilk Community Center**  
New Facility  
Project Manager

**Western Piedmont Council of  
Governments  
Office Addition**  
Studio Director

**Asheville Housing Authority  
Maple Crest Apartments**  
Affordable Housing, Multi-Family  
Project Manager

**Buncombe County**  
Studio Director for:

**2024 IDC/ASA**

**IDQ – Multiple Buildings**  
Renovations

**Site Test Fit & Master Planning**  
Affordable Housing

**City of Hickory  
City Hall**  
Renovation  
Studio Director

**Catawba River Environmental  
Education Center**  
New Facility  
Studio Director

**City of Spartanburg  
TK Gregg Community Center**  
New Facility  
Space Planner



### EDUCATION

*Master of Architecture*  
Clemson University

*Bachelor of Science in  
Architectural Engineering*  
University of Cincinnati

### REGISTRATIONS

NC (#11456)

### PROFESSIONAL AFFILIATIONS

American Institute of Architects, (AIA)  
Member

Urban Land Institute (ULI), Member  
Innovation in Housing Council,  
Member

National Council of Architectural  
Registration Boards (NCARB), Member

### CIVIC ACTIVITIES

City of Asheville Development  
Customer Advisory Group  
2022-Present

Historic Resources Commission of  
Asheville and Buncombe County,  
Commissioner and Vice-Chair,  
2009-2014

# ETHAN WARD, AIA

## PROJECT MANAGER / PRIMARY POINT OF CONTACT

Born and raised in Haywood County, Ethan always knew he wanted to use his passion for architecture to support the communities he grew up around. Ethan prides himself on his attention to detail and creative problem solving skills. He thrives working on projects with strict parameters that require unique solutions realized through active collaboration across the entire project team. Ethan will be your primary point of contact throughout the life of the project and will lead all design meetings from project initiation through completion.

### PROJECT EXPERIENCE

**Town of Waynesville**  
**Vance and Dutch Fish Field - Helene Repairs**  
Renovation  
Project Manager / Architect

**Town of Canton**  
**225 Park Street - Flood Repair and Redevelopment**  
Renovation  
Project Manager / Architect

**Henderson County**  
**Etowah / Horseshoe Fire Station**  
Feasibility Study  
Project Manager

**Veteran's Services Office**  
Renovation  
Project Manager

**County Detention Center**  
Renovation  
Project Manager

**County Courthouse**  
New Construction  
CCA

**Western Piedmont Council of Governments**  
**Office Addition**  
Project Manager

**Jackson County**  
**Community Services Building & Health Department**  
Renovations  
Project Architect / CA

**Buncombe County**  
Project Manager for:  
**2024 IDC/ASA**

**IDQ - Multiple Buildings**  
Renovations

**Eastern Band of Cherokee Indians**  
**Evidence Storage Building**  
New Facility  
Project Manager

**Substation #1 - Cooper Cove**  
New Facility  
Project Manager

**Cherokee Youth Center**  
**Boys and Girls Club**  
New Facility  
Project Team Member / CA

**Jacob Cornsilk Community Center**  
New Facility  
Project Team Member / CA

**Haywood Community College**  
**Workforce Industry Center**  
Feasibility Study, Programming,  
Advanced Planning, Renovation  
Project Manager

**Lineworker Training & CDL Course**  
New Construction  
Project Manager

**General Education Building**  
Feasibility Study  
Project Manager



### EDUCATION

Bachelor of Architecture,  
University of North Carolina,  
Charlotte

Bachelor of Arts, Architecture,  
University of North Carolina,  
Charlotte

### REGISTRATIONS

NC (#15432)

### PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA),  
Member

### CIVIC ACTIVITIES

Haywood County Planning Board  
2024-Present

Leadership Haywood Advisory Board  
2024-Present

Haywood Chamber of Commerce  
Board of Directors  
2025-Present



# CHRIS STEUDE, AIA, LEED AP BD+C

## PROJECT ARCHITECT / CIVIC AND CULTURAL SEGMENT LEADER

Chris, has over 20 years of local government experience, specializing in new construction, facility assessments, feasibility studies, space needs programming, and master planning. With expertise in both design and construction phases, he focuses on listening and asking the right questions to balance community needs in civic projects. As a strong team player, Chris believes every project stakeholder has valuable ideas to contribute, providing successful, collaborative outcomes. He will lead the design of your new fire station.

### PROJECT EXPERIENCE

**Henderson County**  
**Etowah / Horseshoe Fire Station**  
Feasibility Study  
Project Architect

**Berkeley County**  
**Courthouse**  
New Facility  
Judicial Advisor

**Gaston County**  
**Public Safety Campus**  
Programing Services  
Public Safety Advisor

**Brunswick County**  
**Health & Human Services Building**  
New Facility  
Project Architect

**Union County, NC-**  
Space Needs Study & Test Fit  
Team Member

*Projects completed while with  
Stewart-Cooper-Newell*

**City of Raleigh, NC**  
**Multiple Fire Stations (RFD 6, 11, 12,  
and 14)**  
Replacement Fire Stations  
Project Manager/Project Architect,  
Design and Construction

**City of Mount Pleasant, SC**  
**Fire Station 6**  
New Fire Station  
Project Manager/Project Architect,  
Design and Construction

**City of Harrisburg (PA)**  
**Fire Station 3**  
New Fire Station  
Project Manager/Project Architect,  
Design and Construction

*Projects completed while with  
Moseley Architects*

**City of Goldsboro, NC**  
**Fire Station #4**  
New Fire Station  
Project Manager, Design and  
Construction

**New Hanover County, NC**  
**New Division of Juvenile Justice**  
New Standalone Juvenile Justice  
Courthouse  
Project Manager, Design

**Lincoln County, NC**  
**Lincoln County Courthouse Study  
and New Courthouse**  
Feasibility Study, Historic Building  
Assessment, and Courthouse  
Relocation  
Project Manager, Design

**City of Tega Cay, SC**  
**Tega Cay Police Department**  
Replacement Police Headquarters  
(Design-Build)  
Project Manager, Design and  
Construction



### EDUCATION

*Bachelor of Architecture*  
University of North Carolina Charlotte

*Bachelor of Arts in Architecture*  
Clemson University

### REGISTRATIONS

NC (#13357)

### PROFESSIONAL AFFILIATIONS

American Institute of Architects,  
Member

National Council of Architectural  
Boards

LEED Accredited Professional



# JENNY HEIM, AIA, LEED AP BD+C, NCARB

## SUSTAINABILITY LEAD

With a focus on sustainable design, Jenny's experience spans a variety of project types. She's managed and worked on dozens of projects achieving LEED Certification, WELL Certification, and Fitwel. As the firm's Sustainable Design Leader, Jenny helped develop a design excellence framework and process that is used on all projects in an effort to elevate our collective impact. She is passionate about how we can better integrate sustainability into our daily practice and design process.

## PROJECT EXPERIENCE

*Sustainability Specialist for the Following:*

**City of Asheville**  
**Mountainside Memorial Stadium**  
Renovation

**Eastern Band of Cherokee Indians**  
**Downtown Visitor Kiosk**  
Master Plan

**Confidential Global**  
**Energy Drink Company**  
**North American Headquarters**  
New Construction

**Warehouse & Logistics Facility**  
New Construction

**Blum North America**  
**Manufacturing Facility & Office**  
Renovation / Addition

**Hogan Construction Group, LLC**  
**Food Processing Parts**  
**Distribution Center**  
New Facility

**Evans General Contractor**  
**Casting Plant for Structural Parts**  
New Facility

**City of Austin\***  
**Montopolis Recreation Center**  
New Facility

**ABIA Administration Building**  
New Facility

**Austin Animal Center Kennel**  
Addition

**City of Hickory**  
**Catawba River Environmental**  
**Education Center**  
Renovation

**Austin Independent School**  
**District**  
**TA Brown Elementary School**  
New Facility

**Blazier Elementary School**  
New Facility

**Western Piedmont Council of**  
**Governments**  
**Office Building**  
Addition

**Sonoco Machinery**  
**Manufacturing Plant**  
Expansion

**Sylvan Hills**  
**Master Plan & Sustainability**  
**Guidelines**



## EDUCATION

Master of Architecture in Sustainable Design, University of Texas - Austin,

Bachelor of Architecture  
Pennsylvania State University,

## REGISTRATIONS

NC (#12910)

## PROFESSIONAL AFFILIATIONS

American Institute of Architects,  
Member

National Council of Architectural  
Registration Boards, Member

U.S. Green Building Council  
(USGBC), LEED AP Building Design +  
Construction

Fitwel Ambassador

# MARK CATHEY, PE

## CIVIL ENGINEER

Mark Cathey has 31 years of design and management experience with a strong background in civil and environmental engineering. He has managed a substantial number of engineering projects from concept to completion across all company discipline offerings including water and wastewater, civil site development, roadways, parks and recreation, greenways, and solid waste. Mark has developed a noteworthy reputation for his ability to adhere to clients' needs and complete projects in a timely, yet efficient manner. He also has considerable experience with projects that involve extensive permitting.

### PROJECT EXPERIENCE

**Haywood County**  
**Detention Center Study**  
Civil Engineer

**Town of Burnsville**  
**Pineola Street Fire Station**  
Civil Engineer

**City of Asheville**  
**Fire Station #13**  
Civil Engineer

**City of Fletcher**  
**Town Hall Site Development**  
Civil Engineer

**Henderson County**  
**Capital Projects**  
Civil Engineer

**Catawba County**  
**Landfill Expansion**  
Civil Engineer

**Mecklenburg County**  
**Hickory Grove Recycling Center**  
Civil Engineer



### EDUCATION

*Bachelor of Science, Civil Engineering*  
Clemson University

### REGISTRATIONS

Professional Engineer:  
NC (#24993)



# SCOTT BURWELL, PE

## CIVIL ENGINEER

Scott Burwell has 18 years of experience managing engineering design and construction administration for industrial sites. His construction engineering and management education and design expertise enables him to fully understand all aspects of the project to provide seamless coordination and oversight from concept to closeout. Scott understands the importance of protecting the client's interests and ensures that the developed plans and specifications can be constructed within budget and on schedule.

### PROJECT EXPERIENCE

**City of Asheville**  
**Fire Station #13**  
Civil Engineer

**Town of Canton**  
**Fire Department Siting**  
Civil Engineer

**Town of Maiden**  
**New Fire Station**  
Civil Engineer

**City of Hendersonville**  
**Fire Station #1**  
Civil Engineer

**City of Statesville**  
**Fire Station #1**  
Civil Engineer

**City of Shelby**  
**Foothills Commerce Center**  
Civil Engineer



### EDUCATION

*Bachelor of Science, Construction  
Engineering and Management*  
North Carolina State University

### REGISTRATIONS

Professional Engineer:  
NC (#039177)



# MARK HYATT, PE

## MECHANICAL ENGINEER

Mark Hyatt, P.E. is a Principal and Mechanical Engineer who leads Optima Engineering's Asheville Office. Mark has extensive experience in numerous projects throughout the Southeast, and is actively involved in overseeing fire and police stations, town halls, and more. His expertise is in HVAC system design and engineering, including load calculations. Since joining Optima in 2007, he has excelled at project management, client relationship communication, construction administration, and sustainable design.

### PROJECT EXPERIENCE

**Town of Bluffton**  
**Fire Stations #31, #38 & #39**  
Mechanical Engineer

**Buncombe County**  
**McCormick Regional EMS\***  
**\*(Solar Ready Project)**  
Mechanical Engineer

**EMS East Station\***  
**\*(Solar Ready Project)**  
Mechanical Engineer

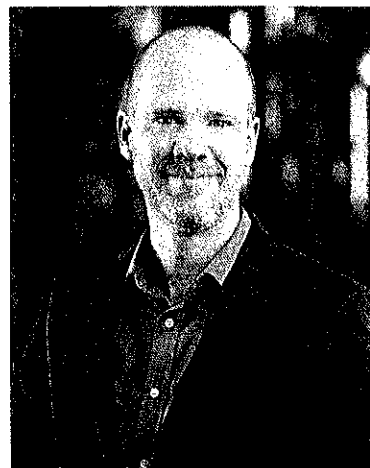
**City of Charlotte**  
**Fire Stations #11 & #43**  
Mechanical Engineer

**City of Hardeeville**  
**Fire Station #82**  
Mechanical Engineer

**Town of Davidson**  
**Fire Station #2**  
Mechanical Engineer

**City of High Point**  
**Fire Stations #1 & #2**  
Mechanical Engineer

**Town of Huntersville**  
**Fire Station #4**  
Mechanical Engineer



### EDUCATION

*Bachelor of Science,  
Mechanical Engineering  
Old Dominion University*

### REGISTRATIONS

Professional Engineer:  
NC (#034593)



# SPENCER DEARMIN, PE

## ELECTRICAL ENGINEER

Spencer Dearmin joined Optima in 2020, and is an Electrical Engineer in our Asheville, NC office. Spencer started in our Raleigh office as an intern and upon graduating quickly illustrated a keen eye for detail and a commitment to quality and excellence, and is now a Project Manager for a number of projects. Spencer's primary market sector focus is K-12, commercial core and tenant up-fits, multifamily and sustainable projects and designs. Spencer holds a Bachelor's in Science in Electrical Engineering from NC State University.

### PROJECT EXPERIENCE

**City of Cary**  
**Fire Station #9**  
Electrical Engineer

**Buncombe County**  
**McCormick Regional EMS\***  
**\*(Solar Ready Project)**  
Electrical Engineer

**EMS East Station\***  
**\*(Solar Ready Project)**  
Electrical Engineer

**City of Raleigh**  
**Fire Stations #26**  
Electrical Engineer

**City of Greenville, NC**  
**Fire Station #7**  
Electrical Engineer

**Town of Waterstone**  
**Fire & EMS Station**  
Electrical Engineer



### EDUCATION

*Bachelor of Science,*  
*Electrical Engineering*  
North Carolina State University

### REGISTRATIONS

Professional Engineer:  
NC (#059937)

# CHRIS OTAHAL, PE

## STRUCTURAL ENGINEER

With over 20 years of experience in the structural engineering field, Chris Otahal is a Principal at Kloesel Engineering, where he leads a team of engineers in designing and executing innovative and high-impact projects. Known for his technical expertise, Chris specializes in the design of public buildings, overseeing projects from concept through completion while ensuring safety, sustainability, and cost-efficiency.

### PROJECT EXPERIENCE

**Wilkes County**  
**Emergency Services Facility**  
Structural Engineer

**Henderson County**  
**Emergency Services Headquarters**  
Structural Engineer

**Clay County**  
**911 Center**  
Structural Engineer

**Haywood County**  
**EMS Facility**  
Structural Engineer

**Buncombe County**  
**Emergency Services Training Facility**  
Structural Engineer

**Watauga County**  
**EMS Facility**  
Structural Engineer

**Haywood County**  
**EMS Satellite Base**  
Structural Engineer



### EDUCATION

*Bachelor of Science,  
Civil Engineering  
University of Illinois*

### REGISTRATIONS

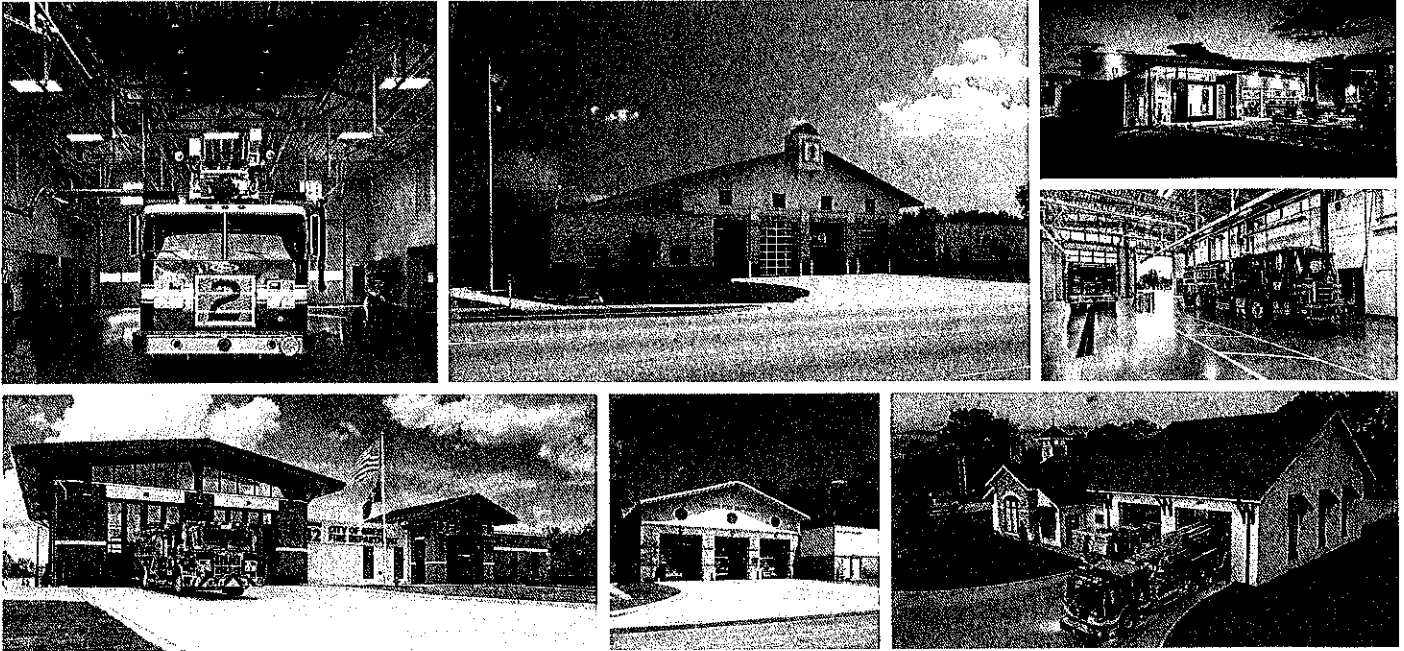
Professional Engineer:  
NC (#032690)



City of Greer  
Fire Station

# Project Experience

# Project Experience - Fire Station Design



As a community-focused design practice, our firm understands that the well-being of municipalities is predicated on the responsiveness and security provided by public safety facilities. Each project has their own unique requirements, but for every client we aim to maximize the value of taxpayer dollars. **Our civic facilities are secure, sustainable, resilient, and designed to match the context of each individual community.** Our architects are adept at right sizing your facilities to meet your needs now and well into the future.

A modern fire station is an investment in public safety and community trust. **Fire station design plays a vital role in recruitment, retention and, the overall wellness of first responders.** A safe, healthy environment shows firefighters they are valued, and communicates that to the broader community. Designing a new fire station is about more than meeting today's needs. It's about anticipating tomorrow's challenges and building a facility that enhances safety and community connection for decades to come.

## PAST EXPERIENCE

**We are passionate about designing buildings that serve our communities.** We care deeply about designing for people — creating civic spaces that are welcoming to the community, efficient for staff, and cost effective for taxpayers.

## PUBLIC SAFETY EXPERIENCE

- Aiken County
- Boiling Springs Fire District
- City of Augusta
- City of Forest Acres
- City of Greenville
- City of Greer
- City of Spartanburg
- City of Decatur (Alabama)
- City of Decatur (Georgia)
- Gaston County
- Greenville County
- Pickens County
- Spartanburg County
- Town of Timmons ville
- Town of Whitesville



## CITY OF GREER FIRE STATION #42

**CLIENT**  
City of Greer

**LOCATION**  
Greer, SC

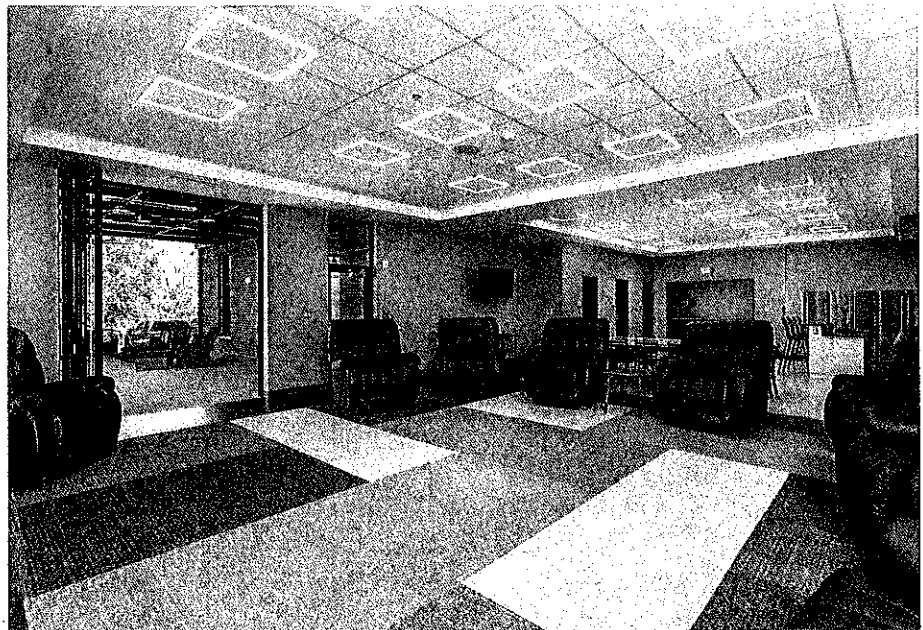
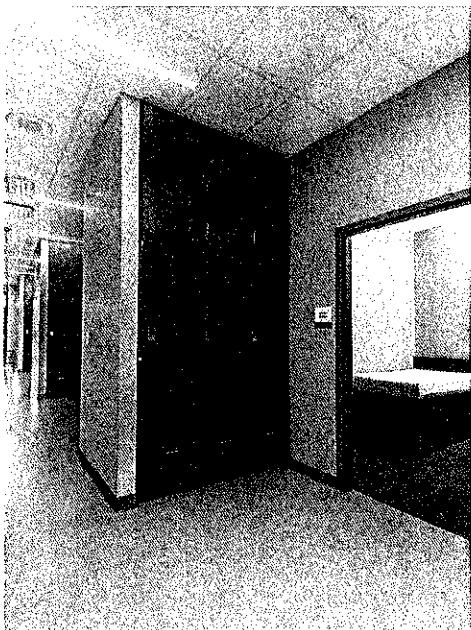
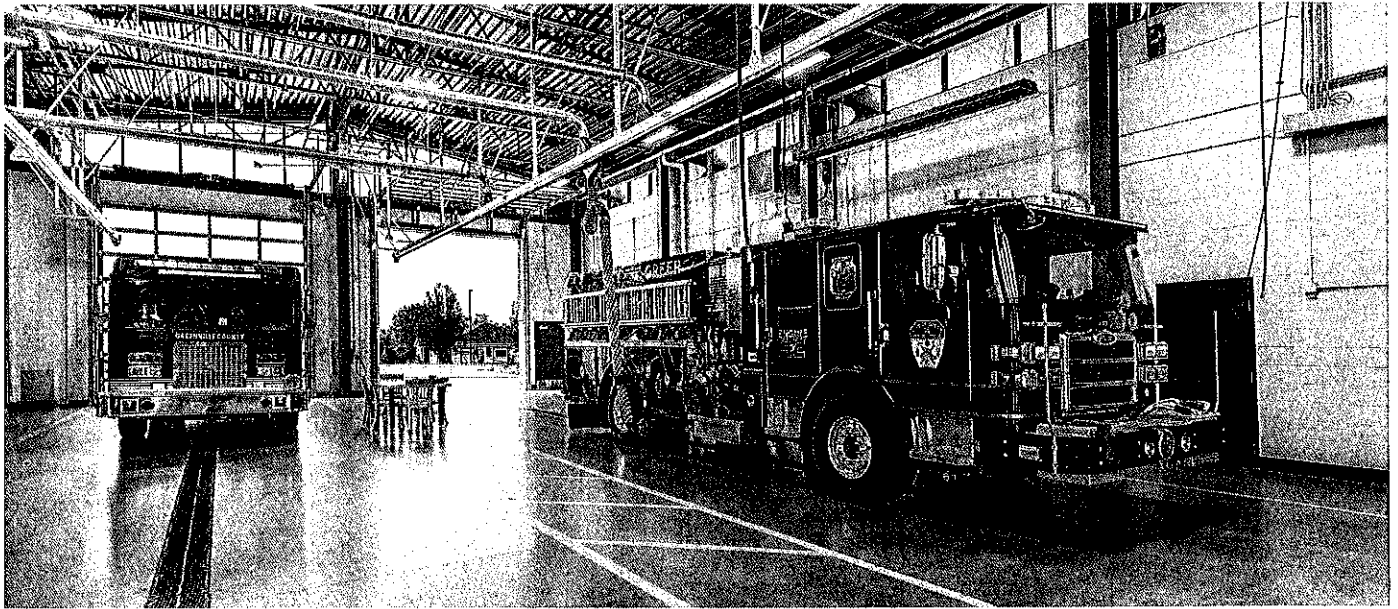
**COMPLETION DATE**  
2024

The City of Greer Fire Station was designed to meet the growing demands of the community and provide enhanced services as the city expands. The 11,500 SF facility was designed with modern amenities that support both operational efficiency and the well-being of the firefighters.

The station includes a spacious double apparatus bay to accommodate two 40-foot ladder trucks and support vehicles. A large kitchen and day room offer comfortable spaces for firefighters to rest during shifts, while the station also includes office areas, storage, and bunk rooms. These features allow for smooth transitions between shifts without disrupting the team members already on duty.

The station's design includes a hardened zone near the core of the building, which serves as a temporary storm shelter for safety during severe weather. To ensure the protection of staff and facilities, the design also included strategic decontamination zones. These zones, integrated with mechanical systems, create areas of positive and negative air pressure to prevent contamination between the operational and living spaces.

This state-of-the-art fire station represents a long-term investment in safety, operational effectiveness, and the well-being of those who serve in emergency situations. With its strategic location and proximity to major routes, the new station allows for quicker response times, ensuring the department can continue to meet the needs of a growing population.





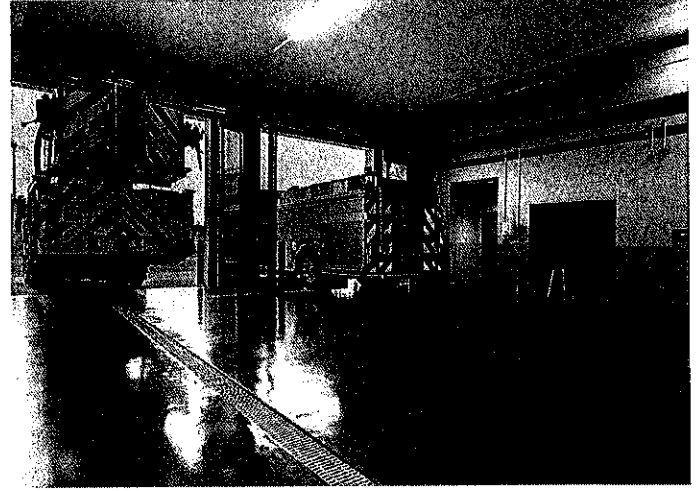
## CITY OF DECATUR FIRE STATION #5

**CLIENT**  
City of Decatur

**LOCATION**  
Decatur, AL

**COMPLETION DATE**  
2022

The new Decatur Fire Station No. 5 is an 8,729 square-foot facility located at 2704 Danville Road, just on the corner of Modaus Road and Danville Road in southwest Decatur, Alabama. The exterior of the building features white brick veneer, exposed wood and stone. The facility features two seventeen feet high, four-fold, apparatus bay doors for fire engines to exit the station quickly. The interior features 12 bedrooms that filter into a corridor lined with storage lockers, 4 offices, a study, an open concept dining area and kitchen with 3 pantries, a large living area, laundry room, and turnout room. On the south side of the facility, there is a covered patio featuring natural exposed beam wood frames and plenty of room for fellowship around a cozy outdoor fireplace.





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## COMMERCIAL CRASH / RESCUE FIRE STATION

**CLIENT**  
Confidential Manufacturing Client

**LOCATION**  
North Charleston, SC

**COMPLETION DATE**  
2015

**CERTIFICATIONS**  
LEED Silver Certified by the  
U.S. Green Building Council

**AWARDS**  
F.I.E.R.O, Fire Station Design Award  
Recognition, 2016

As part of a manufacturing campus expansion in North Charleston, McMillan Pazdan Smith recently designed a new, one-story, 10,000 SF private fire station. This 24-hour essential facility greatly expands the client's emergency service capabilities to protect people, production facilities, and aircrafts. The new building has office space, living quarters, a training space, and three apparatus bays. The design includes private bunk rooms and bathrooms to more easily accommodate the increasingly important role of women in the firefighting profession.

Designed to resist seismic forces and high winds, the new structure is intended to allow the fire station to remain operational after a natural disaster, so the department can respond quickly to emergency needs. The design is consistent with the architectural character of the industrial campus, but also provides a unique identity for the fire department. Construction was completed in March of 2015. The project received LEED Silver level certification for sustainable design.





## GASTON COUNTY PUBLIC SAFETY CAMPUS

### CLIENT

Gaston County

### LOCATION

Gastonia, NC

### COMPLETION DATE

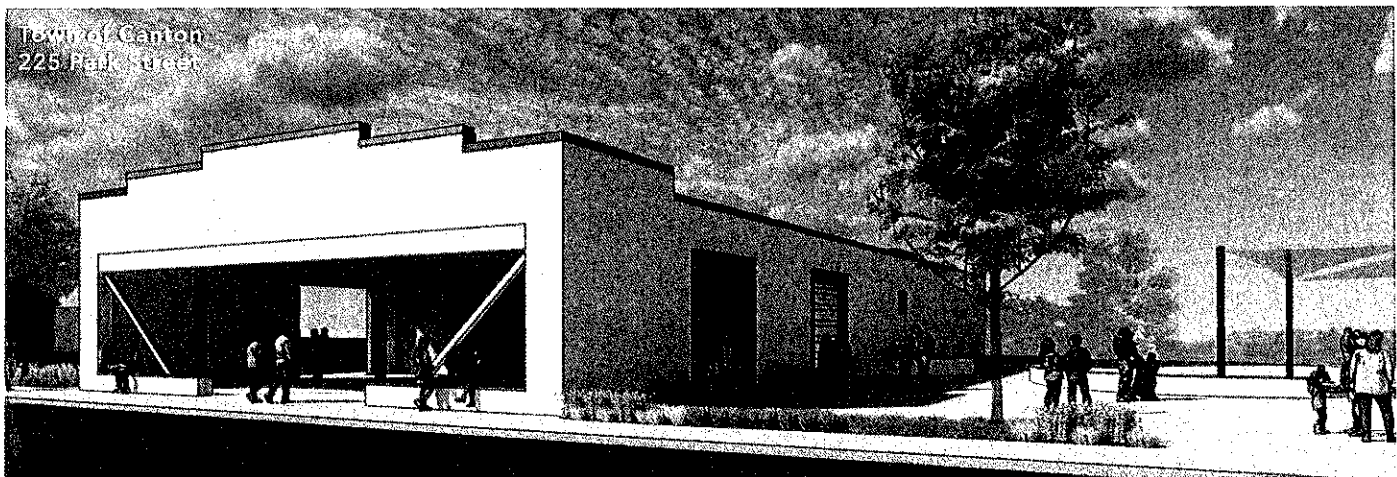
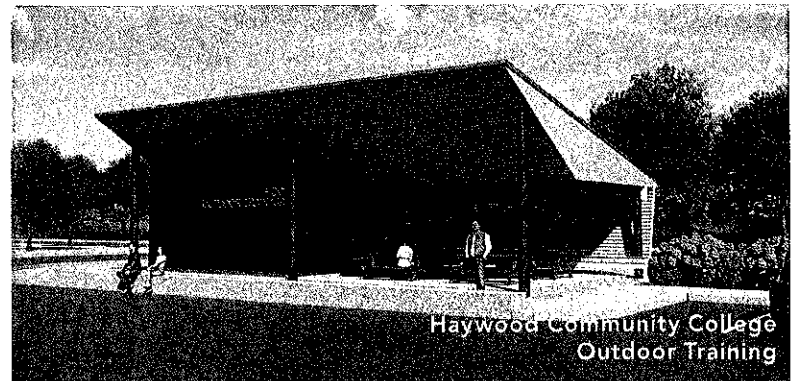
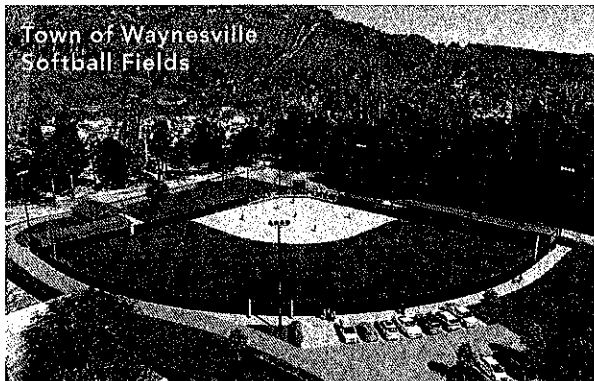
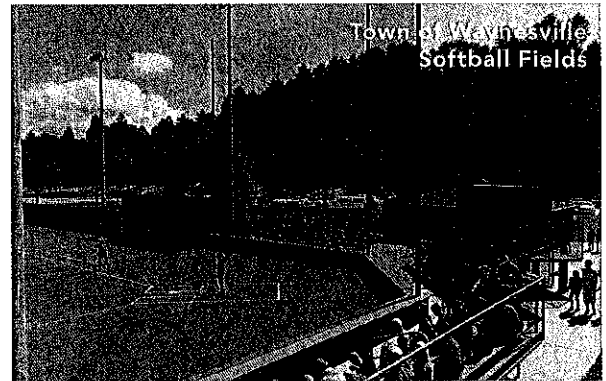
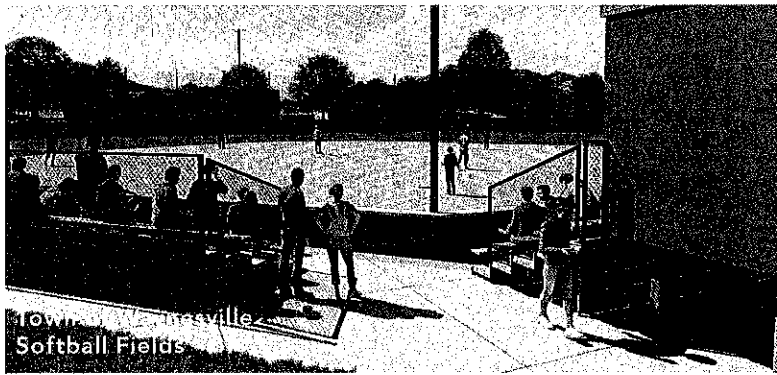
Ongoing

MPS is working on the planning, programming, and design of a new public safety campus for Gaston County, NC. The County is looking to consolidate several departments into a single, new public safety campus. Departments include the Gaston County Police Department, Office of Emergency Management, County Fire Services, 911 Dispatch, and Gaston County Emergency Medical Services. MPS engaged each of these departments to right size their needs.

The design for the project is currently finishing design. As part of this process, MPS conducted a full spatial needs assessment, technology review, site analysis, phased master plan, and preliminary conceptual designs.

## EXPERIENCE IN HAYWOOD COUNTY

MPS is proud to have supported multiple clients in Haywood County in recent years. This includes projects for the Town of Waynesville, Town of Canton, and Haywood Community College. All these efforts were led by Haywood County native Ethan Ward, who is also our proposed Project Manager for your fire station. Ethan and MPS know Haywood County and understand your goals and needs.



# Fire Station Design Considerations

## MORE THAN A FIRE STATION: DESIGNING FOR WHAT'S NEXT

A modern fire station is an investment in public safety, resilience, and community trust that can be a powerful tool for recruitment and public engagement.

Questions every civic leader should ask when considering a new or renovated fire station:

- » Can we pursue funding beyond our capital improvement budget?
- » Are we creating a healthy, inclusive workplace that attracts top firefighters?
- » Is the facility suitable for our current and future operational needs?
- » What design strategies help stretch our budget while planning for long-term adaptability?
- » How do we build resilience to weather events and evolving technologies?



Conceptual renderings above depict a modern fire station designed with a welcoming public entry and multipurpose room for meetings, training, and events.

## SMART SITE PLANNING FOR PERFORMANCE + GROWTH

A fire station's location is critical to ensuring fast, reliable emergency response. Site planning must balance current operational needs with flexibility for future expansion.

### Factors to consider:

- » NFPA 1710 standards and accreditation agencies recommended appropriate response times. These standards make site selection especially important in areas with limited available land or increasing traffic congestion.
- » Emergency vehicles need safe, efficient ingress and egress routes with the ability to serve the station's coverage area at all times from multiple directions.
- » Can the site accommodate an expansion to the apparatus bays and sleeping quarters? Could it support temporary facilities during public health emergencies?



# Fire Station Design Considerations

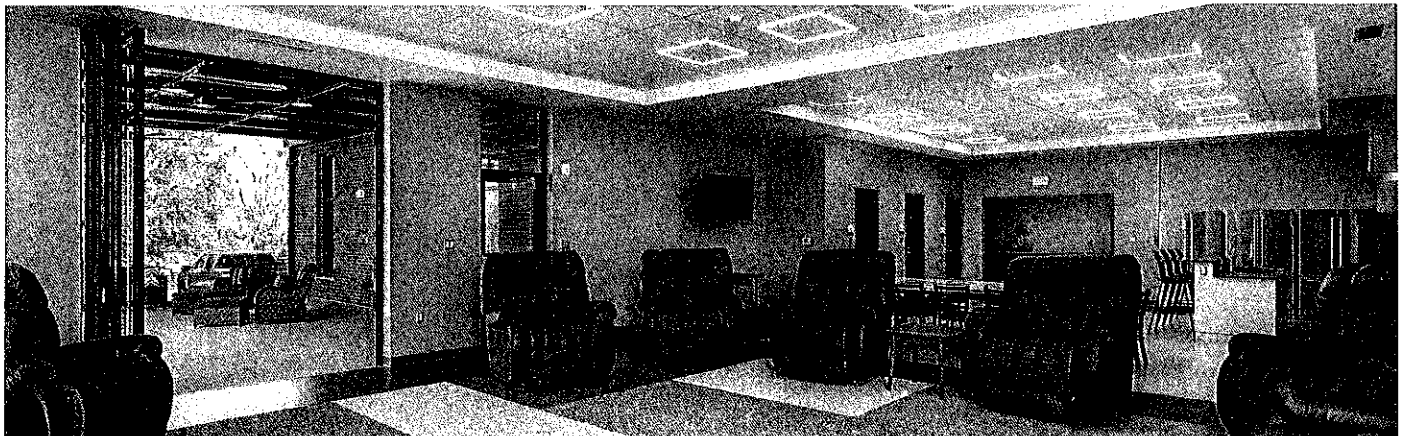


A large kitchen and day room offer comfortable spaces for firefighters to recharge during shifts.

## **Community integration also builds trust and visibility:**

- » Fire stations with multipurpose rooms and outdoor plazas can host neighborhood meetings, emergency response training, or public health clinics.
- » Interactive displays or history walls honor first responders and educate the public about the department's work, building future support and inspiring the next generation.
- » Sharing the site with police and EMS optimizes the location's efficiency, supports faster response and better coordination during emergencies.

These features serve the residents and community and reinforce the fire station's role as a vital part of civic life. Since fire stations often operate at the neighborhood level, they are one of the most direct and visible ways the public engages with local government.



# Fire Station Design Considerations

## SUPPORTING FIREFIGHTER WELLNESS + PUBLIC TRUST

Whether facing stronger storms or smarter technology, modern fire stations must be resilient enough to meet whatever challenges the future brings.

### Resilient, future-ready fire station design includes:

- » Storm-resistant materials rated for earthquakes, high winds, and flooding to keep fire stations operational during prolonged emergencies.
- » Backup power systems to keep operations running during outages.
- » Proper site drainage and flood mitigation measures to allow emergency services to operate without interruption during heavy rain or flooding.
- » Adequate space for infrastructure to support electric fire trucks, digital dispatch, and other emerging technologies, particularly as more municipalities have implemented net zero energy goals and sustainability mandates.
- » Flexible interior layouts to accommodate future staffing models or service expansions.

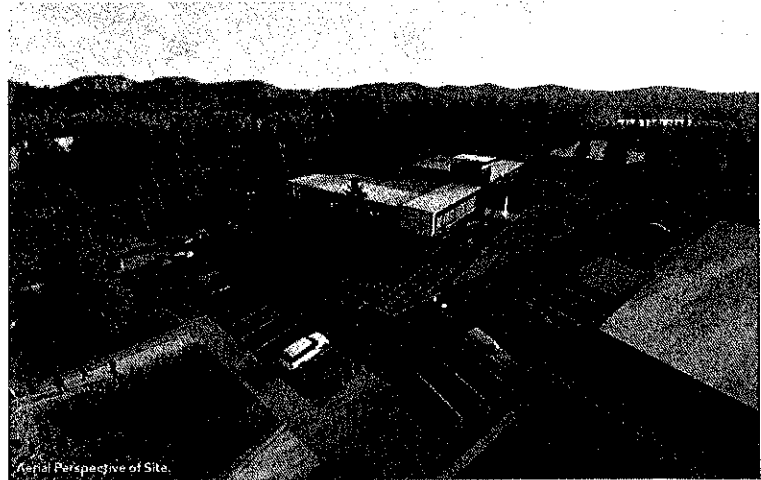
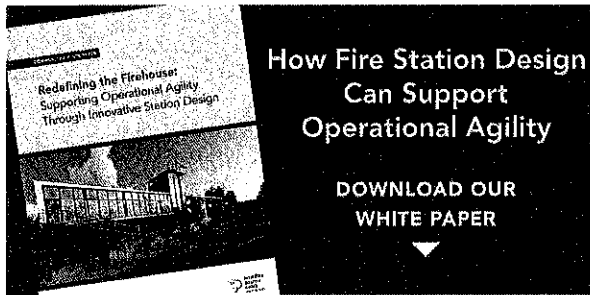
Designing for resilience now helps communities avoid costly retrofits later and ensures stations can serve as reliable lifelines during times of crisis.



Modern fire stations must support today's communication and coordination tools while remaining adaptable for future advancements.

# Fire Station Design Considerations

McMillan Pazdan Smith has collaborated with first responders on white papers and thought leadership outlining best practices for the design of fire stations. We regularly attend regional conferences including F.I.E.R.O. to learn from and meet with public safety leaders. Our architects are always adding to their knowledge and monitoring the latest industry design trends.



## STATION DESIGN + EMERGENCY RESPONSE

**Public safety facilities like fire stations are some of the most critical facilities in a community.** Through engaging the right stakeholders and thought leaders, every community benefits from an increase in the existing knowledge base surrounding first responder station design. Innovative architects and engineers are invaluable team members in solving today's public safety challenges — making us better equipped to respond to and manage tomorrow's threats. We must prepare for the threats identified in the DHS National Planning Scenarios as a starting point.

COVID-19 taught us that we cannot anticipate what is ahead or rigidly pre-plan a scripted response. We must, however, be prepared to act with agility.

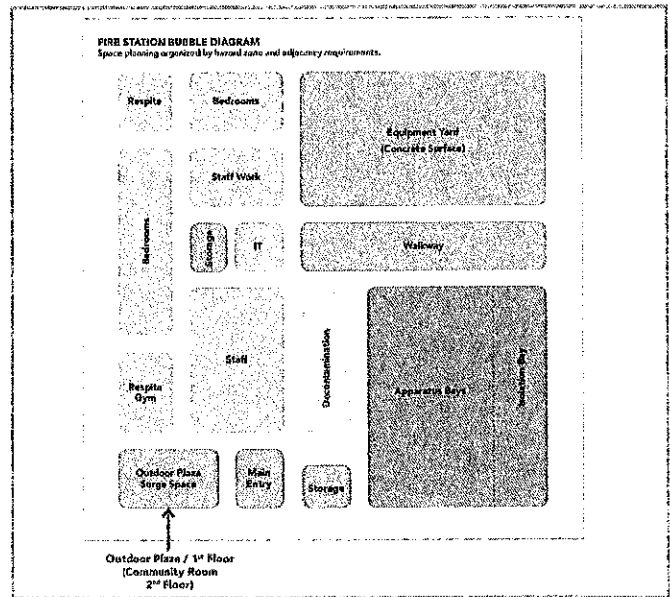
The paper linked above outlines a best-in-class solution. For the departments considering new construction, these concepts can be applied directly to design solutions. For the vast majority of existing stations, this paper serves as a springboard for innovation.

Innovation, flexibility, and collaboration are at the core of a great design team. First responder service leaders must now help define the problems we face, and have the wisdom to allow building and design professionals set waypoints along our common path for resilience and national preparedness. Together, we can define creative solutions to help build a better, safer world. This white paper showcases our conceptual renderings to begin this process and dialogue.

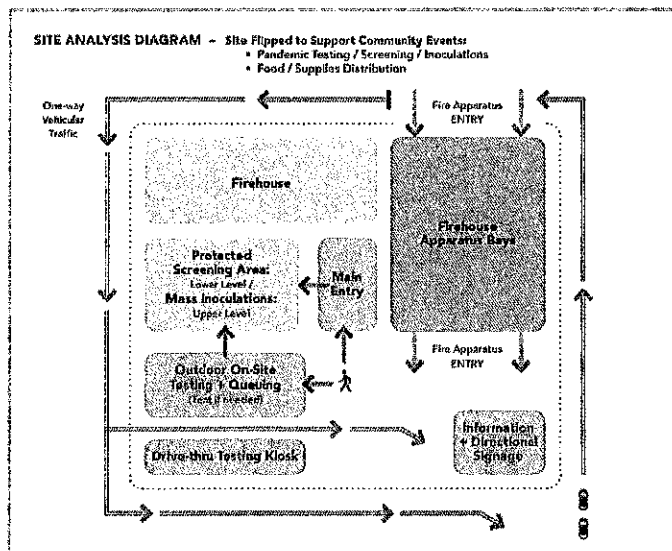
## SPATIAL DIAGRAMS

Conceptual spatial relationship diagrams are design tools that allow us to transform the space list by zone into a preliminary building 'bubble' diagram so we can begin to see how these spaces would relate in a building floor plan.

We can also begin to organize the interior spaces adjacent to the exterior site elements to create a comprehensive fire station campus. Maintaining the hazard zone coloring facilitates adjacency coordination. Separation of hazardous zones from first responder living and working quarters, while still allowing rapid access to the apparatus bay is critical to success station design.



## SITE PLANNING



Site planning is an important consideration in fire station design. A comprehensive campus design allows the first responder service to support its local community in the threat mitigation process. Workflows, public areas, and operational concerns are paramount in designing or adapting a site to the needs of an agile station. By considering the myriad of possible uses for an adaptive facility, many of the obsolescence factors we are discovering in existing stations may be avoided. A site analysis is conducted, and the site infrastructure is evaluated to ensure that the site can accommodate anticipated programs for the station and the community.

## COLLABORATIVE 3D DESIGN TOOLS

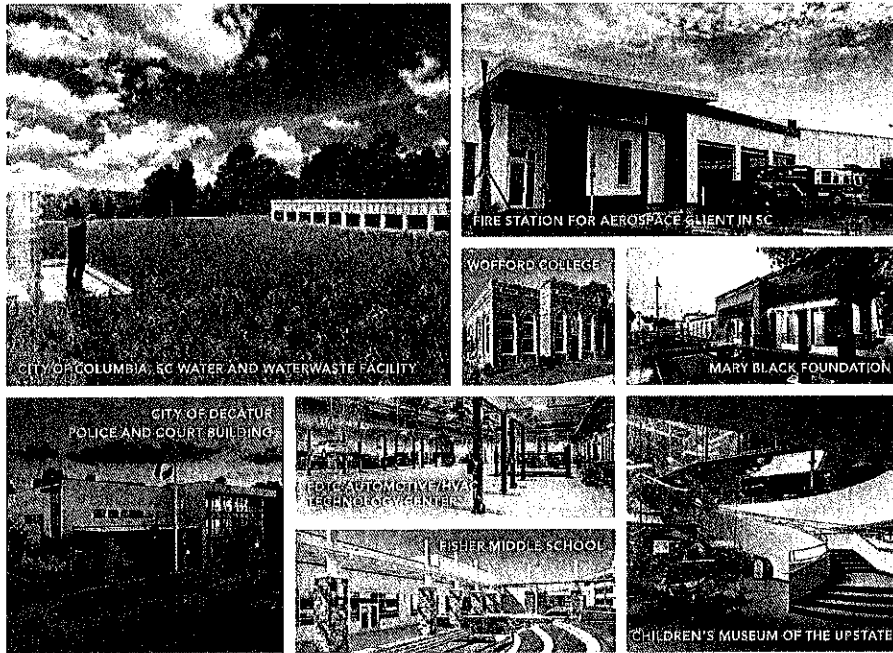


McMillan Pazdan Smith believes in a collaborative approach to design. One of the many tools at our disposal are shareable, 3D space visualizations. Scan the QR code to try out this exciting tool.

- Site Analysis – Determine access to, and movement through, the site and buildings. Identify zones for exterior community and first responder support spaces.
- Site Infrastructure – Verify necessary systems are available to assist with 'flipping the site' to support exterior surge functions.

MCMILLAN PAZDAN SMITH

# SUSTAINABLE DESIGN



## SUSTAINABILITY PROGRAM

McMillan Pazdan Smith showcases environmentally responsible design in its most beautiful and most practical forms. We strive to design with environmental integrity at every opportunity, discovering cost-effective, sustainable solutions for all projects, whether or not LEED Certification is the goal.

### RELEVANT EXPERIENCE

- **54 LEED Accredited Professionals** throughout 6 office locations
- **First WELL Accredited Professional** in SC (a commitment to advancing human health & wellness in buildings and communities )
- **More than 35 Projects certified** with USGBC and Green Globes

### LEED PLATINUM Certification

- » Goodall Environmental Studies Center at Wofford College
- » AnMed Health Optima SPECT\_CT AHNC

### LEED GOLD Certification

- » City of Columbia, SC City Water and Wastewater Facility
- » Athens East Side Public Library
- » Fulton County Public Library,
  - » Dogwood Branch
  - » Hapeville Branch
  - » Sandy Springs
  - » Southwest Branch
  - » Washington Branch
  - » West End Branch
- » Mary Black Foundation Suntrust and Office
- » HUB for Aerospace Client in SC

### LEED SILVER Certification

- » Fire Station for Aerospace Client in SC
- » Children's Museum of the Upstate
- » Fulton County Public Library, Rosewell Branch

### LEED Certified Projects

- » City of Decatur, Police and Court Building (Beacon Municipal Complex)

### 3 GREEN GLOBES Certifications

- » Dr. Phinnize J. Fisher Middle School

### 2 GREEN GLOBES Certifications

- » FDTC Automotive/HVAC Technology Center
- » Aiken Technical College, Center For Energy & Advanced Manufacturing Technology

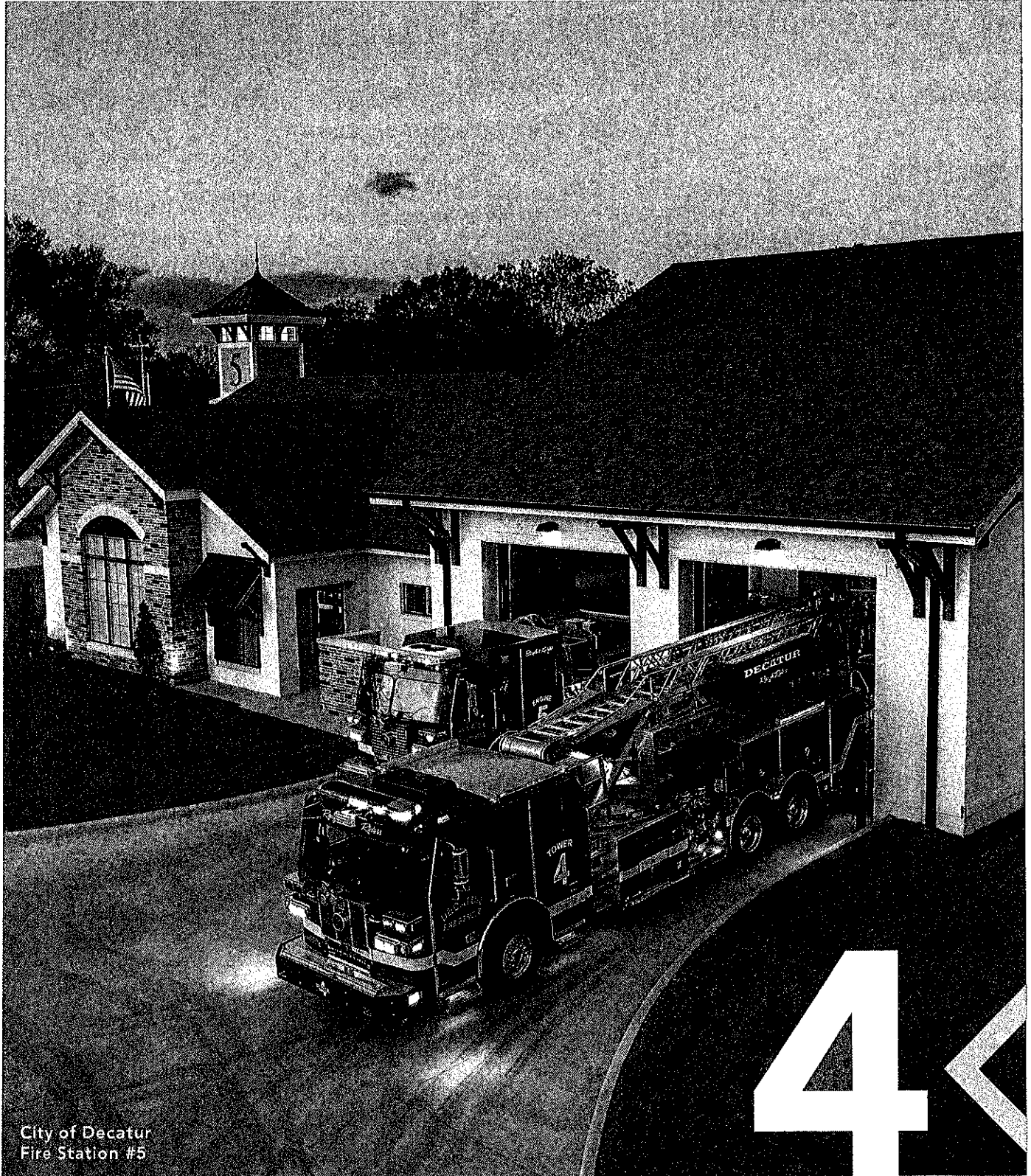
## SUSTAINABLE DESIGN CONSIDERATIONS

McMillan Pazdan Smith is committed to the goals of the U.S. Green Building Council (USGBC) and its LEED (Leadership in Energy and Environmental Design) rating program — the nationally accepted benchmark for the design, construction, and operation of high performance green buildings. We are dedicated to applying sustainable concepts that support our design process through energy conservation, use of recoverable and recycled materials, reduction of waste, best management practice in site design, storm water management, and use of environmentally-friendly products.

We have developed a sustainability framework that examines building processes and life cycle costs in environmental categories such as site and resource development, water and energy efficiency, indoor air quality, and the use of sustainable materials. As a leader in sustainable design, McMillan Pazdan Smith was the first architectural firm in South Carolina to implement geothermal heating and cooling in public school districts.

Sustainable design should also consider affordability. From the initial stages of a project, we encourage a holistic view of both the capital costs and the projected costs of operation and maintenance. Your investment should result in a physical building that represents energy and environmental efficiencies that meet your budgetary parameters while achieving Environmental Certification.





City of Decatur  
Fire Station #5

# USDA & Federal Funding

# Experience with USDA Funding

Our team understands the need in the current funding climate for alternative financing options for public projects. We have specific expertise guiding clients through the application and technical requirements for federal and state assistance programs. Our team has worked on projects using loan or grant funding mechanisms from the US Department of Agriculture (USDA), South Carolina Department of Commerce (DOC) and US Economic Development Administration (EDA).

State and regional agency representatives are familiar with our team, working collaboratively with us to identify projects that qualify for funding. We can expedite the paperwork and certification process, working to make sure the building is designed according to compliance guidelines. Recent examples of Community Impact and Rural Development loans include financial support of such critical community assets as fire stations, emergency services, hospitals and YMCAs. Our team can help you navigate the funding process with efficiency and success.

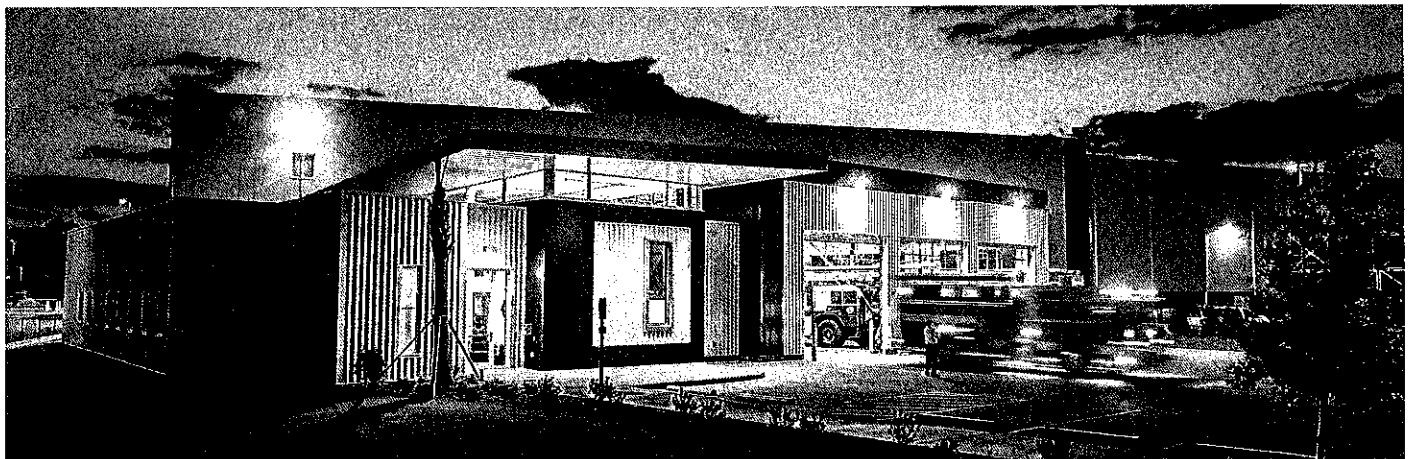
Examples of USDA funded projects for MPS include:

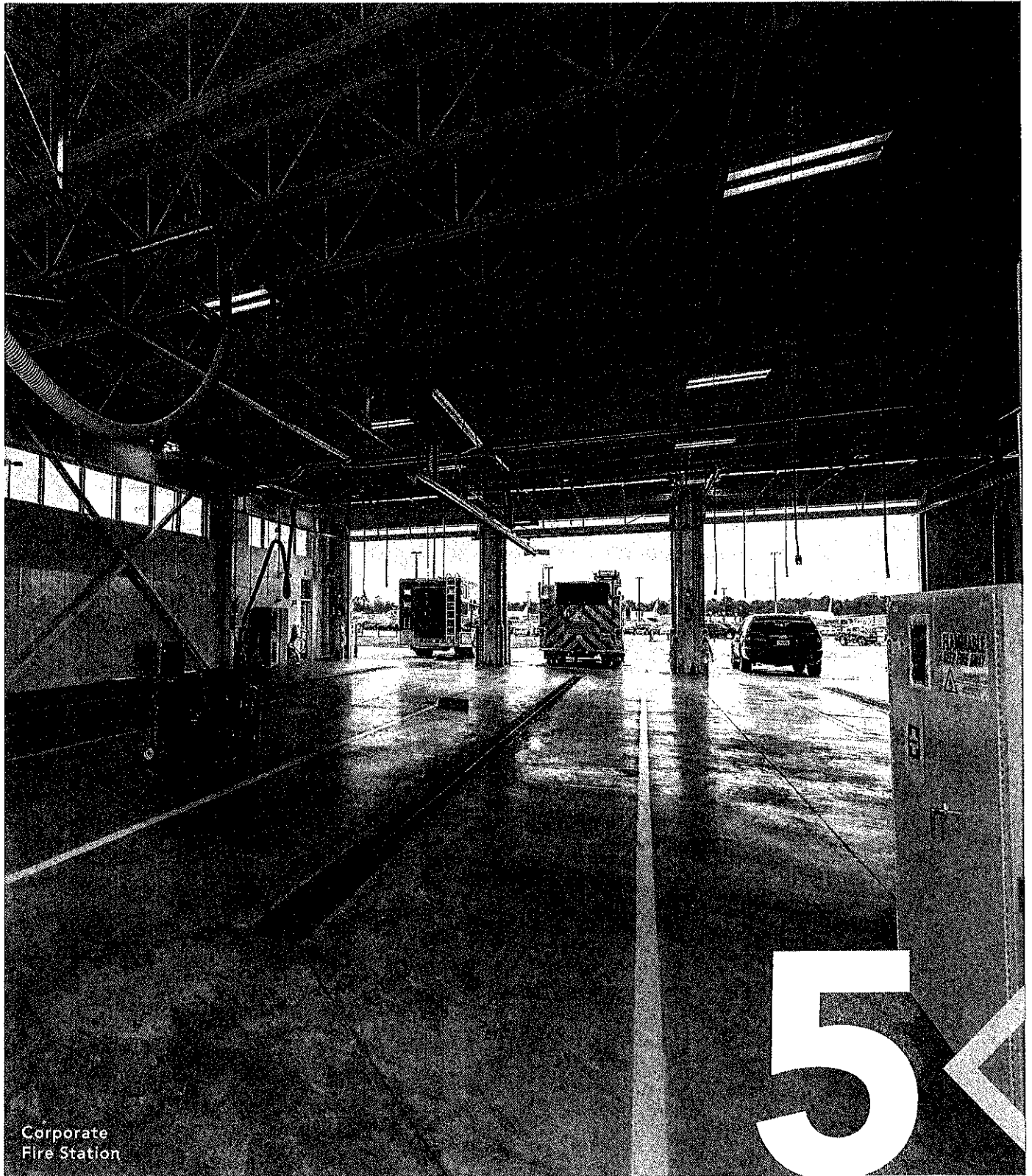
- Boiling Springs Fire Station
- Toney Volunteer Fire & Rescue
- Harvest Volunteer Fire Station
- Aiken Family YMCA
- Pickens Family YMCA
- Charleston YMCA

Additionally, our civil engineering subconsultant McGill Associates also has extensive experience with USDA grants. Throughout their firm's history, McGill has successfully secured funding for public projects. Now more than ever, evaluating potential sources of financing is an integral part of McGill's core project planning process. They have completed projects with many varied and complex combinations of public and private financing. Their extensive experience includes grants and loans, conventional public financing, and financial planning. McGill's grant administration team understands the significance of the project timeline, as well as regulatory requirements, guidelines, milestones, and deadlines. From the start of the project, our team designs the project work schedule to meet these deadlines, thus avoiding any risk of triggering non-compliance, federal findings, and funding payback.

Below is a recent sampling of projects performed by McGill that included USDA Rural Development funding. All projects are located in North Carolina:

- WTP and Distribution System Improvements, Town of Red Springs
- WWTP Relocation, Town of Robbinsville
- Sewer Improvements, Cherokee County
- Sewer System Improvements, Town of Canton
- Water Supply Study, Town of Rosman
- Ivy River Pump Station, Town of Weaverville
- WTP Intake, Town of Mars Hill
- Fletcher Town Hall, Town of Fletcher





Corporate  
Fire Station

5

# References

# References

## TOWN OF CANTON

**Name:** Lisa Stenant

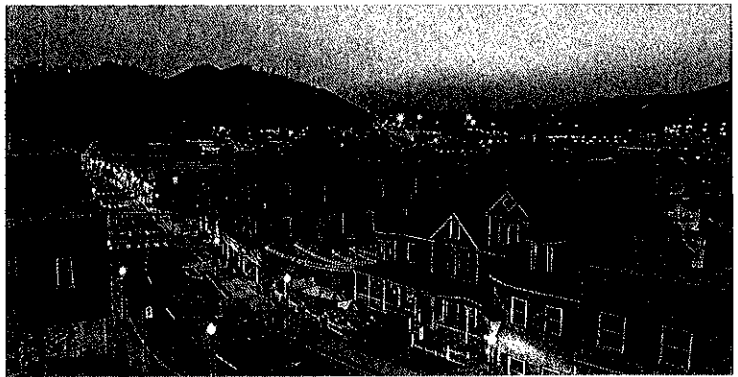
**Title:** Town Manager

**Email:** lstinnett@cantonnc.com

**Phone:** 828.648.2363

**Address:** 85 Summer Street, PO Box 987  
Canton, NC 28716

**Projects:** Renovation of 225 Park Street with  
Ethan Ward and Brian Cook



## CITY OF GREER

**Name:** Andy Merriman

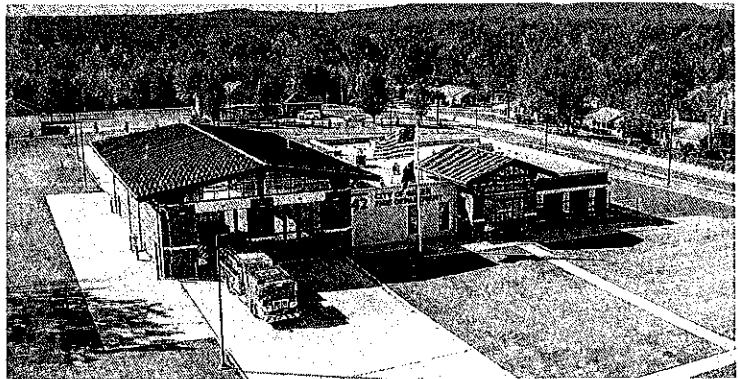
**Title:** City Administrator

**Email:** amerriman@cityofgreer.org

**Phone:** 864.848.5387

**Address:** 301 E. Poinsett Street  
Greer, SC 29651

**Projects:** Fire Station and  
Police / Fire Training Center



## GASTON COUNTY

**Name:** Rebecca Edison

**Title:** Project Coordinator

**Email:** rebecca.edison@gastongov.com

**Phone:** 704.862.7503

**Address:** 128 West Main Avenue  
Gastonia, NC 28052

**Projects:** Public Safety Complex  
with Chris Steude as Architect



## HAYWOOD COMMUNITY COLLEGE

**Name:** Brek Lanning

**Title:** Vice President for Infrastructure

**Email:** bwlanning@haywood.edu

**Phone:** 828.565.4027

**Address:** 185 Freedlander Drive  
Clyde, NC 28721

**Projects:** Multiple projects with Ethan Ward





# Past Performance & Litigation History



## Litigation History

MPS has never failed to complete services for which we were contracted or been terminated from a project. Our firm is proud of our quality and construction oversight processes on hundreds of projects of all types and complexity. Strong project management expertise, a collaborative culture, and quality documentation processes are integral to our successful project delivery.

Over the last five years for MPS Architects, P.C. there has only been one claim which is active and the parties are in discussions to come to an agreement. This claim is related to a healthcare project in North Carolina. There has been no litigation against MPS Architects, P.C. related to any civic projects



**Certification of Accuracy**

# Certification of Accuracy

I hereby certify that the information contained in this proposal is true, complete, and accurate to the best of the submitter's knowledge

A handwritten signature in black ink, appearing to read "Brian Cook".

**Brian Cook, AIA, NCARB**

Principal in Charge /

Asheville Studio Leader

828.333.0490

bcook@mcmillanpazdansmith.com

**TOWN OF WAYNESVILLE COUNCIL MEETING  
REQUEST FOR BOARD ACTION  
Meeting Date: 05.26.2026**

**SUBJECT:** Budget Amendment for the Fire Department Vehicle Repair

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Fire Department  
**Contact:** Assistant Chief Cody Parton  
**Presenter:** Assistant Chief Cody Parton

**BRIEF SUMMARY:** The FD's 2010 Pierce fire truck requires a complete engine replacement. This fire engine has been out of commission for over 2 weeks, causing the fire department significant issues responding to emergencies in the town. Due to a variety of vehicle issues this year, the FD does not have funds to cover this emergency repair. The Finance Department would like to help cover the repairs and is requesting the council's approval to reallocate funds from various line items to support the fire department.

**MOTION FOR CONSIDERATION:** Approve the FD/Finance Budget Amendment

**FUNDING SOURCE/IMPACT:** Various Finance Department Line Items



Ian Barrett, Finance Director

05.18.26

Date

**ATTACHMENTS:** Diesel Power Truck Center Repair Estimate

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



2348 Smokey Park Highway Candler, NC 28715 Phone:(828) 552-5522

**\*\*\* Customer Review \*\*\***  
 Date / Time: 5/4/2026 9:51:32AM  
 Repair Order: 26721  
 Customer: 719682  
 Branch: Candler  
 Invoice Total: \$65,575.95

\*\*\*Cash\*\*\*  
 Page 1 of 1

**Bill To:** Town of Waynesville  
 16 South Main Street  
 Waynesville, NC 28786  
 Shop: 828-550-0892

**Ship To:** Town of Waynesville  
 16 South Main Street  
 Waynesville, NC 28786

Customer P/O \_\_\_\_\_ Created By WJackson Completion Date \_\_\_\_\_

**Unit Number:** 1510 **Model Year:** 2010 **Make/Model:** Pierce Fire Truck  
**Type:** Truck **VIN:** 4P1CC01A8AA011312 **Meter:** 1 Miles

**Task:** 1 45-000000 **Engine System** **Department:** Service  
**Complaint:** Estimate on engine replacement

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Ext Price
	SubletPart	Misc Gaskets, ETC	Misc	1.00	1,500.00	1,500.00
TPSG	DR0872100RX	complete drop in	Part	1.00	48,935.92	48,935.92

<b>Totals</b>	
<b>Total Parts:</b>	<b>\$48,935.92</b>
<b>Total Core Chg:</b>	<b>\$0.00</b>
<b>Total Core Ret:</b>	<b>\$0.00</b>
<b>Total EHC:</b>	<b>\$0.00</b>
<b>Total Labor:</b>	<b>\$10,500.00</b>
<b>Total Miscellaneous:</b>	<b>\$1,500.00</b>
<b>Total Shop Supplies:</b>	<b>\$350.00</b>
<b>Invoice Subtotal:</b>	<b>\$61,285.92</b>
<b>Total Tax:</b>	<b>\$4,290.03</b>
<b>Invoiced Total:</b>	<b>\$65,575.95</b>

Payment Method

Cash

90-day warranty through Diesel Power Truck Center, Inc. on parts & labor, excluding wear and tear items. Any warranties on the parts and accessories sold hereby are made by the manufacturer. The undersigned purchaser understands and agrees that Diesel Power Truck Center, Inc. makes no warranties of any kind unless expressed in writing. I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that Diesel Power Truck Center, Inc. is not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond control or for any delays caused by unavailability of parts or delay in parts shipments by the supplier or transporter. I hereby grant you / or your employee's permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and / or inspection. An express mechanic/s lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.

No returns on electrical or special order parts. No returns after 30 days. No returns or refunds on used parts. All cores must be returned fully assembled and in the original box to receive credit. A 15% handling charge will be applied on returned parts. Returned parts must be accompanied by this bill. Any warranties on the products sold hereby are those made by the manufacturer.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Amendment No. 34 to the 2025-2026 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2025-2026 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2025-2026 Budget Ordinance be amended as follows:

General Fund:

Decrease the following Finance Lines:

Part-time Salaries	\$20,000
Vehicle Repair	\$ 3,000
Accounting Software	\$25,000
Regular Salaries	\$ 9,000
Accounting	\$ 2,500
Electricity	\$ 2,000
	<hr/>
	\$61,500

Increase the following appropriations:

Fire Department Vehicle Repair	\$61,500
--------------------------------	----------

Adopted this 26th day of May 2026.

Town of Waynesville

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

Attest:

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

Approved As To Form:

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

Ordinance No. O-16-26

Amendment No. 34 to the 2025-2026 Budget Ordinance

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Increase the following appropriations:

Fire Department Vehicle Repair	\$61,500
--------------------------------	----------

Adopted this 26th day of May 2026.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

---

Candace Poolton  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL**  
**REQUEST FOR COUNCIL ACTION**  
**Meeting Date: 5/26/2026**

**SUBJECT:** Special Event permit for Waynesville First Friday

**AGENDA INFORMATION**

**Agenda Location:** New Business

**Item Number:**

**Department:**

**Contact:** Jerry Jackson, Salmagundi Gallery Owner & Event Organizer

**Presenter:** Jerry Jackson, Salmagundi Gallery Owner & Event Organizer

**BRIEF SUMMARY**

The organizers of Waynesville First Friday: Shop, Sip, Stroll respectfully request approval of a Special Event permit for Waynesville's First Friday event, including a social district, for the monthly events held June through December 2026.

The social district would operate during event hours to support downtown businesses, increase pedestrian activity, and enhance the visitor experience. Participating businesses would follow all town and ABC requirements regarding signage, designated cups, district boundaries, and responsible beverage service.

Waynesville First Friday is a monthly downtown event that promotes local merchants, galleries, restaurants, musicians, and makers while encouraging community engagement and economic activity in downtown Waynesville.

**MOTIONS FOR CONSIDERATION**

Motion to approve the Special Event permit for Waynesville First Friday and the proposed social district guidelines.

**ATTACHMENTS:**

**WFF- Special Event Application Waynesville\_2026**

**WFF- Waynesville Special Event Social District**

**MANAGER'S COMMENTS AND RECCOMENDATIONS**



# Application for Special Events Permit

## I. General Information

EVENT NAME: Waynesville First Friday: Shop, Sip, Stroll

EVENT DATE(S): 06.05.2026, 07.03.2026, 08.07.2026, 09.04.2026, 10.02.2026, 11.06.2026, 12.04.2026

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 Waynesville

IF THIS EVENT IS A PARADE OR ROAD RACE: The proposed district is same as currently designated.

SET-UP TIME (START/END): No set up time required

EVENT HOURS: 5-8PM

DISMANTLE HOURS (START/END): NA

ESTIMATED ATTENDANCE: 400-500

BASIS ON WHICH THIS ESTIMATE IS MADE: 2025 attendance

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

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Salmagundi Gallery and Twigs and Leaves Gallery

ARE YOU A NON PROFIT CORPORATION?	No	<input checked="" type="checkbox"/>	Yes	If yes, are you	501c(3)	501c(6)	Place of Worship
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APPLICANT NAME: Jerry Jackson TITLE: Event organizer

ADDRESS: 136 N Main Street CITY: Waynesville STATE: NC ZIP 28786

PHONE: 252.813.3489 FAX#: \_\_\_\_\_ EMAIL: [salmagundigallery@gmail.com](mailto:salmagundigallery@gmail.com)

ON-SITE CONTACT: Jerry Jackson TITLE: Event organizer

ADDRESS: same

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



<b>III. Brief Description of Event</b>
Waynesville First Friday: Shop, Sip, Stroll is a monthly downtown celebration held on the first Friday of each month from May through December, typically from 5–8 PM. The event invites visitors to explore downtown Waynesville through extended shopping hours, gallery exhibitions, live music, artist demonstrations, special promotions, food and drink offerings, and community activities. Developed as an evolution of the long-running Art After Dark tradition, Waynesville First Friday brings together galleries, shops, restaurants, makers, and local organizations to create a lively evening that celebrates the arts, local businesses, and the unique culture of Haywood County.
<b>IV. Street Closure Request (Attach map of the Street Closure)</b>

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

---

1. NA

---

2

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3.

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

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)

**Beer Garden in the UCB Parking Lot and implementation of a single-event Social District**

Does the event involve the **sale of food**? NO

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

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

Number of Stages: \_\_\_\_\_ Number of Band(s): \_\_\_\_\_ Amplification? \_\_\_\_\_

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

Do you plan to use an existing **occupied building**? **NO**

Do you plan to use an existing **vacant building**? **NO**

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

Approx. Number of Tents: 0 Will any tent exceed 400 sq. feet in area? **NO** **YES**

Does the event involve the use of **pyrotechnics**? **NO**

Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? **NO** \_\_\_\_\_

Will you require **electrical hookup** for the event? Generators? **NO**

Will you require **access to water** for the event? NO

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

NA

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

NA

Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? YES, SIGNS WILL BE USED THE DAY OF THE EVENT. WE AHVE NOT APPLIED FOR A PERMIT.

Will **inflatable parade balloons** be used for the event? Provide details if necessary. NO

## VI. Additional Questions

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

We will encourage people to use the parking garage

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?

Street receptacles and in-store participant receptacles will be used

**Volunteers:** Will you require Civilian Police Volunteers for your event? NO

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

**Return to:**

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

## VIII. Special Information for Applicants

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

### FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

**TOWN OF WAYNESVILLE ORDINANCE  
CREATING AN EVENT-SPECIFIC SOCIAL DISTRICT**

**WHEREAS**, the Town has the legal authority under G.S. §§ 160A-205.4 and 18B-300.1 to adopt an ordinance designating one or more social districts within its municipal limits;

**WHEREAS**, the Town of Waynesville wishes to adopt a social district for the Waynesville First Friday taking place on the first Friday of each month, May-December, during the designated hours of 5:00 and 8:00 PM in which the possession and consumption of alcoholic beverages are allowed within a certain geographic area during the event, subject to applicable laws, rules and regulations;

**NOW, THEREFORE**, the Town Council of the Town of Waynesville, North Carolina, hereby adopts this temporary ordinance as follows:

1. **Effectiveness.** This ordinance shall only be effective during the designated hours of the event. If the event is postponed to another date and time, then the date on which this ordinance shall be effective shall automatically be changed to coincide with the new date of the event. If the event is cancelled, then this ordinance shall be immediately repealed as to that event and of no force and effect.
2. **Definitions.** The following definitions shall apply:
  - a. *ABC Commission* – The North Carolina Alcoholic Beverage Control Commission established under G.S. § 18B-200.
  - b. *ABC permit(s)* – Any written or printed authorization issued by the ABC Commission pursuant to the provisions of Chapter 18B of the N.C. General Statutes, other than a purchase-transportation permit. Unless the context clearly requires otherwise, as in the provisions concerning applications for permits, “ABC permit” or “permit” means a presently valid permit.
  - c. *Alcoholic beverage* – Any beverage containing at least one half of one percent (0.5%) alcohol by volume, including beer or malt beverages, unfortified wine, fortified wine, spirituous liquor, mixed beverages, and any alcohol consumable.
  - d. *Alcohol consumable (or consumable alcohol)* – Any manufactured and packaged ice cream, ice-pop, gum-based or gelatin-based food product containing at least 0.5% alcohol by volume.
  - e. *Customer* – A person who purchases an alcoholic beverage from a permittee that is in a social district.
  - f. *Malt beverage (or beer)* – Beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage or alcohol consumable, except for fortified and unfortified wine as defined by Chapter 18B of the N.C. General Statutes, containing at least 0.5% and not more than 15% alcohol by volume.
  - g. *Mixed beverage* – Either a drink composed in whole or in part of spirituous liquor and served in a quantity less than the quantity contained in a closed package or a premixed cocktail served from a closed package containing only one serving.

- h. *Non-permittee business* – A business that is located in a social district and does not hold any ABC permit.
- i. *Open container* – A container whose seal has been broken or a container other than the manufacturer’s unopened original container.
- j. *Permittee* – An establishment holding any of the following permits issued by the ABC Commission:
  - i. An on-premises malt beverage permit issued pursuant to G.S. § 18B-1001(1);
  - ii. An on-premises unfortified wine permit issued pursuant to G.S. § 18B-1001(3);
  - iii. An on-premises fortified wine permit issued pursuant to G.S. § 18B-1001(5);
  - iv. A mixed beverages permit issued pursuant to G.S. § 18B-1001(10);
  - v. A wine shop permit issued pursuant to G.S. § 18B-1001(16);
  - vi. A special one-time permit issued pursuant to G.S. § 18B-1002.
- k. *Person* – An individual, firm, partnership, association, corporation, limited liability company, other organization or group or other combination of persons acting as a unit.
- l. *Police Department* – The Town of Waynesville Police Department.
- m. *Premises* – A fixed permanent establishment, including all areas inside or outside of the licensed premises, where the permittee has control through a lease, deed, or other legal instrument.
- n. *Social district* – A defined area in which a person may consume alcoholic beverages sold by a permittee. A social district may include both indoor and outdoor areas of businesses within or contiguous to the defined area during the days and hours set by the Town by ordinance pursuant to G.S. § 18B-300.1(d). A social district may include privately owned property, including permittees and non-permittee businesses, multi-tenant establishments, as defined in G.S. § 18B-1001.5, and public streets, sidewalks, crosswalks, and parking areas, whether or not the streets, sidewalks, or parking areas are closed to vehicle traffic.
- o. *Spirituous liquor (or liquor)* – Distilled spirits or ethyl alcohol, and any alcohol consumable containing distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, and all other distilled spirits or mixtures of cordials, liqueur, and premixed cocktails, in closed-containers regardless of their dilution.
- p. *Town* – The Town of Waynesville
- q. *Wine, fortified* – Any wine or alcohol consumable containing more than 16% and no more than 24% alcohol by volume, made by fermentation from grapes, fruits, berries, rice or honey; or by the addition of pure cane, beet or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice or honey that is contained in the base wine and produced in accordance with the regulations of the United States.
- r. *Wine, unfortified* – Any wine or alcohol consumable containing 16% or less alcohol by volume that is made by fermentation from grapes, fruits, berries, rice or honey; or by the addition of pure cane, beet or dextrose sugar; or by the

addition of pure brandy from the same type of grape, fruit, berry, rice or honey that is contained in the base wine and produced in accordance with the regulations of the United States.

3. **Boundaries and Map.** The boundaries of the social district shall be as shown on the designated map which is attached to Exhibit A and which shows the restaurants, businesses, streets, sidewalks, dining areas, alleyways, and other areas that are part of the social district.
4. **Management and Maintenance Plan.** The Management and Maintenance Plan which is attached as Exhibit A is found to be in compliance with the requirements of this ordinance and applicable law and is hereby approved. The Town Clerk shall post the approved Management and Maintenance Plan on the Town's website within 24 hours of the adoption of this ordinance and the Plan must remain readily available for public inspection from the date of ordinance adoption through the end of the event.
5. **Sale of Alcoholic Beverages.** Permittees are allowed to sell alcoholic beverages pursuant to their ABC permit in the social district. Nothing in this ordinance shall alter the duties and responsibilities of any permittees to abide by North Carolina's laws and regulations regarding the sale of alcoholic beverages. Permittees operating within or contiguous to the social district and participating in the social district may allow its customers to leave its premises with one alcoholic beverage purchased from the permittee as long as the alcoholic beverage is contained within an appropriate container as set out in the Management and Maintenance Plan and as described in section 6(b) of this ordinance.
6. **Possession and Consumption of Alcoholic Beverages.** Notwithstanding any state or local law or ordinance prohibiting open containers, the possession and consumption of alcoholic beverages are allowed as follows:
  - a. Alcoholic beverages purchased from a permittee located within or contiguous to the social district may be possessed and consumed within the designated social district (including within participating businesses located within the social district).
  - b. Alcoholic beverages within the social district must be in containers meeting the requirements of G.S. § 18B-300.1(e), and the approved Management and Maintenance Plan, including the following:
    - i. The container must clearly identify the permittee from which the alcoholic beverage was purchased;
    - ii. The container must clearly display a logo or other mark that is unique to the social district in which it will be consumed;
    - iii. The container must not be made of glass;
    - iv. The container must display the following statement in no less than 12-point font – "Drink Responsibly – Be 21";
    - v. The container may not hold more than 16 fluid ounces.
  - c. Alcoholic beverages may only be possessed and consumed during the designated hours of the events.

- d. Any person in possession of an alcoholic beverage within the social district must dispose of the alcoholic beverage before exiting the social district or entering or mounting a vehicle (including a bicycle or similar transportation device) located within the social district. Possession of an open container outside of the social district is a violation of G.S. §§ 18B-300 and/or 18B-301, which is punishable in criminal court as a misdemeanor.
- e. Alcoholic beverages that are purchased from a permittee within the social district for off-premises consumption (i.e. uncorked bottle of wine, etc.) are not allowed to be consumed within the social district.

7. **Alcoholic Beverages Not Purchased within the Social District Prohibited.** North Carolina law does not allow the possession or consumption of alcoholic beverages within the social district that are not purchased from a permittee located within the social district. Alcoholic beverages brought from home are not allowed within the social district.
8. **All Other Laws Remain in Effect.** All other laws regarding the possession and consumption of alcoholic beverages and the actions resulting from impaired judgment remain in effect including, but not limited to the following: driving while impaired; intoxicated and disruptive conduct, disorderly conduct; possession and consumption of alcoholic beverages by a minor, aiding and abetting underage possession and consumption of alcoholic beverages, indecent exposure, public urination; trespassing; vandalism, destruction of property, littering; sale, possession and/or use of illegal substances.
9. **Enforcement.** A violation of this ordinance is a misdemeanor or infraction as provided by G.S. §§ 14-4 and 160A-175. As an alternative or additional measure of enforcement, any law enforcement officer or authorized Town employee may issue a citation for a civil penalty for violation of this ordinance in accordance with the requirements of Town Code Section 1-8. This authority shall be in addition to any other authority and shall not preclude in any way any law enforcement officer from exercising any authority or carrying out the duties of a law enforcement officer, nor preclude the Town from any other available legal enforcement procedure. Enforcement of an unpaid citation may be by issuance of a criminal summons, by the filing of a complaint to collect the unpaid debt owed to the Town or by other means authorized by North Carolina law and/or Town Code.
10. **Non-Severability.** Should any provision of this ordinance be deemed illegal or unconstitutional, then the ordinance shall immediately terminate and cease to be effective.

**ADOPTED THIS** the 26 day of May, 2026, with 4 voting in favor and 0 against.

---

Gary Caldwell, Mayor

**ATTESTED BY:**

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Candace Poolton, Town Clerk

# EXHIBIT A

## Waynesville Social District Management and Maintenance Plan

### **RULES OVERVIEW**

Alcohol may be consumed in the Social District on the first Friday of each month, May-December 2026 from 5:00 – 8:00 PM. No outside alcohol is permitted within the district. All alcoholic beverages must be purchased from permitted establishments located within the Social District, served in specially labeled cups, and consumed within the district. Only one Social District beverage per person can be served at a time. An establishment may allow patrons to enter their premises with an alcoholic beverage purchased at a different permitted establishment within the Social District. Any alcoholic beverage must be consumed or discarded before exiting the Social District or entering a vehicle.

### **MANAGEMENT AND RESPONSIBILITIES**

The Social District will be managed and maintained by the Town of Waynesville with support from the Participating Merchants and the Waynesville First Friday. Specific responsibilities are outlined herein.

### **DISTRICT BOUNDARIES**

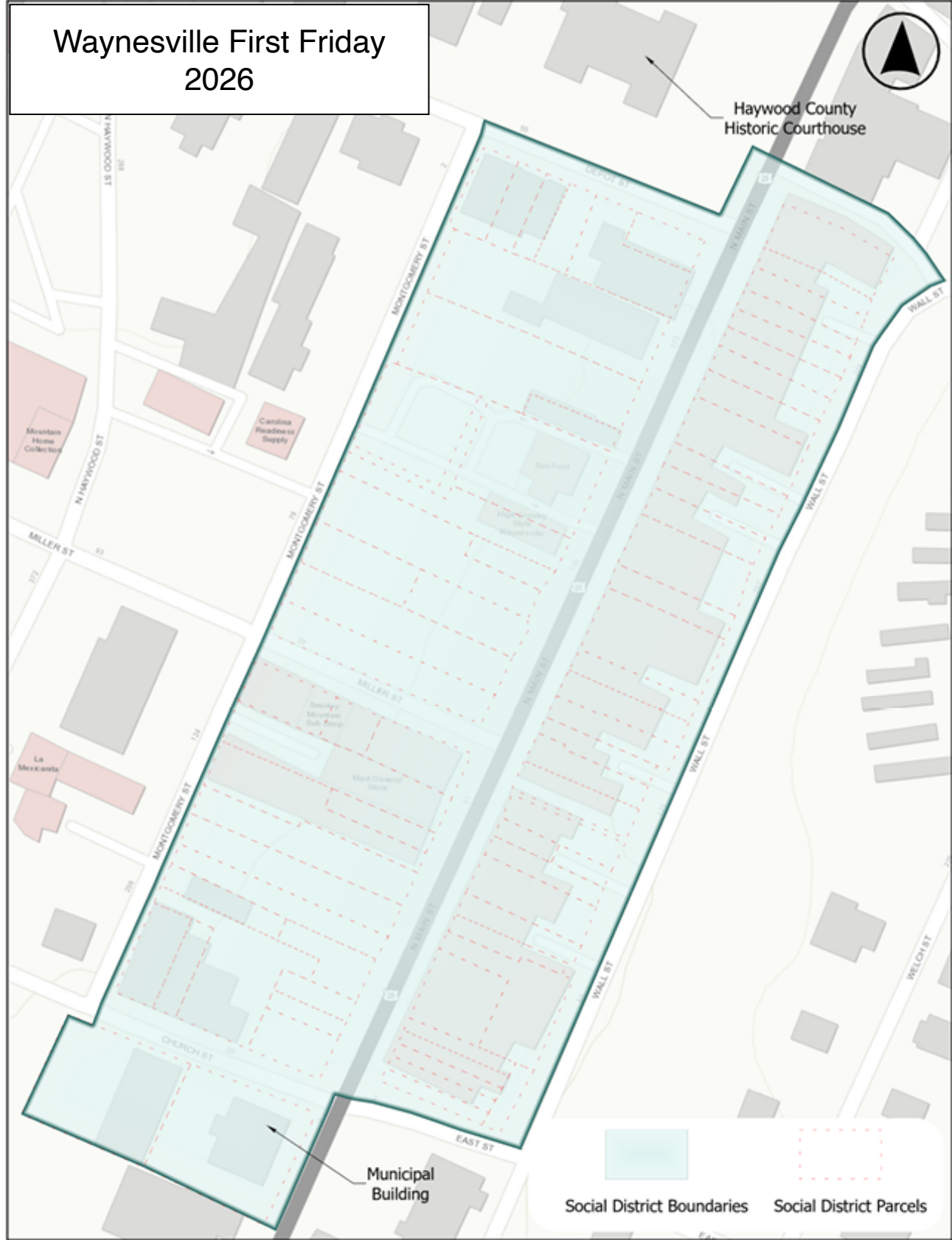
Boundaries of the Social District will be clearly marked with signs at all entrance/exit points.

Map:

# Waynesville First Friday 2026



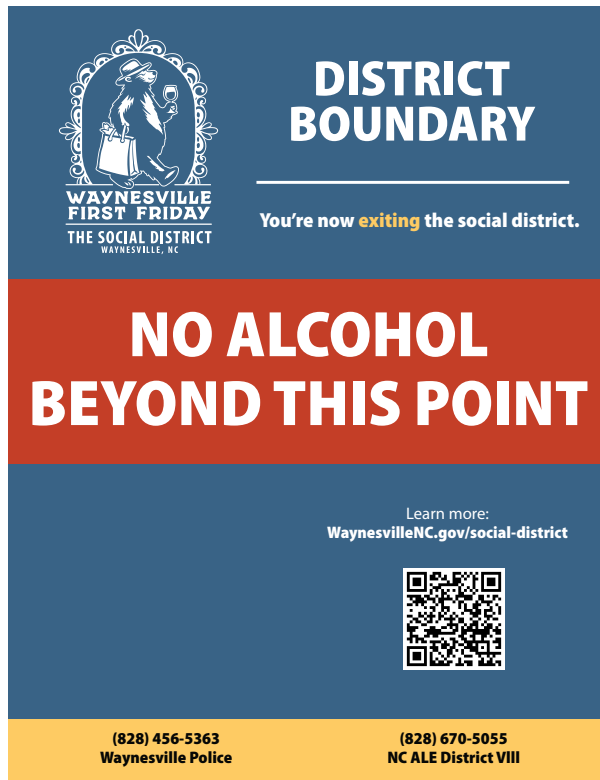
Haywood County  
Historic Courthouse



Municipal  
Building

-  Social District Boundaries
-  Social District Parcels

Boundary Sign:



## DAYS AND HOURS OF OPERATION

The Waynesville Social District will operate on the first Friday of each month, May-December, 2026. At all other times, open containers of alcohol cannot leave the premises of the ABC-permitted business where it was purchased.

## GENERAL RULES

- Only alcoholic beverages purchased from a participating business with an ABC permit may be consumed in the Social District. **No outside alcohol allowed.**
- Alcoholic beverages may not be brought into a business that does not display the Social District Window Sign (see below).
- Any alcoholic beverage purchased for consumption in the Social District must also be in a specifically labeled cup (see below).
- **All open container alcoholic beverages must be disposed of prior to exiting the Social District boundaries or entering a vehicle (including a bicycle).**
- Businesses can choose to be included in the Social District or they can opt out. No business is required to participate or to allow customers to bring alcohol onto its premises.
- The sale and delivery of alcohol in a social district is subject to no more than two malt beverage or wine drinks at one time to a single person and one mixed beverage

or spirituous liquor drink at one time to one person.

- Retail beverages ("closed containers") can be purchased inside the Social District boundary, but they cannot be consumed inside the Social District boundary. They must stay closed and leave closed.

### **PARTICIPATING BUSINESSES WITH AN ABC PERMIT**

In order to participate, ABC-permitted establishments must be located in the Social District boundary and complete a Social District Registration Form provided by the Committee (located on the last page of this Plan). The fee to participate is \$0.

Registration allows the Town of Waynesville to ensure that those businesses selling alcoholic beverages within the Social District are aware of and in compliance with the requirements of this Plan. As part of the registration process, the business owner must provide written acknowledgment to abide by the rules, regulations, and requirements of this Plan.

### **CUPS**

Alcoholic drinks that are sold for consumption in the Social District must be in containers that meet all of the following requirements:

1. The container clearly identifies the ABC permittee from which the alcoholic beverage was purchased.
2. The container clearly displays the Social District Logo.
3. The container displays, in no less than 12-point font, the statement, "Drink Responsibly- Be 21."
4. The container is not made of glass.
5. The container cannot hold more than 16 fluid ounces.

For purposes of this social district, the Committee will be supplying cups pre-printed with the Waynesville Social District logo. The Cups will fulfill requirements 2-5. The participating establishments will provide their own stickers meeting requirements 1.

The Cups will look approximately like this:



## **PARTICIPATING BUSINESSES WITHOUT AN ABC PERMIT**

Businesses without an ABC permit may participate in the Social District by allowing alcoholic beverages purchased and possessed in accordance with this Plan to be consumed inside their businesses.

Participating businesses that are not selling alcoholic beverages are not required to register with the Town. The Committee will provide information to participating businesses to ensure that the businesses understand their obligations under this Plan and the Social District Ordinance.

Participating businesses are required to post a Window Sign (see below) in a conspicuous place indicating their participation to the public. The Committee will provide the Window Signs to participants that do not have the signs previously provided by the TDA.

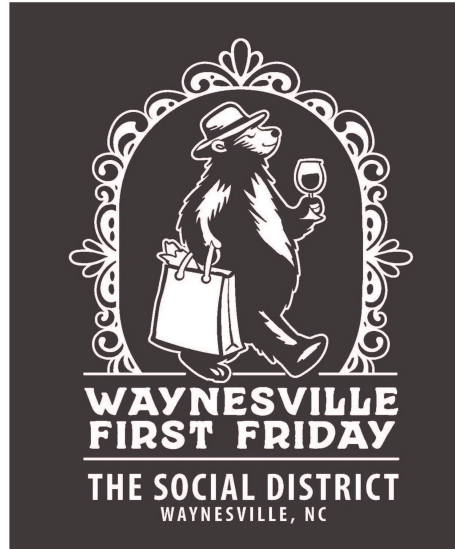
During the days and hours when the social district is active, participating businesses must allow law enforcement officers access to all areas of the premises accessible by customers.

## **NON-PARTICIPATING BUSINESSES**

Nothing in this Plan or shall be construed as requiring any business, regardless of whether or not it holds a valid ABC permit, to participate in the Social District. Non-participating businesses are encouraged to still post an appropriate Window Sign indicating their nonparticipation to the public. The Committee will provide the Window Signs to participants that do not have the signs previously provided by the TDA.

## DISTRICT LOGO

The Waynesville Social District will use the below logo.



## WINDOW SIGNS

The uniform signage below must be displayed in businesses participating in the Social District to inform visitors that they are allowed to bring alcoholic beverages inside. The Committee will provide the Window Signs to participants that do not have the signs previously provided by the TDA.





If a participating business has an exit that opens outside the Social District boundary, the business must post "No Alcohol Beyond This Point" or similar sign at the exit.

## **ENFORCEMENT**

Town of Waynesville Police will enforce the requirements of the Social District. The Town of Waynesville reserves the right to prohibit a permit holder from participating in the district due to violations of this Plan.

ABC permit holders accept liability for patrons they serve the same as they do now and will enforce the same rules and regulations as they currently do.

To report potential violations, please call the Waynesville Police Department at 828-456-5363 or the NC Alcohol Law Enforcement Division 828-670-5055.

## **Waynesville Social District**

### **Registration Application for ABC Permit Holder Participation**

Date: May 19, 2026

Business Name: \_\_\_\_\_ Salmagoundi Gallery \_\_\_\_\_

Contact Name: \_\_\_\_\_Jerry Jackson\_\_\_\_\_

Phone Number: \_\_\_\_\_252.813.3489

Email Address: salmagundigallery@gmail.com

By signing this acknowledgement, I agree to the terms outlined in the Management and Maintenance Plan. I have read and understand the guidelines and procedures for the Waynesville Social District. The Town of Waynesville reserves the right to prohibit or pause participation in the Social District at any time.

Signature:

A handwritten signature in black ink, appearing to read "Jerry Jackson". The signature is written in a cursive style with a large initial "J".

Date: May 19, 2026 \_\_\_\_\_

Name: Jerry Jackson \_\_\_\_\_



# **Waynesville Special Event Social District Staff Training & Operations Guide**

*For ABC-Permitted and Participating Businesses*

## Contents

<a href="#">Core Rules All Staff Must Know</a> .....	1
<a href="#">Best Practices for Bartenders &amp; Servers</a> .....	2
<a href="#">Participating Business Responsibilities (Signage)</a> .....	3
<a href="#">Marketing &amp; Promotion</a> .....	4
<a href="#">Law Enforcement &amp; ALE Contacts</a> .....	4
<a href="#">Quick Tips Printout Sheet</a> .....	5

**Waynesville's Special Event Social District Staff Training and Operations Guide**  
**Core Rules All Staff Must Know**

1. Where Alcohol Can Be Sold

- All alcoholic beverages must be sold *inside* your licensed premises.
- Alcohol may not be sold or handed off outside unless the area is an approved extension of your ABC license (example: permitted satellite bar or parking lot).

2. **Approved Social District Cups (VERY IMPORTANT)**

- **Only official Waynesville Social District cups may be used for to-go drinks.**
- Waynesville First Friday has produced both cold (16oz, plastic) and hot (12oz, paper) Waynesville Social District cups for participants to use.
- Cups will be available for purchase from Twigs and Leaves Gallery.
  - If you need additional cups prior to the event, please contact [tiffani@twigsandleaves.com](mailto:tiffani@twigsandleaves.com) or call 828-246.8624.
  - If you need additional cups during the event, stop by Twigs and Leaves Gallery.
- Please make note of how many cups you take before the event and how many you serve, if possible. The Organizers will reach out after each monthly event to gather input & data on the district's performance.

3. Business Stickers on Cups

- When an ABC business sells a to-go drink, a business-specific sticker must be placed on the cup. It is the business' responsibility to provide the stickers.
- If a cup already has a sticker from another business, the new sticker must fully cover the old sticker. In the instance of a violation, this allows ALE and law enforcement to identify where the drink was purchased.

4. One Drink at a Time: A customer may possess ONLY ONE social district beverage at a time.

5. Closed Containers

- Closed alcohol (six-packs, canned beer, bottles, etc.) may be sold as usual, provided they remain sealed until the purchaser returns to a private residence.
- Closed containers **cannot** be opened or consumed within the social district and must remain closed. Only drinks served in official Waynesville Social District cups may be consumed outside of businesses within the social district.

## **Waynesville's Special Event Social District Staff Training and Operations Guide Best Practices for Bartenders & Servers**

Train staff to ask every customer during the hours of the event: "Is that for here or to-go?"

This helps determine whether district rules apply, including whether to serve them in glassware vs a social district cup.

Businesses may want to create a separate "to-go" or "social district" line to streamline service, reduce confusion, and ensure district rules are followed where applicable.

### Reuse of Social District Cups

- Customers may keep their cups for future approved social district events.
- Cups must be rinsed out before refilling. If a dirty cup is reused and a drink is served, the business serving the drink is liable.

### What to Do When the Special-Event Social District Ends

- **At 8:01 PM:**
  - *Social district drinks may no longer be consumed on the street/outside, even within the social district boundaries.*
  - If staff sees someone drinking from a social district cup after 8:00 PM, politely remind them that the social district has ended.
- It is not illegal for someone to finish a beer or wine *inside* a participating business. It becomes an issue if they exit the business with that drink after 8:00 PM.

### Customers Bringing Alcohol into the District

- Customers may *not* bring their own alcohol into the social district.
- If this occurs, business owners and staff are encouraged to notify the Waynesville Police Department via their non-emergency line at (828) 456-5363.

### Satellite Bars & Expanded Licensed Areas (Not Applicable for Jan. 30, 2026)

- If your ABC license is officially expanded (for example, parking lot or outdoor area), alcohol sales are allowed during the social district event hours, provided the area is considered part of your licensed premises.

## **Participating Business Responsibilities**

## Waynesville's Special Event Social District Staff Training and Operations Guide

Participation is optional. Businesses must be located within the marked district to participate.

Non-ABC Businesses who **are** participating must post required window sign (right) and allow law enforcement officers access to your business during event hours for safety purposes.

sign shown to  
the right:



Non-ABC businesses who **are not** participating may choose to display the red



**ABC Businesses**, if participating, must select which participation sign they will post. Signage will be provided by Visit Haywood.

Sign options are:

- Drinks Sold & Welcome: You are serving alcoholic beverages in official social district cups *and* you welcome patrons who have drinks from other participating establishments.
- Only Drinks Sold Here Are Welcome: You are serving alcoholic beverages in official social district cups, and only patrons with beverages purchased at your business may enter.

Signage will be provided by the Committee if needed. Previously provided signs may be used.

### Marketing & Promotion

Businesses are encouraged to promote the social district to customers.

The Committee will:

**Waynesville's Special Event Social District Staff Training and Operations Guide**

- Share social district posts.
- Invite post collaborators when possible.
- Provide generic social district posts businesses can reshare.



**Law Enforcement & ALE Contacts**

If you have safety concerns or need to report an issue during the event, contact:

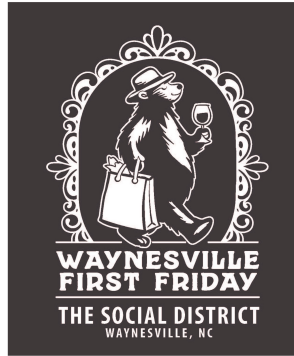
- Waynesville Police Department Non-Emergency Line: (828) 456-5363
- NC Alcohol Law Enforcement Division VIII: (828) 670-5055

SEE NEXT PAGE FOR A QUICK-REFERENCE PRINTOUT MADE FOR STAFF  
(CAN BE POSTED BEHIND BAR OR AT SERVICE STATIONS)

***Waynesville's Special Event Social District Staff Training and Operations Guide***

## SOCIAL DISTRICT QUICK TIPS

Serving time: 5:00 – 8:00 p.m. on 6/5/26, 7/3/2026,  
8/7/2026, 9/4/2026, 10/2/2026, 11/11/6/2026, 12/4/2026  
ONLY.



For here or to-go?” Open-container to-go drinks MUST be served in the official social district cup.

Look for this logo to ensure you're using the correct cup:  
Customers may only have ONE social district drink at a time.

**Stop serving social district drinks before 8:00 p.m. NO drinks in social district cups may be carried off premises past event hours.**

**Report a violation:**

**WAYNESVILLE PD: (828) 456-5363**

**NC ALE DIVISION VIII: (828) 670-5055**

**TOWN OF WAYNESVILLE TOWN COUNCIL**

**REQUEST FOR COUNCIL ACTION**

**Meeting Date: May 26, 2026**

**SUBJECT:** Policy Adoption: Sale of Burial Plots in Undetermined Areas of Historic Cemetery Property

**AGENDA INFORMATION**

**Agenda Location:** New Business  
**Department:** Public Works, Assets Services  
**Contact:** **Matthew Wright, Public Facilities Supervisor**  
**Presenter:** **Matthew Wright, Public Facilities Supervisor**

**BRIEF SUMMARY**

The Town of Waynesville Cemetery Advisory Committee voted unanimously to recommend to the Town Council for approval the attached policy which restricts the sale of burial plots in undetermined areas of the Green Hill Cemetery property.

Many of the burial records for the plots located within the historic section of Greenhill Cemetery are incomplete or lost to time and fire. These incomplete records cause issues for staff when trying to determine which plots are already occupied when attempting to sell plots to new customers. This policy prohibits the sale of new plots in order to prevent accidentally selling any lots that are occupied, or that are rightfully owned by somebody else without our knowledge.

**MOTIONS FOR CONSIDERATION**

Motion to adopt the attached policy entitled "Sale of Burial Plots in Undetermined Areas of Historic Cemetery Property"

**FUNDING SOURCE/IMPACT**

**ATTACHMENTS**

Policy: Sale of Burial Plots in Undetermined Areas of Historic Cemetery

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

## **Policy Title: Sale of Burial Plots in Undetermined Areas of Historic Cemetery Property**

**Effective Date:** [Insert Date]

**Adopted By:** Town of Waynesville, NC Town Council, upon recommendation of the Green Hill Cemetery Committee

### **I. Purpose**

The purpose of this policy is to preserve the historical integrity, cultural significance, and regulatory compliance of cemetery property owned and operated by the Town of Waynesville, including cemetery sections listed on or contributing to the National Register of Historic Places.

This policy is intended to protect potentially undocumented burial areas, ensure responsible cemetery management practices, and support the long-term preservation of historic cemetery resources.

### **II. Scope**

This policy applies to all cemetery lands owned, managed, or controlled by the Town of Waynesville, including active and inactive burial sections, with particular emphasis on areas designated as historic or identified as contributing resources to a National Register listing.

### **III. Definitions**

For purposes of this policy:

#### **A. Undetermined Area**

An “undetermined area” shall mean any cemetery property where grave locations, ownership records, plats, interment documentation, or burial boundaries cannot be reasonably verified through available physical evidence, historical records, surveys, mapping systems, or cemetery management records.

Undetermined areas may include, but are not limited to:

- Areas lacking formal survey verification;
- Areas with incomplete, inconsistent, or conflicting ownership or interment records;
- Areas where grave boundaries cannot be physically or digitally verified;
- Areas where historical evidence, physical indicators, or cemetery conditions suggest possible undocumented burials or unmarked graves;

- Sections lacking reliable plats, maps, or documented lot configurations; and
- Historic cemetery sections that have not been professionally surveyed or reconciled with available records.

## **B. Verified Burial Rights**

“Verified burial rights” shall mean burial rights supported by recorded deeds, contracts, interment records, mapped documentation, or other evidence reasonably accepted by the Town as demonstrating ownership or lawful conveyance.

## **IV. Policy Statement**

Effective immediately upon adoption of this policy, no burial plots located within undetermined, unplatted, unmapped, or otherwise unidentified cemetery areas shall be offered for sale, transferred, assigned, or made available for new interment rights by the Town of Waynesville.

This policy is intended as a preservation and management measure to remain in effect unless amended or repealed by the Town Council following appropriate review and recommendation processes.

The Town reserves the right to restrict or suspend interments within disputed, unverified, or undetermined areas pending further investigation, documentation review, or site verification efforts.

This policy shall not automatically invalidate previously conveyed burial rights. Individuals or families claiming burial rights within affected areas may submit supporting documentation for review and verification by the Town.

## **V. Preservation and Investigation Standards**

In recognition of the Cemetery’s historical significance and preservation obligations:

- All undetermined areas shall remain preserved in their current condition unless and until appropriate investigation, documentation, and review processes have been completed;
- The Town shall prioritize protection of unmarked graves, potential burial sites, historically significant landscape features, and undocumented interments;
- Any future consideration for use, disturbance, development, or conveyance shall comply with applicable federal, state, and local laws, regulations, and historic preservation standards;

- Investigation methods may include archival research, records reconciliation, mapping analysis, GIS review, non-invasive survey methods, ground-penetrating radar where appropriate, professional surveying, archaeological consultation if warranted, or other preservation-oriented evaluation methods deemed appropriate by the Town; and
- The Town shall exercise reasonable care to avoid disturbance of areas suspected to contain undocumented human remains.

## **VI. Cemetery Records and Mapping Systems**

The Town may continue utilizing CemSites and related cemetery management, mapping, GIS, and records management systems to support cemetery documentation, verification, preservation, and long-term operational management efforts.

As part of ongoing cemetery management activities, the Town may:

- Identify and digitally flag undetermined or restricted areas within mapping systems;
- Review and reconcile legacy records where feasible;
- Establish internal confidence standards for existing plot and interment records;
- Integrate future survey, GIS, or preservation data into cemetery management systems; and
- Maintain administrative restrictions on areas pending further verification.

## **VII. Exceptions and Future Use Considerations**

No exception to this policy shall be granted unless all of the following conditions are met:

1. Appropriate historical review, records analysis, mapping verification, and professional assessment processes have been completed;
2. The area has been reasonably determined suitable for burial use through applicable review procedures;
3. Consultation has occurred with applicable historic preservation authorities and other relevant agencies, where required;
4. Any necessary legal, preservation, or operational concerns have been adequately addressed; and
5. Approval has been granted by the Town Council or other authorized governing authority.

## **VIII. Governance and Administrative Authority**

The Green Hill Cemetery Committee shall serve in an advisory capacity regarding cemetery preservation and policy recommendations.

Final authority for adoption, amendment, suspension, or repeal of this policy shall rest with the Town Council.

The Public Facilities Supervisor, Cemetery Supervisor, and other authorized Town staff shall be responsible for implementation, operational interpretation, administration, and enforcement of this policy.

## **IX. Enforcement**

Any unauthorized sale, transfer, excavation, disturbance, or interment involving undetermined areas is strictly prohibited and may result in administrative action, suspension of activity, revocation of authorization, or other legal remedies permitted by law.

Town staff may temporarily suspend activities in any cemetery area where documentation conflicts, suspected undocumented burials, or preservation concerns are identified pending further review.

## **X. Public Communication and Family Inquiries**

Recognizing the sensitive nature of historic cemeteries and burial records, the Town may develop administrative procedures, public information materials, family inquiry processes, and internal guidance documents to support implementation of this policy.

Such materials may include:

- Procedures for responding to family or descendant inquiries;
- Guidance regarding disputed or unverified burial locations;
- Public educational materials or frequently asked questions;
- Procedures for documenting suspected undocumented graves; and
- Internal operational review procedures for preservation-related concerns.

## **XI. Review and Updates**

This policy shall be reviewed periodically and updated as necessary to reflect changes in applicable law, preservation standards, cemetery management practices, operational needs, or advances in mapping and documentation technologies.