

Town of Waynesville, NC

Town Council Regular Meeting

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

Date: September 8th, 2026

Time: 6:00 p.m.

The agenda and all related documentation may be accessed electronically at www.waynesvillenc.gov.

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Consider the environment ♦ Conserve resources ♦ Print only when necessary

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

(828) 452-2491 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 August 25th, 2026 Regular Meeting Minutes
 - b. Budget Amendment for the Town Council
 - c. Budget Amendment for the Police Department
 - d. Call for a public hearing for September 22, 2026, to consider text amendments related to periodic fire inspection standards and requirements for the installation of key boxes for change in occupancy classification, Chapter 30- Fire Prevention and Protection of the Waynesville Code of Ordinances.

Motion: To approve the consent agenda as presented

E. PROCLAMATION

3. Constitution Week
 - Mayor Gary Caldwell

F. PUBLIC HEARINGS

4. A public hearing to consider a text amendment to amend the definition and allowance of Billiard Halls.
- Alex Mumby, Land Use Administrator

Motions:

1. ***Find the ordinance consistent / inconsistent with the 2035 Comprehensive Plan***
2. ***Adopt / not adopt the proposed ordinance.***

5. A Public Hearing for a text amendment to revise the Table of Permitted Uses, LDS 2.5.3.
- Alex Mumby, Land Use Administrator

Motions:

1. ***Find the ordinance consistent / inconsistent with the 2035 Comprehensive Plan***
2. ***Adopt / not adopt the proposed ordinance***

G. NEW BUSINESS

6. Budget Amendment for the Public Works Department
- Laura Yonkers, Deputy Director of Public Works-Sustainability

Motion: *To approve the budget amendment.*

7. Request for Council approval to proceed with a Municipal Agreement between the Town of Waynesville and the North Carolina Department of Transportation (NCDOT) for development of the Comprehensive Pedestrian Plan.
- Olga Grooman, Interim Development Services Director

Motion: *Motion to approve the Municipal Agreement between the Town of Waynesville and the North Carolina Department of Transportation (NCDOT) for development of the Comprehensive Pedestrian Plan.*

8. Salamander Scavenger Hunt Artist Approval
- George Kenney, WPAC Chair, and Candace Poolton, Town Clerk and WPAC staff liaison

- **Motion: *To commission (artist name here-TBD pending the September 1st WPAC meeting) for the fabrication and installation of a the “Salamander Scavenger Hunt” public art installation on and around Main Street.***

9. Salamander Sponsorship Request
- George Kenney, WPAC Chair, and Candace Poolton, Town Clerk and WPAC staff liaison

Motion: *Motion for Council to sponsor a salamander for the Salamander Scavenger Hunt public art project.*

H. COMMUNICATION FROM STAFF

10. Manager's Report

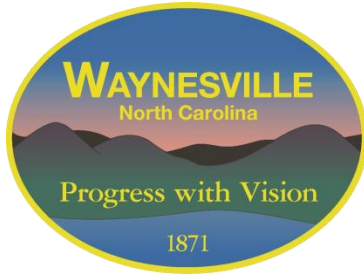
- Interim Town Manager, Rick Howell

11. Town Attorney's Report

- Town Attorney, Martha Bradley

I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

J. ADJOURN



TOWN OF WAYNESVILLE

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

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	
Tues. September 22	Town Council Meeting – Regular Session
Friday, October 2 nd	First Friday-5-8pm on Main Street
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
Friday, November 6 th	First Friday-5-8pm on Main Street
Tues. November 10	Town Council Meeting – Regular Session
Tues. November 24	Town Council Meeting – Regular Session
Friday, December 4 th	First Friday-5-8pm on Main Street
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 – September 2026

ABC Board	ABC Office – 52 Dayco Drive	September 15 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	September 1 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	Every Other Month- September 15 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	September 15 3 rd Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	September 3 1 st Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	September 2 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	September 21 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	September 1 1 st Tuesdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	September 21 3 rd Monday 5:30 PM
Tree Advisory Board	Public Services-129 Legion Drive	2nd Thursday of the month, Quarterly @ 6:30pm October 8 th , 2026, January 14 th , 2027, and April 8 th , 2027
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	September 23 4 th Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL

Regular Meeting

August 25, 2026

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, August 25, 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 6:04 pm with the following members present:

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

The following staff members were present:

Rick Howell, Interim Town Manager
Page McCurry, Assistant Town Manager & HR Director
Jesse Fowler, Deputy Town Manager
Martha Bradley, Town Attorney
Candace Poolton, Town Clerk/Assistant to the Manager
Chris Mehaffey, Fire Chief
Cody Parton, Assistant Fire Chief
David Adams, Police Chief
Olga Grooman, Interim Development Services Director
Alex Mumby, Land Use Administrator
Luke Kinsland, Recreation Director

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 First Friday will be September 4th, the next Council meeting will be September 8th, and Town offices will be closed the 7th. Mayor Caldwell spoke some kind words about the late Dolly Parton and invited Councilmember Sutton to read a proclamation.

Councilmember Sutton read the proclamation honoring Dolly Parton who died today. He expressed the community's gratitude towards Dolly Parton and extended condolences to her family.

B. PUBLIC COMMENT

Eva Hansen- Ms. Hansen spoke about the Recreation Department's annual fundraiser, Rec Jam.

C. ADDITIONS OR DELETIONS TO THE AGENDA

There were no 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 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 August 11th, 2026 Regular Meeting Minutes
 - b. Motion to appoint Alex Mumby as the Town of Waynesville representative to the TCC of the French Broad River MPO.
 - c. Motion to approve the proposed revisions to sections 10-117 and 10-122 of the Town of Waynesville Code of Ordinances and final adoption pursuant to G.S. § 160A-175(b)
 - d. Motion to call for a public hearing to consider a text amendment to amend the definition and allowance of Billiard Halls on September 8th, 2026.
 - e. Motion to call for a Public Hearing for a text amendment to revise to the Table of Uses, LDS Section 2.5.3, for September 8th, 2026
 - f. Motion to approve the 21st Annual Sarge's Downtown Dogwalk Special Event Permit.
 - g. Motion to approve the Extension of the permanent Social District boundary
 - h. Motion to approve the regular meeting schedule change of the Waynesville Public Art Commission's regular meeting schedule to the first Tuesday of every month at 4pm.

A motion was made by Councilmember Sutton, seconded by Councilmember Boyd, to add "WPAC Regular Meeting Schedule Change" to the consent agenda. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adopt the consent agenda as amended. The motion passed unanimously.

E. PRESENTATION

3. Presentation and Consideration of Adoption of the Waynesville Parks & Recreation Comprehensive System Plan
 - Emily Buehrer-Douglas, Withers-Ravenel PLA

Recreation Director Luke Kinsland thanked everyone involved with helping get together this project, including the Recreation staff, the advisory commission, and WithersRavenel.

Ms. Baehrer-Douglas presented the Comprehensive System Plan that establishes a 10-year vision and strategic framework for the future of Waynesville's parks, recreation facilities, programs, greenways, and open spaces. She explained that the purpose of the plan is to update the previous 10-year plan and build upon the Town's previous investments and planning efforts while establishing priorities that emphasize resiliency, sustainability, tourism, inclusivity, community health, and maintaining a high level of service. She described the process as including facility assessments, demographic and level-of-service analysis, review of previous plans, community engagement, public meetings, Town Council work sessions, and an online community survey. She presented the Implementation Matrix containing goals, objectives, action items, anticipated effort, time frames, and responsible departments. Ms. Baehrer-Douglas added that having an updated Comprehensive Plan opens more grant opportunities for the Town.

Following multiple community engagement sessions, Ms. Baehrer-Douglas said the community identified a strong desire to first maintain and improve existing facilities, followed by expanding recreation opportunities, programming, trails, greenway connections, supportive amenities, and Recreation Center services.

Ms. Baehrer-Douglas suggested that following the adoption of the Comprehensive System Plan, the Parks & Recreation Department intends to advance a more detailed, site-specific planning process for Recreation Park, which will further evaluate the layout, circulation, parking, accessibility, recreation amenities, and other site-specific opportunities and constraints identified during the comprehensive planning process. Staff said they anticipate bringing the resulting Recreation Park site-specific plan forward for consideration and, if appropriate, incorporating it into the Comprehensive Plan within the next several months.

Councilmember Feichter noted that the Comprehensive Plan does not obligate the Town to any expenditure or project, but is used as a tool to guide decision making. He asked what top three most important things the Town's highest priority should realistically be. Mr. Kinsland said, based on public input, the most realistic and important projects would be skate park renovations, tennis courts being rebuilt, and trail accessibility. Councilmember Feichter agreed that the skatepark should be a priority. Mr. Kinsland added that expanding the weight room would also be preferable. Councilmember Boyd asked about the outdoor pool that Council approved on the Comp Plan from 20 years ago. Mr. Kinsland said he's not aware of that, and although he has heard a lot on social media, he received no comment about it during the public input sessions. Councilmember Feichter said he'd like to make the area around the skate park safer for pedestrians and participants.

A motion was made by Councilmember Boyd, seconded by Councilmember Dickson, to adopt the Waynesville Parks & Recreation Comprehensive System Plan as the Town's 10-year strategic planning document and guiding framework for the future development, maintenance, programming, and investment of the Town's Parks and Recreation system, and to direct Parks & Recreation staff to utilize the plan's Implementation Playbook in developing future departmental priorities, capital improvement requests, grant applications, partnerships, and budget recommendations, subject to future Town Council approval and available funding. The motion passed unanimously.

F. PUBLIC HEARINGS

4. Public Hearing to consider a request for annexation for the 0.59-ac property at 1221 Dellwood Road, Waynesville, NC 28786 (PIN 8616-49-2973).

- Alex Mumby, Land Use Administrator

A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, open the public hearing at 6:43pm. The motion passed unanimously.

Land Use Administrator Alex Mumby reported that the proposed annexation is for the 0.59-ac property at 1221 Dellwood Road, Waynesville, NC 28786 (PIN 8616-49-2973), and that this is the site of the proposed Trinity Custom Homes sales office. He said they requested annexation to connect to municipal services, including sewer service.

There was no public comment.

Mr. Mumby clarified that the state-set limit of the sewer plant has not yet been met, and once the renovations are made, the capacity will be increased significantly. Ms. Grooman further clarified that limits only apply to sewer line extensions, and this is applicant is requesting a sewer tap, so it does not count towards the limit. Mr. Howell said the plant receives 1.5 million gallons daily, and it currently has a 6-million-gallon capacity.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to close the public hearing at 6:50pm. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Boyd, to adopt the attached Ordinance to approve the annexation of the described properties. The motion passed unanimously.

5. Public Hearing on mandated amendments to the Town's Flood Damage Prevention Ordinance, Land Development Standards Sections 12:3, and 17.5.
 - Olga Grooman, Interim Development Services Director and Certified Floodplain Manager (CFM)

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to open the public hearing at 6:52pm. The motion passed unanimously.

Interim Development Services Director Olga Grooman stated that as required for Waynesville's participation in the National Flood Insurance Program (NFIP), the Town must update our local "Flood Damage Prevention Ordinance" in order to maintain its legal authority and remain in good standing with the NFIP. She explained that the required amendments to the ordinance were provided by the NC Department of Public Safety-Emergency Management- in the 2026 NC Model Flood Damage Prevention Ordinance which was released in April. She added that the ordinance amendments were reviewed by the Planning Board and recommended to Council at their June 15, 2026 regular meeting. Ms. Grooman reviewed the proposed changes to the ordinance.

There was no public comment.

A motion was made by Councilmember Dickson, seconded by Councilmember Boyd, to close the public hearing at 7:02pm. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Boyd, to find the text amendments to the Land Development Standards as consistent with the 2035 Comprehensive Plan and reasonable and in public interest in that it continues to promote smart growth principles in land use planning and zoning, encourages infill, mixed-use and context-sensitive development. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adopt the ordinance as written and that it protects and enhances Waynesville's natural resources by protecting and enhancing water quality and forests, protecting rural lands, iconic views, and mountain vistas. The motion passed unanimously.

G. NEW BUSINESS

6. Approval of CLG Grant Contract with Rowhouse Architects

- Alex Mumby, Land Use Administrator

Land Use Administrator Alex Mumby reported that the Town of Waynesville was awarded a CLG grant to perform a building conditions assessment of the Municipal Building. He reminded Council that they approved the contract with the State Historic Preservation Office (SHPO), and requested that staff initiate an RFQ. He said the architects they chose-Rowhouse Architects-were selected as the contractors for the project, and have been approved by SHPO. Mr. Mumby said the total budget will be \$10,000 with 40 percent of that being local match, and the Town will pay \$10,000 and be reimbursed \$6,000. Mr. Mumby said after the evaluation, they will provide a list of any issues that the over 100 year old building may have, along with cost estimates. He said the next steps would be for staff to pursue grants to pay for the repairs to the Municipal Building.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the professional contract with Rowhouse Architects. The motion passed unanimously.

H. COMMUNICATION FROM STAFF

7. Manager's Report

- Interim Town Manager, Rick Howell

Interim Town Manager Rick Howell reported that staff is working on an agreement for lead service line replacement. He explained that the Lead and Copper Rule is federal regulation that requires a line replacement program that they don't fund. He said staff will bring \$1 million loan opportunity at the next Council meeting with 0% interest to help fund the identification of lead service lines in town.

Mr. Howell said staff are investigating a solar array's impact on the electric fund.

Mr. Howell suggested that staff think about creating Comprehensive Plans for each department to eventually combine into a Strategic Plan for Town. He explained that this would give staff guidance.

Mr. Howell said he and Ms. McCurry are working on a Conditional Rehiring Policy.

He reminded Council that they authorized Luis Davis to negotiate a wholesale power agreement, and it should be ready by the end of the month.

8. Town Attorney's Report
- Town Attorney, Martha Bradley

Councilmember Feichter requested that that Ms. Bradley present to Council a narrow opinion on what authority the Town has to regulate where larger residential developments can go, their size, density, building height, and potential for massing. Council requested it in the form of a memo and a brief presentation, ideally by the next meeting.

Chief Adams reported a warrant was recently served at a drug house on Boyd Avenue.

I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Nothing to report.

J. ADJOURN

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to adjourn at 7:19pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Rick Howell, Interim Town Manager

Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR COUNCIL ACTION
Meeting Date: 09.08.2026**

SUBJECT: Budget Amendment for the Town Council

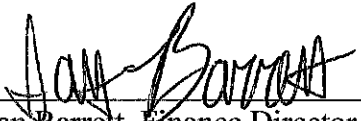
AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department: Council
Contact: Rick Howell
Presenter: **Rick Howell**

BRIEF SUMMARY: The Town of Waynesville's council is requesting a \$5,000 increase to their professional services line item. This will be funded via the administration professional services line item.

MOTION FOR CONSIDERATION: Approval of Budget Amendment

FUNDING SOURCE/IMPACT: Administration professional services



Ian Barrett, Finance Director

08.24.26

Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Ordinance No. O-37-26

Amendment No. 7 to the 2026-2027 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2026-2027 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2026-2027 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Council Professional Services	\$5,000
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Decrease the following appropriations:

Administration Professional Services	\$5,000
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Adopted this 8th day of September 2026.

Town of Waynesville

Gary Caldwell
Mayor

Attest:

Candace Poolton
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR COUNCIL ACTION
Meeting Date: 09.08.2026

SUBJECT: Budget Amendment for the Police Department

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Town of Waynesville's Police Department reapplied for three grants through the Governor Highway Safety Programs. The Waynesville PD was awarded \$ 30,000 for Lieutenant Shaun Messer to serve as the Law Enforcement Liaison, \$10,000 for traffic-related overtime, and \$5,000 for the Bike Safe program.

MOTION FOR CONSIDERATION: Approval of Budget Amendment

FUNDING SOURCE/IMPACT: General Fund Balance/PD Grants



Ian Barrett, Finance Director

08.24.26

Date

ATTACHMENTS: Grant Resolutions, Budget Amendment

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Ordinance No. O-36-26

Amendment No. 6 to the 2026-2027 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2026-2027 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2026-2027 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

General Fund Balance	\$30,000
	\$10,000
	<u>\$ 5,000</u>
	\$45,000

Increase the following appropriations:

Police Department	\$30,000
	\$10,000
	<u>\$ 5,000</u>
	\$45,000

Adopted this 8th day of September 2026.

Town of Waynesville

Gary Caldwell
Mayor

Attest:

Candace Poolton
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Town of Waynesville (herein called the "Agency")
(The Applicant Agency)
 has completed an application contract for traffic safety funding; and that Town Council, Town of Waynesville
(The Governing Body of the Agency)
_____ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Town Council, Town of Waynesville IN OPEN
(Governing Body)
 MEETING ASSEMBLED IN THE CITY OF Waynesville, NORTH CAROLINA,
 THIS 8 DAY OF September, 20 26, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That David Adams, Chief of Police is authorized to file, on behalf of the Governing
(Name and Title of Representative)
 Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ \$5,000 to be made to the Governing Body to assist in defraying
(Federal Dollar Request)
 the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ \$0.00 as
(Local Cash Appropriation)
 required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Gary Caldwell
(Chairperson/Mayor)

ATTESTED BY Candace Poolton
(Clerk)

SEAL

DATE _____

North Carolina Governor's Highway Safety Program

LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Town of Waynesville (herein called the "Agency")
(The Applicant Agency)
 has completed an application contract for traffic safety funding; and that Town Council, Town of Waynesville
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 Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ \$30,000 to be made to the Governing Body to assist in defraying
(Federal Dollar Request)
 the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ \$0.00 as
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 required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Gary Caldwell
(Chairperson/Mayor)

ATTESTED BY Candace Poolton
(Clerk)

SEAL

DATE _____

North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Town of Waynesville (herein called the "Agency")
(The Applicant Agency)
 has completed an application contract for traffic safety funding; and that Town Council, Town of Waynesville
(The Governing Body of the Agency)
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5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Gary Caldwell
(Chairperson/Mayor)

ATTESTED BY Candace Poolton
(Clerk)

SEAL

DATE _____

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: September 8, 2026**

SUBJECT: Call for a public hearing for September 22, 2026, to consider text amendments related to periodic fire inspection standards and requirements for the installation of key boxes for change in occupancy classification, Chapter 30- Fire Prevention and Protection of the Waynesville Code of Ordinances.

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Departments: Development Services, Fire Department
Contact: Olga Grooman, Claudio Fuentes, David Kelley
Presenter: Olga Grooman

BRIEF SUMMARY:

The proposed text amendment is requested by the Town Fire Marshal and amends Chapter 30- Fire Prevention and Protection of the Waynesville Code of Ordinances. There are two proposed changes.

First, instead of prescribing specific fire inspection schedules for different types of structures based on occupancy classification, the amendment would reference the most recent inspection schedule established by the most recent Fire Code. This simplifies the ordinance and ensures that when the Fire Code gets updated, the Town will continue to follow the most current inspection schedule without having to update our local ordinances.

The second amendment would specify that the Fire Code Official can require an approved fire department key box in an approved location when there is a change in occupancy classification in commercial structures, if the fire box is not already installed. Fire department key boxes are already required where “access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary” for non-residential, commercial, and industrial buildings in accordance with the 2018 North Carolina Fire Code, Section 506. This amendment further aligns our ordinance with the Fire Code and specifically clarifies that this requirement applies to changes in occupancy classification. It would improve the efficiency of emergency response operations, promote public safety, and support lifesaving and firefighting activities.

MOTIONS FOR CONSIDERATION:

1. Motion to call for a public hearing for September 22, 2026, to consider text amendments related to periodic fire inspection standards and requirements for the installation of key boxes.

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

- Draft Ordinance

MANAGER’S COMMENTS AND RECOMMENDATIONS:

DRAFT FOR COUNCIL'S CONSIDERATION

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE CODE OF ORDINANCES**

WHEREAS, the Town of Waynesville has the authority, pursuant to Chapter 69- Fire Protection of the North Carolina General Statutes, to provide fire protection within the municipality; and

WHEREAS, the Town of Waynesville has the authority, pursuant to Chapter 160D-1102 of the North Carolina General Statutes, to provide fire prevention and fire inspection services; and

WHEREAS, the Town Council adopted the North Carolina Fire Code and North Carolina State Building Code and enforcement of these provisions in Article III- Fire Code of the Town of Waynesville Code of Ordinances; and

WHEREAS, Section 506 of the North Carolina Fire Code authorizes the Fire Code Official to require the installation of a key box in an approved location to provide immediate access to the premises for lifesaving and fire-fighting purposes;

WHEREAS, approved key boxes installed in a specified location for changes in occupancy classification, in addition to new construction, will significantly enhance emergency response operations; and

WHEREAS, the Town Council adopted the 2035 Comprehensive Plan to “enable the growth of a vibrant, healthy, and successful community” and recognizes that prompt access by fire services to premises through fire department key boxes will improve emergency response capabilities and protect the public health, safety, and well-being of the community; and

WHEREAS, after notice duly given, a public hearing was held on **September 22, 2026**, at the regularly scheduled meeting of the Town Council;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON SEPTEMBER 22, 2026, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the Fire Prevention and Protection Ordinance of the Town of Waynesville, North Carolina, be amended as follows with revisions **in red** and deletions in strikethrough (~~example~~):

1. Amend section 30.3 – Inspections for Fire Hazards, Chapter 30- Fire Prevention and Protection of the Waynesville Code of Ordinances, as follows:

Chapter 30 - FIRE PREVENTION AND PROTECTION

ARTICLE I. - IN GENERAL

Sec. 30-3.- Inspections for Fire Hazards.

- ~~(a) It shall be the duty of the codes administrator, or such other person as may be designated by the town manager, to inspect or to cause to be inspected as often as may be necessary, but not less than once a year, all hazardous, institutional, high rise, and assembly structures, except as noted otherwise in this section; once a year, the interior common areas for all residential dwelling units of multi family occupancies in which the occupancy is greater than two families; once every two years, all industrial and educational structures; once every three years, all assembly structures with maximum occupancy of less than 100, and all business, mercantile, storage, churches, synagogues, and miscellaneous Group U occupancies for the enforcement of applicable sections of this chapter, state law and town ordinances, and for the safeguarding of life and property from fire.~~
- (a) It shall be the duty of the codes administrator, or such other person as may be designated by the town manager, to inspect or cause to be inspected structures, as often as may be necessary, but not less frequently than specified in the Inspections section of the most recent Fire Code, for the enforcement of applicable sections of this chapter, state law and town ordinances, and for the safeguarding of life and property from fire.
- (b) ~~Reserved.~~ Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purposes, the Fire Code Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with the UL 1037 and shall contain keys to gain necessary access as required by the Fire Code Official. A key box may also be required for changes in occupancy classification, in addition to new construction, as determined by the Fire Code Official.
- (c) Whenever any person shall make written complaint to the codes administrator that any business or premises constitutes a fire hazard, it shall be the duty of the codes administrator to have the business or premises inspected immediately.
- (d) The codes administrator, and his/her designee when so directed by the codes administrator, shall have the right to enter any building or premises at any reasonable hour, and upon reasonable notice with respect to residences, for the purpose of making any inspection provided for by this article.

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

**TOWN OF WAYNESVILLE COUNCIL MEMBERS
REQUEST FOR COUNCIL ACTION
Meeting Date: September 8, 2026**

SUBJECT: Constitution Week

AGENDA INFORMATION:

Agenda Location: Proclamation
Item Number:
Department: Administration
Contact: Carol Litchfield, Hugh Rogers Chapter, Constitution Week Committee Chair
Presenter: Mayor Gary Caldwell

BRIEF SUMMARY: September 17th-23rd, is Constitution Week, with September 17th marking the two hundred thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

- Constitution Week Proclamation

MANAGER'S COMMENTS AND RECOMMENDATIONS:

**Proclamation
Constitution Week
September 17-23, 2026**

WHEREAS, September 17, 2026 marks the two hundred thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

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

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

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

Constitution Week

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

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

Town of Waynesville, N.C.

Gary Caldwell
Mayor

ATTEST:

Candace Poolton
Town Clerk

TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: September 8th, 2026

SUBJECT: A public hearing to consider a text amendment to amend the definition and allowance of Billiard Halls.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenters: Alex Mumby, Land Use Administrator

BRIEF SUMMARY:

Staff received an application for a new billiard hall. Under the current definition, a Billiard/Pool Hall includes all public businesses which contain at least one pool table, restricting them to only Regional Center zoning districts. Staff consider this definition to be overly restrictive and reflecting outdated perceptions from an earlier era. The nature of the pool hall businesses has evolved, and they serve as community gathering places that provide entertainment, host leagues, and accommodate regional and national tournaments.

On August 24, 2026, staff presented two potential ordinances to the Planning Board. The Planning Board recommended removing Billiard/Pool Halls as a separate use from both the Table of Permitted Uses and from Definitions. Instead, pool halls will be classified under the existing category of Recreation Facilities, Indoor.

Staff have included both ordinances for Council's consideration.

MOTIONS FOR CONSIDERATION:

1. Find the ordinance consistent / inconsistent with the 2035 Comprehensive Plan
2. Adopt / not adopt the proposed ordinance.

FUNDING SOURCE/IMPACT:

There is no financial impact.

ATTACHMENTS:

1. Staff Report
2. Draft Ordinance 1
3. Draft Ordinance 2
4. Application Materials and Payment
5. Newspaper Notice
6. Planning Board Report

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Town Council Staff Report

Subject: Text Amendment regarding Billiard/Pool Halls (Legislative Hearing)
Ordinance Sections: 17.3 Definitions, 2.5.3 Table of Permitted Uses
Applicant: Bucky Fish
Presenter: Alex Mumby, Land Use Administrator
Meeting Date: September 8th, 2026

Background:

This is a legislative hearing to amend the Table of Uses (LDS Section 2.5.3) and Definitions (LDS Section 17.3) regarding the use of “Billiard/Pool Halls.” As a legislative proceeding, the Town Council will decide whether to adopt or not adopt the proposed ordinance.

Staff met with the applicant on several occasions to discuss their desire to open a pool hall and billiard room. The goals of the applicant are to provide a social space, league play, and tournaments that all ages can participate in. In researching the permitting process, staff found that the zoning definition was out of date and un-enforceable, and that a pool hall would be limited to only the Regional Center (RC) districts. The space which the applicant was hoping to use is located outside of the Regional Center District and so would not be allowed under the current ordinance.

The definition of Billiard/Pool Hall in LDS 17.3 reads as follows:

“Any place where one or more billiard or pool tables are operated or maintained, except for private family use, whether such place is a social club or a business enterprise operated for profit.”

This definition encompasses not just businesses which are dedicated to Billiard/Pool Halls, but also any business which hosts a pool table for the use of its patrons. A strict enforcement of this definition would mean that any bar or restaurant outside of the Regional Center district that had even 1 pool table would be out of conformity with the ordinance. There are several establishments in the Business District, which already have pool tables available and so would technically fall under this prohibition on Billiard/Pool Halls. The placement of a pool table within a private establishment is not something that local government staff monitors or otherwise regulates.

Additionally, the applicant contends that opening a Billiard/Pool Hall in Waynesville would encourage more locals to play and bring visitors from neighboring communities to Waynesville for tournaments and league play, creating economic and recreational opportunity.

Staff analysis further found that as a distinct use within the Permitted Uses Table, pool hall/billiards is restricted, while the general classification of “Recreation Facilities, Indoor” is allowed outright in all commercial districts, and with supplemental standards in all residential districts. Staff and the applicant surmise that there may be a social history of Billiard/Pool Halls as a location for gambling or illegal activity, or an older stereotype for the use which is outdated. This may explain why the Permitted Uses Table and the definition are so strict. The Town has not had an application for a stand-alone pool hall/billiard parlor in over a decade, and so until now, there has not been a reason to examine the ordinance and definition.

Staff Recommendation:

Waynesville has a history of pool halls and tournaments, particularly the Smokey Mountain 9 Ball Shootout which the Town hosts in The Armory in Frog Level each year. (Note: The applicant happens to be involved in the tournament). Staff feel that the definition as it exists in the Land Development Standards is too strict and should be adjusted.

Staff provided two potential ordinance changes to the Planning Board:

1. The first being to strike Billiard/Pool Hall as a separate definition and use altogether, and to fold it into the use of Recreation Facilities, Indoor. This approach would allow for Billiard/Pool Halls and for individual pool tables to exist in all districts with minimal changes to the ordinance.
2. The second option being to update the definition of Billiard/Pool Halls and to amend the Table of Permitted Uses (LDS 2.5.3) to allow them in not only the Regional Center District, but in the Business District, Neighborhood Center, and Mixed-Use Overlays within Urban Residential and Neighborhood Residential districts as well. This would allow the applicant to move forward with opening their business without allowing for Billiard/Pool Halls in all districts.

If option 2 had been desired, the following update to the definition of Billiard/Pool Halls would be recommended:

“An establishment whose primary purpose is the playing of pool and billiards, including casual and tournament play. These establishments typically have numerous pool tables and customary, accessory uses such as other indoor amusements, a snack bar, restaurant, or bar which are secondary to the primary use.”

The Planning chose option 1 to include pool halls as allowed under Recreation Facilities, Indoor and to strike the existing definition and use from the Land Development Standards.

Consistency with the 2035 Comprehensive Plan:

Staff recommends that the proposed ordinance would meet the goals of the 2035 Comprehensive Plan by creating flexibility in the ordinance which allows for the re-use of existing commercial sites and the creation and support for local business:

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

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

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville’s “maker economy.”
- Promote Waynesville’s downtown districts, inns, restaurants, and reputation as the “Gateway to the Smokies.”
- Encourage creatively designed, mixed-use, walkable centers and commercial districts that appeal to residents and visitors.

Suggested Motions:

1. Motion to find the recommended text amendment as attached (or amended) as being consistent with the 2035 Land Use Plan and reasonable and in the public interest.
2. Motion to adopt / not adopt the text amendment as attached (or as amended).

Attachments:

1. Staff Report
2. Proposed Ordinances
3. Application Materials with Payment
4. Planning Board Report

ORDINANCE NO. O-38-26

**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; and,

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 meet the following goals of the 2035 Comprehensive Plan:

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

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

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville’s “maker economy.”
- Promote Waynesville’s downtown districts, inns, restaurants, and reputation as the “Gateway to the Smokies.”
- Encourage creatively designed, mixed-use, walkable centers and commercial districts that appeal to residents and visitors.

WHEREAS, the Planning Board reviewed and held a public hearing on August 24th, 2026, 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 on August 24th, 2026, at a special called meeting of the Waynesville Planning Board, and on September 8th, 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 SEPTEMBER 8TH, 2026, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

1. Amend Chapter 2.5.3 Tables of Uses to update the symbology as follows:

Remove Billiard/Pool Halls from the Table of Uses.

2. Amend Chapter 17.3 Definitions as the following:

~~**Billiard/Pool Hall.** Any place where one or more billiard or pool tables are operated or maintained, except for private family use, whether such place is a social club or a business enterprise operated for profit.~~

Recreation Facilities, Indoor. Uses or structures for active recreation including gymnasiums, natatoriums, fitness center, athletic equipment, indoor running tracks, climbing facilities, court facilities, **pool halls**, and their customary accessory uses. This definition is inclusive of both non-profit and for-profit operations.

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

ORDINANCE NO. O-38-26

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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; and,

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 meet the following goals of the 2035 Comprehensive Plan:

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

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

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville’s “maker economy.”
- Promote Waynesville’s downtown districts, inns, restaurants, and reputation as the “Gateway to the Smokies.”
- Encourage creatively designed, mixed-use, walkable centers and commercial districts that appeal to residents and visitors.

WHEREAS, the Planning Board reviewed and held a public hearing on August 24th, 2026, 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 on August 24th, 2026, at a special called meeting of the Waynesville Planning Board, and on September 8th, 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 SEPTEMBER 8, 2026, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

1. Amend Chapter 2.5.3 Tables of Uses to update the symbology as follows:

	LL- NR	MS- NR	N- NR	RC- NR	WS- NR	EW- UR	H- UR	HM- UR	NM- NC	PS- NC	RC- NC	CBD	H- BD	SM- BD
Billiards /Pool Halls	MU	MU	MU	MU	MU	MU	MU	MU	MU	MU	MU	P	P	P

2. Amend Chapter 17.3 Definitions as the following:

Billiard/Pool Hall. ~~Any place where one or more billiard or pool tables are operated or maintained, except for private family use, whether such place is a social club or a business enterprise operated for profit.~~ An establishment whose primary purpose is the playing of pool and billiards, including casual and tournament play. These establishments typically have numerous pool tables.

ADOPTED this _____ Day of _____, 2026.

TOWN OF WAYNESVILLE

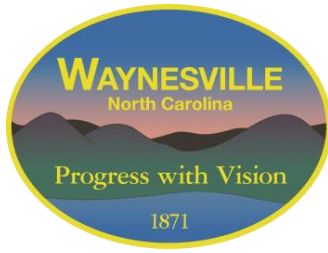
J. Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

APPROVED AS TO FORM:

Martha Bradley, Town Attorney



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

FOR PUBLICATION IN THE MOUNTAINEER: August 23 and August 30 (Sunday) editions

Date: August 17th, 2026

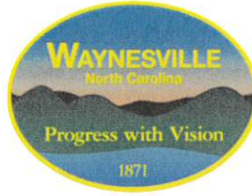
Contact: Alex Mumby, (828) 452-0401

Notice of Public Hearings Waynesville Town Council

The Town of Waynesville Town Council will hold two public hearings on Tuesday, September 8, 2026, at 6:00 p.m. in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider:

- A text amendment request to revise definitions for Billiard/Pool Hall and its allowance within zoning districts (LDS 2.5.3 and LDS 17.3).
- A text amendment to revise the table of uses to improve readability (LDS 2.5.3).

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



To: Waynesville Town Council
From: Alex Mumby
Date: September 8th, 2026
Subject: Planning Board Report and Statement of Consistency
Description: Text amendment amend the use and definition of Billiard Halls

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

The planning board chose the amendment which removes Billiard/Pool Halls as a use and includes pool halls under Indoor Recreation.

A motion was made by board member Michael Blackburn and seconded by board member Tommy Rose **to find the proposed text amendment 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.

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

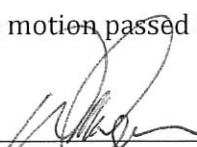
Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville's "maker economy."
- Promote Waynesville's downtown districts, inns, restaurants, and reputation as the "Gateway to the Smokies."
- Encourage creatively designed, mixed-use, walkable centers and commercial districts that appeal to residents and visitors.

The motion passed 5:0

A motion was made by board member Michael Blackburn and seconded by board member Tommy Rose **to recommend the proposed text amendment to Town Council.**

The motion passed 5:0



Travis Collins, Planning Board Vice-Chair 8-26-26
Date



Esther Coulter, Administrative Assistant 8-26-26
Date



TOWN OF WAYNESVILLE
Development Services Department
PO Box 100
9 South Main Street
Waynesville, NC 28786
one (828) 456-8647 • Fax (828) 452-1492
www.waynesvillenc.gov

Application for Land Development Standards Text Amendment

Application is hereby made on July 23, 2026 to the Town of Waynesville for the following amendment:

Designate the specific section(s) of the Land Development Standards being requested for change:

2.5.3 Table of uses definitions
17.3

Description of the requested amendment, (attach additional sheets if necessary):

Remove Billiard hall from definitions. Add Billiard
hall into allowed uses

The reasons for the requested amendments, (attach additional sheets if necessary):

Billiard halls currently on Table of uses (definitions)
- Licensed Billiards are professional & follow
Town laws.

Applicant Contact Information

Name (Printed):

Charles Stevenson

Mailing Address:

43 Second Street, Canton NC 28716

Phone(s):

528 495 9355

Email:

chuckgolfs@gmail.com

Note: Text Amendment Requests require a fee of \$500.00. The request will be scheduled for the next agenda opening for the Waynesville Planning Board. Please submit application to: Town of Waynesville Development Services Department, 9 South Main Street, Waynesville, NC 28786.

July, 24, 2026

Town of Waynesville Planning Board
9 S. Main St.
Waynesville, NC 28786

To Whom It May Concern,

Attached to this letter are materials for my application for the text amendment concerning billiards and pool. This information shows the change in acceptance and culture surrounding pool and billiards as a sport and recreational activity for all ages. It includes information about the changing attitude toward pool halls and the tournaments available in our region.

As someone who plays pool and participates in tournaments, I can assure you, that pool and billiards provide a positive recreational opportunity, while creating economic development opportunities through tournaments, and league play. Youth that participate in pool have opportunities to travel, compete, and participate in something that is fun and positive. If allowed to create a pool hall and pool/billiard league, I would foresee hosting various events that could draw visitors or enhance Town festivals and recreational programs.

The sport of pool and billiards, and the restaurants, bars, dedicated pool halls, community centers, and other locations where one finds pool tables, are highly used and enjoyed, without the negative reputation of the past.

This text amendment will bring the Town ordinance up to date, and make it possible for me and others to grow pool as a recreational and competitive activity in Waynesville.

Sincerely,

A handwritten signature in cursive script that reads "Bucky Fish".

Bucky Fish

Why Pool and Billiards Are Making a Stylish Comeback

Pool and billiards are experiencing a fresh wave of popularity, attracting players of all ages who are looking for a fun, social, and engaging way to spend their free time. Once seen primarily as a classic bar game, the sport has evolved into a trendy activity that combines friendly competition with skill, strategy, and entertainment.

Modern pool halls have embraced the change by creating inviting spaces with stylish interiors, great food and drinks, live music, and community events. Social media has also played a role in the resurgence, with trick-shot videos, tournaments, and content creators introducing the game to a new generation of fans.

Beyond the fun, pool offers a unique challenge that keeps players coming back. It improves focus, hand-eye coordination, and strategic thinking while providing a relaxed environment to connect with friends or meet new people. Whether you're a complete beginner or an experienced player, every game offers an opportunity to learn and improve.

As more people discover the excitement and social appeal of cue sports, pool and billiards are proving that they're more than just classic games, they're becoming a modern lifestyle activity that blends competition, entertainment, and community.



Balsam Mountain <leasing@balsammountainapartments.com> 12.

Fwd: Data from Google AI

1 message

Blue Hands <buckyfish417@gmail.com>
To: leasing@balsammountainapartments.com

Fri, Jul 31, 2026 at 11:05 AM

Sent from my iPhone

Begin forwarded message:

From: Chuck Stevenson <chuckgolfs@gmail.com>
Date: July 23, 2026 at 7:16:03 PM EDT
To: Jeff Bucky Fish <buckyfish417@gmail.com>, Chuck Stevenson <chuckgolfs@gmail.com>
Subject: Data from Google AI

Billiards popularity 2020-2026

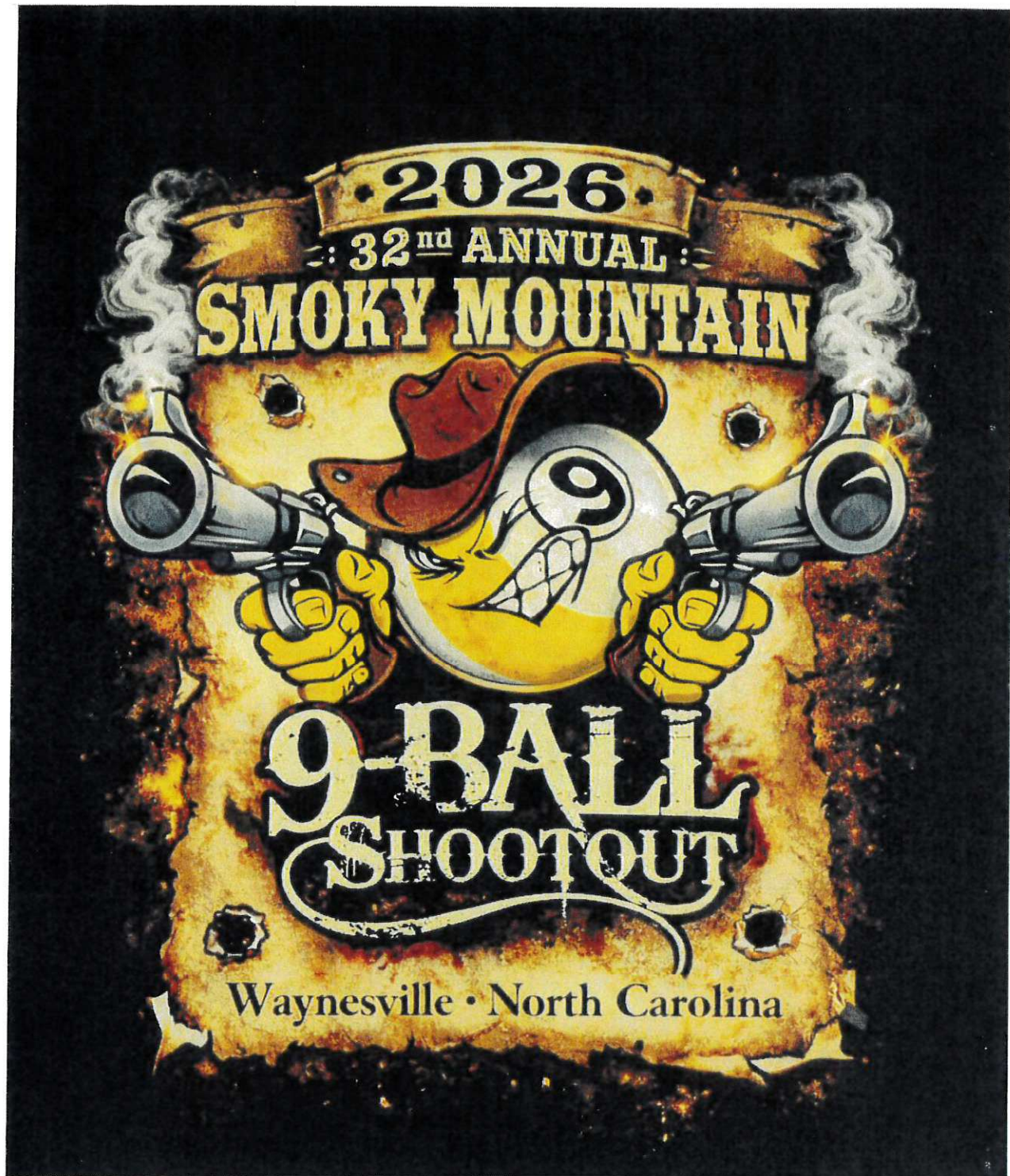
Cultural and Social Shifts

- **The New Third Place:** Pool halls and social lounges are re-emerging as regular hangout spots for younger demographics looking for low-pressure, screen-free competitive hobbies. [1]
- **Digital and Broadcast Reach:** Expanded online streaming, televised global tournaments, and mobile/esports cue variations have successfully broadened the audience base for competitive play. [1, 2, 3]

Equipment and Residential Trends

- **Home Integration:** High-end residential game rooms have prioritized minimalist and modern designer pool tables that match luxury interior aesthetics rather than traditional arcade or basement styles. [1, 2, 3]
- **Technological Upgrades:** Innovation in carbon-fiber shafts and performance gear has accelerated player upgrade cycles, particularly boosting the accessories and cue market sectors. [1, 2]

Above an excerpt from Google AI



Haywood County NC Welcomes You

Dear <<First Name>>,

On behalf of **American Legion Post 47** in Waynesville, North Carolina, I want to personally thank you for being part of last year's Smoky Mountain 9-Ball Shootout

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This event has a proud 32-year history, built by players like you who value great competition, sportsmanship, and community. While 2026 marks only the second year the tournament proceeds directly benefit American Legion Post 47, the impact has already been extraordinary. Because of your participation last year, **The Smoky Mountain 9-Ball Shootout funded nearly one-third** of our Post's annual financial needs, directly supporting local veterans, their families, and community programs right here in Haywood County.

That kind of impact doesn't happen by accident—it happens because players choose to come back year after year.

We are honored to once again host this tournament and would truly appreciate your continued support by joining us for the 2026 event. You'll find the same competitive atmosphere, camaraderie, and respect for the game that has defined this tournament for over three decades—now with the added knowledge that your participation makes a meaningful difference for local veterans. For now, please mark your calendar and know how grateful we are for your past and continued support.

Thank you for helping keep this great tradition alive—and for standing with American Legion Post 47.

We look forward to seeing you at the tables.

With sincere appreciation,
Scott Maddox
Commander American Legion Post 47
Waynesville, North Carolina

\$10,000 Guaranteed Prize Fund 1st - 16th Place

- Texas Express Rules
- Double Elimination
- Race to 9, Loser Race to 7
- Commemorative T-shirt
- PLAYER AUCTION Follows Player Meeting
- Entry Fee \$150.00 (Includes Green Fee)
- Limited to First 128 Players
- DIAMOND 7' Smart Tables
- Great Food • Bleacher Seating
- Professional Cue Service

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15.

[Invite a Friend](#)

3-DAY EVENT

APRIL 24 - 26

10AM - 11PM



Current Tournament Champion Michael Dechaine of Waterville ME and Runner-Up Shane McMinn of Tulsa OK.

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Player meeting 4:00 PM

Friday April 24th.

MANDATORY ATTENDANCE.

First round begins after

Player Auction

SATURDA**Y****25th**

Double elimination rounds continue throughout day.

Tournament play ends around 10 PM with other play options available after.

SUNDAY**26th**

Final rounds throughout day. Tournament play ends around 9:00 PM with awards ceremony.

**Limited to first 128 players, so please RSVP
as soon as possible to secure your spot.**

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17.

[Download Printable Form-Pay By Mail](#)**Contact: Scott Maddox – Cell: 281-541-0801****Email: haywoodpost47@gmail.com**

Call or email if you need to confirm your previous registration, request a refund or get more information.

[CLICK for Directions](#)

The Venue – Historic Armory Rec Center
44 Boundary St, Waynesville, NC 28786

**Recognized By:****BABY'S PRO SHOP****VISIT NC SMOKIES**

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Cool, crisp air and peaceful scenery await.
This site is your official source for
Smoky Mountain travel planning.

[Make Your Plans](#)

VENDORS

VENDOR SPACE AVAILABLE - \$100 Per Space

MUST be set up between 12pm Thursday &
3pm, Friday, April 24th. MUST be
dismantled by 6pm, Sunday, April 26th.

[Vendor Info](#)[Sponsor Info](#)

Thank you!
TO OUR SPONSORS



**AMERICAN
LEGION**

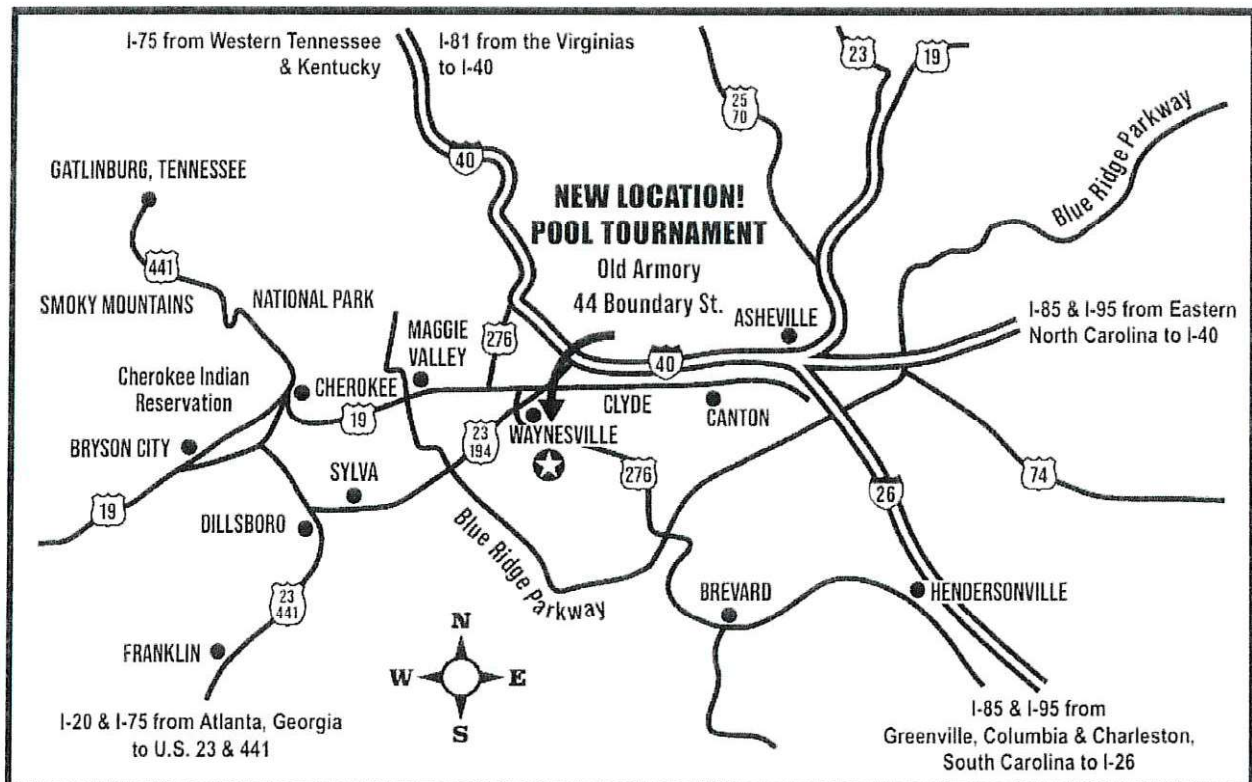
Proceeds

All proceeds after tournament prizes
and expenses benefit

American Legion Post 47

Waynesville NC

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20.

Getting Here

Driving Directions to the Smoky Mountains: Google Maps, Waze or your other favorite App will get you to Waynesville and take into account any road issues on I-40 or elsewhere.

We recommend using [Google Maps](#), as it is taking into account any road closures.

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828/456-5328



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21.



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 **AMERICAN
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PAYMENT SUMMARY RECEIPT

TOWN OF WAYNESVILLE
16 S MAIN ST

DATE: 07/24/26 CUSTOMER#:
TIME: 16:25:08
CLERK: 2044ecou

RECPT#: 3356573 PREV BAL: 500.00
TP/YR: P/2027 AMT PAID: 500.00
BILL: 3356573 ADJSTMNT: .00
EFF DT: 07/24/26 BAL DUE: .00

Misc Cash Receipts

-----TOTALS-----

PRINCIPAL PAID: 500.00
INTEREST PAID: .00
ADJUSTMENTS: .00
DISC TAKEN: .00

AMT TENDERED: 500.00
AMT APPLIED: 500.00
CHANGE: .00

PAID BY: Waynes Billard Text *Amendment*
PAYMENT METH: CHECK
PAYMENT REF: 230

TOT PREV BAL DUE: 500.00
TOT BAL DUE NOW : .00

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: September 8th, 2026**

SUBJECT: A Public Hearing for a text amendment to revise the Table of Permitted Uses, LDS 2.5.3.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenters: Alex Mumby, Land Use Administrator

BRIEF SUMMARY:

While working on the adoption of the Rural Conservation District, staff noted some changes which would make the Table of Permitted Uses more user-friendly, particularly for those who are not familiar with using it. This update was one of three updates which were included with the Rural Conservation District that Council asked to be separated out and sent back to the Planning Board. It was passed unanimously by the Planning Board, while the other two were tabled.

The update includes the following:

- Changing PL for Permitted in Designated Locations to MU for Permitted in Mixed Use Overlays.
- PC and CL were both used for Permitted on Corner Lots, and we have simplified it to only use CL.
- Adding RR to designate uses which are allowed in Railroad Overlay Districts.
- Using & and Or to clarify where uses are allowed.

MOTIONS FOR CONSIDERATION:

1. Find the ordinance consistent / inconsistent with the 2035 Comprehensive Plan
2. Adopt / not adopt the proposed ordinance

FUNDING SOURCE/IMPACT:

There is no financial impact for this zoning text amendment.

ATTACHMENTS:

- Staff Report
- Draft Ordinance
- Newspaper Notice
- Planning Board Report

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Town Council Staff Report

Subject: Table of Permitted Uses Update
Ordinance Section: Land Development Standards 2.5.3
Applicant: Staff Initiated Text Amendment
Meeting Date: September 8th, 2026
Presenter: Alex Mumby, Land Use Administrator

Background:

The Table of Permitted Uses is a large spreadsheet that lists defined types of uses along the left hand column, and then codes where and how a listed use is permitted within a zoning district or overlay district. Each base zoning district has its own column.

Uses that are permitted in current table are indicated as follows:

P	-Permitted outright
PC/CL	-Permitted on corner lots (a duplicated code usage that is confusing)
PL	-Permitted within locations designated as overlay districts
PS	-Permitted subject to supplemental standards (as described in LDS Chapter 3)
SUP	-Permitted only with a Special Use Permit which requires a quasi-judicial proceeding in which a specific site plan, and project impacts are considered and in which the planning board can impose specific conditions.

This coding became complicated over the years as more overlay districts were created within the same zoning district, with distinctive permitted uses within each one, and the implementation of the railroad overlay district with its own table of mixed uses.

The proposed ordinance would use MU rather than PL for mixed use overlays, create consistent symbology for what is permitted in Corner Lots – using only CL for corner lots, instead of the PC or PC/CL code; and denotes uses allowed in the Railroad Overlay districts with the RR designation. This ordinance changes symbology without changing what is allowed in each district. Further, this ordinance does not change the structure of the Permitted Uses Table, only updates how certain uses are identified within it.

Consistency with the 2035 Comprehensive Land Use Plan:

Staff submit that the proposed text amendment to the LDS is reasonable and in the public interest as it improves the symbology used in the Land Development Standards Table of Permitted Uses (2.5.3), making it easier to understand and apply.

Suggested Motions:

1. Motion to find the recommended text amendment as attached (or amended) as being consistent with the 2035 Land Use Plan and reasonable and in the public interest.
2. Motion to adopt / not adopt the text amendment as attached (or as amended).

Attachments:

1. Current Table of Permitted Uses, LDS Section 2.5.3
2. Proposed ordinance with amended table
3. Public notice
4. Planning Board report

ORDINANCE NO. O-40-26

**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; and,

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 simplify how uses are coded in the Permitted Uses Table. Additionally, in making the LDS more clear, the text amendment will:

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

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

WHEREAS, the Planning Board reviewed and held a public hearing on July 20, 2026, 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 July 20, 2026 at a regular meeting of the Waynesville Planning Board, and on September 8, 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 SEPTEMBER 8, 2026, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

1. Amend Chapter 2 Tables of Uses to update the symbology as follows:

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.

[illegible]

[illegible]

Theaters, Drive-In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	-	P	P	P	
Theater, Indoor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-	
Theater, Outdoor	PS	PS	PS	-	PS	-	PS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	-	
CIVIC/INSTITUTIONAL																															
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	-	
College/University	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	
Correctional Institution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SUP	-	SUP	-	-	-	
Hospital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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	-	
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	-	
Schools - Vocational/Technical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	
MANUFACTURING/WHOLESALE/STORAGE																															
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	
Manufacturing, Neighborhood	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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
Mini-Warehouses	-	-	-	-	-	-	-	-	-	-	-	RR & SUP	-	-	-	-	-	-	-	-	-	-	-	-	RR & SUP	RR & SUP	-	SUP	SUP	SUP	SUP
Recycling Collection Stations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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
AGRICULTURAL																															
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	P
Crop Production Support Services	P	-	-	P	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	-	P	-	-	P	-	-
Feed Lots	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fish Hatcheries	-	-	-	-	-	-	-	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INFRASTRUCTURE																															
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	P	-
Public Transportation Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	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	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

¹ 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.

² 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)

ADOPTED this _____ Day of _____, 2026.

TOWN OF WAYNESVILLE

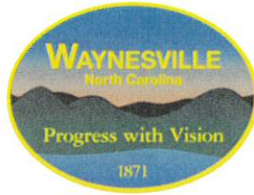
J. Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

APPROVED AS TO FORM:

Martha Bradley, Town Attorney



To: Waynesville Town Council
From: Alex Mumby
Date: August 22nd, 2026
Subject: Planning Board Report and Statement of Consistency
Description: Text amendment changing the symbology of the Table of Uses

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

A motion was made by board member Kathy Lelond and seconded by board member Michael Blackburn **to find the proposed text amendment with the addition of:**

- **Using & and or to add additional clarity within the Table of Uses**

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.

The motion passed 9:0

A motion was made by board member John Mason and seconded by board member Travis Collins **to recommend the proposed text amendment to Town Council.**

The motion passed 9:0

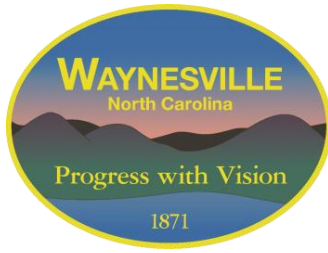
The text amendment to lower the building height in low density districts to 45 feet and the text amendment to reduce the maximum base density in residential districts by 2 were both tabled by the Planning Board.

Ginger Hain, Planning Board Chair

Date

Esther Coulter, Administrative Assistant

Date



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

FOR PUBLICATION IN THE MOUNTAINEER: August 23 and August 30 (Sunday) editions

Date: August 17th, 2026

Contact: Alex Mumby, (828) 452-0401

Notice of Public Hearings Waynesville Town Council

The Town of Waynesville Town Council will hold two public hearings on Tuesday, September 8, 2026, at 6:00 p.m. in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider:

- A text amendment request to revise definitions for Billiard/Pool Hall and its allowance within zoning districts (LDS 2.5.3 and LDS 17.3).
- A text amendment to revise the table of uses to improve readability (LDS 2.5.3).

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

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR COUNCIL ACTION
Meeting Date: 9.08.2026**

SUBJECT: Budget Amendment for the Public Works Department

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Town of Waynesville, in collaboration with the Environmental Sustainability Board (ESB), submitted a grant application through the North Carolina Urban Forest Council to obtain consulting services related to the development of a comprehensive tree inventory.

The total amount of the proposed budget amendment is **\$28,250**. The North Carolina Forest Service (NCFS) will provide funding for **75% of the total project cost, or \$21,187.50**, with the Town providing a **local match of \$7,062.50**.

MOTION FOR CONSIDERATION: Approval of Budget Amendment

FUNDING SOURCE/IMPACT: General Fund Balance/Misc. Grant Revenue



Ian Barrett, Finance Director

08.25.26

Date

ATTACHMENTS: Professional Services Agreement, Budget Amendment

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Ordinance No. O-39-26

Amendment No. 8 to the 2026-2027 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2026-2027 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2026-2027 Budget Ordinance be amended as follows:

General Fund:

Decrease the following revenues:

General Fund Balance	\$7,062.50
----------------------	------------

Increase the following revenues:

General Fund Balance	\$21,187.50
----------------------	-------------

Increase the following appropriations:

Miscellaneous Grant Revenue	\$28,250.00
-----------------------------	-------------

Adopted this 8th day of September 2026.

Town of Waynesville

Gary Caldwell
Mayor

Attest:

Candace Poolton
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is entered into this 19th Day of August, 2026, by and between the North Carolina Urban Forest Council (the “Contractor”), and the Town of Waynesville (the “Town”). Collectively, the Contractor and the Town shall be referred to as the “Parties.”

1. Scope of Services

The Contractor agrees to provide services to the Town as outlined in the North Carolina Forest Service Urban & Community Forest (NCFS U&CF) Grant Request (Attached as “**Exhibit A**”) for Proposal Dated January 17, 2026 (“RFP”) and the Contractor’s scope of work (Attached as “**Exhibit B**”) dated July 19, 2026 (“SOW”). The services include:

Urban Forestry Consulting

- Public Tree Inventory
- Public Tree Ordinance & Urban Forestry Specifications
- Trees & Storms 3Rs Readiness Checklist
- N.C. Arbor Day Celebration Tree Planting
- Management Plan

Communications Consulting

- Outreach Program
- N.C. Arbor Day Celebration

2. Term and Timeline

- **Start Date:** Services shall commence following the Town’s written Notice to Proceed.
- **Completion Time:** This project will be completed by June 30, 2027.

3. Deliverables

The Contractor shall provide the following:

Urban Forestry Deliverables (supported by ArborPro, Inc.)

- Public Tree Inventory
 - Digital and hard copy of the completed tree inventory
 - Shapefiles or other GIS-compatible formats for integration with Town mapping systems
 - Real-time access to data through ArborPRO Software platform.
 - Training for Town staff on software usage.
- Public Tree Ordinance & Urban Forestry Specifications
 - Support Materials
 - Guidance
- Trees & Storms Readiness Checklist
- Management Plan
 - Support Materials
 - Guidance

Tree Planting Deliverables (supported by Trees for the Triangle)

- Site Inspection
- Planting Plan
- (1) 2-3" caliper Arbor Day Ceremonial Tree
- Tree Planting
- 100 seedlings to distribute to community at Arbor Day Event

Continued on page 3

Deliverables continued from page 2

Communications Consulting (supported by North Carolina Urban Forest Council)

- Outreach Program
 - Program Plan
 - News Release
 - Social Media Graphic and Post Content
 - Digital copies of outreach materials
 - Tree Owner's Manual
 - How to Hire an Arborist
 - Trees and Storms Homeowner Brochures
- N.C. Arbor Day Event
 - Event Timeline and Planning Recommendations
 - Arbor Day Proclamation Template
 - Day-of-Event Support

4. Services

- Subject to the terms and conditions set forth in this Agreement, the Contractor shall only provide the Town the services described in the RFP and SOW. The Contractor shall not go outside its SOW as the NCFS U&CF grant will not compensate for services outside the RFP and SOW. Should the Town need additional services, another contract must be negotiated.

5. Compensation

Total cost for all services for this project is \$28,250.00.

- **Grant Payment:** A NCFS U&CF Grant – contract# 24-110-2003 – will pay for 75% of the project cost in the amount of \$21,187.50.
- **Town Payment:** The Town agrees to pay the 25% cash match required of the NCFS U&CF Grant in the amount \$7,062.50.
- **Payment Terms and Invoice Submission:** The Contractor shall submit an invoice to the Town at the start of the project that will be due September 30, 2026 to act as a mobilization payment.

6. Responsibilities of the Parties

Contractor Responsibilities:

- Perform all work in accordance with the RFP, SOW, and industry standards.
- Provide all necessary equipment, tools, and personnel.
- Ensure all services comply with applicable local, state, and federal laws.

Town Responsibilities:

- Grant access to all required Town properties.
- Designate a primary point of contact for communication and approvals.
- Provide timely feedback on deliverables and facilitate coordination with Town staff.

7. Compliance and Insurance

- **Insurance:** The Contractor shall maintain insurance as specified in the RFP, including general liability, workers' compensation, and automobile liability coverage.
- **Indemnification:** The Contractor shall indemnify and hold harmless the Town, its officers, and employees from any claims arising from the Contractor's performance under this Agreement.

8. Termination

- **For Cause:** Either Party may terminate this Agreement for cause with written notice if the other Party fails to perform any material obligation.
- **For Convenience:** The Town may terminate this Agreement for convenience with 30 days' written notice.
- **Compensation Upon Termination:** The Contractor shall be compensated for all work performed up to the date of termination.

9. Governing Law and Dispute Resolution

- This Agreement shall be governed by the laws of the State of North Carolina.
- Any disputes arising under this Agreement shall be resolved in the courts of Wake County, North Carolina.

10. Miscellaneous Provisions

- **Public Records:** The Contractor shall comply with Government Records Access and Management Act.
- **Amendments:** Any amendments to this Agreement must be in writing and signed by both Parties.
- **Entire Agreement:** This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Town of Waynesville

By: _____

Name: Rick Howell

Title: Interim Town Manager

Date: _____

North Carolina Urban Forest Council

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A



The N.C. Forest Service (NCFS) Urban and Community Forestry (U&CF) program seeks to award two, two-year grants to an organization(s) (grantee) to manage and complete select urban forestry services (Climb to Tree City USA package) for municipalities awarded assistance (subrecipient) through our Financial Assistance Program (FAP) request for applications (RFAs) process. To that end, we are requesting proposals from eligible organizations to provide these services utilizing the following guidance.

- Eligible organizations
 - 501 c3 not-for-profit organization
 - The organization must have the technical expertise to complete the urban forestry work or subcontract with service providers that have the technical expertise to complete the work. Guidance for identifying and securing urban forestry professionals can be found on our [Urban Forestry Professionals webpage](#), and minimum qualifications for professionals can be found on our [Financial Assistance Program webpage](#).
- Request for proposals period
 - Closes March 1, 2026
- Services to be provided by the grantee
 - Engage and lead the subrecipients and complete the following practices and activities. Specifications and guidance documents can be found on our [U&CF Resources and Specifications webpage](#) under the urban forestry section.
 - Inventories and assessments
 - Sample tree inventory – Complete a statistical sample inventory of public trees utilizing iTree protocols and the NCFS U&CF sample tree inventory specification.
 - Ordinances, policy, standards and specifications
 - Public tree ordinance – review and update if necessary or develop.
 - Urban forestry standards & specifications – review and update if necessary or develop utilizing NCFS standards and specifications.
 - Plans
 - Management plan – Develop a basic management plan that includes analysis and outcomes as detailed in the NCFS U&CF management plan template focusing on public tree management.
 - Trees & Storms readiness plan – Using the NCFS U&CF readiness BMP, lead the municipality in the completion of the readiness checklist.
 - Outreach -- Develop a simple outreach program that includes product(s) and/or event(s) to engage, educate and inform the public about the project.
 - Tree planting -- Design and complete a “small” (up to 10, 2-3-inch caliper trees) tree planting project to celebrate the project.



- Practice plan – A tree planting and post-care plan is required.
- Utilization of NCFS U&CF tree supply and planting specifications or approved equivalent is required.
- Tree supply inspection, planting inspection and report by a qualified urban forestry professional are required.
- Outreach event – Lead the development of and hold an Arbor Day celebration.
- Final report – Design and publish a two-to-eight-page infographic-style report summarizing and illustrating the community's U&CF needs for this project and accomplishments.
- Proposed subrecipient award and completion of services process
 - Request for applications – NCFS U&CF offers two RFAs per year, one in January and one in July. Municipalities will be eligible to apply for a grant to receive these services (Climb to Tree City USA package) at the January offering. A July offering is open for consideration.
 - A number of subrecipients, to be agreed with the grantee, will be awarded by NCFS U&CF based on our FAP award criteria provided on our FAP webpage.
 - A notice to proceed with the work for the subrecipients will be issued to the grantee.
 - The grantee will complete the Climb to Tree City USA package of services for the subrecipients over an agreed project duration per subrecipient.
- Grant structure and funding programs
 - Grant structure
 - Unit price structure
 - The grantee will be paid a flat fee (to be proposed and agreed) for each of the services listed in the Climb to Tree City USA package plus the cost of purchased goods and paid quarterly upon completion of each service.
 - Match/Cost share – There are no match or cost share requirements for the grantee or subrecipients.
 - Indirect administration – the grantee will be paid a flat percent rate on the services and goods billed based on the funding program.
 - Funding programs
 - There are two federal funding programs that will fund this work. Each program designates municipalities that are eligible for these services and the indirect rate. Details of the programs are as follows and include the amount of funding we currently have available to fund this work.
 - Hurricane Helene Recovery (HHR)



- Tribal government or a municipality located in Alleghany, Ashe, Avery, Buncombe, Caldwell, Henderson, Madison, Mithcell, Polk, Rutherford, Transylvania, or Yancey counties.
- Indirect administration – 15% of services billed.
- \$2.2 million in assistance is available for award of all HHR funded work.
- Inflation Reduction Act (IRA)
 - 100% of the Tribal government or municipality's incorporated lands fall within the boundaries of [NCFS U&CF Financial Assistance Program Inflation Reduction Act project areas](#).
 - Indirect administration – 20% of services billed
 - \$5.6 million in assistance is available for award of all IRA funded work.
- Award, grant contracts and schedules
 - Award decisions will be based on the following criteria.
 - Project team expertise, qualifications and experience
 - Cost of services
 - Capacity to deliver services
 - Conditional award notices will be issued by March 31, 2026. Grantees will enter a grant contract with the N.C. Forest Service.
 - Grant contract duration – Two years
 - Working with the N.C. Forest Service, conditional grantees must complete the work necessary to complete and execute a grant contract with a start date of July 1, 2026.
 - We anticipate a notice to proceed for the first set of subrecipient work will be issued July 1, 2026.
 - The awardee will complete the work and submit quarterly requests for payment to the N.C. Forest Service for approval and payment.
- Proposal
 - Please register your intent to submit a proposal by completing the following registration by Jan. 31, 2026.

Intent to submit a Proposal Registration

- Please provide the following in a single document, and email your proposal to ncfsucf@ncagr.gov by 11:59 p.m. March 1, 2026.
 - Project team, roles, expertise and experience
 - Project duration for a single subrecipient
 - Number of subrecipient projects that can be completed in one year
 - A schedule of deliverables by project quarter for a single subrecipient



- A narrative of how the services will be provided to a subrecipient by project quarter
- A narrative of the management of the receipt of subrecipient projects, project reporting and assumptions
- A unit price budget to provide each of the services

Exhibit B



Steve Troxler
Commissioner

North Carolina Department of Agriculture and Consumer Services

N. David Smith
Chief Deputy Commissioner

ATTACHMENT B: SCOPE OF WORK

I. ORGANIZATION:

- a) Organization Name: North Carolina Urban Forest Council
- b) Tax Identification #: 56-1962469
- c) Organizational Fiscal Year End: December 31
- d) EBS Award Number (All NonGov entities)
- e) Background Information:

The North Carolina Urban Forest Council (NCUFC) is a non-profit organization which helps strengthen the efforts of local groups by serving as a resource, a forum for networking and discussion, and an advocate of the urban forest. The council seeks to encourage and support these communities in their urban forest management efforts. The North Carolina Urban Forest Council has been educating NC residents, tree care professionals and municipalities about proper tree care and urban forestry techniques for many years through workshops, service projects, newsletters and conferences.

The NCUFC has had a long-standing partnership with the NC Forest Service's Urban & Community Forestry Program (NCFS U&CF), providing education and outreach opportunities across the state. In addition, the NCUFC assists the NCFS U&CF in the delivery of urban forest service projects on a regional and state-wide basis.

II. PROJECT INFORMATION:

- Project Name: CPG Climb to Tree City Services
- Project Locations: Various

III. FUNDING INFORMATION:

- a) Source of funds: 101339/10G0441124

IV. Scope of Work:

- a) Scope of Work

The North Carolina Urban Forest Council (NCUFC), in partnership with ArborPro Inc. and Trees for the Triangle, proposes a coordinated statewide initiative to expand municipal participation in Tree City USA in North Carolina, while building durable local urban forestry capacity.

This program addresses the barriers many North Carolina municipalities face, including the absence of baseline tree data, insufficient governance structures, limited operational planning, minimal outreach, and incomplete storm readiness. It provides municipalities with a

ATTACHMENT B: SCOPE OF WORK (Continued)

comprehensive set of tools, guidance, and tangible deliverables that ensure readiness for Tree City USA certification while building long-term capacity for urban forest stewardship.

NCUFC serves as the program administrator and manages municipal outreach, reporting, and compliance. ArborPro Inc. delivers all technical urban forestry services, including tree inventories, management planning, and ordinance review. They will also assign dedicated management oversight to the region to ensure consistent quality control, scheduling reliability, and responsive communication for participating communities. Trees for the Triangle coordinates demonstration tree plantings and community engagement, ensuring municipalities experience visible outcomes and public support.

NCUFC will provide the Climb to Tree City package of services, as defined herein and in the Grant Contract Accomplishment Deliverables and Definitions to three (3) subgrantees (municipalities) awarded through 26-1 NCFS U&CF Financial Assistance Program request for applications. These municipalities include the following.

- Town of Emerald Isle
- Town of Harrisburg
- Town of Waynesville

As may be required, NCFS and the NCUFC will develop mutually acceptable project management procedures and reports processes to monitor and report on project progress.

b) Goal, Objectives & Timeline:

i) Goal

Awarded municipalities have been engaged in the completion of select urban forestry practices and community forestry activities and to build the organizational foundation to effectively manage their public trees and achieve the Tree City USA designation.

ii) Objectives

- (1) Scope of work project plans and specifications will be completed by the end of quarter 1.
- (2) A tree inventory of public trees, urban forestry ordinance and specification reports and tree planting workorders for each community will be completed by the end of quarter 2.
- (3) An Arbor Day celebration will be held and the Trees & Storms 3Rs checklist will be completed for each community by the end of quarter 3.
- (4) Management plans and infographic reports for each community will be completed by the end of quarter 4.

Expected Results:

Each municipality will have been engaged and completed the following practices and activities.

- Outreach Program
- Complete Public Tree Inventory
- Public Tree Ordinance & Urban Forestry Specifications
- N.C. Arbor Day celebration and tree planting

ATTACHMENT B: SCOPE OF WORK (Continued)

- Trees & Storms 3Rs Readiness Checklist
- Management Plan

V. Payment:

a) Payment terms:

i) Quarterly Request for Reimbursement

(1) Quarterly reimbursement requests (RFRs) must be submitted within 20 days after the close of the quarter except for RFRs due in April, which must be submitted early for payment before the mandatory end-of-year state spending freeze. The final Request for Reimbursement will be due within 30 days of the end of the contract term.

(2) Request for Reimbursement Schedule:

(a) Quarterly due by dates

- (i) October 20, 2026
- (ii) January 20, 2027
- (iii) April 5, 2027

(b) Final due by date: July 30, 2027

VI. Budget/Expenditures:

- i) Budget Time period: Contract term; Start Date: July 1, 2026 & End Date: June 30, 2027
- ii) Budget Detail: See attached Budget Worksheet.

VII. Reporting:

a) Performance:

i) Grant Contract Term Reporting

(1) Performance will be monitored during the contract term through submissions of the following. Reporting forms and instructions can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at <https://www.ncagr.gov/divisions/nc-forest-service/urban/resources-and-specifications>.

(2) Request for Reimbursement & Interim Progress Reports (RFRs)

(3) Accomplishment Deliverables

(a) The grantee will submit the following accomplishment deliverables for an acceptance review due within each project quarter per the Project Plan as they are completed. Failure to meet this schedule may result in termination of the grant contract. Definitions of these deliverables are attached. (Grant Contract Accomplishment Deliverables and Definitions).

(b) Quarter 1 – July 1 – September 30, 2026

- (i) Project Plan
- (ii) Outreach Program Plan
- (iii) Tree Inventory Specifications
- (iv) Ordinance & UF Specifications
- (v) Management Plan Specifications
- (vi) Tree Planting Plan
- (vii) Tree Planting Specifications
- (viii) Meeting Minutes

(c) Quarter 2 - October 1 – December 31, 2026

- (i) Outreach Product(s)
- (ii) Tree Inventory Reports

ATTACHMENT B: SCOPE OF WORK (Continued)

- (iii) Ordinance & UF Specifications Reports
 - (iv) Tree Planting Work Orders
 - (v) Meeting Minutes
 - (d) Quarter 3 - January 1 – March 31, 2027
 - (i) Outreach Events
 - (ii) Tree Delivery Inspection Reports
 - (iii) Tree Planting Inspection Reports
 - (iv) Trees & Storms 3Rs Readiness Checklists
 - (v) Meeting Minutes
 - (e) Quarter 4 – April 1 – June 30, 2027
 - (i) Management Plans
 - (ii) Infographic Reports
 - (iii) Meeting Minutes
- ii) Final Reporting
 - (1) Accomplishment Measures
 - (a) Submission of the Grant Contract Accomplishment Measures Report
 - (b) Grantee's Accomplishment Measures
 - (i) # outreach events
 - (ii) # of outreach products
 - (iii) # of people reached
 - (iv) # trees inventoried
 - (v) # of trees planted
 - (vi) # of volunteers (as may be applicable)
 - (vii) # of volunteer hours (as may be applicable)
 - (2) Final Report - Digital copy of a professionally published two-to-eight-page infographic style report with short narratives and graphics summarizing and celebrating the project. Sections to cover should include the following.
 - (a) Need/Challenge
 - (b) Goal
 - (c) Objectives
 - (d) Accomplishments noting measures
 - (e) Contribution of the project to enhance urban and community forestry in the communities.
- b) Financial:
 - i) Requests for Reimbursement
 - (1) Instructions and required documentation can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at https://www.ncforestservice.gov/Urban/urban_resources_and_specifications.htm.

TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR BOARD ACTION
Meeting Date: September 8, 2026

SUBJECT: Request for Council approval to proceed with a Municipal Agreement between the Town of Waynesville and the North Carolina Department of Transportation (NCDOT) for development of the Comprehensive Pedestrian Plan.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Olga Grooman, Interim Development Services Director
Alex Mumby, Land Use Administrator
Presenter: Olga Grooman, Interim Development Services Director
Alex Mumby, Land Use Administrator

SUMMARY:

The Town of Waynesville's Pedestrian Plan serves as a guiding document for the development, construction, and maintenance of its pedestrian infrastructure, including sidewalks, trails, and greenways. Originally completed in February 2010, the plan includes designated areas for sidewalk construction, missing connections, standards for design, gaps in accessibility, and addresses how these facilities interact with other modes of transportation, such as transit. As with most comprehensive plans, a Pedestrian Plan should be updated periodically in order to stay up to date and practically useful.

Development Services applied for a grant through the North Carolina Department of Transportation's (NCDOT) Integrated Mobility Division (IMD) to update the existing Pedestrian Plan. On April 14, Council passed a Resolution supporting the grant application. The Town has since been awarded the grant.

As specified in the attached Municipal Agreement, the total estimated cost of the project is \$85,000. NCDOT will provide a maximum of \$72,000, and the Town will provide \$13,000 in local matching funds, as well as any costs that exceed the estimated project cost of \$85,000.

Based on the grant guidelines, the original award was projected to be \$49,000, with a required 20% local match of approximately \$9,800. The Town was ultimately awarded \$72,000, with a required local match of \$13,000. The local match has been appropriated from the Professional Services line item in the Development Services budget.

Upon approval of the Municipal Agreement, the Town Manager and Finance Director will be authorized to execute the Agreement. The Town will then disburse the required local match to the NCDOT, as specified in the Agreement. After that, the NCDOT will be able to issue a Notice to Proceed and assign a consultant to the project. The grant will be fully administered by the NCDOT.

MOTION FOR CONSIDERATION:

1. Motion to approve the Municipal Agreement between the Town of Waynesville and the North Carolina Department of Transportation (NCDOT) for development of the Comprehensive Pedestrian Plan.

FUNDING SOURCE/IMPACT:

Per NCDOT grant guidelines, the Municipal Agreement must be executed no later than October 2026. A Notice to Proceed will be issued by January 2027. More information about the NCDOT's Multimodal Planning Program and current grant timeline can be found here:

<https://connect.ncdot.gov/municipalities/PlanningGrants/IMD-Multimodal-Planning-Program/Pages/default.aspx>



Ian Barrett, Finance Director

8/27/2026

Date

ATTACHMENTS:

- Municipal Agreement

MANAGER'S COMMENTS AND RECOMMENDATIONS:

ACCOUNTS RECEIVABLE AGREEMENTS

REMITTANCE GUIDANCE



_____: I acknowledge that upon execution of this Agreement, we will be required to submit a down payment, if required. I also acknowledge that we may pre-pay any portion of the estimated cost noted in this Agreement, prior to final billing by the Department.

Please refer to your Agreement's PAYMENT TERMS to correctly remit any payment due to the Department.

<u>PAYMENT TERMS</u>	<u>PAYMENT TIMING</u>
PAYMENT UPON AGREEMENT EXECUTION	Please submit the amount of agreed upon payment via one of the below methods, <u>once you have received notice of execution of the Agreement</u> .
PAYMENT PRIOR TO LETTING (OR START OF PHASE)	You will be notified by the Project Manager when payment will be due. Please remit payment within 60 days of notification.
PAYMENT UPON BILLING	The Department will bill at the completion of the Project (or when defined in the Agreement). All payments are due within 60 days of invoicing.

NOTE: You may pre-pay any portion of an estimated cost, prior to Departmental Billing. The Department will adjust final billing to account for any pre-payments made.

LATE PAYMENTS AND INTEREST RATES:

For payments not received within 60 days, the Department must charge a statutory interest rate of prime plus one percent (1%) on all Utility Relocation Agreements. For any other Receivable Agreement, the Department may charge a late fee and/or interest.

PAYMENT METHODS

1. SEND PAYMENT BY CHECK

OR

2. SEND PAYMENT VIA ACH (Automated Clearinghouse)

MAIL TO:

NCDOT – Accounts Receivable
1514 Mail Service Center
Raleigh, NC 27699-1514

Initiate ACH through your bank* and send an e-mail to:

- ✓ Sherrissa Becton – snbecton@ncdot.gov
- ✓ Melinda Neighbors – mneighbors@ncdot.gov

INCLUDE:

- Agreement ID (10000xxxxx)
- WBS Element

INCLUDE:

- Agreement ID (10000xxxxx)
- WBS Element
- Amount of Payment

*If you need NCDOT's Account Information, contact Terri Jones at tdjones5@ncdot.gov

Failure to follow the above steps and remit payment per the terms in the Agreement may result in delays to project delivery. Please contact your Division Project Manager for questions regarding payment terms.

4/17/2026

ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
1000029814

AGREEMENT OVERVIEW

NORTH CAROLINA
HAYWOOD COUNTY

DATE: 8/20/2026

PARTIES TO THE AGREEMENT:

PROJECT NUMBERS:

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

TIP #: BO-2616

WBS ELEMENTS: 52311.1.7

AND

FEDERAL-AID NUMBER: N/A

TOWN OF WAYNESVILLE

CFDA: N/A

The purpose of this Agreement is to identify the participation in project costs, project delivery and/or maintenance, by the other party to this Agreement, as further defined in this Agreement.

SCOPE OF PROJECT (“Project”): The Project consists of the planning and production of a Comprehensive Pedestrian Plan (Plan) in accordance with the Department’s policies and procedures. The Department’s funding participation in the Project shall be restricted to development of this Plan, as further set forth in this Agreement.

COSTS TO THE OTHER PARTY: \$13,000

ESTIMATED COST OF THE PROJECT: \$85,000

PAYMENT TERMS: Town of Waynesville will submit payment upon execution of agreement.

EFFECTIVE DATES OF AGREEMENT:

START: Upon Full Execution of this Agreement

END: Agreement remains in effect for two years, and thereafter, unless terminated

This **Agreement** is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the **Department** and the Town of Waynesville, hereinafter referred to as the **Municipality**; and collectively referred to as the **Parties**.

The **Parties** to this Agreement, listed above, intend that this Agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this Agreement and refer to this Agreement, represents the entire understanding between the **Parties** with respect to its subject matter and supersedes any previous communication or agreements that may exist.

I. WHEREAS STATEMENTS

WHEREAS, 23 USC 505 allows State Planning and Research (SPR) federal funds to funds to be available for certain specified transportation activities; and

WHEREAS, in accordance with G.S. 136-66.2, the NC General Assembly requires each **Municipality** to develop a comprehensive transportation plan that will serve present and anticipated travel demand; and,

WHEREAS, the **Department's** Integrated Mobility Division (IMD) and the Transportation Planning Division have created a matching grant program to encourage the development of comprehensive municipal bicycle plans and pedestrian plans, which may serve as a component of the comprehensive transportation plan; and,

WHEREAS, the **Department** has allocated state matching funds to augment the federal funds available for these activities; and,

WHEREAS, the **Municipality** has requested funding for the development of a Bicycle and/or Pedestrian Plan, as more fully described in this Agreement and hereinafter referred to as the Project; and,

WHEREAS, the **Municipality** has requested that the **Department** administer the Project in coordination with the **Municipality**; and,

WHEREAS, the **Municipality** has agreed to participate in the cost of the Project as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the **Department** by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.2 and Section 136-71.6, to participate in the planning, construction, and/or implementation of the Project approved by the Board of Transportation.

NOW THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the **Parties** do hereby covenant and agree, each with the other, as follows:

II. DEVELOPMENT OF PLAN

- i. The **Department**, and or its agent, shall prepare the Project of a Comprehensive Pedestrian Plan for the **Municipality**, following the IMD's Content Standards for NCDOT Bicycle and Pedestrian Plans.
- ii. The **Municipality** shall participate in providing data and logistical support for public meetings and other required public notices.

ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
1000029814

- iii. The **Department** will provide a preliminary draft of the Plan to the **Municipality** for review and comment. The **Municipality** shall provide comments to the **Department** within three (3) months. Upon receipt of comments from the **Municipality**, the **Department** will provide a final draft.

III. COMPLETION AND ADOPTION OF PLAN

- i. The governing body of the **Municipality** shall consider the adoption of the Plan as provided in the Final Draft by the **Department**. If the Council requests significant changes prior to adoption, the Plan will be modified and resubmitted to the **Municipality** for final approval within three (3) months.
- ii. The **Municipality** shall receive digital files and hard copies of the approved Plan. The **Municipality** shall be responsible for the distribution of the final documents to the appropriate local agencies and interested parties.

IV. TIME FRAMES

The **Department** has a required time frame of two years to complete the Project. It is important that the **Municipality** provide necessary support and responses to the **Department** in a timely manner. Any delays on the part of the **Municipality** may affect the ability of the **Department** to provide financial support for the Project.

V. FUNDING

- i. The total estimated cost of the Project is \$85,000. The **Department** shall provide a maximum amount of \$72,000. The **Municipality** shall provide \$13,000 and all costs that exceed the estimated cost of \$85,000.
- ii. Upon full execution of the Agreement, the **Municipality** shall submit payment for \$13,000 to the **Department**, in accordance with the cover memo attached to this Agreement.
- iii. Upon completion of the Project, if actual costs exceed the total estimated cost of \$85,000, the **Municipality** shall reimburse the **Department** the underpayment within sixty (60) days of invoicing by the **Department**. The **Department** shall charge a late payment penalty and interest on any unpaid balance due in accordance with G.S. 147-86.23.
- iv. Upon completion of the Project, if actual costs are less than the total available funding of \$85,000, the **Department** shall reimburse the **Municipality** any overpayment at the above matching share.

VI. REPORTING REQUIREMENTS

The **Department** is subject to NC Article 2, Chapter 36 (136-41.5), which mandates an annual report on use of bicycle and pedestrian planning grant funds. By entering into this agreement with the **Department**, the **Municipality** acknowledges their participation in annual reviews of the status of implementation of projects identified in the completed plan.

VII. STANDARD PROVISIONS

A. AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all **Parties** by means of a written Supplemental Agreement.

B. ASSIGNMENT OF RESPONSIBILITIES

The **Department** must approve any assignment or transfer of the responsibilities of the Local Public Agency set forth in this Agreement to other parties or entities.

C. AGREEMENT FOR IDENTIFIED PARTIES ONLY

This Agreement is solely for the benefit of the identified **Parties** to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

D. OTHER AGREEMENTS

The **Municipality** is solely responsible for all agreements, contracts, and work orders entered into or issued by the **Municipality** to meet the terms of this Agreement. The **Department** is not responsible for any expenses or obligations incurred for the terms of this Agreement except those specifically eligible for the funds and obligations as approved by the **Department** under the terms of this Agreement.

E. TITLE VI

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

F. AUTHORIZATION TO EXECUTE

The **Parties** hereby acknowledge that the individual executing this Agreement has read this Agreement, conferred with legal counsel, fully understands its contents, and is authorized to execute this Agreement and to bind the respective **Parties** to the terms contained herein.

G. DEBARMENT POLICY

It is the policy of the **Department** not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the **Municipality** certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

H. INDEMNIFICATION

The **Municipality** will indemnify and hold harmless the FHWA (if applicable), the **Department** and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claims for damage and/or liability, including those that may be initiated by third parties, in connection with the Project activities performed pursuant to this Agreement including construction of the Project, except for those claims arising out of the errors, omissions, or negligence of the **Department**, its respective officers, directors, principals, employees, agents, successors, and assigns.

I. AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

J. COUNTERPARTS AND ELECTRONIC SIGNATURES

- i. This Agreement, and other documents to be delivered pursuant to this Agreement, may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document and will be effective when counterparts have been signed by each of the **Parties**. An image of a manual signature on this Agreement, or other documents to be delivered pursuant to this Agreement, will constitute an original signature for all purposes. The delivery of copies of this Agreement or other documents to be delivered pursuant to this Agreement, including executed signature pages where required, by electronic transmission will constitute effective delivery of this Agreement or such other document for all purposes.
- ii. The **Parties** hereto further acknowledge and agree that this Agreement may be signed and/or transmitted by email or a PDF document or using electronic signature technology (e.g. DocuSign, Adobe Sign, or other electronic signature technology), and that such signed record shall be valid and as effective to bind the **Party(ies)** so signing as a paper copy bearing a handwritten signature. By selecting "I Agree", "I Accept", or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the electronic

**ACCOUNTS RECEIVABLE
NCDOT ADMINISTERED – BICYCLE/PEDESTRIAN PLAN
(FEDERAL/STATE FUNDS RECEIVABLE)
1000029814**

signature technology, the **Parties** consent to be legally bound by the terms and conditions of Agreement and that such act constitutes a signature as if actually signed in writing. The **Parties** also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The **Parties** acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the electronic signature technology, will have the same effect as physical delivery of the paper document bearing an original written signature.

K. GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Adult Corrections, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

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SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(DOCUSIGN ONLY)

TOWN OF WAYNESVILLE

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

Fed Tax ID No: _____

Finance Signer: _____

Remittance Address:

Print Name: _____

Title: _____

Date Signed: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Print Name: _____

Title: _____

Date: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(INK SIGNATURES)

TOWN OF WAYNESVILLE

Attest:

By: _____

Title: _____

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

Fed Tax ID No: _____

Remittance Address:

Finance Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

(DOCUSIGN)

DEPARTMENT OF TRANSPORTATION

By: _____

Print Name: _____

Title: _____

Date: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)



Integrated Mobility Division

AGREEMENTS TRANSMITTAL FORM

Date:

From:
Name Title Signature Date
through Brennon Fuqua
Director of IMD
Signature Date

Project: **TIP #** **WBS#** **County:**

For Signature From:

- ☐ Transportation Secretary
☐ Chief Deputy Secretary
☒ Deputy Secretary of Multi-Modal Transportation
☐ Other

Attorney General Review:

☐ Approved as to Form
Signature Date

Parties to the Agreement:

Town of Waynesville

Description of Work:

Preparation of a Pedestrian Plan

Estimated Cost to NCDOT:

Amount to be reimbursed to NCDOT:

BOT approval date:

TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: September 8, 2026

SUBJECT: Salamander Scavenger Hunt Artist Approval

AGENDA INFORMATION:

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

BRIEF SUMMARY:

The Waynesville Public Art Commission (WPAC) received 7 responses during their informal Request for Proposals (RFP) period for an artist to design, fabricate, and install seven salamanders on and around Main Street for the public art project-“Salamander Scavenger Hunt”. Following initial review of the RFPs the WPAC voted to select a finalist for recommendation to Council. The selected artist will be presenting their proposal to the Town Council so that the Council can decide if they wish to offer them this commission for the Town’s newest Public Art Installation.

MOTION FOR CONSIDERATION:

- Motion to commission (artist name here-TBD pending the September 1st WPAC meeting) for the fabrication and installation of a the “Salamander Scavenger Hunt” public art installation on and around Main Street.

FUNDING SOURCE/IMPACT: The Waynesville Public Art Commission has been, and will be continuing to fundraise for this project. They will offer sponsorship opportunities to local businesses.

ATTACHMENTS:

-RFP

MANAGER’S COMMENTS AND RECOMMENDATIONS:

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR COUNCIL ACTION
Meeting Date: 09.08.2026**

SUBJECT: Salamander Sponsorship Request

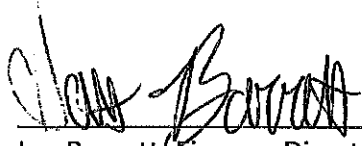
AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Administration
Contact: George Kenney, WPAC Chair and Candace Poolton, Town Clerk
Presenter: George Kenney, WPAC Chair

BRIEF SUMMARY: The Waynesville Public Art Commission is offering sponsorship opportunities to local businesses to name one of the seven salamanders that will be a part of the Salamander Scavenger Hunt, a public art project that will be installed on and around Main Street. The WPAC would like to give the Town Council the first opportunity to sponsor and name one of the salamanders.

MOTION FOR CONSIDERATION: Motion for Council to sponsor a salamander for the Salamander Scavenger Hunt public art project.

FUNDING SOURCE/IMPACT: Governing Board



Ian Barrett, Finance Director

08.26.26

Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS: