



Town of Waynesville, NC Board of Aldermen Regular Meeting

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

Date: **March 26, 2019** Time: **6:30 p.m.**

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A. CALL TO ORDER - Mayor Gavin Brown

1. Welcome/Calendar/Announcements

2. Adoption of Minutes

Motion: To approve the minutes of the March 1, 2019 Special Meeting (Board Retreat) and the March 12, 2018 regular meeting as presented (or as corrected).

B. PRESENTATIONS

- 3 a. Certificate of Commendations
 - Chief Bill Hollingsed

 - b. Resolution awarding badge and service sidearm to retiring Police Lieutenant Timothy O'Neill

 - Chief Bill Hollingsed

C. 4. Request approval for Special Events – May through October 2019

- Assistant Town Manager Amie Owens
 - a. **Whole Bloomin' Thing Festival** – Saturday, May 11

 - b. **Rockin' Block Party (2)** – Saturday, May 25 and Saturday, September 14

 - c. **Mountain Street Dance (3)** – Friday, June 28, July 26 and August 9, 2018

 - d. **Stars and Stripes Celebration** – Thursday, July 4, 2019

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

March 26, 2019

- 2 -

- e. **Power of Pink 5K** – Saturday, September 28, 2019
- f. **Church Street Art & Craft Show** – Saturday, October 12, 2019
- g. **Apple Harvest Festival** – Saturday, October 19, 2019
- h. **Treats on the Street** – Thursday, October 31, 2019

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

D. COMMUNICATIONS FROM STAFF

5. Manager's Report

- Town Manager Rob Hites

6. Attorney's Report

- Town Attorney Bill Cannon

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

F. CALL ON THE AUDIENCE

G. ADJOURN



TOWN OF WAYNESVILLE

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CALENDAR March 26, 2019

2019	
Tuesday March 26 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday April 4 th 4:00pm – 5:00 pm Haywood County Courthouse	Haywood Ramblings presented by Historic Preservation Comm. Patrick Womack speaking “Mason Dixon Line”
Saturday April 6 th 6:30 PM – 9:30 PM	Base Camp Spring Challenge – formerly the old Main Street Mile Downtown Waynesville
Tuesday April 9 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Friday April 19	Town Offices Closed – Good Friday
Tuesday April 23 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday May 7 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday May 21 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Monday May 27	Town Offices Closed – Memorial Day
Tuesday June 11 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday June 25 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday July 4	Town Offices Closed – Independence Day
Tuesday July 9 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday July 20 th 10:00 AM – 11:00 AM	Folkmoot Parade Main Street

Tuesday July 23 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday July 27 10:00 AM – 5:00 PM	Folkmoot International Day Main Street
Tuesday August 13 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday August 27 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Monday September 2	Town Offices Closed – Labor Day
Tuesday September 10 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday September 24 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday October 8 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday October 22 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Monday November 11	Town Offices Closed – Veterans Day
Tuesday November 12 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday November 26 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday & Friday Nov 28 & 29	Town Offices Closed – Thanksgiving
Tuesday December 10 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tues, Wed & Thurs Dec 24 – 26	Town Offices Closed – Christmas

Board and Commission Meetings – April 2019

ABC Board	ABC Office – 52 Dayco Drive	April 16th 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	April 2nd 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	April 25th 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	April 3rd 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	April 15th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	April 11th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	April 17th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	April 17th 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

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**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
SPECIAL MEETING - RETREAT
March 1, 2019**

THE WAYNESVILLE BOARD OF ALDERMEN held its winter retreat on Friday March 1, 2019 at 8:30 a.m. at Public Services Training Room located at 129 Legion Drive, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 8:30 a.m. with the following members present:

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

The following staff members were present:

Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
David Foster, Public Services Director
Rhett Langston, Parks and Recreation Director
James Robertson, Tax Collector
Eddie Caldwell, Contracted Finance Personnel
Joey Webb, Fire Chief
Bill Hollingsed Police Chief
Julie Grasty, Asset Services Manager
Daryl Hannah, Streets and Sanitation Superintendent
Luke Kinsland, Aquatics Supervisor
Jesse Fowler, Planner

The following media representatives were present:

Becky Johnson – The Mountaineer
Cory Valliancort – Smoky Mountain News

1. Call to Order

Mayor Gavin Brown called the meeting to order at 8:30 a.m.

2. Opening Comments by Mayor and Board

Mayor Brown welcomed the Board Members, Department Heads, and citizens of Waynesville. He asked James Robertson to open the meeting with prayer.

3. Discussion of Cemetery

Mayor Brown stated that Cemetery Rules and Regulations were being discussed at the January 23, 2009 Board Retreat. He gave a brief historical summary of the events leading up to the discussion of the cemetery at this retreat. In September 2016, after great thought and Board discussion, a new set of rules and regulations were presented for the cemetery, and no members of the public spoke at the hearing. The meeting was continued until the next meeting. Again there were no members of the public there to comment. The changes and revisions were implemented at this time.

After hearing many complaints, much time has been spent thinking about the cemetery over the last two months, and how to address the subject of the cemetery issues again. Mayor Brown said the cemetery is primarily a place to bury family and friends, but it is more than just a place where people are buried. It is multi-dimensional. Some of the characteristics of the cemetery include being an historical place and it was recently appointed as an historical site. He gave an examples of the cemetery being a social setting, and very important to veterans. It is also a cultural place with fine art.

Mayor Brown said these are the things that should be kept in mind as a vision for the cemetery is formed. He proposed that a committee be formed of people in the community who have a strong interest in Greenhill Cemetery. There are no prerequisites or qualifications, just a desire to work on a project to ensure that in the next 100 years, the Town of Waynesville has a great cemetery that is serving whatever needs the community has decided Greenhill Cemetery will serve.

Mayor Brown stated that in order to get a broad spectrum of people in the committee is for each Aldermen to select a person to serve, and that is their choice. Also, the Board collectively should appoint two members to have a seven member Board at the April 9, 2019 Board of Aldermen meeting. Applications will be taken to provide a pool of available candidates, and this is a source that the Board can choose from. Applications will need to be turned in to the Town Clerk by April 2, 2019.

After the committee is formed, Mayor Brown suggested that Assistant Town Manager Amie Owens be the staff liaison between the Board and the group. He asked that the Town staff that is directly related to the operation such as Finance, Public Services, and Town Attorney be available to assist the committee. Either Wells Greeley or Ryan Jacobson will be asked to serve as a Technical/Professional Director to the committee.

Mayor Brown asked the Aldermen what they thought of the formation of this committee.

Alderman Roberson said he thought it was a very good idea to select members of the community and be a better sounding board.

Alderman Feichter stated this was a grand idea and to count him as an enthusiastic yes. He said he felt the management of the Cemetery is a forever thing. He said he would advocate that it not be a committee, but an actual Board that is permanent, and have members cycle through as with other boards.

Mayor Brown suggested that the committee make that recommendation, and let them decide. He suggested a complete review of the operations of the cemetery and ask the questions where are you, where do you want to go, how you get there, and finally, did you arrive safely. He said this is the outline to be used for future planning. There will be no time frame for completion because there are too many decisions to be made, and he would like the final plan to stand for years.

Alderman Julia Freeman stated that she felt the Board of Aldermen needs to support the people in the community as well as the leadership involved in this committee, and support their findings. She said it was a great idea.

Alderman Caldwell agreed that this was the fairest way to handle the Greenhill Cemetery. He asked how the Dix Hill Cemetery on Pigeon Street would come into play. Public Services Director David Foster said that the Dix Hill Cemetery does not have stewardship, and they would like a lot more guidance on how to maintain it. Mayor Brown stated that Dix Hill and Greenhill should both be part of the study area, and have the same long term visioning.

A motion was made by Mayor Brown, seconded by Alderman LeRoy Roberson, to create a Cemetery Commission as outlined in comments. The motion passed unanimously.

4. Items for discussion requested by Aldermen

- Staggered Terms – Alderman LeRoy Roberson

Alderman Roberson stated he is looking to the future where there could be a big turnover of the Board with new leadership, and years of experience could be lost. He said he felt like it was time to give serious thought to staggered terms. He said it takes a long period of time for a new Alderman to get to the level that can benefit the town, and now is the time to move in that direction.

Mayor Brown said the discussion of staggered terms for the Board of Aldermen had been discussed before. He said that if terms were staggered, there wasn't potential loss of the entire Board at one time. At the last retreat Manager Hites had given an overview of the process of a Charter Amendment that would change the election process from the current on to one that would operate on staggered terms.

Mayor Brown explained that the Charter is the section of law adopted by the General Assembly that sets up a municipality governing structure. Every town Charter is different so one authority will not necessarily be the same as another. Since the Town of Waynesville's method of election is prescribed in the Charter, the Board must return to the Legislature for any changes. Mayor Brown said that generally legislative delegation will require a unanimous or near unanimous vote of the Board to introduce a bill to change the Town's Charter. He said the Board would need to decide if they wanted to move forward to changing to staggered terms, and he expressed concerns about doing it close to the upcoming election in the fall. He said that if the Board unanimously wanted to pursue this, he would ask Senator Jim Davis and Representative Joe Sam Queen if they thought it is possible.

Mayor Brown gave statistics that 345 of the 553 cities in North Carolina have four year staggered terms, and 162 have two year terms, and only five that run on four year terms like the Town of Waynesville. He stated he would not recommend introducing this action if it does not have the full support of the Board.

Alderman Caldwell stated that he is opposed to the idea of staggered terms. After doing research on past elections, he feels that if the terms are staggered, there will be less turn out for the elections, and possibly less qualified people running. He felt that it might break the continuity of the Board if terms were staggered. He added that there would be added cost for elections to be held every two years.

Alderman Julia Freeman said she sees both sides of the issue. She said there could be 100 % turnover which could be detrimental to the Town, and if terms are staggered that could mean that the Board has people with much less experience. Politics are very volatile right now, and she said she agreed with the Mayor that this may not be the right time to pursue the issue. She said she hoped that the Board's decisions were based on what is right for the community and not on politics. Alderman Freeman said she would be in support of exploring staggered terms.

Alderman Roberson said that if it cost more for holding the elections, he would still be in favor of staggered terms because the possibility of a complete turnover of the Board would be very detrimental to the Town and would end up costing more. Staggered terms are more of a safeguard for the Town.

Alderman Feichter said that he concurs with Alderman Roberson that it takes a long time to grasp how the Town does business. He said he also realizes that major turnover could have detrimental effects on the government of the Town, but he also agrees with Alderman Caldwell that there is unity among a Board coming together for a period of time as one. He said he sees both sides of the issue, he is in favor of keeping the terms as they are as opposed to staggered terms.

Mayor Brown stated he is concerned first of all about a brand new Board being seated in the fall, and he suggested to the Board that the staggered term proposal be delayed, and not present it to Representative Queen and Senator Davis until after the upcoming election, especially in light of the fact that the Board is split on this now. He said he like to contact Queen and Davis and verify that it does have to be a unanimous vote of the Board in order for it to be considered.

- Policy Preserving Green Space

Assistant Manager Owens explained that the Comprehensive Planning process was already underway, this particular topic should be addressed by that steering committee and a policy statement included in the final document.

Planner Jesse Fowler added that there is a rough draft of the comprehensive plan update that will be circulated soon. The steering committee has been meeting regularly and community meetings would be the next step in the process.

- Town efforts for renewable energy resources

Public Services Director David Foster provided an update related to the progress that the Town has made and is making related to its commitment to be at 50% renewable energy resources by the year 2025. Mr. Foster explained that there are 3 big generators in the green effort to hit the Town's goal.

Propane Fuel Vehicles: The Town is averaging 65 % propane usage among all the Town's vehicles. He explained that the costs of propane and gasoline have moved closer together and the total annual savings dropped to \$14, 030. This will make the return on investment being projected to be in 4.07 years. The environmental benefits are still applicable.

Lighting/Electricity: Mr. Foster said that 450 bulbs had been changed to LED in the Town's facilities resulting in \$11,700.00 savings per year. There have been 360 streetlights changed to LED and that will result in a \$1.5 million dollar savings over the life of the program

Solar/Electricity Customers: Waynesville doubled its solar customers on 2018 to two. Additionally, a typical electric customer uses around 8,000 kWh per year. The typical Waynesville solar customer saves the equivalent of 90 trees worth carbon reduction, or 3,000 pounds of coal at a local energy plant. Combined, this equals 180 trees and 6,000 pounds of coal that won't have to be burned.

- Prohibition of investments in fossil fuel industries

Assistant Manager Owens provided a memo and pages from the North Carolina Capital Management Trust Fund (NCCMTF) to illustrate that the Town is not and cannot invest in the fossil fuel industries. From the pages of the NCCMTF, "*The fund may not invest in oil, gas or other mineral exploration or development programs.*" The Town is further regulated as to the proper investing of funds under NC General Statute §159-30. While no resolution is required, the board may adopt one if it is their choosing.

Also of note is the fact that as an ElectriCity and a Town that purchases wholesale power, we still must continue to operate with a loose affiliation with the fossil fuel industry. The relationship that the Town has with Santee-Cooper does use a mix of power generating sources including: coal, nuclear, gas, purchase power and other. As a power utility there is no way to avoid having to in some manner continue to use these fossil fuels as part of power production. The Town has no say in which of these sources are used by Santee-Cooper for power production.

Assistant Manager Owens acknowledged the environmental concerns expressed and assured the board that the staff will always look to be good stewards and fiscally responsible when it comes to our future.

- Reduction of Debt since 2015

Eddie Caldwell, former finance director, explained that since 2014 the amount of debt seen by the Town had dropped from \$10,708,777 to \$6,951,392. This was due in part to the roll-off of several larger items such as the Recreation Center loan, the pay-off of the parking deck and several smaller vehicle purchase financed purchases. However, this does not mean that there is a surplus of \$3.7 million, this means that we have paid off the debt for these items, but have accumulated additional debt such as the renovations to the Public Services building. Each year the budget is calculated in a very cautionary manner to ensure that expenditures are kept low. With the addition of staffing, capital outlay and requirements from the state and other regulatory bodies, the funds used for these debt payments are continuing to be used for operations of the town.

5. Presentation of Year to Date cash flow including budget considerations for upcoming year

Mr. Caldwell provided a mid-year update related to the cash flows in all funds. He noted that the Town was in good shape overall with collections at 49.78% at the mid-point of the year which was consistent with the previous two years. He noted that related to the three enterprise funds, due to weather and other issues, there was a lag in the billing which has led to a 5/12 rather than full half year report. For the Water fund, this means a drop of \$11,449 from budgeted; for the Sewer fund a drop of \$203,670 and for Electric, a decrease of \$32,944. Mr. Caldwell explained that by the year end, the numbers would fall in to place.

Mayor Brown always likes to see what the cash balances are and Mr. Caldwell reported that as of December 31, 2018, the total available was \$14,787,659.24.

Mr. Caldwell reiterated that the Town is in fine shape related to the budgeted figures.

Assistant Manager Owens explained that there would be some budget considerations that she wished to call to the Board's attention now rather than later. On January 31, 2019, the NC Local Government Employee Retirement System Board passes increase in the pension "base" employer contributions to be effective July 1, 2019. This means an increase to the funds provided by the Town for each employee to the retirement system – the rate for FY 19/20 would be 8.95% for non-law enforcement and 9.70% for law enforcement. Future increases are planned at 1.2% annually for FY 20/21 & FY 21/22. This increase is approximately \$90,000 of an unfunded mandate for the Town. There is no state assistance or other funding source for this required contribution. Approximately \$58,000 would be from the general fund or almost ½ cent on the tax rate; the remaining \$32,000 would come from the enterprise funds.

The next budgetary consideration is the health insurance premium cost. Due to the fact that the Town has had a year where the premium costs have been well below the payment of claims by BCBS, there will be an increase in the upcoming year. As of December 2018, the Town had paid \$1,734,807 to BCBS and BCBS has paid out \$2,159,031 in claims. Because of the additional monies that BCBS has paid out, we will have an increase in premiums. The current projected increase is 25% which is approximately \$439,000 in premium costs. Ms. Owens added that we will work to adjust the plan where we can – this may mean an adjustment in deductibles and the Health Reimbursement Arrangement (HRA) and will keep the dependent cost as low as possible.

Ms. Owens closed by noting that the two items she mentioned was an increase to the budget of just over \$530,000. These are expenses that were not in the previous years' budget and must be included in the proposed budget for FY 19-20.

6. Presentation of Storm Water Utility Plan

- James Robertson, Tax Collector

Mr. Robertson explained to the Board that during the 2018 retreat we discussed a five year cash flow program for the Town. The 2017 revaluation show very little growth over the past eight years. The Board implemented an auto license fee that is targeted to use to supplement Police salaries and provide road maintenance to service departments that service a tremendous influx of tourist and transient population.

A second proposed program is to create a "Storm Water Utility" that targets our greatest asset, our pristine mountain stream system. Mr. Robertson said that for the past year the Town has employed two interns to carry out a considerable amount of study to determine the number of residences and businesses in the Town. For our customers the interns used a measurement tool in the software of Haywood County's GIS program to physically measure the area of impermeable surface (surfaces where water does not soak into the soil) to determine that average impermeable surface for residences (2,125 sq. ft. This is the base unit of measurement for our program. It is known as the "Equivalent Residential Unit" or ERU. We recommend that the Town Board approve a \$2.00 per month fee for all residences.

With the "ERU" we apply it to the impermeable commercial areas and determine how many ERUs each parcels contains. We multiply the \$2.00 fee by the ERUs of the commercial area and determine the monthly fee. Since many large parking areas would have hundreds of dollars in monthly fees we recommend that the monthly fee for commercial areas be capped at \$10. We would estimate that the residential fee would generate approximately \$ 90,000 in 2019 and \$170,855 for the commercial areas.

For those commercial developments that have installed certified storm water devices they will receive a 40% reduction in their fees.

The Storm Water Fee will be charged to those who own or rent property and will be billed though their monthly utility bill. For those properties that contain multiple renters the owners will be charged their yearly fee on their property tax bill.

Mr. Robertson told the Board that in order for calculations and the proper fees to be assessed, a compilation of all the property that is inside the Town of Waynesville that would qualify for the storm water fee would have to be determined by measuring the impervious service area by square footage. He said that areas that are covered with grass or that is planted are not counted as impervious services. Wooden decks (without roofs), and the area of swimming pools that actually hold water are considered pervious.

The total estimated revenues for both residential and commercial storm water is \$260,855.28 per year. Mr. Robertson stated that is it federally mandated that the Town has to comply with minimum control measures, and the public needs to be educated on these practices. Some of the funding uses would address education, leaf cleaning, vacuum cleaning, street sweeping, construction, stream relocation, and restoration. He said this storm water fee would help prevent the flooding of rivers, help keep water clean, and keep a healthy outdoor community for Waynesville.

7. Presentation by Recreation regarding Pool Ventilation Study and Capital Outlay required

- Luke Kinsland Aquatics Supervisor

Mr. Kinsland told the Board that the Recreation Center was built in the year 2000, and that is when the Dectron unit was installed. This unit serves two purposes; to heat the pool, and to provide treated air quality. It is supposed to keep the water and the air within a couple of degrees of each other. This particular system that works correctly has an estimated life expectancy of 15 years. He explained that the Rec Center has a unique type of pool with the junior Olympic size pool and the water park. Mr. Kinsland stated that from the year 2000 to present the center has had problems with chloramines, or the bi-products of chlorine fighting bacteria. These chloramines were slowly killing the Dectron unit. Many pools have this same problem.

Mr. Kinsland said there has been many complaints concerning the chlorine smell in the pool area. The decision was made to shut down the Dectron and heat the pools with auxiliary gas boilers and other air quality solutions were explored. Exhaust fans were used, and a push pull ventilation window system was installed to create a fresh air draft. This causes it to be very hot in the area in the summer, and very cold in the winter with condensation forming. The humidity is making everything rust that is not made of stainless steel. There has been three years of deterioration causing the water slide platform to rust, and that had to be replaced along with one of the gas boilers. There is evidence of algae, black mold, and the plaster of deck floor is coming up. All these factors are a health risk to the public and staff.

Mr. Kinsland presented to the Board cost estimates which included 3 options:

1. Direct replacement of present unit at a cost of \$570,000.00 (Most expensive but keeps unit inside and protected from outside elements)

2. Installation of new unit on roof at a cost of \$510,000.00, and dismantle of the old unit (roof unit not suggested because of access for service and is exposed to weather elements)
3. Installation of new unit on the ground \$499,000.00, and dismantle of the old unit (second best option due to cost – easy access for service and maintenance. Weatherproof cabinet could be bought for unit)

Mr. Kinsland gave suggestions of fund raising and donations to help offset some of the costs for the replacement of this unit.

Alderman Roberson asked if extensive damage was occurring in the pool area. Mr. Kinsland stated that it was not extensive, but he was trying to get ahead of the problem for the future.

Alderman Caldwell asked if the situation with the Dectron unit had deterred visitors from coming to the pool. Mr. Kinsland said no, in fact numbers are increasing every year for people attending the pool at the Recreation Center, but they would like to get the condensation out so it will dry up.

8. **Proclamation – Development Disabilities Awareness Month**

- Mayor Gavin Brown

Mayor Brown read a proclamation declaring March 2019 as ID/DD Awareness Month. This month provides an excellent opportunity for our Town to demonstrate its support the numerous people in our community living with unique abilities and needs. Moreover, it is a wonderful opportunity to educate the public on the daily challenges faced, the isolation they can feel, the desires they have to just be accepted and highlight the value they bring to the community at large.

He said this proclamation would lend official recognition to the importance of acceptance and inclusion, while educating the public on the unique abilities of people who have intellectual and developmental disabilities. It will as well, emphasize personal commitment to raising awareness about these wonderful individuals and the value they can bring to a community at large.

Mayor Brown recognized individuals present at the meeting.

9. **Discussion of Commercial Yard and Debris Pickup**

- David Foster Public Works Director

Mr. Foster stated that Waynesville officials have received a significant increase in requests for yard waste and large debris (junk collection) services from some of our commercial and business citizens. He feels that there are two factors that play into this increase in requests: the Town was recently inundated by a variety of storms, and storm related damage. This has created an increase in the amount of debris that all Waynesville customers generated, including commercial entities. Secondly, the Town has changed its collection services over the previous few years; going from a labor intensive hand collection, to a more modernized knuckleboom collection. The latter change creates the perception that there is no real cost to the Town; therefore, no real impediment to expanding the service.

Waynesville's current ordinance (Sec. 44-45) specifically prohibits collection of trees, limbs, and other cuttings from commercial or paid entities. Town ordinance, Section 44-46, provides similar language for

commercial entities on appliances and junk. The ordinances allow some latitude for collection in instances where a hazard or public nuisance exists, but this latitude is often being stretched by frequent requests for collections outside of approved parameters, and by commercial entities who otherwise don't qualify to receive such Town services.

Mr. Foster presented some options that are available in other towns:

- One of the most common ways to serve commercial properties is to serve smaller businesses who don't generate much solid waste. Several cities (including Charlotte) provide solid waste services to commercial businesses who generate less than 512 gallons of trash per week. This could be a viable solution for Waynesville as we could serve brush and bulky services to commercial properties based on what's determined to be a nominal amount of solid waste.
- A minimum size collection for all piles, regardless of origin or who cut it. (The Town of Chapel Hill authorizes collection of up to one cubic yard of material per month.) Waynesville could opt for a similar accommodation, with an allowance according to reasonable expectation of what can be collected. For example, two cubic yards (3X3X6) would be about a pickup bed size.
- A similar accommodation could be offered for junk collection, one item per address per month. Care and consideration would have to be included to account for businesses whose model deal in large quantities of junk material, such as: furniture stores, rental properties, storage units, and second-hand retail stores. These type of business models rely on junk disposal as part of their primary business function.
- Some cities offer brush collection carts, where the town will collect any amount of brush that will fit into the cart. These are typically cities or towns who have automated collection services. This is a service that Waynesville is considering, and can look at further when automated collection is an option. For example: the Town of Chapel Hill collects trash on Monday through Wednesday, and then collects brush on Thursday and Friday.
- A model could also be included to provide service to a business in a given district, such as the Central Business District zones and/or the Business Improvement District, with an argument that is financially beneficial to the Town to provide such service to a district who is willing to self-impose a tax in their district.
- Many smaller towns collect white goods (large appliances) on an appointment basis.
- Many cities and towns have adopted a fee structure where larger brush and junk piles can be collected for a fee. These services are typically by appointment once the fee is paid.
- Almost all towns with an approved "sanitation fee" restrict brush (yard waste) collection to developed properties.
- Almost all towns maintain size limits on the brush that is collected, typically between 4" and 8" diameter, and 6-10 feet in length.

- All towns base their prohibited items on the items prohibited in landfills by statute.

The Board asked Mr. Foster about any extra cost that might be attached with these options. He said that it has cost the Town about \$20,000.00 for the extra pick up of debris so far. Mr. Foster said the best fit he could see for the Town is to collect from any residential property provided it is general yard maintenance and upkeep. A small business that generates a low amount of debris and brush, the Town could accept that also. He stated that language needed to be incorporated into the Ordinance that only certain amounts could be collected so other customers would not be neglected on their pick up days.

Mayor Brown stated that the Board would like to see a draft of an Ordinance at a future Board Meeting and asked that Mr. Foster and Mr. Daryl Hannah, Streets and Sanitation Superintendent, work together and present it to the Board.

10. **Budget Amendment – Electronic Office**

- Assistant Town Manager Amie Owens

Assistant Manager Owens explained to the Board that as part of the transition to the new IT vendor – Electronic Office – a budget amendment is required for our onboarding needs. The servers were off-site and now will be on-site requiring some initial cost.

This will cover all of our servers, peripheral equipment including cabling and racks, replacement of 16 computers that cannot be served adequately due to age, replacement of Police Department PCs and MDTs in vehicles as well as the back-up platform, software licensing and the \$50,000 project cost.

Ms. Owens said the total for this initial transition is \$221,396.91, and she asked that \$225,000 be transferred to include a small contingency. She stated that the Town will own this equipment outright – no additional costs monthly for it. The monthly bill will then be \$9,075.00 for our managed contract. This is a savings of approximately \$18,000 per month or \$216,000 per year from the existing vendor which is a total savings of \$1,134,000 over the life of the contract (63 months).

Replacing computers in other departments will begin as part of the 2019/2020 and 2020/2021 budget and they will be included as part of the capital budget.

The existing PCs were purchased from VC3 at a cost of \$16,363; this amount was still in the budget.

Motion: A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve Budget Amendment # 10 to the fiscal year 2019/2020 Budget for the purchase of IT equipment; and

A motion was made by Alderman LeRoy Roberson, seconded by Gary Caldwell, to approve Amendment No. 4 to the 2018-2019 Financial Operating Plan for Internal Service Funds. Both motions passed unanimously.

11. **Special Events Applications**

- Assistant Town Manager Amie Owens

Ms. Owens said the Town had received four requests for upcoming events in the Town. She said the Special Events Committee had reviewed the applications, discussed any concerns noted, and had spoken with event organizers to seek out solutions when necessary.

8th Annual Bare as You Dare motorcycle ride – Saturday, March 9 - This is an annual event hosted by the American Legion Riders in association with Mountain Projects to collect and provide funds for heating assistance. Bikers are in their boxers for a loop around downtown. This is a police escorted event with no street closures required.

Base Camp Spring Challenge – Saturday, April 6 – this is a new event that is utilizing the format of the old Main Street Mile. The route has been approved by police, fire and public services and will not require extended closure of Main Street (approximately 1 hour) and then closure will be the same (Depot to Wells Events Way) as for a street dance for post-race activities.

Folkmoot Parade of Nations – Saturday, July 20 – This is an annual event in conjunction with the opening of the Folkmoot International Festival. There were no concerns noted by the Committee and Police, Fire and Civilian Volunteers will work the event with assistance by Public Services in placement of the appropriate barriers along the parade route.

Folkmoot International Day – Saturday, July 27 - This is an annual event. There were no concerns noted by the Committee and Police, Fire and Civilian Volunteers will work the event with assistance by Public Services in placement of the appropriate barriers on Main Street and the cross streets. Set up and blocking of the street will be done Friday, July 26th beginning at 9:00 p.m.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to approve the special events permit applications and direct Town Manager to execute special events permits, as presented. The motion carried unanimously.

12. **Appointment of Member to Public Art Commission**

- Assistant Town Manager Amie Owens

Ms. Owens explained that the Waynesville Public Art Commission had a vacancy that was left when Jan Griffin resigned her position. This appointment would serve the remainder of this term ending June 30, 2020. The applicant, Mel Bennett, is an artist and would serve as an at large member.

A motion was made by Alderman Jon Feichter, seconded by Alderman Gary Caldwell, to appoint Mel Bennett to the Waynesville Public Art Commission as an at-large member for a term through June 30, 2020. The motion carried unanimously.

13. **Other Business**

Alderman Roberson said that pickle ball at the Armory has really picked up and asked if someone could be there to help with people who are just beginning to play. Mr. Langston will get with Mr. Hummel to ensure that there is someone available to assist.

Alderman Roberson stated that he heard more complaints concerning speeding on Country Club Drive and Ninevah Road than anywhere else. He suggested testing speed bumps on a couple of roads to slow traffic. He gave an example of speed bumps in Asheville that are about 6 – 8 feet wide and are gradual. Mr. Foster stated that snow plowing and inhibiting the roads for the fire department are detrimental to installing speed bumps. He said that the expenses that would be incurred would be about \$5000.00 – up and there would also need to be signage at the placements.

Alderman Roberson said that two of the problems on Ninevah Road is the four way stop, and not being able to see when pulling out of the Country Club because of the hill. He said this is a safety factor, and needs to be considered.

Chief Bill Hollingsed said that the speed bumps would control the speeding when police officers cannot be there.

Mr. Foster stated that he and Town Engineer Preston Gregg, along with Chief Hollingsed would work together to come up with ideas for the speedbumps.

14. Closing Comments

Mayor Brown thanked the Board for their creation of a plan for the cemetery, and he said he thinks it is the correct way to plan the future of the cemetery. It will also bring attention to the cemetery for the gem that it really is.

Mr. Foster reiterated again that there was no intention from The Town to harm or hurt anyone, and his department would love to have some stewardship for the cemetery.

Mayor Brown asked the Board members to take time in choosing their individual member, and two more members will be picked at the Board meeting on April 9, 2019.

In closing Mayor Brown quoted Maya Angelo in saying “You did then what you knew how to do, and when you knew better, you did better.” He said he thought the Board had done that today.

15. Adjourn

With no further business to discuss, the Board adjourned at 1:53 PM.

ATTEST

Gavin Brown, Mayor

Eddie Ward, Town Clerk

Rob Hites, Town Manager

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
March 12, 2019**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, March 12, 2019, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

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

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

Alderman Julia Freeman was absent due to illness.

The following staff members were present:

Rob Hites, Town Manager
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Bill Cannon, Town Attorney

The following media representatives were present:

Cory Valliancort, Smoky Mountain News

1. Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

- Saturday March 16, 2019 – Big Brothers, Big Sisters - Bowl for Kid’s Sake – Sky Lanes, Asheville
- Saturday March 16, 2019- Luck of the Arts – Main Street 12:00 pm – 6:00 pm

2. Adoption of Minutes

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to approve the minutes of the February 12, 2019 regular meeting as presented. The motion passed unanimously.

B. PRESENTATION

3. Presentation from Dennie Martin on funding options for the waste water treatment plant renovation and approve a resolution requesting the State to set aside funds from the State Revolving Loan Program (SRF)

- Rob Hites, Town Manager & Dennie Martin, WR Martin

Mr. Dennie Martin from WR Martin explained to the Board that in looking at the proposed improvements to the Waste Water Treatment Plant (WWTP), it is necessary to secure financing as part of the SOC requirements. He noted that there were multiple ways to finance such a project under NC General Statutes, but the two best options would be borrowing via a public agency. The most advantageous programs to obtain funding for the renovation of the waste water treatment plant in 2021 is North Carolina's State Revolving Fund (SRF) program which is a 20 year loan at ½ the prevailing market rate which is just under 2%. The other option is via the United States Department of Agriculture (USDA) which is a 40 year loan with a rate of just under 4%. Mr. Martin explained that applying for both of these programs would help to provide the necessary funding estimated at \$16 million for the WWTP improvements.

Mr. Martin informed the board that the SRF loan application deadline is April 2019. The application can be resubmitted in September if the Town cannot get a loan commitment in April. If the Town is successful the State will "reserve" the funding for a period of six months, which would give time to complete the requirements for the USDA loan.

Keith Webb, McGill and Associates explained that the Preliminary Engineering Report (PER) and environmental report is a requirement of the USDA loan application. These are part of what is being completed as part of the SOC process. There is a meeting with NC DEQ on March 14th to discuss the terms of the SOC.

Mr. Martin continued by reminding the Board that an asset management plan for Water and Sewer had been completed several years ago as part of the proposed Junaluska Annexation and that those numbers would need to be updated in order to have the best chance of securing the funding. He suggested a plan update, new audit and new numbers including comparison of the Town's system and other municipalities.

Mayor Brown added that the SOC is an integral part of the SRF. Both Mr. Martin and Mr. Webb agreed noting that all funding via the SRF would go for renovations/improvements but not necessarily to increasing capacity. The funding should be used to fix problems.

Discussion continued related to potential ways to fund the project including some blended approaches with some potential grant availability. As part of this discussion, Mr. Webb alluded to the fact that it is hoped that the improvements could be done in phases based on the engineering report. Mayor Brown expressed concern that if the capacity could not be increased as part of the SOC, what could happen in the future? Mr. Webb noted that part of the engineering report would be whether or not additional capacity would be needed and there is a formula that takes into account population growth projections. One consideration is to fix the inflow problems that allows run off into the sewer system.

Mayor Brown asked how much influence the large customers – Junaluska Sanitary District, Lake Junaluska and Clyde – would have and should the Town request letters or resolutions of support moving forward? Mr. Webb explained that part of his job is to meet with each of these entities and gauge their flow projections for the next 20 years and ascertain their participation willingness. Mr. Martin added that it would not hurt the applications to have such documentation.

Mr. Martin noted that the steps to move forward tonight would be to pass the resolution for application to the SRF and/or USDA. Mr. Webb commented that related to timing of the project, it should be underway in 12 to 15 months as the PER would be completed and with Mr. Martin's assistance funding secured and the phase I engineering and bids ready.

Mayor Brown reminded the Board that we have an important face to face meeting with NC DEQ in Asheville on March 14th and the passage of the resolution will show our progress toward the goal of rehabilitating the plant.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Gary Caldwell, to approve Resolution R-06-19 regarding financing for Wastewater Treatment Plant improvements. The motion passed unanimously.

As part of the approval to move forward with the project, it is important to note that any preliminary expenditures such as for Mr. Martin's contract, the contract with McGill or other expenses that are incurred related to the project, should be reimbursed from any financing secured. A resolution approving such reimbursement is required.

A motion was made by Alderman Jon Feichter, seconded by Alderman Gary Caldwell, to approve Resolution R-07-19 Declaring the Intent to Reimburse Expenditures. The motion passed unanimously.

C. COMMUNICATIONS FROM STAFF

4. Manager's Report
 - Town Manager Rob Hites

Manager Hites had no additional report.

5. Attorney's Report
 - Town Attorney Bill Cannon

Attorney Cannon stated that the foreclosure has been filed for Hazel Street.

D. COMMUNICATIONS FROM THE MAYOR AND BOARD

Alderman Feichter asked about the Dogwood Trail slide on Eagles Nest. Manager Hites stated that the geotechnical firm is evaluating the area this week. He has spoken with the owner of the property and he has been very helpful. There is concern about how stable the soil is. Manager Hites gave an update on other slides in the Plott Heights area, and outlined the responsibilities of the property owners where slides have occurred.

E. CALL ON THE AUDIENCE

- Dick Young

Mr. Young expressed concerns about the number of homeless people that seem to be moving into the community.

F. ADJOURN

There being no further business to discuss, Alderman LeRoy Roberson made a motion, seconded by Alderman Jon Feichter to adjourn the meeting at 7:35 p.m. The motion carried unanimously.

ATTEST:

Gavin A. Brown, Mayor

Robert W. Hites, Jr., Town Manager

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE

**RESOLUTION
AWARDING BADGE AND SERVICE SIDEARM
TO RETIRING POLICE
LIEUTENANT TIMOTHY O'NEILL**

WHEREAS, North Carolina General Statute 20-187.2 provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the municipality, and

WHEREAS, North Carolina General Statute 20-187.2 further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring member, and

WHEREAS, Lieutenant Timothy O'Neill has served as a Police Officer for the Town of Waynesville from April 25, 1990 to March 31, 2019 in varying capacities beginning as a patrol officer to completion of his career as a Lieutenant for the Town of Waynesville.

NOW, THEREFORE, BE IT RESOLVED, I, Gavin A. Brown on behalf of the members of the Board of Aldermen for the Town of Waynesville, North Carolina, the following:

The Police Chief of the Town of Waynesville is hereby authorized in accordance with the provisions of North Carolina General Statute 20-187.2 to transfer to the badge worn by him during his service with the Waynesville Police Department and his service sidearm, identified as Glock, Model 22; .40 caliber; Serial # WHV 663.

Adopted this 26th day of March 2019.

Gavin A. Brown, Mayor

ATTEST:

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: March 27, 2018**

SUBJECT: Request approval for Special Events – May through October 2019

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C4
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

Requests were received for eleven (11) upcoming events in the Town of Waynesville. The Special Events Committee has reviewed the applications, discussed any concerns noted and spoken with event organizers to seek out solutions. On March 6, 2019, representatives from the majority of organizers for events held downtown met to discuss the responsibilities for each event and to be sure that everyone was familiar with the policies of the Town. A copy of the information that was shared is included with this agenda item.

Whole Bloomin' Thing Festival – Saturday, May 11 – This is an annual event in Frog Level. There were no concerns noted by the Committee and the Police will provide extra patrol for the evening immediately prior (Friday, May 10) and are paid by the Frog Level Merchant's Association for such.

Rockin' Block Party (2) – Saturday, May 25 and Saturday, September 14 – These are annual events on Main Street. There were no concerns noted by the Committee.

Mountain Street Dance (3) – Friday, June 28, July 26 and August 9, 2018 – These are annual events on Main Street. There were no concerns noted by the Committee.

Stars and Stripes Celebration – Thursday, July 4, 2019 – This is an annual event on Main Street. There were no concerns noted by the Committee and all areas of public safety are aware of their various duties.

Power of Pink 5K – Saturday, September 28, 2019 – this is the second year for this event in Frog Level. Attendance and participation doubled last year by moving the course to a flatter area. There were no concerns noted by the Committee.

Church Street Art & Craft Show – Saturday, October 12, 2019 – This is an annual event on Main Street. There were no concerns noted by the Committee.

Apple Harvest Festival – Saturday, October 19, 2019 – This is an annual event on Main Street. There were no concerns noted by the Committee.

Treats on the Street – Thursday, October 31, 2019 – This is an annual event on Main Street. There were no concerns noted by the Committee.

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

FUNDING SOURCE/IMPACT: There are direct costs to the Town associated with these events, other than labor costs.

ATTACHMENTS:

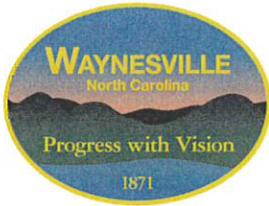
- Special Events Application – Whole Bloomin’ Thing Festival
- Special Events Application – Rockin’ Block Party (2)
- Special Events Application – Mountain Street Dance (3)
- Special Events Application – Stars and Stripes Celebration
- Special Events Application – Power of Pink 5K
- Special Events Application – Church Street Art and Craft Show
- Special Events Application – Apple Harvest Festival
- Special Events Application – Treats on the Street

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

Downtown Events – Event Sponsor Information

1. Special Event Application must be completed at least 60 days in advance of the event.
 - a. If you require trashcans, they can be supplied by the Town – please request on the application (part IV of the application). The event sponsor must provide bags.
 - b. If you think you will require the services of the Civilian Police Volunteers – please ask for that on the application as well. (For established events, CPVs are already in place) (Part IV of the application)
2. All signs notifying traffic to vacate Main Street (and the parking area at Miller) should be placed by the Event Sponsor – this is not the Town nor the DWA’s responsibility. Signs should be on brightly colored paper (no blue or green as they match the poles), bungee corded to poles – **NO TAPE** (event sponsor must provide cords), easy to read and taken down immediately after the event.
3. If there are vehicles on the street when an event is supposed to occur, the event sponsor should contact the Police Department (Dispatch 456-5363) to have the vehicle removed.
4. **NO PAINTED NUMBERS ON THE STREET OR SIDEWALKS - The only form of acceptable marking is hand held stick chalk.** No aerosol cans of any kind. This includes use by any engineering firm that is assisting with the mapping of the event.
5. Stages are the property of the DWA, not the Town. If you are requesting a stage for an event, please send an email to Buffy verifying that the stage is available for the event. The Town will handle setting up the stages.
6. Bleachers should be requested as part of the Special Event Application. The Town will set up.
7. There is no longer a ban on animals at festivals. The Town will no longer be stickering or counting animals; however, if there are any incidents, please inform a CPV or the police department as we will continue to monitor how this goes.
8. If parking on Main Street is still allowed, multiple spaces cannot be blocked off or reserved with cones without permission from the Town.
9. The onsite contact that is on file from the Application should remain on site for the event. If that person must leave, please inform the Police Department of the name and number of who will be responsible in the original contact’s absence.
10. Porta-johns are the responsibility of the event sponsor.
11. Please note that as the event sponsor, if the street is closed for your event, it becomes your space and your liability insurance will be the one that pays in the event of any accident.

The Application has been revised to reflect the ordinance change related to animals at festivals.



Application for Special Events Permit

I. General Information

EVENT NAME: The Whole Bloomin Thing Festival

EVENT DATE(S): May 11th, 2019 Saturday prior to Mother's Day Each year
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Frog Level – Commerce and Depot

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

SET-UP TIME (START/END): 530am set up / Clean-up 430 pm

EVENT HOURS: 9 to 4pm

DISMANTLE HOURS (START/END): 530 am / 400 pm

ESTIMATED ATTENDANCE: 4k+

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous Festival

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Frog Level Merchants Association

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

APPLICANT NAME: Jim Pierce

ADDRESS: 425 Big Stomp Road, Waynesville, NC 28786

PHONE: 734-9777 FAX#: _____ EMAIL: Jpierce777@bellsouth.net

ON-SITE CONTACT: Joy Simmons

ADDRESS: P.O. Box 1575 Waynesville, NC 28786

PHONE #: 336-529-5191 CELL PHONE #: _____ EMAIL: joy.b.simmons@outlook.com

III. Brief Description of Event

Event is for Local Growers, Artisan, Wood Workers, Crafters and Local Businesses.

IV. Street Closure Request (Attach map of the Street Closure)

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

- 1. Depot Street. Beginning at railroad track and ending at Richland Creek
- 2. Commerce Street. Beginning at Depot and ending at Miller Street
- 3. Will use the sidewalk from railroad track up to Haywood Street to include Haywood Plaza in festival

V. Event Details

YES NO

 Does the event involve the sale or use of alcoholic beverages?
 If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

 Does the event involve the sale of food? _____
 If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____

 Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____

 Will there be musical entertainment at your event? IF "YES" provide the following information:
 Number of Stages: 1 Number of Band(s): 3+ Amplification? Yes

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

 Do you plan to use an existing occupied building? Address _____

 Do you plan to use an existing vacant building? Address _____

 Will there be any tents or canopies in the proposed event site? Please provide the following information:
 Approx. Number of Tents: 125 + Will any tent exceed 400 sq. feet in area? X NO YES

 Does the event involve the use of pyrotechnics? Explain _____
 Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? 1 women, 1 men, 1 handicap, 1 hand wash station located beside open door. 1 men, 1 women Haywood Square beside cleaners building.

 Will you require electrical hookup for the event? Generators? __Yes__

 Will you require access to water for the event? Explain __Watering plants. Some use for food vendors_____

 Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
 Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s).
 Food Vendors \$75.00 , Crafters \$65.00 , Non Profit \$50.00 10 x 10 canopy space

 Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? Only sign we use is No Parking and No Dogs _____

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

VI. Additional Questions

How will parking be accommodated for this event?

Public parking garage on Branner Ave. Haywood Builders, Public parking beside Armory.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

Will have staffing to check and remove trash cans on street. After festival, town will pick up trash. Food vendors are required to have trash cans available.

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

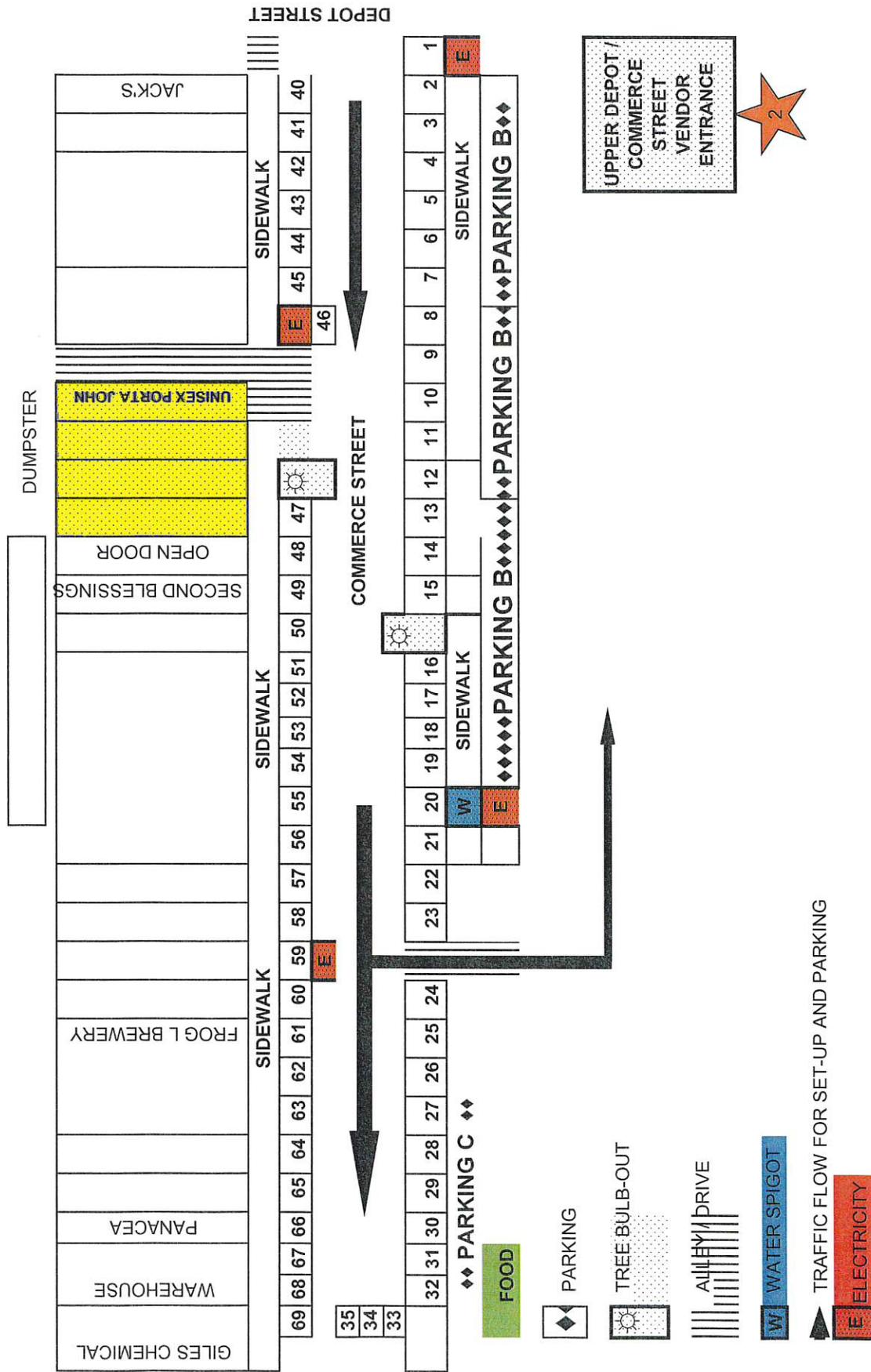
Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No: (828) 456-2000
Email Address: awovens@waynesvillenc.gov

VIII. Special Information for Applicants

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

FESTIVAL MAP : 13Th Annual "Whole Bloomin' Thing" Spring Festival



UPPER DEPOT /
COMMERCE
STREET
VENDOR
ENTRANCE



PARKING



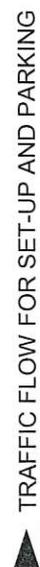
TREE BULB-OUT



ALLEY DRIVE



W WATER SPIGOT

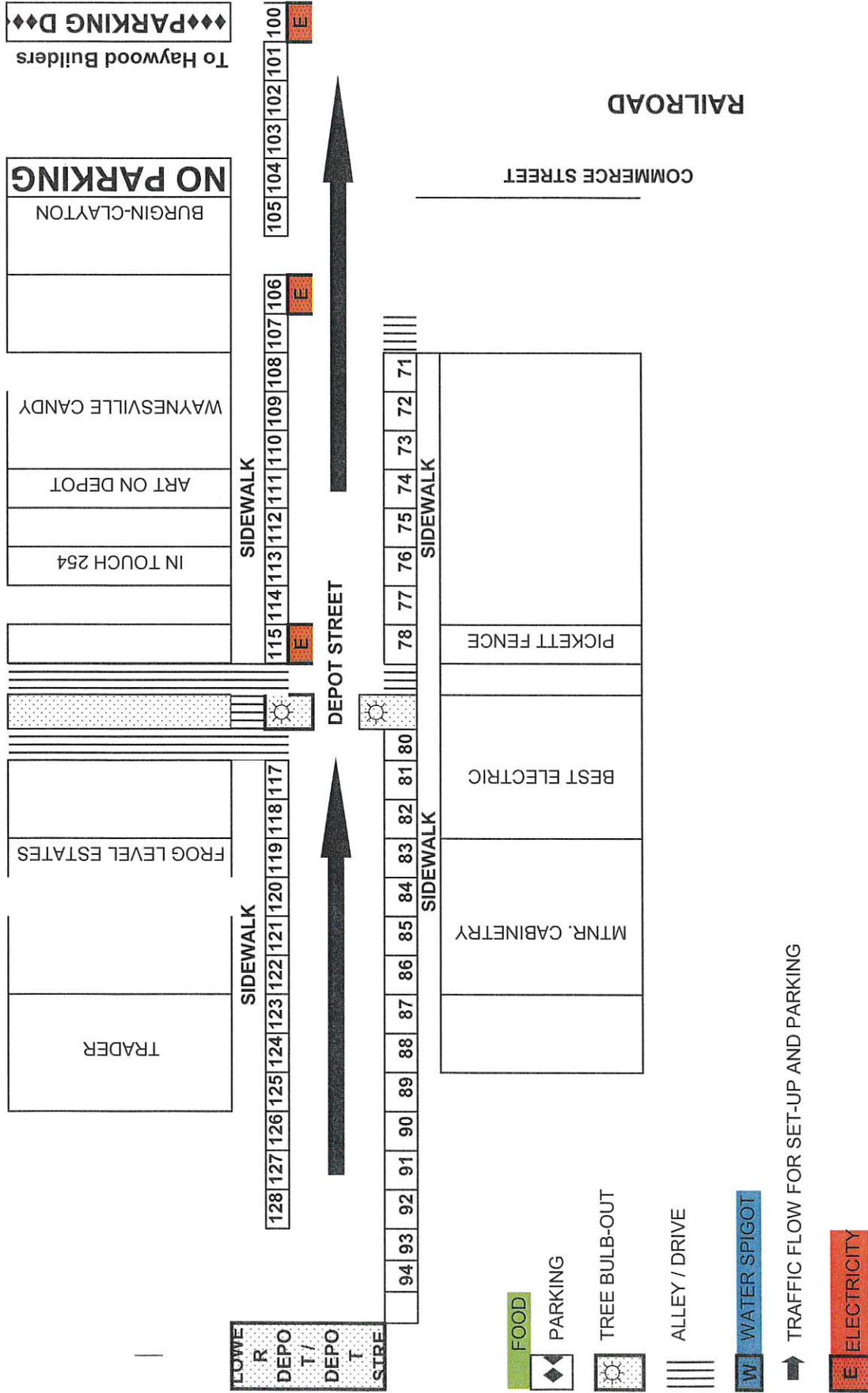


TRAFFIC FLOW FOR SET-UP AND PARKING



E ELECTRICITY

FESTIVAL MAP : 13Th Annual "Whole Bloomin' Thing" Spring Festival



FOOD

PARKING

TREE BULB-OUT

ALLEY / DRIVE

W WATER SPIGOT

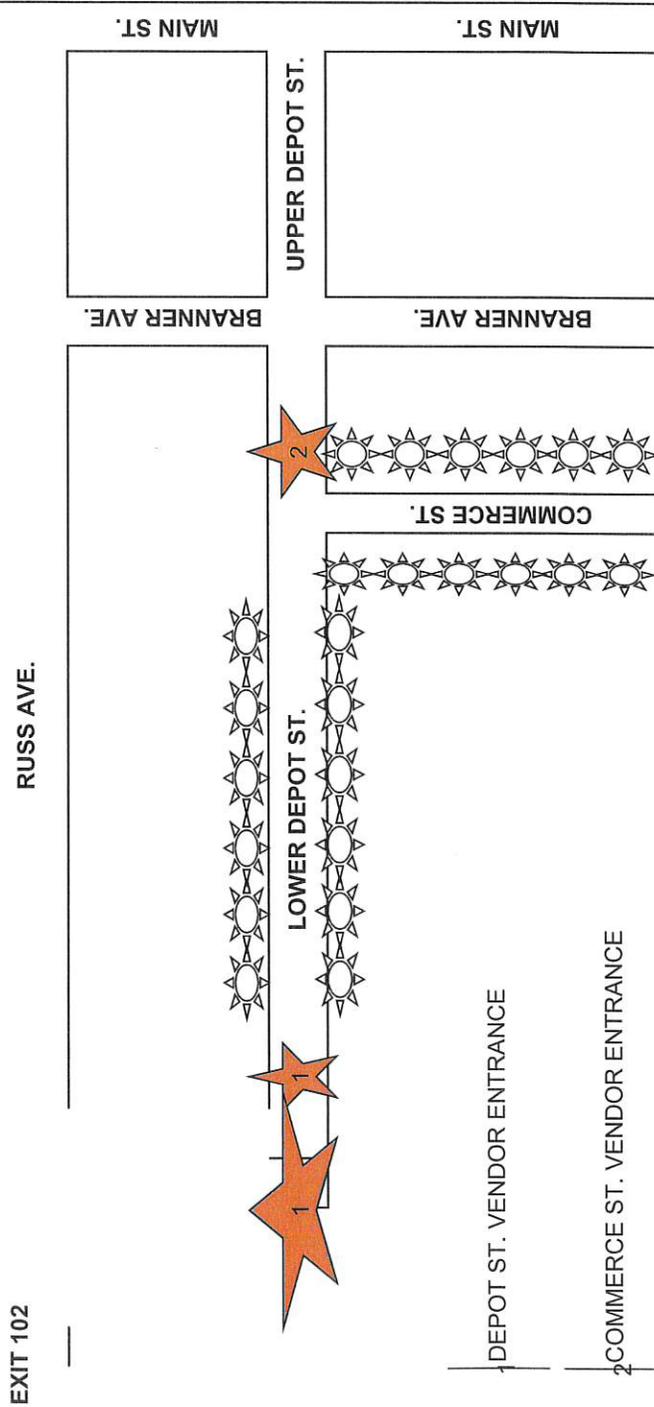
TRAFFIC FLOW FOR SET-UP AND PARKING

E ELECTRICITY

FESTIVAL MAP : 13Th Annual "Whole Bloomin' Thing" Spring Festival

MAP IS NOT TO SCALE

Directions: From Highway 23/74, take Exit 102 to Russ Avenue. For Depot Street vendors, turn right at the second stoplight - in front of Burger King - onto Dellwood Road. Follow Dellwood as it curves left onto Depot Street. For Commerce Street vendors, from Russ Avenue, turn right at the 5th stoplight onto Branner Avenue. Take your second right onto Depot Street.





Application for Special Events Permit

I. General Information

EVENT NAME: Rockin' BLOCK PARTY

EVENT DATE(S): May 25, 2019
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

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

SET-UP TIME (START/END): 4:45 pm – 6 pm

EVENT HOURS: 6 pm – 10 pm

DISMANTLE HOURS (START/END): 10 pm – 11:00 pm

ESTIMATED ATTENDANCE: 3000

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) **501c(4)** 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec.Dir.

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE: 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

III. Brief Description of Event

Block Party runs from 6-10 pm. Music held from 7-10. Three music areas: central, south, and north end. We have at least one non-profit food vendor and one soda vendor planned. Focus is on live music and dancing. A face painter & a balloon twister is invited. A kid's area is scheduled with an area for sidewalk chalk, hula hoops, and corn hole among other kid's games. This is not a vendor event with numerous booths. Take down is quick, usually 45 minutes, not more than 1 hour to gather trash, remove bleachers, and dismantle the one main stage.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. MAIN STREET CLOSES from Church Street to edge of Courthouse lawn/Justice Center. CLOSE Saturday, 5/26/18 at 4:45 pm RE-OPENS Saturday, 5/26/18 at 11 pm

V. Event Details

YES NO

Does the event involve the sale or use of alcoholic beverages?

If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? yes

If "YES", has the health department been notified? They will be Have you applied for a temporary permit? Not Yet; NOTE: In the first quarter of the year, we provide the Health Dept. a comprehensive list of all our events that will require food inspection so they can plan ahead for inspector schedules. Our event organizer permits are due 3 weeks prior to any event with food. That timeline works for when the event plans are firm and we can provide accurate layout maps for their inspector visit. NOTE: Food vendors for Block Party include one non-profit and one non-hazardous food vendor with neither requiring permit nor inspection. If that changes, we will plan accordingly with the Health Dept.

Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____

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

3 music
Number of areas-1 w/ Number of
Stages: stage Band(s): 3 Amplification? yes

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

Do you plan to use an existing occupied building? Address _____

Do you plan to use an existing vacant building? Address _____

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

Approx. Number of Tents: 2 Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of pyrotechnics? Explain _____

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? (2) units located in United Community Bank Parking Lot

Will you require electrical hookup for the event? Generators? NO; (1) Electrical hook-up will be secured from a merchant; (2) hook-ups will be from the downtown kiosks at East/Main and Depot/Main. All Electrical cords are covered if in pedestrian pathway.

Will you require access to water for the event? Explain _____

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

Will fees be charged to vendors to participate in this event? NO Plans at this time If "YES", please provide the amount(s).

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? We have permission from Planning Dept. to display staked signs promoting the Block Party day/time at strategic points in the downtown district the Monday prior to the event and removed the evening of event.

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

VI. Additional Questions

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

All off Main Street public parking will be open on Wall, Miller, & Montgomery Streets, as well as FB Church lots, parking deck, and other surrounding public parking and private lots if not barricaded by owners. DWA Staff hangs NO Parking signs on Main St. by noon on Saturday & delivers notices to restaurants/residential. Merchants are also reminded via email.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

DWA will place approximately 6 trashcans and 6 recycle bins out during the event. These combined with permanent receptacles prove sufficient for size and nature of the event. Town of Waynesville Public Works crew changes out permanent cans at the end of the evening. During event DWA staff monitors all temporary and permanent cans and replaces liners as needed. Filled bags are put to the side and the Town crew hauls all trash/recyclables at the end of the evening.

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

Return to:

Amie Owens, Assistant Town Manager

Town of Waynesville

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

Telephone: (828) 452-2491

Fax No. : (828) 456-2000

Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: Friday Night MOUNTAIN STREET DANCE

EVENT DATE(S): June 28, 2019
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

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

SET-UP TIME (START/END): 5 pm – 6:30 pm

EVENT HOURS: 6:30 pm – 9 pm

DISMANTLE HOURS (START/END): 9 pm – 9:45 pm

ESTIMATED ATTENDANCE: 1000-1500

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) **501c(4)** 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec.Dir

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE #: BP 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

III. Brief Description of Event
Mountain Street Dances are held Friday evenings from 6:30-9 pm. Portion of Main Street closed in front of Courthouse. Stage is centered in front of The Mountaineer facing the courthouse. Cornmeal is scattered for traction in the dance area in front of the stage. Four bleachers are provided for seating and spectators bring chairs and blankets for the courthouse lawn. We have one non-profit food vendor (THS Band Boosters) set up in front of Courthouse steps. Focus is on traditional mountain music, clogging, and square dance instructions from caller Joe Sam Queen. Take down is quick; usually 45 minutes to gather trash, remove bleachers, and dismantle the stage.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.
 Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:
 1. Main Street CLOSSES from Depot Street intersection to end of Courthouse lawn/Justice Center. CLOSSES Friday, 6/29/19 at 5:00 pm RE-OPENS Friday, 6/28/19 at 9:45 pm

V. Event Details

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages? If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale of food? <u>yes</u> If "YES", has the health department been notified? <u>YES</u> Have you applied for a temporary permit? <u>Not Yet</u> ; NOTE: In the first quarter of the year, we provide the Health Dept. a comprehensive list of all our events that will require food inspection so they can plan ahead for inspector schedules. Our event organizer permits are due 3 weeks prior to any event with food. That timeline works for when the event plans are firm and we can provide accurate layout maps for their inspector visit. NOTE: Food vendor for Mountain Street Dance claims exemption as a non-profit and does not require permit or inspection under Health Dept. rules. If that changes, we will plan accordingly with the Health Dept.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be musical entertainment at your event? IF "YES" provide the following information: Number of Stages: <u>1</u> Number of Band(s): <u>1</u> Amplification? <u>yes</u> Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing occupied building? Address _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing vacant building? Address _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be any tents or canopies in the proposed event site? Please provide the following information: Approx. Number of Tents: <u>1</u> Will any tent exceed 400 sq. feet in area? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the use of pyrotechnics? Explain _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? (1) unit located in front of Justice Center
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you require electrical hookup for the event? Generators? <u>no</u> ; (1) Electrical hook-up will be secured from a The Mountaineer and (1) hook-up will be from receptacle at Courthouse steps. All cords are covered if in pedestrian pathway.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require access to water for the event? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? <u>We have permission from Planning Dept. to display staked signs promoting Street Dances at strategic points in the downtown district the Monday prior to the event and removed the evening of event; we have a small Blue Ridge National Heritage area banner hanging on the stage promoting the Blue Ridge Music Trails which the dances are officially sanctioned by.</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

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

Main Street public parking will be open from Depot to Church Street. Wall, Miller & Montgomery Street parking is open, as well as FB Church lots, parking deck, and other surrounding public parking. DWA Staff hangs no parking signs on Main St. at courthouse area by noon on Friday & delivers notices to restaurants/residential. Merchants are also reminded via email.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

DWA will place 3 trashcans and 3 recycle bins out during the event. This amount proves sufficient for size and nature of the event. During event DWA staff monitors all temporary cans and replaces liners as needed. Filled bags are put to the side and the Town crew hauls all trash/recyclables at the end of the evening.

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

Return to:

Amie Owens, Assistant Town Manager

Town of Waynesville

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

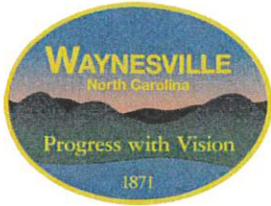
Telephone: (828) 452-2491

Fax No.: (828) 456-2000

Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: DWA July 4th STARS & STRIPES CELEBRATION

EVENT DATE(S): Thursday, JULY 4, 2019
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

IF THIS EVENT IS A PARADE OR ROAD RACE: A portion of the event is the "Kids on Main" Patriotic Parade @ 11 am; From courthouse to First Baptist Church; Map attached with details.

SET-UP TIME (START/END): 9am – 11am

EVENT HOURS: 11am – 3pm

DISMANTLE HOURS (START/END): 3pm – 3:30pm

ESTIMATED ATTENDANCE: 4000 throughout the day

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) **501c(4)** 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec Director

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE #: BP 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

Stars & Stripes Celebration 11am-3pm. Kids Patriotic Parade begins at 11am (walkers, bikes, and wagons, nothing motorized). From the Courthouse, parade ends at 1st Baptist Church, led by Police escort and Mayor. Fire Truck follows up at rear of parade. Music and entertainment is placed along the Main Street area sidewalks. Haywood Community Band performs the annual Patriotic Concert at 2pm on the Courthouse lawn. Road closure at top of Miller Street/ N Main due to large crowds @ 10 am-3pm by DWA Staff with barricades & cones provided by Town Crew set out day before. Vehicles may still access Miller Street parking area from bottom at from Montgomery Street.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. **Miller Street crosswalk/entry into Miller St Parking area at North Main Street CLOSES at 10 am and RE-OPENS at 3pm due to high volume of pedestrian traffic. DWA Staff places the barricades Town crew delivers the day before.** Additional street closure needed by Police Officers and/or CPA at Church & Montgomery Streets, Depot & Montgomery Streets; and East & Wall Streets for the duration of the kids brief parade at 10:30am for Kid's 11am Parade. SEE MAP for details.

2. **COURSE of ACTION for PARADE: Fire Truck blocks traffic at 10:30am at Courthouse forcing southbound traffic down Wells Way. Police Car blocks Pigeon/South Main Streets at 10:30am directing traffic down Pigeon Street to Wall Street. Parade participates Register and are staged on Courthouse lawn and sidewalk area beginning at 10am. Police Car leads Parade at 11am from Courthouse, ending at 1st Baptist Church. As kids go through intersection at Church/East on Main Street the POLICE escort cuts through small Baptist Church parking lot beside EXXON Station, circles back up to Main Street at Church/East TO BLOCK MAIN as the FIRE TRUCK turns off Main Street at that intersection with TRAFFIC following it. POLICE escort will then BLOCK South Main in front of Municipal/Town Hall Buildings to allow Parade Participants to clear Main Street and enter into Baptist Church Parking Lot. CPA Volunteers assist along the way. Parade lasts approx. 30 minutes. SEE MAP for details.**

V. Event Details

YES NO

X Does the event involve the sale or use of alcoholic beverages?
If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

X Does the event involve the sale of food? NO
If "YES", has the health department been notified? Have you applied for a temporary permit? ;

X Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license?

X Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of Stages: 0 Number of Band(s): No full bands Approx. 6 acoustic musicians Amplification? YES @ Courthouse Patriotic Concert

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

X Do you plan to use an existing occupied building? Address

X Do you plan to use an existing vacant building? Address

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

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

X Does the event involve the use of pyrotechnics? Explain

X Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? **(1) unit at Justice Center**

X Will you require electrical hookup for the event? Generators? **No; Electrical hook-ups will be secured from merchants and/or the downtown kiosks at East/Main Streets and Depot/Main Streets; All cords are covered if in pedestrian pathway.**

- X Will you require **access to water** for the event? Explain _____
- X Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
- X Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s).
Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? ____ We have
X permission from Planning Dept. to display staked signs promoting "Kids on Main" Parade and Stars & Stripes day/time at
strategic points in the downtown district several days prior to the event and removed the evening of event.
- X Will **inflatable parade balloons** be used for the event? Provide details if necessary.

VI. Additional Questions

How will parking be accommodated for this event?

All Main Street public parking will be open on Wall, Miller, & Montgomery Streets, as well as 1st Baptist Church parking lots, parking deck, and other surrounding public parking and private lots if not barricaded by owners.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

DWA will place approximately 2 trash cans and 2 recycle bins at the courthouse area during the event for parade participants and the afternoon concert. These combined with permanent receptacles prove sufficient for size and nature of the event. During event DWA Staff monitors all temporary and permanent cans and replaces liners as needed. Filled bags are placed to the side for Town Crew pickup or carried to Wall Street dumpster.

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

Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No.: (828) 456-2000
Email Address: awens@waynesvillenc.gov

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: DWA Friday Night MOUNTAIN STREET DANCE

EVENT DATE(S): July 26, 2019
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

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

SET-UP TIME (START/END): 5 pm – 6:30 pm

EVENT HOURS: 6:30 pm – 9 pm

DISMANTLE HOURS (START/END): 9 pm – 9:45 pm

ESTIMATED ATTENDANCE: 1000-1500

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) **501c(4)** 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec.Dir.

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE #: BP 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

III. Brief Description of Event

Mountain Street Dances are held Friday evenings from 6:30-9 pm. Portion of Main Street closed in front of Courthouse. Stage is centered in front of The Mountaineer facing the courthouse. Cornmeal is scattered for traction in the dance area in front of the stage. Four bleachers are provided for seating and spectators bring chairs and blankets for the courthouse lawn. We have one non-profit food vendor (THS Band Boosters) set up in front of Courthouse steps. Focus is on traditional music, clogging, and square dance instruction from caller Joe Sam Queen. Take down is quick; usually 45 minutes to gather trash, remove bleachers, and dismantle the stage.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

- 1. Main Street CLOSSES from Depot Street intersection to end of Courthouse lawn/Justice Center. CLOSSES Friday, 7/26/19 at 5 pm RE-OPENS Friday, 7/26/19 at 9:45 pm

V. Event Details

YES NO

- Does the event involve the sale or use of alcoholic beverages?

If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

- Does the event involve the sale of food? yes

If "YES", has the health department been notified? YES Have you applied for a temporary permit? Not Yet; NOTE: In the first quarter of the year, we provide the Health Dept. a comprehensive list of all our events that will require food inspection so they can plan ahead for inspector schedules. Our event organizer permits are due 3 weeks prior to any event with food. That timeline works for when the event plans are firm and we can provide accurate layout maps for their inspector visit. NOTE: Food vendor for Mountain Street Dance claims exemption as a non-profit and does not require permit or inspection under Health Dept. rules. If that changes, we will plan accordingly with the Health Dept.

- Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____

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

Number of Stages: 1 Number of Band(s): 1 Amplification? yes

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance. Do you plan to use an existing occupied building? Address _____

- Do you plan to use an existing vacant building? Address _____

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

Approx. Number of Tents: 1 Will any tent exceed 400 sq. feet in area? NO YES

- Does the event involve the use of pyrotechnics? Explain _____

- Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? (1) unit located in front of Justice Center

- Will you require electrical hookup for the event? Generators? no; (1) Electrical hook-up will be secured from a The Mountaineer and (1) hook-up will be from receptacle at Courthouse steps. All cords are covered if in pedestrian pathway.

- Will you require access to water for the event? Explain _____

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

- Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? no We have permission from Planning Dept. to display staked signs promoting Street Dances at strategic points in the downtown district the Monday prior to the event and removed the evening of event; we have a small Blue Ridge National Heritage area banner hanging on the stage promoting the Blue Ridge Music Trails which the dances are officially sanctioned by.

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

VI. Additional Questions

How will parking be accommodated for this event?

Main Street public parking will be open from Depot to Church Street. Wall, Miller & Montgomery Street parking is open, as well as FB Church lots, parking deck, and other surrounding public parking. DWA Staff hangs no parking signs on Main St. at courthouse area by noon on Friday & delivers notices to restaurants/residential. Merchants are also reminded via email.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

DWA will place 3 trashcans and 3 recycle bins out during the event. This amount proves sufficient for size and nature of the event. During event DWA staff monitors all temporary cans and replaces liners as needed. Filled bags are put to the side and the Town crew hauls all trash/recyclables at the end of the evening.

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

Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No. : (828) 456-2000
Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: DWA Friday Night MOUNTAIN STREET DANCE

EVENT DATE(S): August 9, 2019
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

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

SET-UP TIME (START/END): 5 pm – 6:30 pm

EVENT HOURS: 6:30 pm – 9 pm

DISMANTLE HOURS (START/END): 9 pm – 9:45 pm

ESTIMATED ATTENDANCE: 1000-1500

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) **501c(4)** 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec.Dir

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE #: BP 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

III. Brief Description of Event

Mountain Street Dances are held Friday evenings from 6:30-9 pm. Portion of Main Street closed in front of Courthouse. Stage is centered in front of The Mountaineer facing the courthouse. Cornmeal is scattered for traction in the dance area in front of the stage. Four bleachers are provided for seating and spectators bring chairs and blankets for the courthouse lawn. We have one non-profit food vendor (THS Band Boosters) set up in front of Courthouse steps. Focus is on traditional music, clogging, and square dance instruction from caller Joe Sam Queen. Take down is quick; usually 45 minutes to gather trash, remove bleachers, and dismantle the stage.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

- 1. Main Street CLOSSES from Depot Street intersection to end of Courthouse lawn/Justice Center. CLOSSES Friday, 8/9/19 at 5 pm RE-OPENS Friday, 8/9/19 at 9:45 pm

V. Event Details

YES NO

- Does the event involve the sale or use of alcoholic beverages?

If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

- Does the event involve the sale of food? yes

If "YES", has the health department been notified? YES Have you applied for a temporary permit? Not Yet; NOTE: In the first quarter of the year, we provide the Health Dept. a comprehensive list of all our events that will require food inspection so they can plan ahead for inspector schedules. Our event organizer permits are due 3 weeks prior to any event with food. That timeline works for when the event plans are firm and we can provide accurate layout maps for their inspector visit. NOTE: Food vendor for Mountain Street Dance claims exemption as a non-profit and does not require permit or inspection under Health Dept. rules. If that changes, we will plan accordingly with the Health Dept.

- Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____

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

Number of Stages: 1 Number of Band(s): 1 Amplification? yes

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

Do you plan to use an existing occupied building? Address _____

-

Do you plan to use an existing vacant building? Address _____

-

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

Approx. Number of Tents: 1 Will any tent exceed 400 sq. feet in area? NO YES

- Does the event involve the use of pyrotechnics? Explain _____

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? (1) unit located in front of Justice Center

-

Will you require electrical hookup for the event? Generators? no; (1) Electrical hook-up will be secured from a The Mountaineer and (1) hook-up will be from receptacle at Courthouse steps. All cords are covered if in pedestrian pathway.

-

- Will you require access to water for the event? Explain _____

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

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

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? Yes We have permission from Planning Dept. to display staked signs promoting Street Dances at strategic points in the downtown district the Monday prior to the event and removed the evening of event; we have a small Blue Ridge National Heritage area banner hanging on the stage promoting the Blue Ridge Music Trails which the dances are officially sanctioned by.

-

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

VI. Additional Questions

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

Main Street public parking will be open from Depot to Church Street. Wall, Miller & Montgomery Street parking is open, as well as FB Church lots, parking deck, and other surrounding public parking. DWA Staff hangs no parking signs on Main St. at courthouse area by noon on Friday & delivers notices to restaurants/residential. Merchants are also reminded via email.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.

2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

DWA will place 3 trashcans and 3 recycle bins out during the event. This amount proves sufficient for size and nature of the event. During event DWA staff monitors all temporary cans and replaces liners as needed. Filled bags are put to the side and the Town crew hauls all trash/recyclables at the end of the evening.

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

Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No. : (828) 456-2000
Email Address: awovens@waynesvillenc.gov

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: Rockin' BLOCK PARTY

EVENT DATE(S): September 14, 2019
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

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

SET-UP TIME (START/END): 4:45 pm – 6 pm

EVENT HOURS: 6 pm – 10 pm

DISMANTLE HOURS (START/END): 10 pm – 11:00 pm

ESTIMATED ATTENDANCE: 3000

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) **501c(4)** 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec.Dir.

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE #: BP 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

III. Brief Description of Event

Block Party runs from 6-10 pm. Music held from 7-10. Three music areas: central, south, and north end. We have at least one non-profit food vendor planned and one soda vendor. Focus is on live music and dancing and we have a face painter & a balloon twister, along with a kids area planned for sidewalk chalk, hula hoops, and corn hole. This is not a vendor event with numerous booths. Take down is quick, usually 45 minutes, not more than 1 hour to gather trash, remove bleachers, and dismantle the one stage.

IV. Street Closure Request (Attach map of the Street Closure)

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

- 1. MAIN STREET CLOSSES from Church Street to edge of Courthouse lawn/Justice Center. CLOSSES Saturday, 9/14/19 at 4:45 pm RE-OPENS Saturday, 9/14/19 at 11 pm

V. Event Details

YES NO

Does the event involve the sale or use of alcoholic beverages?
If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? yes
If "YES", has the health department been notified? YES Have you applied for a temporary permit? Not Yet; NOTE: In the first quarter of the year, we provide the Health Dept. a comprehensive list of all our events that will require food inspection so they can plan ahead for inspector schedules. Our event organizer permits are due 3 weeks prior to any event with food. That timeline works for when the event plans are firm and we can provide accurate layout maps for their inspector visit. NOTE: Food vendors for Block Party include one non-profit and one non-hazardous food vendor with neither requiring permit nor inspection. If that changes, we will plan accordingly with the Health Dept.

Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____

Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of areas-1 3 music Number of Stages: w/stage Band(s): 3 Amplification? yes
Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing occupied building? Address _____

Do you plan to use an existing vacant building? Address _____

Will there be any tents or canopies in the proposed event site? Please provide the following information:
Approx. Number of Tents: 2 Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of pyrotechnics? Explain _____

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? (2) units located in United Community Bank Parking Lot
Will you require electrical hookup for the event? Generators? no; (1) Electrical hook-up will be secured from a merchant; (2) hook-ups will be from the downtown kiosks at East/Main and Depot/Main. All cords are covered if in pedestrian pathway.

Will you require access to water for the event? Explain _____

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

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s).
Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? Yes We have permission from Planning Dept. to display staked signs promoting Kids on Main" and the Block Party day/time at strategic points in the downtown district the Monday prior to the event and removed the evening of event.

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

VI. Additional Questions

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

All off Main Street public parking will be open on Wall, Miller, & Montgomery Streets, as well as FB Church lots, parking deck, and other surrounding public parking and private lots if not barricaded by owners. DWA Staff hangs no parking signs on Main St. by noon on Saturday & delivers notices to restaurants/residential. Merchants are also reminded via email.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

DWA will place approximately 6 trashcans and 6 recycle bins out during the event. These combined with permanent receptacles prove sufficient for size and nature of the event. Town of Waynesville Public Works crew changes out permanent cans at the end of the evening. During event DWA staff monitors all temporary and permanent cans and replaces liners as needed. Filled bags are put to the side and the Town crew hauls all trash/recyclables at the end of the evening.

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

Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No. : (828) 456-2000
Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: Power of Pink 5K

EVENT DATE(S): September 28, 2019
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Commerce Street in Frog Level

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

SET-UP TIME (START/END): 6:00-9:00 AM

EVENT HOURS: 9:00-11:00 AM

DISMANTLE HOURS (START/END): 11:00 AM-12:00 PM

ESTIMATED ATTENDANCE: 350

BASIS ON WHICH THIS ESTIMATE IS MADE: 2018 attendance plus growth

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood Healthcare Foundation, Inc.

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

APPLICANT NAME: Marge Stiles TITLE: Executive Administrator

ADDRESS: 262 Leroy George Drive CITY: Clyde STATE: NC ZIP 28721

PHONE: 452-8343 FAX#: 452-8973 EMAIL: Marge.stiles@haymed.org

ON-SITE CONTACT: Greg Duff, Kevin Fitzgerald TITLE: Race Director

ADDRESS: Glory Hound Events, PO Box 19256, Asheville, NC 28815

PHONE #: Greg: 400-5868 CELL PHONE #: Kevin: 865-315-0758 EMAIL: greg@gloryhoundevents.com

VI. Additional Questions

How will **parking** be accommodated for this event? Participants will be directed to the parking deck and Haywood Builders Supply

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event? Receptacles collected by event staff/volunteers and taken back to HRMC

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

Return to:
Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No. : (828) 456-2000
Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application and fee received:

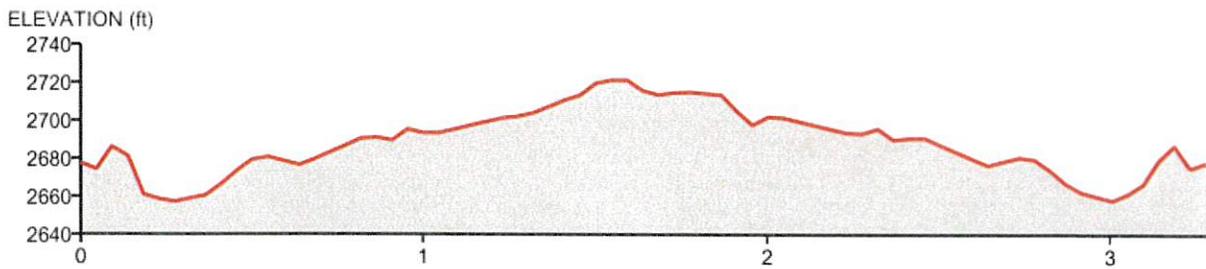
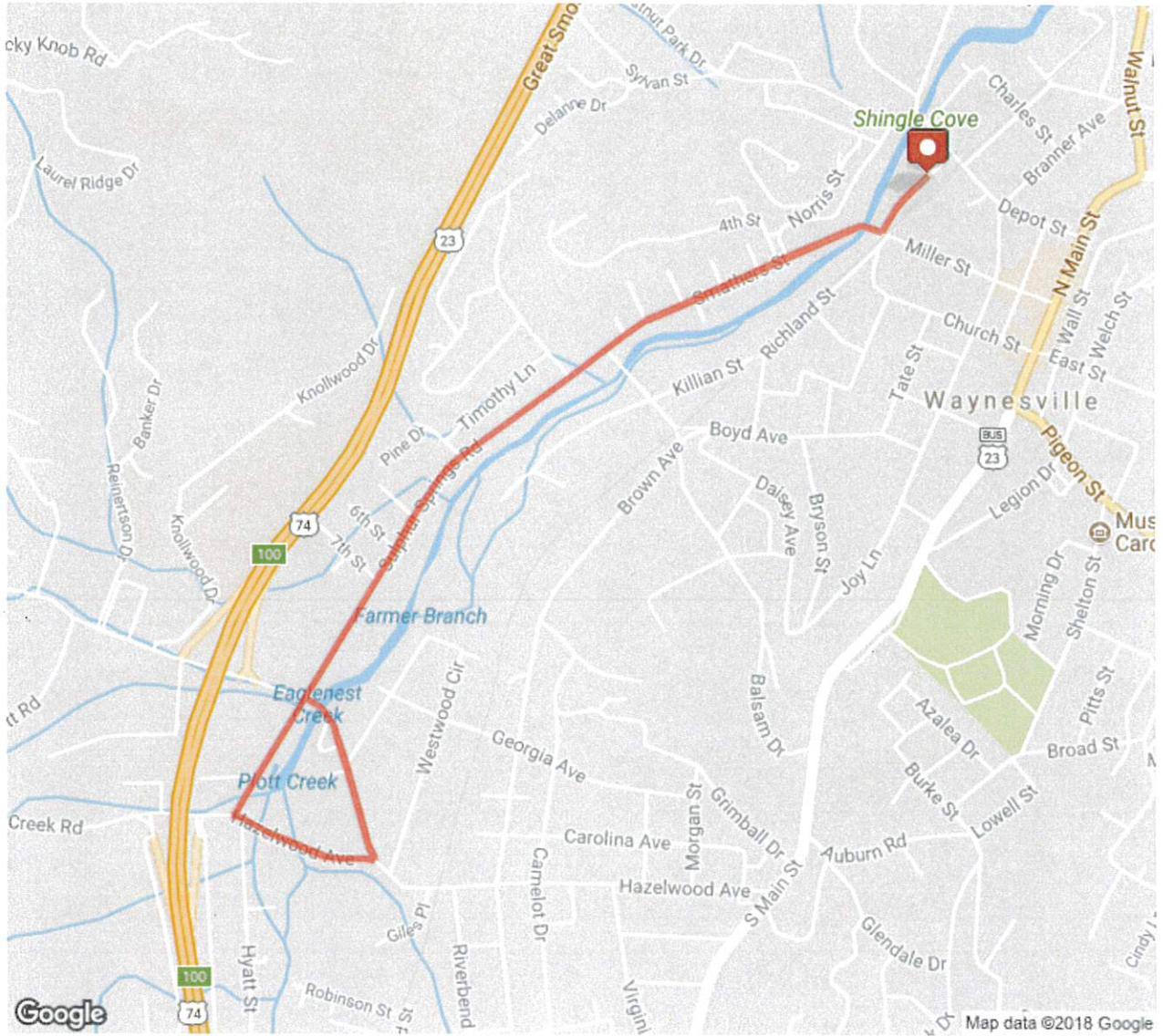
Application approved:

Application denied:

New POP 5K

Distance: 3.28 mi
Elevation Gain: 77 ft
Elevation Max: 2,723 ft

Notes



POP VENUE MAP





Application for Special Events Permit

I. General Information

EVENT NAME: DWA CHURCH STREET ART & CRAFT SHOW

EVENT DATE(S): Saturday October 12, 2019

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

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

SET-UP TIME (START/END): 8:45 pm Friday 10/11/19 until start time @ 9:30 am Saturday 10-12-2019

EVENT HOURS: 10 am – 5 pm

DISMANTLE HOURS (START/END): 5 pm – 7:30 pm

ESTIMATED ATTENDANCE: 20K

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes X If yes, are you 501c(3) 501c(4) 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec.Dir.

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE: 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

III. Brief Description of Event
Church Street Art & Craft Show runs from 10 am-5 pm. Two music stages: (1) N. Main in front of Mountaineer and (1) S. Main in front of First Baptist. We have approx. 135 art/craft booths and 14 food booths stretching the length of Main St. from Pigeon St. to the far end of the Justice Center. Take down is typically 2-2.5 hrs. for vendors to pack up and for Town Crew and Street Sweeper to come through.

IV. Street Closure Request (Attach map of the Street Closure)

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

- 1. Main Street CLOSES from Pigeon St/S. Main to Walnut St/N. Main: CLOSES Friday, 10/11/19 at 8:45 pm RE-OPENS: Saturday, 10/12/19 at approx 7:30 pm. NOTE: Boom trucks placed at S Main/Pigeon. Water filled Barricades: (2) at top of Church St/Main. (2) at top of East St/Main**
- 2. Barricades needed at Church/Montgomery; East/Wall; Depot/Montgomery; Boom Truck at the Justice Center/Wells Events. Signage directing vehicles through Wells Events Way to Wall Street continuing access to #276 from Friday 10/11/19 at 8:45 pm until Saturday 10/12/19 at approximately 7:30 pm. Cones are needed on S Main Street at edge of Exxon parking lot to prohibit Gas Station Customers from pulling through lot into Main Street Festival area. SEE MAP for details.**

V. Event Details

YES NO

 Does the event involve the sale or use of alcoholic beverages?
 If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

 Does the event involve the sale of food? yes
 If "YES", has the health department been notified? YES Have you applied for a temporary permit? Not Yet; NOTE: In the first quarter of the year, we provide the Health Dept. a comprehensive list of all our events that will require food inspection so they can plan ahead for inspector schedules. Our event organizer permits are due 3 weeks prior to any event with food. That timeline works for when the event plans are firm and we can provide accurate layout maps for their inspector visit. -

 Does the event Involve the sale of non-food items? If "YES" have you applied for a privilege license? NO

 Will there be musical entertainment at your event? IF "YES" provide the following information:
 2 Main Bands; approx. 12 groups during the day Amplification? yes

Number of Stages: 2 Number of Band(s): _____

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

 Do you plan to use an existing occupied building? Address _____

 Do you plan to use an existing vacant building? Address _____

 Will there be any tents or canopies in the proposed event site? Please provide the following information:
 Approx. Number of Tents: 150 Will any tent exceed 400 sq. feet in area? NO YES

 Does the event involve the use of pyrotechnics? Explain _____
 Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? **13 Regular Units; 1 Handicap Unit; 3 Hand washing stations (4 Areas: Municipal Building; Wall Street; United Community Bank; Justice Center)**

 Will you require electrical hookup for the event? Generators? **yes; We use electrical hook ups at the Town Bollards in front of Town Hall for Food Vendors; The Two Kiosks; The Mountaineer, First Baptist Church; CIC; Justice Center. All electrical cords are covered if in pedestrian pathway.**

 Will you require access to water for the event? Explain Food Vendors need sources and many bring their own especially warm water in their own insulated containers for hand sanitation/Health Dept. inspection; if not, they have food grade hoses for fill ups; We use The Mountaineer's outside faucet; spicket at Mini Park; spicket at CIC; use is minimal

- Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
 Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). _____
 Art/Craft Booth 10 x 12 \$135; 12 x 20 \$250; Food: 10x12 \$175; 12x20 \$285; We offer greatly reduced or free rates to a limited number of local non-profits for art/craft/food or outreach booths.
- Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? ____ We have permission from Planning Dept. to display staked signs promoting Church Street day/time at strategic points in the downtown district the Monday prior to the event and removed the evening of event. Show Banners for the Boom Trucks promoting the event at entrance points during the show only. We have stage banners promoting Mast General Store as a show sponsor.
- Will **inflatable parade balloons** be used for the event? Provide details if necessary.

VI. Additional Questions

How will **parking** be accommodated for this event? _____
 All off Main Street public parking will be open on Wall, Miller, & Montgomery Streets, as well as FB Church lots, parking deck, and other surrounding public parking and private lots if not barricaded by owners. DWA Staff hangs no parking signs on Main St. by noon on Friday & delivers notices to restaurants/residential. Merchants are also reminded via email.

- Notes:
1. Parking and buildings involved may be examined for ADA compliance.
 2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

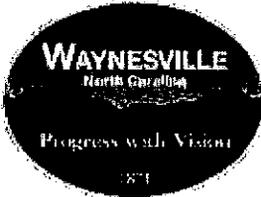
How will **trash** be contained and removed during and after the event? _____
 DWA will place approximately 32 trashcans and 6 recycle bins out during the event. These combined with permanent receptacles prove sufficient for size and nature of the event. During event DWA has a 6 Person Trash Crew monitoring all temporary and permanent cans and replacing liners as needed. **DWA also requests 2 TRASH TRUCKS from Sanitation to be placed on Friday on Wall St and Depot St for easy access for filled garbage bags to be placed throughout the festival day.** DWA work crew also picks up loose trash from the show footprint during and after the event. Town of Waynesville Public Works crew changes out permanent cans at the end of the day and hauls all trash/recyclables at the end of the evening eliminating Sunday morning pick up.

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

Return to:
 Amie Owens, Assistant Town Manager
 Town of Waynesville
 16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
 Telephone: (828) 452-2491
 Fax No. : (828) 456-2000
 Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: APPLE HARVEST FESTIVAL

EVENT DATE(S): SATURDAY, OCTOBER 19, 2019 (Set-up October 18)

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: MAIN STREET, WAYNESVILLE, NC

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

SET-UP TIME (START/END): Friday, 9:00 pm - Saturday, 7:00 pm

EVENT HOURS: Saturday, 10:00 am until Saturday 5:00 pm

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

ESTIMATED ATTENDANCE: 25,000+

BASIS ON WHICH THIS ESTIMATE IS MADE: Police Estimates - Previous years

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood Chamber of Commerce

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

APPLICANT NAME: CeCe Hipps TITLE: President

ADDRESS: 28 Walnut St, Ste 1 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828.456.3021 FAX#: _____ EMAIL: chipps@haywoodchamber.com

ON-SITE CONTACT: CeCe Hipps TITLE: President

ADDRESS: 28 Walnut St, Ste 1, Waynesville, NC 28786

PHONE #: 828.456.3021 CELL PHONE #: 828.768.1430 EMAIL: chipps@haywoodchamber.com

III. Brief Description of Event

The Apple Harvest Festival has been in existence for 31 years. The festival draws approximately 25,000+ visitors each year.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.
Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:
1. Main Street
2. Depot St., Church St., Miller St.
3.

V. Event Details

- | | | |
|-------------------------------------|-------------------------------------|---|
| YES | NO | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the event involve the sale or use of alcoholic beverages ?
If yes, has the ABC permit been obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the event involve the sale of food ? _____
If "YES", has the health department been notified? <u>yes</u> Have you applied for a temporary permit? <u>no</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the event involve the sale of non-food items ? If "YES" have you applied for a privilege license? <u>no</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of Stages: <u>1</u> Number of Band(s): <u>4-6</u> Amplification? <u>yes</u>
Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Do you plan to use an existing occupied building ? Address _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Do you plan to use an existing vacant building ? Address _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will there be any tents or canopies in the proposed event site? Please provide the following information:
Approx. Number of Tents: <u>approx 175-180</u> Will any tent exceed 400 sq. feet in area? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the event involve the use of pyrotechnics ? Explain _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? <u>In UCB parking lot, in front of courthouse</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you require electrical hookup for the event? Generators? _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you require access to water for the event? Explain _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will inflatable parade balloons be used for the event? Provide details if necessary. |

VI. Additional Questions

How will parking be accommodated for this event?

Directional sinage & arrows to direct individuals to Parking Garage

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will trash be contained and removed during and after the event?

Town provides dumpsters - Tuscola High School

collects trash on sidewalks & delivers to dumpsters

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

Return to:

**Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No. : (828) 456-2000
Email Address: aowens@waynesvillenc.gov**

VIII. Special Information for Applicants

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



Application for Special Events Permit

I. General Information

EVENT NAME: Halloween's TREATS on the STREET

EVENT DATE(S): October 31, 2019
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street, Downtown Waynesville

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

SET-UP TIME (START/END): 4 pm – 5 pm

EVENT HOURS: 5 pm – 7 pm

DISMANTLE HOURS (START/END): 7 pm – 7:30 pm

ESTIMATED ATTENDANCE: 2-3k

BASIS ON WHICH THIS ESTIMATE IS MADE: Historic random crowd & candy counts

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? No Yes If yes, are you 501c(3) **501c(4)** 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips TITLE: Executive Director

ADDRESS: 9 S. Main/PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 456-3517 FAX#: N/A EMAIL: info@downtownwaynesville.com

ON-SITE CONTACT: Buffy Phillips TITLE: Buffy Phillips: Exec.Dir

ADDRESS: 9 S. Main/PO Box 1409 Waynesville, NC 28786

PHONE #: 456-3517 CELL PHONE #: BP 734-7066 EMAIL: buffy@downtownwaynesville.com
info@downtownwaynesville.com

III. Brief Description of Event

Treats on the Street is active from 5-7 pm. Up to 35 businesses line Main Street to hand out treats on the sidewalks in front of their stores and other empty areas. First Baptist Church holds their Fall Carnival inside their activity building; First Methodist Church creates a Trunk or Treat on Academy Street also so the Downtown area is full of Kids. Civilian Police Academy and WPD participants and hands out candy from the Town Hall lobby. Two churches, one on each end participates with music and stages and plays Monster Mash and dances and makes a joyful noise for all to enjoy throughout the two hour span.

IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. MAIN STREET CLOSSES from South Main St./Pigeon St. to Depot Street. CLOSE Thursday, 10/31/19 at 4:00 pm RE-OPENS Thursday, 10/31/19 at 8 pm Boom trucks were used at the two major ends

2. Police cars and orange barricades were used on all side entrance streets/intersections to Main for safety. Volunteers were also used throughout the event.

3.

V. Event Details

YES NO

Does the event involve the sale or use of alcoholic beverages?
If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

Does the event involve the sale of food? no
If "YES", has the health department been notified? Have you applied for a temporary permit? ;

Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license?

Will there be musical entertainment at your event? IF "YES" provide the following information:
Number of Stages: Number of Band(s): Amplification?

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

Do you plan to use an existing occupied building? Address

Do you plan to use an existing vacant building? Address

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

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

Does the event involve the use of pyrotechnics? Explain

Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located?

Will you require electrical hookup for the event? Generators? ;

Will you require access to water for the event? Explain

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

Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s).
 Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? We have permission from Planning Dept. to display staked signs promoting Treats on the Street day/time at strategic points in the downtown district several days prior to the event and removed the evening of event.

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

VI. Additional Questions

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

All off Main Street public parking will be open on Wall, Miller, & Montgomery Streets, as well as FB Church lots, parking deck, and other surrounding public parking and private lots if not barricaded by owners. DWA Staff hangs no parking signs on Main St. by noon Tuesday & delivers notices to restaurants/residential. Merchants are also reminded via email.

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event?

No temporary cans will be needed for this event. Existing permanent cans are sufficient. This is not a trash generating event.

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

Return to:

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
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VIII. Special Information for Applicants

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