



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: February 25, 2020 Time: 6:30 p.m.

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(828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

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

Motion: To approve the minutes of the February 11, 2020 regular meeting as presented (or as corrected).

B. PRESENTATION

3. Fire Department Needs
 - Fire Chief Joey Webb

C. NEW BUSINESS

4. Kiwanis Playground Renovation / Improvement Project Proposal
 - Parks and Recreation Director, Rhett Langston

Motion: To accept the design and the donation of the new equipment for Phase I.

5. Hiring Fiscal Analyst
 - Finance Director, Ben Turnmire

Motion: To approve the hiring of a Fiscal Analyst (formerly Accounting Technician).

6. Request approval of reclassification of one position and temporary over hire in Police Department
 - Assistant Town Manager, Amie Owens

Motion: To approve the necessary temporary over hire and reclassification in the Police Department.

7. Special Events Applications

- Assistant Town Manager, Amie Owens

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

8. Plott Heights Slide Area

- Town Engineer, Preston Gregg

Motion: To direct staff to proceed with putting together project to be bid or to halt.

D. CONTINUED BUSINESS

9. Parking Concerns Along Broadview Road and Overbrook Drive

- Planner, Jesse Fowler

E. COMMUNICATIONS FROM STAFF

10. Manager's Report

- Town Manager Rob Hites

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

G. CALL ON THE AUDIENCE

H. ADJOURN



TOWN OF WAYNESVILLE

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

CALENDAR March 2020

2020	
Tuesday Feb 25	Board of Aldermen Meeting – Regular Session
Tuesday March 10	Board of Aldermen Meeting – Regular Session
Tuesday March 24	Board of Aldermen Meeting – Regular Session
Friday April 10 Good Friday	Town Offices Closed
Tuesday April 14	Board of Aldermen Meeting – Regular Session
Tuesday April 28	Board of Aldermen Meeting – Regular Session
Tuesday May 12	Board of Aldermen Meeting – Regular Session
Monday May 25 Memorial Day	Town Offices Closed
Tuesday May 26	Board of Aldermen Meeting – Regular Session
Tuesday June 9	Board of Aldermen Meeting – Regular Session
Tuesday June 23	Board of Aldermen Meeting – Regular Session
Friday July 3 Independence Day	Town Offices Closed
Tuesday July 14	Board of Aldermen Meeting – Regular Session
Tuesday July 28	Board of Aldermen Meeting – Regular Session
Tuesday August 11	Board of Aldermen Meeting – Regular Session
Tuesday August 25	Board of Aldermen Meeting – Regular Session
Monday September 7 Labor Day	Town Offices Closed
Tuesday September 8	Board of Aldermen Meeting – Regular Session
Tuesday September 22	Board of Aldermen Meeting – Regular Session
Tuesday October 13	Board of Aldermen Meeting – Regular Session
Tuesday October 27	Board of Aldermen Meeting – Regular Session
Tuesday November 10	Board of Aldermen Meeting – Regular Session
Wednesday November 11	Veterans Day – Town Offices Closed
Tuesday November 24	Board of Aldermen Meeting – Regular Session
Thursday & Friday November 26 & 27 Thanksgiving	Town Offices Closed
Tuesday December 8	Board of Aldermen Meeting – Regular Session
December 24, 25 & 28 Christmas Holidays	Town Offices Closed Christmas Holidays

Board and Commission Meetings – March 2020

ABC Board	ABC Office – 52 Dayco Drive	March 17th 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	March 3rd 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	March 26th 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	March 4th 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	March 16th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	March 12th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	March 18th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	March 10th 2 nd Tuesday 3:30 PM

BOARD/STAFF SCHEDULE

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MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Regular Meeting
February 11, 2020

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, February 11, 2020 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER REGULAR MEETING

Mayor Gary Caldwell called the meeting to order at 6:30 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Julia Freeman
Alderman Jon Feichter
Alderman Anthony Sutton
Alderman Chuck Dickson

The following staff members were present:

Rob Hites, Town Manager
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Bill Cannon, Town Attorney
Ben Turnmire, Finance Director
Jesse Fowler, Planner
Jonathan Yates, Outside Facilities
Rhett Langston, Recreation Director
Luke Kinsland, Aquatics Supervisor

The following media representatives were present:

Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Caldwell reminded the Board of the following calendar events:

Friday February 21 – 8:30 am – 3:30 pm - Board Retreat – Public Services Training Room

The minutes of the January 28th Board of Aldermen regular meeting, and the February 4th Special Called meeting will be approved at the February 25, 2020 meeting.

B. PRESENTATION

2. Tuscola AFJROTC annual presentation by Cadets

Mayor Gary Caldwell asked Cadet Captain Leah Cagle to come forward and give the Tuscola Air Force Junior ROTC presentation. Ms. Cagle stated that this was her fourth and final year of presenting to the Board of Aldermen. She thanked the Board for their time and sponsorship of the program. She said that the ROTC program at Tuscola was established in 1972. Last year they achieved the honor of Distinguished Unit with Merit. She explained that only eight percent of units receive this award throughout the nation.

She gave a lot of credit to Major David Clontz for earning this award. Senior Master Sergeant Steven Robertson was the VFW teacher of the year in the high school categories. Ms. Cagle thanked both teachers for the work they do with the unit.

Airman Hunter Bush and First Lieutenant Sierra Rupe reported on the goals, community service, special leadership, cadet achievements, and the extracurricular activities of the unit.

C. PUBLIC HEARINGS

3. Resolution of support for the passage of House Bill 655 – NC Health Care for Working Families
 - Alderman Jon Feichter

Alderman Feichter stated that he had researching ways to improve homelessness in addition to the Homelessness Task Force that is being formed. He stated that every situation is different, but generally some of the things that cause homelessness includes:

- Lack of income
- Shortage of affordable housing
- Escaping domestic violence
- Health

Alderman Feichter said he was very aware of the relationship between homelessness and health. Hundreds of thousands of North Carolinians are unable to afford health insurance even though many them are working. He said he feels that lack of health insurance by so many in our state contributes to homelessness in Waynesville.

He urged the Board to consider voting to express full support for House Bill 655 – NC Health Care for Working Families. Alderman Feichter stated he had invited several people who deal with this issue every day to speak.

Dr. Don Buckner CEO\Medical Director of Meridian Behavioral Health

Dr. Buckner told the Board that Meridian Health provides a wide range of care to people, and they do get some funds from the State in order to provide mental health help, but not as much if there was Medicaid assistance. He said some of the folks they see have Medicaid, and some have no insurance. Dr. Buckner said that homeless individuals are more vulnerable to mental illness such as depression, anxiety disorders, and substance abuse, just by being homeless. If they had access to additional resources, this would help with getting treatment for their mental health issues. Life expectancy for people with severe mental issues is twenty-five years less than the average, and these people need access to insurance. Expanding Medicaid would be one way to give them access to other types of care. Dr. Buckner said it would be a very powerful statement for Towns and communities across the State to appeal to the legislature to expand Medicaid.

Sheriff Greg Christopher

Sheriff Christopher gave an overview of a numbers for the Detention Center. In 2019, 3.5 % of Haywood County's population was booked into the jail. In all of Haywood County 2,183 people were arrested, and

of that number 813 people were arrested more than once. He said there were 1,244 drug offenses, and more than half were felonies. He discussed the amount of time it takes for law enforcement officers to serve Involuntary Commitment (IVC) Orders. Last year in Haywood County there were 524 IVC's that had to be done by law enforcement, and 162 out of County IVC's for a total of thirty-six thousand (36,000) miles in taking people to places all over the State. Most of the facilities are in Winston Salem, Raleigh, or at the coast of North Carolina.

An evaluation of the Haywood County Detention Center in 2016, and the results showed that 85 percent of all inmates admitted to being addicted to some sort of substance, and 68 percent reported at least one severe substance use disorder, and admitted to it being an opioid disorder. Access to services to these individuals dealing with these issues can drastically impact recidivism rates in the jail, and the quality of life in Haywood County.

Sheriff Christopher said there are issues with insurance of any kind when dealing with inmates. As of February 10, 2020, there were 105 inmates in Haywood County Detention. Of those, there were none with private health care, twelve on Medicaid, two veterans who had insurance with the VA, and two on tribal insurance.

He said his office continues to move forward with treatment opportunities. Two weeks ago, a rural action guide was released and in it is stated jails are at the intersection where public health and public safety crisis collide. Law enforcement officials can serve a vital public health need by providing incarcerated individuals treatment and tools. The Haywood County Sheriff's Office started a partnership with the North Carolina Harm Reduction Coalition to be a part of a pilot program to allow for overdose prevention education in our jail. This will provide an outreach specialist and Naloxone kit with discharge from the jail, and the ability to enroll in various groups and support groups. Ninety percent of the program's enrolled inmates were engaged and entered back into society and twenty nine percent exited back into homelessness or no home.

Rod Harkleroad, CEO Haywood County Hospital

Mr. Harkleroad thanked the Board for allowing him to speak. He explained he would be giving statistics as a CEO of Haywood Regional Medical Center and as a registered nurse. He said that the hospital currently has one thousand employees and sees one-hundred thirty thousand (130,000) patients annually. Fifty thousand of those patients are seen in the emergency room. Thirty three percent of those patients are self-pay, and there is \$24 million dollars in charity unpaid debt and going up every year. Mr. Harkleroad stated this puts a lot of stress on the infrastructure, and the hospital is looking for help to take care of these patients.

As a nurse, Mr. Harkleroad said that there were thirty thousand veterans that would benefit from the Medicaid expansion. Patients who are ages fifty-five to sixty-four and not Medicaid eligible, working single parent mothers, and the one hundred forty-four thousand with mental illness who could be supported by passing Medicaid expansion.

Shelly Foreman – VAYA Health

Ms. Foreman explained that VAYA Health is a public health agency which manages Medicaid funds for those people with mental health issues, and substance abuse who cannot access the care that they need and are having costs absorbed by others. She said that VAYA Health cannot expand their health services

because they must use the money set aside for indigent care. They are constantly trying to break even and stay afloat. This is a huge cost to the community.

Ms. Foreman said that in Haywood County, if you have Medicaid, it is an entitlement program, and you have access to a wide variety of programs across the state. With Medicaid, VAYA Health helps to get the right services for the right time and the right length of time needed for the patient. She said that in Haywood County there were 1521 adults served in the last quarter of the year with Medicaid. There were 614 without Medicaid. Adults with mental issues or substance use issues, 772 had Medicaid and 573 did not have Medicaid.

Ms. Foreman stated that the General Assembly in the State of North Carolina has taken the stance of reducing the funding available for the uninsured and indigent care. Since 2015, VAYA Health has been cut 47 million dollars in indigent care. This year the reduction will 4.9 million in indigent care. The system cannot continue for people who do not have insurance without Medicaid expansion.

Joe Sam Queen – NC House Representative

Representative Queen thanked the board for the opportunity to speak about Medicaid expansion. He said the squeeze is on to keep the resources. The General Assembly is denying is those federal taxes to serve the citizens of Haywood County. He said we pay 30 million dollars annually for Medicaid expansion, but it is sent to other states for their Medicaid expansion. Mr. Queen said his two districts are losing \$60 million dollars annually. Medicaid is not only for indigents or handicapped, but for the low wage worker who makes between six thousand to sixteen thousand dollars annually. There would be three thousand four hundred people in Haywood County who will receive Medicaid expansion this is being paid for and not receiving any benefits from it. He told the Board that when the State of Ohio expanded Medicaid, the opioid deaths were cut in half. He said many lives are lost with lack of health care that we are paying for and not receiving. House Bill 655 would expand Medicaid to working families by helping low wage working families that cannot simply afford health insurance. If this Bill is passed, everybody's access to care goes and insurance rates will go down. He said that it is proven to save money at every level.

Attorney Bill Cannon opened the Public Hearing at 7:49 pm and asked if anyone wished to speak.

Will Shuping - Waynesville

Mr. Shuping stated that he is a proud Democrat, and he is not predisposed to liking Republican Health Care. Medicaid expansion is not red or blue. West Virginia and Kentucky have better healthcare than we do. Policy and politics are hard, and many difficult decisions will have to be made, and Medicaid expansion is not one of them.

Amy Murphy-Nugen – Western Carolina University professor

Ms. Nugen said that she is a resident of Waynesville. She said that most of what she wanted to say has been discussed. Most have a pre-conceived idea that people who are on Medicaid are not working, but six in ten people who have Medicaid are working. Care giving responsibilities, school attendance, and structural issues such as wanting full time employment but can only do part time, are challenges for insurance. She said we have learned from states that have work requirements such as Arkansas which require 80 hours of work per month. With that eighteen thousand people found themselves removed from Medicaid with that requirement. She said that in March of last year, a federal judge rejected both

Arkansas' and Kentucky's attempt to enforce that requirement did not help states provide medical assistance to its citizens, and that is the basis for Medicaid.

Attorney Cannon closed the Public Hearing at 7:54 pm.

Alderman Jon Feichter read Resolution R-02-20 Town of Waynesville in support of House Bill 655.

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to approve Resolution R-02-20 in support of the passage of House Bill 655 – NC Health Care for Working Families. The motion carried unanimously.

4. Public Hearing for consideration of amendments to the Cemetery Ordinance
 - Town Attorney Bill Cannon

Town Attorney Bill Cannon explained that he had reviewed made some amendments to the Cemetery Ordinance. Some of the proposed changes included:

- Use of the word easement instead of deed throughout the document
- Correct legal term of conveyance rather than transfer
- Some language is vague and needs to be clarified in sections 18-21 and 18-26

Town Attorney Cannon opened the public hearing at 8:05 p.m.

Randy Mathis - Chairman of the Cemetery Committee

Mr. Mathis said thanks to Alderman Jon Feichter for appointing him to the Committee. He encouraged the new Board members to read those letters from when the incident first happened in 2018. Mr. Mathis stressed that this ordinance and the compromises made were very important things to many.

Scott Ybanez - Cemetery Committee Member

Mr. Ybanez thanked the Board and the Committee for their support. He noted that the committee came together collectively on this ordinance and urged the board before making final considerations. Mr. Ybanez added that if changes are made after all the work was done by the Cemetery Committee, that if the people don't get what they want, it will go backwards again. There was tremendous work by the committee and town staff and citizens had a collective hope for this ordinance. It is a sensitive subject and he thanked the Board for allowing him to be part of this.

Jim Burke - Cemetery Committee Member

Mr. Burke began by stating his comments may be a bit outside the box. What was presented tonight was not what was worked on first by the Cemetery Committee, was not the recommended version that had already had a public hearing to address. He asked that the Cemetery Committee be allowed to sit back down and go over the changes with the attorney. This is the second public hearing, and this is the first that the changes have come to us. Let's review with the attorney and then have another public hearing.

Town Attorney Cannon closed the public hearing at 8:10 p.m.

Mayor Gary Caldwell explained that having a meeting with the Town Attorney and Cemetery Committee to discuss the proposed changes should be held. Following this meeting, another public hearing will be held.

Alderman Anthony Sutton made a motion, seconded by Alderman Julia Freeman to recommend a meeting with the Town Attorney and Cemetery Committee and to call for a public hearing to be held on March 10, 2020. The motion carried unanimously.

D. NEW BUSINESS

5. Appointment of Ron Reid as alternate to Zoning Board of Adjustment
 - Town Clerk Eddie Ward

At the last Board meeting Mayor Caldwell asked Town Clerk Eddie Ward to contact some of the applicants that were not chosen at the previous Board Meeting to see if they would like to serve on another commission. Ms. Ward contacted Mr. Ron Reid and he indicated he would like to serve as an alternate on the Zoning Board of Adjustment for the term ending June 30, 2023. Ms. Ward said that with his appointment, all vacancies on Boards and Commission would be filled.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the appointment of Ron Reid as an alternate to the Zoning Board of Adjustment for a term ending June 30, 2023. The motion passed unanimously.

6. Report on selection of Design/Build firm to design and install Dehumidification system in Rec Center
 - Town Manager Rob Hites

Manager Hites explained to the Board that the Town had chosen to use the “Design Build Method” of designing and constructing a replacement dehumidification system for the pool area of the recreation center. In this method the contractor selects an engineer to jointly design and build a project. That project can be a fire station, water line, heating and air conditioning system, etc. The Town reviews the bids and chooses the firm that exhibits the best training, experience and conception of the work requested. The Town may choose to interview bidders. When the Town chooses a design builder, they negotiate a “turnkey” contract for the entire project and presents it to the governing body for approval.

Manager Hites stated that the Town had received three bids for the project and chose to interview the two most qualified. Both firms had extensive experience in the HVAC business and in working with pool HVAC. After reviewing the interviews our team chose the team of Bolton Construction of Asheville and Mechanical Edge, LLC of Black Mountain. The Town will begin negotiating a contract for approval by the Board. If the Town is not able to negotiate a contract, the Town will reject their bid and move to the next bidder, accordance with the General Statutes.

Resolution for Replacement of the current Dectron financing Agreement

- Town Manager Rob Hites
- Finance Director Ben Turnmire

In order to provide adequate and safe air quality inside the Waynesville Recreation Center natatorium, a complete replacement of the current Dectron unit is needed. A dedicated air treatment system is

needed to protect against corrosion, deterioration, rust, chloramines, and the overall health of the public and members that use the facility. For years the current unit achieved this. The current Dectron unit has been deemed unsafe to operate. Other ventilation options have been used to try and sustain air quality standards at health code minimum. To preserve the facility and protect the health of the public and staff, a new unit is needed.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve a Budget Ordinance O-2-20 in the amount of \$800,000 for the purchase of Dectron dehumidification HVAC Unit for the Recreation Pool. The motion passed unanimously.

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to approve a Financing Agreement Resolution for the purchase of Dectron dehumidification HVAC Unit for the Recreation Pool. The motion carried unanimously.

7. Saunook Fire Department Water Tap Fee Grant

- Chief Chris S. Chandler

Chief Chris S. Chandler of the Saunook Volunteer Fire Department stated that the Fire Department is requesting that the Town of Waynesville consider offering a grant to cover the expenses of a water tap fee to the existing water line on Old Balsam Road located at 2908 Old Balsam Road, Waynesville NC. The water tap would provide the basic water needs to the firehouse which operates as a non-staffed Fire/Emergency Services building as well as a Federally designated polling place. Chief Chandler stated that the exact cost of the grant would be determined by the Town of Waynesville Water Department but is believed to be as follows:

Water Tap Fee:	\$1,250.00 (one-time fee)
Capacity Fee:	\$1,113.50 (one-time fee)

Total: \$2,363.50

He said that the Saunook Fire Department would then be responsible for the normal monthly expense associated with an out of jurisdiction water tap.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter, to cover the expenses of a water tap fee in the amount of \$2,363.50 for the purpose of providing basic water needs to the Saunook Fire Department. The motion passed unanimously.

8. Authorization to proceed with park development

- Jesse Fowler, Planner

Jesse Fowler, Planner, said that Town Staff is requesting the Board of Aldermen to approve the preliminary site plan for Calvary Craven Park, and to allow Town staff to open a formal bid process for the construction of a covered pavilion. He said the current plan for Calvary Craven Park is to use the \$60,000 already appropriated by the Board to construct this covered pavilion on a concrete pad. Any remaining funds from that \$60,000, the \$2,650 raised by the community in a golf tournament, and possible funding from the Medford Grant, would be used to purchase playground and park amenities such as picnic tables, benches, grills, and a horseshoe pit.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to approve the Calvary Craven Park Preliminary Site Plan. The motion carried unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to allow staff to advertise for bids for the construction a covered pavilion at Calvary Craven Park. The motion carried unanimously.

E. COMMUNICATIONS FROM STAFF

9. Manager's Report
- Town Manager Rob Hites

Request to seek a drainage easement from the Owners of Stephanie Lane

Manager Hites explained that property owners that reside at the intersection of Thomas Park and Stephanie Lane contacted the Town several months ago to complain that a water runoff from Hodges Street and Thomas Park Street is severely eroding the surface of a private gravel street. The erosion has limited the access of vehicles to the garage of one of the houses. Former Public Services Director David Foster, former Streets and Sanitation Superintendent Daryl Hannah, and Town Engineer Preston Gregg have studied the situation and conclude that the lack of a "crown" on Hodges and Thomas Park is the cause of the runoff from into Stephanie Lane. A solution to the problem includes rebuilding Hodges and Thomas Park to create a crown that disperses water to the side ditches, rebuilding the existing storm water basin to catch the sheet flow from the streets and constructing a catch basin in Thomas Park that directs the storm flow into a basin down the right of way of Stephanie Lane with its outlet at the bottom of the hill (130').

The small storm water system would cost approximately \$2,800. Manager Hites said Staff is requesting that the Board permit staff to seek a drainage easement from the adjacent property owners and construct the system.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve the Staff's request to seek a drainage easement to extend the storm water system from Thomas Park down Stephanie Lane. The motion carried unanimously.

10. Attorney's Report
- Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

Mayor Gary Caldwell explained that during the most recent municipal campaign, homelessness and the impact on the community was brought forth as an important issue. In response, a taskforce comprised of key stakeholders was proposed. Mayor Caldwell asked Assistant Town Manager Amie Owens to read the listing of the nine individuals who were mayoral appointments prior to the Aldermen naming their appointees.

- Alderman Anthony Sutton
- Sheriff Greg Christopher or designee
- Police Chief David Adams
- Mountain Projects Executive Director - Patsy Davis
- Haywood Pathways Center Executive Director - Mandy Haithcox
- Representing Frog Level Merchants – Teresa Pierce
- Haywood County Board of Commissioners Representative – Kevin Ensley
- Open Door Executive Director – Bill Guy
- ABCCM/Veterans Services – Brandon Wilson

Alderman Chuck Dickson asked that one clarification be added to the list that the appointment be Chief Adams or his designee. The board agreed by consensus to this clarification.

Mayor Caldwell asked each Alderman to provide their appointees' names. He asked Alderman Anthony Sutton to begin. Alderman Sutton yielded his turn and asked that Alderman Feichter be allowed to share his listing first.

Alderman Jon Feichter made the following appointments:
Joel "Joey" Reece; Juleah Berliner; Nathan Cartwright

Alderman Anthony Sutton made the following appointments:
Joslyn Schaefer; Laura Howell; Keri Guidry

Alderman Julia Freeman made the following appointments:
Linda Nulsen; Jon Lynn McDermott; Neese Morris

Alderman Chuck Dickson made the following appointments:
Bob Cummings; Dale Burris; Amy Murphy-Nugen

Alderman Chuck Dickson commented that he encouraged the Board to look at the resumes of these individuals and acknowledged that this was a diverse group with much to offer.

Alderman Chuck Dickson made a motion, seconded by Alderman Anthony Sutton: (a) to appoint Amy Murphy-Nugen as the interim chair of the Task Force until such time as a consultant is hired; (b) have the Town Clerk work with Ms. Murphy-Nugen to plan and schedule the first meeting of the taskforce; (c) that the Taskforce consider the goals and objectives of the Dogwood Health Trust grant application for guidance in its work; and (d) that minutes of all meetings be prepared by the Taskforce and provided to the Board of Aldermen following each meeting. The motion carried unanimously.

Alderman Anthony Sutton inquired as to whether Ms. Murphy-Nugen could be hired as the consultant rather than being named as an interim chair. Assistant Town Manager Owens responded that since the total salary would be \$50,000 (\$25,000 grant and \$25,000 match), an RFQ process would need to be followed to select the consultant.

Mayor Gary Caldwell asked if there was a need for a motion to approve the membership of the Taskforce. Assistant Manager Owens explained that since the motion was made at the February 4, 2020 special meeting that each Alderman would have three appointees, there was no need for a motion to approve. Mayor Caldwell thanked the Board for their patience in selecting the membership and those individuals who have applied for this Taskforce.

F. CALL ON THE AUDIENCE

No one addressed the Board.

G. CLOSED SESSION

Alderman Chuck Dickson made a motion, seconded by Alderman Anthony Sutton to enter into closed session as indicated earlier by the Town Attorney to discuss under NC General Statute § 143-318.11(a)(3) – Attorney/client privilege and NC General Statute § 143.318.11(a)(5)(i) to consider the price or other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease. The motion carried unanimously.

The Board entered closed session at 8:47 p.m.

Alderman Julia Freeman made a motion, seconded by Alderman Jon Feichter to return to open session at 9:18 p.m. The motion carried unanimously.

Alderman Anthony Sutton made a motion, seconded by Alderman Jon Feichter to approve the contract of sale for the 3.5-acre parcel owned by Glenn M. Toler and Patricia Tolar. The motion carried unanimously.

H. ADJOURN

With no further business, a motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman to adjourn the meeting at 9:20 p.m. The motion carried unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2020**

SUBJECT: Presentation of the condition of current Fire Station #2 and need for a replacement

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: B3
Department: Fire Department
Contact: Rob Hites, Town Manager
Presenter: **Joey Webb, Fire Chief**

BRIEF SUMMARY:

The Current Fire Station located on Georgia Avenue was not constructed for full time employees. The property is below the flood plain and is not large enough to handle another bay and bunk room. Relocating the station to another location would also permit the Town to relocate its impound lot for the Police.

MOTION FOR CONSIDERATION: For informational purposes

FUNDING SOURCE/IMPACT: Potential borrowing

ATTACHMENTS:

None

MANAGER'S COMMENTS AND RECOMMENDATIONS: The long-term plan for the Town included a replacement Fire Station. The space that is freed up could be used to relocate Development Services and expand Finance in future years.



QUOTE

PlayNation of WNC

QUOTE # 102819
DATE: OCTOBER 28, 2019

542 Hendersonville Rd. Asheville NC 28803
Phone 828-776-2731
playnationofwnc@gmail.com

EXPIRATION DATE DECEMBER 31, 2019

TO Waynesville Recreation Dept.
550 Vance St.
Waynesville, NC 28786
Rhett Langston
828-456-2030
rlangston@waynesvillenc.gov
Marti Peithman
martipeithman@aol.com

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Dave Moyher	Playground	50% Deposit to Place Order	Balance Upon Completion

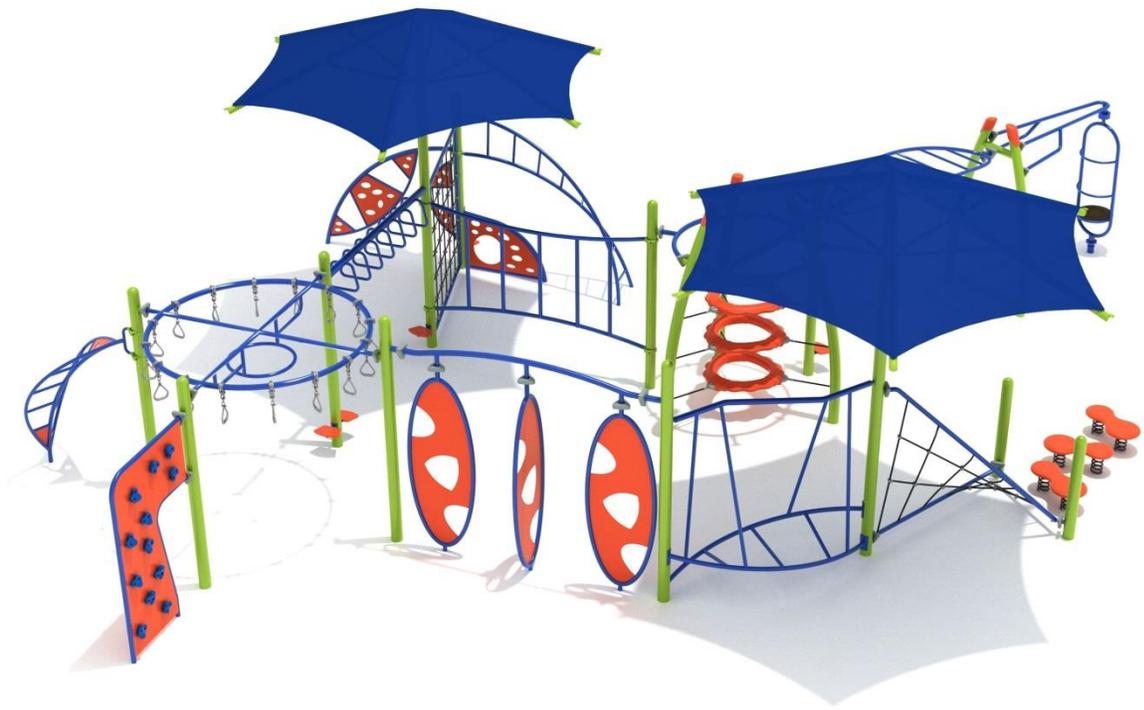
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Custom Playground as seen in rendering 191017-DH-CR001		\$28,476.00
1	4 Bay Arch Post Swings.		\$3,580.00
1	Birds Nest Swing, and Tandem adult and child swing		\$2,940.00
	Shipping		\$3,000.00
	Tumble Safe Mulch for new swings area extension and to top off new playground equipment area. 12" depth		\$3,028.00
	6x6 PT borders 2 rows for new swing area extension		\$1,200.00
	Installation and Materials		\$4,500.00
		SUBTOTAL	\$46,724.00
		SALES TAX	\$3,060.68
		TOTAL	\$49,784.68

Quotation prepared by: **David Moyher** _____

This is a quotation on the goods named, subject to the conditions noted below: Contract formed upon acceptance.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!





**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2020**

SUBJECT: Hiring Fiscal Analyst

AGENDA INFORMATION:

Agenda Location: Fiscal Analyst Position
Item Number: C5
Department: Finance
Contact: Ben Turnmire, Finance Director
Presenter: Ben Turnmire, Finance Director

BRIEF SUMMARY:

Since Fiscal Year 2018 an Accounting Technician position has been approved in the Town's budget. The position has remained unfilled. The Finance Department would like to fill this position in order to expand operational capacity. By filling the accounting technician position the Finance Department will be more able to respond to all department's financial needs, implement a higher level of budget administration, better identify internal control deficiencies, perform routine internal audit procedures, and sustain Waynesville's financial resiliency.

The Finance Department has consistently returned appropriations to Fund Balance over the past three years. On average, the Finance Department has been \$60,000 under budget in personnel costs over the past three years. By filling the Fiscal Analyst position in April the Finance Department is projected to be \$60,000 under budget in personnel costs for FY 20. The Finance Department is projected to decrease its total personnel budget by \$35,000 from FY 20 to FY 21.

MOTION FOR CONSIDERATION: The Finance Department is requesting a motion to approve the hiring of a Fiscal Analyst (formerly Accounting Technician).

FUNDING SOURCE/IMPACT: (must have approval by Finance Director prior to submission to the Board)

<u>S: Ben Turnmire</u>	<u>02/17/20</u>
Ben Turnmire, Finance Director	Date

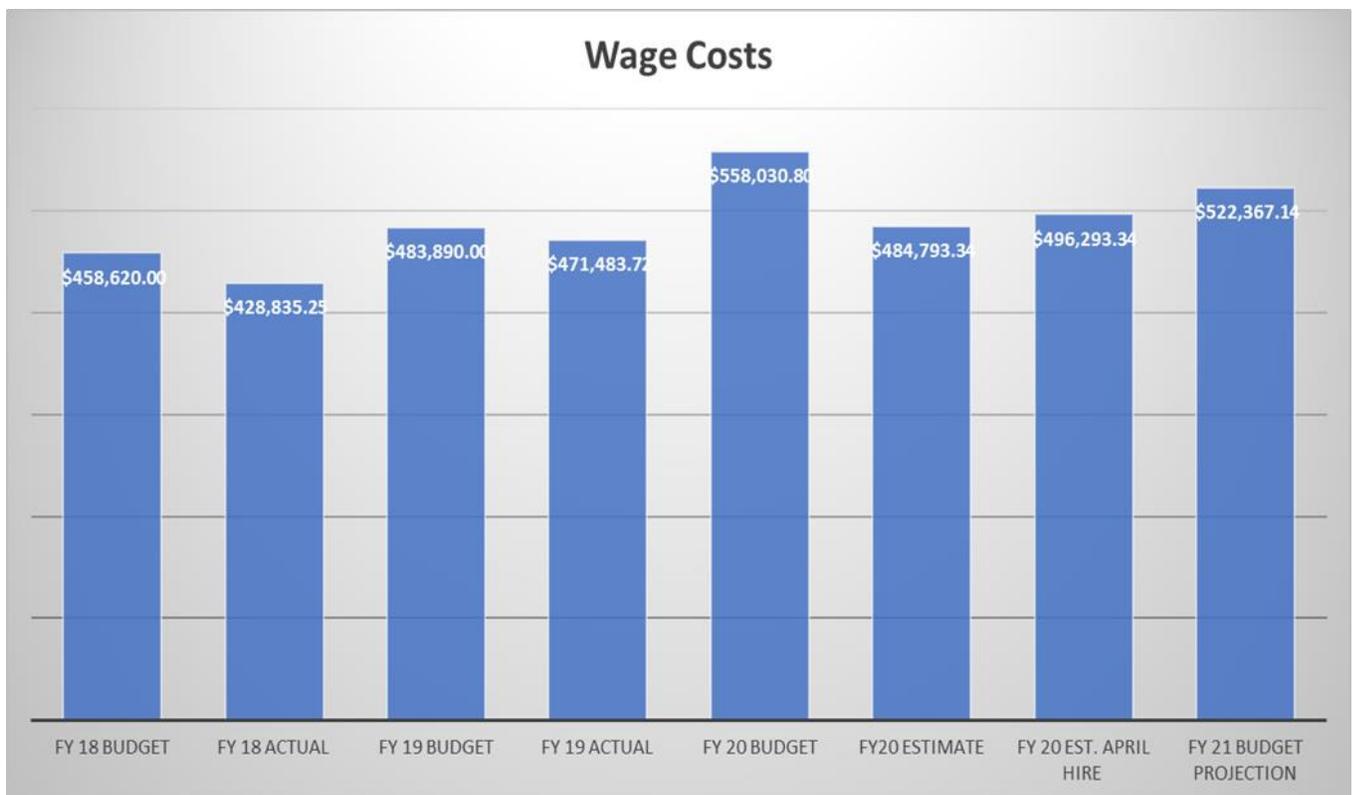
ATTACHMENTS:

Finance Department's historic personnel expenses

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Recommend Approval

Row Labels	Column Labels					
	2018		2019		2020	
	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual
511210 - Regular Pay	\$448,620.00	\$417,303.81	\$470,760.00	\$441,153.34	\$497,040.00	\$259,433.37
511220 - Overtime Pay	\$10,000.00	\$11,531.44	\$10,300.00	\$19,121.07	\$11,000.00	\$12,559.69
511230 - Temporary And Part Time Pay	\$0.00	\$0.00	\$0.00	\$11,209.65	\$50,000.00	\$13,466.85
511810 - FICA	\$35,000.00	\$32,042.52	\$36,790.00	\$35,003.49	\$42,600.00	\$21,274.51
511820 - Retirement Expense	\$34,860.00	\$32,482.80	\$37,770.00	\$33,478.10	\$45,980.00	\$24,628.71
511825 - 401K Expense	\$22,930.00	\$21,426.48	\$24,060.00	\$21,200.54	\$25,400.00	\$13,326.35
511830 - Hospital Expense	\$76,250.00	\$61,338.82	\$82,600.00	\$54,801.28	\$122,790.00	\$57,116.49
511831 - Retired Employee Ins. Exp	\$0.00	\$0.00	\$5,610.00	\$6,493.07	\$7,150.00	\$0.00
511832 - Life Insurance Expense	\$1,360.00	\$1,139.43	\$1,220.00	\$1,089.47	\$2,590.00	\$669.89
511833 - Dental Insurance	\$3,900.00	\$3,712.62	\$3,830.00	\$3,378.84	\$4,400.00	\$2,452.86
511840 - HEALTH REIMBURS EXPENSE - REG	\$17,260.00	\$14,860.72	\$19,230.00	\$9,252.53	\$22,810.00	\$13,305.81
511841 - HEALTH REIMBURS EXP - RET	\$0.00	\$0.00	\$1,220.00	\$1,103.51	\$1,330.00	\$775.81
511850 - Unemployment Ins. Expense	\$750.00	\$239.49	\$750.00	\$40.37	\$800.00	\$0.00
511860 - Workers Comp. Expense	\$12,030.00	\$10,628.48	\$12,030.00	\$9,355.15	\$11,720.00	\$6,836.62
Grand Total	\$662,960.00	\$606,706.61	\$706,170.00	\$646,680.41	\$845,610.00	\$425,846.96



TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2020

SUBJECT: Request approval of reclassification of one position and temporary over hire in Police Department

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C6
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY: An employee in the Police Department Records Division is retiring, and the individual who is currently assisting part-time does not wish to move to a full-time status. Therefore, we would like for the Board to consider an over hire for this position to gain necessary training prior to the retirement date of the current employee. There is money in the current budget to support this request since as there are vacancies that have not been filled. Once the retirement occurs, the position count would return to one full time and one part-time position in that division. This is a temporary request.

The existing Evidence Technician position has been classified as part-time in the past, and interns have been able to assist as part of their training with the police department. However, with the more stringent regulations related to evidence processing and tracking, it has become necessary to utilize the existing part-time Evidence Technician in more of a full-time capacity. Currently under the ACA, due to the number of hours being worked, medical insurance has already been provided for the employee. Since the working hours have exceeded the 1,000 hour threshold for mandatory contributions to the retirement system as well. Again, utilizing lapse salaries, there is funding in the budget for the remainder of this year and the reclassification would impact the total employee count for the Police Department in 20/21 by .5FTE.

MOTION FOR CONSIDERATION: To approve the necessary temporary over hire and reclassification in the Police Department.

FUNDING SOURCE/IMPACT: Funding is available via the current Police Department Budget due to the number of vacancies.

s/Ben Turnmire, Finance Director _____ 02-19-2020

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend approval.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2020

SUBJECT: Special Events Applications

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C7
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

Requests were received for multiple 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.

Bikers in Boxers – As Bare as You Dare – Saturday March 7 – this is the fifth year for this request. This is a short ride through the downtown by motorcyclists raising money for hearing assistance. Will be led and followed by Waynesville Police. Staging and start/finish will be at the VFW on Legion Drive.

Gateway to the Smokies Half Marathon/4-miler – Saturday, April 4 - this is an event that has taken place in years past sponsored by the Chamber of Commerce; now the event is being carried out by Gloryhound Events. This is a large event that will utilize resources from Police, Fire and Civilian Volunteers. Other assistance from the Sheriff's Department and Highway Patrol will be provided. Several meetings have been held related to logistics for this event.

NEW EVENT – Drug Epidemic Awareness Walk – Walk Across America – Sunday May 3 – this event is new to the calendar. It will be a walk that begins on Academy Street and ends at the Haywood County Courthouse. It is to bring awareness to the impact of drug abuse and drug deaths. The SHARE Project is the sponsor. They have secured permission from Haywood County to assemble and have speakers at the courthouse. Waynesville Police and Civilian Volunteers will be required to assist with safety for the walk.

Whole Bloomin' Thing Festival – Saturday May 9 – this is another regular event held in Frog Level. All logistics remain the same as in years past and will require assistance from Waynesville Public Services, Police and Fire.

First UMC – Pig Pickin – Sunday June 2 – this is the fourth year for this request. Requesting closure of Academy Street from Haywood Street to Tate Street. Closure to begin at 1:00 p.m. for set up and re-open at 8:00 p.m. following the conclusion of the event. Public Services will provide the necessary barriers and police will monitor traffic throughout the day.

Sarge's 15th Annual Downtown Dog Walk – Saturday August 1 – this is a traditional event for the first Saturday in August. The Waynesville Police Department provides a car at the front and the rear of the parade and participants make one loop through town and events are held on the courthouse lawn.

First UMC - Back to School Bash – Sunday August 23 – this is a regular event for the FUMC. Same closure requested for the Pig Pickin event. Closure to begin at 1:00 p.m. for set up and re-open at 7:30 p.m. following conclusion of the event. Same assistance as Pig Pickin event.

First UMC – Trunk or Treat – Thursday October 31 – this is an annual event held by the FUMC. The requested closure is the same as previously noted. Closure to begin at 3:30 p.m. until 8:00 p.m. following the conclusion of the event. Same assistance as other FUMC events.

NEW EVENT – Oasis Shriners Spring Ceremonial Parade – Saturday June 5, 2021 – this is an event new to the calendar. A request was received to hold this event in Waynesville as the Shriners attempt to choose a new venue each year. After the Special Events Committee met to discuss, there was a change to the parade route to make it more consistent with other parades such as Folkmoot's Parade of Nations. The reason for such an early request is so that they can begin obtaining sponsors for the event and advertising well in advance. This is not a large parade with only 25 parade units predicted.

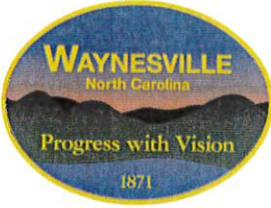
MOTION: *To approve the special events permit applications and direct Town Manager to execute special events permits, as presented.*

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

ATTACHMENTS:

- Special Events Application – Bikers in Boxers
- Special Events Application – Gateway to Smokies Half Marathon
- Special Events Application – Drug Epidemic Awareness Walk
- Special Events Application – Whole Bloomin' Thing
- Special Events Application – Pig Pickin'
- Special Events Application – Sarge's 14th Annual Downtown Dog Walk
- Special Events Application – Back to School Bash
- Special Events Application – Trunk or Treat
- Special Events Application – Oasis Shriners Spring Ceremonial Parade

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



Application for Special Events Permit

I. General Information

EVENT NAME: Bikers In Boxers, As Bare As You Care

EVENT DATE(S): 7 March 2020

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

SET-UP TIME (START/END): 10:00 am - 3:00 pm

EVENT HOURS: 5 hrs

DISMANTLE HOURS (START/END): 10:00 am - 3pm

ESTIMATED ATTENDANCE: 50 - 30 motorcycles and 5 - 10 cars

BASIS ON WHICH THIS ESTIMATE IS MADE: Past event attendances

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: Veterans of Foreign Wars Post 5202

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

APPLICANT NAME: Richard G Daigre TITLE: VFW Riders Group Post 5202

ADDRESS: 216 Miller St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-593-1647 FAX#: _____ EMAIL: daigre1@yahoo.com

ON-SITE CONTACT: Richard G Daigre TITLE: VFWRCG Director

ADDRESS: _____

PHONE #: _____ CELL PHONE #: _____ EMAIL: _____

III. Brief Description of Event

Fundraiser for helping Hayward County's Elderly with residential heating costs.

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. *Refer to attached Form*
- 2.
- 3.

V. Event Details

YES NO

- 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)
- YES NO Does the event involve the sale of food? _____
If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
- YES NO Does the event involve the sale of non-food items? If "YES" have you applied for a privilege license? _____
- YES NO 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.
- YES NO Do you plan to use an existing occupied building? Address _____
- YES NO Do you plan to use an existing vacant building? Address _____
- YES NO 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
- YES NO Does the event involve the use of pyrotechnics? Explain _____
- YES NO Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____
- YES NO Will you require electrical hookup for the event? Generators? _____
- YES NO Will you require access to water for the event? Explain _____
- YES NO Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
- YES NO Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). _____
- YES NO Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____
- YES NO Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

How will parking be accommodated for this event?

No Parking

Notes:

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

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

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

Police Escort Needed

Apply for this permit at least 30 days prior to the event, special events (30 days for a neighborhood street closing)

Return to:

Archie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 456-2280
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 monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

Veterans Of Foreign Wars Riders Group Post 5202

Bikers In Boxers, As Bare As You Dare / 7 March 2020

Start at VFW Post 5202 (216 Miller St / Waynesville, NC)

Right onto Miller St

Right onto Commerce St

Right onto Depot St

Left onto Branner Ave

Right onto Boundary St

Right onto Walnut St

Right onto N Main St – S Main St

Right onto S Haywood St

Right onto Academy St

Left onto S Main St – N Main St

Left onto Walnut St

Left onto Branner Ave – N Haywood St

Right onto Miller St

Right into VFW Post 5202

Veterans Of Foreign Wars Riders Group Post 5202

Bikers In Boxers, As Bare As You Dare / 7 March 2020

Start at VFW Post 5202 (216 Miller St / Waynesville, NC)

Right onto Miller St

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Left onto Branner Ave

Right onto Boundary St

Right onto Walnut St

Right onto N Main St – S Main St

Right onto S Haywood St

Right onto Academy St

Left onto S Main St – N Main St

Left onto Walnut St

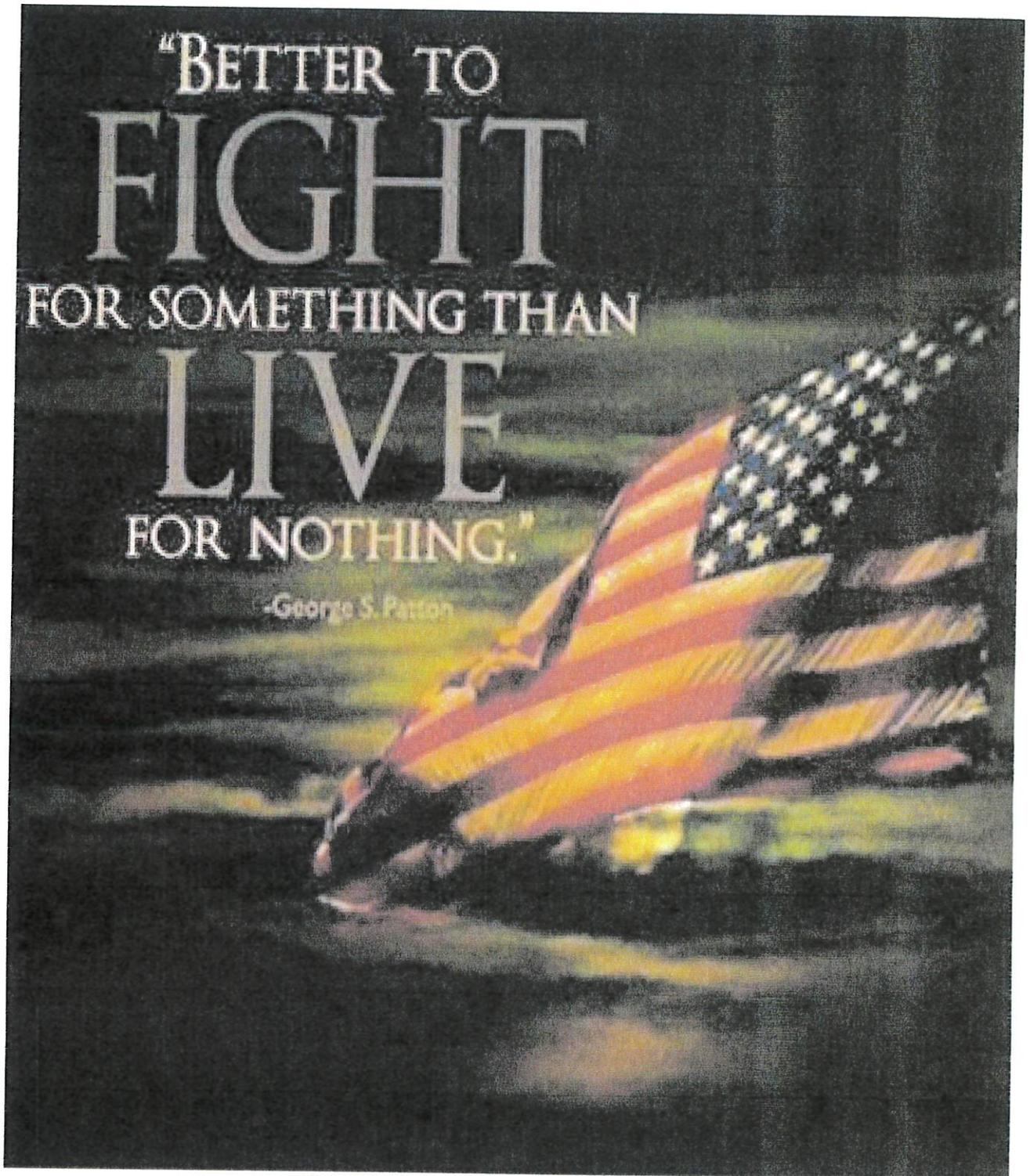
Left onto Branner Ave – N Haywood St

Right onto Miller St

Right into VFW Post 5202

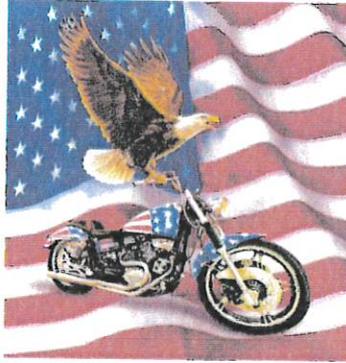
"BETTER TO
FIGHT
FOR SOMETHING THAN
LIVE
FOR NOTHING."

-George S. Patton



Veterans of Foreign Wars Post 5202 Waynesville NC

Presents the **9TH ANNUAL**



Bikers in Boxers, As Bare as You Dare

**A 20-MINUTE RIDE THRU DOWNTOWN WAYNESVILLE, CARS WELCOME
TELL ALL YOUR FRIENDS TO LINE MAIN STREET FOR A SIGHT THEY WON'T SOON
FORGET!**

Saturday, March 7, 2020

REGISTRATION 10AM, KICKSTANDS UP AT NOON

CONTRIBUTIONS

\$25 FOR SINGLE, \$30 FOR DOUBLE

**BUT IF YOU WANT TO RIDE IN CLOTHING THEN TO THE BACK OF THE LINE YOU
WILL GO, AND THERE WILL BE A DONATION OF AN EXTRA \$5 PER ITEM!**

Ride donations include after-party, meal & door prizes.

\$10 Ticket donation for non-riders include same.

DRESS CODE

MEN: BOOTS, BOXER SHORTS OVER BRIEFS, VEST, GLOVES, & DOT HELMET

**WOMEN: BOXER SHORTS OVER BRIEFS, TANK SHIRT & SUPPORT (BRA, BIKINI TOP,
OR SPORTS BRA), VEST, GLOVES, & DOT HELMET**

Entertainment by GenePool

Door Prizes 50/50 Tee-Shirts

Cake Auction Silent Auction

Crock-pot Contest (free entry), trophies

Follow us on Facebook @ AS BARE AS YOU DARE

FOR MORE INFORMATION CALL: Morning Star @ 828-246-3842

**ALL PROCEEDS GO TO MOUNTAIN PROJECTS TO HELP HAYWOOD COUNTY'S ELDERLY
WITH RESIDENTIAL HEATING COSTS**

**TRAILER 'EM, WALK 'EM, RIDE 'EM, JUST GET 'EM TO THE VFW! YOUR BIKE NEEDS
SOME COOL AIR!**

CHANGE ROOM IS AVAILABLE SO YOU DON'T HAVE TO BRAVE THE COLD.

**Veterans of Foreign Wars of the United States
MOTORCYCLE RIDERS GROUPS (VFWRG)
REGISTRATION FORM (POST)**

Adjutant General, VFW
ATTN: Administrative Operations
406 W. 34th Street
Kansas City, MO 64151

1/14/2020
DATE

In conformity with the National Bylaws and Manual of Procedure; Resolution 304 of the 118th National Convention; and the guidelines thereby established, Waynesville

VFW Post No. 5202 located in Waynesville N.C.
POST NAME
POST CHARTER CITY AND STATE

has authorized and hereby registers a riders group known as:

VFW Riders Post 5202 Waynesville N.C.
GROUP NAME (RECOMMENDED AS "VFW RIDERS, POST #, CHARTER LOCATION")

as a subordinate unit of the Post, to promote and support the programs of the VFW, motorcycle safety, and to provide a social atmosphere for members who share the same interest.

The following member has been identified as a VFWRG officer:

President: Richard Ditzler Laige1@yahoo.com
NAME MEMBERSHIP # EMAIL ADDRESS

In addition, we seek the conditional approval of the attached design(s) to be used as our riders group patch.
(Attach patch design)

The Post has reviewed VFWRG National and Department guidelines and authorizes said subordinate unit.

POST COMMANDER: Terry L. Browning Terry L. Browning 1-13-2020
PRINTED NAME SIGNATURE DATE

ATTESTED BY:
POST ADJUTANT: Gary Arno Boyer Gary Arno Boyer 1-13-2020
PRINTED NAME SIGNATURE DATE

DEPARTMENT HEADQUARTERS ENDORSEMENT

I have reviewed the above request and find no conflict with any policy or procedure adopted by the Department.

DEPARTMENT COMMANDER or ADJUTANT PRINTED NAME SIGNATURE DATE

NATIONAL HQ USE ONLY	
DATE RECEIVED: _____	<input type="checkbox"/> APPROVED PATCH
<input type="checkbox"/> POST IN GOOD STANDING	<input type="checkbox"/> VFW LOGO <input type="checkbox"/> AUX LOGO <input type="checkbox"/> OTHER _____
DATE ACK'D: _____	AUTHORITY: _____



Application for Special Events Permit

I. General Information

EVENT NAME: Gateway to the Smokies Half Marathon/Riley Howell 4 Mile

EVENT DATE(S): April 4, 2020
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: Start on Branner Avenue , finish on Boundary Street

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

SET-UP TIME (START/END): 6:00-8:00 AM

EVENT HOURS: 8:00 AM-12:00 PM

DISMANTLE HOURS (START/END): 11:00 AM-1:00 PM

ESTIMATED ATTENDANCE: 900

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous experience

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: Glory Hound, Inc. dba Glory Hound Events

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

APPLICANT NAME: Greg Duff TITLE: President

ADDRESS: PO Box 19256 CITY: Asheville STATE: NC ZIP 28815

PHONE: 828-400-5868 FAX#: _____ EMAIL: greg@gloryhoundevents.com

ON-SITE CONTACT: Same TITLE: _____

ADDRESS: _____

PHONE #: _____ CELL PHONE #: _____ EMAIL: _____

III. Brief Description of Event

Glory Hound Events, in partnership with the Riley Howell Foundation, is assuming management of this event after a one-year hiatus. We will use the same start/finish and courses as previous years. All profits from the 4-mile event will go to the Riley Howell Foundation. The course designer and past race director, Kevin Fitzgerald, works with our company and will play a major role in the event. The races will start 15 minutes apart and finish near the old armory with the post-race activities in the Haywood Builders Supply parking lot.

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. Boundary Street from Depot St to Branner Avenue

2. _____

3. _____

V. Event Details

YES NO

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

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

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

TBD
 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: 10 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? Haywood Builders Supply Parking Lot _____

Will you require **electrical hookup** for the event? Generators? yes _____

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. See attached _____

TBD
 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? Not yet

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

VI. Additional Questions

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

Primary-Courthouse parking deck; secondary-street parking as available

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?

We will utilize a trash/recycling service

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

To be determined

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 monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

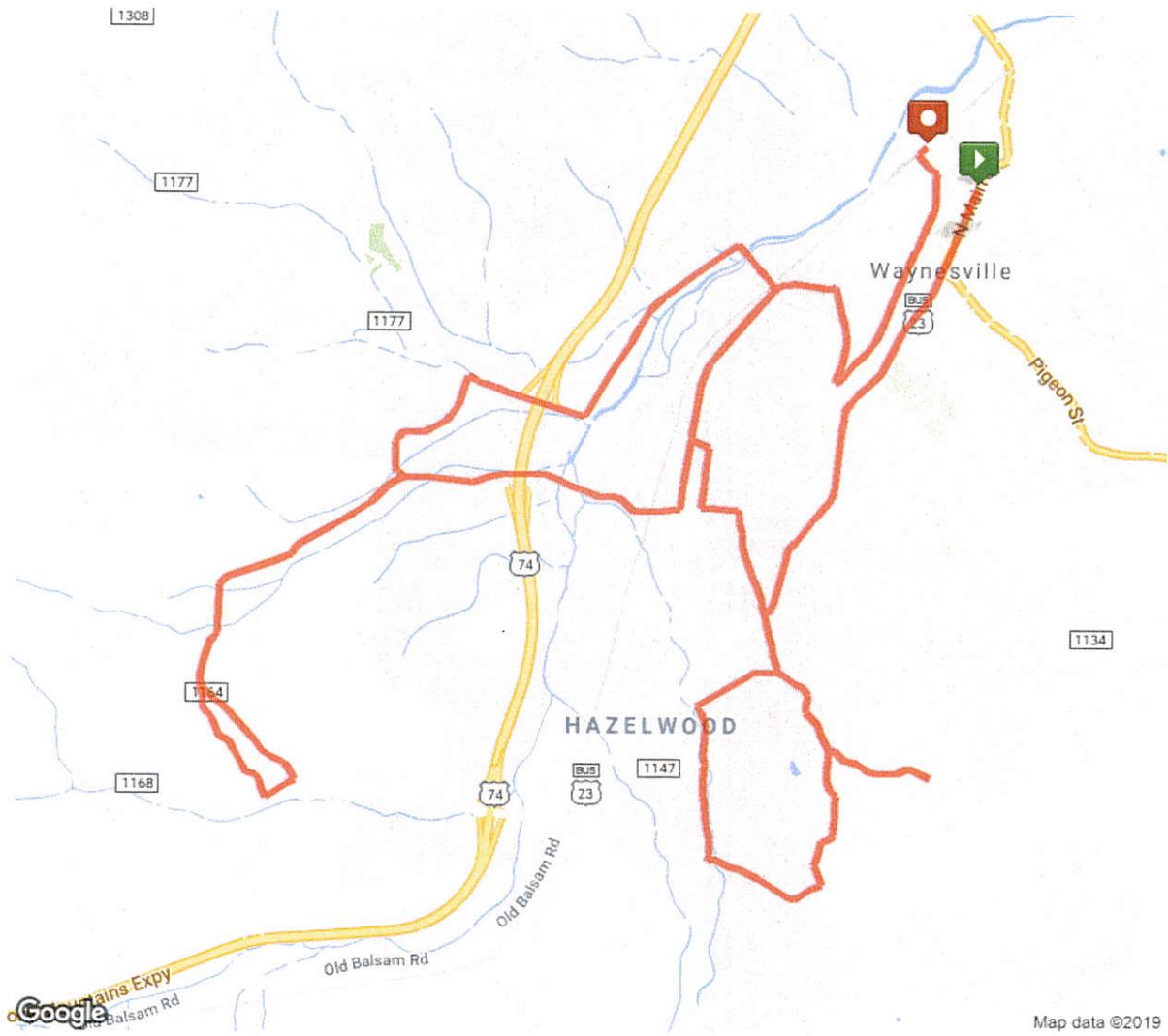
Gateway to the Smokies Half Marathon

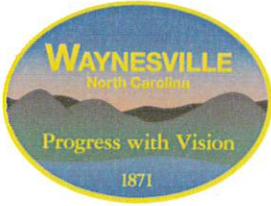
Distance: 13.10 mi

Elevation Gain: 800 ft

Elevation Max: 2,964 ft

Notes





Application for Special Events Permit

I. General Information

EVENT NAME: Drug Epidemic Awareness Walk *Across America*

EVENT DATE(S): Sun 5/3/2020, or Sun 9/13/2020 *of N.C.*

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 St from 1st Baptist w/ Speakers at the Courthouse

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

SET-UP TIME (START/END): 1:00 PM

EVENT HOURS: 2:00 - 5:00 PM

DISMANTLE HOURS (START/END): 5:00 - 6:00

ESTIMATED ATTENDANCE: 100+

BASIS ON WHICH THIS ESTIMATE IS MADE: Verbal Support

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: The SHARE Project

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

APPLICANT NAME: Michele Rogers - Lisa Falbo TITLE:

ADDRESS: 56 Montgomery St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828.243.9958 FAX#: _____ EMAIL: info@theshareproject.org

ON-SITE CONTACT: Michele Rogers TITLE:

ADDRESS: Same

PHONE #: _____ CELL PHONE # 828.243.9958 EMAIL: Michele@Selecthomeswnc.com

VI. Additional Questions

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

public

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?

yes

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

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

Return to:
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 monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY:

Application received:

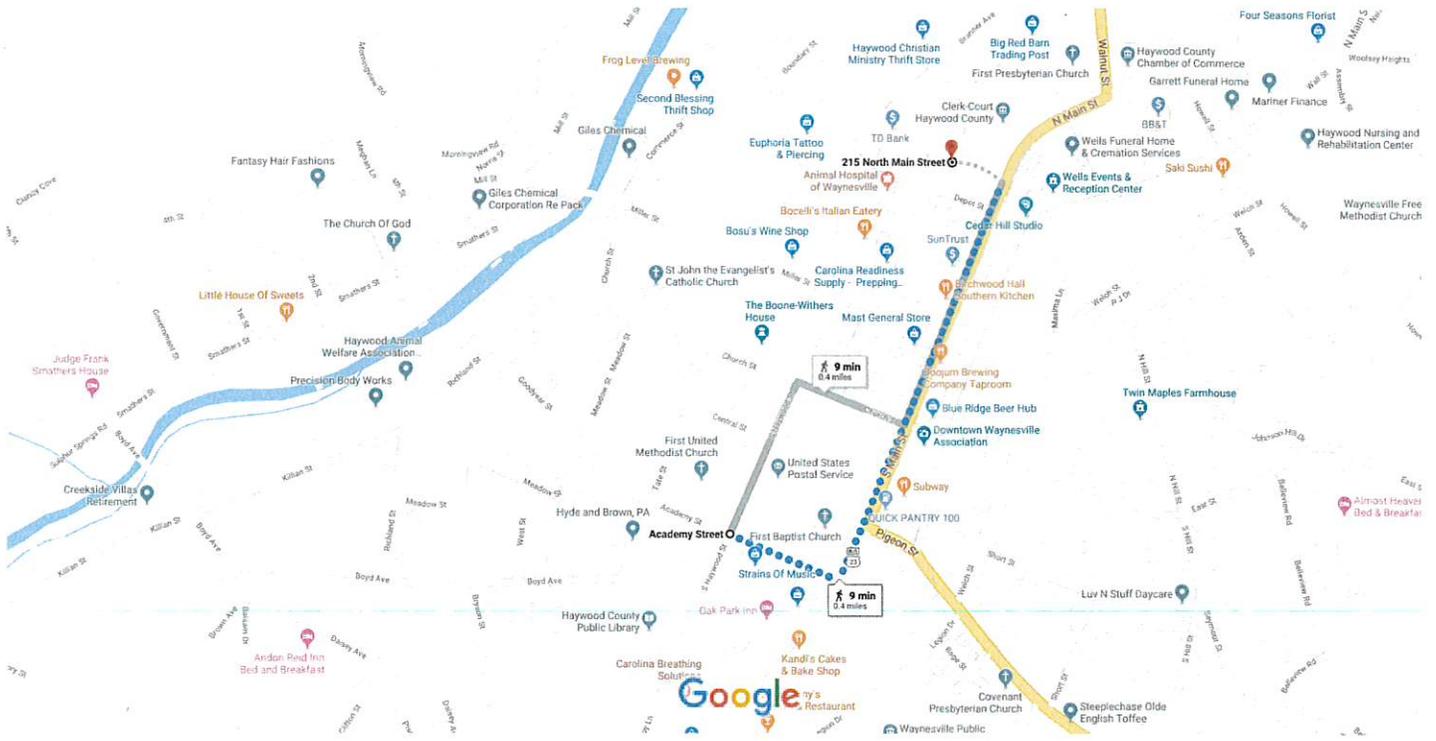
Application approved:

Application denied:



Academy St, Waynesville, NC 28786 to 215 North Main Street, Waynesville, NC

Walk 0.4 mile, 9 min



Map data ©2020 200 ft



via S Main St

9 min

0.4 mile



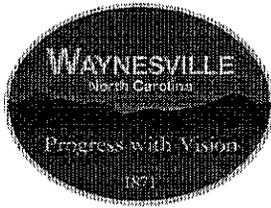
via S Haywood St and N Main St

9 min

0.4 mile

All routes are mostly flat





Application for Special Events Permit

General Information

EVENT NAME: The Whole Bloomin Thing Festival

EVENT DATE(S): May 9, 2020
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Commerce and Depot Street / Frog Level

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

SET-UP TIME (START/END): 530am to 5 pm

EVENT HOURS: 9am-4pm

DISMANTLE HOURS (START/END): 4pm to 5pm

ESTIMATED ATTENDANCE: 2k

BASIS ON WHICH THIS ESTIMATE IS MADE: Based on previous Festival surveys

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

Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Historic Frog Level Merchants Association

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

APPLICANT NAME: Jim Pierce TITLE: Treasurer

ADDRESS: Po. Box 1575 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-734-9777 FAX#: _____ EMAIL: Jpierce777@bellsouth.net

ON-SITE CONTACT: Joy Simmons TITLE: Director

ADDRESS: _____

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

III. Brief Description of Event

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

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

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

1. Commerce Street Whse beside Panacea to the red light on Depot.
2. Depot Street , end of Trader parking lot to the railroad track.
- 3.

V. Event Details

YES NO

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

Does the event involve the **sale of food**? yes
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? no

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: 60+ Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of **pyrotechnics**? Explain

Hand washing station ,
Handicap porta john and single porta john, located beside Open Door in Alley.

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

Will you require **electrical hookup** for the event? Generators? no, Electricity will need to be unlocked on the poles on Depot and Commerce street for Vendor Usage

Will you require **access to water** for the event? Explain Plants will need water through out the day. Water access in parking lot is the only one needed.

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

Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s).
Food Vendors 75.00 and 65.00 for artisans and non profits

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

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

VI. Additional Questions

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

Haywood Builders, Armory , Parking Deck, Parking area behind Town and upper part of Depot Street. Spaces are already allotted for Handicap Parking.

Notes:

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

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

Town delivers a dumpster , placed in Alley beside Open Door , we keep trash emptied in Dumpster , Town Picks up Dumpster after Festival has ended.

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

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

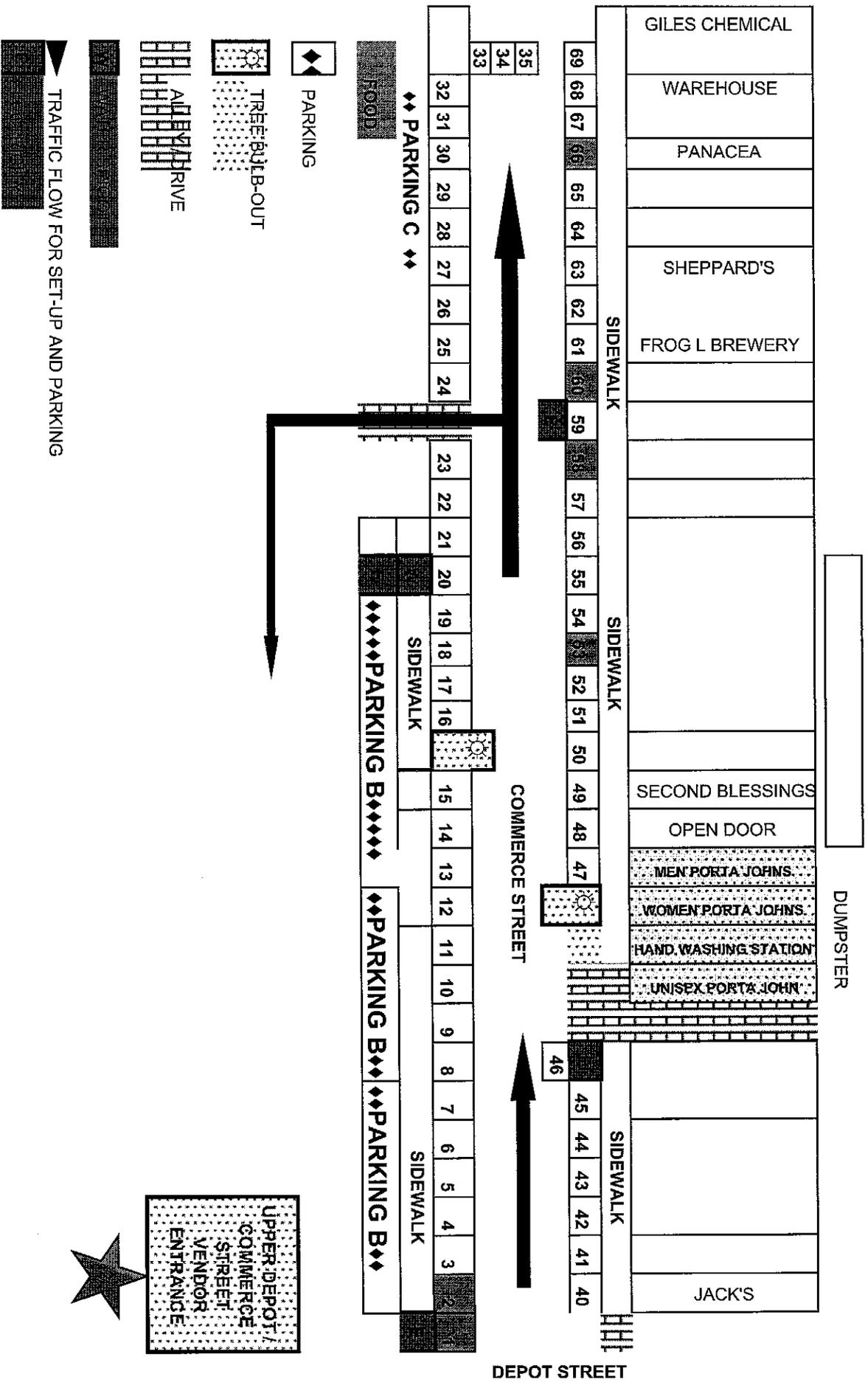
Return to:
Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 452-2491
Fax No.: (828) 456-2000
Email Address: aowens@waynesvilenc.gov

III. 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 monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

FOR INTERNAL USE ONLY

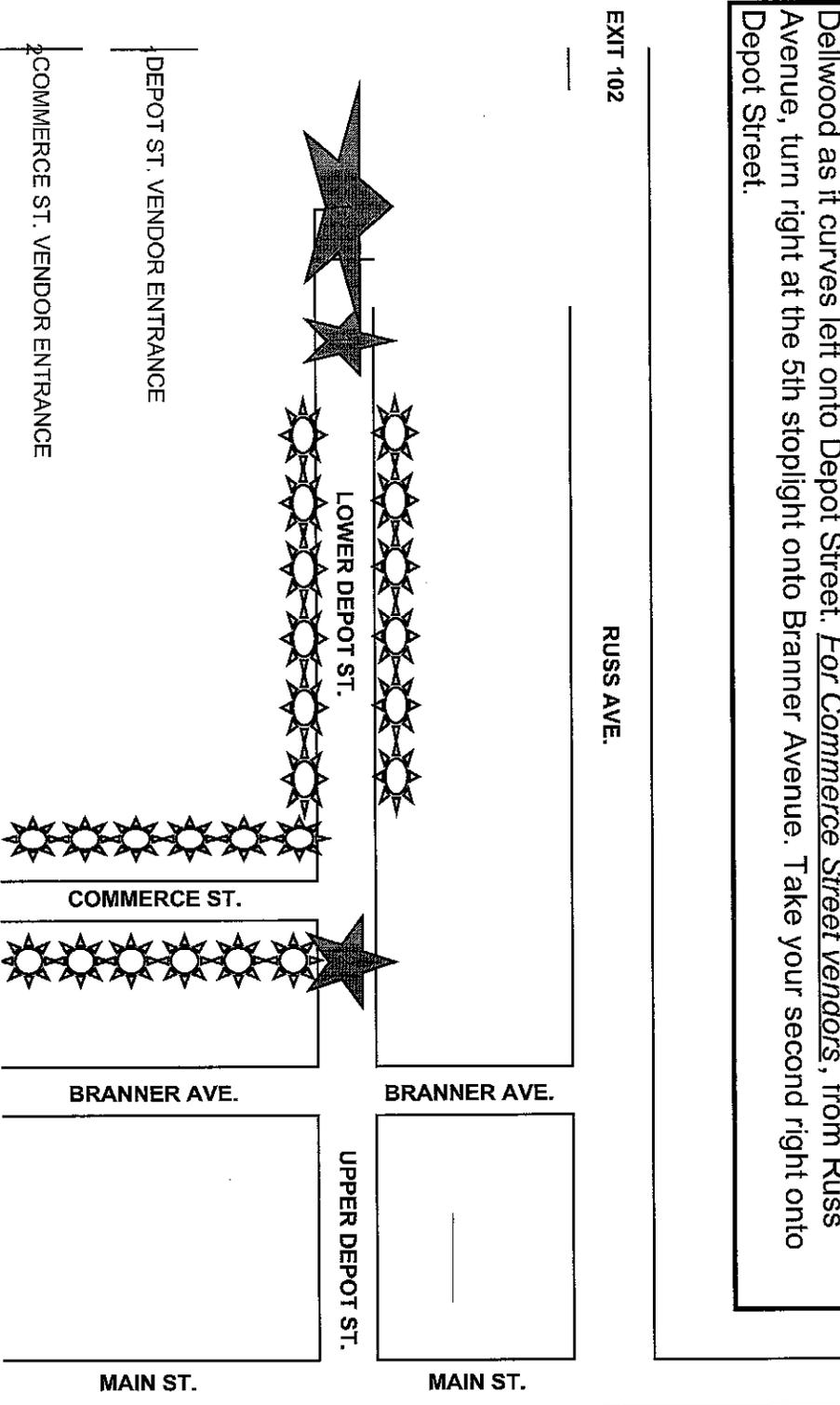
FESTIVAL MAP: 13TH Annual "Whole Bloomin' Thing" Spring Festival



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.



EXIT 102

RUSS AVE.

LOWER DEPOT ST.

COMMERCE ST.

BRANNER AVE.

UPPER DEPOT ST.

MAIN ST.

MAIN ST.

DEPOT ST. VENDOR ENTRANCE

COMMERCE ST. VENDOR ENTRANCE



Application for Special Events Permit

I. General Information

EVENT NAME: Pig Pickin' at First United Methodist Church

EVENT DATE(S): May 31, 2020
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: First United Methodist Church, 566 S. Haywood St, Waynesville, NC 28786

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

SET-UP TIME (START/END): 1pm

EVENT HOURS: 4-8pm

DISMANTLE HOURS (START/END): 8pm

ESTIMATED ATTENDANCE: 400-500

BASIS ON WHICH THIS ESTIMATE IS MADE: Number of active church members

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: First United Methodist Church

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

APPLICANT NAME: Becky Brown TITLE: Associate Pastor

ADDRESS: 566 S Haywood St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: (828) 456-9475 FAX#: _____ EMAIL: bbrown@fumc-waynesville.com

ON-SITE CONTACT: Michael Blackburn TITLE: Director of Ministries

ADDRESS: 566 S Haywood St, Waynesville NC 28786

PHONE #: (828) 456-9475 CELL PHONE #: (828) 226-3363 EMAIL: mblackburn@fumc-waynesville.com

III. Brief Description of Event

We host a churchwide fellowship event that includes BBQ (free to attendees), live bluegrass music, face painting, inflatables for children to play on, and other games.

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. Academy Street next to the campus of First United Methodist Church: Closure beginning at intersection of Haywood Street and Academy Street, and ending at the intersection of Academy Street and Tate Street. Closure beginning at 1pm on Sunday, May 31, 2020, and reopening at 8:30pm on Sunday, May 31, 2020.

2.

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 type="checkbox"/> | <input checked="" type="checkbox"/> Does the event involve the sale of food? _____
If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____ |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> Do you plan to use an existing occupied building? Address <u>566 S. Haywood St, Waynesville, NC 28786</u>
Do you plan to use an existing vacant building? Address _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> _____ |
| <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>4</u> Will any tent exceed 400 sq. feet in area? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Does the event involve the use of pyrotechnics? Explain _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Will you require electrical hookup for the event? Generators? _____
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). _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____ |

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?

We will utilize the parking lots on our campus.

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?

We will provide our own receptacles and will remove our own trash following the 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
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.

FOR INTERNAL USE ONLY:

Application and fee received:

Application approved:

Application denied:



Application for Special Events Permit

I. General Information

EVENT NAME: Sarge's 15th Annual Downtown Dog Walk

EVENT DATE(S): August 1, ~~2019~~ 2020
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Downtown Waynesville, starting at the Courthouse

IF THIS EVENT IS A PARADE OR ROAD RACE: From the Courthouse to Montgomery Street, to Church Street to Main Street & back to the Courthouse (see attached photo)

SET-UP TIME (START/END): 7:30am to 8:30am

EVENT HOURS: 9:00am to 12:00pm

DISMANTLE HOURS (START/END): 12:00pm to 2:00pm

ESTIMATED ATTENDANCE: 400+

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous events

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please see the attached.

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Sarge's Animal Rescue Foundation

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

APPLICANT NAME: Fred Strohm TITLE: Administrator

ADDRESS: 256B Industrial Park Drive CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828.246.9050 FAX#: 828.246.9051 EMAIL: fred.strohm@sargeanimals.org

ON-SITE CONTACT: Felisha Wyman

ADDRESS: 310 N Haywood St. CITY: Waynesville STATE: NC ZIP: 28786

PHONE #: 828.456.3753 CELL PHONE #: 828.550.1346 EMAIL: gabbi2bull@gmail.com

III. Brief Description of Event

Participants walk their dogs in a parade from the Historic Courthouse lawn, located at 215 N Main St., down Depot St to Montgomery St. to Church St. to N Main St. & back to the Courthouse lawn. Historically the Waynesville PD has handled traffic control by holding traffic at the corner of N. Main & Depot, then at the corner of Church St. & N. Main St. They also have led and followed the parade with a cruiser. The parade normally lasts less than thirty minutes. Contests are held on the courthouse steps after the dog walk. Here's a link to previous news coverage for the event: <https://wlos.com/news/local/dogs-and-owners-strut-their-stuff-at-sarges-downtown-dog-walk>

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. Beginning 215 N Main St.
2. 4 Depot St to Montgomery St to Church St
3. N Main St back to Courthouse

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 type="checkbox"/> | <input checked="" type="checkbox"/> | Does the event involve the sale of food ? _____
If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____ |
| <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 type="checkbox"/> | <input checked="" type="checkbox"/> | 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. |
| <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>10</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 type="checkbox"/> | <input checked="" type="checkbox"/> | Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? _____ |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. \$30 per person admission |
| <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). see attached form |
| <input type="checkbox"/> | <input checked="" 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?

Individuals will be responsible for finding their own parking such as the parking garage.

Notes:

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

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

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

Volunteers will remove all trash from the premises, defecation bags are provided to the participants and volunteers will be assigned to follow the parade to ensure cleanliness.

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

No

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

Return to:

**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.
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- * The Town has an ordinance allowing animals at festivals. Any incidents should be reported to the Police Department.
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- * The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately monitor street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.



SARGE'S

ANIMAL RESCUE FOUNDATION



9:00 am Saturday August 30th, 2019 ²⁰²⁰
SPONSORSHIP OPPORTUNITIES

GERMAN SHEPHERD - \$5000
 PLOTT HOUND - \$2500
 MASTIFF/CHIHUAHUA - \$1000
 CHOW/HOUND - \$500
 MIXED-UP POODLE - \$250
 ALL-AMERICAN DAWG - \$150

Pays for 10 Dixie Dog Transports
 Pays our vet bills for 2 weeks
 Pays for medicine and vaccines for 1 month
 Pays our food bills for 1 month
 Will subsidize 8 shelter adoptions
 Sponsors a foster home for 3 months

Deadline for Sponsorship is July 1, 2019 ²⁰²⁰ to have your name on the T-Shirts

Yes, I will support Sarge's and their work to save animals at this level:

\$5,000 \$2,500 \$1,000 \$500 \$250 \$150 \$50

* Sponsors may walk their dogs for free but must submit a registration form. Will you be walking a dog? Yes _____
 No _____ If yes, how many dogs? _____

* Sponsors may provide promotional materials for goody bags. Will you provide these? Yes _____ No _____

* Sponsors may request up to 2 t-shirts (If sponsor \$150+) (please indicate size and quantity below)
 Adult Male S _____ M _____ L _____ XL _____ XXL _____ Youth L _____

* Sponsors at the \$500 + levels may have a vendor space. Would you like to reserve space? Yes _____ No _____

* Sponsors at \$150+ can have their name or Business name on the back of the t-shirts.

Print this name on the T-shirt _____

Business or individual sponsor's name _____

Contact name _____

Physical address _____

Mailing address _____

Phone _____ Fax _____ Email _____

Please make your check payable to SARGE'S and mail it to:
 P. O. Box 854, Waynesville, NC 28786

For more information, please go to: www.SargeAnimals.org
 or call 828-246-9050 Thank you!



CERTIFICATE OF LIABILITY INSURANCE

DATE (mm/dd/yyyy)
01/28/2020

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

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

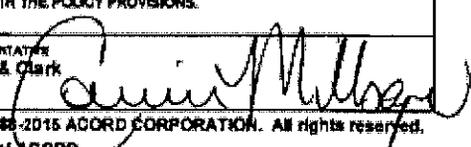
PRODUCER Patton, Morgan & Clark P O Box 1027 Canton, NC 28716 Patton, Morgan & Clark 828-648-2632		CONTACT NAME: Patton, Morgan & Clark PHONE (A/C No. Ext): 828-648-2632 FAX (A/C No.): 828-648-2642 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC #	
INSURED Sarge's Animal Rescue Foundation P.O. Box 854 Waynesville, NC 28786		INSURER A: Scottsdale Ins Co INSURER B: Auto-Owners Ins. Co. 18988 INSURER C: AmTrust North America INSURER D: INSURER E: INSURER F:	

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

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

NR	TYPE OF INSURANCE	ACORD FORM NO.	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> GLYNH-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		CPS323748Z	07/11/2019	07/11/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 80,000 MED EXP (ANY ONE OCCUR) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMODITY \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		4815057200	10/13/2019	10/13/2020	COMBINED SINGLE LIMIT (PER OCCUR) \$ 1,000,000 BODILY INJURY (PER OCCUR) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE (PER OCCUR) \$
	UMBRELLA/LIBEL <input type="checkbox"/> OCCUR EXCESS/LIBEL <input type="checkbox"/> CLAIMS-MADE DED. <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NC) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below.		WWC333144Z	03/08/2019	03/08/2020	<input checked="" type="checkbox"/> PER SALUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER TOWN-11 Town Of Waynesville 16 S Main Street Waynesville, NC 28786	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Patton, Morgan & Clark 
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Application for Special Events Permit

I. General Information

EVENT NAME: Back to School Bash

EVENT DATE(S): August 23, 2020
 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: First United Methodist Church

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

SET-UP TIME (START/END): 1pm

EVENT HOURS: 4-7pm

DISMANTLE HOURS (START/END): 7pm

ESTIMATED ATTENDANCE: 400-500

BASIS ON WHICH THIS ESTIMATE IS MADE: Number of children and families invited.

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: First United Methodist Church

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

APPLICANT NAME: Becky Brown TITLE: Associate Pastor

ADDRESS: 566 S Haywood St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-9475 FAX#: _____ EMAIL: bbrown@fumc-waynesville.com

ON-SITE CONTACT: Michael Blackburn TITLE: Director of Ministries

ADDRESS: 566 S Haywood St, Waynesville, NC 28786

PHONE #: 828-456-9475 CELL PHONE #: 828-226-3363 EMAIL: mblackburn@fumc-waynesville.com

III. Brief Description of Event

We host a celebration for children, families, church members, and the surrounding community to commemorate the end of summer and the beginning of school. We have inflatables in our parking lot for children and youth to enjoy, provide food truck vendors, and music by a DJ.

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. Academy Street next to the campus of First United Methodist Church: Closure beginning at intersection of Haywood Street and Academy Street, and ending at the intersection of Academy Street and Tate Street. Closure beginning at 1pm on Sunday, August 23, 2020, and reopening at 8:00pm on Sunday, August 23, 2020.

2.

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>no</u> Have you applied for a temporary permit? <u>no</u>
<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>0</u> Number of Band(s): <u>0</u> Amplification? <u>yss</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>4</u> Will any tent exceed 400 sq. feet in area? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Does the event involve the use of pyrotechnics? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/> Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? The large parking lot on the campus of First United Methodist Church _____
<input type="checkbox"/>	<input checked="" type="checkbox"/> Will you require electrical hookup for the event? Generators? _____ 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). _____
<input type="checkbox"/>	<input checked="" type="checkbox"/> Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? _____



Application for Special Events Permit

I. General Information

EVENT NAME: Trunk or Treat

EVENT DATE(S): October 31, 2020
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: First United Methodist Church

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

SET-UP TIME (START/END): 3:30pm

EVENT HOURS: 5-8pm

DISMANTLE HOURS (START/END): 8pm

ESTIMATED ATTENDANCE: 700

BASIS ON WHICH THIS ESTIMATE IS MADE: Number of attendees in years past.

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: First United Methodist Church

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

APPLICANT NAME: Becky Brown TITLE: Associate Pastor

ADDRESS: 566 S Haywood St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-9475 FAX#: _____ EMAIL: bbrown@fumc-waynesville.com

ON-SITE CONTACT: Michael Blackburn TITLE: Director of Ministries

ADDRESS: 566 S Haywood St, Waynesville, NC 28786

PHONE #: 828-456-9475 CELL PHONE #: 828-226-3363 EMAIL: mblackburn@fumc-waynesville.com

III.	Brief Description of Event
<p>We host a Halloween Trunk or Treat event for the community and our church members. We have volunteers decorate their trunks for Halloween, wear costumes, and pass out candy and gluten free/allergen free treats.</p>	
IV.	Street Closure Request (Attach map of the Street Closure)

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

1. Academy Street next to the campus of First United Methodist Church: Closure beginning at intersection of Haywood Street and Academy Street, and ending at the intersection of Academy Street and Tate Street. Closure beginning at 3:30pm on October 31, 2020, and reopening at 8:30pm on October 31, 2020.

2.

3.

V.	Event Details
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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**? _____
 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: _____ Number of Band(s): _____ Amplification? _____
 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? _____
- x Will you require **electrical hookup** for the event? Generators? _____
- 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). _____
- x Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? _____

VI. Additional Questions

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

We will utilize the parking lots on our campus.

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?

We will provide our own receptacles and will remove our own trash following the 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
Fax No. : (828) 456-2000
Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

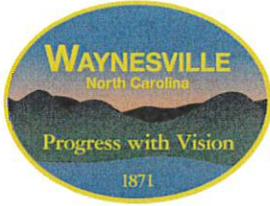
- * Do not announce, advertise or promote your event until you have an approved and signed permit.
- * You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- * No 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.

FOR INTERNAL USE ONLY:

Application and fee received:

Application approved:

Application denied:



Application for Special Events Permit

I. General Information

EVENT NAME: Oasis Shriners Spring Ceremonial Parade

EVENT DATE(S): June 5th 2021
 Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Downtown Waynesville Main Street

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

SET-UP TIME (START/END): 1:00 PM-2:00 PM

EVENT HOURS: 2:00 PM-3:00 PM

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

ESTIMATED ATTENDANCE: 25 parade units and approximately 200 in attendance

BASIS ON WHICH THIS ESTIMATE IS MADE: Multiple Annual parades

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Oasis Shriners

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

APPLICANT NAME: Tommy Helms TITLE: Assistant Rabban / VP 2019

ADDRESS: 604 Doug Mayes PI CITY: Charlotte STATE: NC ZIP 28262

PHONE: 704-621-9308 FAX#: _____ EMAIL: Tommyhelms3@gmail.com

ON-SITE CONTACT: Tommy Helms TITLE: Potentate/CEO 2021

ADDRESS: 604 Doug Mayes PI, Charlotte NC

PHONE #: _____ CELL PHONE #: 704-621-9308 EMAIL: Tommyhelms3@gmail.com

III. Brief Description of Event

Oasis Shriners Annual Spring Ceremonial & Parade.

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

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

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

1. N. Main St, Howell St, Wall St, Pigeon St. Parade line up on South end of Wall St turn right onto Pigeon St right onto N. Main St right onto Howell St right onto Wall St and end at starting point.

2. Parade line up starts at 1:00 PM and Parade starting at 2:00 PM. Only using one lane of Wall St as line up and approximately 700 ft.

3. Parade ends 2:45 and loading completed by 3:00 PM. Note: Plan for non-licenses vehicles to unload in First Baptist Church parking lot and move down to Wall St for lineup. At the end do same for loading.

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: _____ 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? No- **Need 110V area for Parade announcer along route**

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

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

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

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

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

VI. Additional Questions

How will parking be accommodated for this event?

Public parking and contracted shuttle

Notes:

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

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

N/A

Volunteers: Will you require Civilian Police Volunteers for your event? No Self supported

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: amieowens@waynesville-nc.gov

VIII. Special Information for Applicants

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

YOUR TRIP TO:



5 S Wall St

24 MIN | 1.0 MI

Trip time based on traffic conditions as of 9:22 AM on November 4, 2019. Current Traffic: N/A



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

5 S Wall St

Line up



1. Start out going southwest on Wall St toward Pigeon St/US-276 N/US-276 S.

Then 0.00 miles

0.00 total miles



2. Turn right onto Pigeon St/US-276 N.

Then 0.04 miles

0.05 total miles



3. Turn ~~Right~~ onto S Main St/US-23 Bus N.



4. ~~220~~ S MAIN ST is on the left.



129 S Main St, Waynesville, NC 28786-4356

This leg of your trip is:

1 minute • 0.05 miles

Start of next leg of route



5. Start out going north on S Main St/US-23 Bus S toward Pigeon St/US-276 N/US-276 S.

Then 0.30 miles

0.35 total miles



6. 220 N MAIN ST is on the right.



220 N Main St

This leg of your trip is:

7 minutes • 0.30 miles

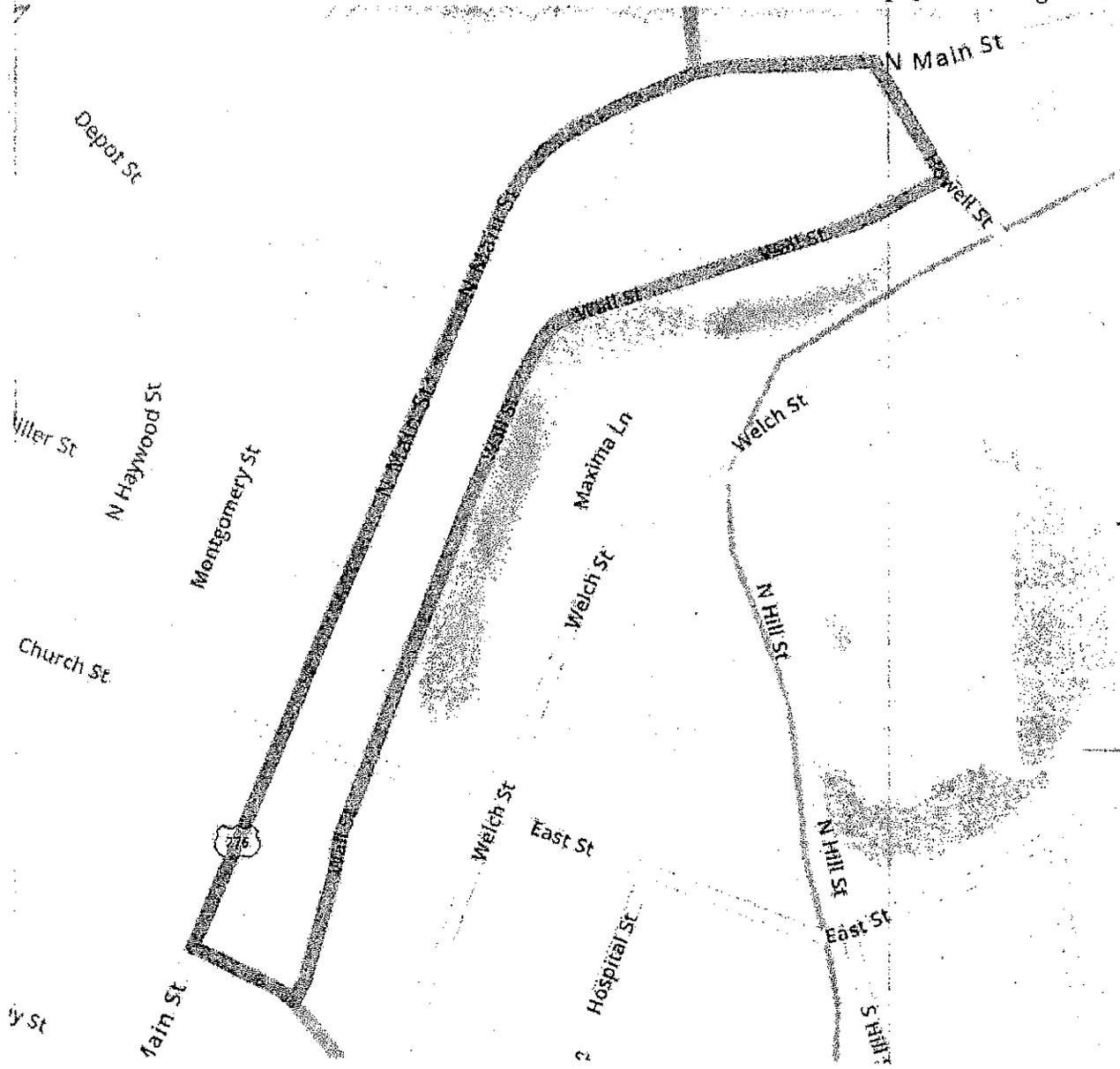
Start of next leg of route



7. Start out going northeast on N Main St/US-23 Bus S/US-276 N toward Walnut St/US-276 S. Continue to follow N Main St/US-23 Bus S.

Then 0.14 miles

0.49 total miles



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: Feb. 25, 2020**

SUBJECT: Plott Heights Slide Area

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C8
Department: Public Services Department
Contact: Jeff Stines, Preston Gregg
Presenter: Preston Gregg

BRIEF SUMMARY:

Photos below represent the slide that occurred on Plott Heights Rd. on February 20, 2019. This area is at the very end of Plot Heights Rd. that is located in the cul-de-sac and outside of the Town's street maintenance; however, a Town owned 2" waterline feeding over to the test farm was within the area and had ruptured. It is unknown as to whether the line break caused the slide or the slide caused the waterline break.

Town forces in addition to aid from WNC Paving & Grading rushed to the scene to repair the road back to a satisfactory condition.

Less than seven months later the road began to show signs of failure and is revealing a visible "shear plane" of failure called "global stability." As of today, the road has a differential settlement of nearly six feet. See photo below taken back in early December (three feet of settlement shown in photo).

Two different engineering firms have evaluated the slope failure as well as a curtsy visit from a few of NCDOT's engineers to review the site and share how they are addressing similar slides throughout WNC.

Cost estimates to properly repair the slope failure are estimated to be around \$350,000. This work would entail a large amount of excavating wet/saturated mud out of the slope and bringing a 60' slope back up with large class 7 rock (called a "Rock Butress").

MOTION FOR CONSIDERATION:

Board decision. Direct staff to proceed with putting together project to be bid or to halt.

FUNDING SOURCE/IMPACT:

General Fund Balance

ATTACHMENTS:

- Slide Photos

MANAGER'S COMMENTS AND RECOMMENDATIONS: Repair the slide



Feb. 20, 2019



Dec. 2019



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 25, 2020**

SUBJECT: Parking Concerns Along Broadview Road and Overbrook Drive

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C9
Department: Development Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Jesse Fowler, Planner

BRIEF SUMMARY:

Town staff received complaints regarding parking of customers and delivery trucks along Broadview Road and Overbrook Drive leading to congested or blocked traffic. Attached is a memo which provides different options to address this issue

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: No funding impacts expected at this time.

Ben Turnmire, Finance Director

Date

ATTACHMENTS:

Memo Concerning Broadview and Overbrook Parking

MANAGER'S COMMENTS AND RECOMMENDATIONS:



TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492

www.waynesvillenc.gov

MEMORANDUM

To: Board of Aldermen
From: Jesse Fowler, Planner
Elizabeth Teague, Development Services Director
Re: Responding to parking issues at Broadview Rd. and Overbrook Dr.
Date: February 17, 2020

Town staff received complaints regarding parking of customers and delivery trucks along Broadview Road and Overbrook Drive leading to congested or blocked traffic. The primary issue is delivery trucks park in the middle of the road blocking traffic and driveways. Furthermore, residents have complained that people will park their vehicles on both sides of the road which does not leave enough room for emergency vehicles to travel. This memo is intended to provide different options to address this issue.

Option 1: Establish a timed loading zone behind the businesses located at 62 Overbrook Drive.

§54-144(a) of the Town's ordinance gives the Board of Aldermen the authority to "determine, designate, and locate passenger loading zones and freight loading zones." Thus, the Board of Aldermen could establish a loading zone designated for morning hours where trucks could unload their freight for the businesses located at 62 Overbrook. This option would require police enforcement of the designated times for loading and unloading.

Option 2: Enforce current parking regulations.

Several sections within our current ordinance allow the Town to enforce the prohibition of parking in a manner which blocks traffic behind the businesses located at 62 Overbrook Drive.

- §54-136: "It shall be unlawful for the driver of any vehicle to stop, stand or park a vehicle upon any street, highway, roadway or alley in such a manner or under such conditions as to leave available less than ten feet of width of the roadway for free movement of vehicular traffic."
- §54-137(10): "No person shall stop, stand or park a vehicle, except when conflict with other traffic is imminent or when so directed by a police officer or traffic control device, in any of the following places... on the roadway side of any vehicle stopping, standing or parking at the edge or curb of a street."
- §54-136: "It shall be unlawful for the driver of a vehicle to park such vehicle in a highway, street or roadway other than parallel with the edge of the roadway, street or highway, headed in the direction of traffic."
- §54-144(b): "It shall be unlawful for the driver of any vehicle to stop, stand, or park a vehicle for any period of time longer than is necessary for the expeditious loading or unloading of passengers or material in any place marked as a freight loading zone."

Town staff would recommend that the Board of Aldermen designate with signage an area behind the businesses located at 62 Overbrook Dr. as a loading space during some time in the morning. Staff would also recommend painting spaces to formally designate on street parking on one side of the street and to enforce the existing ordinance.