



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: September 8th, 2020 Time: 6:30 p.m.

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A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

2. Adoption of Minutes

Motion: To approve the minutes of the August 25th, 2020 regular meeting as presented (or as corrected)

B. PROCLAMATIONS

3. National Day of Remembrance and Service

- Mayor Gary Caldwell

4. Constitution Week

- Mayor Gary Caldwell

C. PUBLIC COMMENT

D. CALL FOR PUBLIC HEARING

- Elizabeth Teague, Development Services Director
- ##### 5. Call for a Public Hearing to be held on to consider a request for Annexation for property known as 289 Maple Grove Church Road, PIN 8616-48-1684 and Resolution to direct Town Clerk to investigate the sufficiency of the Petition

Motion: To call for a public hearing on Tuesday, September 22, 2020 beginning at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9

South Main Street, Waynesville. The purpose meeting is to consider a request for Annexation for property known as 289 Maple Grove Church Road, PIN 8616-48-1684

6. Call for a Public Hearing to consider a Community Development Block Grant (CDBG) application for utility infrastructure improvements in Hazelwood.
- Development Services Director, Elizabeth Teague

Motion: To call for a public hearing on Tuesday, September 22, 2020 beginning at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville. The purpose meeting is for a potential CDBG Grant Application for sewer line improvements to be held September 22, 2020.

E. PUBLIC HEARING

7. Public Hearing on the Greenway bridge and extension project in preparation for submittal to the NC Recreational Trails Program
- Development Services Director, Elizabeth Teague

Motion: To approve the Resolution in support of the Greenway Project and grant application.

8. Presentation and Public Hearing on the Town of Waynesville Comprehensive Plan, Waynesville 2035: Planning with Purpose
- Development Service Director Elizabeth Teague

Motion: To adopt the Comprehensive Plan, Waynesville 2035: Planning with Purpose as presented (or amended).

F. OLD BUSINESS

9. Draft Traffic Calming Policy
- Manager Rob Hites

Motion: Receive the Policy for information, comment on its contents and set a Public Hearing on September 22, 2020 to receive public input.

G. NEW BUSINESS

-H. COMMUNICATIONS FROM STAFF

10. Manager's Report

- Manager Rob Hites

Application for Special Events Permit – Apple Festival

Motion: To approve or deny the Application for the Apple Festival Special Event Permit as presented

11. Town Attorney Report

- Town Attorney Bill Cannon

H. **COMMUNICATIONS FROM THE MAYOR AND BOARD**

I. **ADJOURN**



TOWN OF WAYNESVILLE

PO Box 100
 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
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CALENDAR September 2020

2020	
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
Thursday October 31	First UMC Trunk or Treat
Tuesday November 10	Board of Aldermen Meeting – Regular Session
Wednesday November 11	Town Offices Closed – Veterans Day
Tuesday November 24	Board of Alderman Meeting- Regular Session
November 26 & 27th	Town Offices Closed – Thanksgiving Holidays
Tuesday December 8	Board of Aldermen Meeting – Regular Session
December 24, 25 & 28th	Town Closed – Christmas Holidays
Saturday June 5, 2021	Oasis Shriners Spring Celebration Parade

Board and Commission Meetings – September 2020

ABC Board	ABC Office – 52 Dayco Drive	September 15th 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	September 1st 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	September 24th 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	September 2nd 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	September 21st 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	September 10th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	September 16th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	September 8th 2 nd Tuesday 3:30 PM

BOARD/STAFF SCHEDULE

Town Clerk	Vacation	Sept 3rd – 11th, 2020
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MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Regular Meeting
August 25, 2020

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, August 25th, 2020 at 6:30 p.m. in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

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

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

The following staff members were present:

Rob Hites, Town Manager
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Esther Coulter, Administrative Assistant
Town Attorney William E Cannon, Jr.
Elizabeth Teague, Development Services Director
Dean Trader, Interim Finance Director
Autumn Lyvers, Budget Analyst
Rhett Langston, Parks and Recreation Director
Police Chief David Adams
Lieutenant Chris Chandler

The following media representatives were present:

Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and thanked them for coming. He reminded everyone that the Town of Waynesville Offices will be closed for Labor Day September 7, 2020 and re-open on September 8, 2020.

2. Adoption of Minutes

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the minutes of the August 11th, 2020 regular meeting as presented. The motion carried unanimously.

B. PUBLIC COMMENT

Town Attorney William E. Cannon, Jr. opened the Public Comment period.

He advised everyone that wished to speak concerning the RV development at Laurel Ridge County Club that there had not been any formal plans submitted for that development.

**Phyllis Austin
100 Hendrix Street
Waynesville, NC 28786**

Ms. Austin expressed her concerns about the speeding and large trucks on Hendrix Street. She stated she had a disabled grandson and was concerned for his safety with the traffic on the street. Ms. Austin said that even though the speed limit on the street had been lowered last year, that has not helped with the traffic problems. She asked the Board to consider placing speed bumps on the street.

**Jessie-Lee Dunlap
28 Georgia Avenue
Waynesville, NC 28786**

Ms. Dunlap encouraged the Board to participate in any Black Lives Matter or other protests that may occur in the Town of Waynesville.

**Corina Taylor
1287 Brown Avenue
Waynesville, NC 28786**

Ms. Taylor thanked the Board for listening to her at the last meeting. She said she had seen some increased law enforcement on Brown Avenue. She asked the Board for some long-term solutions including some speed bumps, landscaping and signs in the area. She said she thought there had been a traffic calming policy in place, and any redraft of the policy will only delay progress in slowing the traffic down.

**Trish Plemmons
235 Hendrix Street
Waynesville, NC 28786**

Ms. Plemmons told the Board that in October 2019, residents of Hendrix Street had come before the Board with concerns about speeding and large trucks on the street. She said that at that point the speed limit was lowered, and signs were placed on the street, but that has not deterred the speeding or large trucks. She urged the Board to act and consider speed bumps on the street. *Following the public comment period, she submitted a petition to the Town Clerk of signatures of concerned citizens.

David Dills
141 Cupp Lane
Waynesville, NC 28786

Mr. Dills stated that he had heard about plans for an RV Park in Laurel Ridge near hole numbers 1, 5, and 7 about a week ago. He said he had seen the plans for hole number 5, but not the others. He stated he was against any such plans and asked the Board to investigate the zoning and ordinances to determine if these plans could be allowed at Laurel Ridge and make that information available to the public. He also asked that there is a conflict with any Board member, please bow out.

Matt Henley
66 Plateau Place
Waynesville, NC 28786

Mr. Henley told the Board that allowing an RV Park at Laurel Ridge would devalue and damage the community. He said that there was much anger and dismay concerning the RV's and asked the Board to please consider not allowing this to happen to their community.

Town Attorney William E. Cannon, Jr. closed the Public Comment period.

C. OLD BUSINESS

Alderman Anthony Sutton said that he and Alderman Jon Feichter had met with Police Chief David Adams to review the policy for body cameras. They discussed when the cameras should be on or off, storage capacity, and the retention of the information on the cameras for 365 days. He said that because of this discussion he was much more comfortable with the Body Camera Policy, and he would like for the Policy to be adopted.

Alderman Feichter said he liked that the Town was being proactive rather than reactive. He said this policy was getting ahead of the game if there should be problems down the road, and he was completely in favor of the policy.

Alderman Anthony Sutton made a motion, seconded by Alderman Julia Freeman, to approve the amendment for the Body Camera Policy in the Standard Operating Procedures of the Police Department. The motion carried unanimously.

3. Law Enforcement Education Foundation Equipment Grant
 - Lt. Chris Chandler

Lt. Chris Chandler explained to the Board that the Police Department recently applied for and received a grant from the Law Enforcement Education Equipment Foundation (LawEEF) based out of Atlanta, Georgia. The purpose of the grant was to develop a solution to purchasing body cameras. The

proposal submitted to LawEEF asked for funding to purchase FirstVu HD Body Cameras and everything needed for basic operation. Lt Chandler said that FirstVu was chosen because they are produced by Digital Ally, who is our current provider for the in-car camera systems and could utilize our current VuVault Storage system. As a result of grant application, we were awarded the following:

Original quote from Digital Ally:	\$20,155.00
LawEEF Grant (75%):	\$15, 116.25
ToW Cost (25%):	\$ 5, 038.75

An ongoing study is being conducted to determine the best storage options available including utilizing the current VuVault system with the possibility of being required to increase server storage capacity with Electronic Office or contract with Digital Ally for access to cloud storage with an additional cost of \$7,092.00 annually. There are advantages to the cloud storage option that are not available to the self-storage option utilizing our current VuVault system.

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to approve the transfer of Federal Forfeiture Funds to cover the ToW costs of \$5,038.75 to purchase 25 FirstVu HD Body Cameras, a 12 Bay docking station, 25 magnet mounts and 25 Professional Service fees, and Ordinance No. O-13-20 Amendment 3 to the 2020-2021 Budget Ordinance. The motion carried unanimously.

D. CALL FOR PUBLIC HEARING

Call for a Public Hearing on the Greenway bridge and extension project in preparation for submittal to the NC Recreational Trails Program

- Development Services Director, Elizabeth Teague

Elizabeth Teague, Development Services Director said that In January of this year, the Board gave town staff permission to apply for funding assistance from the North Carolina Recreational Trails Program (RTP). Staff has worked with Belle Engineering and Owen Surveying, and sought feedback from RTP consultants in development of a formalized plan and grant application. Ms. Teague asked that the Board schedule a public hearing for the Board and public to provide additional feedback on the project prior to final submittal of the grant application which is due on September 11, 2020.

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to call for a public hearing on Tuesday, September 8, 2020 beginning at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville. The purpose meeting is to discuss the Greenway bridge and extension project for the NC Recreational Trails Program Grant Application. The motion passed unanimously.

E. NEW BUSINESS

5. Request to replace 2014 Dodge Charger (Total Loss Vehicle)

- Lt Chris Chandler

Lt. Chandler told the Board that on the evening of July 15, 2020, at 10:54pm, a large white tail deer ran out of the woods directly into the front end of Sgt. Dickey's patrol car. The traffic collision occurred on the Old Asheville Highway while Sgt. Dickey was on his way to conduct a security check of the Time Out Market at the intersection of Old Asheville Highway and Howell Mill Road.

The repair estimates from the adjuster was at 67% and totaling in NC is 75% loss. This estimate was based on damages not considering the additional engine damage. The insurance adjuster was also concerned about the lack of air bag deployment considering the resulting damage.

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to approve the additional funds required to replace Police Department vehicle #15, a 2014 Dodge Charger, last 5 vin# 79194 with #149 Dodge Durango AWD 5.7L \$22,815.20, Ordinance # O-14-20, Amendment No. 4 to the 2020-2021 Budget Ordinance. The motion carried unanimously.

6. Request approval of updates to Personnel Manual/Employee Handbook

- Assistant Town Manager, Amie Owens

Assistant Town Manager Amie Owens said it is required to perform updates the Personnel Manual/Employee Handbook to match the current policies and procedures of the Town. The recent updates include:

Page 2 - Welcome – updated to reflect the name of Gary Caldwell as Mayor

Page 12 – Authorization of New Positions – last sentence clarifying that only the Board can approve additional positions.

Page 16/17 – Longevity Pay – updated to reflect the new longevity pay format approved at the Board Retreat in February to be effective on July 1, 2020.

Page 23 – Reinstatement – updated to decrease the amount of time that an employee can be away from the Town where credit for previous service and benefits is still approved. Change from one year to six months. This item shows amended in 2015, but there was no discussion related to it in the minutes.

Page 48 – updated to have a not to exceed amount of \$2,000 annually for reimbursement for employees per fiscal year.

She said there were various grammatical and spelling updates made throughout the document for clarity.

Alderman Anthony Sutton asked that on page 28 of the manual under the section of Jewelry that it be changed so that there is no gender identification.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to amend the Personnel Manual/Employee Handbook, page 28, Section 2 – Jewelry, to be changed so there is no gender identification. The motion carried unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to approve the updates to the Personnel Manual/Employee Handbook as presented. The motion carried unanimously.

TDA Appointment (Replacement for Amie Owens as Board Member)

Lynn Collins, Executive Director of the Haywood County Tourism Authority, explained to the Board that in the TDA legislation, it is stated that each municipality must have a seat on the Board. She said that with the departure of Assistant Town Manager Amie Owens, there would be a vacancy for the Waynesville Municipality. She said the appointee would have to be approved through the Haywood County Board of Commissioners and asked that they appoint someone to fill that vacancy.

Ms. Collins commended Ms. Owens for the time she has served on the TDA and said she has made a big difference because of the insight Ms. Owens has into the operation of the Town and bringing that to the TDA.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to appoint Alderman Jon Feichter to serve as the Town of Waynesville's appointment to the TDA Board. The motion carried unanimously.

F. COMMUNICATIONS FROM STAFF

7. Manager's Report

- Manager Rob Hites

Traffic Calming Policy

Manager Hites said that at the last Board meeting Alderman Dickson had asked that he bring a traffic calming policy to them for review.

Town Manager Rob Hites presented the following memo to the Board of Aldermen:

I have reviewed several Traffic Calming Policies from NC municipalities. Some, including the policy the Waynesville staff drafted in June of 2015, may be too complicated for the citizens to understand and for staff to carry out. Matthews and Monroe have a more streamlined process that is easier to administer. The policies have the following in common:

- Traffic calming devices may be requested by one or more residents or businesses; however, the review process begins AFTER sufficient petition of the residents of the “study area” has been submitted and verified. Study areas are defined as the principal street in question plus any small, residential feeder streets that may be impacted by the devices. Different percentages of affirmative signatures are accepted by the municipal staffs. They range from 60-75%.
- It is up to the residents requesting the devices to obtain the signatures. The municipalities supply the petition forms.
- Once the petitions have been submitted and found to be sufficient, the municipality conducts a study of the affected area. They post a traffic computer to assess the number of vehicles and their speeds. They study the design of the street and its topography to determine the safest and most efficient traffic calming devices.
- In order to move to the next step, the traffic survey must show that the vehicles that make up the 85th percentile are traveling a minimum speed over the posted speed limit. One Town uses 6 miles over the speed limit, another uses 8 miles over the limit.
- Municipalities define the types of streets that are suited for traffic calming devices. Some of their definitions are as follows:

Street must not end in a cul-de-sac.

Street must post a travel volume of over 500 vehicle trips per day.

Street must not have a grade in excess of 8%.

Street must not be classified as a collector or thoroughfare.

Street must be predominantly residential in nature.

Traffic Calming Devices

- The Town staff will meet as a working group to determine the type of traffic calming device that is best suited for an area.
- The Police, Fire, Sanitation and EMS staff will discuss the impact of different traffic calming devices on their vehicles. Frequently used emergency routes may not be conducive for certain traffic calming devices.

- The staff will report to elected officials their findings to the elected officials.
- Several municipalities state that the same percentage of residents must petition for a traffic calming device to be removed. One municipality states that the traffic calming device must be kept in place for a minimum 5 years before the Town will remove it unless the residents wish to pay to have it removed.
- A couple of municipalities state that a list of approved traffic calming devices will be kept until such time as the Town may contract with a paving company to install several at one time.

I recommend that the Board review the attached policies and give the staff guidance as to what they would like to see in Waynesville’s policy. The staff can flesh together a plan that meets your needs and bring it to you for consideration.

Alderman Feichter stated that it was obvious that the Town needs a policy and would like to hold a Public Hearing in order to get input before the policy is adopted.

Manager Hites said that a map needed to be developed to show the thoroughfares and collector streets and better understand where the traffic calming devices could be placed.

Chief Adams said our traffic computer is no longer functioning (15 years old). He suggests that we purchase a new one (\$3,500). He also suggests that we purchase several portable solar powered speed monitors that we can place in problem areas to show folks their speed as they pass the monitors.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to authorize staff to draft a Traffic Calming Policy and present to the Board at the next meeting. The motion carried unanimously.

8. Town Attorney Report

- Town Attorney William E Cannon, Jr.

Attorney Cannon asked the Board to go into Closed Session to discuss three items.

1. Consult with the Town Attorney regarding Potential Litigation – NCGS § 143.318.11 (a)(3)
2. Discuss matters related to Economic Incentives – NCGS § 143.318.11 (a)(4)
3. Instruct Town Attorney and Town Manager on the Acquisition of Real Property – NCGS § 143.318.11(a)(5)

G. COMMUNICATIONS FROM THE MAYOR AND BOARD

Mayor Caldwell said that he had had discussion with Jeff Stines, Public Services Director, and asked him to look at some of the potholes and see if they can be filled until NCDOT is able to start repaving streets again.

Alderman Anthony Sutton stated that there would be an MPO meeting next week and he would report on that at the next meeting.

Alderman Dickson asked that at a future meeting (Second meeting in September) the Interim Finance Director report on the Sales Tax and financial status of the Town.

A motion was made by Alderman Chuck Dickson to enter closed session at 7:36 pm. The motion carried unanimously.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Julia Freeman, to enter back into open session at 8:55pm. The motion carried unanimously.

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton to refer the definition of "Recreational Use" to the Development Services Staff and Planning Board for review and re-wording because of the broad definition. The Planning Board would then recommend a Text Amendment to the Board of Aldermen. 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 9:03 pm. The motion carried unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Eddie Ward, Town Clerk



Town of Waynesville Proclamation

NATIONAL DAY OF SERVICE AND REMEMBRANCE Friday, SEPTEMBER 11, 2020

WHEREAS, in an unprovoked and senseless act of terrorism, four civilian aircrafts were hijacked on September 11, 2001, and crashed in New York City, Pennsylvania and the Pentagon, resulting in a momentous loss of innocent U.S. lives of all heritages; and

WHEREAS, while we continue to recover from the loss of innocent lives, the spirit of the U.S. has been revitalized, giving way to expressions of patriotism; and

WHEREAS, inspired by the heroism of our nation's public service personnel, military service members and countless volunteers, our nation found unity and strength; and

WHEREAS, from the tragedy of September 11 emerged a stronger nation, renewed by the spirit of national pride, and a true love of country; and

WHEREAS, Americans also have fought back against terror by choosing to overcome evil with good by loving their neighbors as they would like to be loved, contributing to relief efforts, and volunteering their time to aid those in need;

NOW, THEREFORE, BE IT RESOLVED, that I, J. Gary Caldwell, by virtue of the authority vested in me as Mayor of the Town of Waynesville, do hereby proclaim September 11, 2020, as

NATIONAL DAY OF SERVICE AND REMEMBRANCE

in the Town of Waynesville and urge our citizens to recognize the heroism of firefighters, rescue and law enforcement personnel, military service members and the many volunteers who responded to these tragic events with courage, selfless compassion, determination and skill; and to remember the victims and innocent lives lost as a result of the tragic events on September 11, 2001.

This the 8th day of September 2020.

J. Gary Caldwell, Mayor

**Proclamation
Constitution Week
September 17-23, 2020**

WHEREAS, September 17, 2020 marks the two hundred thirty-third anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

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

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

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

Constitution Week

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

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

Town of Waynesville, N.C.

Gary Caldwell
Mayor

ATTEST:

Eddie Ward
Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 8, 2020

SUBJECT: Call for a Public Hearing to be held on to consider a request for Annexation for property known as 289 Maple Grove Church Road, PIN 8616-48-1684 and Resolution to direct Town Clerk to investigate the sufficiency of the Petition.

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: D6
Department: Development Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: The Town received the attached “Petition for Annexation of Non-Contiguous ‘Satellite’ Areas,” executed by from the Noland family who are the current owners. This property is the future site of Shining Rock Academy which received a Special Use Permit from the Planning Board on June 29, 2020, and only that portion of the property as described in the attached metes and bounds and recorded plat are to be annexed. It is within the Town’s Extraterritorial Jurisdiction and lies within the Dellwood-Medium Density Residential District and the Dellwood Medium Density Mixed-Use Overlay. This property is contiguous on two sides to two other properties which are also satellite annexation areas (across Jules Nolan Drive and across Russ Avenue).

MOTION FOR CONSIDERATION:

1. Adoption of attached resolution for Town Clerk to investigate the sufficiency of the petition and to call for a Public Hearing to be held on September 22, 2020 at 6:30 pm, in order to consider the Petition.

FUNDING SOURCE/IMPACT: Future action to annex this property will allow the school to receive Town Municipal services, but will not impact property tax revenues.

ATTACHMENTS:

1. Petition
2. Map of ETJ (blue) and Annexed (pink) Municipal Boundaries
3. Map of Zoning
4. Resolution

MANAGER’S COMMENTS AND RECOMMENDATIONS: This is a call for public hearing only.

Report For

NOLAND, ROBERT H
NOLAND, J LYNN
289 MAPLE GROVE CHURCH RD
WAYNESVILLE, NC 28786

Account Information

PIN: 8616-48-1684

Legal Ref: 404/1394
378/518

Add Ref: 690/1861
675/872

Site Information

OLD FARM

JULE NOLAND DR

Heated Area:

Year Built:

Total Acreage: 15.93

Township: Waynesville

Site Value Information

Land Value:

Building Value:

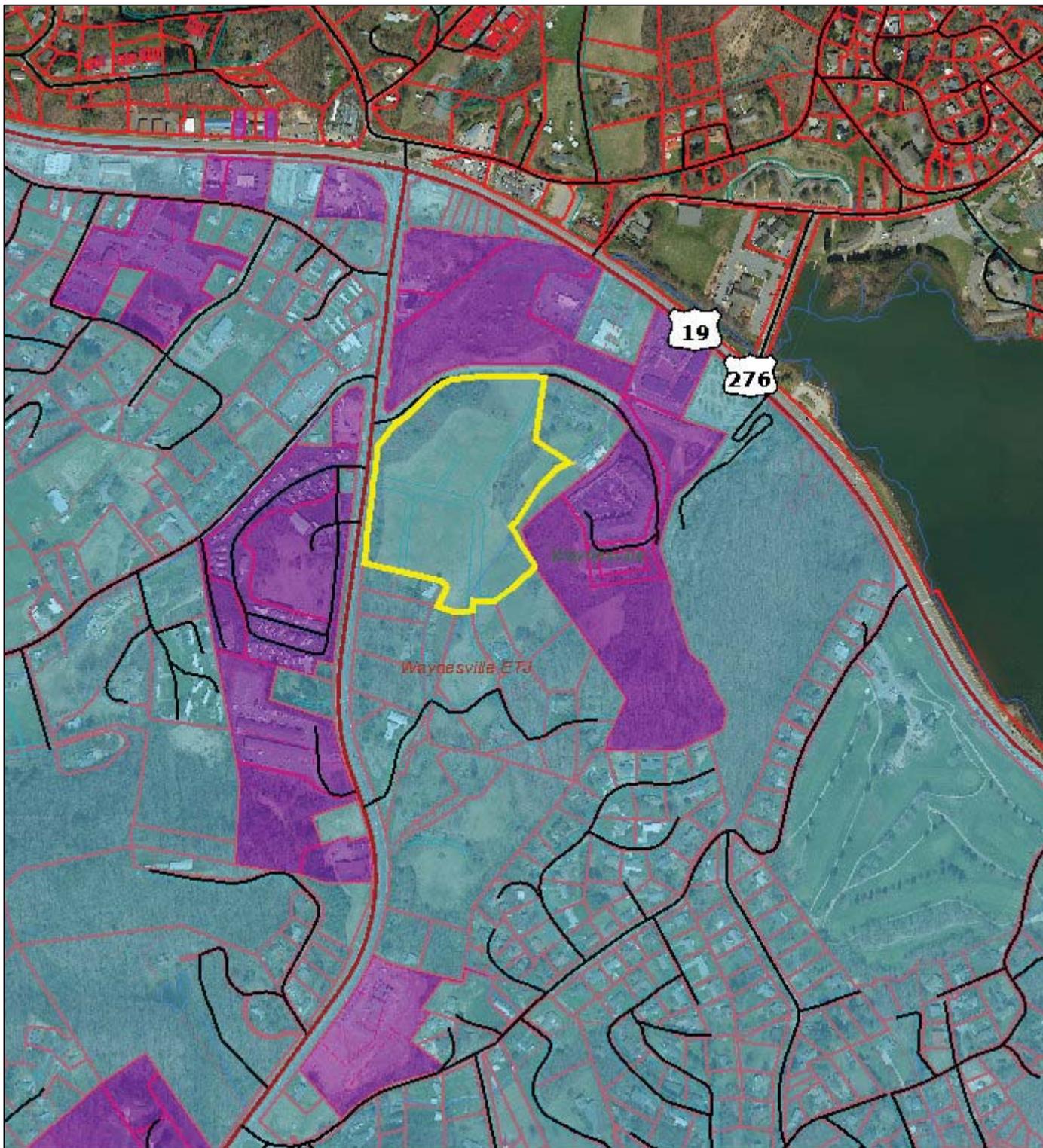
Market Value:

Deferred Value:

Assessed Value:

Sale Price:

Sale Date: 12/28/1989



1 inch = 667 feet
September 1, 2020

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

PETITION FOR ANNEXATION OF
NON-CONTIGUOUS "SATELLITE" AREAS

(Part 4, Article 4A, G.S. 160A-58)

August 25, 2020

Date

TO: Board of Aldermen of the Town of Waynesville

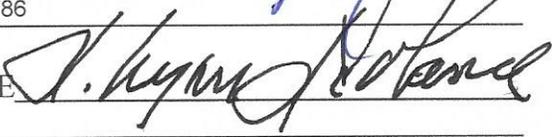
1. We, the undersigned owners of real property, respectfully request that the area described in paragraph 3 below be annexed to the Town of Waynesville.
2. Standards which the satellite area must meet:
 - a. The nearest point on the satellite area must not be more than three (3) miles from the primary limits of the annexing city.
 - b. No point on the satellite area may be closer to the primary limits of another municipality than to the annexing city.
 - c. Note: When there is any substantial question as to whether the area is closer to another city, the tax map submitted with the petition shall show the satellite area also in relation to the primary corporate limits of the other city.
 - d. The area proposed for annexation must be situated that services provided the satellite area can be equivalent to the services provided within the primary limits.
 - e. If the area proposed for annexation, or any portion thereof, is a subdivision, as defined in G.S. 160A-376, all of the subdivision must be included.
 - f. The area within the proposed satellite limits plus the area within all other satellite corporate limits may not exceed ten percent (10%) of the total land area within the primary corporate limits of the annexing city.
3. The area to be annexed is non-contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
 - a. Metes and bounds description is attached.
4. A tax map is attached showing the area proposed for annexation in relation to the primary corporate limits of the Town of Waynesville. If there is substantial question as to whether the area may be closer to another city than to the annexing city, the map should show the relation to the primary corporate limits of the other town.

NAME Robert H. Noland

SIGNATURE 

ADDRESS 289 Maple Grove Church Road Waynesville NC 28786

NAME J. Lynn Noland

SIGNATURE 

ADDRESS PO Box 130 Lake Junaluska NC 28745

NAME James D. Noland

SIGNATURE

James D. Noland

ADDRESS 180 Jule Noland Dr Waynesville NC 28786

NAME Merita Noland

SIGNATURE

Merita Noland

ADDRESS 180 Jule Noland Dr Waynesville NC 28786

Report For

NOLAND, ROBERT H
NOLAND, J LYNN
289 MAPLE GROVE CHURCH RD
WAYNESVILLE, NC 28786

Account Information

PIN: 8616-48-1684

Legal Ref: 404/1394

378/518

Add Ref: 690/1861

675/872

Site Information

OLD FARM

JULE NOLAND DR

Heated Area:

Year Built:

Total Acreage: 15.9295

Township: Waynesville

Site Value Information

Land Value: \$119,500

Building Value: \$0

Market Value: \$119,500

Deferred Value: \$0

Assessed Value: \$119,500

Sale Price: \$0

Sale Date: 12/27/1989



1 inch = 200 feet

August 25, 2020

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

LEGAL DESCRIPTION

BEGINNING AT A IRON PIN SET IN THE EASTERN RIGHT OF WAY OF RUSS AVE.(U.S.HWY276) AND THE SOUTHERN RIGHT OF WAY OF JULE NOLAND DRIVE, SAID PIN BEING LOCATED S16°41'57"E 102.64' FROM THE CENTERLINE INTERSECTION OF RUSS AVE. AND JULE NOLAND DR.; THENCE LEAVING THE RIGHT OF WAY OF RUSS AVE. AND FOLLOWING THE SOUTHERN RIGHT OF WAY OF JULE NOLAND DR. FOR THE FOLLOWING CALLS: N35°52'47"E 62.64' TO A POINT; THENCE N38°10'31"E 45.71' TO A POINT; THENCE N46°17'49"E 115.79' TO A POINT; THENCE N45°13'57"W 22.00' TO A POINT; THENCE LEAVING SAID RIGHT OF WAY AND FOLLOWING THE LINE OF DEVELOPMENT RESOURCES LLC N50°08'51"E 173.48' TO A POINT; THENCE N67°53'22"E 50.06' TO A POINT; THENCE N75°58'48"E 50.01' TO A POINT; THENCE N89°15'17"E 394.17' TO A CONCRETE NAIL SET; THENCE LEAVING THE LINE OF DEVELOPMENT RESOURCES LLC AND FOLLOWING THE WESTERLY LINE OF JAMES NOLAND S07°32'10"W 301.74' TO AN IRON PIN SET; THENCE LEAVING THE LINE OF JAMES NOLAND AND FOLLOWING THROUGH THE REMAINING LANDS OF ROBERT NOLAND FOR THE FOLLOWING CALLS: S28°06'58"W 478.98' TO AN IRON PIN SET; THENCE S36°55'36"E 251.72' TO AN IRON PIN SET; THENCE S47°58'43"W 137.05' TO AN IRON PIN SET; THENCE WITH A CURVE TO THE RIGHT HAVING A RADIUS OF 45.00', A CHORD BEARING OF S71°00'08"W, AND A CHORD LENGTH OF 35.19' TO AN IRON PIN SET; THENCE N85°58'39"W 73.93' TO AN IRON PIN SET; THENCE N75°51'23"W 127.42' TO AN IRON PIN FOUND; THENCE LEAVING THE LINE OF ROBERT NOLAND AND FOLLOWING THE LINE OF MARION NOLAND N34°54'47"W 28.20' TO AN IRON PIN FOUND; THENCE N76°49'13"W 369.40' TO AN IRON PIN SET; THENCE LEAVING THE LINE OF MARION NOLAND AND FOLLOWING THE EASTERN RIGHT OF WAY RUSS AVE. N06°54'33"E 556.94' TO THE POINT OF BEGINNING. CONTAINING 13.516 ACRES AS SURVEY BY CEC INC., BRAIN L. SOUVA RLS# 3157, AND SHOWN ON A SURVEY DATED JULY 20, 2020.

RESOLUTION NO. R-04-20

A RESOLUTION DIRECTING THE CONFIRMATION OF
A PETITION FOR VOLUNTARY ANNEXATION
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1, to annex the area as described in the petition for a non-contiguous satellite annexation request, and

WHEREAS, the Board of Aldermen must find that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three miles from the corporate limits of the Town of Waynesville.
- b. No point on the proposed satellite corporate limits is closer to another city than to the Town of Waynesville.
- c. The area described is so situated that the Town of Waynesville will be able to provide services on the same basis within the proposed satellite corporate limits that it provides within the primary corporate limits,
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation,
- e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits does not exceed ten percent (10%) of the area within the primary corporate limits of the Town of Waynesville; and

WHEREAS, the Board of Aldermen must also find that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described.

WHEREAS, the Board of Aldermen must also hold a duly notified public hearing on this request;

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville, North Carolina:

1. To direct the Town Clerk to certify that the application meets the standards for annexation to the Town of Waynesville; and

2. To direct Town staff to notify adjacent property owners and schedule a public hearing for September 22, 2020 at 6:30 pm.

Adopted this 8th day of September, 2020.

TOWN OF WAYNESVILLE

ATTEST:

J. Gary Caldwell, Mayor

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

William E. Cannon, Jr., Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 8, 2020

SUBJECT: Call for a Public Hearing to consider a Community Development Block Grant (CDBG) application for utility infrastructure improvements in Hazelwood.

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: D7
Department: Development Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: As part of their work for the Town, McGill and Associates identified a potential CDBG grant opportunity to improve sewer infrastructure within two census tracts located in Hazelwood. The areas targeted would be the Hyatt and Robinson Street neighborhoods. To apply for this grant by the deadlines, the Town will need to hold a public hearing at the Board of Aldermen Meeting on September 22, 2020. At that time, Karen Kiehna of McGill can present information on the project and answer questions from the Board and public. If the Board agrees McGill, would contact property owners and put together the application which is due November 23, 2020.

MOTIONS FOR CONSIDERATION:

1. Motion to Call for a public hearing on a potential CDBG Grant Application for sewer line improvements to be held September 22, 2020.

FUNDING SOURCE/IMPACT: This particular CDBG grant would provide 100% funding for replacement of sewer lines.

ATTACHMENTS: Grant Program Overview

MANAGER'S COMMENTS AND RECOMMENDATIONS: This project will assist the Town in addressing the SOC.

Town of Waynesville

Board of Alderman

NC DEQ, DWI Community Development Block Grant – Infrastructure Program

Program Overview:

Housing and Urban Development (HUD) - Community Development Block Grant (CDBG)

Legislation and Objectives

- The CDBG program, authorized by Title I of the Housing and Community Development Act of 1974, provides annual grants to cities, counties and states to develop strong communities by providing decent housing, **a suitable living environment**, and expanding economic opportunities, principally for low- and moderate-income persons. CDBG eligible activities are initiated and developed at the state and local level based upon a community's needs, priorities, and benefits.
- The authorizing statute of the CDBG program requires that each activity funded, except for program administration and planning activities, must meet one of three national objectives.
The three national objectives are:
 - **Benefit to low- and moderate- income (LMI) persons.**
 - Aid in the prevention or elimination of slums or blight; and
 - Meet a need having a particular urgency (referred to as urgent need).
- CDBG funds 28 eligible activities that include **infrastructure**, economic development projects, installation of public facilities, community centers, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, code enforcement, and homeowner assistance, to name a few.

North Carolina Department of Environmental Quality (NC DEQ) Community Development Block Grant - Infrastructure (CDBG-I) Program

- In 2013, the North Carolina General Assembly allocated Community Development Block Grant funds to the Infrastructure program and transferred funds to the Department of Environmental Quality, Division of Water Infrastructure to administer.
- The purpose of these funds is to construct public water and sewer infrastructure to mitigate public and environmental health problems in areas where the percentage of low to moderate income persons is at least 51 percent.
- Maximum grant award is \$2 million over a 3-year period.
 - The CDBG-Infrastructure Program has one funding cycle per year, typically in September.
In 2020 the Grant Deadline has been moved to November 23, 2020 due to COVID-19 social distancing impact on CDBG Low- to Moderate Income Household Surveying requirements.

NC DEQ, CDBG-I Application Guidance

- Applicants must be a Local Unit of Government (LUG)
- Project must construct public water and/or sewer infrastructure
- Maximum grant award \$2,000,000 per Application (100% grant and no match required)

Early Steps

1. **One Public Hearing**
2. **One Board Resolution to Apply – Passed by Local Unit of Government**
3. **Low- to Moderate-income Survey**

LMI surveys, data, tabulation sheet – Household Survey of each residence within the Project Area - Data compiled into LMI surveys, data, tabulation sheet

Application Score Maximum = 100 Points

Project Purpose – narrative and documentation – Maximum Points =15
Project Benefit – narrative and documentation – Maximum Points =20
System Management – narrative and documentation – Maximum Points =15
Financial Situation – Low to Moderate/Poverty/Sewer Rate doc. – Maximum Points =50
Signature Documents
Resolution to Apply – Passed by Local Unit of Government
Common Application - signed by LUG’s Designated Authorized Representative
Compliance Documents:
<ul style="list-style-type: none"> • An adopted copy of the public hearing meeting minutes and affidavit or tear sheet from newspaper. • The Local Government Certification of Understanding of the Roles and Responsibilities Certification Regarding Debarment, Suspension, and Other Responsibility Matters. • The Conflict of Interest Certification • Federal Performance and Procurement Requirements Certification. • Disclosure of Other Federal Income and Any Financial Interest by Persons Involved with the Project • Infrastructure National Objective Form. • Submit a letter from the Local Government Commission stating that the local government has submitted the last fiscal year audit to the commission.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 8, 2020**

SUBJECT: Public Hearing on the Greenway bridge and extension project in preparation for submittal to the NC Recreational Trails Program.

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: E8
Department: Development Services
Contact: Elizabeth Teague, Planning Director
Presenter: Elizabeth Teague, Planning Director

BRIEF SUMMARY: In January of this year, the Board gave town staff permission to apply for funding assistance from the North Carolina Recreational Trails Program (RTP). This public hearing provides an opportunity for staff to answer questions on the project and to document public involvement. The grant application is due on September 11, 2020.

MOTION FOR CONSIDERATION:

1. Motion to approve the attached Resolution in support of the Greenway Project and grant application.

FUNDING SOURCE/IMPACT: \$115,000 has been raised in private donations to provide match for this \$250,000 grant application.

ATTACHMENTS:

1. Plan map
2. Draft Resolution

MANAGER'S COMMENTS AND RECOMMENDATIONS:

RESOLUTION R-05-20 IN SUPPORT OF APPLICATION
TO THE RECREATIONAL TRAINLS PROGRAM BY
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Board of Aldermen has adopted a Comprehensive Pedestrian Master Plan in 2010, and has included greenway development as a goal in the Comprehensive Land Use Plan.

WHEREAS, the Board of Aldermen purchased real property in 2017 in support of extending the Town’s greenway plan and protecting the trout buffer of Richland Creek;

WHEREAS, the Town Board of Aldermen contracted with Belle Engineering in 2019 to complete a feasibility study for a greenway bridge onto the purchased property and which determined that a bridge and greenway extension could be located in this vicinity meeting local, state and federal floodplain and environmental requirements;

WHEREAS, this project is part of the planned trail connection to Lake Junaluska and the larger “Hellbender Regional Trail System” and will open up new parks land for public enjoyment, recreation, exercise, and access to Richland Creek;

WHEREAS, this project will become part of the Town’s Parks and Recreation maintenance program;

WHEREAS, the Town of Waynesville held a public hearing on September 8, 2020 to review the project plan and approves the project as proposed;

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville, North Carolina:

1. That the project and application for a greenway bridge and trail is consistent with our Comprehensive Pedestrian Plan and Comprehensive Land Use Plan; and
2. That the Town Board supports the Greenway bridge and trail application to the Recreational Trails Program as proposed to expand our Town’s greenway connections and park system; and
3. That if funded this project will be constructed according to the federal and state environmental requirements and design guidelines for a multi-use trail as well as comply with the requirements of the Recreational Trails Program.

Adopted this 8th day of September, 2020.

TOWN OF WAYNESVILLE

ATTEST:

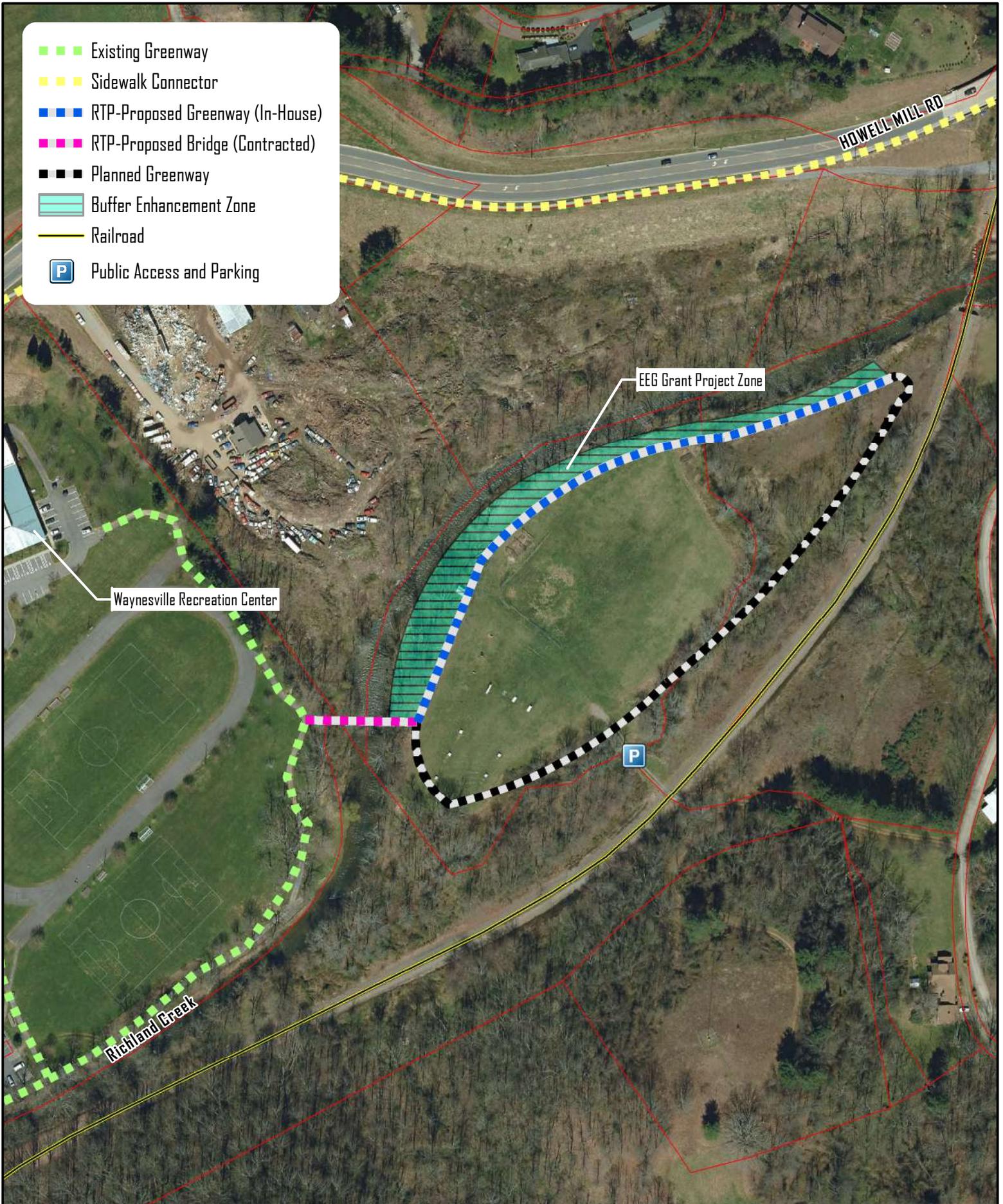
J. Gary Caldwell, Mayor

Eddie Ward, Town Clerk

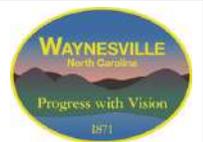
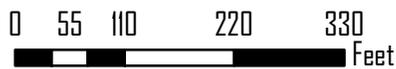
APPROVED AS TO FORM:

William E. Cannon, Jr., Town Attorney

- ■ ■ Existing Greenway
- ■ ■ Sidewalk Connector
- ■ ■ RTP-Proposed Greenway (In-House)
- ■ ■ RTP-Proposed Bridge (Contracted)
- ■ ■ Planned Greenway
- Buffer Enhancement Zone
- Railroad
- P Public Access and Parking



Project Specific Map 1:
Richland Creek Greenway and Bridge



TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: September 8, 2020

SUBJECT: Second Public Hearing on the Town of Waynesville Comprehensive Plan, *Waynesville 2035: Planning with Purpose*.

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: E9
Department: Development Services
Contact: Elizabeth Teague, Planning Director; Jesse Fowler, Planner
Presenter: Elizabeth Teague, Planning Director

BRIEF SUMMARY: At the Aldermen’s last meeting on August 11, 2020, the Board held an initial public hearing and heard a presentation from consultant Jake Petrosky of Stewart Inc. on the draft update to the Town’s Comprehensive Plan. This hearing provides opportunity for additional public comments and for staff to report on comments that we have received for your consideration prior to adoption. Once adopted, this plan will replace “Waynesville: Our Heritage, Our Future, Town of Waynesville 2020 Land Development Plan,” as the Town’s guiding document for future land use goals.

MOTION FOR CONSIDERATION:

1. Motion to adopt the Comprehensive Plan, *Waynesville 2035: Planning with Purpose* as presented (or amended).

FUNDING SOURCE/IMPACT: This work was completed under contract with Stewart and by the work of many volunteers. The Board has approved \$25,000 in this fiscal year’s budget to assist with Plan finalization and associated ordinance updates and initial implementation work.

ATTACHMENTS:

1. Draft Comprehensive Plan was provided in the August 11 agenda packet and may be accessed online at <https://www.waynesvillenc.gov/departments/development-services/comprehensive-plan-update>

MANAGER’S COMMENTS AND RECOMMENDATIONS:

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 9/8/2020**

SUBJECT: Draft Traffic Calming Policy

AGENDA INFORMATION:

Agenda Location: OLD BUSINESS
Item Number: F10
Department: Administration
Contact: Rob Hites
Presenter: Rob Hites

BRIEF SUMMARY: We took the feedback we received from the Board and adapted Chapel Hill's Policy for our needs.

MOTION FOR CONSIDERATION: Set Public hearing to receive input from the citizens on the draft policy.

FUNDING SOURCE/IMPACT: None

ATTACHMENTS: Draft Traffic Calming Policy

MANAGER'S COMMENTS AND RECOMMENDATIONS: Receive the Policy for information, comment on its contents and set a Public Hearing to receive public input.

POLICY AND PROCEDURES FOR TRAFFIC CALMING MEASURES

PURPOSE

To adopt official policy for the appropriate and consistent application of traffic calming measures on Town-maintained streets in Waynesville.

COVERAGE

This policy shall be applicable until such time that they are officially amended, modified, or rescinded by the Town Board of Aldermen.

POLICY

Traffic calming measures are applicable in residential neighborhoods where speeding vehicles and/or cut-through traffic are the primary concerns, and traditional police enforcement is found to be unfeasible and/or ineffective. Streets must typically be residential in nature for consideration under this policy. The policy is intended to promote traffic calming measures that are appropriately implemented, coordinated with the Town's key departments including Police, Fire, and Public Works, and are supported by the community. In addition to citizen requests, traffic calming projects can also be identified by Town staff, Town advisory boards, and/or the Board of Aldermen.

The Staff will identify improvements to the procedures to keep the implementation of the Board of Aldermen's policy up to date.

The following procedure will be used to identify, evaluate, and implement traffic calming projects in Waynesville.

1. A citizen requesting traffic calming improvements will fill out a Request for Traffic Calming Measures form available in the Town Public Works Department and on the Town web site.
2. Upon receipt of a properly completed Request form, the Town's Technical Review Committee will review the request to make sure that the requested streets for traffic calming measures does not reduce response time for emergency service providers. The Town Engineer will determine an applicable "service area" surrounding the requested traffic calming site(s) and will provide the requesting citizen with a Petition form to be signed by interested property owners within the designated service area. The size and extent of the service area will take into consideration the type of traffic calming project being proposed, the layout and type of properties in the vicinity, and the characteristics of the street network surrounding the proposed project site(s). Depending on the circumstances, the service area may include:
 - All properties abutting the proposed street segment to be modified.
 - All properties on adjacent street(s) with ingress/egress only possible via the modified street segment.
 - All properties on adjacent street(s) that have alternative points of ingress/egress but will be otherwise affected by the modified street segment.

The Technical Review Committee shall hear appeals regarding service area boundaries established by Town engineer and will provide recommendations regarding alterations of the boundaries for consideration by the Manager.

3. The Public Works Department will prepare a petition form including the following items:
 - i. A map showing the service area
 - ii. A listing of property owners in the service area
 - iii. A preliminary traffic calming plan showing probable devices and their locations

The requesting citizen will obtain signatures on the Petition form. A valid Petition for traffic calming measures must be signed by 70% of the property owners within the service area surrounding the requested traffic calming site(s).

3. The requesting citizen will return the Petition form, with **original** signatures, to the
4. Director of Public Works located at 1600 Legion Drive Waynesville, N.C. 28786.

Email signed petitions from the property owners are also allowed in lieu of original signatures. The email petition must indicate the full name(s) of property owners. Email signed petitions must be returned to the email address jstines@wayensvillenc.gov The Town staff will confirm that the Petition signatures concur with land ownership records. Once a Petition is determined to be valid, the Public Works Department will notify the requesting citizen of the petition status.

5. Upon receipt of a valid Petition (as described in Step #3 above), the Public Works Department will gather project site data including traffic volumes, speeds, and accident history. A proposed project plan will be developed using the following procedure:
 - Assess problems and needs
 - Identify goals and objectives
 - Identify evaluation criteria
 - Evaluate alternatives
 - Select a proposed plan

The development of a traffic calming plan will include review and evaluation by the Town Technical Review Committee, based on Best Management Practices of the Traffic Engineering profession. (APPENDIX A), and evaluation of the types and design criteria of traffic calming measures applicable to site (APPENDIX B).

The Public Works Department will prepare a cost estimate for the proposed traffic calming project and associated improvements.

6. Traffic calming projects will be prioritized in accordance with the ranking system outlined in APPENDIX C, and will be presented to the Board of Aldermen consideration. The Board will review the proposed projects, including the associated traffic data compiled for each project. Based on its review, the Board will determine the device that is best for the design and traffic volume of the street.
7. The Finance and Public Works Director shall include a cost estimate of each device approved by the Board and shall include those costs as part of the Town's annual street improvement program. Should the Town have unspent funds in the street paving account and have paving work scheduled apart from the annual paving process they may request that the Board approve funding for calming devices that have been approved on a first come first serve basis.
8. Once project funding is approved by the Board of Aldermen, the Public Works Department will prepare construction plans and specifications and an updated cost estimate.
9. When the final design of the traffic calming devices are complete, the Public Works Department will schedule a neighborhood meeting to discuss the plans, estimated costs, and construction procedures/schedule. Each property owner in the service area of the project will be notified when and where the meeting is scheduled.
10. The project will be constructed by Town forces or by private contractor.
11. Town staff will monitor the performance of completed traffic management projects and will report to the Board of Aldermen regarding the operation and effectiveness of the traffic calming measures within 12-18 months following installation. This follow-up report could result in Board of Aldermen action to revise or remove a previously approved traffic management measure.
12. Citizen requests for removal of traffic calming devices will be required to go through the same petition process described previously for installation requests.

APPENDIX A

POLICY FOR PLACEMENT OF STOP SIGNS AND ASSIGNMENT OF SPEED LIMITS

OBJECTIVE: It is the policy of the Town of Waynesville to install stop signs and assign speed limits that will promote the safe, efficient, and orderly movement of vehicles throughout the Town while preserving existing residential neighborhoods and providing safe and accessible means for pedestrian movement adjacent to and across Town streets.

GUIDELINES: The following guidelines shall be considered when evaluating placement of stop signs and assignment of speed limits on Town streets. In general, the Town of Waynesville places signs of all types in accordance with the recommendations of the Manual on Uniform Traffic Control Devices for Streets and Highways (M.U.T.C.D.), published by the U.S. Department of Transportation. This policy includes the general M.U.T.C.D. recommendations and supplements them with more specific guidelines directed to situations expected to arise in Waynesville.

STOP SIGNS

Stop sign(s) may be warranted at an intersection where one or more of the following conditions exist:

1. Intersection of less important road with a main road where application of the normal right-of-way rule is unduly hazardous.
2. Intersection of a minor street entering a through highway or street.
3. Unsignalized intersection in a signalized area.
4. Intersection where a combination of high speed, restricted sight distance, and serious accident record indicates a need for control by stop sign(s).
5. Intersection which intercepts identified pedestrian route(s) carrying significant Pedestrian volume.
6. Intersection on a street without curbs or sidewalks when such streets are carrying traffic volume significantly above that for which the street was designed.
7. Intersection with existing irregular stop sign placement, where additional sign(s) would improve safety.

8. Unsigned intersection within an existing series of intersections with stop signs.
9. Where the interest of public safety dictates.
10. Intersection of two collector streets that provide primary service to an area and carry nearly equal traffic volumes, which makes clear assignment of right-of-way difficult.
11. Intersection adjacent to facilities such as parks, pools, schools, or other facilities which significantly increase and concentrate pedestrian and vehicular traffic in a localized area.
12. Intersection within a specific street network that carries through traffic on a route which is less desirable than on an alternative route or designated thoroughfare.

Stop sign installation will normally not be recommended in the following situations:

13. At mid-block locations.
 13. Solely for the purpose of controlling vehicular speeds.
 14. At locations where a stop would create a high likelihood of rear-end collisions.
 15. On major arterials or thoroughfares.
 16. At locations where yield signs will provide adequate control without requiring full stops.
 17. At railroad crossings.

Stop sign installations will be evaluated by Town engineering staff and judged in accordance with these guidelines to avoid potentially detrimental use of this highly restrictive traffic control measure. Evaluations will consider alternatives to stop sign installations which may include construction of sidewalks, improvement of sight distance, construction or improvement of alternative traffic routes, or other site-specific improvements in lieu of stop sign placement.

SPEED LIMITS

In general, speed limits will be assigned based on street classification as follows:

Local.....	25 mph
Collector.....	25-35 mph
Arterial (Major and Minor).....	45 mph

Changes in existing speed limits and/or posting of speed limits other than those generally recommended by street classification will be considered in situations where:

1. Changes in use of property adjacent to a street creates changed speed limit conditions.

2. Changes in vehicular or pedestrian traffic patterns on a given street creates changed speed limit conditions.
3. The proximity or locations of parks, pools, schools, driveways or other facilities increases and concentrates vehicular and pedestrian traffic on a given street or streets.
4. Street design will not accommodate the speed limit normally recommended, or the posted speed limit.
5. Changes will create a more uniform, continuous speed limit throughout a defined travel corridor.

Speed limits below 25 mph will not be considered on public streets except for special zones such as schools or hospitals.

Speed limits will be evaluated by Town engineering staff to create conditions where the Town street system can be utilized efficiently and safely at speeds that can be adequately enforced. Evaluations will include review of alternatives to speed limit changes which may include street improvements, construction of alternative routes, control of access, or other specific improvements in lieu of speed limit changes.

APPENDIX B
TYPES OF TRAFFIC CALMING MEASURES AND DESIGN CRITERIA

Traffic Calming Device	Street Classification (Intersection)	Average Daily Traffic Volume (ADT) Minimum & Maximum	Street Width (Edge to Edge)	Street Grade or Intersecting Street Grades Note 4	Line of Sight (Minimum)	Adjacent On-Street Parking	Posted Speed Limit	Minimum 85 th Percentile Speed
Speed Tables	Local or Local Collector	500 - 3000 vpd	25 ft.	4%	360 ft.	Removed	25 mph	35 mph
Pavement Treatments	Local or Local Collector	500- 3000 vpd	20 ft.	4%	360 ft.	Removed	25 - 35 mph	35 to 45 mph
Semi-Diverter	Local	500- 1500 vpd	25 ft.	1%	360 ft.	Removed	25 mph	35 mph
Cul-de-sac	Local	500- 1500 vpd	(Note 1)	(Note 2)	360 ft.	Removed	25 mph	35 mph
Mid-block Closure	Local	500-1500 vpd	25 ft.	(Note 2)	360 ft.	Removed	25 mph	35 mph
Forced Turn Channelization	Major Street - Local or Local Collector Minor Street - Local	500-1000 vpd	25 ft.	(Note 1)	360 ft.	Removed	25 - 35 mph	35 to 45 mph
Traffic Circle	Major Street - Local or Local Collector Minor Street - Local	500-3000 vpd	(Note 1)	1%	360 ft.	Removed	25 - 35 mph	35 to 45 mph
Chicanes	Local Collector	500-3000 vpd	(Note 1)	4%	360 ft.	Removed	25 - 35 mph	35 to 45 mph
Chokers	Local or Local Collector	500-3000 vpd	(Note 1)	4%	360 ft.	Removed	25 - 35 mph	35 to 45 mph

Note 1: Existing Street conditions must be able to accommodate Emergency vehicle requirements.

Note 2: Existing Street conditions must be able to maintain drainage requirements.

Note 3: The criteria in this table were developed by the Waynesville Engineering Department. They are based on accepted traffic and similar traffic calming applications in other parts of the country.

Note 4: Street grades exceeding the numbers above will be evaluated on a case by case basis by The Public Works Dept.

**APPENDIX C
RANKING SYSTEM FOR
TRAFFIC CALMING PROJECTS**

Item	Points
1. Traffic Volume	Average daily traffic volume on the proposed project street divided by 100. [20 points maximum]
2. Traffic Speed	Percentage of vehicles traveling at or more than 10 mph over the posted speed limit on the proposed project street divided by 2. [40 points maximum]
3. Traffic Accidents	Two points per accident that likely could have been resolved by the recommended traffic calming device, based on accident records for the past three consecutive years. [20 points maximum]
4. Schools	Five points for each private or public elementary, middle, or high school within the area benefited by the proposed traffic calming measure.
5. Other	<p>a) Five points if a street proposed for a traffic management project has a sidewalk on only one side.</p> <p>b) Twenty points if a street proposed for a traffic management project does not have a sidewalk on either side.</p> <p>c) Ten points if a street proposed for a traffic management project has travel lane widths wider than 10 feet.</p> <p>d). Three points for each pedestrian generator or attractor (such as a park, swimming pool, green-way, etc.) within the area benefited by the proposed calming measure.</p> <p>e) One point for each bus stop within the area benefited by the proposed calming measure.</p> <p>f) Five points for each designated school crossing within the area benefited by the proposed calming measure.</p> <p>g) Ten points for each six month period that a project remains on the prioritized list without being selected for funding.</p>

**APPENDIX C
RANKING SYSTEM FOR
TRAFFIC CALMING PROJECTS**

Item	Points
1. Traffic Volume	Average daily traffic volume on the proposed project street divided by 100. [20 points maximum]
2. Traffic Speed	Percentage of vehicles traveling at or more than 10 mph over the posted speed limit on the proposed project street divided by 2. [40 points maximum]
3. Traffic Accidents	Two points per accident that likely could have been resolved by the recommended traffic calming device, based on accident records for the past three consecutive years. [20 points maximum]
4. Schools	Five points for each private or public elementary, middle, or high school within the area benefited by the proposed traffic calming measure.
5. Other	<ul style="list-style-type: none"> a) Five points if a street proposed for a traffic management project has a sidewalk on only one side. b) Twenty points if a street proposed for a traffic management project does not have a sidewalk on either side. c) Ten points if a street proposed for a traffic management project has travel lane widths wider than 10 feet. d). Three points for each pedestrian generator or attractor (such as a park, swimming pool, green-way, etc.) within the area benefited by the proposed calming measure. e) One point for each bus stop within the area benefited by the proposed calming measure. f) Five points for each designated school crossing within the area benefited by the proposed calming measure. g) Ten points for each six month period that a project remains on the prioritized list without being selected for funding.



Application for Special Events Permit

I. General Information

EVENT NAME: Apple Harvest Festival

EVENT DATE(S): October 17, 2020 (Set up October 16, 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: Main Street, Waynesville, NC

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

SET-UP TIME (START/END): Friday, 10/16/2020 9:00 PM through Saturday, 10/17/2020 7:00 PM

EVENT HOURS: Saturday, 10/17/2020 10:00 AM - 5:00 PM

DISMANTLE HOURS (START/END): Saturday, 5:00 PM – 7:00 PM

ESTIMATED ATTENDANCE: _____

BASIS ON WHICH THIS ESTIMATE IS MADE: _____

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood Chamber of Commerce

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

APPLICANT NAME: CeCe Hipps TITLE: President, Haywood Chamber of Commerce & EDC

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

828.456.3

PHONE: 021 FAX#: _____ EMAIL: chipps@haywoodchamber.com

ON-SITE CONTACT: CeCe Hipps TITLE: President

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

828.456.3

PHONE #: 021 CELL PHONE #: 828.768.1430 EMAIL: chipps@haywoodchamber.com

III. Brief Description of Event

The Apple Harvest began 32 years ago as a venue for the farmers to sell their apples. It has grown today to a food, arts and crafts pop up market to celebrate the apple season and harvesting of apples. This year the Apple Harvest is going to be much different than previous years with limited vendors allowed, no live music or gathering activities.

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

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

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

1. Main Street
2. Depot Street
3. Miller Street and Church Street

V. Event Details

YES	NO	
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/> Application for ABC Permit will be obtained in accordance with NC ABC Rules and Regulations. Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout) To be provided
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale of food ? If "YES", has the health department been notified? <u>Yes</u> Have you applied for a temporary permit? <u>No</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale of non-food items ? If "YES" have you applied for a privilege license? <u>No</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be musical entertainment at your event? IF "YES" provide the following information: Number of Stages: <u>1 (10'x20')</u> Number of Band(s): <u>4 - 6</u> Amplification? <u>Yes</u>
		Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing occupied building ? Address _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you plan to use an existing vacant building ? Address _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will there be any tents or canopies in the proposed event site? Please provide the following information: Approx. Number of Tents: <u>175-200</u> Will any tent exceed 400 sq. feet in area? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the use of pyrotechnics ? Explain _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? 13 - Justice Center; UCB Parking Lot, Wall St, Town Hall
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require electrical hookup for the event? Generators? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will you require access to water for the event? Explain _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s). \$200 - \$300/single booth
<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? <u>No</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will inflatable parade balloons be used for the event? Provide details if necessary.

VI. Additional Questions

How will **parking** be accommodated for this event? Directional signage & arrows to direct individuals to available 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 provides dumpsters & trash cans - Tuscola High School AF JROTC collects trash from cans and on sidewalks & delivers to dumpsters

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

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

Return to:

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:



Apple Harvest Festival Vendor Booth Layout

*12 feet between booth outside
unless otherwise noted

-  10 x 12 Booth
-  Restrooms
-  Handicap Restroom
-  Electric Outlet
-  Layout Marker

2020 Apple Harvest Assumptions and Guidelines
August 27, 2020
Confidential Draft

Assumptions

- Attendance will be smaller than previous years due to COVID and the fact that we have not promoted the event
- There will be visitors in town due to the leaf season and having more space (Main Street) for people to engage in other experiences will reduce the crowding on the sidewalks and in the shops
- This document will be adjusted as CDC guidelines and Governor's orders continue to be updated or to Town of Waynesville recommendations and requirements

Guidelines

- Vendor booths will be limited to 100 or less
- Vendors, Chamber staff volunteers and attendees will wear a mask during the show
- Vendors will sanitize booth surface areas regularly
- Information will be distributed in advance to all vendors and merchants on Main Street of event guidelines
- Handwashing stations will be located throughout the show especially at each entrance to the event
- Traffic will flow in one direction with exit points periodically located along the route
- Markings will be placed on the street to direct the flow of traffic in addition to circles at each booth to stand to avoid crowding
- Stanchions or other similar barriers will be placed down the middle of the road allowing for one-way traffic.
- We will have signs in and around the area of downtown Waynesville promoting guidelines to follow according to latest CDC recommendations including the 3 W's wear, wait, wash in addition to signage throughout the festival
- Vendors will be able to display their work from three open air sides of the booth space. This will allow the public to view items without stepping into the booth

- The back side of each booth that butts up against sidewalk will not be accessible to the public
- Booths will be located to on each side of main street vs. our normal set up which is down the middle in quads
- Attendance will be monitored to ensure that density of the crowd does not get too high for proper 6 ft. social distancing. If it looks too crowded, we will hold attendees outside the show area or encourage them to come back at another time.
- Masks will be distributed as needed
- Merchants on Main Street will be informed via email and distribution of flyers which will outline all the guidelines and protocols we are following
- No food vendors outside of Haywood County will be allowed to participate in the Apple Harvest
- No activities will be allowed that encourages gathering of large groups i.e. bands, square dancing, clogging, etc

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