



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: April 13, 2021

Time: 6:00 p.m.

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A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. **CONSENT AGENDA:** *All items below are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

- i. Adoption of minutes
- ii. Call for public hearing to consider an application for a Conditional District Rezoning and Map Amendment at 104 locust Drive, PIN 8606-52-8765
- iii. Call for a public hearing to discuss incentives for the expansion of industry
- iv. Approval of Special Event Permits

D. RESOLUTIONS & PROCLAMATIONS

2. Resolution Adopting and Observing April 21, 2021 as "Administrative Professionals Day"
 - Mayor, Gary Caldwell

C. PRESENTATIONS

3. Recognition of fallen Town of Waynesville K-9 Officer, Valor
 - Lieutenant, Brandon Gilmore
4. Recognition of promotions and new hires within the Waynesville Fire Department
 - Joey Webb, Fire Chief

5. Consideration to extend the powers of code enforcement and nuisance enforcement into the Extraterritorial Jurisdiction of the town of Waynesville.

- Alan Sheinfeld

6. Discussion of Financing Alternatives for Municipalities

- Rob Hites, Town Manager
- Bob Jessup, Bond Attorney with Sanford & Holshouser

E. NEW BUSINESS

7. Board approval of a site plan to be submitted for a Parks and Recreation Trust Fund (PARTF) Grant

- Elizabeth Teague, Development Services Director

8. Capital budget request to replace the Development Service's plotter

- Elizabeth Teague, Development Services Director

9. Request to fund the purchase of BOLA Wraps – Less than lethal force

- David Adams, Police Chief

10. Request to upgrade Town IT and Computer Systems

- Jesse Fowler, Assistant Town Manager

11. Request of Board approval to purchase Kruger – Hydro-Tech Disc-Filter System for the Waste Water Treatment Plant

- Jeff Stines, Public Services Director

F. COMMUNICATIONS FROM STAFF

11. Manager's Report

- Town Manager Rob Hites

12. Town Attorney Report

- Town Attorney William Cannon

G. COMMUNICATIONS FROM THE MAYOR AND BOARD

13. Discussion on possible actions to curb littering within the Town and revisions to §44-5 of the Town of Waynesville Code of Ordinances

- Alderman Jon Feichter

G. 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 April 2021

2021	
Saturday April 24	Waynesville Litter Pickup Day
Tuesday April 27	Board of Aldermen Meeting – Regular Session
Tuesday May 11	Board of Alderman Meeting – Regular Session
Sunday May 16	Drug Epidemic Awareness Walk
Monday May 25	Board of Aldermen Meeting – Regular Session
Monday May 31 Memorial Day	Town Offices Closed
Saturday June 5	Oasis Shriners Spring Ceremonial Parade – 2:00 pm
Tuesday June 8	Board of Aldermen Meeting – Regular Session
Tuesday June 22	Board of Aldermen Meeting – Regular Session
Friday July 5 Independence Day	Town Offices Closed
Tuesday July 13	Board of Aldermen Meeting – Regular Session
Tuesday July 27	Board of Aldermen Meeting – Regular Session
Tuesday August 10	Board of Aldermen Meeting – Regular Session
Tuesday August 24	Board of Aldermen Meeting – Regular Session
Monday September 4 Labor Day	Town Offices Closed
Tuesday September 14	Board of Aldermen Meeting – Regular Session
Tuesday September 28	Board of Aldermen Meeting – Regular Session
Tuesday October 12	Board of Aldermen Meeting – Regular Session
Tuesday October 26	Board of Aldermen Meeting – Regular Session
Tuesday November 9	Board of Aldermen Meeting – Regular Session
Thursday November 11 Veterans Day	Town Offices Closed
Tuesday November 23	Board of Alderman Meeting- Regular Session
Tuesday December 14	Board of Aldermen Meeting – Regular Session
December 23, 24 & 27th	Town Closed – Christmas Holidays

Board and Commission Meetings – April 2021

ABC Board	ABC Office – 52 Dayco Drive	April 20 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	April 6 1 st Tuesday 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	April 22 4 th Thursday 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	April 7 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	April 19 3 rd Monday 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	April 8 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	April 21 3 rd Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	April 13 2 nd Tuesday 3:30 PM

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN

Regular Meeting

March 23, 2021

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, March 23, 2021 at 6:00 p.m. via Zoom in the Municipal Building located at 16 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:00 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
Jesse Fowler, Assistant Town Manager
Town Attorney William E Cannon, Jr.
Eddie Ward, Town Clerk
Lt. Chris Chandler

The following media representatives were present:

Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded the board about the upcoming Good Friday Holiday on April 2nd, and the Gateway to the Smokies Half Marathon to benefit the Riley Howell Foundation Fund, which will be held on Saturday, April 3rd.

2. Adoption of Minutes

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to approve the minutes from the February 23, 2021 regular meeting as presented. The motion carried unanimously.

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

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to approve the minutes of the Board of Aldermen Special Meeting (Retreat) held on March 4, 2021 as presented. The motion carried unanimously.

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

B. PUBLIC COMMENT

3. Mayor Gary Caldwell asked Town Clerk Eddie Ward if there were any comments to be read into the minutes. Ms. Ward read a public comment from Ms. Peggy Hannah (included in these minutes).

C. PRESENTATION

4. Installation of restrooms at OK Park

- Phillip Gibbs
- Walter Bryson
- Bob Clark

Mr. Bob Clark stated that the newly developed OK Park is being used frequently for different events, but not having a restroom close causes some problems. They would like to see the Town build a restroom so that the park visitors would not have to walk to nearby homes to use the restroom. He stated that he has spoken with most of the community, and everyone believes that to get full benefits from the park, a restroom is needed. The group met with the Recreation Advisory Committee and received unanimous support for the request.

The park is very small, and they have had discussions with a neighboring landowner who might be interested in selling a piece of property adjacent to the park. He suggested to the Board that the community raise the money for that property, and then donate it to the Town for the restrooms.

Mr. Phillip Gibbs added that they did not want to create a health problem in the area by not having the restrooms. He wants to keep the park a clean and good place for the community to hold events. The community plans to use the park daily and this is something that is absolutely needed.

There is also a safety issue with the park currently being so close to the road now. Mr. Clark added that there had been discussion concerning closing Calvary Street so the land would be contiguous without a road in the middle to enhance parking. Closing Calvary Street would eliminate that issue.

Mayor Caldwell said he felt that it was a good idea, and asked Town Manager Rob Hites, Assistant Manager Jesse Fowler, and Fire Chief Joey Webb to research the project and present their findings to the Board in the upcoming Budget year.

5. TDA & 1% Zip Code Funding Mid-Year Report for 28785/86

- Lynn Collins, TDA Executive Director

Ms. Lynn Collins, TDA Executive Director, presented the TDA and 1% Zip Code Funding Mid-Year Report for 28785/28786. In the 3% Net Occupancy Report she pointed out that compared to budget the Occupancy Tax is 45%, ahead, and 27% ahead compared to previous year. Ms. Collins said that in January of 2021 the Occupancy Tax was 113% above budget and 65% above compared to last year. She projected that the entire budget for the year will be collected in seven months, and she feels that the trend will continue. It took 32 years to reach one million dollars in collections, and two million in collections will be reached in 6 years.

The Town of Waynesville is doing quite well in the 1% Net Occupancy Tax which breaks everything down by zip code. Waynesville has already collected the budget for the year, and almost surpass the collection from last year. There will be money to carry over into the next budget year. Looking at the Occupancy Tax by Category shows a big increase in vacation rentals account for 73% of the occupancy for January. There was a slight increase in the hotel/motel category.

Ms. Collins reviewed the Co-op Marketing from the 1% Occupancy tax and said it had started slow, but as everything started opening the fourth quarter has been considerably higher with Waynesville contributing just

under \$100,000.00 for marketing. Most of that money will be spent for spring and summer advertising. She said most of the Towns have their own page on the TDA website, and Waynesville has been a very popular site to visit. After re-opening, the most inquiries were directed at hiking, and the TDA developed the NC Smokies Hiking Safety Tips. Another program that is extremely popular is the Mountain Heritage Trout Waters which includes several items including a three-day fishing license for \$8.00, tackle box and fishing pole. Ms. Collins said she would like to find a location in Waynesville to pick up and return the fishing gear.

Mayor Caldwell told Ms. Collins that he had heard many positive comments about the Wayfinding Signs. She gave credit to the committee consisting of managers from the Towns, in Haywood County for developing the signs.

D. PUBLIC HEARING

6. Public hearing to discuss Mountain Housing Opportunities request for a grant through the Town of Waynesville's affordable housing policy
 - Jesse Fowler, Assistant Town Manager

Attorney William Cannon opened the Public Hearing at 6:41 pm and asked if anyone wished to speak. No one answered.

Assistant Manager Fowler explained to the Board that at the January 12, 2021 meeting, the they had approved a grant to Habitat for Humanity through the Town's Affordable Housing Policy in the amount of \$75,412. \$45,412 of this grant was to be paid to Habitat for Humanity through the General Fund Balance, and \$30,000 was to be paid through in-kind services. Habitat for Humanity had awarded a bid for services for infrastructure development prior to the Board's January 12 meeting. Therefore, rather than granting in-kind services in the amount of \$30,000, staff is requesting that Board approve a budget amendment of \$30,000 from the General Fund Balance to be granted to Habitat for Humanity to help offset their costs associated with water and sewer infrastructure development.

Mr. Warren Suggs of Civil Design Concepts thanked the Town Staff for all their efforts in making sure the Mountain Housing Opportunities project, known as Balsam Edge, located at 333 Howell Mill Road, has connectivity to water and sewer. He said that they had gone before the Planning Board last week and received a unanimous approval for the project. Mr. Suggs said that this would also be an advantage for any future customers along that section of Howell Mill Road.

Adeline Wolfe of Mountain Housing Opportunities thanked the Board for hearing this proposal and commented on how Waynesville has developed this incentive program for affordable housing. She said that a lot of the time these properties cannot absorb the costs and she is grateful to Waynesville for having this opportunity.

Alderman Feichter asked if the AMI that is being used to calculate the rent is for Haywood County or is it the AMI for the Town of Waynesville. Ms. Wolfe responded that it is based on all of Haywood County. Alderman Feichter asked if it was possible to use the AMI for Waynesville because it is lower than Haywood County. Ms. Wolfe said that the NCFHA (North Carolina Finance Housing Agency) dictates the AMI by the county. She explained that the goal is to have each bedroom type average out to not be above the 60 AMI range. Alderman Chuck Dickson asked how it was decided which applicants are approved for residency. Ms. Wolfe explained that they had a Property Management Company that manages all the properties and oversees the

leases. The main requirement is that there are annual income limits that must be met to rent one of the apartments, and background checks will be administered.

Alderman Freeman and Alderman Sutton both agreed that this was a great honor for this project to be coming to Waynesville.

A motion was made by Alderman Jon Feichter, seconded by Alderman Chuck Dickson ,to award a Affordable Housing Grant to Mountain Housing Opportunities, Ordinance No.0-04-21 Amendment No. 11 and Ordinance No. 0-05-21 Amendment No. 12, to offset development fees and costs associated with the infrastructure development of their 333 Howell Mill Development. The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>	<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>	<i>Alderman Anthony Sutton</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>		

E. NEW BUSINESS

7. Budget Amendment for SRT Equipment
- Lt. Chris Chandler

Lt. Chandler stated that this request is to move money from object lines to an actual line item to purchase Special Response Team Entry Vests. This money will be moved from Watershed Law Enforcement Fund in the amount of \$4,860.00, Police Donations of \$2200.00, and SWAT Funds in the amount of \$8048.00 which is money that the policemen have raised by having hot dog and bar b que sales.

Five of these vests were purchased from the Materials and Supplies line item in the amount of \$13,000.00. By utilizing the requested Budget Amendment and pulling from other designated law enforcement funds, the Town will be able to purchase five additional vests which will properly equip the entire SRT with an in-date entry vest.

A motion was made by Alderman Julia Freeman, seconded by Alderman Chuck Dickson to approve Ordinance 0-03-21, Budget Amendment No 9 in the amount of \$12,000.00 for the purchase of SRT Vests. The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>	<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>	<i>Alderman Anthony Sutton</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>		

8. Special Event Application for the Drug Epidemic Awareness Walk (Walk Across America)
- Jesse Fowler, Assistant Town Manager

Assistant Manager Fowler said that the Town had received a special event application for the Drug Epidemic Awareness Walk (Walk Across America). This event is organized by the Share Project and will be a short walk through downtown Main Street to raise awareness to the drug epidemic currently faced in America. This event was approved for 2020 but had to be postponed due to COVID-19. Staff has amended their original application and the event is now scheduled for May 16, 2021.

A motion was made by Alderman Jon Feichter, seconded by Alderman Anthony Sutton, to approve the special event: Drug Epidemic Awareness Walk (Walk Across America) scheduled for May 16, 2021. The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>	<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>	<i>Alderman Anthony Sutton</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>		

9. Budget amendment to fund Habitat for Humanity's Affordable Housing Grant

- Jesse Fowler, Assistant Town Manager

Assistant Town Manager Jesse Fowler explained that at the January 12, 2021 meeting, the Board of Aldermen approved a grant to Habitat for Humanity through the Town's Affordable Housing Policy in the amount of \$75,412. He said that \$45,412 of this grant was to be paid to Habitat for Humanity through the General Fund Balance, and \$30,000 was to be paid through in-kind services. Habitat for Humanity had awarded a bid for services for infrastructure development prior to the Board's January 12 meeting. Therefore, rather than granting in-kind services in the amount of \$30,000, Assistant Manager Fowler said staff is requesting that Board approve a budget amendment of \$30,000 from the General Fund Balance to be granted to Habitat for Humanity to help offset their costs associated with water and sewer infrastructure development.

A motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to approve Ordinance No. 0-06-21, Budget Amendment No. 10 for \$30,000 to offset the cost infrastructure development at Habitat for Humanity's Sylvan Street development. The motion carried unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>	<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>	<i>Alderman Anthony Sutton</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>		

10. Readdressing Board of Aldermen meetings via Zoom

- Jesse Fowler, Assistant Town Manager

At the March 4, 2021 Board of Aldermen Retreat, the Board chose to extend the policy of hosting their regular scheduled meetings via zoom through the Month of March. Assistant Manager Fowler asked the Board if they wished to continue hosting the regular scheduled Board of Aldermen meetings via Zoom or to host them in person in the Town Board room located at 9 south Main Street.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to host regular scheduled Board of Aldermen Meetings in the Town Board room located at 9 South Main Street beginning with the April 13th meeting, and to remain in compliance with the Mask Mandate and Social Distancing orders from the Governor. The motion passed unanimously.

<i>Mayor Gary Caldwell</i>	<i>Aye</i>	<i>Alderman Chuck Dickson</i>	<i>Aye</i>
<i>Mayor Pro Tem Julia Freeman</i>	<i>Aye</i>	<i>Alderman Anthony Sutton</i>	<i>Aye</i>
<i>Alderman Jon Feichter</i>	<i>Aye</i>		

11. Resolution Requesting NDOT to Pave Pigeon Street from Main Street to South Hill Street and Main Street from Legion Drive to Walnut Street

- Rob Hites, Town Manager

At the retreat in March, the Board asked Manager Rob Hites to draft a resolution requesting NCDOT to place Pigeon Street from Main Street to South Hill Street and Main Street from Legion Drive to Walnut Street back on the Transportation Improvement Program to be paved as soon as possible. He said that letters would be drafted and sent to local NCDOT representatives, NCDOT Chief Engineer for North Carolina, and state elected delegation. The letters will be followed up with phone calls to each person.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to approve a resolution requesting NDOT to pave Pigeon Street from Main Street to South Hill Street and Main Street from Legion Drive to Walnut Street. The motion carried unanimously.

Mayor Gary Caldwell	Aye
Mayor Pro Tem Julia Freeman	Aye
Alderman Jon Feichter	Aye

Alderman Chuck Dickson	Aye
Alderman Anthony Sutton	Aye

F. COMMUNICATIONS FROM STAFF

12. Manager's Report

- Town Manager Rob Hites

Manager Hites had nothing to report.

13. Town Attorney Report

- Town Attorney William Cannon

Town Attorney William Cannon had nothing to report.

G. COMMUNICATIONS FROM THE MAYOR AND BOARD

Assistant Manager Fowler stated that he had received another Special Event Application, and gave details of the event. The event is the Smokies Black Bear Fest and is scheduled for Saturday June 19th and will be held from 10:00 am – 5:00 pm. Downtown Waynesville Association is sponsoring the event and will be following the Governor's guidelines. Assistant Manager Fowler said he is not asking for approval at this time, but the applicant needs to know if the event can be held so vendors can be notified. The consensus of the Board was that they were comfortable with the event being held on that date as far as the COVID mandate orders. Assistant Town Manager Fowler said that he would be bringing the information for approval to the next Board meeting.

Alderman Feichter stated that he had participated in a litter clean-up by the railroad tracks near Walmart. The Board saw before and after pictures of the area, and they agreed that it was impressive. He said that he would like to designate Saturday April 24, 2021 as "Waynesville Litter Pickup Day" and encourage the citizens of Waynesville to volunteer at least one hours of their time to preserve the Natural Beauty of the Town of Waynesville. Also, he said there was a litter pick up scheduled for March 24 at 5:00 pm beginning at the old Jim's Drive In. He encouraged everyone that could to participate and volunteer one hour of their time.

Mayor Caldwell asked Town Manager Hites to arrange for trash bags, and a garbage truck to be in place for the volunteers on clean-up day.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman, to adopt Resolution

R-03-21 Saturday April 24, 2021 as "Waynesville Litter Pickup Day". The motion carried unanimously.

Alderman Chuck Dickson commented on the draft consent agenda that was in the packet. He said he would like to see it included in the agenda for the next meeting. Alderman Sutton said he felt that a consent agenda would save everyone time on items that can be approved all at one time.

Alderman Dickson asked if Manager Hites could arrange for the Bond Attorney, Bob Jessup with Sandford Holshouser, to speak to the Board at one of the April meetings. Manager Hites said he would arrange a meeting.

H. CLOSED SESSION

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to enter closed session at 7:27pm for hearing to discuss the purchase and improvement of property for the location of industry NC GS §158.7.1(b). The motion carried unanimously.

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

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to return to open session at 8:34 pm. The motion carried unanimously.

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

I. ADJOURN

With no further business, a motion was made by Alderman Julia Freeman, seconded by Alderman Anthony Sutton, to adjourn the meeting at 8:37 pm. The motion was approved unanimously.

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

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Town Manager

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2019

SUBJECT: Call for Public Hearing to consider application for a Conditional District Rezoning and Map Amendment at 104 Locust Drive, PIN 8606-52-8765.

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number: Cii
Department: Development Services
Contact: Elizabeth Teague, Planning Director
Presenter: Elizabeth Teague, Planning Director

BRIEF SUMMARY: Mills Construction, LLC submitted an application for a Special Use Permit to construct a 60-unit multi-family building at 104 Locust Drive to create affordable housing directed for elderly residents. Because of design criteria for this type of housing and the applicant's desire to apply for NC Low Income Housing Tax Credits, they are asking for flexibility in the site plan to allow parking in the front with handicapped access to the building and a *port-cochere*. Therefore, this application is best handled as a conditional district rezoning much like the Town did for shopping centers and multi-family development at Mountain Creek Plaza (the former Bi-lo site). This will require a public hearing and approval of the site plan by the Board of Aldermen.

MOTION FOR CONSIDERATION:

1. Motion to call for a public hearing to be held on April 27, 2021 at 6:00pm to consider a conditional district rezoning application at 104 Locust Drive, PIN 8606-52-8765.

FUNDING SOURCE/IMPACT: N/A.

ATTACHMENTS:

1. Site and Zoning Maps;
2. Draft Site Plan

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

Report For

BOYD, JAMES R
BURGIN, BOYD
5 WHITE OAK RD
ASHEVILLE, NC 28803-2922

Account Information

PIN: 8605-52-8765

Legal Ref: 2016E/587
1994E/78

Add Ref: A02/359
A96/107

Site Information

104 LOCUST DR

Heated Area:

Year Built:

Total Acreage: 5.76

Township: Town of Waynesville

Site Value Information

Land Value: \$195,000

Building Value: \$0

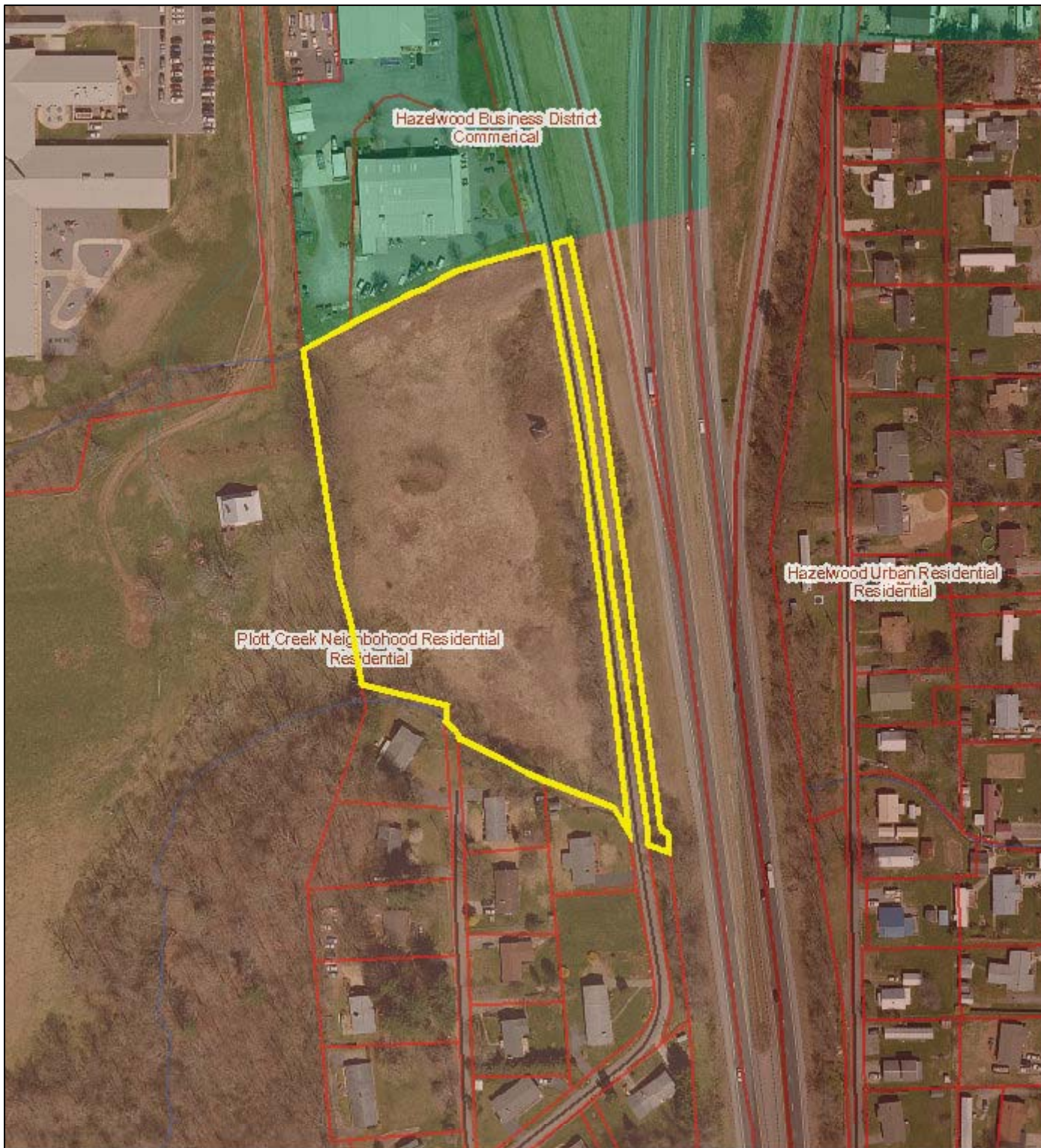
Market Value: \$195,000

Deferred Value: \$0

Assessed Value: \$195,000

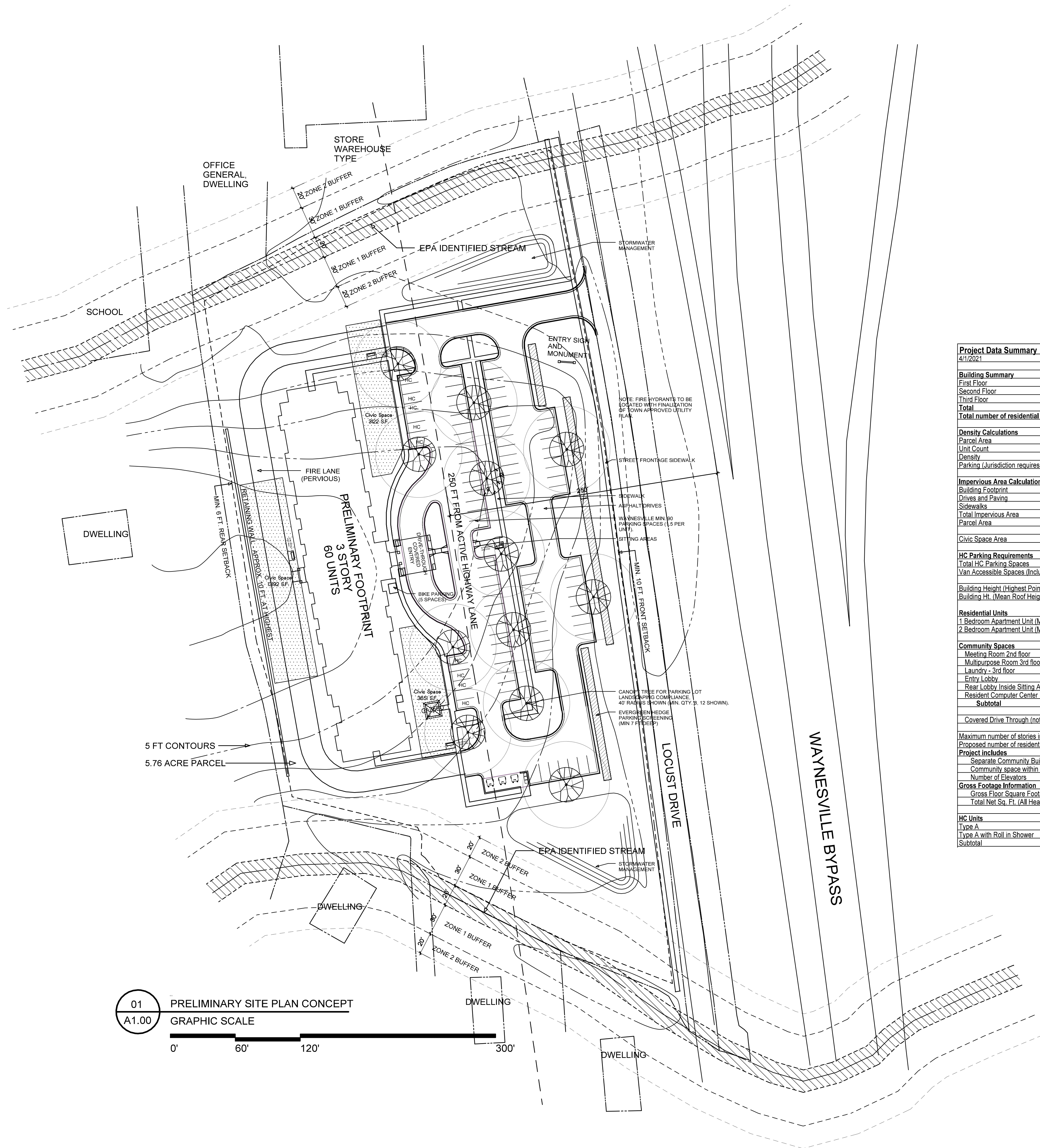
Sale Price: \$0

Sale Date: 11/30/2016



1 inch = 200 feet
March 3, 2021

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.



Project Data Summary		Hazelwood Bluff			
4/1/2021					
Building Summary		1 BR	2 BR	Net Area	Building Area
First Floor		12	8	22,716	23,771
Second Floor		12	9	22,716	22,716
Third Floor		12	7	20,438	20,438
Total		36	24	65,870	66,925
Total number of residential units		60			
Density Calculations					
Parcel Area		5.76 Acres			
Unit Count		60			
Density		10.4 Units/Acre			
Parking (Jurisdiction requires 1.5 spaces per unit)		90 Spaces			
Impervious Area Calculations					
Building Footprint		23,771 SF			
Drives and Paving		47,978 SF			
Sidewalks		9,359 SF			
Total Impervious Area		81,108 SF		32% of parcel	
Parcel Area		250,906 SF			
Civic Space Area		15,488 SF		6% of parcel (5% Min.)	
HC Parking Requirements					
Total HC Parking Spaces		9 spaces			
Van Accessible Spaces (Included in total above)		2 spaces			
Building Height (Highest Point)		46 Feet			
Building Ht. (Mean Roof Height)		38 Feet			
Residential Units		Heated Area	# Units	Total Unit Only Heated Area	
1 Bedroom Apartment Unit (Min. 660 2021 QAP)		680	36	24,480	
2 Bedroom Apartment Unit (Min. 900 2021 QAP)		905	24	21,720	
		46,200			
Community Spaces					
Meeting Room 2nd floor		460	7.67	SF/UNIT	
Multipurpose Room 3rd floor		298			
Laundry - 3rd floor		196			
Entry Lobby		786			
Rear Lobby/Inside Sitting Area		180			
Resident Computer Center		175			
Subtotal		2,095			
Covered Drive Through (not included in net area calculations)			1,055		
Maximum number of stories in building		3			
Proposed number of residential buildings		1			
Project Includes					
Separate Community Building		0 SF (Floor Area)			
Community space within residential buildings		2,095 SF (Floor Area)			
Number of Elevators		1			
Gross Footage Information					
Gross Floor Square Footage		66,925			
Total Net Sq. Ft. (All Heated Areas)		65,870			
HC Units		1 BR	2 BR	Total	
Type A		2	1	3	5.0%
Type A with Roll in Shower		2	1	3	5.0%
Subtotal		4	2	6	10.0%

NOTE THAT ANSI A117.1, NCHFA ACCESSIBILITY COUNT FOR RESIDENTIAL UNITS DISTRIBUTION WITHIN PROJECT, BY UNIT CLASS, ETC.), ACCESSIBLE ROUTES, AND ADA, ETC. REQUIREMENTS ARE NOT ILLUSTRATED ON THIS PLAN. FINAL CONSTRUCTION DOCUMENTS WILL BE PREPARED TO BE IN COMPLIANCE WITH THOSE REQUIREMENTS.

NOTE THAT THIS IS A PRELIMINARY SITE PLAN, AND IS AN APPROXIMATION OF EXISTING CONDITIONS BASED ON LIMITED INFORMATION. THE PROPERTY BOUNDARY, AND OTHER EXISTING SITE INFORMATION, MAY HAVE BEEN APPROXIMATED FROM GIS OR SKETCH INFORMATION PROVIDED BY OTHERS, THE ACCURACY OF WHICH IS UNKNOWN. THIS DOCUMENT IS NOT INTENDED FOR THE CONVEYANCE OF PROPERTY RIGHTS.

THIS IS A PRELIMINARY PLAN TO ILLUSTRATE A DESIGN CONCEPT ONLY. EXISTING BOUNDARY, RIGHTS OF WAY, EASEMENTS, ZONING CONDITIONS, SETBACKS, PARKING REQUIREMENTS, STORMWATER REQUIREMENTS, UTILITY ACCESS, SEWER ACCESS, WETLANDS, RETAINING WALLS, EXTENT AND COST OF GRADING, ROAD DESIGN, AND OTHER FACTORS AFFECTING THIS PROJECT MUST BE VERIFIED BY OTHERS.



HAZELWOOD BLUFF

WAYNESVILLE
NORTH CAROLINA

60 RESIDENTIAL UNITS

THESE DRAWINGS ARE THE
PROPERTY OF
JONES ARCHITECTURE, PLLC
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JA JOB# 2001 20
DATE: 02-18-2021
FILE:
REV: 04/01/2021
REV:

POST- NCHFA PREL. APPL.
NOT FOR CONSTRUCTION

ARCHITECTURAL
SITE PLAN

A1.00



Report For

BOYD, JAMES R
BURGIN, BOYD
C/O JAMES PATRICK CLAYTON
310 FAIRFAX AVE
ASHEVILLE, NC 28806

Account Information

PIN: 8605-52-8765

Legal Ref: 2016E/587
1994E/78

Add Ref: A02/359
A96/107

Site Information

104 LOCUST DR

Heated Area:

Year Built:

Total Acreage: 5.76

Township: Town of Waynesville

Site Value Information

Land Value: \$195,000

Building Value: \$0

Market Value: \$195,000

Deferred Value: \$0

Assessed Value: \$195,000

Sale Price: \$0

Sale Date: 11/30/2016



1 inch = 400 feet
December 10, 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.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 4/13/21

SUBJECT Call for Public Hearing for the expansion of Industry

AGENDA INFORMATION:

Agenda Location: Consent agenda
Item Number: Ciii
Department: Administration
Contact: Rob Hites
Presenter: Rob Hites

BRIEF SUMMARY: Sunoco has approached the Town and County to request economic expansion incentives to construct an additional production line. The new line will provide employment for fifteen employees at an average salary of \$17.63 per hour. The Corporation will also provide health insurance and other benefits to the new employees. I have attached a spread sheet showing two options for incentives based on the property taxes paid on the new equipment. The incentives are considered a “grant” not a “rebate”. The additional property tax that an industry pays after an expansion is simply the “basis” for the incentive grant. The grant is to encourage the Company to invest \$2.6 million in new equipment that would depreciate over the five- year incentive period. Based on the County’s economic development policy, they would award Sunoco a 50% grant based on their projected ad valorem tax bill. The Town would offer an 80% grant based on their policy. In addition to additional ad valorem taxes the Town would benefit from additional electric, water, and wastewater revenue.

MOTION FOR CONSIDERATION: Motion to set a public hearing to discuss incentives intended for the expansion of industry at the Board of Alderman’s regular scheduled meeting on April 27, 2021.

FUNDING SOURCE/IMPACT: General Fund

ATTACHMENTS: Spread Sheet and Explanation of project.

MANAGER’S COMMENTS AND RECOMMENDATIONS: Set Public Hearing for the Town’s April 27, 2021 meeting.

March 15, 2021

Recommendation on Sonoco Products for an Economic Development Grant

Company

Sonoco Plastics is located at 288 Howell Mill Road Waynesville, NC having been in Haywood County since 2010, when they purchased Associated Packaging who had been at the same location since 1997.

Sonoco was founded in Hartsville, SC in 1899 as the Southern Novelty Company and changed their name in 1923. Currently, Sonoco has over 23,000 employees and 320 plants across 36 countries. Company now has four global business segments: industrial, consumer, protective solutions and display and packaging.

Sonoco also operates 40 recycling facilities worldwide.

The Waynesville plant specializes in thermoforming and mainly produces frozen food trays, portion control cups, blow molded bottles and aseptically processed beverages containers.

The Waynesville plant currently has 130 employees with \$7 million in annual payroll and benefits.

Project Overview

Sonoco is rebuilding their thermoforming line that was damaged by a fire a few years ago. The current thermoforming line is out of capacity due to increased demand. The line will give Sonoco increased capacity to produce additional food trays.

The new line will create 15 new jobs and bring a total investment of \$2.6 million to Haywood County and the Town of Waynesville. The average wage for these jobs is \$17.63 an hour or annual wage of \$36,666. The company provides more than 50% of the cost of the insurance.

Economic Development Agreement

Based on the above information, Haywood County can offer an incentive grant not to exceed \$31,166 based on the amount of investment and number of jobs at a 50%. The annual wage of \$36,666 is within 10% of the Haywood County average annual wage of \$37,577. Per Josh Carpenter, NC EDPNC western representative, the annual wages would qualify NC Commerce grant since they are within 10% of the average wages in Haywood. I recommend an additional 5% for wages and 3% for providing more than 50% of the employees insurance.

NC EDPNC is reviewing Sonoco's application for State incentives.

The Economic Development Agreement will include the investment, number of jobs and documentation to accompany disbursements request.

Haywood County will review investment and job documentation provided by Sonoco. The purpose of the review is to validate any expenses associated with the \$2.6 million investment and verify the job creation.

Further, the Economic Development Agreement will outline by terms number of jobs, investment and incentives, schedule for disbursement and terms if Sonoco does not meet job and investment numbers.

The incentive grant is contingent upon a public hearing and subsequent approval by the BOCC.

Return on Investment

We have reviewed the preliminary information and determined the proposed investment of \$2.6 million would provide the County with \$75,047 in ad valorem taxes over ten years. Based on the Haywood County Incentives Program with 15 jobs and \$2.6 million investment, the County would grant a 50% incentive paid once the taxes are paid. The County would receive \$53,734 in taxes over five years with incentives granted back for \$31,166 for a net positive impact to the County of \$22,560 for five years and a net positive \$43,881 over ten years. Please note that projections are estimates, which can be impacted by changes to the tax rate, investment, and depreciated value of the equipment.

Recommendation

We recommend the economic development incentives and agreement for Sonoco. We are excited that Sonoco has chosen to expand their operations in Haywood County which helps diversify our industries and stimulate job growth.

Depreciation Schedule
Schedule A10

	Investment \$2,600,000	Taxes	Incentive 80%		50%
2022	\$2,340,000	\$ 11,599	\$ 9,280		\$ 5,800
2023	\$2,132,000	\$ 10,568	\$ 8,455		\$ 5,284
2024	\$1,898,000	\$ 9,408	\$ 7,527		\$ 4,704
2025	\$1,664,000	\$ 8,248	\$ 6,599		\$ 4,124
2026	\$1,151,280	\$ 5,707	\$ 4,566	TOW ROI	\$ 2,853
		\$ 45,531	\$ 36,425	\$ 9,106	\$ 22,766

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Requests for Special Events

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: Civ
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

- **Friday Night Summer Street Dances** (*June 25, July 9, July 23, August 6*)
 - These street dances will be held on Friday evenings 4 times throughout the year and would require the small portion of N. Main Street between Depot Street and Well's Way to be closed from 4:45 pm to 10:00 pm.
- **Rolls Royce Parking** (*April 29*)
 - This event will involve several Roll's Royce's parking along Main Street from 11:30 am to 3:00 pm. This will require 12 parking spaces along Main Street to be reserved from 9:00 am to 3:00 pm.
- **Rockin' Block Party Memorial Day Weekend** (*May 29*)
 - This event will involve live music being played along Main Street for citizens and visitors to socialize, eat, and enjoy the music. This event will require the closure of Main Street from 4:45 pm to 11:00 pm.
- **Smokies Black Bear Fest** (*June 19*)
 - This event is the newest seasonal event hosted by the DWA. This festival celebrates the native Black Bear and would require the closure of Main Street from 8:45 pm of the 18th through 7:00 pm of the 19th.
- **Stars & Stripes Celebration + Kids Patriotic Parade** (*July 3*)
 - This event will be held on the 3rd instead of the 4th because the 4th falls on a Sunday. The parade will begin at 11:00 am and will not include any motorized parade elements. The parade will begin at the courthouse and end at the First Baptist church, being led by a police escort along with the Mayor. This event would require Main Street to be closed from 10:00 am to 3:30 pm.
- **Folkmoot Parade** (*July 24*)
 - This is the annual Folkmoot Parade and would require the closure of Main Street from

4:30 pm to 6:00 pm.

- **International Day (July 25)**
 - This is the annual Folkmoot International Day and would require Main Street to be closed beginning the evening of the 24th and it would reopen once the street is cleared around 7:00 pm on the 25th.
- **Fall Rockin Block Party (September 18)**
 - This event will involve live music being played along Main Street for citizens and visitors to socialize, eat, and enjoy the music. This event will require the closure of Main Street from 4:45 pm to 11:00 pm.
- **Friday Night Mountain Street Dance (September 24)**
 - This event is very similar to the Friday Night Summer Street Dances and would require the small portion of N. Main Street between Depot Street and Well's Way to be closed from 4:45 pm to 10:00 pm.
- **38th Annual Church Street Art & Craft Show (October 9)**
 - This is an all day arts and craft show that would require the closure of Main Street from the evening of the 8th through 7:00 pm of the 9th.
- **Treats on the Street (October 30)**
 - This event allows businesses along Main Street to hand out treats along the sidewalks to children. This event coordinates with private events which are held by the First Baptist and First Methodist Churches and would require the closure of Main Street from 4:00 pm to 8:00 pm.
- **Waynesville Christmas Tree Lighting (December 3)**
 - This event is an annual lighting of a 65+ foot Balsam Fir. This event would not require the closure of any streets, but would require assistance from the Town Electrical Department to light the tree.
- **Waynesville Christmas Parade (December 6)**
 - This is the yearly Christmas Parade and would require the closure of North Main Street, Walnut Street, South Main Street, and Haywood Street from 5:30 to 9:00 or as soon as the streets are cleared and cleaned.
- **Night Before Christmas (December 11)**
 - This is a Christmas celebration even that would require the closure of Main Street from 4:45 pm to 10:00 pm. This is not a vendor event with many different booths. Rather this even will host activities such as carolers, horse drawn wagon rides, live music, and meetings with Santa and Mrs. Claus.

MOTION FOR CONSIDERATION:

1. Motion to approve all special events as presented

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:



Application for Special Events Permit

I. General Information

EVENT NAME: Rockin' Block Party FALL

EVENT DATE(S): Saturday, Sept 18, 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: Main Street

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

SET-UP TIME (START/END): 4:45pm – 6pm

EVENT HOURS: 7pm – 10pm

DISMANTLE HOURS (START/END): 10pm - 11pm

ESTIMATED ATTENDANCE: 4000

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501

No	Yes	501c(3)	501c(6)	Place of Worship
	<u>c(4)</u>			

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

III. Brief Description of Event
A traditional Block Party runs from 6-10pm. Live Music held from 7-10pm. We have had 3 music areas, south, north and central. We have at least one non-profit food vendor, usually the WPD SRT for a fundraiser. The focus is on socializing, live music and dancing in the street. A face painter & a balloon twister is invited. A kid's area is scheduled with an area for sidewalk chalk, hula hoops, and corn hole among other kid's games. All businesses are encouraged to remain open. This is not a vendor event. Take down is quick, usually 45 minutes, not more than 1 hour to gather trash, and dismantle one stage.
IV. Street Closure Request (Attach map of the Street Closure)

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

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

1. Close Main Street from Pigeon Street to Well's Way; Closure at Depot and Montgomery Streets; Close off Miller St at the top of N Main (Parking access from Montgomery St up to Main); Close Church at Montgomery and East Street at Wall St. @ 4:45pm Re-Open at 11pm

2.

3.

V. Event Details

YES NO

- ☐ **X** Does the event involve the sale or **use of alcoholic beverages**?
If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- X** ☐ Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? ☒ **X** 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	3 music	Number of	
Stages:	areas w/ 1	Band(s):	
	stage		

Amplification? yes
- 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: 2 Will any tent exceed 400 sq. feet in area? ☒ **X** 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? (2) units will be positioned in the UCBank lot _____
- ☐ **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).
Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit?
DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.
- X** ☐ Will **inflatable parade balloons** be used for the event? Provide details if necessary.

VI. Additional Questions

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

All off Main Street public parking will be open on Wall, Miller and Montgomery Streets, as well as First Baptist Church lot, Parking Deck, and other surrounding public parking lots. DWA hangs NO Parking signs on Main St by noon on Saturday and delivers notices to restaurants / residential. Merchants are also reminded via email and social media.

Notes:

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

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

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

DWA staff places trash cans in the event area prior to the event. These combined with permanent receptacles have proven sufficient for size and nature of the event. Town of Waynesville work crew, Streets and Sanitation Dept., changes out the permanent cans and replaces liners as needed. Filled garbage bags are put to the side of the curb where the Town crew hauls all trash at the end of the evening.

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

We welcome the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:
DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

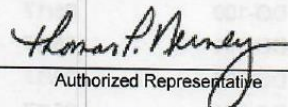
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: Rockin' Block Party Memorial Day weekend

EVENT DATE(S): Saturday, May 29, 2012
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street Downtown Waynesville

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

SET-UP TIME (START/END): 4:45pm – 6pm

EVENT HOURS: 7pm – 10pm

DISMANTLE HOURS (START/END): 10pm - 11pm

ESTIMATED ATTENDANCE: 4000

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501

No	Yes	501c(4)	501c(3)	501c(6)	Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

III. Brief Description of Event
A traditional Block Party runs from 6-10pm. Live Music held from 7-10pm. We have had 3 music areas, south, north and central. We have at least one non-profit food vendor, usually the WPD SRT for a fundraiser. The focus is on socializing, live music and dancing in the street. A face painter & a balloon twister is invited. A kid's area is scheduled with an area for sidewalk chalk, hula hoops, and corn hole among other kid's games. All businesses are encouraged to remain open. This is not a vendor event. Take down is quick, usually 45 minutes, not more than 1 hour to gather trash, and dismantle one stage.
IV. Street Closure Request (Attach map of the Street Closure)

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

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

1. Close Main Street from Pigeon Street to Well's Way; Closure at Depot and Montgomery Streets; Close off Miller St at the top of N Main (Parking lot access from Montgomery St up to Main); Close Church at Montgomery and East Street at Wall St. @ 4:45pm Re-Open at 11pm

2. Cones need to be placed in the EXXON parking lot area to keep vehicles from turning into South Main event area.

3.

V. Event Details

YES NO

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

X ☐ Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? ☒ **X** 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 ^{3 music} areas w/ 1 Number of
Stages: stage Band(s): 3 Amplification? yes

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

☐ **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: ^{Maybe} 2 Will any tent exceed 400 sq. feet in area? ☒ **X** 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? (2) units will be positioned in the UCBank lot _____

☐ **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).
Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit?
DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

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

All off Main Street public parking will be open on Wall, Miller and Montgomery Streets, as well as First Baptist Church lot, Parking Deck, and other surrounding public parking lots. DWA hangs NO Parking signs on Main St by noon on Saturday and delivers notices to restaurants / residential. Merchants are also reminded via email and social media.

Notes:

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

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

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

DWA staff places trash cans in the event area prior to the event. These combined with permanent receptacles have proven sufficient for size and nature of the event. Town of Waynesville work crew, Streets and Sanitation Dept., changes out the permanent cans and replaces liners as needed. Filled garbage bags are put to the side of the curb where the Town crew hauls all trash at the end of the evening.

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

We welcome the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

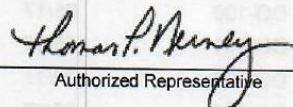
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

<i>Location</i>	<i>Address</i>	<i>Territory</i>
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

<i>Loc</i>	<i>Classification</i>	<i>Code No.</i>	<i>Premium Basis</i>	<i>Rate</i> <i>Pr/Co</i>	<i>Advance Premium</i>	
					<i>All Other</i> <i>Pr/Co</i>	<i>All Other</i>
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152 \$0	\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000 \$0	\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME:	WAYNESVILLE CHRISTMAS PARADE
EVENT DATE(S):	Monday Night, December 6, 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	Main Street Downtown Waynesville
IF THIS EVENT IS A PARADE OR ROAD RACE	A portion of the event is the "Kids on Main" Patriotic Parade @ 11 am; From courthouse to First Baptist Church;
SET-UP TIME (START/END):	4-6pm
EVENT HOURS:	Begins on North Main at 6pm approximately 2 hours
DISMANTLE HOURS (START/END):	8-9pm clean up
ESTIMATED ATTENDANCE:	5000
BASIS ON WHICH THIS ESTIMATE IS MADE:	Historic random crowd counts
COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000.	Please attach proof of insurance (or applicable rider). ATTACHED

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME:	Town of Waynesville, Downtown Waynesville Association , Kiwanis Club				
ARE YOU A NON PROFIT CORPORATION?	No	Yes	501 c(4)	501c(3)	501c(6) Place of Worship
APPLICANT NAME:	Buffy Phillips				
ADDRESS:	PO Box 1409	CITY :	Waynesville	STATE:	NC ZIP 28786
PHONE:	828-456-3517	FAX#:	N/A	EMAIL:	Buffy@DowntownWaynesville.com
ON-SITE CONTACT:	Buffy Phillips / Beth Gilmore			TITLE: Director / Promotions	
ADDRESS:	Same as above				
PHONE #:	828-456-3517	CELL PHONE #:	828-734-7066	EMAIL:	Buffy@DowntownWaynesville.com

III. Brief Description of Event
The Waynesville Christmas Parade is sponsored by DWA, Town of Waynesville and assisted by Waynesville Kiwanis Club. Parade begins at the corner of North Main and Walnut Street and ends at South Main and S. Haywood Street. Staging areas include Boundary, Hazel, Cherry and Maple Streets. These four streets are closed off by TOW Street Dept. to traffic at 3pm with the exception of residents and floats. Parade participants must walk to their unit location. Walnut Street closes at 5:30pm for final set up. North Main closes at Howell Street detour traffic through to Wall Street @ 5:30pm. Main Street closes approximately 5:45pm to get traffic off street. Church, East, Depot, Pigeon, and Academy Streets have barriers in place as well as other connecting streets along parade route.
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. **Staging areas include Boundary, Hazel, Cherry and Maple Streets. These four streets are closed off by TOW Street Dept. to traffic at 3pm with the exception of residents and floats. Parade participants must walk to their unit location. Walnut Street closes at 5:30pm for final set up. North Main closes at Howell Street detour traffic through to Wall Street @ 5:30pm. Main Street closes approximately 5:45pm to get traffic off street. Church, East, Depot, Pigeon, and Academy Streets have barriers in place as well as other connecting streets along parade route.**

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>none</u> <u>2 high</u> school bands _____ Amplification? <u>Some floats are amplified</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 type="checkbox"/>	<input checked="" type="checkbox"/>	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? X NO <input type="checkbox"/> YES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does the event involve the use of pyrotechnics ? Explain ____ ReMax might have their helium balloon as in past years _____
<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 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). FLOAT FEES
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

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

Main Street is CLOSED to all vehicles prior to the parade and during. Main Street will re-open immediately after parade area is clean and cleared

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?

Permanent receptacles have proven sufficient for size and nature of the event.

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

We WELCOME the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

**Jesse Fowler, 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: jfowler@waynesvillenc.gov**

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

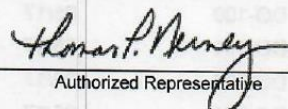
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: Waynesville CHRISTMAS TREE LIGHTING

EVENT DATE(S): Friday evening, December 3, 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: South Main Street Downtown Waynesville

IF THIS EVENT IS A PARADE OR ROAD RACE: No Street Closure needed for this event.

SET-UP TIME (START/END): 5pm start time @ 6pm

EVENT HOURS: 6-7 pm

DISMANTLE HOURS (START/END): 7 pm

ESTIMATED ATTENDANCE: 1,500

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501
 No Yes c(4) 501c(3) 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

III. Brief Description of Event
The special event for lighting a large tree in the downtown district signifies the kick off for the shopping season. Held in the past at the Oak Park Inn, the event is held rain or shine. The Town Electrical crew hangs the lights and large star atop the 65+ foot balsam fir. It is a delight for all ages and draws many to the lighting. IF allowed, hot chocolate is served, and caroling led by various churches rounds out the service. The mayor lights the tree at 6pm.
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 is NOT CLOSED, but Police vehicles are in position with flashing lights to slow the street traffic during the activity. This is needed on a Friday evening as the area is not well lit. Guests begin arriving by 5:30pm.

2.

3.

V. Event Details

YES NO

- ☐ **X** Does the event involve the sale or **use of alcoholic beverages**?
If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- ☐ **X** Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? yes Have you applied for a temporary permit? _____
- ☐ **X** Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? _____
- X** ☐ Will there be **musical entertainment** at your event? IF "YES" provide the following information:
Number of Stages: 0 Number of Band(s): Live music Amplification? Probably not
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:
In case of rain
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? DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.
- ☐ **X** Will **inflatable parade balloons** be used for the event? Provide details if necessary.

VI. Additional Questions

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

Free parking in the OPI lot is acceptable. Others can park downtown walk up and back downtown for the ART after DARK event in Main Street area

Notes:

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

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

No additional trash cans are needed. Public receptacles are sufficient for this evening.

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

We WELCOME the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

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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.

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

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THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**


	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: **07/30/2020**

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: CHURCH STREET ART & CRAFT SHOW 38th annual

EVENT DATE(S): Saturday, October 9, 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: Main Street

IF THIS EVENT IS A PARADE OR ROAD RACE: _____

SET-UP TIME (START/END): 8:45 pm Friday 10/8/21 until start time @ 9:30 am Saturday

EVENT HOURS: 10am - 5pm

DISMANTLE HOURS (START/END): 5 – 7pm

ESTIMATED ATTENDANCE: 20,000

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501

No	Yes	501	501c(3)	501c(6)	Place of Worship
		<u>c(4)</u>			

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

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

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

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

1. **Main Street CLOSES from Pigeon St/S. Main to Wells Way/N. Main: CLOSES Friday, 10/8/21 at 8:45 pm RE-OPENS: Saturday, 10/9/21 at approx 7:30 pm. NOTE: Boom trucks placed at S Main/Pigeon. Water filled Barricades: (2) at top of Church St/Main. (2) at top of East St/Main**

2. **Barricades needed at Church/Montgomery; East/Wall; Depot/Montgomery; Boom Truck at the Justice Center/Wells Way. Signage directing vehicles through Wells Way to Wall Street continuing access to #276 from Friday 10/8/21 at 8:45 pm until Saturday 10/9/21 at approximately 7:30 pm. Cones are needed on S Main Street at edge of Exxon parking lot to prohibit Gas Station Customers from pulling through lot into Main Street Festival area.**

3.

V. Event Details

YES NO

- ☐ **X** Does the event involve the sale or **use of alcoholic beverages**?
If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- X ☐ Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? yes 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: 2 Number of Band(s): 2 + venues Amplification? yes
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: 135+ Will any tent exceed 400 sq. feet in area? NO x 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? 21 UCBank Municipal Building N end at Justice Center _____
- 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?
DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

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

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

Notes:

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

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

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

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

We WELCOME the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

**Jesse Fowler, 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: jfowler@waynesvillenc.gov**

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

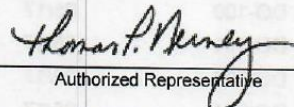
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **STANBERRY INSURANCE AGENCY, INC. (2904)**
715 E. Main Street
Sylva, NC 28779

Issued: **07/31/2020 2:59 PM**

By: 
Authorized Representative

UPD (08-07) **THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: NIGHT before CHRISTMAS

EVENT DATE(S): Saturday, DECEMBER 11, 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: Main Street Downtown Waynesville

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

SET-UP TIME (START/END): 4 pm until start time 6pm

EVENT HOURS: 6pm – 9pm

DISMANTLE HOURS (START/END): 9pm - 10pm

ESTIMATED ATTENDANCE: 8000

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501
 No Yes c(4) 501c(3) 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

III. Brief Description of Event
A Night before Christmas runs from 6-9pm. Luminaires line Main Street, carolers, horse drawn wagon rides, Santa and Mrs. Claus, live music inside and outside businesses Waynesville first Baptist Church creates a Bethlehem Market place and a Living Nativity in their parking lot. This is not a vendor event with numerous booths. Open Street Concept. Take down is quick, usually less than one hour to collect luminaries and materials.
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. Close Main Street from Pigeon Street to Well's Way; Closure at Depot and Montgomery Streets; Close off Miller St at the top of N Main (Parking access from Montgomery St up to Main); Close Church at Montgomery and East Street at Wall St. @ 4:45pm Re-Open at 10pm

2. Cones are needed on South Main Street at the edge of the EXXON parking lot to prohibit vehicles from entering South main event area.

3.

V. Event Details

YES NO

- ☐ **X** Does the event involve the sale or **use of alcoholic beverages**?
If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- ☐ **X** Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? ☒ **X** 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): _____ Live music venues _____ Amplification? Maybe not
- 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: 0 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).
Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit?
DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.
- X** ☐ Will **inflatable parade balloons** be used for the event? Provide details if necessary.

VI. Additional Questions

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

All off Main Street public parking will be open on Wall, Miller and Montgomery Streets, the Parking Deck, and other surrounding public parking lots. DWA hangs NO Parking signs on Main St by noon on Saturday and delivers notices to restaurants / residential. Merchants are also reminded via email and social media.

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?

Permanent receptacles have proven sufficient for size and nature of the event. Town of Waynesville work crew, Streets and Sanitation Dept., changes out the permanent cans and replaces liners as needed.

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

We WELCOME the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

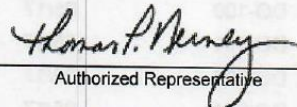
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Copyright, ISO Commercial Risk Services, Inc., 1983, 1984, 1988

Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: Rolls Royce parking REQUEST on Main Street

EVENT DATE(S): Thursday, April 29, 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: Main Street Downtown Waynesville

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

SET-UP TIME (START/END): 12 parking spaces need to coned off at 9am

EVENT HOURS: Rolls Royce's will arrive about 11:30-12noon Lunch/shopping approximately 2 hours

DISMANTLE HOURS (START/END): Cones removed as they park and upon leaving early afternoon

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).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Group Tour in Haywood and Waynesville

ARE YOU A NON PROFIT CORPORATION? No 501 c(4) 501c(3) 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com



Application for Special Events Permit

I. General Information

EVENT NAME: Friday Night Mountain Street Dance

EVENT DATE(S): September 24, 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: North Main Street

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

SET-UP TIME (START/END): 4:45pm – 6:30pm

EVENT HOURS: 6pm – 8:30pm

DISMANTLE HOURS (START/END): 8:30pm – 9pm

ESTIMATED ATTENDANCE: 1000

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501
 No Yes c(4) 501c(3) 501c(6) Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

III. Brief Description of Event
This last Mountain Street Dance of the year has a different schedule due to fall days, shorter days. Although the set up remains the same. Portion of Main Street is closed in front of Courthouse. Stage is centered in front of The Mountaineer facing the courthouse. Four bleachers are provided for seating and spectators bring chairs and blankets for the courthouse lawn. We have one non-profit food vendor (usually a non-profit - THS Band Boosters) set up in front of Courthouse steps. Focus is on traditional mountain music, clogging, and square dance. Take down is quick; usually 45 minutes to gather trash, remove bleachers, and dismantle the stage.
IV. Street Closure Request (Attach map of the Street Closure)

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

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

1. Close N Main Street from Depot Street to Well's Way; @ 4:45pm Re-Open by 10pm

2.

3.

V. Event Details

YES NO

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

X ☐ Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? ☒ **X** 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: 1 stage Number of Band(s): 1 band, 2 individuals Amplification? yes

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

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

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

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

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

☐ **X** Does the event involve the use of **pyrotechnics**? Explain _____

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

X ☐ Will you require **electrical hookup** for the event? **Yes for the stage, secured from The Mountaineer Generators?**
no

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

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

☐ **X** Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s).
Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit?
DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

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

All off Main Street public parking will be available except the footprint where it is closed off in the dance area in front of the Courthouse, Depot St to Wells Way. The Parking Deck, and other surrounding public parking lots. DWA hangs NO Parking signs on N Main St by noon on Fridays. Merchants are also reminded via email and social media.

Notes:

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

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

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

DWA staff places trash cans in the event area prior to the event. These combined with permanent receptacles have proven sufficient for size and nature of the event. Town of Waynesville work crew, Streets and Sanitation Dept., changes out the permanent cans and replaces liners as needed. Filled garbage bags are put to the side of the curb where the Town crew hauls all trash at the end of the evening.

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

We welcome the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

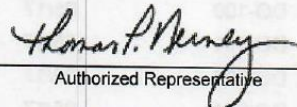
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: SMOKIES Black Bear FEST

EVENT DATE(S): Saturday, June 19th, 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: Main Street

IF THIS EVENT IS A PARADE OR ROAD RACE: _____

SET-UP TIME (START/END): 8:45pm Friday evening, June 18th Chalk street; stage set up

EVENT HOURS: 10am - 5pm

DISMANTLE HOURS (START/END): 5 – 7pm

ESTIMATED ATTENDANCE: 8000

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501

No	Yes	501c(4)	501c(3)	501c(6)	Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

III. Brief Description of Event
NEW EVENT! SMOKIES Black Bear FEST scheduled to be held the third Saturday in June on the 19 th . DWA's newest seasonal event a attracting guests to Main Street featuring the native black bear. The Black bear is the only species found in NC or anywhere in the eastern US and is an important part of NC cultural, historical and natural heritage. Craft booths are planned. Children's art area, food stations, music and dance. Area partners will be included. Educational projects are planned. With the community support, this can continue to grow through time. There are 8,000 bears living in WNC. We'll be on bear time!
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. South Main Street would be closed from Pigeon Street to Wells Way on North Main Street at 8:45pm Friday, June 18th for set up. Re-routing traffic to Wall Street. Depot at Montgomery, East at Wall St and Church St at Montgomery would be closed off to thru traffic. Cones must be placed at the EXXON parking lot area to prevent access into South Main. Miller Street parking area should be closed off only at the top for the continued use of the parking area and access to the top at Main after show begins Saturday morning at 9:30am. Show ends at 5pm Main Street and other streets should be re-opened by 7pm or when the street department and police have cleared it

2.

3.

V. Event Details

YES NO

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

X ☐ Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? YES 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: 1 Number of Band(s): 3 + 10 venues Amplification? yes

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: 40 Will any tent exceed 400 sq. feet in area? **X** NO ☐ YES

☐ **X** 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? Porta Jons will be placed in UCBank lot, Municipal lot and North end near Justice Center if all are needed. Montgomery Street and WPD lobby bathrooms are available.

X ☐ Will you require **electrical hookup** for the event? Generators? possibly

X ☐ Will you require **access to water** for the event? Explain Very small % for food booths

☐ **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? DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

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

No Parking signs will be placed on Main Street on Friday morning for the Street Closure beginning at 9pm Friday night. Businesses will be informed.

Parking deck and off Main Street parking will be utilized

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?

Temporary trashcans will be placed in the event area. Permanent receptacles have proven sufficient for size and nature of the event. We have hired a crew to oversee the trash during the event. Street Dept will have large trash trucks placed for the crew to place collected bags.

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

We WELCOME the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

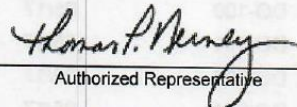
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: Stars & Stripes Celebration + Kid's Patriotic Parade

EVENT DATE(S): Saturday, July 3, 2021 *July 4th falls on Sunday, therefore we have the event on Saturday*

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

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

SET-UP TIME (START/END): 9am-11am

EVENT HOURS: 11am - 3pm

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

ESTIMATED ATTENDANCE: 8000

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

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000.

Please attach proof of insurance (or applicable rider). **ATTACHED**

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501

No	Yes	501	501c(3)	501c(6)	Place of Worship
		<u>c(4)</u>			

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

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

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

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

1. **Miller Street crosswalk/entry into Miller St Parking area at North Main Street CLOSSES at 10 am and RE-OPENS at 3pm due to high volume of pedestrian traffic. DWA Staff places the barricades Town crew delivers the day before. Additional street closure needed by Police Officers and/or CPA at Church & Montgomery Streets, Depot & Montgomery Streets; and East & Wall Streets for the duration of the kids brief parade at 10:30am for Kid's 11am Parade.** Parade takes an average of 40 minutes.

2.

3.

V. Event Details

YES NO

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

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

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

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

Number of Stages: 0 Number of Band(s): 8-10 venues Amplification? yes

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?
DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

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

Main Street is not closed for this event, only for the Kid's Patriotic Parade

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?

Permanent receptacles have proven sufficient for size and nature of the event.

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

We welcome the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

**Jesse Fowler, 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: jfowler@waynesvillenc.gov**

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

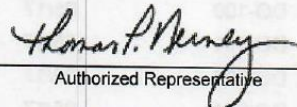
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: Friday Night Summer Street Dances (4)

EVENT DATE(S): June 25, July 9, July 23, August 6, 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: Main Street

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

SET-UP TIME (START/END): 4:45pm – 6:30pm

EVENT HOURS: 6:30pm – 9pm

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

ESTIMATED ATTENDANCE: 1500

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

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501

No	Yes	501c(4)	501c(3)	501c(6)	Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

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

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

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

1. Close N Main Street from Depot Street to Well's Way; @ 4:45pm Re-Open by 10pm

2.

3.

V. Event Details

YES NO

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

X ☐ Does the event involve the **sale of food**? _____
If "YES", has the health department been notified? ☒ **X** 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: 1 stage Number of Band(s): 1 band, 2 individuals Amplification? yes

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? **(2) units will be positioned near the Justice Center**

X ☐ Will you require **electrical hookup** for the event? **Yes for the stage, secured from The Mountaineer** Generators? _no_

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

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

☐ **X** Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s).
Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit?
DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

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

All off Main Street public parking will be available except the footprint where it is closed off in the dance area in front of the Courthouse, Depot St to Wells Way. The Parking Deck, and other surrounding public parking lots. DWA hangs NO Parking signs on N Main St by noon on Fridays. Merchants are also reminded via email and social media.

Notes:

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

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

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

DWA staff places trash cans in the event area prior to the event. These combined with permanent receptacles have proven sufficient for size and nature of the event. Town of Waynesville work crew, Streets and Sanitation Dept., changes out the permanent cans and replaces liners as needed. Filled garbage bags are put to the side of the curb where the Town crew hauls all trash at the end of the evening.

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

We welcome the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

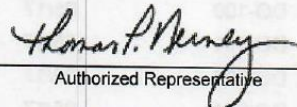
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE

\$0

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

<i>Location</i>	<i>Address</i>	<i>Territory</i>
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

<i>Loc</i>	<i>Classification</i>	<i>Code No.</i>	<i>Premium Basis</i>	<i>Rate</i> <i>Pr/Co</i>	<i>Advance Premium</i>	
					<i>All Other</i> <i>Pr/Co</i>	<i>All Other</i>
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152 \$0	\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000 \$0	\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: TREATS on the STREET HALLOWEEN October 30th Halloween falls on Sunday therefor DWA moves it back to a Saturday

EVENT DATE(S): Saturday, October 30, 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: Main Street

IF THIS EVENT IS A PARADE OR ROAD RACE: _____

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

EVENT HOURS: 5-7pm

DISMANTLE HOURS (START/END): 7-8pm

ESTIMATED ATTENDANCE: 4000

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

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000.

Please attach proof of insurance (or applicable rider). **ATTACHED**

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Downtown Waynesville Association

ARE YOU A NON PROFIT CORPORATION? 501

No	Yes	501 c(4)	501c(3)	501c(6)	Place of Worship

APPLICANT NAME: Buffy Phillips

ADDRESS: PO Box 1409 CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-3517 FAX#: N/A EMAIL: Buffy@DowntownWaynesville.com

ON-SITE CONTACT: Buffy Phillips / Beth Gilmore TITLE: Director / Promotions

ADDRESS: Same as above

PHONE #: 828-456-3517 CELL PHONE #: 828-734-7066 EMAIL: Buffy@DowntownWaynesville.com

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

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

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

MAIN STREET CLOSSES from South Main St./Pigeon St. to Well's Events Way. CLOSE at 4 pm RE-OPENS by 8 pm Boom trucks were used at the two major ends

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

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>0</u> Number of Band(s): _____ Music playing <u>yes</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>Maybe a few</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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? DWA has permission from Planning Dept. to display staked signage for promoting the Event day and time at strategic points in the downtown district the Monday (approx 1 week) prior to the event and removed the evening of the event.

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

VI. Additional Questions

How will **parking** be accommodated for this event? Main Street will be closed at 4pm for set up From Pigeon St to Wells Way the parking deck and all off Main Street parking areas may be utilized.

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? Permanent receptacles have proven sufficient for size and nature of the event.

Volunteers: Will you require Civilian Police Volunteers for your event? We WELCOME the assistance from the CPA volunteers for any and all events, from removing parked cars to crowd support.

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

Return to:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

NEW
Renewal of Number
POLICY DECLARATIONS
No. NBP1560219

United States Liability Insurance Company
1190 Devon Park Drive, Wayne, Pennsylvania 19087
A Member Company of United States Liability Insurance Group

Direct Bill Policy

NAMED INSURED AND ADDRESS:

DOWNTOWN WAYNESVILLE ASSOCIATION
PO BOX 1409
HAZELWOOD, NC 28786

POLICY PERIOD: (MO. DAY YR.) From: 07/30/2020 To: 07/30/2021

**12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE**

FORM OF BUSINESS: Non Profit Organization

BUSINESS DESCRIPTION: Non-Profit Management Liability

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE
WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

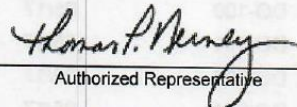
	PREMIUM
Businessowners Liability Coverage Part	\$972.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00
TOTAL:	\$1,876.00

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: STANBERRY INSURANCE AGENCY, INC. (2904)
715 E. Main Street
Sylva, NC 28779

Issued: 07/31/2020 2:59 PM

By: 
Authorized Representative

**UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS,
COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF,
COMPLETE THE ABOVE NUMBERED POLICY.**

EXTENSION OF DECLARATIONS

Policy No. NBP1560219

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

FORMS AND ENDORSEMENTS

		Coverage
DO-GTC	05/17	General Terms and Conditions
DO-NC	09/17	North Carolina State Amendatory Endorsement
Jacket	07/19	Policy Jacket
SNPP	04/08	Specialty Non Profit Package Application
TRIADN	02/15	Policyholder Disclosure Notice of Terrorism Insurance Coverage

EOD (01/95)

All other terms and conditions remain unchanged.

Page 2 of 2

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONSPolicy No. **NBP1560219**

Effective Date: 07/30/2020

12:01 AM STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE**\$0****LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY**

Location	Address	Territory
1	9 South Main Street, Suite 200, Hazelwood, NC 28786	002

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Chamber of Commerce - Not-For-Profit only	41668	1,000 Per 1,000 Total Area	0.000	72.152	\$0		\$72
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	900.000	\$0		\$900

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$972

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BPL150 (02/09)

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Page 1 Of 1



Application for Special Events Permit

I. General Information

EVENT NAME: FOLKMOOT PARADE

EVENT DATE(S): FRIDAY, JULY 24, 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: MAIN ST. WAYNESVILLE

IF THIS EVENT IS A PARADE OR ROAD RACE: PLEASE PROVIDE A FULL ROUTE DESCRIPTION AND MAP - SAME AS RECENT YEARS.

SET-UP TIME (START/END): 5

EVENT HOURS: 4:30 pm - 6:00 pm

DISMANTLE HOURS (START/END): 5:30

ESTIMATED ATTENDANCE: 2,000

BASIS ON WHICH THIS ESTIMATE IS MADE: PAST EVENTS

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. WILL BE FURNISHED BY 6/21
Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: FOLKMOOT

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

APPLICANT NAME: GLEN TITLE: EX. DIRECTOR

ADDRESS: 112 VIRGINIA AVE CITY: WAYNES STATE: NC ZIP: 28786

PHONE: _____ FAX#: 225 892-9206 EMAIL: glen@folkmoor.org

ON-SITE CONTACT: LAURA SHEPHERD TITLE: SPECIAL EVENT MANG.

ADDRESS: 112 VIRGINIA AVE WAYNESVILLE, NC 28786

PHONE #: _____ CELL PHONE #: 828 226 1634 EMAIL: laura@folkmoor.org

VI. Additional Questions

How will parking be accommodated for this event?

BACK STREET PARKING

PUBLIC 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?

CURBANT STREET CANS

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:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY

March 16, 2021

Town of Waynesville Application for Special Events Permit

FOLKMOOT PARADE-

Friday, July 24, 2021, 5-6pm

.....PENTHERMAKEDTTECDAWMA

Street Closings

Parade begins at 5pm from Academy St./S. Main Street and proceeds down Main St, to end on the Courthouse lawn. No parking signage is placed the morning of Parade on Main Street.

Barricades to be placed at the start of the parade at the following intersections: East St. & Wall St. Church St. & Montgomery St. Depot St. & Montgomery St. N. Main St. at the north edge of the Courthouse lawn and the Justice Center Pigeon St. & Wall St.

Laura Shepherd Special Events

laura@folkmooot.org



Application for Special Events Permit

I. General Information

EVENT NAME: INTERNATIONAL DAY

EVENT DATE(S): SATURDAY, JULY 25, 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: MAIN ST.

IF THIS EVENT IS A PARADE
OR ROAD RACE

Please provide a full route description and map

SET-UP TIME (START/END): 9:30 PM, FRIDAY, JULY 24, 2021

EVENT HOURS: 10-4 PM

DISMANTLE HOURS
(START/END): 4-7 PM

ESTIMATED ATTENDANCE: 10,000

BASIS ON WHICH THIS ESTIMATE IS
MADE: PAST EVENTS

COMPREHENSIVE GENERAL LIABILITY
INSURANCE REQUIRED: \$1,000,000.

Please attach proof of insurance (or applicable rider). WILL BE FURNISHED

II. Applicant and Sponsoring Organization Information

BY 6/21

SPONSORING ORGANIZATION
NAME: FOLKMOOT

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

APPLICANT
NAME: GLEN FIELDS TITLE: EX. DIRECTOR

ADDRESS: WAYNESVILLE CITY: STATE: NC ZIP: 28786

PHONE: FAX#: 2258929206 EMAIL: glen@folkmoor.org

ON-SITE
CONTACT: LAURA SHEPHERD TITLE: EVENT MANAGER

ADDRESS: 112 VIRGINIA AVE WAYNESVILLE, NC 28786

PHONE #: 226-6634 CELL PHONE #: EMAIL: laura@folkmoor.org

VI. Additional Questions

How will parking be accommodated for this event?

SIDE STREETS & 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?

ON SITE VOLUNTEERS

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:

Jesse Fowler, 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: jfowler@waynesvillenc.gov

VIII. Special Information for Applicants

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- * 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 Number

Applicant Name

Event Date

Event Time

March 16, 2021

Town of Waynesville Application for Special Events
Permit INTERNATIONAL DAY- Saturday, July 24, 2021

Street

Closings

Same as 2019

Tents-Based on

2019.

100 Vendor Tents 2-20 X 40'

1 - 20 X 60

2- 20 X 30"

2-Stage Tents

Portable Toilets

Town Hall-4 Regular and 1 Hand

Washing United Bank- 5 Regular Wall

Street- 2 Regular

Justice Building-3 Regular, 1

Handicapped, 1 Hand Wash

Laura Shepherd

Special Events

laura@folk moot.org

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Resolution adopting and observing April 21, 2021 as “Administrative Professionals Day”

AGENDA INFORMATION:

Agenda Location: Resolutions & Proclamations
Item Number: D2
Department: Administration
Contact: Mayor Gary Caldwell
Presenter: Mayor Gary Caldwell

BRIEF SUMMARY:

This is a resolution which would adopt April 21, 2021 as “administrative Professionals Day”. Administrative Professionals Day is a day set aside to appreciate the work that all of our Administrative Professionals do in support of our town of Waynesville Team, Waynesville citizens, and those that wish to visit.

MOTION FOR CONSIDERATION:

1. Motion to adopt Resolution # R-04-2021

ATTACHMENTS:

1. Resolution # R-04-21

MANAGER’S COMMENTS AND RECOMMENDATIONS:

RESOLUTION # R-04-21

A RESOLUTION ADOPTING AND OBSERVING APRIL 21, 2021 AS “ADMINISTRATIVE PROFESSIONALS DAY”

WHEREAS, April 21, 2021 has been designated as “Administrative Professionals Day”; and

WHEREAS, this occasion is observed globally as a way to show appreciation and support for all administrative support personnel; and

WHEREAS, the administrative professionals who serve the Town of Waynesville provide an invaluable service to their departments, and the staff which they support; and

WHEREAS, the work of administrative professionals requires a broad range of knowledge in communications, software, organization, project management, office management, and customer service; and

WHEREAS, the administrative professionals who serve the Town of Waynesville do so humbly, professionally, and with a sense of pride and service for not only the Town of Waynesville, but so to its citizens and visitors; **NOW THEREFORE**

BE IT RESOLVED BY THE BOARD OF ALDERMEN THAT IT; that April 21, 2021 be adopted and observed by the Town of Waynesville as “Administrative Professionals Day”, and that the Town of Waynesville use this day to recognize all of its Administrative Professionals for their proud, dedicated, and professional service to the Town of Waynesville, its citizens, and visitors.

Adopted this the 13th day of April 2021

Town of Waynesville

Gary Caldwell, Mayor

Attest: _____
Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Presentation in Recognition of a fallen Town of Waynesville K-9 Officer

AGENDA INFORMATION:

Agenda Location: Presentations
Item Number: C3
Department: Administration
Contact: Lieutenant Brandon Gilmore
Presenter: Lieutenant Brandon Gilmore

BRIEF SUMMARY:

Lieutenant Gilmore will be presenting to the Board in order to show respect for V-9 valor, who passed from cancer in October of 2019, and to present his handler, Sargent Benhart, with a commemorative shadow box.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Promotion and New Hire Recognition

AGENDA INFORMATION:

Agenda Location: Presentations
Item Number: C4
Department: Fire Department
Contact: Joey Webb, Fire Chief
Presenter: Joey Webb

BRIEF SUMMARY:

Previously the Board approved the position of Fire Marshal be added to the Fire Department. Applications and Hiring process was completed and Captain Darrell Calhoun was promoted to the Fire Marshal position. With Captain Calhoun's promotion, a vacancy opened for the D shift Captain position. A Captain's assessment Center was held, and Cody Parton was promoted to the vacant Captain position. With the open Engineer vacancy an Engineer assessment center was held, and Part time Engineer was hired to the Full-time position.

We would like to congratulate these firefighters for their accomplishments and welcome them to their new role.

MOTION FOR CONSIDERATION:

Recognition only no motion

FUNDING SOURCE/IMPACT:

No impact

ATTACHMENTS:

None

MANAGER'S COMMENTS AND RECOMMENDATIONS:



Waynesville Fire Department

The following promotions are in effect as of 1 April, 2021:

Captain Darrell Calhoun promoted to Fire Marshal

Engineer Cody Parton promoted to Captain, D Shift

Part-Time Engineer Jonathan Brooks to Full-Time Engineer, D Shift

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Presentation for the Board to consider extension of its code enforcement and nuisance ordinance powers into the Extraterritorial Jurisdiction of the town of Waynesville.

AGENDA INFORMATION:

Agenda Location: Presentations
Item Number: C5
Department:
Contact: Alan Sheinfeld
Presenter: Alan Sheinfeld

BRIEF SUMMARY:

Mr. Sheinfeld is presenting to the board for them to consider extension of the code enforcement and nuisance ordinance powers into the Extraterritorial Jurisdiction of the Town of Waynesville.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

1. Pictures

MANAGER'S COMMENTS AND RECOMMENDATIONS:



PRIVATE
PROPERTY
NO TRESPASSING

OBJECTS IN MIRROR ARE CLOSER
THAN THEY APPEAR







TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 4-13-21

SUBJECT Discussion of Financing Alternatives for municipalities

AGENDA INFORMATION:

Agenda Location: Presentations
Item Number: C6
Department: Administration
Contact: Rob Hites
Presenter: Rob Hites, Bob Jessup, Bond Attorney with Sanford, Holshouser

BRIEF SUMMARY: Alderman Dickson requested that we invite our bond attorney to discuss the borrowing instruments available to municipalities. The Town engaged Bob Jessup of Sanford Holshouser in Carrboro several years ago when the Town was contemplating a USDA wastewater loan. Bob will discuss the various types of borrowing and the best borrowing instrument to use in today's lending environment. As you remember from our retreat the Town has a number of big-ticket items on its list of capital needs. One of my questions of Bob would be how a municipality can "bundle" a number of items into one package using an instrument other than a General Obligation Bond that requires an election. Generally, the larger the borrowing the more attractive it is to the lender. I am attaching a "blog" from "Coates Canons" that briefly describes the forms of borrowing available to Towns.

MOTION FOR CONSIDERATION: Accept Bob Jessup's discussion for information.

FUNDING SOURCE/IMPACT: All funds

ATTACHMENTS: Coates Canon written by Carol Millonzi on borrowing instrument available to local governments.

MANAGER'S COMMENTS AND RECOMMENDATIONS: It would make sense to bundle expensive, long term assets such as a new fire station for Hazelwood, and a new ladder truck and pumper to a single borrowing "if possible". These three items could cost as much as \$5,000,000. Determining the best borrowing instrument for these items will help the Board and staff with their long-term financial planning.

Coates' Canons Blog: Security for a Local Government Loan

By Kara Millonzi

Article: <https://canons.sog.unc.edu/security-for-a-local-government-loan/>

This entry was posted on January 27, 2014 and is filed under **Borrowing Money / Issuing Debt, Finance & Tax**

May a unit pledge town hall as security for an installment finance loan, where the borrowed monies will be used to fund road and sidewalk construction and improvements? If a municipality issues revenue bonds to fund an expansion to its water system, may it repay the loan with general fund monies? May a county pledge local sales and use taxes as security for special obligation bonds used to fund a landfill? May a unit use property tax dollars generated by new development to repay a loan even if it pledges land purchased with the borrowed funds as security for the loan?

This post answers these and other common questions about pledging security for a local government loan.

When a local unit borrows money it has a contract with its lenders. The contract typically is referred to as a debt instrument or a debt security. Under that contract, the local unit agrees to pay the principal and the interest on the loan as they come due and to honor any other promises that it has made as part of the loan transaction.

When a unit borrows money, the most fundamental promise it makes is to pay the money back. Closely associated with and reinforcing this promise is the pledge or the designation of one or more forms of security. The security for a debt is defined by reference to the contractual rights of the lender—what the lender can require the borrowing government to do, or to give up, should it fail to repay the loan. If the government does not repay its loan, the lender may look to the security to compel repayment or otherwise protect itself. The security for a borrowing affects what form the loan transaction takes, whether voter approval is required, how the bond will be marketed and at what cost, among other things.

There are five authorized methods through which North Carolina local governments may borrow money. The major distinguishing feature among the different methods is the nature of the primary security pledged for the borrowing.

General Obligation Bonds

The strongest form of security that a county or municipality can pledge for debt is its full faith and credit, making the debt a general obligation of the borrowing unit. All of the resources of that government stand behind such a pledge, but specifically, a full-faith-and-credit pledge is a promise to levy whatever amount of property tax is necessary to repay the debt. In fact, generally a governing board may not levy a property tax in a rate that exceeds \$1.50 per \$100 valuation without voter approval. A board, however, could be forced to raise its property tax rate beyond this level (without voter approval) to meet its general obligation debt service obligations. See **G.S. 160A-209** (municipalities) & **G.S. 153A-149** (counties).

The primary authority to incur a general obligation debt is the Local Government Bond Act, **G.S. 159, Art. 4**, which authorizes the issuance of general obligation (GO) bonds. State law specifies the types of capital projects that a county or municipality may fund with GO bonds. See **G.S. 159-48**. Although the legal authority to issue GO bonds is very broad, practically it is much more limited. That is because the North Carolina Constitution generally requires that a unit hold a successful voter referendum before pledging its full faith and credit. See **NC Const. Art. 5, Sect. 4(2); G.S. 159-49**. (There are some exceptions to the voter approval requirement—the most significant of which are for refunding bonds and **two-thirds bonds**.)

Revenue Bonds

The primary security for a revenue bond is the revenue generated by the financed asset or the system in which the financed asset becomes a part. By law such a pledge creates a lien on the pledged revenues in favor of the bondholders, and normally the bondholders have the contractual right to demand an increase in the user charges generating the revenues if those revenues prove inadequate to service the debt. If the revenue pledge is the only security,

however, the bondholders do not have any right to demand payment from any other source, or to require an increase in taxes, if the pledged revenues are inadequate even after charges are increased. Unlike with general obligation bonds, state law prohibits a unit from using any revenues, other than those pledged, to make revenue bond debt service payments. **G.S. 159-94.** That means that a unit may only make its principal and interest payments from the revenues that are pledged as security for the loan.

A variety of statutes permit counties and municipalities to borrow money and secure the loan by a pledge of the asset-or system-generated revenues. The principal statute is the State and Local Government Revenue Bond Act, **G.S. 159, Art. 5**, which authorizes the issuance of revenue bonds. Revenue bonds are most commonly issued to fund water and sewer utility projects, although they are legally authorized to fund a variety of other revenue-generating capital assets, including gas facilities, solid waste facilities, parking, marine facilities, auditoriums, convention centers, economic development, electric facilities, public transportation, airports, hospitals, stadiums, recreation facilities, and storm water drainage. **G.S. 159-81.** A unit also may pledge special assessments levied under the newer special assessment authority as security for a revenue bonds used to finance the specially-assessed project(s).

Because the security for the debt is the revenues from the debt-financed asset, or the system of which the asset is a part, the lenders are naturally concerned about the construction, operation, and continued health of the financed asset or system. This concern is expressed through a series of covenants, or promises, that the borrowing government makes to the lenders as part of the loan transaction. The most fundamental of these is the rate covenant, under which the unit promises to set and maintain the rates, fees, and charges of the revenue-producing facility or system so that net revenues will exceed annual debt service requirements by some fixed amount or by some percentage. Other common covenants require the unit to commission an independent feasibility study, maintain a debt service reserve fund, and enlist a trustee to escrow the borrowed funds and authorize their disbursement.

Special Obligation Bonds

A special obligation is secured by a pledge of any revenue source or asset available to the borrowing government, except the unit's taxing power. In a broad sense a revenue bond is a type of special obligation bond. The term special obligation, as used in North Carolina, however, refers to debts secured by something other than (or in addition to) the revenues from the asset or system being financed. For example, a county might pledge proceeds from fees charged for building rentals or from special assessments. The county, however, could not pledge local sales tax, animal tax, privilege license tax, or property tax proceeds because these are locally-levied taxes.

The authority to issue special obligation (SO) bonds is very limited. **G.S. 159I-30** permits a county or municipality to issue special obligation bonds for solid waste projects, water projects, wastewater projects. It also allows a municipality to issue SO bonds for any project for which a municipality is authorized to create a municipal service district (MSD). (**G.S. 160A-536** lists the authorized MSD projects.)

Because the debt market perceives the security for special obligation debt as weaker than the security for general obligation debt, the market normally demands of special obligation debt some of the same covenants and other safeguards demanded of revenue bonds.

Project Development Financings

The newest form of borrowing available to counties and municipalities in North Carolina is project development financing. Project development financing is structurally equivalent to a type of borrowing prevalent in other states, known as tax increment financing or TIF. In fact, this form of borrowing is often referred to as TIF or TIF bonds by practitioners in this state.

The security for a project development financing is very complicated. A unit designates an area that is blighted or otherwise underdeveloped as a project development financing district. The unit borrows money to fund public improvement projects that are in the district or that benefit the district. **The unit pledges the expected increase in property tax revenues due to an expected increase in property values in the district due to private investment that is incentivized by the public improvement projects funded with the borrowed monies.** Thus, the security for the loan is the projected increase in property tax proceeds due to new private development in the district.

The Project Development Financing Act, codified as **Article 6 of Chapter 159** of the General Statutes, permits counties and municipalities to issue project development financing bonds and to use the proceeds for many, but not all, the purposes for which either taxing unit may issue GO bonds. **G.S. 159-103**. It also authorizes local governments to use the proceeds for any service or facility that is authorized to be provided in an MSD, although no district actually need be created.

Installment Financings

The final borrowing method is an installment financing. This is the borrowing structure most commonly used by local governments in North Carolina. It differs from the other mechanisms in that it often does not involve the issuance of bonds.

An installment finance agreement is a loan transaction in which a local government borrows money to finance or refinance the purchase of a capital asset (real or personal property) or the construction or repair of fixtures or improvements on real property owned by the local unit. **The unit takes legal title to the asset and grants a security interest in the asset, or a portion of the asset, to the lender.** (Note that a unit may not grant a security interest in an asset that is not being funded with the borrowed monies.)

The authority for this type of borrowing transaction, as well as the procedural requirements and limitations, is found in a single statute—**G.S. 160-20**. That is why installment financings often are referred to as 160-20s.

Installment finance contracts generally take one of three basic forms. The simplest form is commonly referred to as “vendor financing.” The parties enter into a contract under which the vendor conveys the equipment or property to the local government and the local government promises to pay for the equipment or property through a series of installment payments. The contract gives the vendor a lien in the equipment or a deed of trust on the property to secure the government’s payment obligations under the contract. If the government defaults under the contract, the vendor may repossess the equipment or foreclose on the property.

A more common form of an installment finance contract transaction involves two different contracts—one between the unit of government and the vendor or contractor and one between the unit of local government and the lending institution. The government enters into a purchase contract with a vendor or contractor, who is paid in full upon delivery of the asset or completion of the construction project. The government enters into a separate installment finance contract with a financial institution; under this contract the institution provides the moneys necessary to pay the vendor or the contractor and the local government agrees to repay those moneys in installments with interest. The financial institution takes a security interest in the asset being purchased or constructed (or the land on which it is constructed), to secure the government’s payment obligations under the installment finance contract.

The third type of installment financing is much more complicated. If a unit borrows more than \$10 million in a calendar year the loan typically is sold publicly. That is, rather than the government borrowing the money from a single bank or vendor, the loan is sold to individual investors through the issuance of certificates of participation (COPs), or more recently, limited obligation bonds (LOBs).

Secondary Security

In addition to pledging the primary security state law allows a unit to pledge additional security for some borrowing transactions. Pledging additional security may be necessary to satisfy the lender(s) and make the borrowing feasible, or more affordable, for the unit. The following chart lists the primary security and additional authorized securities that may be pledged by a unit for each of the authorized debt structures.

	General Obligation Bonds	Revenue Bonds	Special Obligation Bonds	Project Development Financing Bonds	Installment Financings



Primary Security	Full faith and credit (taxing power)	Revenues generated by revenue generating asset or system Special assessments	Any unrestricted revenues other than unit-levied taxes	Incremental increase in property tax revenue within defined area due to new private development	Asset or part of asset being financed
Authorized Secondary Securities	Revenues generated by revenue generating asset or system	Asset or part of asset being financed	Asset or part of asset being financed	Asset or part of asset being financed Any unrestricted revenues other than unit-levied taxes Special assessments	

Quiz Question Answers

Turning back to our original “quiz” questions:

May a unit pledge town hall as security for an installment finance loan, where the borrowed monies will be used to fund road and sidewalk construction and improvements?

No. Under **G.S. 160A-20**, a unit must pledge the asset or a portion of the asset that is being financed by the borrowed funds.

If a municipality issues revenue bonds to fund an expansion to its water system, may it repay the loan with general fund monies?

No. **G.S. 159-94** specifies that only the pledged revenues may be used to meet a unit's debt service obligations on revenue bonds. Note, however, that a unit may appropriate general fund monies to cover enterprise operating expenses, thereby freeing up the pledged enterprise revenue to be used to make the debt payments.

May a county pledge local sales and use taxes as security for a special obligation bond used to fund beach a landfill?

No. When issuing special obligation bonds, a unit only may pledge unrestricted non-levied tax revenues. Counties levy local sales and use taxes, therefore, counties may not pledge this revenue source as security for a special obligation bond. (Municipalities can, though.)

May a unit use property tax dollars generated by new development to repay a loan even if it pledges land purchased with the borrowed funds as security for the loan?

Maybe. If a unit borrows money through an installment financing, a unit is free to use any unrestricted revenues to make its loan payments. Sometimes a unit will borrow money through an installment financing but treat the loan internally as if it was a project development financing. This type of loan is commonly referred to as a **synthetic project development financing** (or synthetic TIF). A synthetic project development financing occurs when a local government determines that the projected increment revenue from proposed new private development in the unit justifies issuing debt to fund a public infrastructure project that will benefit and/or incentivize the new private development. The unit does not issue project development bonds, however. It uses another form of financing, usually an installment financing—whereby the unit pledges the financed asset as security for the loan—to fund the public improvement. If the private development occurs according to projections, the unit is able to use the new revenue generated to repay the loan.

Links

- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_160A/GS_160A-209.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_153A/GS_153A-149.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_159/Article_4.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-48.html
- www.ncga.state.nc.us/legislation/constitution/nconstitution.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-49.html
- canons.sog.unc.edu/?p=3542
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-94.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_159/Article_5.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-81.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159I/GS_159I-30.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_160A/GS_160A-536.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_159/Article_6.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-103.html
- www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_160A/GS_160A-20.html

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Board Approval of PARTF Site Plan

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E7
Department: Development Services
Contact: Elizabeth Teague, Rhett Langston
Presenter: Elizabeth Teague

BRIEF SUMMARY:

The Town is finalizing its application to the North Carolina Parks and Recreation Trust Fund for a grant to assist with construction of the greenway bridge, greenway, and new recreational facilities on the property the Town purchased in 2017. The Parks and Recreation Department hosted a public input session on March 25 and sent out a survey to gather information on what our residents and park users would like to see as part of park development. Input gathered has informed the site plan and now staff seeks Board finalization and approval of the plan to include in the grant application. Notably, PARTF grants are very competitive and Board approval of the PARTF site plan provides points in the overall grant score.

MOTIONS FOR CONSIDERATION:

1. Motion to approve the PARTF site plan as presented (or as amended).

FUNDING SOURCE/IMPACT:

The PARTF grant requires a 50% match. With current quotes, we are proposing a \$460,000 project and asking for \$230,000 in grant funding. This will require the Town to commit \$230,000 should the PARTF application be successful. \$119,000 has been donated by private individuals in support of the greenway bridge, meaning that the Town would provide the needed balance of \$111,000. Final budget is being refined as outdoor exercise equipment quotes are finalized.

ATTACHMENTS:

1. Draft PARTF site plan

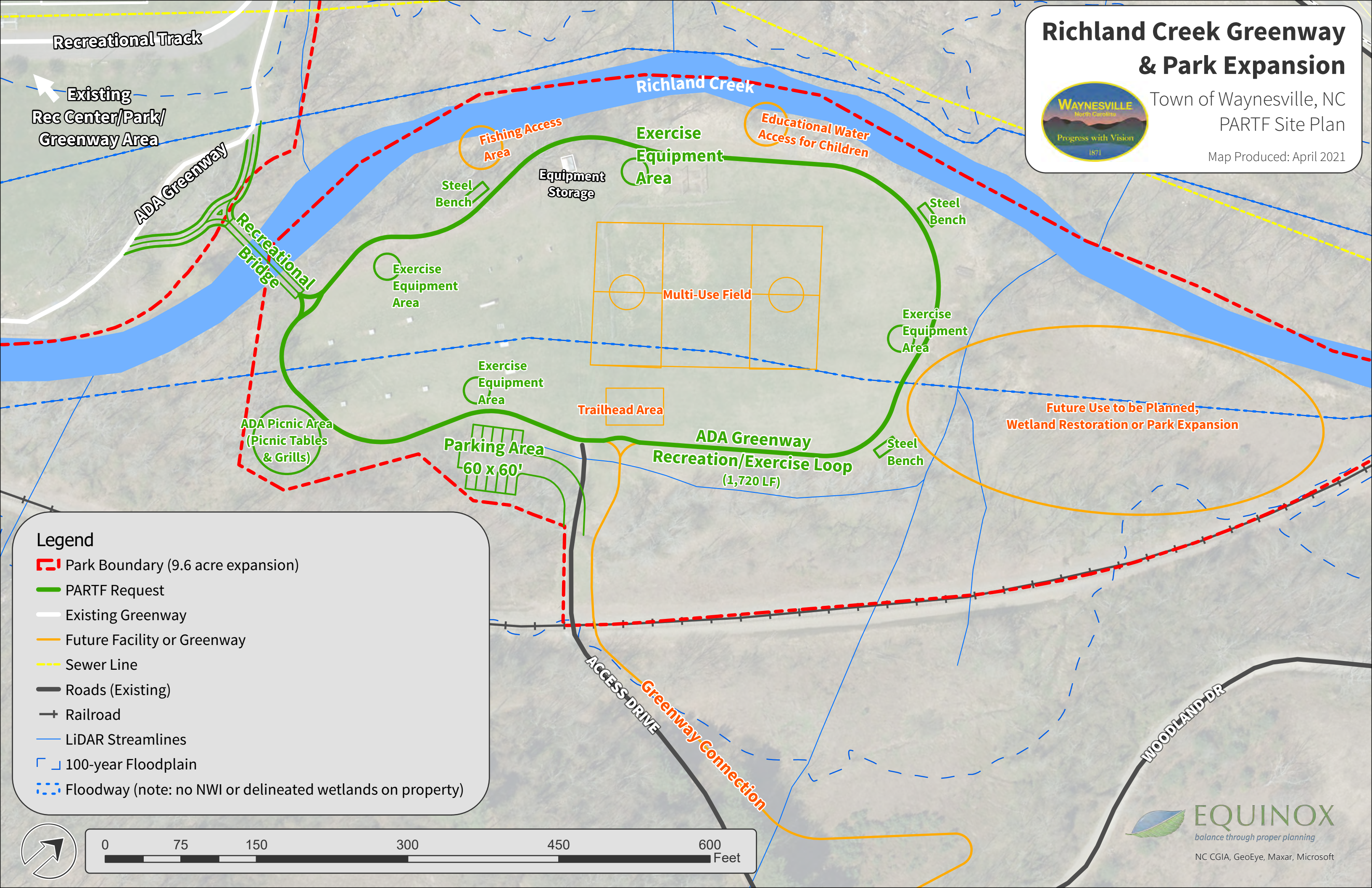
MANAGER'S COMMENTS AND RECOMMENDATIONS:

Richland Creek Greenway & Park Expansion



Town of Waynesville, NC
PARTF Site Plan

Map Produced: April 2021



Legend

- Park Boundary (9.6 acre expansion)
- PARTF Request
- Existing Greenway
- Future Facility or Greenway
- Sewer Line
- Roads (Existing)
- Railroad
- LiDAR Streamlines
- 100-year Floodplain
- Floodway (note: no NWI or delineated wetlands on property)



TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Capital budget Request to replace the Development Services Plotter

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E8
Department: Development Services
Contact: Elizabeth Teague
Presenter: Elizabeth Teague

BRIEF SUMMARY:


This request is to replace the Department's HP Z 6600 Plotter with an HPZ6dr. The cost includes set up and networking. Additionally, Sharp will purchase and remove the old plotter at a cost of \$400 reducing the original price which was \$6,290.

MOTION FOR CONSIDERATION:

Motion to approve capital purchase of HP Z 6600 Plotter with an HPZ6dr.

FUNDING SOURCE/IMPACT:

Costs for this request will be covered by the Development Services Department budget for Equipment Repairs. Upon approval of the capital purchase the Finance Director will transfer \$5,890 in available budget from Equipment Repairs 104910-533520 to Equipment 104910-545500.

	4/6/2021
Autumn Lyvers, Finance Director	Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

SHARP

A Proposal For



Sharp Business Systems, where customers always come first!

Presented By:

Dan Norris
Major Account Executive
WNC Public Sector

A Proposal By:
Sharp Business Systems
51 Thompson Street Asheville, NC 28803

Sharp Business Systems
51 Thompson Street
Asheville, NC 28803
3/19/2021

Elizabeth Teague – Development Services Director
Town of Waynesville – Planning Department
9 South Main Street #110
Waynesville, NC 28786

Dear Elizabeth:

Thank you for your interest in the new HP Z6dr plotter with vertical trimming and media type printing capability to enhance current applications.

When selecting a system there are many variables to consider; the company, the quality and features of the product, the financing available, the costs and the service and support you will receive. Each company or individual has their own criteria when making a long-term decision. We feel that Sharp Business Systems with our partner Duncan-Parnell can offer you the complete solution for all your needs.

One of the strongest benefits of the proposal is the service and support you will receive with the HP system. Duncan-Parnell will provide remote and on-site service inclusive of consumables (excludes output media) to ensure your system is performing well for your department for many years to come.

I look forward to working with you on this project and future interests you have with other Sharp products and services that would meet the needs of the Town of Waynesville. Thank you for your business partnership!

Best Regards,

Dan Norris
Major Account Executive
Sharp Business Systems
Western North Carolina
O: 828-639-6020
Dan.Norris@SharpUSA.com
<http://nc.sharp-sbs.com/>



Qty	Description
-----	-------------

1 HP Z6dr

- Includes roll-in installation, network connectivity, and end-user training.
- Postscript option
- Single roll unit
- 128 GB (virtual); 500 GB self-encrypting hard disk
- HP Thermal inkjet; 6 ink system

- Purchase price \$6,290.00

Or Lease options are as follows:

- 36 month lease \$226.44
- 48 month lease \$181.15
- 60 month lease \$149.07
- All leases are \$1 purchase options at the end of term

Service Pricing

Duncan-Parnell On-Site Print Solution (parts, labor, inks, printheads, no media)

Category 1 - 0%-12% ink coverage (CAD Color and Mono lines)

Category 2 - 12%-35% ink coverage (Low density image)

Category 3 - 35%-100% ink coverage (High density image)







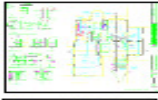



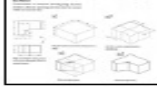
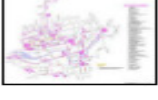



\$60.00 / month

\$0.15 / sqft

\$0.21 / sqft

\$0.55 / sqft

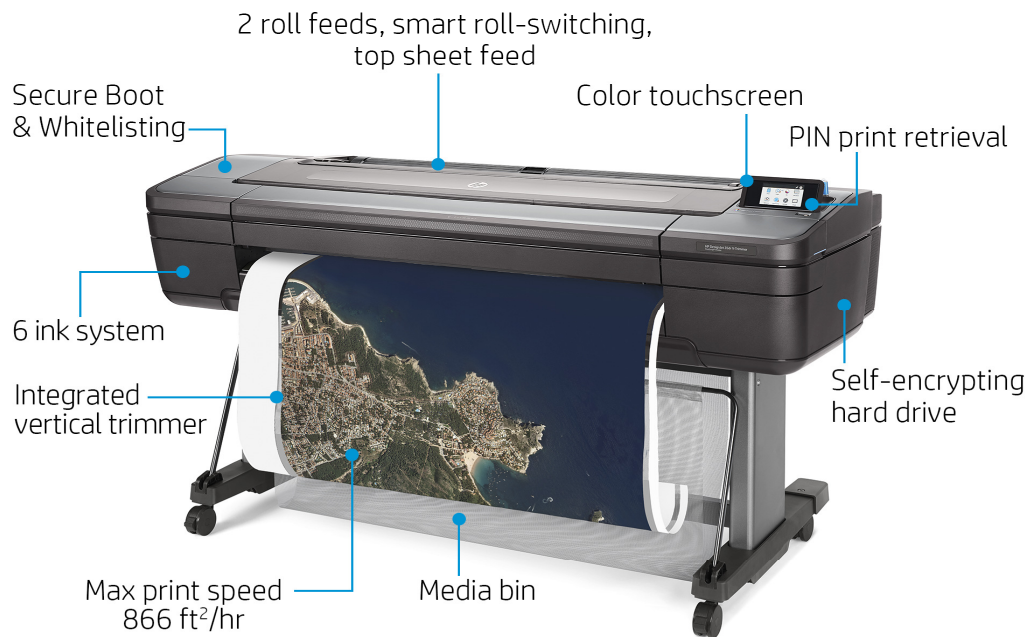
Duncan-Parnell Category Definitions

Industry & Pixel Coverage	Category 1 Mono Lines Drawings Less than 12%	Category 1 Color lines Drawings Less than 12%	Category 2 Low Density Image 12 to 35%	Category 3 High Density Image 35%+	Category 3 Premium Quality Image 35%+
AEC					
Manufacturing					
Utilities					



DesignJet Z6dr - 44"

PostScript® with Vertical Trimmer



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**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021**

SUBJECT: Request funding to purchase BOLA WRAPS – less lethal force

AGENDA INFORMATION:

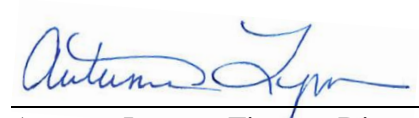
Agenda Location: New Business
Item Number: E9
Department: Police Department
Contact: Chief David Adams
Presenter: Chief David Adams

BRIEF SUMMARY: We have updated our Use of Force Policy, which prohibits chokeholds/neck restraints and our officers practice de-escalation techniques. Over the past year, we have sought out ways to improve our less than lethal force options. After researching the different implements, I believe the BOLA Wraps are the most cost-effective choice that will decrease the chance of injuries to officers and arrestees.

MOTION FOR CONSIDERATION: Motion to approve budget amendment No. 0-07-21

FUNDING SOURCE/IMPACT:

Total cost of BOLA Wraps to be appropriated from the General Fund Balance.



Autumn Lyvers, Finance Director

4/6/2021

Date

ATTACHMENTS:

Budget Amendment

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Triton 6, LLC

3015 Boundary Street, Ste. 8
Wilmington, NC 28405 US
accounting@triton6.com
www.triton6.com

**Estimate****ADDRESS**

Waynesville Police Department
16 South Main Street
PO Box 100
Waynesville NC 28786

ESTIMATE 1213
DATE 03/24/2021
EXPIRATION DATE 06/30/2021

DATE	ACTIVITY	QTY	RATE	AMOUNT
	BolaWrap - 10101 Remote Restraint Device - Yellow	33	924.00	30,492.00T
	BolaWrap - 11200-6 Field Cartridges - Case of 6	24	179.70	4,312.80T
	BolaWrap - 12000 2.25" Metal Belt Clip - 12009	33	24.95	823.35T
	BolaWrap - 12005 Kydex Dual Retention Holster	33	52.95	1,747.35
	Discount Purchase Quantity Discount (Free Holsters)	1	-1,906.20	-1,906.20
	BolaWrap - 12006 Dual Cartridge Holder	33	74.95	2,473.35T
	Shipping/Freight:Shipping Fedex	1	326.95	326.95

Terms and Conditions:
Delivery Terms: 1-2 Weeks ARO
Payment Terms: Net 30

All credit card payments will incur an additional +3.5% processing fee.

SUBTOTAL 38,269.60
TAX 2,667.11

TOTAL **\$40,936.71**

Accepted By

Accepted Date

Ordinance No. 0-07-21

Amendment No. 13 to the 2020-2021 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2020-2021 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2020-2021 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other Financing Sources

Fund Balance Appropriated 103900-493992 \$ 40,000

(Additional revenues needed to purchase BOLA Wraps.)

Increase the following appropriations:

Police Department

Materials & Supplies 104310-532920 \$ 40,000

Total General Fund appropriations increase \$ 40,000

(Appropriation of \$40,000 to purchase BOLA Wrap restraint devices.)

Adopted this 13th day of April 2021.

Town of Waynesville

J. Gary Caldwell
Mayor

Attest:

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: April 13, 2021

SUBJECT: Request to upgrade Town IT and Computer systems

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E10
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY:

The Town of Waynesville's IT infrastructure is growing obsolete. The Town has worked with Electronic Office to develop the attached "IT Budget Considerations" document. This document lays out an IT infrastructure improvement plan starting from the end of the current fiscal year through fiscal year 2023/2024. Town staff is requesting that the Board approve a new budget account to accommodate these needs, as well as approve a budget transfer of \$25,000 from Administration's Professional Services account to this new account, entitled "Data Processing Supplies".


This \$25,000 will pay for the first of two phases of desktop computer replacement throughout the Town. We plan to begin the second phase of desktop computer replacement next fiscal year, as well as the rest of our phased plan to upgrade our entire IT infrastructure between now on fiscal year 2023/2024. This entire plan can be reviewed in the attached "IT Budget Considerations" Document.

MOTION FOR CONSIDERATION:

1. Motion to approve the creation of account 104120-532930 Date Processing Supplies
2. Motion to approve a budget transfer of \$25,000 from account 104120-521990 Professional Services to 104120-532930 Date Processing Supplies

FUNDING SOURCE/IMPACT:

1. \$25,000 budget transfer within the Administration budget

	4/6/2021
Autumn Lyvers, Finance Director	Date

ATTACHMENTS:

1. IT Budget Considerations Document

MANAGER'S COMMENTS AND RECOMMENDATIONS:



IT Budget Considerations

Provided by: Electronic Office

Introduction

The IT budget considerations listed herein are detailed in 3 major categories: Workstations, Servers, and Network. A summary is provided to advise of priority for future budget cycles.

Workstations

52 of 123 workstations are currently leveraging, Windows 8.1, or Windows 7. The remaining 71 devices are all running Windows 10 Pro. 45% of the workstations are older than 5 years old. We have planned to replace 19 of the 52 workstations in the 2020-2021 if the budget permits. We have selected the devices in Public safety as the first wave of devices to be replaced. Ideally, we would like to replace in remaining (33) devices in a second wave in the 2021-2022 budget year. Upgrading these devices will enhance performance and allow for better policies to secure the network. Additionally, upgrading the devices in waves will allow for a more tolerable replacement cycle.

Wave 1 - \$23,273.00 (proposed)

Wave 2 - \$42,075.00 (future)

Servers

The server infrastructure for the town consists of (2) physical Host Servers and (13) Virtual Servers that reside on the Host Servers. The infrastructure is logically separated for the town and police department. Their Operating Systems are disbursed in the following manner: (1) Server 2019 Standard, (9) Server 2016 Standard, (1) Server 2012 R2 Standard, and (4) Server 2008 R2 Standard. The Server 2008 R2 virtual servers need to be replaced as they are no longer supported by Microsoft from a patching perspective, therefore they pose a security risk to the town infrastructure. To this date, there have been no significant exploits to Server 2008 R2 worldwide. Below are the servers that are needing to be replaced:

TOWBRANCH-REC – \$2,500.00

Recreation Server - This houses RecTrac and is supported by Vermont Systems.

TOWPD-APP-01 – \$3,500.00

PD Application Server - Houses RMS and QuarterMaster and is supported by Southern Software.

TOWN-SQL-01 – \$2,500.00

Database Server for PubWorks & Pontem Software. Should be able to do this without vendor.

WVPD820MT21 – *unknown*

This is a standalone physical server for HigherGround. This device is supported and maintained by a 3rd party vendor.



IT Budget Considerations

Provided by: Electronic Office

Network

The town network architecture consists of (19) Network Switches, (19) Wireless Access Points and associated Wireless LAN Controller, and (4) Firewalls. 5 of the 19 switches were replaced upon the onset of the agreement with Electronic Office and the 4 firewalls were also installed at that time. The 14 remaining Cisco switches will need to be replaced over time due to age, performance, and capability. The “Core” switching infrastructure located in Fire Station 1 is an extremely critical piece of equipment of which Electronic Office does not have a loner device to deploy in the event of an emergent situation. We are advising to replace the aging infrastructure and build in redundancy to the core devices.

Fire Station 1 & Public Works - \$17,250.00

Police Department - \$21,036.00

Recreation Center - \$5,125.00

Water & Wastewater Plants - \$1,882.00

Armory - \$3,629.00

Summary

Below is the summary that we have ordered based on priority and need, associated with the fiscal budget years:

2020-2021 - \$23,273.00

- Wave 1 of Workstation replacements. This has been proposed but has not been approved.

2021-2022 - \$67,825.00

- Core Network Infrastructure – Fire Station 1 and Public Works
- Upgrading (3) Servers currently using Server 2008 R2
- Wave 2 Workstation replacements

2022-2023 - \$31,672.00

- Police Department network switch upgrades
- Recreation Center switch upgrades
- Water & Wastewater Plants
- Armory

2023-2024 – TBD

- Wireless Network
- (~35) Workstations that will be aging out

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: WWTP Primary Treatment Equipment/ Veolia Water Technologies

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: E11
Department: Public Services Department
Contact: Jeff Stines, Jeff Evans
Presenter: Jeff Stines, Director of Public Services

BRIEF SUMMARY:

With the ne WWTP upgrades, the primary treatment system currently in place will need upgrading. It is the recommendation of McGill and Associates to have the BOA approve (per NCGS 133-3) the proposed Kruger – Hydro-tech Disc-filter System.

MOTION FOR CONSIDERATION:

To approve the Kruger Hydro-Tech Disc-Filter for the required AOC plan submittal (April 15, 2021) that has been recommended by McGill and Associates for the WWTP upgrades.

ATTACHMENTS:

- Cover Letter from McGill and Associates
- Current Primary Clarifier
- Proposed Disc Filtration System

MANAGER’S COMMENTS AND RECOMMENDATIONS: N/A

April 5, 2021

Mr. Jeff Stines
Public Works Director
Town of Waynesville
PO Box 100
Waynesville, North Carolina 28786

RE: Wastewater Treatment Plant Upgrade
Primary Treatment Screening Equipment
DWI Funding
Request for Preferred Supplier
Veolia Water Technologies, Kruger – Hydrotech Discfilter

Dear Jeff:

McGill Associates is in the process of finalizing the plans and specifications for the upgrade of the wastewater treatment plant (WWTP) which is being funded by a grant/loan from the Division of Water Infrastructure (DWI), North Carolina Department of Environmental Quality (NCDEQ). Improvements proposed as a part of this project include the utilization of a disc filtration system for the primary treatment of the wastewater following initial screening and grit removal. This process replaces the current circular primary clarifiers in service at the plant and provides more consistent treatment and process control.

As a part of the design effort for the upgrade of the WWTP McGill staff researched and evaluated several primary treatment disc filter systems. The system manufactured by Veolia Water Technologies, Kruger – Hydrotech discfilter was selected as the apparent best technology with respect to similar installations in services, and sales and support from the equipment supplier.

The decision was made to pilot test the equipment at the WWTP. The Kruger Hydrotech discfilter system has been pilot tested at the WWTP for the past couple of months and the pilot testing is still ongoing. The pilot testing has shown very positive results for the future WWTP upgrade for this part of the process.

Based upon the pilot testing and our evaluation McGill Associates is of the opinion that the primary treatment discfilter system manufactured by Veolia Water Technologies, Kruger – Hydrotech Discfilter is the best high-quality and superior piece of equipment which should be selected for this project. As a part of the bid process, we recommend that the Veolia Water Technologies, Kruger – Hydrotech Discfilter be considered as the base bid item and the preferred equipment supplier.

NCGS 133-3 requires that as the design engineer McGill Associates specify equipment based upon performance and that there is a minimum of three (3) suppliers. GS 133-3 follows:

§ 133-3. Specifications to carry competitive items; substitution of materials.

All architects, engineers, designers, or draftsmen, when providing design services, or writing specifications, directly or indirectly, for materials to be used in any city, county or State work, shall specify in their plans the required performance and design characteristics of such materials. However, when it is impossible or impractical to specify the required performance and design characteristics for such materials, then the architect, engineer, designer or draftsman may use a brand name specification so long as they cite three or more examples of items of equal design or equivalent design, which would establish an acceptable range for items of equal or equivalent design. The specifications shall state clearly that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Where it is impossible to specify performance and design characteristics for such materials and impossible to cite three or more items due to the fact that there are not that many items of similar or equivalent design in competition, then as many items as are available shall be cited. On all city, county or State works, the maximum interchangeability and compatibility of cited items shall be required. The brand of product used on a city, county or State work shall not limit competitive bidding on future works. Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference. Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public. Substitution of materials, items, or equipment of equal or equivalent design shall be submitted to the architect or engineer for approval or disapproval; such approval or disapproval shall be made by the architect or engineer prior to the opening of bids. The purpose of this statute is to mandate and encourage free and open competition on public contracts. (1933, c. 66, s. 3; 1951, c. 1104, s. 5; 1993, c. 334, s. 7.1; 2002-107, s. 5; 2002-159, s. 64(c).)

McGill has prepared a specification for this project which we believe meets the requirements of GS 133-3. However, to fully comply with GS 133-3 and to have Veolia Water Technologies, Kruger – Hydrotech Discfilter as the base bid item we are requesting that The Town of Waynesville council approve this option at the next council meeting and prior to the April 15, 2021 plan submittal deadline. This action will allow us to move forward with the submission of final plans and specifications for approval and the future receipt of bids for the project.



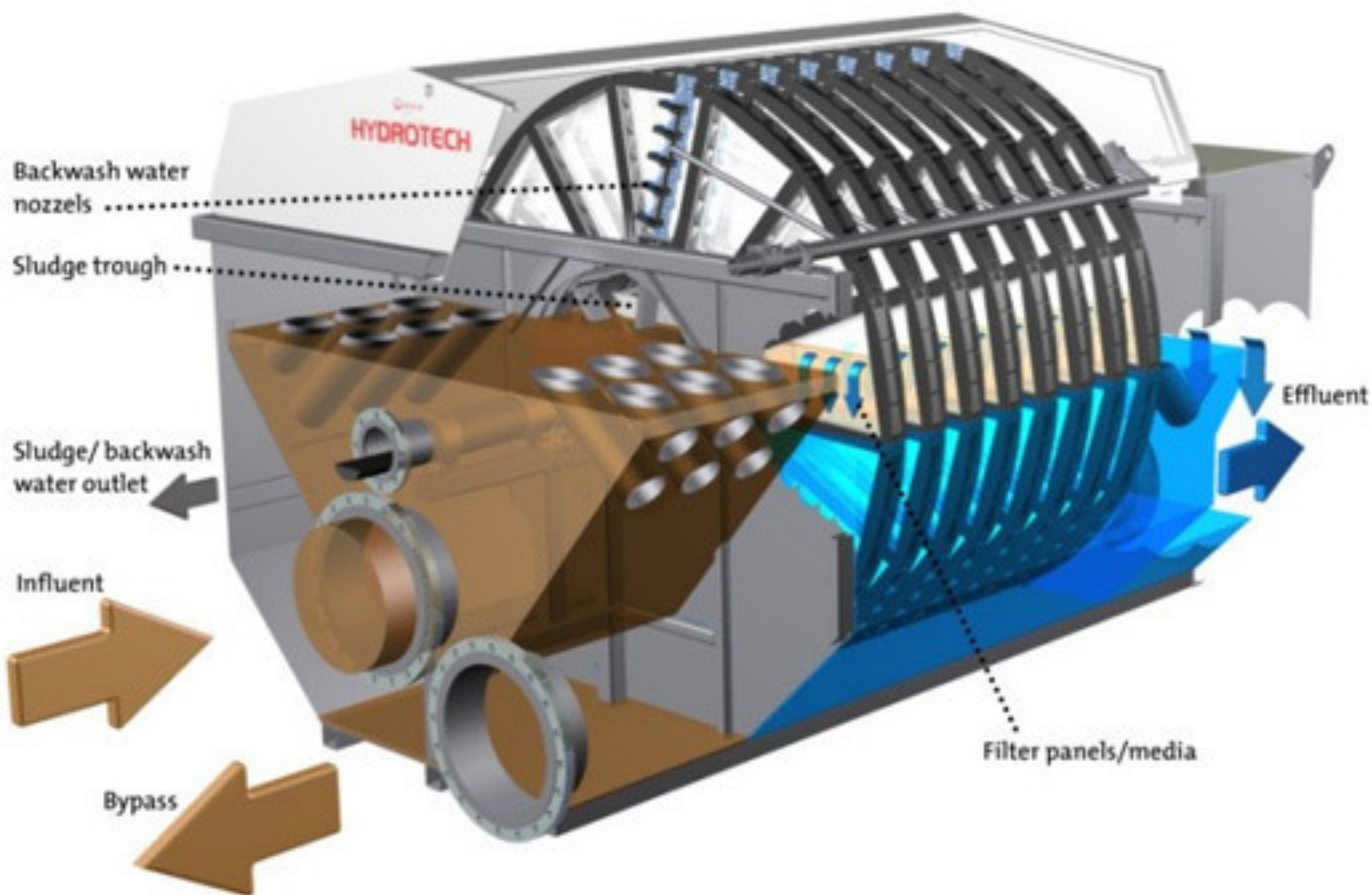
If you have any questions or need further information, please feel free to contact me at your convenience.

Sincerely,
McGILL ASSOCIATES, P.A.

M. Keith Webb, PE
Vice President

cc: Rob Hites – Town of Waynesville (via email)
Jeff Evans – Town of Waynesville (via email)
MJ Chen - McGill (via email)

P: Projects\2019\19.00330\Waynesville WWTP\ bidding\js 5april21- primary treatment





TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 13, 2021

SUBJECT: Actions to curb littering in Waynesville; revisions to section 44-5 of the Town of Waynesville Code of Ordinances

AGENDA INFORMATION:

Agenda Location: Communications from The Mayor and Board
Item Number: G13
Department: Board of Aldermen
Contact: Alderman Jon Feichter
Presenter: Alderman Jon Feichter

BRIEF SUMMARY:

Alderman Jon Feichter would like to present ideas to the board of Aldermen in order to combat littering within the Town of Waynesville.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

1. Narrative by Jon Feichter and examples from other North Carolina Towns

MANAGER'S COMMENTS AND RECOMMENDATIONS:

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



Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

TO:	BOARD MEMBERS, ROB HITES, JESSE FOWLER
FROM:	JON FEICHTER
SUBJECT:	ACTIONS TO CURB LITTERING IN WAYNESVILLE; REVISIONS TO SECTION 44-5 OF THE TOWN OF WAYNESVILLE CODE OF ORDINANCES
DATE:	APRIL 7, 2021

Over the past few weeks, I have participated in several litter pickups around town and have been dismayed by the sheer volume of trash that is out there in the wild. Moreover, I've heard complaints—as many of you have, I'm sure—from our residents about the issue. Although ad hoc pickups held by members of the community and regular cleanups led by organizations like Haywood Waterways and Commission for a Clean County are helpful, litter continues to accumulate.

We need to change that.

As I thought about how to curb littering to significantly reduce the amount of trash in our community, my starting point was to see what our ordinances say about the subject. Section 44 – Solid Waste and Weed Management is the controlling provision and Section 44-4 – Dumping or littering on public or private property is clear and unambiguous. Section 44-5 – Penalties and remedies, on the other hand, needs to be revised. The fines are so low that they almost assuredly don't prevent anybody from littering and they should be increased. In addition, a provision should be added (if allowed by state statute) mandating community service, requiring violators to pick up litter or other similar activity, if possible, in lieu of payment of the fine.

Therefore, I suggest that we approach the problem in several ways, as follows:

1. Substantially increase the amount of the fine and add a community service requirement (to be spent picking up litter if feasible) in lieu of payment of the fine.
2. Place "No Littering" signs throughout town with information about the penalties/fine violators would be subject to.
3. Conduct educational and marketing campaigns that will let all people know—citizens and visitors alike—that littering in Waynesville will not be tolerated. The campaigns should include a telephone number that community members can call to notify staff of problem areas.

I have attached a summary of the litter ordinances of several nearby municipalities and suggest that staff look into others to help us determine other ways we might be able to strengthen our ordinance.

Any suggestions on how to stem the tide of litter in Waynesville are welcomed.



Town of Waynesville - Code of Ordinances

Sec. 44-4. - Dumping or littering on public or private property.

As provided in G.S. 14-399 and 14-399.1, no person may place, discard, throw, drop, dump, or deposit, or cause to be placed, discarded, thrown, dropped, dumped or deposited any litter, trash or refuse:

- (1) On any public street or sidewalk within the town or on any property owned or operated by the town or on any other public property, except in properly designated receptacles;
- (2) On any private property, either owned by the person or owned by another person, regardless of whether or not permission is granted; or
- (3) In any stream or body of water.

(Ord. No. 31-03, § 96.12, 12-9-2003)

Sec. 44-5. - Penalties and remedies.

- (a) A violation of any of the provisions of this chapter shall constitute a misdemeanor, punishable as provided in G.S. 14-4.
- (b) A violation of any of the provisions of this chapter shall also subject the offender to civil penalties in the follow amounts:
 - (1) Beginning 31 days after the notice of violation, \$10.00 per day.
 - (2) Beginning 60 days after the notice of violation, \$25.00 per day.
 - (3) Beginning 90 days after the notice of violation, \$50.00 per day, and every day thereafter.

(Ord. No. 31-03, § 96.02, 12-9-2003; Ord. No. 14-10, 10-26-2010)

State of NC - General Statutes

G.S. 14-399

(a) No person, including any firm, organization, private corporation, or governing body, agents or employees of any municipal corporation shall intentionally or recklessly throw, scatter, spill or place or intentionally or recklessly cause to be blown, scattered, spilled, thrown or placed or otherwise dispose of any litter upon any public property or private property not owned by the person within this State or in the waters of this State including any public highway, public park, lake, river, ocean, beach, campground, forestland, recreational area, trailer park, highway, road, street or alley...

(1) Violators for amounts \leq 15lbs and not for commercial, Class 3 misdemeanor punishable by a fine of not less than \$250 or more than \$1000 for first offense; court may also require community service of at least 8 hours, but no more than 24 hours, picking up litter unless not feasible.

Town of Canton - Code of Ordinances

Sec. 6-2011. – Littering prohibited.

It shall be unlawful for any person, firm, organization or private corporation to throw or deposit any trash, refuse, garbage, building material, cans, bottles, broken glass, paper, or any type of litter, upon any street or sidewalk in the Town of Canton, or upon the Canton Pigeon River Scenic Walking Trail, or upon any private property, except with written permission of the owner or occupant of such private property.

Sec. 6-2012. – Same; vehicles.

It shall be unlawful for any person while a driver or a passenger in a vehicle to throw or deposit litter upon any street or other public place within the Town or upon private property.

Sec. 6-2013. – Same; violation.

Any person found guilty of violating sections 6-2011 and 6-2012 shall be guilty of a misdemeanor and shall be fined **not more than \$50.00, or imprisoned for not more than 30 days.**

Town of Sylva - Code of Ordinances

Sec. 28-2. – Littering.

It shall be unlawful for any person to throw, drop, cast or deposit upon any street, alley, sidewalk, canal, ditch or any yard or premises, public or private, any garbage, trash or filth of any kind, or any cans, paper, trash, paper containers, rubbish, bottles or any other form of litter or waste matter.

(Code 2002, § 14.5-2)

Sec. 28-8. – Penalties.

Any person violating this chapter shall be guilty of a misdemeanor punishable by a **fine not to exceed \$500.00 or imprisonment for not more than 30 days, or both.** Each day's continuing violation shall constitute a separate offense.

(Code 2002, § 14.5-9; Ord. of 8-11-1983, art. III, § 10; Res. of 9-6-2001)

City of Morganton - Code of Ordinances

Sec. 8-8004. - Prohibitions and disposal.

(a) *Generally.* It shall be unlawful for any person to place, throw, dump, or allow to blow or drop from a vehicle, boat or trailer any solid waste, garbage, rubbish, or miscellaneous refuse, as herein defined on the ground, lakes, or streams of the city. Furthermore, it shall be forbidden to drive, propel or mobilize any vehicle, boat, or trailer containing such waste without the utilization of a cover, as defined herein.

(Ord. No. 89-27, 8-7-89)

Sec. 8-8006. - Civil penalties.

(a) Violation. Any violation of this chapter or the failure to abide by any provision hereof shall be a misdemeanor or infraction and shall be punishable as provided in G.S. 14-4, as amended from time to time.

(b) Civil penalty. In addition to the penalty imposed by subsection (a) above, the violation of this chapter or the failure to abide by the provisions hereof shall also be a civil offense and the offender shall be subject to **a civil penalty in the amount of one hundred dollars (\$100.00).** The issuance of the civil citation and the collection of the civil penalty shall comply with and be in accordance with section 1-1005 of this Code.