



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

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

Date: January 24th, 2023 Time: 6:00 p.m.

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(828) 452-2491 [cpoolton@waynesvillenc.gov](mailto:cpoolton@waynesvillenc.gov)

#### A. CALL TO ORDER - Mayor Gary Caldwell

##### 1. Welcome/Calendar/Announcements

#### B. PUBLIC COMMENT

#### C. ADDITIONS OR DELETIONS TO THE AGENDA

#### D. CONSENT AGENDA

*All items below are routine by the 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.*

2. a. Adoption of minutes of the January 10th, 2023 Regular meeting
- b. Sarge's Dog Walk Special Event Permit

**Motion: To approve the consent agenda as presented.**

#### E. PRESENTATION

3. Fire Department 2022 Annual Report
  - Chris Mehaffey, Assistant Fire Chief

#### F. CALL FOR PUBLIC HEARING

4. Call for a Public hearing to Consider a Request for Annexation
  - Jesse Fowler, Assistant Town Manager

**Motion: To hold a public hearing at the February 14<sup>th</sup> meeting of the Board of Aldermen in order to consider the annexation of a property identified as Parcel Pin#8616-42-5402**

5. Call for a Public Hearing to be held on January 24, 2023, to consider a Map Amendment for the property located at 465 Boyd Avenue (PIN 8605-96-8882).
- Byron Hickox, Land Use Administrator

**Motion: To call for a Public Hearing to be held on February 14, 2023, to consider a Map Amendment for the property located at 465 Boyd Avenue.**

6. Call for a Public Hearing to be held on February 14, 2023, to consider an Application for Text Amendment to Land Development Standards Section 17.3, Use Type Definitions, Personal Services.
- Byron Hickox, Land Use Administrator

**Motion: To call for a Public Hearing to be held on February 14, 2023, to consider a Text Amendment to Land Development Standards Section 17.3, Use Type Definitions.**

## **G. NEW BUSINESS**

7. Breezemont Drive/Brad Street Traffic Calming
- Ricky Foster, Assistant Director of Public Services

**Motion: To approve the revised traffic calming measures for Breezemont Drive/Brad Street.**

8. Stewart Engineering Proposal for Planning and Consulting Services
- Jesse Fowler, Assistant Town Manager

**Motion: To Approve Stewart Engineering's proposal for Planning Consultant Services in the amount of \$8,825.**

9. Charging Credit and Debit Card Fees
- Misty Hagood, Finance Director

**Motion: To approve the Resolution to Approve Charging Utility and Tax Customers a Fee for Processing Credit/Debit Card Payments.**

10. Request approval to expand the Waynesville Police Department's traffic enforcement program by developing a motorcycle program.
- Chief David Adams

**Motion:**

- 1. To approve the Waynesville Police Department to continue the development of a motorcycle team.**
- 2. To approve the purchase of two motorcycles from the Hendersonville Police Department at a total cost of \$4,000.00 or \$2,000.00 apiece from line item 10-4310-532920.**

11. Town of Waynesville Recreation Donation for Fitness Equipment

- Luke Kinsland, Recreation Director

***Motion:*** *To approve the donation amount \$10,000 to pay toward 7 new spin bikes at the recreation center.*

12. Request for Encroachment from DOT to install Downtown Entrance Sign.

- Alderman Jon Feichter

***Motion:*** *Approve applying for an encroachment agreement with DOT to erect a Downtown Entrance Sign in the location shown on the attached map.*

**H. COMMUNICATION FROM STAFF**

13. Manager's Report

- Town Manager, Rob Hites

14. Town Attorney Report

- Town Attorney, Martha Bradley

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

**J. ADJOURN**



# TOWN OF WAYNESVILLE

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

## CALENDAR January 2023

2023	
Tuesday Feb 14 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Friday, February 24 <sup>th</sup>	Board of Aldermen Meeting- Special Session (Board Retreat)
Tuesday Feb 28 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday March 14 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday March 28 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday April 7 <sup>TH</sup>	Town Offices Closed – Good Friday
Friday April 11 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday April 25 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday May 9 <sup>TH</sup>	Board of Alderman Meeting – Regular Session
Monday May 23 <sup>RD</sup>	Board of Aldermen Meeting – Regular Session
Monday May 29 <sup>TH</sup>	Town Offices Closed – Memorial Day
Tuesday June 13 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday June 27 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday, July 4 <sup>TH</sup>	Town Offices Closed – Independence Day
Tuesday July 11 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday July 25 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday August 8 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday August 22 <sup>ND</sup>	Board of Aldermen Meeting – Regular Session
Monday September 4 <sup>TH</sup>	Town Offices Closed – Labor Day
Tuesday September 12 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday September 26 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday October 10 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday October 24 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Friday November 10 <sup>th</sup>	Town Offices Closed- Veterans Day
Tuesday November 14 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
Tuesday November 28 <sup>TH</sup>	Board of Alderman Meeting- Regular Session
Tuesday December 12 <sup>TH</sup>	Board of Aldermen Meeting – Regular Session
December 22 <sup>nd</sup> , 26 <sup>th</sup>	Town Closed – Christmas Holidays

## Board and Commission Meetings – February 2023

ABC Board	ABC Office – 52 Dayco Drive	<b>February 21</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>February 7</b> 1 <sup>st</sup> Tuesday 5:30 PM
Cemetery Commission	Public Services Building	<b>January, March, July, and October</b> 3 <sup>rd</sup> Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	<b>February 21</b> 3 <sup>rd</sup> Tuesday 8:30 AM
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>February 1</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>February 20</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>February 9</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>February 15</b> 3 <sup>rd</sup> Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>February 14</b> 2 <sup>nd</sup> Tuesday 3:30 PM

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**

**Regular Meeting**

**January 10, 2023**

**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday, January 10, 2023 at 6:00 pm. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

**A. CALL TO ORDER**

Mayor Gary Caldwell called the meeting to order at 6:05 pm with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Elizabeth Teague, Planning Director  
Luke Kinsland, Recreation Director  
Chief David Adams  
Candace Poolton, Town Clerk

Members of the media:

Becky Johnson, The Mountaineer  
Corey Vaillancourt, Smoky Mountain News

Others present:

Sam Cullen, Assistant Town Planner for Maggie Valley

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell wished everyone a Happy New Year. Mayor Caldwell reminded everyone that Town Offices will be closed on Monday, January 16<sup>th</sup> for Martin Luther King Jr. Day, and the next Board of Aldermen meeting is January the 24<sup>th</sup>.

**B. PUBLIC COMMENT**

The floor was opened for public comments and there were none.

**C. ADDITIONS OR DELETIONS TO THE AGENDA**

Mayor Caldwell stated with no additions or deletions to the agenda, he asked for a motion to approve the consent agenda.

#### **D. CONSENT AGENDA**

*All items below are 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.*

#### 2. Adoption of minutes of the December 13th, 2022 Regular meeting

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Chuck Dickson, to approve the consent agenda as presented. The motion passed unanimously.***

#### **E. PUBLIC HEARING**

#### 3. Maggie Valley Annexation Renewal

- Jesse Fowler, Assistant Town Manager

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to open the Public Hearing at 6:07 pm. The motion passed unanimously.***

Assistant Town Manager, Jesse Fowler, reported that in April 2007, the Town of Waynesville and Maggie Valley entered into an annexation boundary agreement which prohibits each town from annexing past that boundary. Mr. Fowler said the agreement is due to expire in five years, and because Maggie Valley is updating their comprehensive land use plan, they would like to renew the agreement now. Mr. Fowler stated that once both the Maggie Valley and Town of Waynesville Board of Aldermen vote in favor of renewing this annexation boundary agreement, there will need to be a Public Hearing with Haywood County because part of this agreement lies outside of the three-mile boundary, as required by statute. Sam Cullen, Assistant Town Planner with Maggie Valley was also present. Planner Cullen had nothing to add.

The floor was opened for public comments and there were none.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to close the Public Hearing at 6:11 pm. The motion passed unanimously.***

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve Ordinance NO. 0-02-23, an ordinance Approving Annexation Agreement. The motion passed unanimously.***

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to approve Contract NO. C-01-23, Town of Waynesville & Town of Maggie Valley boundary Annexation Agreement. The motion passed unanimously.***

## F. NEW BUSINESS

### 4. NCDOT request to eliminate connection between Lea Plant Road and South Main Street

- Elizabeth Teague, Planning Director

Planning Director Elizabeth Teague reported that the NCDOT is finalizing designs and right of way acquisition for South Main Street. The NCDOT requested feedback from the Board of Aldermen about design. Ms. Teague reported that the NCDOT would like to eliminate the intersection where Lea Plant Road and Hemlock Street connect to South Main. The NCDOT proposed instead to eliminate the intersection by creating a curved, seamless connection of Lea Plant Road with Hemlock Street and that property would then become a DOT right of way. Ms. Teague said the NCDOT's idea behind the project is to make Main Street safer and eliminate intersections in favor of roundabouts or signalized intersections. The project isn't scheduled to start until 2029. Ms. Teague said the construction is most likely not going to move up because cost of construction is too high.

Alderman Anthony Sutton added that when this project was taken off the project list, it was not done by the MPO Board, it was done by the State of North Carolina without the consent of the MPO Board. Mayor Gary Caldwell stated that the wait time on starting the project is affecting property owners because they can't develop or sell their property, so they're just paying taxes for unusable property. Alderman Chuck Dickson added that the business owners that the right of way would affect may have objections to this project. Ms. Teague offered to have her staff get the business owners' input because the NCDOT does not need an answer right away. She added that she already spoke with the Fire Chief and Public Services, and they don't see any issues with closing the intersection.

***The motion to grant the NCDOT request to disconnect Lea Plant Road from US23/South Main Street was tabled until Development Staff can get the property owners' opinion about the NCDOT project, at request of the Board.***

### 5. Town of Waynesville Recreation Endowment Grant

- Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that the Town of Waynesville Recreation Endowment Fund managed by the NC Community Foundation was setup 25 years ago and has accrued \$43,000. The recreation department has received over \$21,000 over the years. This year, the Town submitted a grant request and received \$2,150. Mr. Kinsland made a request that the money be used to help pay for a fraction of the dog water stations for the newly renovated Waynesville dog park.

There was much discussion about the ongoing construction of the dog park, including the drainage issues. Mr. Kinsland said he is working with Public Works to solve the drainage problem. He emphasized that the goal is to do the project correctly the first time, so they are taking their time and doing things right. The freezing and rainy weather has been impeding the project. Alderman Chuck Dickson suggested moving the dog park if the drainage issues cannot be resolved. Town Manager Rob Hites said that this is the only accessible location and it has the best drainage out of any other potential site. Mr. Kinsland added that the proximity to restrooms is also important, which the current site offers. Mr. Kinsland said they are working with Haywood Waterways to potentially add a rain garden to help catch run off from the dog park.

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman, to approve the grant amount \$2,150 to help pay for dog water stations at the Waynesville Dog Park. The motion passed unanimously.***

6. Entertain a bid of \$31,700 for a .8317-acre tract located on Oakdale Drive
  - Rob Hites, Town Manager

Town Manager Rob Hites reported that Mr. Chris Amsler submitted a bid of \$31,700 for a .8317-acre tract of land (Pin #8615-33-9978) located on Oakdale Road owned by the Town. Mr. Hites said that Mr. Amsler has no plans for the land, he would like to keep it a vacant lot. Mr. Hites asked department heads if they foresaw any need for the land. Development Services said that the land could be used for up to four houses to be used as affordable housing. Mr. Hites also stated that the property contains water, waste, and power along its frontage with Oakdale. Mr. Hites explained the bid process to the Board.

Alderman Chuck Dickson said we have a tremendous need for workforce housing and would prefer that we not sell the parcel. He recommended that we could donate it to a non-profit such as Mountain Housing Projects or Habitat for Humanity to build houses on the land. He added that the housing would be tax generating.

Alderwoman Julia Freeman agreed with Alderman Dickson about the need for affordable housing, but she suggested that the conversation needs to be had with the housing non-profits to see if they would even want to use the land. Alderwoman Freeman did not think the land should be donated and said the Town should accept Mr. Amsler's bid.

Alderman Jon Feichter agreed with Alderman Dickson and Alderwoman Freeman about approaching the housing non-profits first. Town Manager Hites said the Board could table the item until after they speak to non-profits. Mr. Hites also reminded the Board that this is an upset bid process, so that means that a developer could potentially move in. Alderman Anthony Sutton thought the property wouldn't support housing because of how narrow it is, and he thought the Town should sell. Mayor Gary Caldwell agreed that the Town should accept the bid. Alderwoman Freeman added that the non-profits could bid on the property as well.

***Mayor Gary Caldwell made a motion, and Alderman Anthony Sutton seconded, to accept Mr. Amsler's bid and to instruct the Clerk to advertise the bids for an "upset bid". Mayor Gary Caldwell, Alderman Anthony Sutton, and Alderwoman Julia Freeman vote in favor of the motion. Alderman Chuck Dickson and Alderman Jon Feichter vote against the motion.***

## **G. COMMUNICATION FROM STAFF**

7. Manager's Report
  - Town Manager, Rob Hites

Town Manager Rob Hites said that it is time for the Board to schedule their annual Board Retreat. The Board decided by consensus that they will hold their Retreat on Friday, February 24<sup>th</sup>.

Mr. Hites reported that the Sewage Treatment Plant project is going well. The road that allows construction equipment to get to the plant will be paved almost two months ahead of schedule.

8. Town Attorney Report
  - Town Attorney, Martha Bradley

Town Attorney Martha Bradley was absent but passed along nothing to report.

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

Alderman Chuck Dickson reported that he will be facilitating a meeting between Katherine Allen, a Social Work Professor at Western Carolina University, and Chief Adams. The meeting will be about potentially having social work interns assist the Police Department.

Alderwoman Julia Freeman reported that she had an opportunity to speak with Representative Mark Pless and he mentioned there will be money available for the Town Fire Department. Alderwoman Freeman asked for the Town staff to work with Chief Webb to find out what the needs are for the Fire Department. She also said that Rep. Pless mentioned that there will be more money coming to Haywood County that could help pay for things like the Sewage Treatment Plant.

Alderman Jon Feichter would like to recommend Courtney Tetrault, owner of Axe and Awl Leatherworks, to serve on the Haywood County TDA 1% Subcommittee.

***Alderman Jon Feichter made a motion, Alderwoman Julia Freeman seconded, to recommend Courtney Tetrault, owner of Axe and Awl Leatherworks, to be appointed to serve on the Haywood County TDA 1% Subcommittee. The motion passed unanimously.***

Alderman Anthony Sutton reported the North Carolina League of Municipalities annual dinner will be February 22<sup>nd</sup>. He asked if another Board Member would attend since they will be seated with Rep. Mark Pless. Alderwoman Julia Freeman agreed to attend with Alderman Sutton. Alderman Sutton said that he has been attending the Duke University Leadership Programs once a month.

Mayor Gary Caldwell reported that local businesses have been asking about getting green garbage bins. Town Manager Rob Hites asked if the Mayor could forward any requests to him. Assistant Town Manager Jesse Fowler added that Public Services ran out of stock, so they are waiting on the supplier to get more.

Alderman Chuck Dickson asked what estimated date of completion will be on the “Bi-Lo” apartments being built on Russ Avenue. Town Manager Rob Hites estimated it will take eight more months.

#### **I. CLOSED SESSION**

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to enter a Closed Session at 6:59 pm for the purpose of discussion of Personnel-Manager-under North Carolina General Statute §143.318.11(a)(6). The motion passed unanimously.***

**J. Closed Session**

***A motion was made by, Alderman Sutton, seconded by Alderman Dickson to enter into closed session at 6:59 pm. The motion passed unanimously.***

***A motion was made by Alderman Dickson, seconded by Alderman Sutton to reenter open session at 3:35 pm. The motion carried unanimously.***

***A motion was made by Alderwoman Freeman, seconded by Alderman Dickson to increase the Town Manager's salary to \$152,000. The motion carried unanimously.***

**K. Adjourn**

***A motion was made by Alderman Dickson, seconded by Alderman Sutton to adjourn at 7:37pm. The motion carried unanimously.***

ATTEST:

\_\_\_\_\_  
Gary Caldwell, Mayor

\_\_\_\_\_  
Robert W. Hites, Jr. Town Manager

\_\_\_\_\_  
Candace Poolton, Town Clerk



# Application for Special Events Permit

## I. General Information

EVENT NAME: Sarge's 18<sup>th</sup> Annual Dog Walk

EVENT DATE(S): September 23, 2023  
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: Court House Lawn – 215 N Main St

IF THIS EVENT IS A PARADE OR ROAD RACE: From the Court House to Montgomery Street, to Church Street to Main St. Back to Court House

SET-UP TIME (START/END): 7:30AM – 8:30AM

EVENT HOURS: 9AM - 1PM

DISMANTLE HOURS (START/END): 1PM – 3PM

ESTIMATED ATTENDANCE: 300

BASIS ON WHICH THIS ESTIMATE IS MADE: Previous Events

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: Sarge's Animal Rescue Foundation, Inc.

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

APPLICANT NAME: Caroline Ledford TITLE: Events & Fundraising Coordinator

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

PHONE: 828-246-9050 FAX#: 828-246-9051 EMAIL: events@sarges.org

ON-SITE CONTACT: Windy McKinney TITLE: Board President

ADDRESS: 256 Industrial Park Dr STE B, Waynesville, NC 28786

PHONE #: 828-246-9050 CELL PHONE #: 828-246-3390 EMAIL: windymckinney@yahoo.com

**III. Brief Description of Event**

Participants walk their dogs in a parade from the Historic Court House lawn located at 215 N Main St. down Depot St. to Montgomery St. to Church St. to N Main St. and back to the Court House lawn. Historically the Waynesville Police Department has handled traffic control by holding traffic at the corner of N. Main & Depot, then at the corner of Church St. and N Main St. They have also led and followed the parade with a cruiser. The parade normally lasts less than thirty minutes. Contests are held on the court house steps after the dog walk. A video of the past walk can be seen here: <https://wlos.com/news/local/dogs-and-owners-strut-their-stuff-at-sarges-downtown-dog-walk>

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

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

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

1. Beginning of 215 N. Main St

2. 4 Depot St. to Montgomery St. to Church St.

3. N. Main St. Back to Court House

**V. Event Details**

YES NO

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

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

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

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

Do you plan to use an existing **occupied building**? Address \_\_\_\_\_

Do you plan to use an existing **vacant building**? Address \_\_\_\_\_

Will there be any **tents or canopies** in the proposed event site? Please provide the following information:  
Approx. Number of Tents: 10 Will any tent exceed 400 sq. feet in area?  NO  YES

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

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

Will you require **electrical hookup** for the event? Generators? \_\_\_\_\_

Will you require **access to water** for the event? Explain \_\_\_\_\_

Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. \$30/ticket

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

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

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

**VI. Additional Questions**

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

Participants will be asked to park in the county parking deck located on Branner Ave.

Notes:

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

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

Volunteers will remove all trash from the premises. Defecation bags are provided to the participants and a volunteer is assigned to follow the parade to ensure cleanliness.

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

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

**Return to:**  
**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](mailto: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:



Saturday, August 6, 2016<sup>23</sup>

### SPONSORSHIP OPPORTUNITIES

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

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

**Deadline for Sponsorship is July 1, 2016<sup>23</sup> to have your name on the T-Shirts**

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

- \$5000    \$2500    \$1000    \$500    \$250    \$150

- \* Sponsors may walk their dogs for free, but must submit a registration form. Will you be walking a dog? Yes \_\_\_ No \_\_\_ If yes, how many dogs? \_\_\_\_\_
- \* Sponsors may provide promotional materials for goody bags. Will you provide these? Yes \_\_\_ No \_\_\_
- \* Sponsors may request up to 2 t-shirts. (please indicate size and quantity below)  
 Adult Male S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ XXL \_\_\_      Youth S \_\_\_ M \_\_\_ L \_\_\_  
 Adult Female S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_
- \* Sponsors at the \$500 + levels may have a vendor space. Would you like to reserve space? Y \_\_\_ No \_\_\_
- \* Sponsors may have their business logo and a link to their website on **SARGE'S** Dog Walk Sponsor page. Would you like to do this? Yes \_\_\_ No \_\_\_

Please make your check payable to **SARGE'S** and mail it to:

P. O. Box 854, Waynesville, NC 28786

Print this name on the T-shirt \_\_\_\_\_

Business or individual sponsor's name \_\_\_\_\_

Contact name \_\_\_\_\_

Physical address \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**For more information, please go to: [www.SargeAnimals.org](http://www.SargeAnimals.org)**

or call 828-246-9050      *Thank you!*

# SARGE'S

ANIMAL RESCUE FOUNDATION

Sarge's 14th Annual Downtown Dog Walk is planned for  
9:00 am Saturday, August 3, 2019.

As we reflect on the past years of serving Haywood County, we can't help but reminisce of all the smiling faces and happy people that have helped us on our road to save fur babies. We saved our 10,000<sup>th</sup> animal this year. We also had our 4th Annual Community Support Day. This was a day where the Animal Hospital Of Waynesville, Haywood Spay and Neuter, and The Dog House teamed up to host a micro-chip and rabies clinic. Sarge's also contributed to this day by giving free dog food, cat food, and flea medication to people in need.



In 2018, hundreds of dogs and their owners enjoyed the beautiful day in downtown Waynesville, participating in Sarge dog walk. Sponsorships are crucial to the success of the Dog Walk. The donations raised through the Annual Downtown Dog Walk help supply food, medical care, spay and neuter costs, and shelter for animals at our Adoption Center, and foster homes. This funding also supports local and long distance transport.



Sponsors, both businesses and individuals, benefit from this community event. All sponsor names are printed on the back of the T-shirts. More than 400 shirts were distributed last August. Individuals can sponsor in their name, in honor of a pet or person.

Sponsors are mentioned in pre-event publicity and listed in a "thank you" ad in "*The Mountaineer*." Sponsors.

Again, there will be vendor space provided at the Courthouse lawn where the walk begins and ends. If you can be a sponsor, we have enclosed a sponsorship form for you to complete with your check payable to Sarge's.

Every year more than 7.6 Million dogs and cats are killed in shelters right here in the U.S. who just want to be loved. There is so much more to be done in helping save more dogs and cats, please help us continue this important mission in our community and join us for this fun event. For more information about Sarge's Animal Rescue Foundation, visit our website [www.sargeanimals.org](http://www.sargeanimals.org), or call our Adoption Center at (828) 246-9050.

Your support of the 14<sup>th</sup> Annual Downtown Dog Walk is greatly appreciated.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: 24 Jan 2023**

**SUBJECT:** Fire Department 2022 Annual Report

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Fire

**Contact:** C Mehaffey

**Presenter:** Assistant Chief Chris Mehaffey

**BRIEF SUMMARY:**

Presentation of Fire Department 2022 Annual Report. Brief discussion of highlights.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Recommend approval



# Waynesville Fire Department

## 2022 Annual Report



# Town of Waynesville

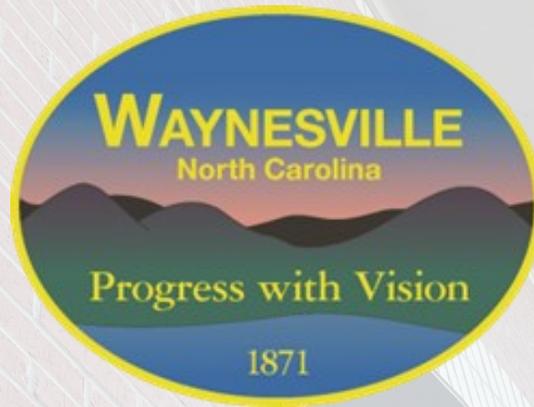
## Board of Aldermen



(from left) **Chuck Dixon, Mayor Pro Tem**  
**Julia Freeman, Mayor Gary Caldwell, Jon**  
**Feichter, Anthony Sutton**

# Town of Waynesville

## Staff



**Town Manager—Rob Hites**

**Assistant Town Manager—Jesse Fowler**

**Clerk—Candace Poolton**

**Development Services Director—Elizabeth Teague**

**Finance Director—Misty Hagood**

**Human Resources Specialist—Brittany Angel**

**Parks and Recreation Director—Luke Kinsland**

**Police Chief—David Adams**

**Public Services Director—Jeff Stines**

# Message from the Chief



2022 saw the slow return to the post-pandemic “normal”. Call volume increased to well over 3100 calls for service. This put us back on the pre-pandemic trend. The department had several key staff member changes including two new shift Captains (due to retirement and a change of careers), promotion of part-time members, adding volunteer (paid-on-call) members to the part-time roster, etc. The department was able to drop our Insurance

rating to a Class 4 district-wide which should already be saving homeowners outside city limits money on their home-owners insurance. Coming growth is being planned for to ensure the ability to deliver the services the Citizens deserve. We have plans to have more Citizen input in the direction of the Fire Department as we move forward. Waynesville Fire Department is focused on providing service to the citizens and visitors of Waynesville “with honor, compassion, courage, and commitment”!

A handwritten signature in black ink that reads "Joey Webb Sr.".

Joey Webb Sr., Fire Chief

# Department Values

## Mission Statement

*“The Waynesville Fire Department members recognize that the citizens of the Waynesville Fire District are the reason for our presence and will protect them with “Honor, Compassion, Courage, and Commitment”.*

## Vision Statement

The primary mission of the Waynesville Fire Department is to protect and enhance the high quality of life for the citizens and visitors of the Town of Waynesville from the adverse effects of natural and man-made emergencies.

## Member Expectations

1. Maintain and promote a winning attitude.
2. Practice the Golden Rule.
3. Be a team player.
4. Seek excellence.
5. Do that which is right.
6. Stay focused.
7. Participate.
8. Capitalize on adversity.

# 2022 Highlights

- Lowered ISO (insurance rating) to Class 4 district wide which will result in lowering homeowners insurance to residents outside of city limits but still inside WFD response area.
- Ordered new tanker truck to replace 1993 tanker still in service.
- Obtained FEMA grant totaling \$108,000 for structural and wildland protective gear.
- Added battery-operated extrication gear to Engine 1 to mirror Engine 2.
- Replaced two Shift Captains (retirement and change of career).
- Ordered rescue boat to enhance water rescue capability.
- Answered 3156 calls for service (new record).

# Protecting Our Town

| 11

Volunteers  
(Paid-on-call)

| 13

Part-Time Staff

| 12

Shift Engineers

| 4

Shift Captains

| 2

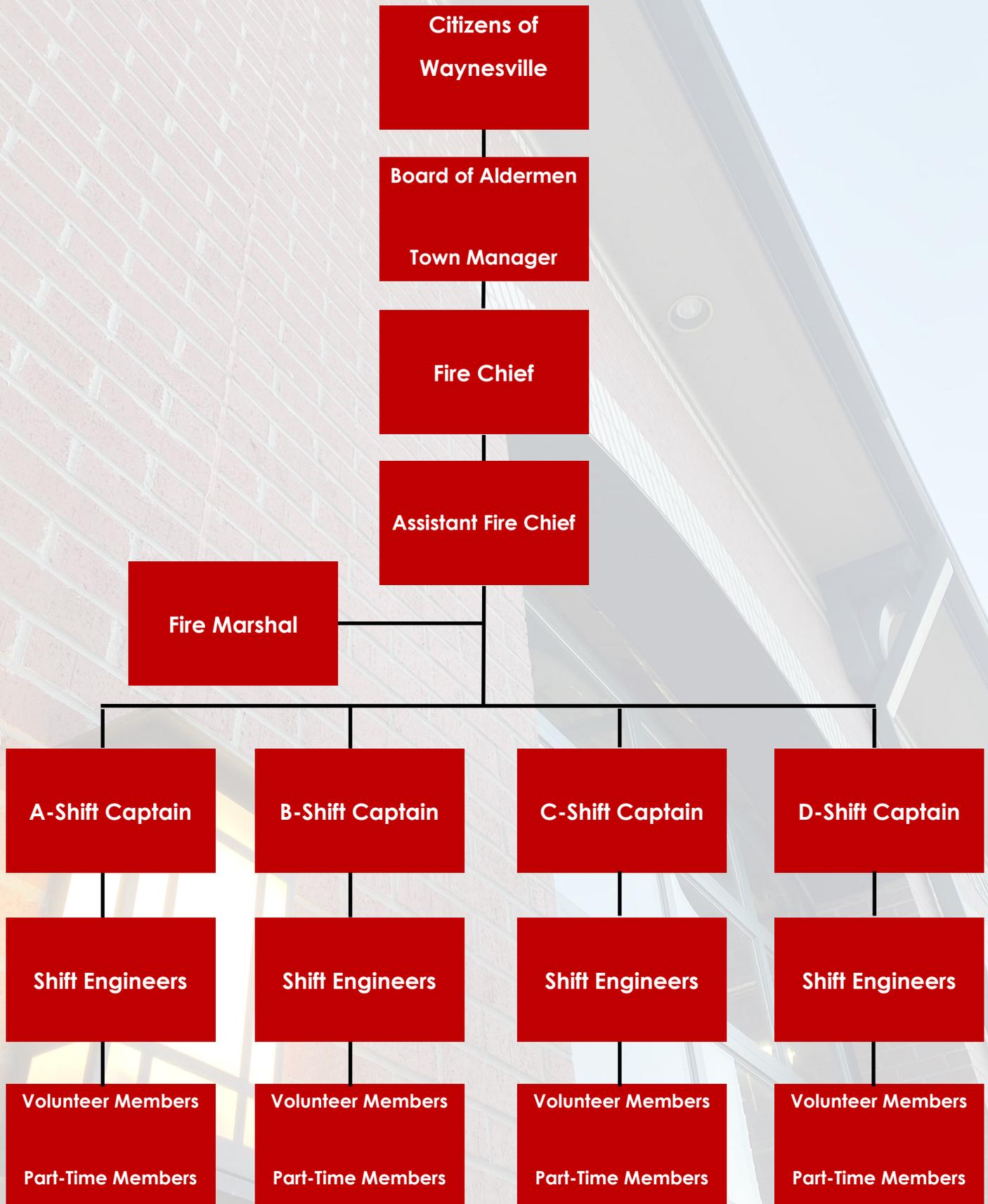
Chief Officers

| 1

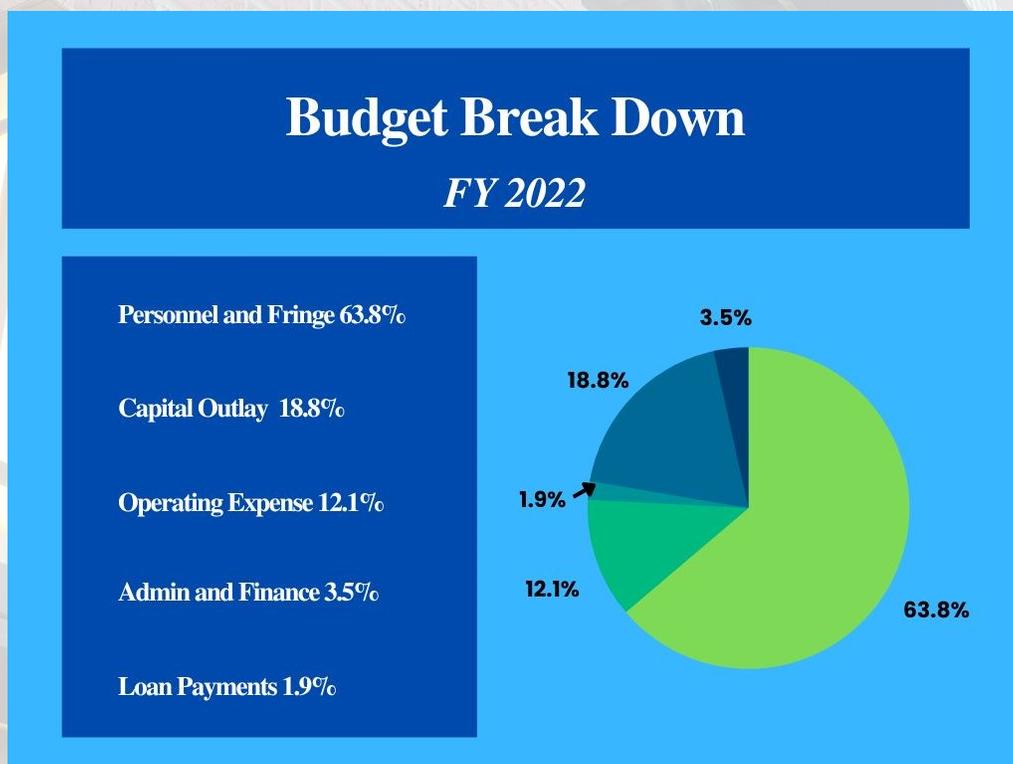
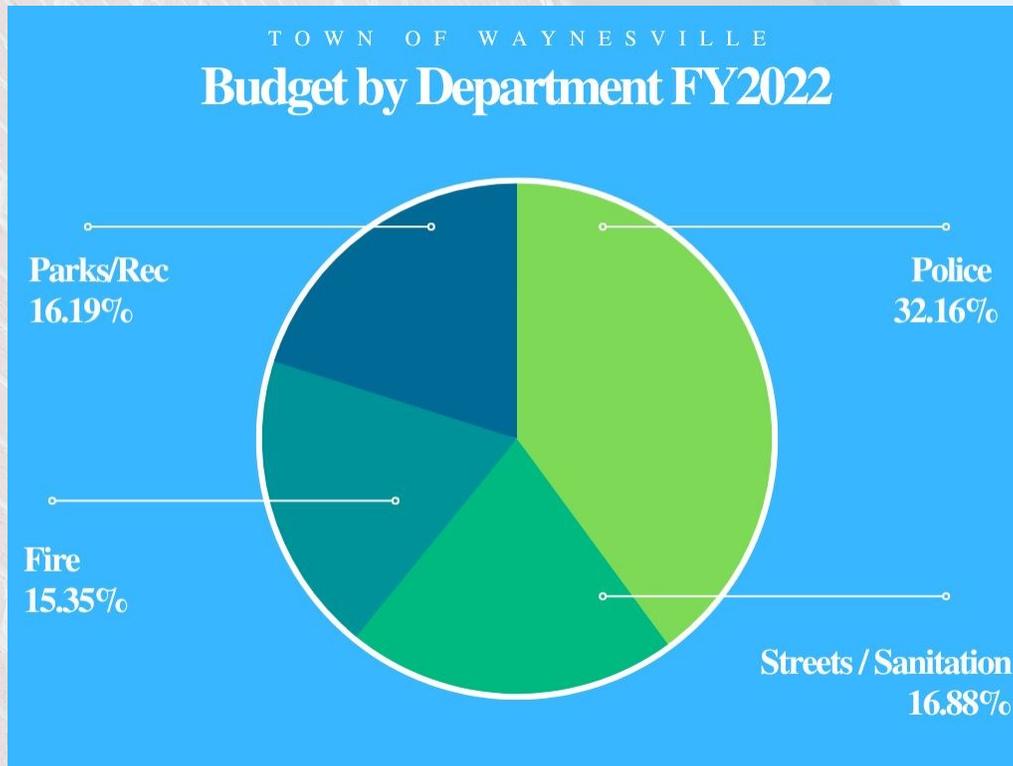
Fire Marshal



# WFD Organizational Chart



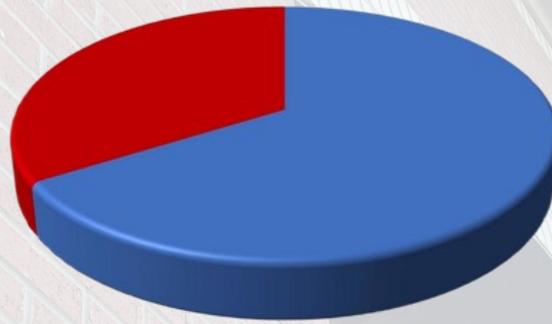
# Budget Information



# Response Breakdown

**WFD responded to 3156 calls in 2022**  
(Up from 2762 in 2021 and back to normal trend since COVID-19 pandemic).

**39% Fire/Service Calls**

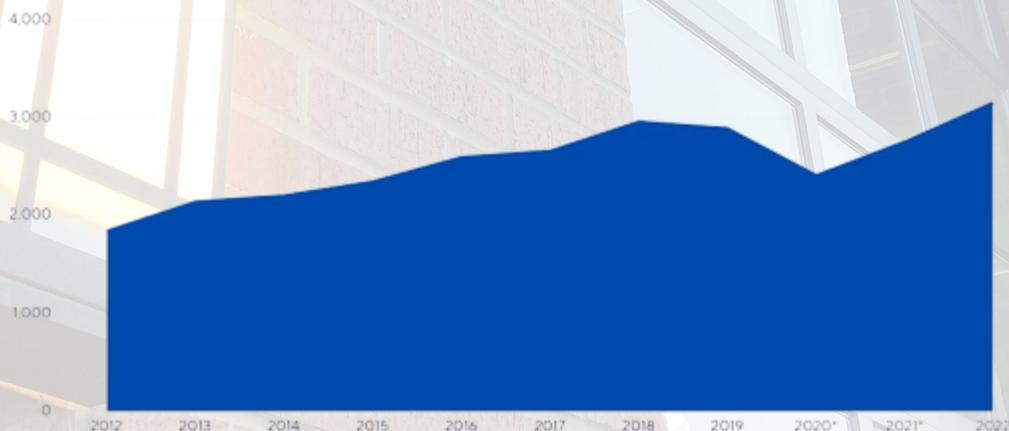


**61% Medical/Rescue Calls**

## 10 YEAR CALL VOLUME

**7% Average  
Yearly Increase**

**41% Overall  
Increase!!**



\* INDICATES PANDEMIC YEARS



# Promotions



**2022 Saw the promotions of several of our members.**

- **Engineer Doug Smith was promoted to Captain and took command of A-Shift.**
- **Part-time member Luke Palmer was promoted to full-time Engineer on A-Shift**
- **Part-time member Hank Baker was promoted to full-time Engineer on B-Shift.**
- **Long-time member and Engineer/Fire Investigator Josh Evans was promoted to Captain and took command of B-Shift. This position was vacated by Captain Ricky Mehaffey, who went to part-time in order to pursue a new business opportunity.**

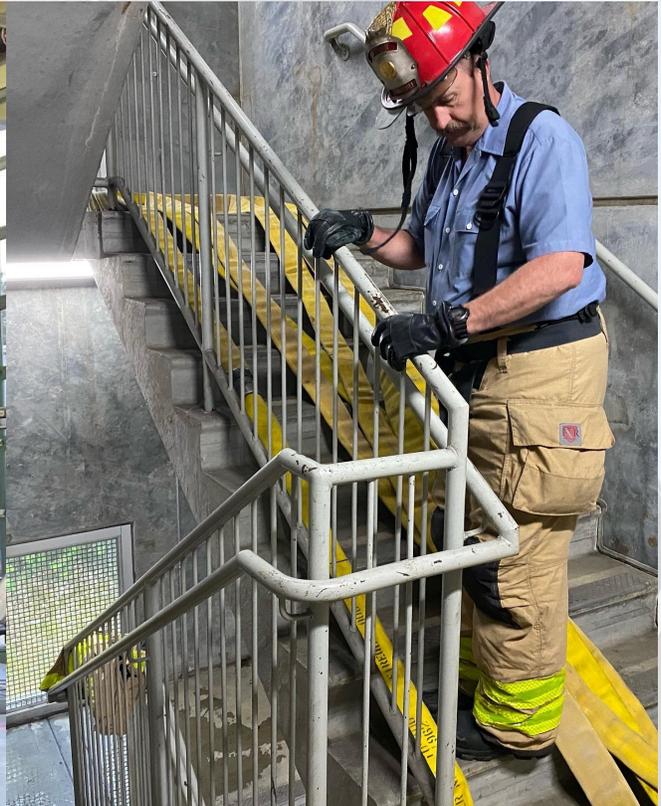
# New Faces



**Claudio Fuentes was hired to replace Josh Evans, who was promoted to Shift Captain. Claudio brings a wealth of knowledge and experience!**

# Retirement

**Congratulations to Captain Allen Stewart on his retirement from Waynesville Fire Department after 27 years of service!**



# Volunteer Members (Paid On Call)

Matt Jones

Lieutenant

Willie Hickman

Lieutenant

Butch Franklin

Safety Officer

Leonard Davis

Safety Officer

Terry Trantham

Traffic Officer

Mike Lancaster

Traffic Officer

Cecil Brown

Firefighter

Chad Brown

Firefighter

Terry Crumpler

Firefighter

Edgar DeJesus

Firefighter

Luis Delgado

Firefighter

Rick McElroy

Fire Investigator

Rory Phipps

Firefighter

Harrison Smith

Firefighter

# Part-Time Members

Greg Shuping  
Senior Lieutenant

Dee Massey  
Captain-Retired

Ben Buchanan  
Engineer

Ian Hill  
Engineer

Ricky Mehaffey  
Engineer

Christina Cable  
Firefighter

Silas Cooper  
Firefighter

Zach Davis  
Firefighter

Zach Reece  
Firefighter

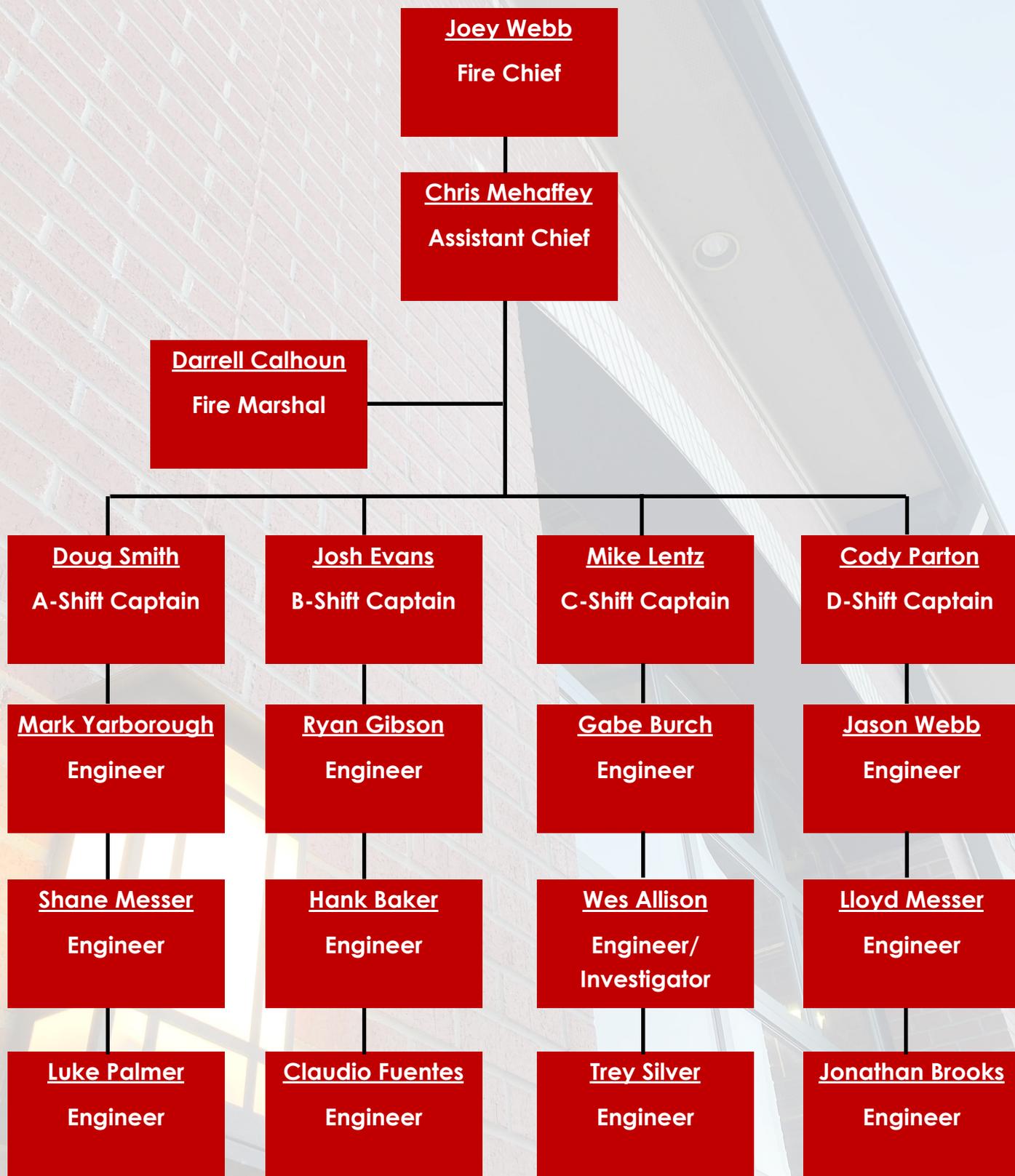
John West  
Firefighter

Aaron Willis  
Firefighter

Jessica Willis  
Firefighter

Dylan Williams  
Firefighter

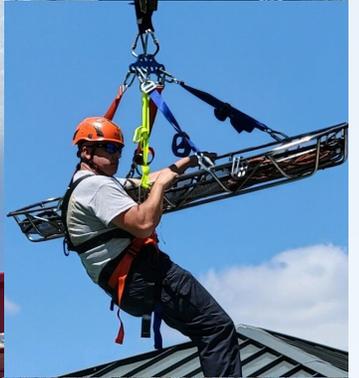
# Career Members



# Fire Prevention

**WFD's Fire Prevention effort is led by Fire Marshal Darrell Calhoun. In 2022, Waynesville Fire Department's Fire Prevention and Public Education programs saw a solid rebound from COVID 19 pandemic numbers. Highlights of this year's effort include:**

- Participated in joint Public Safety Day in conjunction with Waynesville Police Department.
- Fire and Life Safety Education direct education to 1813 children and 885 adults.
- 40 car seat checks and installations.
- Participated in 28 fire/lockdown drills at area school facilities.
- Installed or serviced over 40 smoke alarms.
- Conducted 86 fire inspections, 21 walk-through inspections, and 15 building plan reviews.



# Contact Us



## Station 1

1022 North Main Street

Waynesville, NC 28786

Phone (Non-Emergency) 828-456-6151



## Station 2

280 Georgia Avenue

Waynesville, NC 28786

Phone (Non-Emergency) 828-456-8648

**Town FD Website**



**Instagram**



**Facebook**



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**

**REQUEST FOR BOARD ACTION**

**Meeting Date: January 24, 2023**

**SUBJECT:** Call for a Public hearing to Consider a Request for Annexation

**AGENDA INFORMATION**

**Agenda Location:** Public Hearing  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY**

The Town of Waynesville has received an application requesting the annexation of a property located on Howell Mill Road, addressed 271 Howell Mill Road and identified as Parcel Pin# 8616-42-5402. The applicant, Mountain Housing Opportunities, Inc. (MHO), came to the Town in 2021 in order to request infrastructure incentives for a future affordable housing development to be located on this lot. The Board of Aldermen awarded MHO these incentives in the amount of \$277,154, and now they have secured the funding to begin developing this piece of property.

Currently, 271 Howell Mill Road lies within the Town of Waynesville's Extraterritorial Jurisdiction and exists without sewer infrastructure. In order to obtain sewer infrastructure, the Town's ordinance requires that MHO apply for annexation. The current zoning of 271 Howell Mill Road is Howell Mill Urban Residential, and this zoning designation will remain unchanged.

**MOTION FOR CONSIDERATION**

- Motion to hold a public hearing at the February 14<sup>th</sup> meeting of the Board of Aldermen in order to consider the annexation of a property identified as Parcel Pin#8616-42-5402.

**FUNDING SOURCE/IMPACT**

**ATTACHMENTS**

- Signed Annexation Petition
- Annexation Request Payment Receipt
- Municipal Boundary Map
- Property Information Map
- Property Legal Description
- Preliminary Plat
- MHO Sewer Grant Application

**MANAGER'S COMMENTS AND RECCOMENDATIONS**

**TOWN OF WAYNESVILLE  
PLANNING DEPARTMENT  
P.O. BOX 100, WAYNESVILLE, NC 28786  
828-456-2004**

**ANNEXATION UPON PETITION  
OF ALL OWNERS OF REAL PROPERTY**

(G.S. 160A-31, as amended)

Date: 12/13/2022

To: Board of Aldermen of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described below be annexed to the Town of Waynesville.
2. Character of area to be annexed:
  - a. Any area which is contiguous to the corporate limits of the Town of Waynesville may be annexed by petition.
  - b. For purposes of these laws, an area is deemed "contiguous" if, at the time the petition is submitted, the area either abuts directly on the municipal boundary or is separated from the municipal boundary by a street, right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State.
3. The area to be annexed is contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
  - a. Metes and bounds description is attached.
  - b. Tax map of the proposed territory is attached.

Name R.Scott Dedman, President & Executive Director Signature 

Address Mountain Housing Opportunities, Inc., 64 Clingman Avenue, Suite 101, Asheville, NC 28801

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

(Attach additional sheet if necessary)

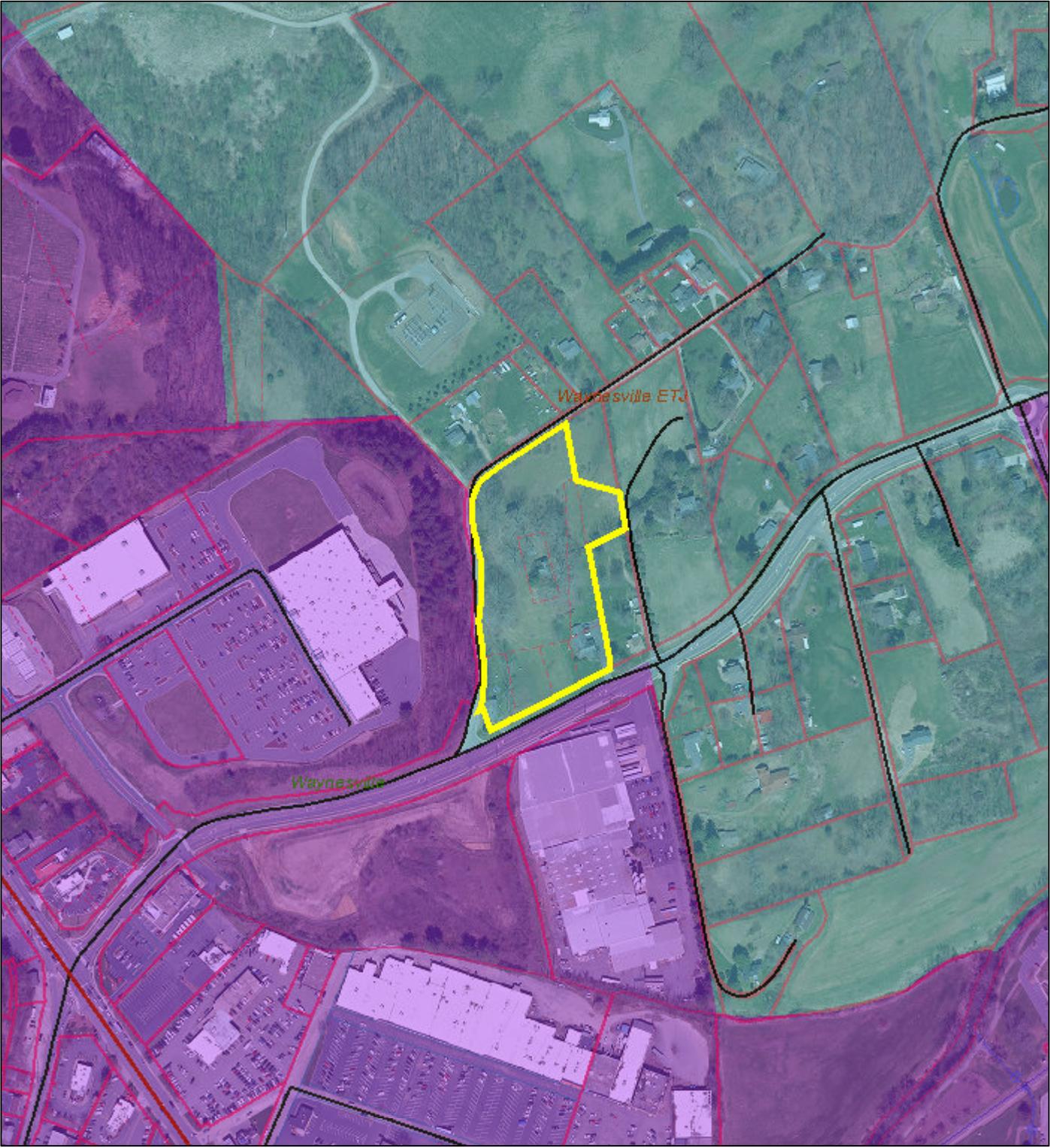
TOWN OF WAYNESVILLE  
280 GEORGIA AVENUE  
WAYNESVILLE NC 28786

MISC RECEIPT 2863606  
REFERENCE Annexation  
DATE/TIME 01/13/23 15:21  
CLERK 2044ecou  
CUSTOMER Mountain Housing Oppor  
EFF. DATE 01/13/2023  
DEPT

01

TOTAL: 200.00  
200.00

PMT TYPE	QTY	REF	AMOUNT
CHECK	1	1779	200.00



Report For

MOUNTAIN HOUSING OPPORTUNITIES INC A M  
64 CLINGMAN AVE UNIT 101  
ASHEVILLE, NC 28801-3328

Account Information

PIN: 8616-42-5402  
Legal Ref: 1050/24

Add Ref: 1064/2318  
S1/90

Site Information

DWELLING, DWELLING  
,  
271 HOWELL MILL RD

Heated Area: 960  
Year Built: 1930  
Total Acreage: 5.44  
Township: Waynesville

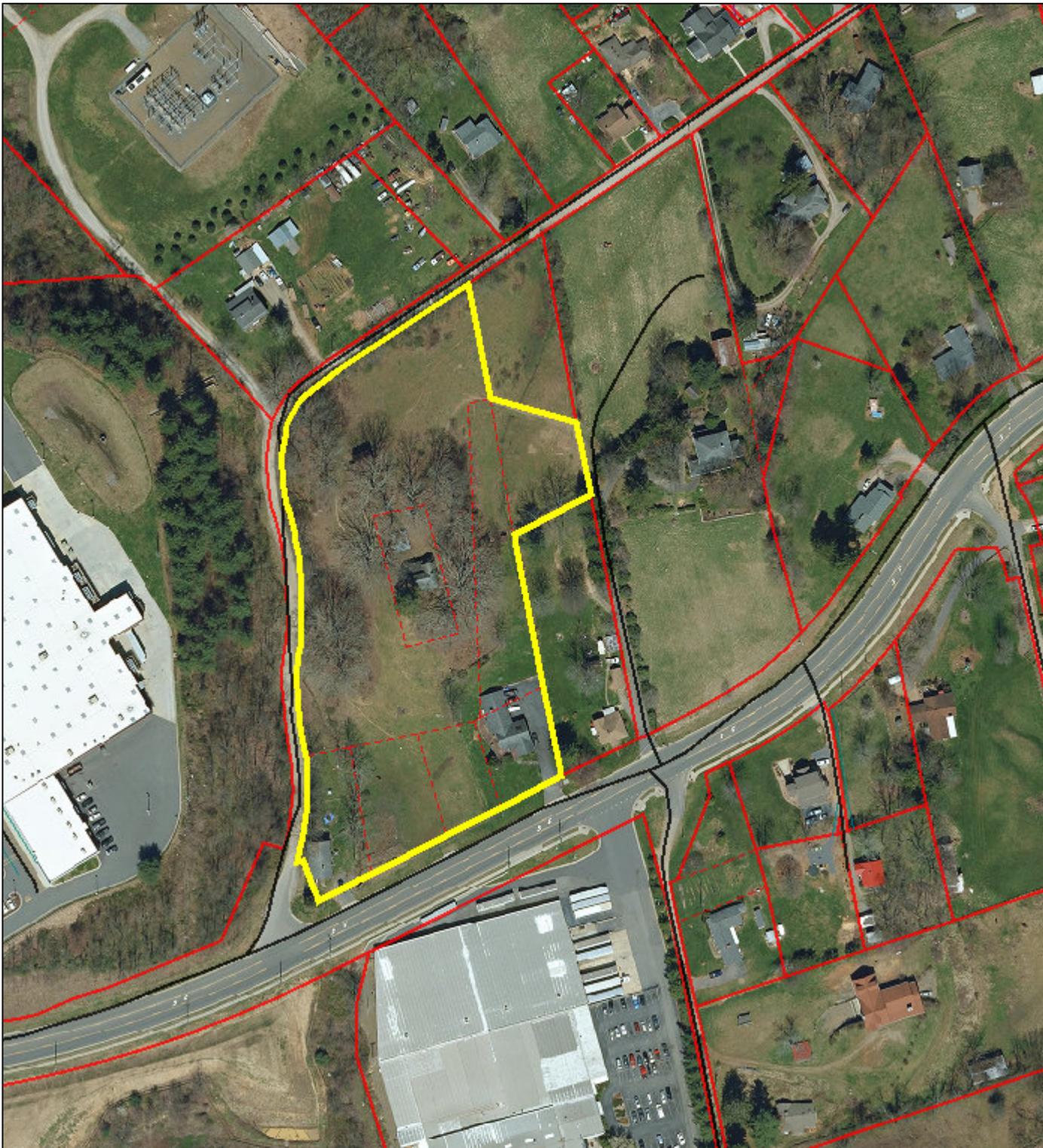
Site Value Information

Land Value:  
Building Value:  
Market Value:  
Deferred Value:  
Assessed Value:  
Sale Price:  
Sale Date: 12/7/2021



1 inch = 400 feet  
January 13, 2023

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.



## Report For

MOUNTAIN HOUSING OPPORTUNITIES INC A M  
64 CLINGMAN AVE UNIT 101  
ASHEVILLE, NC 28801-3328

### Account Information

**PIN:** 8616-42-5402

**Legal Ref:** 1050/24

**Add Ref:** 1064/2318  
S1/90

### Site Information

DWELLING, DWELLING

271 HOWELL MILL RD

**Heated Area:** 960

**Year Built:** 1930

**Total Acreage:** 5.44

**Township:** Waynesville

### Site Value Information

**Land Value:** \$76,500

**Building Value:** \$332,700

**Market Value:** \$409,200

**Deferred Value:** \$0

**Assessed Value:** \$409,200

**Sale Price:** \$965,000

**Sale Date:** 12/7/2021



1 inch = 200 feet  
January 13, 2023

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.

Beginning at a point in the northern boundary of Howell Mill Road (SR 1184), said point being the southwest corner of the property of Dawn Jones Marshall, now or formerly, as shown on the plat recorded in Map Cabinet D at Page 1056, Haywood County Registry; and from the Beginning Point thus established, with the northern boundary of Howell Mill Road (SR 1184) the following five (5) courses and distances: (1) South 63°11'07" West 91.63 feet to an iron pin found, (2) South 64°18'54" West 138.84 feet to a point, (3) South 63°17'32" West 34.00' to a point, (4) South 63°16'50" West 26.00' to a point, (5) South 63°20'40" West 16.49' to an iron pin set; thence leaving the northern boundary of Howell Mill Road (SR 1184) North 10° 07' 35" West 195.49 feet; thence South 76°07'25" West 52.01 feet to a point in the eastern boundary of Calhoun Road (SR 1185); thence with the eastern and southern boundaries of Calhoun Road (SR 1185) the following twenty-two (20) courses and distances: (1) North 08°37'21" West 40.26' to a point, (2) North 04°47'17" West 53.39' to a point, (3) North 02°43'23" East 43.56' to a point, (4) North 08°40'32" East 43.67' to a point, (5) North 05°43'16" East 28.32' to a point, (6) North 06°00'42" West 37.96' to a point, (7) North 14°45'23" West 50.48' to a point, (8) North 13°34'32" West 60.81' to a point, (9) North 06°12'58" West 52.50' to a point, (10) North 03°59'10" East 33.93' to a point, (11) North 13°51'58" East 16.90' to a point, (12) North 26°33'35" East 28.77' to a point, (13) North 41°45'40" East 30.17' to a point, (14) North 49°48'30" East 25.66' to a point, (15) North 56°23'04" East 47.68' to a point, (16) North 57°38'45" East 46.44' to a point, (17) North 58°13'16" East 47.15' to a point, (18) North 57°41'04" East 47.55' to a point, (19) North 56°34'03" East 46.28', and (20) North 56°48'56" East 17.20' to a point; thence leaving the boundary of Calhoun Road (SR 1185) and with the western boundary of the property of Romualda B. McRorie, now or formerly, by Deed recoded in Book 188 at Page 8, Haywood County Registry, South 10°28'04" East, passing an iron pin set at 20.00 feet, 165.13 feet to an iron pin set; thence with the southern line of the Romualda B. McRorie property South 73°53'04" East 123.60 feet to an iron pin set in the western boundary of the First Tract of the property of Jean C. Palmer, now or formerly, by Deed recorded in Book 264 at Page 670, Haywood County Registry; thence with the western boundary of the Jean C. Palmer property South 10°28'04" East 101.70 feet to a concrete monument in the northeast corner of the property of Dawn Jones Marshall, now or formerly, as shown on the plat recorded in Map Cabinet D at Page 1056, Haywood County Registry; thence with the northern boundary of the Dawn Jones Marshall property South 63°33'16" West 120.21 feet to a concrete monument; thence with the western boundary of the Dawn Jones Marshall property South 10°30'33" East 357.01 feet to the Beginning Point.

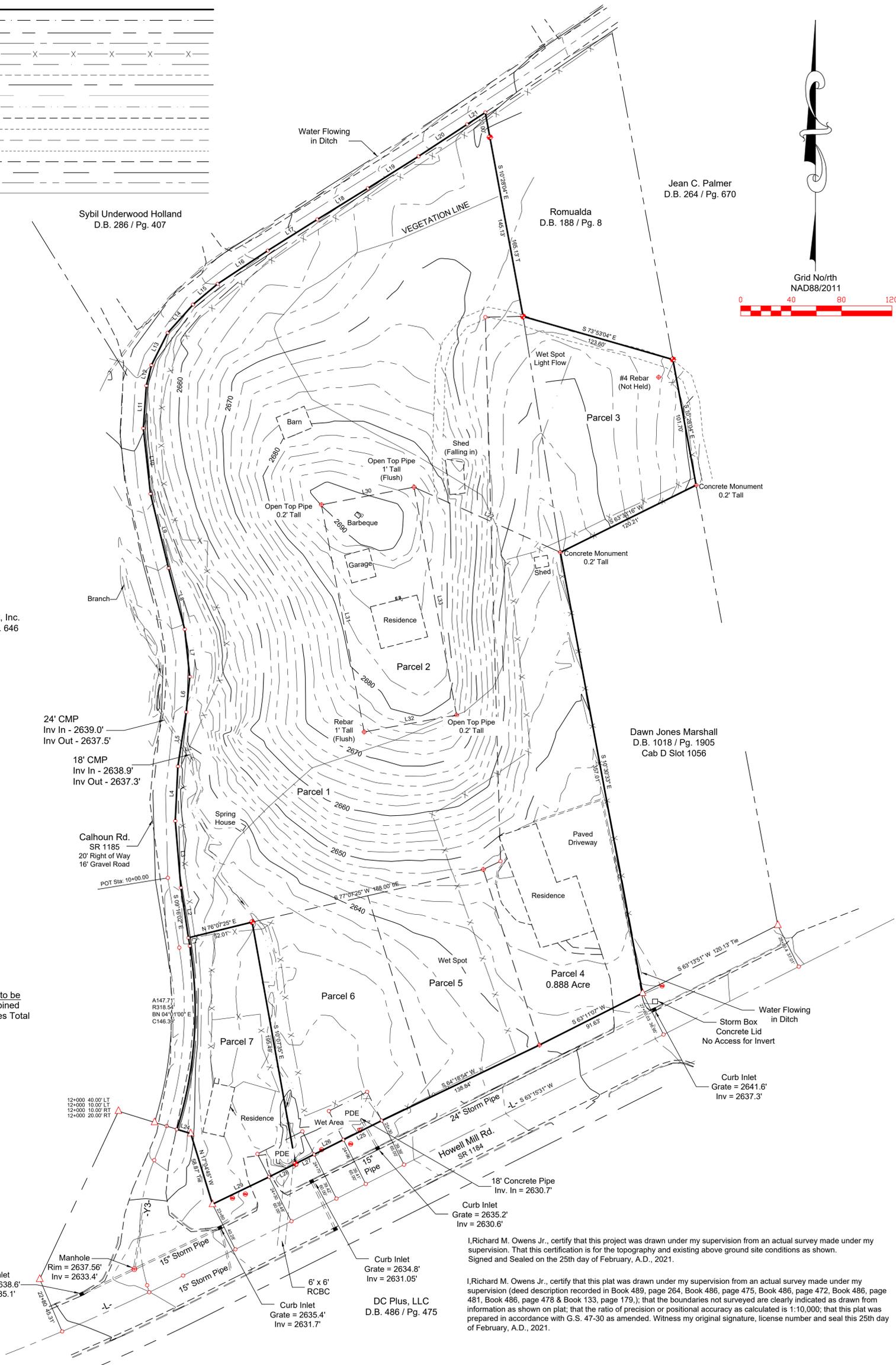
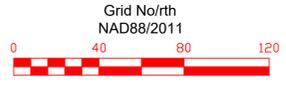
Being all of Parcels 1-6, containing 5.310 acres, more or less, shown on the Survey for Mountain Housing Opportunities, Inc. dated January 25, 2021, by Richard M. Owens Jr., PLS of Owens Surveying, PLLC, Project No. 21-2-1190.

LEGEND

- PROPERTY LINE
- TIE LINE
- PROPERTY LINES NOT SURVEYED
- CENTERLINE ROAD
- FENCE
- POWER / UTILITY LINES
- WALL
- RIGHT OF WAY
- CENTER LINE BRANCH
- EDGE OF WATER
- EDGE OF PAVEMENT
- EDGE OF GRAVEL
- CURB
- CONCRETE
- SIDEWALK
- MAJOR CONTOUR LINE
- MINOR CONTOUR LINE
- WOODED AREA / VEGETATION

- IRON PIN SET
- IRON PIN FOUND
- POINTS
- UTILITY POLE
- CONTROL WELL
- GAS
- SEPTIC - SEWER MANHOLE
- TREE
- MANHOLE
- FIRE HYDRANT
- ELECTRIC TRANSFORMER
- TELEPHONE PEDESTAL
- WATER METER / VALVE
- PDE PERMANENT DRAINAGE EASEMENT
- RCBC REINFORCED CONCRETE BOX CULVERT
- CMP CORRUGATED METAL PIPE

LINE	BEARING	DISTANCE
L1	N 09°16'02" W	6.58'
L2	N 08°37'21" W	44.26'
L3	N 04°47'11" W	53.39'
L4	N 02°43'23" E	43.58'
L5	N 08°40'52" E	43.87'
L6	N 05°23'16" E	28.32'
L7	N 06°00'42" W	37.96'
L8	N 14°42'23" W	154.48'
L9	N 13°34'32" W	60.81'
L10	N 08°12'38" W	52.50'
L11	N 03°58'10" E	33.93'
L12	N 13°51'58" E	16.90'
L13	N 26°33'35" E	26.77'
L14	N 41°42'40" E	39.17'
L15	N 49°48'30" E	29.66'
L16	N 69°23'04" E	47.28'
L17	N 57°58'45" E	46.44'
L18	N 58°13'16" E	47.15'
L19	N 87°41'03" E	42.55'
L20	N 56°34'03" E	46.28'
L21	N 56°48'56" E	17.20'
L22	N 65°54'23" W	127.22'
L23	N 72°41'58" W	11.46'
L24	N 63°17'35" W	34.00'
L25	S 63°17'35" W	34.00'
L26	S 63°17'35" W	29.90'
L27	S 63°20'40" W	16.49'
L28	S 63°20'40" W	23.51'
L29	S 64°10'26" W	49.79'
L30	S 79°11'38" W	74.71'
L31	S 10°54'41" E	184.58'
L32	N 79°38'56" E	74.62'
L33	N 10°32'04" W	184.65'



Ingles Market, Inc.  
D.B. 430 / Pg. 646

24' CMP  
Inv In - 2639.0'  
Inv Out - 2637.5'

18' CMP  
Inv In - 2638.9'  
Inv Out - 2637.3'

Parcel 1 & 2  
Timothy R. Shook, & Patricia Shook  
D.B. 486 / Pg. 475  
P1-PIN 8616-42-3466  
P2-PIN 8616-42-5404

Parcel 3  
Timothy R Shook  
DB 133 Pg 179  
PIN 8616-42-6671

Parcel 4  
Timothy R Shook, & Patricia Shook  
D.B. 489 / Pg. 264  
PIN 8616-42-6329  
0.888 Acre

Parcel 5  
Timothy R Shook, & Patricia Shook  
D.B. 486 / Pg. 481  
PIN 8616-42-5167

Parcel 6  
Timothy R Shook, & Patricia Shook  
D.B. 486 / Pg. 472  
PIN 8616-42-4173

Parcel 7  
Timothy R Shook, and Patricia Shook  
DB 486 / Pg 475  
PIN 8616-42-3089  
0.320 Acre

Parcels to be Recombined  
5.310 Acres Total

Total Area Surveyed  
5.630 Acres

- NOTES:
- NCDOT Project No. 35022.2.1 Reference No. U-4412
  - This property may be subject to any easements and/or rights of way of record.
  - Area computed by coordinate method.
  - All distances are horizontal measure.
  - No NCGS control within 2000'
  - Property is not in a special flood hazard area

I, Richard M. Owens Jr. PLS. certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:

- Class of survey: Class A
- Positional accuracy: H=0.03' V=0.05'
- Type of GPS field procedure: RTK
- Dates of survey: 01-25-2021
- Datum/Epoch: NAD83 (2011)
- Published/Fixed-control use: VRS
- Geoid model: GEOID12B (Conus)
- Combined grid factor: 0.9997609
- Units: US Survey Feet

I, Richard M. Owens Jr., certify that this project was drawn under my supervision from an actual survey made under my supervision. That this certification is for the topography and existing above ground site conditions as shown. Signed and Sealed on the 25th day of February, A.D., 2021.

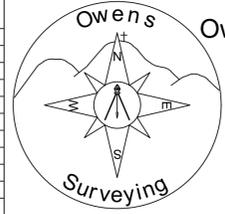
I, Richard M. Owens Jr., certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 489, page 264, Book 486, page 475, Book 486, page 472, Book 486, page 481, Book 486, page 478 & Book 133, page 179.); that the boundaries not surveyed are clearly indicated as drawn from information as shown on plat; that the ratio of precision or positional accuracy as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this 25th day of February, A.D., 2021.

Richard M. Owens Jr. PLS  
L-4686

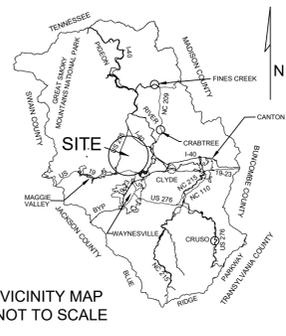
THIS SURVEY IS OF AND EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.  
THIS SURVEY IS OF AN EXISTING FEATURE, SUCH AS A BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE.

SHEET 1 OF 1

OWNER OF RECORD Timothy R. Shook & wife, Partrica Shook		SURVEY FOR Mountain Housing Opportunities, Inc.		DATE	REVISIONS
PROPERTY DESIGNATION PINS: 8616-42-6329, 3089, 4173, 5167, 6671, 3466 & 5404		Waynesville Township Haywood County, NC			
SURVEY DATE: 01/25/21	PROJECT NUMBER 21-2-1190	DRAWN BY: RTO	APPROVED BY: RMO	DRAWING SCALE: 1"=40'	



Owens Surveying, PLLC  
P-2242  
Richard M. Owens Jr. PLS  
19 Forga Plaza Loop  
Waynesville, North Carolina  
Telephone (828) 456-9500  
owenssurveying.com





IN REQUEST FOR  
**AFFORDABLE HOUSING INCENTIVE GRANT**

SEWER & WATER EXTENSION | 333 HOWELL MILL RD





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January 27, 2021

Town of Waynesville, NC  
16 South Main Street  
P.O. Box 100  
Waynesville, NC 28786

Waynesville Town Employees and City Officials,

It is with great enthusiasm that Mountain Housing Opportunities, Inc. (MHO) is submitting the following **grant request in the amount of \$306,750.00** for sewer and waterline extension regarding our potential affordable housing development, "Balsam Edge", at 333 Howell Mill Road.

MHO has been developing affordable housing for 32 years in the Western North Carolina region with a seasoned and talented staff. Through development, new construction, renovation, and acquisition, MHO now owns a total of 1,134 affordable rental units.

As MHO continues to prioritize the creation of affordable housing throughout Western North Carolina, we are eager to recognize and act upon the intense need for housing in our region's more rural areas and the towns that anchor them. Producing quality housing affordable to low income individuals so that all may be able to continue to live and participate in their community is central to our mission and an ideal we are excited to help bring to Waynesville.

With our proposed development, Balsam Edge will bring **84 affordable, family units** to the Town of Waynesville. All units will be serving those earning below 80% of Area Median Income (AMI), with one, two, and three bedroom units targeting a range of **income levels from 40% AMI to 80% AMI**.

Thank you for the opportunity to submit this incentive grant for project infrastructure, and we look forward to continuing to move Balsam Edge toward completion in Waynesville.

Sincerely,

Adeline Wolfe  
Project Manager & Real Estate Developer

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# Contents

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- I Request Summary | 01
- II Developer Qualifications | 03
- III Project Narrative | 05
- IV Financial Narrative | 07
- V Grant Request | 09

## Addenda

- A. Multi-family Portfolio
- B. Architectural & Site Design Package
- C. Pro Forma
- D. Club House Elevation Re-Design

# I Request Summary

## Project Summary



MHO's development at 333 Howell Mill Road, Balsm Edge, will be an 84 unit, family oriented apartment community near the intersection of Russ Avenue and Howell Mill Road. It adheres to the underlying UR-HM density requirements. Upon completion, the site will include 3 residential buildings, a community building with communal amenity space, a picnic/grilling area, a play ground, and 1.75 parking spaces per unit. Total average property affordability will be 55% of AMI with no unit targeting greater than a household income of 80% AMI.

## Unit Summary and Affordability

Unit Types	Quantity	Rent
<b>One Bedroom</b>		
40% AMI	6	388
50% AMI	4	504
60% AMI	10	621
80% AMI	2	721
<b>Subtotal</b>	<b>22</b>	
Affordability	54.55%	
<b>Two Bedroom</b>		
40% AMI	9	469
50% AMI	10	609
60% AMI	19	749
80% AMI	4	849
<b>Subtotal</b>	<b>42</b>	
Affordability	55.24%	
<b>Three Bedromm</b>		
40% AMI	6	539
50% AMI	2	701
60% AMI	9	863
80% AMI	3	963
<b>Subtotal</b>	<b>20</b>	
Affordability	56.00%	
<b>Total Units</b>	<b>84</b>	
Percent 1BR	26%	
Average Total Affordability	55.24%	

# Financial Summary

## Project Working Timeline

- On-going | Due Diligence & Pre-development
- May 2021 | Final LIHTC app due & COMMITMENT OF FUNDS
- December 2021 | Final Construction Drawings
- June 2022 | Financial Closing
- June 2022- August 2023 | Construction
- Summer 2023 | Lease Up

## Current Sources of Funds

9% LIHTC Equity.....	\$10,034,500
USDA 538 Construction/Perm Loan.....	2,606,587
Secondary Soft Debt.....	1,840,000
Town of Waynesville Grant.....	306,750
<b>Total Development Cost.....</b>	<b>\$14,787,837</b>

Preliminary application for the 9% Low Income Housing Tax Credit (LIHTC) program has been submitted as of January 24th and is under review. Debt in addition to permanent financing will be a conglomerate of soft mezzanine debt. Under this category, the project has qualified for Rental Production Program Loans (RPP) and is in discussion with Dogwood Health Trust about possible loan opportunities.

For gap financing in regards to sewer and water extensions, MHO is asking for grant money from the Town of Waynesville’s affordable housing incentive program in the amount of \$306,750, to be confirmed in writing by May of 2021.

# II Developer Qualifications

## Mountain Housing Opportunities | Developer



64 Clingman Avenue  
Suite 101  
Asheville, NC 28801

Ph: 828.254.0120  
Fax: 828.254.0120  
[www.mtnhousing.org](http://www.mtnhousing.org)

Mountain Housing Opportunities, Inc. has been operating as a nonprofit organization for the creation and improvement of affordable housing in Western North Carolina since 1988. Our community investment arm that oversees the production of multi-family units has financed approximately \$100 million in affordable housing assets and has developed a total of 1,134 units, with 212 additional units scheduled to come online in early Spring of this year upon the completion of the Lee Walker Heights redevelopment. Throughout each development, quality of design and resident life have been at the forefront of our process.

### Development Team

MHO's current development team working on Balsam Edge will include:

**Cindy Visnich Weeks, Vice President and Director of Community Investments.** Ms. Visnich-Weeks has 30+ years of affordable housing and development experience and a master's degree in community and economic development.

**Geoffrey Barton, Director of Real Estate Development,** oversees the development team. Geoffrey is a licensed architect and has over 9 years of affordable housing and development experience.

**Rich Olejniczak, Senior Real Estate Developer,** will assist with project management. Rich has a master's in social work and over 25 years of affordable housing and development experience.

**Adeline Wolfe, Real Estate Developer** will be project manager. Adeline has two years of affordable housing experience and a masters degrees in Sustainable Real Estate Development and Preservation Studies from Tulane University.

**Aaron Green, Enterprise Rose Architectural Fellow,** will help ensure that the architectural and site plans meet the specific needs of both the project and Waynesville zoning standards.

# Completed Projects

Displayed below are a summary of our three most recent affordable multi-family developments, with the entirety of our multi-family portfolio available for viewing in addendum A.

## East Haven Apartments

- Location: Swannanoa, NC
- Completed: 2020
- Units: 95



## Eagle Market Place

- Location: Asheville, NC
- Completed: 2019
- Units: 62
- Commercial Space: 9,000 SF



Copyright: SnapWerx LLC

## Villas at Fallen Spruce

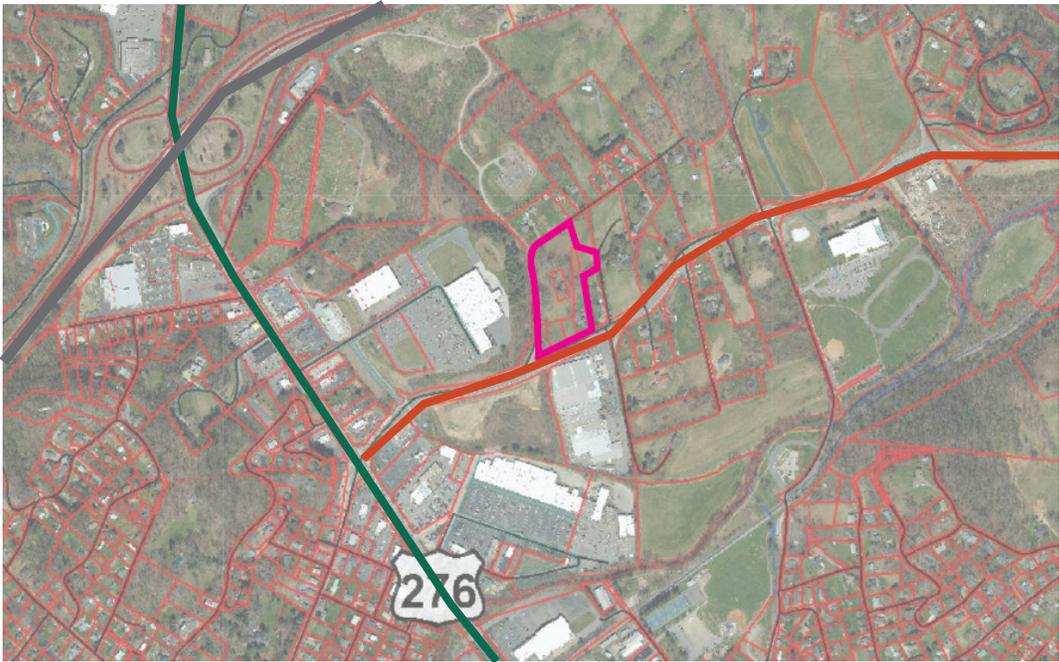
- Location: Asheville, NC
- Completed: 2015
- Units: 55



# III Project Narrative

Balsam Edge will introduce 84 affordable, family targeted units to Waynesville, NC. The site's position on Howell Mill Road has been targeted as a prime multi-family development area by the Planning Division, reflected in its Howell Mill Urban Residential Zoning designation. Development plans for the site are in direct congruence with the Town's intentional housing expansion plans in regards to land use. Furthermore, it is positioned to provide rents affordable to workers of surrounding industries with a presence and Waynesville and throughout Haywood County.

Taking into account the preservation of Waynesville's natural beauty and environmental standards, Balsam Edge will be built following EnergyStar guidelines for all buildings. Additionally, current site plans have used the topography as an amenity to preserve view corridors to the surrounding mountain area and will incorporate native plant species into the landscaping.



- Great Smoky Mountains Expressway
- Howell Mill Road
- Russ Avenue



# Project Timeline

On-going | Due Dilligence & Pre-development

May 2021 | Final LIHTC app due & COMMITMENT OF FUNDS

December 2021 | Final Construction Drawings

June 2022 | Financial Closing

June 2022- August 2023 | Construction

Summer 2023 | Lease Up

## Unit Summary & Affordability

Again, the intent of Balsam Edge is to target low and moderate income families in Waynesville typically excluded from most market rate and luxury developments. Very low income persons and workforce families alike will have units affordable to them. Additionally, 12 ADA accessible units will be included.

Unit Types	Quantity	Rent
<b>One Bedroom</b>		
40% AMI	6	388
50% AMI	4	504
60% AMI	10	621
80% AMI	2	721
<b>Subtotal</b>	<b>22</b>	
Affordability	54.55%	
<b>Two Bedroom</b>		
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Affordability	55.24%	
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60% AMI	9	863
80% AMI	3	963
<b>Subtotal</b>	<b>20</b>	
Affordability	56.00%	
<b>Total Units</b>	<b>84</b>	
Percent 1BR	26%	
Average Total Affordability	55.24%	

Site plans (existing and proposed), Elevations, Floorplans, Tentative Clubhouse Plans, and Projected Buildout may be found in the attached package corresponding to **Addendum B**.

# IV Financial Narrative

## Target Market

Market Analysis and following information courtesy of:  
T. Ronald Brown: Research & Analysis

	<u>30 percent</u>	<u>40 percent</u>	<u>60 percent</u>	<u>80 percent</u>	<u>Total*</u>
<b>Total demand</b>					
1 bedroom	110	88	52	52	296
2 bedroom	155	123	73	73	415
3 bedroom	91	72	43	43	244
4 bedroom	31	25	15	15	84
<b>Total</b>	<b>387</b>	<b>308</b>	<b>182</b>	<b>182</b>	<b>1,039</b>
<b>Supply</b>					
1 bedroom	0	11	20	0	31
2 bedroom	0	3	20	0	23
3 bedroom	0	0	0	0	0
4 bedroom	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>14</b>	<b>40</b>	<b>0</b>	<b>54</b>
<b>Net demand</b>					
1 bedroom	110	77	32	52	265
2 bedroom	155	120	53	73	392
3 bedroom	91	72	43	43	244
4 bedroom	31	25	15	15	84
<b>Total</b>	<b>387</b>	<b>294</b>	<b>142</b>	<b>182</b>	<b>985</b>
<b>Capture rates</b>					
1 bedroom	2.7%	0.0%	9.4%	0.0%	2.3%
2 bedroom	6.5%	5.0%	49.3%	19.2%	14.3%
3 bedroom	5.5%	0.0%	25.8%	14.0%	9.0%
4 bedroom	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total</b>	<b>4.7%</b>	<b>2.0%</b>	<b>28.2%</b>	<b>11.0%</b>	<b>8.5%</b>

# Sources & Uses

## Sources

9% LIHTC Equity.....	\$10,435,648
USDA 538 Construction/Perm Loan.....	4,028,164
Secondary Soft Debt/ Gap Equity.....	287,996
<b>Town of Waynesville Grant.....</b>	<b>306,750</b>

**Total Development Cost.....\$15,058,558**

## Uses

Hard Costs.....	\$ 11,479,358
<b>Sewer/ Water Extension.....</b>	<b>306,750</b>
Financing & Due Diligence.....	402,211
Legal & Compliance.....	370,310
Other Soft Costs.....	1,229,000
Land.....	950,000
Reserves.....	320,928

**Total Development Cost.....\$14,787,837**

Preliminary application for the 9% Low Income Housing Tax Credit (LIHTC) program has been submitted as of January 24th and is under review. MHO has established a working relationship with Dogwood Health Trust in regards to possible financing opportunities. Along with in- Additionally, the project has pre-qualified for RPP funds from the state program.

Working Pro Forma and Cash Flow Analysis may be viewed in attachment labeled **Addendum C.**

# V Grant Request

The grant request amount comes from estimates generated by our project civil engineer, Civil Design Concepts (CDC). With current conditions, the property is not serviced by the county sewerage system and will have to tie into an existing manhole at the end of Abel lane across the street adjacent to Sonoco Plastics. Proposed civil work takes into account the extension down Abel lane, boring under Howell Mill Road, and extension onto the property for creation of another manhole. On-site extensions to proposed buildings have been absorbed into in-house site costs.

In anticipation of potential future development around the Howell Mill Corridor, MHO is in support of creating an easement on the parcel to ensure town access for future expansion.

## Request Amount

In respect to current labor and material cost estimations, MHO is requesting \$306,750.00 to be used for the proposed sewer line extension and manhole creation. Grant funds are requested to be confirmed by written commitment no later than the First of May 2021.

## Projected Tax Base

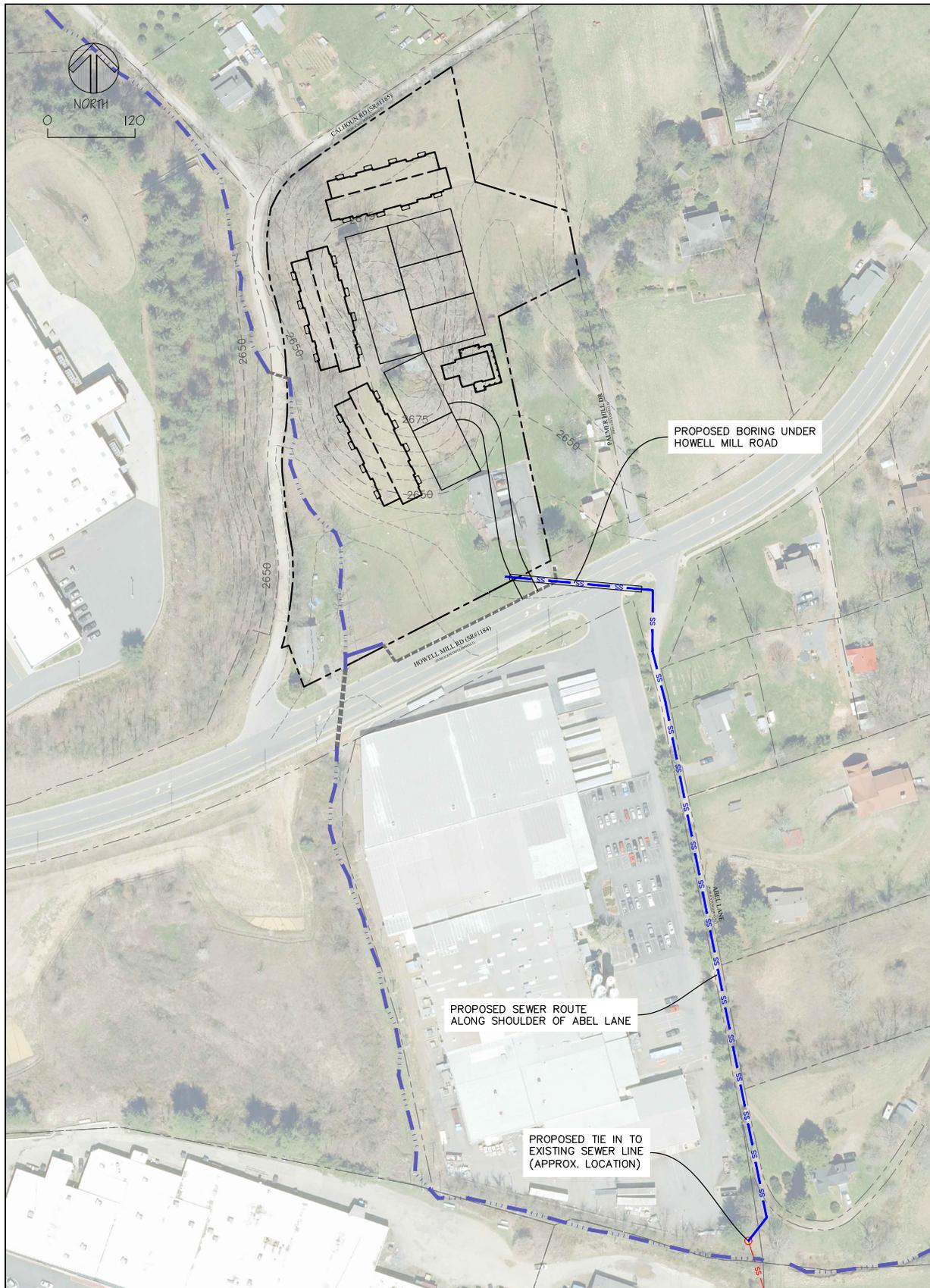
In response to the projected tax base at build out criteria, the calculation is as follows:

Currently, assessed taxable value on the land is \$343,900 with an annual property tax of \$2,377 based on current rates. Using the NCHFA approved method for valuation of affordable housing properties, Balsam Edge is estimated to be valued at \$3,281,527 based upon year one net operating income and an 9% cap rate. While affordable housing developments often qualify for a level of property tax exemptions the project with current Haywood County tax rates will generate \$18,814.09 in property taxes at the maximum level. Again, for the purpose of transparency, the project would be eligible as an affordable project for property tax exemption, but as negotiation with the town may dictate, the propensity for tax base impact is at least in part there in addition to the innumerable social benefit the project will supply.

# Existing Sewer Lines



# Proposed Sewer Extension



# Estimated Cost



MHO - HOWELL MILL  
DECEMBER 2020

## FEASIBILITY COST ESTIMATE SEWER EXTENSION TO SITE

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>SITE, GRADING, &amp; PAVING</b>					
1	Mobilization/General Requirements	LS	1	\$5,000	\$5,000
2	Demolition	LS	1	\$2,000	\$2,000
3	Clearing and Grubbing	LS	1	\$1,000	\$1,000
4	8" ABC Stone for Road Repair	SY	1,400	\$16	\$22,400
				<b>SUBTOTAL</b>	<b>\$30,400</b>
<b>EROSION CONTROL</b>					
5	Seeding	LS	1	\$1,000	\$1,000
6	Erosion Control	LS	1	\$5,000	\$5,000
				<b>SUBTOTAL</b>	<b>\$6,000</b>
<b>SEWER LINE</b>					
7	Sewer System Extention (with associated appurtenances)	LF	1,200	\$90	\$108,000
8	Maintenance of Access	LS	1	\$10,000	\$10,000
9	Bore and Jack	LF	200	\$400	\$80,000
10	Sanitary Sewer Service	EA	5	\$1,200	\$6,000
11	Tie-In to Public Sewer	EA	1	\$5,000	\$5,000
				<b>SUBTOTAL</b>	<b>\$209,000</b>
<b>SUBTOTAL</b>					<b>\$245,400</b>
<b>CONTINGENCY (25%)</b>					<b>\$61,350</b>
<b>TOTAL</b>					<b>\$306,750</b>
<b>NOTES:</b>					
<p>1. This estimate is based off of the CDC bulletin: "MHO - HOWELL MILL - SEWER EXTENSION EXHIBIT - DECEMBER 2020"; estimate costs listed were established on the date as noted above . Due to cost variations over time, this estimate is only valid for 90 days past the estimate date.</p> <p>2. The ENGINEER maintains no control of labor costs, materials, equipment or services furnished by others, the Contractor(s)' methods for determining prices, or competitive or market conditions. The estimates herein for project and construction costs represent the ENGINEER'S best judgment, and are based on his experience and qualifications as a Professional Engineer who possesses familiarity with the construction industry. The ENGINEER does not guarantee the accuracy of the cost estimates, which may vary from bids or actual project and construction costs.</p> <p>3. Soft Costs (ie. Engineering, Surveying, Legal, and Development Fees) are not included in the above estimate.</p> <p>4. Asbestos survey and abatement costs (if necessary) are not included in the above estimate.</p> <p>5. Dry utility costs (removal, relocation, coordination, new services, etc) are not included in this estimate.</p> <p>6. Possible easement acquisition costs (for utility connections and other offsite encroachments) are not included in this estimate.</p>					

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 24, 2023**

**SUBJECT:**

Call for a Public Hearing to be held on January 24, 2023, to consider a Map Amendment for the property located at 465 Boyd Avenue (PIN 8605-96-8882).

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact:** Byron Hickox  
**Presenter:** Byron Hickox

**BRIEF SUMMARY:**

The building on the property located at 465 Boyd Avenue was constructed in 1973 and has been used since as a Residential Care Facility. The property is located within the Hazelwood Urban Residential District, in which Residential Care Facilities are only permitted with a Special Use Permit. Because a Special Use Permit had not been granted for this use, it was a legal non-conforming use.

The operation of a Residential Care Facility on this property ceased in November 2021. The property owner has been approached by a potential buyer who is interested in using the existing building for a use that is not permitted within the Hazelwood Urban Residential District.

Therefore, the owner has submitted formal application for map amendment to rezone the subject property to Hazelwood Urban Residential Mixed-Use Overlay (H-UR MXO).

At its meeting on January 9, 2023, the Planning Board voted unanimously to recommend to The Board of Aldermen the creation of Hazelwood Urban Residential Mixed-Use Overlay 3 for this property.

**MOTIONS FOR CONSIDERATION:**

1. Motion to Call for a Public Hearing to be held on February 14, 2023, to consider a Map Amendment for the property located at 465 Boyd Avenue.

**FUNDING SOURCE/IMPACT:**

N/A

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



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

**Application for Land Development Standards Map Amendment**

Application is hereby made on 11/22, 2022 to the Town of Waynesville for the following map amendment:

Property owner of record: Earl Holding Company LLC  
Address/location of property: 465 Boyd Avenue, Waynesville NC 28786  
Parcel identification number(s): 8605-96-8882  
Deed/Plat Book/Page, (attach legal description): 857/2488-2489  
The property contains 1.1140 acres.  
Current district: H-UR  
Requested district: H-UR MXO (Mixed-Use Overlay)

The property is best suited for the requested change for the following reason(s), (attach additional sheets if necessary): Property was built for and used as a family care home for decades. The overlay district classification will allow the property to be used for offices for professional services and personal services, consistent with the use made of it as a residential-scale business since it was built.

**Applicant Contact Information**

Applicant Name (Printed): Aaron Crawford  
Mailing Address: 251 Shelton St. Waynesville, N.C. 28786  
Phone(s): (828) 456-8365 ext. 1905 or (828) 400-9130  
Email: aaron@haywoodlodge.com  
Signature of Property Owner(s) of Record Authorizing Application: [Signature]

**Note: Map Amendment Requests require a fee based on the size and number of lots being requested for amendment. The request will be scheduled for the next agenda opening for the Waynesville Planning Board. Please submit application to: Town of Waynesville Development Services Department, 9 South Main Street, Waynesville, NC 28786.**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: January 24, 2023**

**SUBJECT:**

Call for a Public Hearing to be held on February 14, 2023, to consider an Application for Text Amendment to Land Development Standards Section 17.3, Use Type Definitions, Personal Services.

**AGENDA INFORMATION:**

**Agenda Location:** Call for Public Hearing

**Item Number:**

**Department:** Development Services

**Contact:** Byron Hickox

**Presenter:** Byron Hickox

**BRIEF SUMMARY:**

The Land Development Standards Section 17.3 defines Personal Services as follows:

*Cosmetic services such as hair and nail salons, barber shops, clothing alterations, shoe repair, weight loss centers and non-permanent makeup services (excluding Tattoo Parlors).*

The applicant has proposed a text amendment that would remove the exclusion of tattoo parlors from the Personal Services definition.

At its meeting on January 9, 2023, the Planning Board agreed to hold a special called meeting on January 30, 2023, to consider this Application for Text Amendment. If a recommendation is made by the Planning Board at this meeting, the matter could be heard by The Board of Aldermen at its February 14, 2023 meeting.

**MOTIONS FOR CONSIDERATION:**

1. Motion to Call for a Public Hearing to be held on February 14, 2023, to consider a Text Amendment to Land Development Standards Section 17.3, Use Type Definitions.

**FUNDING SOURCE/IMPACT:**

N/A

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



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

**Application for Land Development Standards Text Amendment**

Application is hereby made on January 5, 20 23 to the Town of Waynesville for the following amendment:

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

land development 173  
( See Attached )

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

Expand definition to include tattoo services.  
Currently they are specifically excluded. Even though Haywood county has permitted multiple locations within the county. there are several pre existing locations that would benefit from this change.

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

Tattoo Art is a growing art form we want to be a part of wayneville business community.

**Applicant Contact Information**

Name (Printed): Greg Au  
 Mailing Address: 59 Tabby Lane Maggie Valley NC 28751  
 Phone(s): 401 369-1172  
 Email: gregau82@gmail.com

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

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**Parking Lot/Structure—Principal use.** A stand-alone parking lot or structure (deck/garage) that is available for public or private use, but that is not accessory to another use.

**Pawnshops.** Premises operated by a pawnbroker who is engaged in the business of lending money on the security of pledged goods and who may also purchase merchandise for resale from dealers and traders. (Subject to NCGS, Chapter 91A)

\* **Personal Services.** Cosmetic services such as hair and nail salons, barber shops, clothing alterations, shoe repair, weight loss centers and non-permanent makeup services ~~(excluding Tattoo Parlors)~~ <sup>or</sup>

**Post Office.** Establishments conducting operations of the United States Postal Service including permanent, contract, and lease stations. (LBCS F4170).

**Produce Stands in Conjunction with Crop Production.** A temporary open air stand or place for the seasonal selling of agricultural produce, located on the same development parcel upon which the produce is grown.

**Professional Services.** Services provided that make available the knowledge and skills of their employees to sell expertise and perform professional, scientific, and technical services to others such as legal services; accounting, tax, bookkeeping, and payroll services; architectural, engineering, and related services; graphic, industrial, and interior design services; consulting services; research and development services; advertising, media, and photography services; real estate services; investment banking, securities, brokerages; and insurance-related services; and, medical services such as physician's and dentist's offices. (LBCS F2230, F2240, F2300, F2410-2417, and F6511)

**Public Transportation Facilities.** Terminals, stations or major passenger transportation facilities for community or regional public transportation such as bus or rail. (LBCS F4120 and F4130)

**Racetrack.** An outdoor course prepared for horse, dog, automobile, or other vehicle racing.

**Radio and Television Broadcasting Facilities (Except Towers).** Satellite dishes and other similar facilities greater than 12 feet in height or diameter for the broadcast of signals.

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

**Recreation Facilities, Outdoor.** Parks and other open space used for active or passive recreation such as ball fields, batting cages, skateboard parks, playgrounds, greenway trails, driving ranges, tennis courts, and riding stables and their customary accessory uses including, but not limited to, maintenance sheds, food concessions, pools, restrooms, and picnic shelters. This definition is inclusive of both non-profit and for-profit operations.

**Recreational Vehicle Park.** Any site of land designated specifically for two or more recreational vehicles, campers, and/or travel trailers with individual parking spaces and hook ups as temporary living or sleeping quarters for less than 180 days out of a 365-day year.

**Recycling Collection Stations.** A center for the acceptance by donation, redemption, or purchase, of recyclable materials from the public.

**Religious Institution.** Any facility such as a church, temple, monastery, synagogues, or mosque used for worship by a non-profit organization and their customary related uses for education (pre-schools, religious education, etc.), recreation (gymnasiums, activity rooms, ball fields, etc.), housing (rectory, parsonage, elderly or disabled housing, etc.) and accessory uses such as cemeteries, mausoleums, offices, soup kitchens, and bookstores. (LBCS F6600 and S3500)

TOWN OF WAYNESVILLE  
280 GEORGIA AVENUE  
WAYNESVILLE NC 28786

MISC RECEIPT 2859518  
REFERENCE Text Amend  
DATE/TIME 01/05/23 12:09  
CLERK 2044ecou  
CUSTOMER Greg Au  
EFF. DATE 01/05/2023  
DEPT

PG: 1

01

TOTAL: 250.00  
250.00

PMT TYPE	QTY	REF
CASH	1	

AMOUNT
250.00

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 1/24/2023**

**SUBJECT:** Request for Encroachment from DOT to install Downtown Entrance Sign

**AGENDA INFORMATION**

**Agenda Location:** New Business

**Item Number:**

**Department:** Downtown Waynesville Association (501 C3)

**Contact:** Jon Feichter

**Presenter:** Jon Feichter

**BRIEF SUMMARY**

The nonprofit corporation that administered the Downtown Municipal Tax District retains approximately \$65,000 for use on a project within the tax district. During a session of the Board of Directors, the members decided that an appropriate use for the funds would be to design, fabricate and erect a Downtown Entrance Sign similar to the sign that crossed Main Street as late as 1972. I discussed the concept of re-establishing an entrance sign across US 276 with the engineering staff of DOT Division 14 and they indicated that they would be open to the idea if we could design a sign that met the structural and traffic criteria of DOT.

On the basis of those conversations with DOT, the DWA board authorized me to reach out to Buzz Bizzell, the designer of our wayfinding signs, and he indicated he had consulted on several of these types of signs for clients in other states. The DWA contracted with Buzz to design a sign and provide engineering drawings suitable to submit to DOT. A number of locations on Main Street were considered—including the original location of the downtown entrance sign—but we concluded that many created a site distance problem with the traffic signal on Depot Street (the sign can't block the signal for approaching traffic), there was not enough right of way to accommodate the 4' x 4' supports, or water, sewer or storm sewer lines did not permit the excavation of the footings for the signs (DOT requires that the sign withstand a 110 mph wind load). After studying the alternative locations our engineer determined the best site would be within the sidewalk right of way adjacent to the Baptist Church and Watami parking lots. The location allows approaching vehicles to clearly view the traffic signals on Church and Pigeon Streets. The right of way is outside the sidewalk area and clear of utilities.

In order to proceed with the project, the Board of Aldermen will need to request an "Encroachment Agreement" to span US 276. The DWA requests that the Board request DOT to grant such an agreement.

DOT will require that the sign be constructed of steel due to its height above the roadway. DWA had the funds to construct the original design but changing the fabrication to steel will result in the cost exceeding the available funds. DWA envisions a public/private partnership to cover the additional costs.

**MOTION FOR CONSIDERATION**

1. **Approve applying for an encroachment agreement with DOT to erect a Downtown Entrance Sign in the location shown on the attached map.**

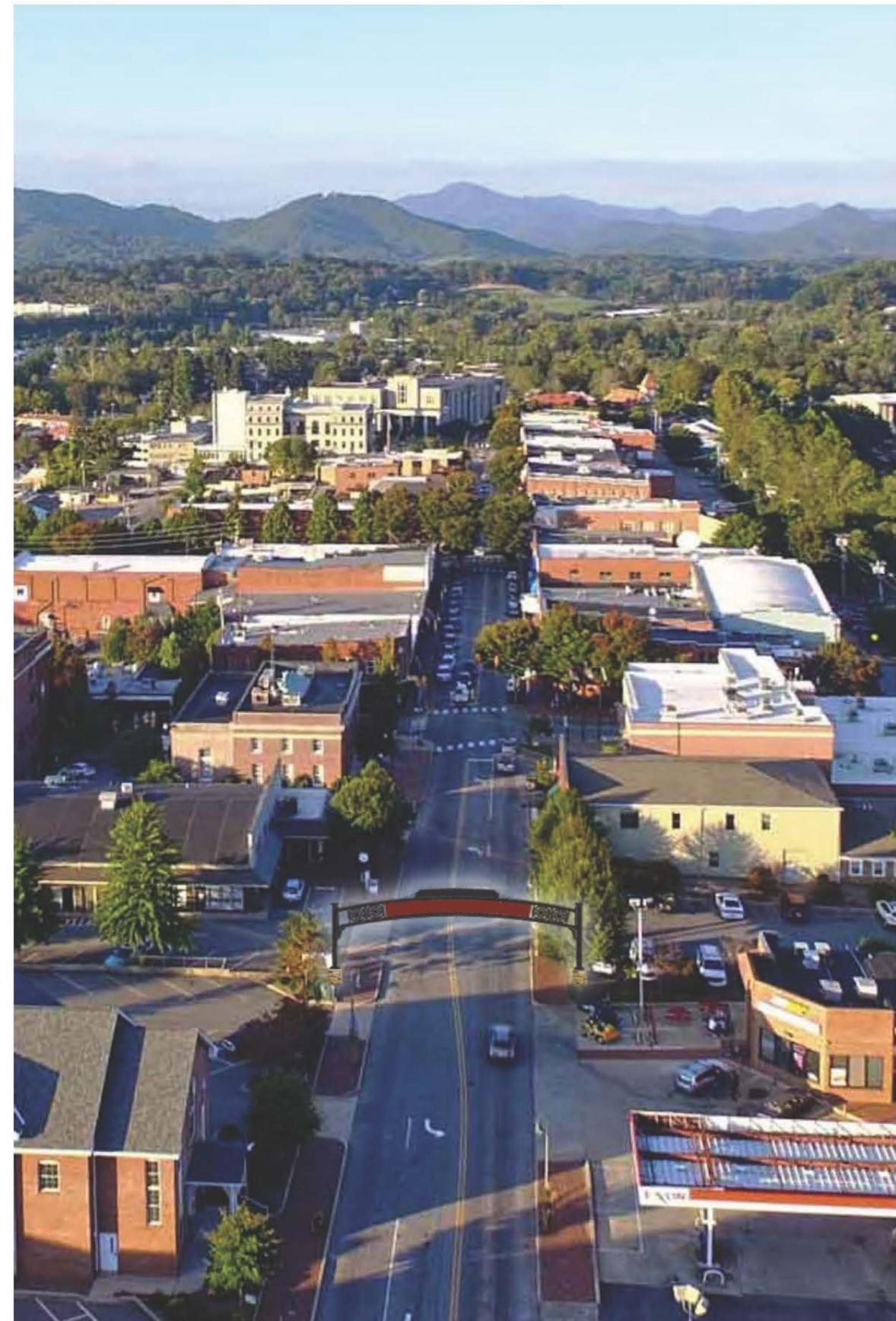
**FUNDING SOURCE/IMPACT** In-kind staff time

**ATTACHMENTS:** Schematic Design and Location maps

**MANAGER'S COMMENTS AND RECOMMENDATIONS:** Receive the request and instruct staff on how to proceed.



## Installation Location



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 24, 2023**

**SUBJECT:** Breezemont Drive/Brad Street Traffic Calming

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Public Services  
**Contact:** Ricky Foster, Assistant Director of Public Services  
Matthew Price, Street Department Superintendent  
**Presenter:** Ricky Foster, Assistant Director of Public Services

**BRIEF SUMMARY:** After consideration from the Traffic Calming Committee, the first recommendation for traffic calming device(s) for this area was unsatisfactory due to response to EMS vehicles and the measures proposed at the time. We had J.M. Teague revisit the request and offer us a different solution(s) for the betterment of the citizens as well as those responding to emergency calls. Attached you will find the second solution for this area which would include several different appurtenances to mitigate the issue in this area. These will also assist in sight triangle issues as well.

**MOTION FOR CONSIDERATION:** To approve the revised traffic calming measures for Breezemont Drive/Brad Street.

**FUNDING SOURCE/IMPACT:** Traffic Calming Budget

**ATTACHMENTS:** Revised recommendation for traffic calming at the intersection of Breezemont/Brad Street

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

---



1155 North Main Street  
Waynesville, NC 28786  
(P) 828.456.8383  
(F) 828.456.8797

[www.jmteagueengineering.com](http://www.jmteagueengineering.com)

JMTE: WAYN 1266

## TECHNICAL MEMORANDUM

December 5, 2022

**To:** Town of Waynesville  
Jeff Stines  
Director of Public Services  
129 Legion Drive  
PO Box 100  
Waynesville, NC 28786  
jstines@waynesvillenc.gov

**From:** David W. Hyder, P.E., Engineering Director *David W. Hyder*  
J.M. Teague Engineering & Planning (JMTE)

**Subject:** Sight Distance Study for Breezemont Drive

**Request:** 02/17/2022, Kathy D. Lance, 203 Breezemont Dr., Waynesville, NC 28786, et. al.

**Studied Roadway:** Country Club Drive at Breezemont Drive and Brad Street

*The purpose of this report is to evaluate the sight distance at the intersection of Country Club Drive and Breezemont Drive/Brad Street in Waynesville and identify mitigation measures to improve user safety at that location. Country Club Drive at the intersection with Breezemont Drive is a two-lane, two-way shoulder section that is approximately 19.5 feet wide overall. There is a sidewalk, approximately fifty feet long on the southern side of Country Club Road at the intersection of Country Club Road and Breezemont Drive. Figure 1 shows the intersection and its immediate area. The intersection is shown as a yellow oval. Crosswalks and stop bars are present on both Brad Street and Breezemont Drive. Breezemont Drive and Brad Street intersection with Country Club Drive is controlled by a stop sign. As shown in Figure 1, there are regulatory and advisory signs along this segment of Country Club Drive, including speed limit signs (20 mph) and a "Hidden Driveways Ahead" sign.*

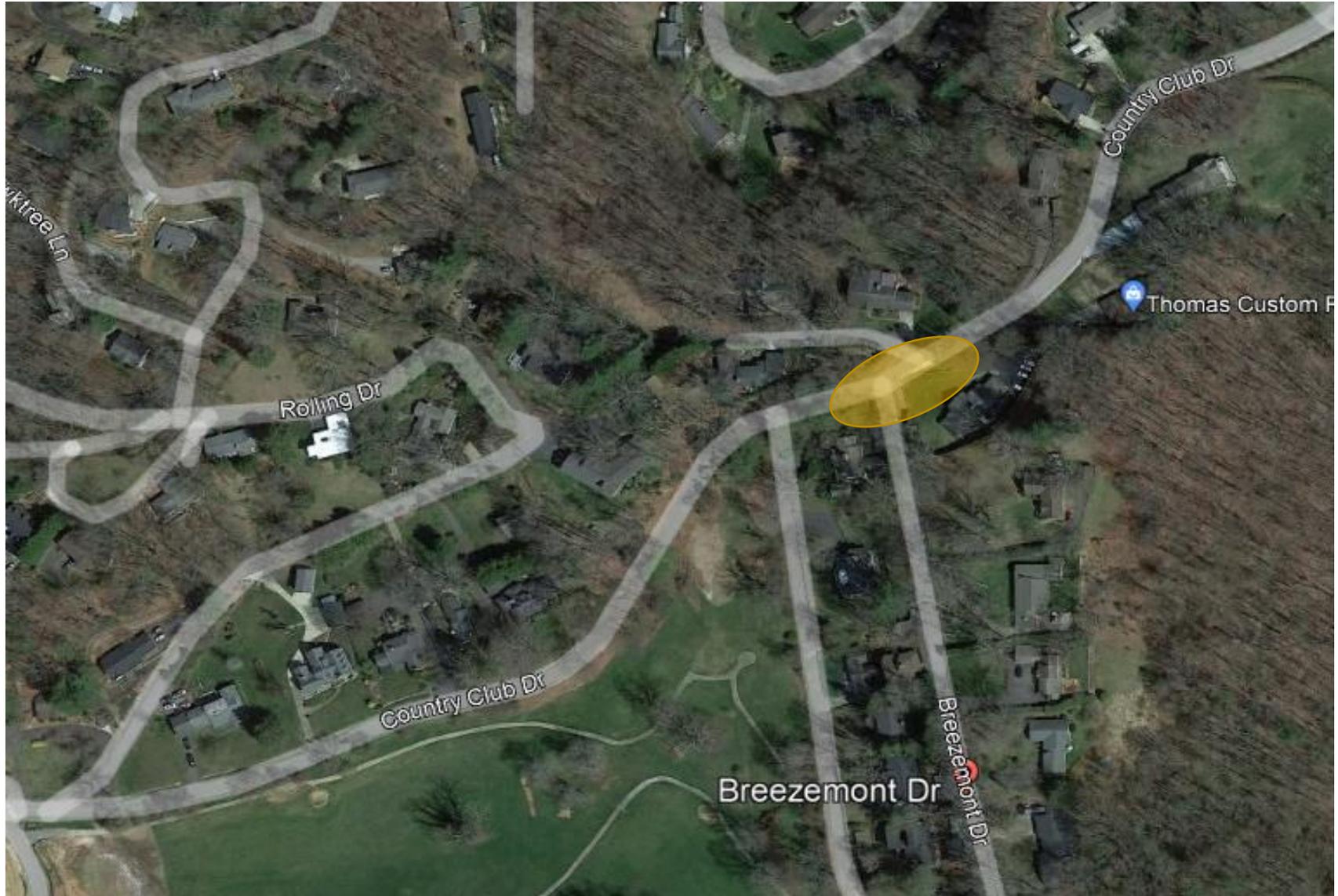


Figure 1: Country Club Drive and Breezemont Drive

## Findings and Discussion

Sight distance studies were conducted on Country Club Drive at the intersections of Breezemont Dr. and Brad Street during the afternoon on November 20, 2022. The weather was sunny and clear that afternoon. The sight distance was measured using AASHTO guidance.

Figures 2 and 3 show the view from Brad Street. Looking to the left, the crest of the hill on Country Club Drive obscures oncoming traffic. Looking to the right, mature trees and shrubs obscure oncoming traffic.



*Figure 2: Country Club at Brad St. looking Left*



*Figure 3: Country Club at Brad St. looking Right*

Figures 4 and 5 show the view from Breezemont Drive. Looking to the left, mature trees obscure oncoming traffic. Looking to the right, the crest of the hill and a rock wall obscure oncoming traffic.



*Figure 4: Country Club at Breezemont looking Left*



*Figure 5: Country Club at Breezemont looking Right*

Table 1 summarizes the available sight distance at Brad Street and Breezemont Drive.. The controlling sight distance for Brad Street is seventy-two (72) feet. The controlling sight distance for Breezemont Drive is ninety-four (94) feet. Neither street has adequate sight distance.

Table 1: Available Sight Distance

Minor Street	Looking Left (ft)	Looking Right (ft)	Adequate
Brad Street	172	72	No
Breezemont Drive	98	94	No

Figure 6 shows the sight triangle for Brad Street.

Figure 7 shows the sight triangle for Breezemont.

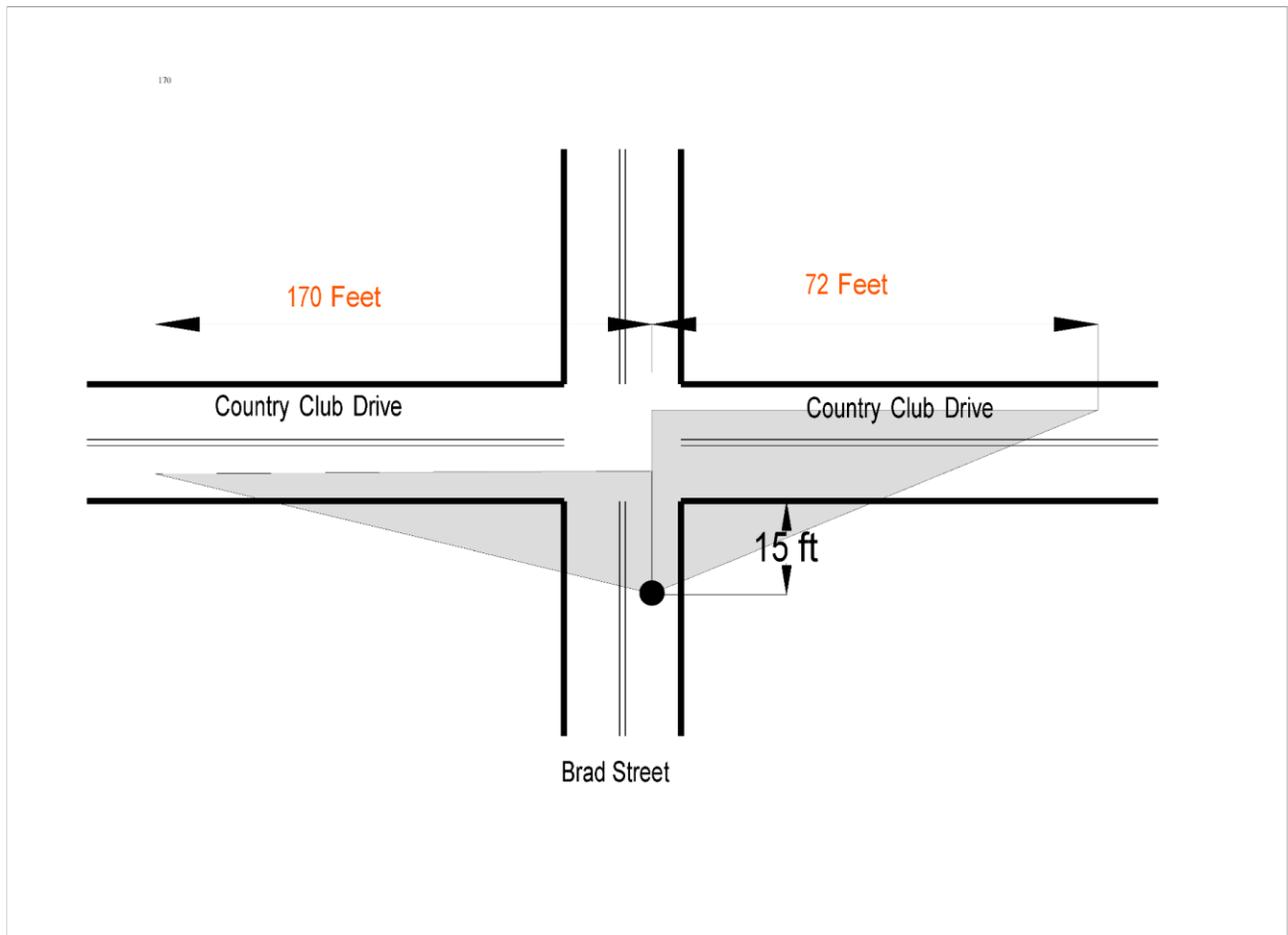


Figure 6: Brad Street Sight Triangle

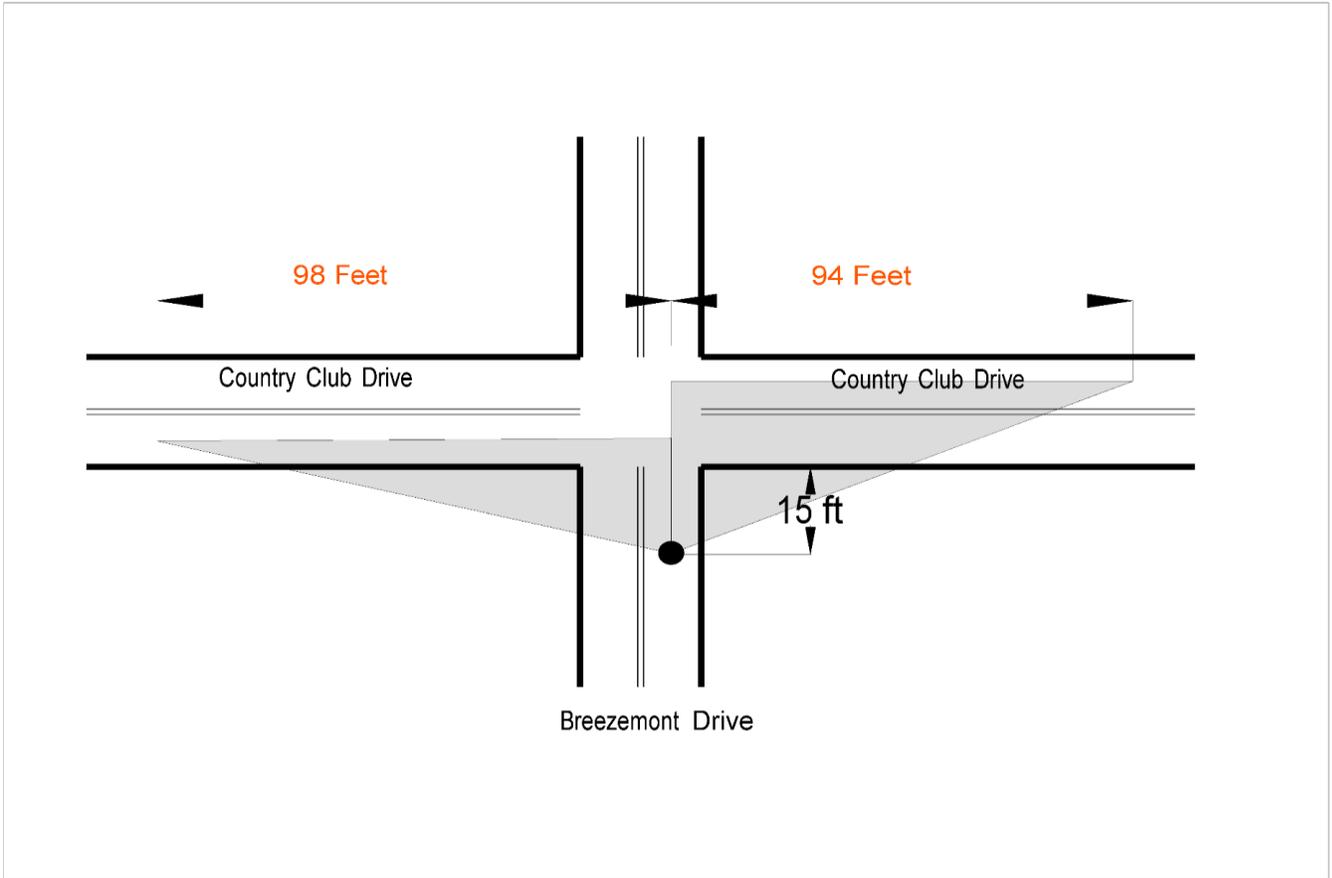


Figure 7: Breezemont Street Sight Triangle

## Sight Distance Mitigation Menu Recommendations

An incremental approach to mitigating the short sight distances at Brad Street and Breezemont Drive is recommended. The menu of options below moves from simple, easily implemented mitigations to more complex and costly recommendations.

### Trim or Cut Down Trees and Shrubs

If the trees and shrubs are in the Town's right-of-way, the Town should trim or cut down the trees and shrubs to assist the sight distance increases. If the trees are not in the Town's right-of-way, the Town should reach out to the property owners to assist in trimming the trees and shrubs to increase the sight distance.

### Traffic Safety Mirrors

Traffic safety mirrors convex mirrors are designed for increasing the viewing area for drivers and pedestrians. Mirrors are often used in hilly terrain and at blind intersections. The mirrors help you see oncoming traffic and avoid potential crashes. See Figure 8.

### Advisory Signage

Warning signs alert drivers to conditions that might call for a reduction of speed or an action in the interest of safety. These signs should help remind drivers that Country Club Drive is hilly, curvy, has many driveways and intersections and that slowing to a safe speed (e.g., the posted speed limit of 20 mph) will help them navigate the corridor in both directions.



Figure 8: Convex Mirrors



Figure 9: Advisory Signs

not see them approaching around the bend. The symbol design should approximate the configuration of the intersecting roadway(s), serving as an accurate representation of the roadway system.

All signs should be placed in accordance with the Guidelines for Advanced Placement of Warning Signs in the *Manual of Uniform Traffic Control Devices (MUTCD) for Streets and Highways* (2009 Ed.) The MUTCD includes information about placement, including height and distances. It also includes standard guidance regarding sign reflectivity, letter and icon dimensions, and other specifics to help improve each sign's effective

### Rumble Strips

Rumble strips can take a couple of different forms and can be produced by cutting grooves within the pavement surface or by adding plastic bumps (or ribs) to the road surface. These rumble strips transmit noise and cause vibrations to alert drivers to changing conditions like blind intersections. Rumble strips are noisy, so it is recommended to work with the owners when installing them. See Figures 10 and 11.

**The Offset Side Road Intersection sign (W2-7)** can help give drivers a warning of upcoming conflict areas, where there could be other cars entering the roadway from side roads on both sides of the street. These signs help prepare drivers to be aware and vigilant, keeping speeds safe enough to minimize crashes and other incidents.

**Winding Road sign (W1-5)** gives drivers a warning of a series of horizontal curves, which can be especially important at night and for people unfamiliar with a stretch of road.

**Turn with Intersection Sign (W1-10)**, depicts a condition where the intersection occurs immediately adjacent to a curve, helping drivers become aware of areas up ahead where other drivers might have limited sight distance and may



Figure 10: Raised Rumble Strip



Figure 11: Milled Rumble Strip

### Vehicle Activated Detection

Intersection conflict warning systems can reduce crashes at hazardous unsignalized intersections by providing a real-time warning to drivers about the presence of oncoming traffic. See Figure 12 for example.

### Cost Estimates for Various Calming Devices

These preliminary cost estimates include the cost of construction materials and pavement markings but not preliminary design costs or traffic control for installation. Additional advisory signs are also recommended.



Figure 12: Vehicle Actuated Detectors

Item	Unit Cost (approx.)	# of Units	Cost
Tree/shrub trimming (City Forces)	\$3,500	2	\$7,000
Traffic Safety Mirrors	48" \$500	2	\$1,000
Signage (MUTCD)	\$400	TBD	
Transverse Rumble Strips (milled)	\$7 – 10/foot	TBD	
Solar Powered Amber Flasher (to mount on the "Hidden Driveway" signage)	\$2500	2	\$5,000
Radar Feedback Speed Sign	\$4,000	2	\$8,000

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**

**REQUEST FOR BOARD ACTION**

**Meeting Date: January 24, 2023**

**SUBJECT:** Stewart Engineering Proposal for Planning and Consulting Services

**AGENDA INFORMATION**

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

**BRIEF SUMMARY**

The Board of Aldermen previously moved to hold a joint meeting with members of the Town of Waynesville Planning Board in order to discuss how the Town's Zoning Ordinance and Comprehensive Land Use Plan relate to one another. another topic of discussion will be centered around our current zoning map, and if there are any changes that the Board of Aldermen wish to see.

Town staff made contact with Stewart Engineering, and we requested that their firm facilitate this meeting with Jake Petrosky. Stewart Engineering is the firm that the Town of Waynesville Hired in 2018 to assist the Town in updating our Comprehensive Land Use Plan and Jake Petrosky was Stewart Engineering's project lead for this project for approximately 2 years.

Attached is a contract and scope of services which would require Board of Aldermen Approval. This contract is in the amount of \$8,825.

**MOTION FOR CONSIDERATION**

- Motion to Approve Stewart Engineering's proposal for Planning Consultant Services in the amount of \$8,825.

**FUNDING SOURCE/IMPACT**

- \$8,825 from Governing Board: Professional Services/Consulting Fees 104110-521990



\_\_\_\_\_  
Misty Hagood, Finance Director

1/18/23

\_\_\_\_\_  
Date

**ATTACHMENTS**

- Proposal for Planning and Consulting Services

**MANAGER'S COMMENTS AND RECCOMENDATIONS**



# STEWART

January 13, 2023

Elizabeth Teague, AICP, Development Services Director  
Town of Waynesville  
9 S. Main Street, Waynesville, NC 28786  
eteague@waynesvillenc.gov

**Re: Proposal for Planning Consulting Services**  
**Scope: Joint PB/BOA Meeting Facilitation and Comp Plan Implementation**

Dear Elizabeth:

**STEWART** is pleased to provide you with this proposal for planning services including the facilitation of a joint Planning Board / Board of Alderman Meeting and follow-up work to assist in the implementation of the town's Comprehensive Plan. We appreciate the opportunity to assist you with this project and look forward to working with you in this regard.

Please find below our project understanding, and draft scope of services and proposed compensation. If, upon review, you have any questions or ideas to better fit the scope and fee to the Town's needs, we would be happy to discuss them with you and make any appropriate revisions.

## **PROJECT UNDERSTANDING:**

The Town of Waynesville adopted the Waynesville 2035 Comprehensive Land Use Plan in 2020 and has implemented key recommendations in the plan over the past two years. Recently there has been an increase in development activity in some areas and there is a disconnect between current zoning in some of the outlying areas and recommendations in the Comp Plan. A discussion of the current zoning framework, allowable density, design requirements and approval processes is needed to determine updates to the zoning ordinance (Land Development Standards) to implement key recommendations in the Comp Plan. The Stewart team is well positioned to help the Town in this process, as both a professional planning consultant and as the firm that helped facilitate the creation of the 2035 Comprehensive Plan.

## **SCOPE OF SERVICES:**

Based on our understanding of this project, a process is outlined below to help facilitate this discussion. As currently envisioned, this process would start with information gathering and culminate in a joint meeting with the Planning Board and Board of Alderman, followed by a technical memo that documents recommendations and prioritized action items. To support this process, Stewart will provide the following services:

### **Task 1: Prepare and Facilitate Joint Meeting**

- *Facilitate one (1) preparation meeting with town staff to gather information and discuss the agenda and meeting materials for the joint meeting.*
- *Assist the Town in preparing for the joint meeting, including advising on agenda, location, room, setup, etc.*
- *Travel, prepare and conduct a 2-4-hour retreat with the Planning Board and Board of Alderman including:*
  - *Recap of progress made since plan adoption;*
  - *Outline of assumptions and criteria that resulted in Future Land Use recommendations in the Comp Plan and recent developments since plan adoption;*
  - *Discuss current zoning framework for key areas of the town and compare with Comp Plan recommendations.*



# STEWART

- Present options related to density, residential unit type, scale, approval processes, revisions to district or potential new districts to better implement the Comp Plan.

**Deliverable 1.1: Joint meeting presentation materials.**

**Task 2: Joint Meeting Summary / Technical Memo on Implementation Recommendations**

- Debrief meeting with Town staff to discuss feedback received at joint meeting.
- Prepare a draft Technical Memo to document feedback received and recommendations related to zoning district amendments (density, design requirements, etc.) and approval processes. This task may include a map (1 exhibit) of suggested zoning changes.
- Coordination call with staff to discuss recommendations and edits to the technical memo.
- Prepare a final Technical Memo.

**Deliverable 2.1: Technical Memo to document the meeting, options and recommendations based on feedback received.**

**SCHEDULE (TENTATIVE):**

The overall timeframe of this project is expected to take three (3) months upon receipt of execution of this contract (Notice to Proceed). Stewart will begin coordinating with Town staff within one (1) month with the goal of holding the joint meeting within a two (2) month period. The final deliverable will be transmitted to town staff before the end of the third month.

**COMPENSATION:**

Stewart agrees to provide the planning consulting services outlined above for the following compensation:

Description: Scope of Services		Base Fee
<b>Task 1</b>	Prepare and Facilitate Joint Meeting	\$5,850
<b>Task 2</b>	Technical Implementation Memo	\$2,975
	<b>TOTAL BASIC SERVICES</b>	<b>\$8,825*</b>
<b>Optional Task</b>	Additional Meetings (not included in scope of services above)	Hourly rate

*\*Fee is inclusive of basic printing and travel costs (mileage, meals, printing, etc.).*

**ADDITIONAL SERVICES:**

Any request by the Client to complete items not contained in the scope of services, or items outlined as exclusions, will be deemed as Additional Services to this Agreement. Additional Services may be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

**CLIENT RESPONSIBILITIES:**

It shall be the responsibility of the Client to provide the following items:

- Provide notice of scheduled meetings (with reasonable advanced notice);
- Assist with the provision of or transfer of information;
- Provide decisions on critical issues as necessary in a timely manner;
- Coordinate facilities and events, including notification and scheduling of attendees;
- Payment of all invoices per Conditions of the Agreement.



# STEWART

**CONCLUSION:**

This document may serve as a Client-Consultant Agreement. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. If this proposal is acceptable, please execute and return a copy of the Agreement and the Project Information Form to my email or this office.

Do not hesitate to contact us if you have any questions regarding our proposal. Please give us the opportunity to clarify any details of this proposal or to revise it if it appears that we have misunderstood some portion of the scope of services.

**ATTACHMENTS:**

1. Standard Hourly Rate Schedule
2. Conditions of the Agreement
3. Project Information Form (to be returned with signed agreement)

Respectfully submitted:

**APPROVAL:**

**STEWART**

**TOWN OF WAYNESVILLE**

Doug Taylor, PE, CPM  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Practice Leader, Transportation and Planning  
Vice President

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

January xx, 2023  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONTACT EMAIL:**

- Jake Petrosky, [jpetrosky@stewartinc.com](mailto:jpetrosky@stewartinc.com)
- Doug Taylor, [dtaylor@stewartinc.com](mailto:dtaylor@stewartinc.com)

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 24, 2023**

**SUBJECT:** Charging Credit and Debit Card Fees

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** (LEAVE BLANK)  
**Department:** Finance  
**Contact:** Misty Hagood  
**Presenter:** Misty Hagood

**BRIEF SUMMARY:**

The Town of Waynesville has offered the option to pay utilities and taxes online with a credit or debit card for many years. The agreement was originally signed with Official Payments in 2008 and ACI Worldwide acquired Official Payments in 2013. The current agreement allows the online processor to charge our customers paying a utility bill a flat fee of \$4.54 with a \$300 payment cap and a tax payment a fee of 3.45% of the payment amount with a minimum fee of \$1.15. We have had many customers complain of the cap on utility payments, so I reached out to ACI Worldwide to inquire about fees if we removed or changed the cap. I would recommend that we sign a new agreement with ACI Worldwide with the following fee structure for utility and tax online payments: Credit Cards – 2.95% with \$1.00 minimum and Debit Cards – 1.95% with \$1.00 minimum. This fee structure will be simpler and allow utility payments online with a credit or debit card without a cap.

**MOTION FOR CONSIDERATION:**

Approval of the Resolution to Approve Charging Utility and Tax Customers a Fee for Processing Credit/Debit Card Payments

**ATTACHMENTS:**

Resolution to Approve Charging Utility and Tax Customers a Fee for Processing Credit/Debit Card Payments

**MANAGER’S COMMENTS AND RECOMMENDATIONS:**

The recommendation is to adopt the resolution.

**RESOLUTION NO. R-01-23**

**A RESOLUTION TO APPROVE CHARGING UTILITY AND TAX CUSTOMERS A FEE FOR  
PROCESSING CREDIT/DEBIT CARD PAYMENTS**

**WHEREAS**, the Town of Waynesville, NC currently provides electronic payment services online to its customers and is adding the option of paying an uncapped amount; and

**WHEREAS**, the Town of Waynesville has entered into an agreement with ACI Worldwide, an entity which provides the means of offering electronic payments to customers; and

**WHEREAS**, the Town of Waynesville shall provide electronic payment options to its customers for a transaction fee no greater than the cost incurred by the Town of Waynesville per transaction; and

**WHEREAS, IT HAS BEEN DETERMINED THAT** ACI Worldwide is the electronic payment processor best meeting the needs of the Town of Waynesville with a proposal to provide electronic payments for a fee per transaction for utility and tax payments made by credit/debit cards;

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Waynesville, does hereby authorize this agreement to be made on their behalf with ACI Worldwide for the purpose of providing electronic payments to utility and tax customers.

Adopted this the 24th day of January, 2023.

Town of Waynesville

\_\_\_\_\_  
Gary Caldwell  
Mayor

Attest:

\_\_\_\_\_  
Candace Poolton  
Town Clerk

Approved As To Form:

\_\_\_\_\_  
Martha Sharpe Bradley, PLLC  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 24, 2023**

**SUBJECT:** Request approval to expand the Waynesville Police Department's traffic enforcement program by developing a motorcycle program.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** Leave Blank  
**Department:** Police Department  
**Contact:** David Adams, Chief of Police

**Presenter:** Chief David Adams

**BRIEF SUMMARY:**

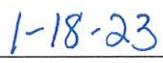
The Waynesville Police Department is constantly exploring opportunities to better serve the citizens of Waynesville. A long discussion of pursuing a motorcycle team to enhance the effectiveness of the Waynesville Police Department's traffic safety program can finally come to fruition. An opportunity to purchase two motorcycles at a greatly reduced price from the Hendersonville NC Police Department has developed that would help reach our goal of having our own motorcycle team.

**MOTION FOR CONSIDERATION:**

1. To approve the Waynesville Police Department to continue the development of a motorcycle team.
2. To approve the purchase of two motorcycles from the Hendersonville Police Department at a total cost of \$4,000.00, or \$2,000.00 apiece from line item 10 4310 532920

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

  
Misty Hagood, Finance Director

  
Date:

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

**BILL OF SALE OF MOTOR VEHICLE / AUTOMOBILE**  
(Sold "As-Is" without Warranty)

STATE OF: North Carolina  
COUNTY OF: Henderson

**KNOW ALL PERSONS BY THESE PRESENTS:**

That the City of Hendersonville (Seller), a North Carolina municipal Corporation, for and in consideration of the sum TWO THOUSAND DOLLARS AND NO/100S (\$2,000), received in hand, does hereby sell and transfer to the Town of Waynesville, a North Carolina municipal corporation (Buyer) pursuant to the authority of N.C.G.S. § 160A-274, the following motor vehicle (Vehicle), which is located in the County of Henderson, North Carolina:

<b>Make:</b>	<b>Harley-Davidson</b>
<b>Model:</b>	<b>FLHTP</b>
<b>Body Type:</b>	<b>Motorcycle</b>
<b>Year:</b>	<b>2012</b>
<b>VIN:</b>	<b>1HD1FMM12CB610390</b>

To have and to hold the same unto Buyer and Buyer's executors, administrators, and assigns, forever, subject to the condition and covenant of Buyer that Buyer use the Vehicle for the provision of fire protection services.

**WARRANTY OF OWNERSHIP.** The Seller warrants that the Seller is the true and lawful owner of the Vehicle, and that the Vehicle is free of any and all legal claims, encumbrances, and offsets by others, other than the covenant to use the Vehicle for the provision of fire protection services. Further, the Seller warrants that the Seller will defend the Buyer against any and all lawful claims and demands whatsoever in relation to this bill of sale.

**DISCLAIMER OF ALL OTHER WARRANTIES.** OTHER THAN THE SELLER'S WARRANTY OF OWNERSHIP STATED ABOVE, THE BUYER TAKES THE VEHICLE "AS-IS" WITHOUT ANY WARRANTIES, EXPRESS OR IMPLIED, AS TO ITS CONDITION. THE BUYER HAS PERSONALLY INSPECTED THE VEHICLE AND ACCEPTS IT "AS-IS".

**SELLER: THE CITY OF HENDERSONVILLE**

**BUYER: THE TOWN OF WAYNESVILLE**

BY: \_\_\_\_\_  
John F. Connet, City Manager

BY: \_\_\_\_\_  
Print Name:

Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**BILL OF SALE OF MOTOR VEHICLE / AUTOMOBILE**  
(Sold "As-Is" without Warranty)

STATE OF: North Carolina  
COUNTY OF: Henderson

**KNOW ALL PERSONS BY THESE PRESENTS:**

That the City of Hendersonville (Seller), a North Carolina municipal Corporation, for and in consideration of the sum TWO THOUSAND DOLLARS AND NO/100S (\$2,000), received in hand, does hereby sell and transfer to the Town of Waynesville, a North Carolina municipal corporation (Buyer) pursuant to the authority of N.C.G.S. § 160A-274, the following motor vehicle (Vehicle), which is located in the County of Henderson, North Carolina:

<b>Make:</b>	<b>Harley-Davidson</b>
<b>Model:</b>	<b>FLHTP</b>
<b>Body Type:</b>	<b>Motorcycle</b>
<b>Year:</b>	<b>2013</b>
<b>VIN:</b>	<b>1HD1FMM19DB634798</b>

To have and to hold the same unto Buyer and Buyer's executors, administrators, and assigns, forever, subject to the condition and covenant of Buyer that Buyer use the Vehicle for the provision of fire protection services.

**WARRANTY OF OWNERSHIP.** The Seller warrants that the Seller is the true and lawful owner of the Vehicle, and that the Vehicle is free of any and all legal claims, encumbrances, and offsets by others, other than the covenant to use the Vehicle for the provision of fire protection services. Further, the Seller warrants that the Seller will defend the Buyer against any and all lawful claims and demands whatsoever in relation to this bill of sale.

**DISCLAIMER OF ALL OTHER WARRANTIES.** OTHER THAN THE SELLER'S WARRANTY OF OWNERSHIP STATED ABOVE, THE BUYER TAKES THE VEHICLE "AS-IS" WITHOUT ANY WARRANTIES, EXPRESS OR IMPLIED, AS TO ITS CONDITION. THE BUYER HAS PERSONALLY INSPECTED THE VEHICLE AND ACCEPTS IT "AS-IS".

**SELLER: THE CITY OF HENDERSONVILLE**

**BUYER: THE TOWN OF WAYNESVILLE**

BY: \_\_\_\_\_  
John F. Connet, City Manager

BY: \_\_\_\_\_  
Print Name:

Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 24, 2023**

**SUBJECT:** Town of Waynesville Recreation Donation for Fitness Equipment

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Recreation  
**Contact:** Luke Kinsland, Recreation Director  
**Presenter:** Luke Kinsland, Recreation Director

**BRIEF SUMMARY:**

The Town of Waynesville Recreation Department has received a donation in the amount of \$10,000 with the intent of updating fitness equipment.

The original amount of this donation was \$100,000 left to the recreation center by Mr. David M. Feldman upon his death. He was an avid user of the facility and loved to exercise. We have learned through the estate that Mr. Feldman changed his beneficiary to his friend Dr. Miguel Jimenez. Dr. Jimenez has now donated \$10,000 to the recreation department to be used toward updating fitness equipment. Our greatest need of updates is spin bikes. We would like to use these funds toward the purchase of new spin bikes.

**MOTION FOR CONSIDERATION:**

Motion to approve the budget amendment for \$10,000 to pay toward 7 new spin bikes at the recreation center.

**FUNDING SOURCE/IMPACT:** \$10,000 donation



\_\_\_\_\_  
Misty Hagood, Finance Director

1/17/23

\_\_\_\_\_  
Date

**ATTACHMENTS:**

- Quote for 7 new Keiser indoor spin bikes

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

# OUR FOCUS IS THROUGH THREE LENSES



North America

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Sales and Service

800-741-4412

**WELLNESS SOLUTIONS, INC. NORTH AMERICA**



# WELLNESS SOLUTIONS INC.

Quote Date: 01/05/23  
Quote #: 00003696

**Contact Name:** Tim Plowman      **Email:** tplowman@waynesvillenc.gov  
**Phone:** (828) 456-2030      **Fax:** (828) 456-2034  
**Bill To Name:** Waynesville Parks & Recreation      **Ship To Name:**  
**Bill To:** 550 Vance Street      **Ship To:** Waynesville Parks and Recreation  
Waynesville      550 Vance Street  
North Carolina      Waynesville  
United States      North Carolina  
28786      United States  
28786

**Terms:**      **Sales Rep:** Spencer Grigg  
**Expiration Date:** 02/28/23

Qty	Description	Images	Unit Price	Retail Price	Ext. Price
7	Keiser M3i Indoor Cycle black		\$1,482.00	\$2,280.00	\$10,374.00
			<b>Subtotal:</b>		\$10,374.00
			<b>Discount:</b>		\$0.00
			<b>Tax:</b>		\$726.18
			<b>Total Price:</b>		\$10,374.00
			<b>Shipping and Handling:</b>		\$1,015.00
			<b>Grand Total:</b>		\$12,115.18

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*If paying by credit card there will be an additional 3% charge to cover bank fees.**

**Wellness Solutions Inc.**  
6614 James Madison Hwy  
Haymarket, VA 20169

Phone: 800-741-4412 - Fax: 571-486-4503 - Email: [sales@wsifitness.com](mailto:sales@wsifitness.com) - Website: [www.wsifitness.com](http://www.wsifitness.com)

Ordinance No. O-3-23

Amendment No. 8 to the 2022-2023 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2022-2023 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2022-2023 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Contributions/Donations	\$10,000
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Increase the following appropriations:

Recreation Dept	\$10,000
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Adopted this 24th day of January, 2023.

Town of Waynesville

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Gary Caldwell  
Mayor

Attest:

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Candace Poolton  
Town Clerk

Approved As To Form:

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Martha Sharpe Bradley  
Town Attorney