



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

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

Date: July 26, 2022 Time: 6:00 p.m.

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

1. Adoption of minutes of the June 28, 2022 Regular meeting
2. Apple Festival Special Event Application
3. Church Street Festival Special Event Application

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

#### E. PRESENTATION

2. Waynesville Fire Department Recognition of new Firemen
  - Chris Mehaffey, Assistant Fire Chief
3. Waynesville Housing Authority
  - Tina Okenfuss, Director Waynesville Housing Authority

#### F. PUBLIC HEARING

4. Public Hearing to consider a zoning map amendment request to change the zoning of property located at 134 Belle Meade Drive, PIN 8605-81-6159, from Hazelwood Urban Residential (H-UR) to Hazelwood Business District (H-B 1. Motion to find the text amendment consistent with the 2035 Land Use Plan and that it is reasonable and in the public interest (or motion to amend the Land Use Plan Future Land Use Map D).
  - Sam Cullen, Code Enforcement Officer

***Motion: 1. To find the text amendment consistent with the 2035 Land Use Plan and that it is reasonable and in the public interest (or motion to amend the Land Use Plan Future Land Use Map***

**Motion: 2. Motion to adopt the Ordinance No.O-26-22 as presented (or as amended).**

**G. NEW BUSINESS**

5. Award of Wastewater Treatment Plant Contract “ to Harper Corporation-General Contractors of Greenville, SC.
- Rob Hites, Town Manager

***Motion: To award the Wastewater Treatment Plant Construction Contract to “The Harper Corporation-General Contractors of Greenville SC” at a price of \$25,495,000***

6. Approve amendment to the Capital Project Ordinance for the Wastewater Treatment Plant
- Misty Hagood, Finance Director

***Motion: To approve amending the Capital Project Ordinance No. O-01-20 for Wastewater Plant improvements***

7. Recycle Truck
- Chris Snyder, Street Department Superintendent

***Motion: To approve the purchase of a 6 Yd. recycle truck with rear tipper for \$136,140.18 from the Street Department Capital line.***

8. Proposal and request to Haywood County Commissioners for recreation funding
- Luke Kinsland, Interim Recreation and Parks Director

***Motion: To provide a written statement from the Board in support of the Town of Waynesville Parks & Recreation for Haywood County to reinstate an annual financial contribution to the department’s operating budget.***

9. Rescue Equipment Purchase Approval (Capital Item), Sole Supply Source Approval
- Chris Mehaffey, Assistant Fire Chief

***Motion: To approve purchase, approve sole source exemption under NCGS 143-129.***

**H. OLD BUSINESS**

10. Rules and Procedures
- Martha Bradley, Town Attorney
11. Planning Board and Zoning Board of Adjustment Selection
- Jesse Fowler, Assistant Town Manager

***Motion: To approve those appointments to the Zoning Board of Adjustment and the Planning Board that received a majority vote***

**I. COMMUNICATION FROM STAFF**

12. Manager’s Report
- Town Manager, Rob Hites

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

July 26, 2022

- 3 -

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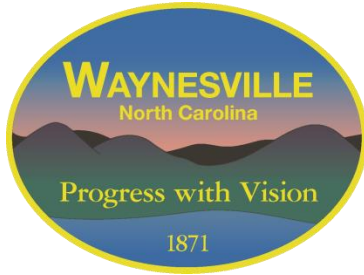
Request by Mr. Dick Hoyle to waive the petition process and approve traffic calming devices for Virginia Avenue.

13. Town Attorney Report

- Town Attorney, Martha Bradley

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

**K. 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 August 2022

| 2022                   |  |
|------------------------|--|
| Saturday July 30       | Folkmoor Summerfest 2022 International Day 10:00 am – 4:00 pm – Main Street                                      |
| Friday August 5        | Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm  |
| Saturday August 6      | Sarge's 17 <sup>th</sup> Annual Downtown Dog Walk – 9:00 – 12:00 – Downtown Waynesville – starting at Courthouse |
| Tuesday August 9       | Board of Aldermen Meeting – Regular Session  |
| Tuesday August 23      | Board of Aldermen Meeting – Regular Session  |
| Monday September 5     | Town Offices Closed – Labor Day  |
| Saturday September 10  | Fall Block Party – Main Street – 7:00 pm – 10:00 pm  |
| Saturday September 10  | Tuscola High School Band Day-8:00 am – 6:00 pm – First Presbyterian Church – and County Courthouse lawn          |
| Tuesday September 13   | Board of Aldermen Meeting – Regular Session  |
| Tuesday September 27   | Board of Aldermen Meeting – Regular Session  |
| Saturday October 8     | Church Street Art & Craft Show – 10:00 am – 4:00pm – Main Street   |
| Tuesday October 11     | Board of Aldermen Meeting – Regular Session  |
| Saturday October 15    | Apple Festival – Main Street 10:00 am – 5:00 pm  |
| Tuesday October 25     | Board of Aldermen Meeting – Regular Session  |
| Monday October 31      | Treats on the Street – 5:00 pm – 7:00 pm   |
| Tuesday November 8     | Board of Aldermen Meeting – Regular Session  |
| Tuesday November 11    | Town Offices Closed – Veterans Day   |
| Friday November 22     | Board of Aldermen Meeting – Regular Session  |
| Monday December 5      | Waynesville Christmas Parade – Main Street - 6:00 pm   |
| Saturday December 10   | Night Before Christmas – Main Street – 6:00 pm – 9:00 pm   |
| Tuesday December 13    | Board of Aldermen Meeting – Regular Session  |
| Saturday December 17   | Night Before Christmas – 6:00 om – 9:00 pm   |
| December 23, 24 & 27th | Town Closed – Christmas Holidays   |

## Board and Commission Meetings – August 2022

|   |   |  |
|---|---|--|
| ABC Board                               | ABC Office – 52 Dayco Drive               | <b>August 16</b><br>3 <sup>rd</sup> Tuesday<br>10:00 AM                        |
| Board of Adjustment                     | Town Hall – 9 S. Main Street              | <b>August 2</b><br>1 <sup>st</sup> Tuesday<br>5:30 PM                          |
| Cemetery Commission                     | Public Services Building                  | <b>January, March, July, and October</b><br>3 <sup>rd</sup> Tuesday<br>2:00 PM |
| Downtown Waynesville Advisory Committee | Municipal Building – 16 South Main Street | <b>August 16</b><br>3 <sup>rd</sup> Tuesday                                    |
| Firefighters Relief Fund Board          | Fire Station 1 – 1022 N. Main Street      | <b>Meets as needed;</b><br><i>No meeting currently scheduled</i>               |
| Historic Preservation Commission        | Town Hall – 9 S. Main Street              | <b>August 3</b><br>1 <sup>st</sup> Wednesday<br>2:00 PM                        |
| Planning Board                          | Town Hall – 9 S. Main Street              | <b>August 15</b><br>3 <sup>rd</sup> Mondays<br>5:30 PM                         |
| Public Art Commission                   | Town Hall – 9 S. Main Street              | <b>August 11</b><br>2 <sup>nd</sup> Thursdays<br>4:00 PM                       |
| Recreation & Parks Advisory Commission  | Rec Center Office – 550 Vance Street      | <b>August 17</b><br>3 <sup>rd</sup> Wednesday<br>5:30 PM                       |
| Waynesville Housing Authority           | Waynesville Towers – 65 Church Street     | <b>August 9</b><br>2 <sup>nd</sup> Tuesday<br>3:30 PM                          |

## MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN

### Regular Meeting

June 28, 2022

**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday, June 28, 2022, at 6:00 p.m. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

#### A. CALL TO ORDER

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

Mayor Gary Caldwell  
Mayor Pro Tem Julia Freeman  
Alderman Anthony Sutton  
Alderman Jon Feichter (Via Remote)  
Alderman Chuck Dickson

The following staff members were present:

Rob Hites, Town Manager  
Jesse Fowler, Assistant Town Manager  
Kathy Johnson, Deputy Clerk  
Town Attorney Martha Bradley  
Misty Hagood, Finance Director  
Elizabeth Teague, Development Services Director  
David Adams, Police Chief  
Police Department Staff

The following media were present:

Becky Johnson, The Mountaineer

#### A. CALL TO ORDER

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

Mayor Gary Caldwell welcomed everyone and referenced the calendar on the upcoming street dances on July 8<sup>th</sup> and 22<sup>nd</sup>. He said the next scheduled Board of Aldermen regular meeting is scheduled for July 12<sup>th</sup> and he reminded everyone that all Town offices will be closed on July 4<sup>th</sup> in observation of Independence Day. He gave update on Brookmont apartments and encouraged everyone to schedule a tour of the new apartments.

#### B. PUBLIC COMMENT

Mayor Caldwell opened the meeting to public comment and asked that anyone wanting to speak to please sign in.

**Janet Preson** spoke on her appeal of Preservation Way and concerns of the appeal process.

**Trudy Schmidt**, 202 Monica Way, spoke in favor of public comment in meetings.

**Sherry Morgan**, 437 Boundary Street, spoke on public comment and recommended putting term limits on Planning Board members.

**Rafe Davis**, 264 Stamey Cove Road, spoke on the crime rate in Waynesville and said Waynesville is ranked number one in opioid deaths for seven years and said crime in Waynesville has never been higher.

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

There were no additions or deletions to the agenda.

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

1. Adoption of minutes of the June 14, 2022, Regular meeting
2. 4<sup>th</sup> of July Block Party – 56/61 Glendale Dr. – Between Springview Dr. and Auburn Park Dr.
3. Boundary Street 4<sup>th</sup> of July Street Closure

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to approve the consent agenda. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

#### **E. PRESENTATION**

2. Life Saving Award granted to Detective Paige Shell
  - Police Chief David Adams

Police Chief Adams introduced Detective Paige Shell and presented her with a lifesaving award for her heroic acts on May 24, 2022, where she saved someone from Lake Junaluska by swimming out and assisting him to shore. Chief Adams said it was an honor to have Detective Shell as part of the Waynesville Police Department.

#### **F. CALL FOR PUBLIC HEARING**

3. Call for Public Hearing for August 9, 2022, to consider the text amendment regarding driveway standards, Section 9.8- Driveway Access of the Land Development Standards (LDS).
  - Olga Grooman, Planner

Ms. Grooman explained the driveway standards are crucial for stormwater management, appropriate sidewalk connectivity, traffic flow, and quality of the road material. Several changes need to be made including minimum driveway spacing requirements, allowing an administrator to approve alternative material and changes related to fire safety.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman to call for a Public Hearing on Tuesday August 9, 2022, to be held at 6:00 pm in the Town Hall Board Room located at 9 South Main Street regarding driveway standards, Section 9.8- Driveway Access of the Land Development Standards (LDS), as recommended by the Planning Board. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

#### **G. PUBLIC HEARING**

4. Public Hearing for June 28, 2022, to consider a zoning text amendment request initiated by the Planning Board to implement buffer requirements and quasi-judicial review procedures on major subdivisions which create 31 or more lots.

- Elizabeth Teague, Development Services Director

Development Services Director Elizabeth Teague explained the public hearing was to review recommendations from the Planning Board related to subdivision ordinances. She explained the Land Development Standards, the comprehensive plan and 160D are all interrelated, and the subcommittee has been working on recommendations on improving the LDS in response to 160D and the adoption of the 2020 Comprehensive Plan. She went through the three types of hearings and explained that because of 160D the quasi-judicial hearings have been switched to administrative hearings. She explained the tier chart and outlined the changes and how the changes would affect future development.

There was much discussion between Board members, Attorney Martha Bradley, and Staff on the different types of hearings.

Mayor Caldwell opened the public hearing at 7:02 pm and opened the meeting to public comment.

**Sherry Morgan** 437 Boundary Street said NCSOG was not law but only a recommendation. She expressed her concern with all the new development and spoke on 160D and Quasi-Judicial hearings and the need for informing the public.

**Trudy Schmidt**, 202 Monica Way, spoke on all the new development and expressed concern on the new residents finding employment.

**John Baus**, 65 Love Lane, asked why development needs to be done so quickly. He said there is not that much demand, and he feels the development should be done in a smart manner.

**Rafe Davis**, 264 Stamey Cove Road, spoke on Quasi-judicial and administrative hearings and the guidelines for standing. He supports the Quasi-Judicial hearings and feels there is no need to change it.

**Ginger Hain**, 267 Calhoun Rd, Vice Chair for the Planning Board spoke on the two types of hearings.

There was much discussion between Board members and their concerns on the vague wording in the text amendment.

***A motion was made by Alderman Anthony Sutton, seconded by Chuck Dickson to table the zoning text amendment request initiated by the Planning Board to implement buffer requirements and quasi-judicial review procedures on major subdivisions which create 31 or more lots for more discussion with the Planning Board. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

## H. OLD BUSINESS

5. Rules and Procedures

- Attorney Martha Bradley



Ms. Bradley presented the Board with draft rules according to instructions of the Board at the June 14, 2022, meeting. She went over the changes to rules (110(b) removing fee for electronic meetings, (32-33) Language added to implement the reading system and clarify the meaning of date on introduction, (36) "Town Attorney" has been replaced with "Presiding Officer" and wording added to permit the Presiding Officer to delegate timekeeping to the Town Attorney or Town Clerk.

It was determined by the Board for Ms. Bradley to revise the Rules and Procedures and present again at the next Board of Alderman meeting.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to table the rules and procedures until Attorney Bradley presents the revised additions. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and ( Mayor Gary Caldwell, aye.) The motion passed unanimously.***

6. Statutory Boards and Commissions Vacancies

- Assistant Town Manager Jesse Fowler

Mr. Fowler said the ABC Board had four applicants with only one applicant Danny Wingate receiving recommendations.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman to appoint applicant Danny Wingate to the ABC Board. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

Zoning Board of Adjustments Travis Dustin Smith received two recommendations to be interviewed and Joshua Morgan received five recommendations to be interviewed. It was determined to interview both due to there are three vacancies and only two applicants.

Planning Board has four vacancies and eight applicants. It was determined by the Board to interview all eight applicants. Travis Dustin Smith (1 recommendation), Ronald James Call (3 recommendations), Robert M. Blackburn (4 recommendations), Jan Grossman (4 recommendations), Peggy Hannah (4 recommendations), Donald McGowan (2 recommendations), John Baus (3 recommendations), Kara Sither (4 recommendations), Mathew Johnson (2 recommendations). Mayor Caldwell divided the Aldermen into two groups to conduct interviews with Alderman Jon Feichter and Alderman Chuck Dickson interviewing four and Alderwoman Julia Freeman with Alderman Anthony Sutton interviewing four.

7. Non-Statutory Boards and Commissions

- Assistant Town Manager Jesse Fowler

Cemetery commission has three vacancies and two applicants. Warren Putnam (4 recommendations, Bill Revis (5 recommendations).

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to appoint applicants Warren Putnam and Bill Revis to the Cemetery Commission. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

Historic Commission has four vacancies with Claire Bass being the only eligible applicant. Applicant Shereen Malek is ineligible.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter to appoint applicant Claire Bass to the Historic Commission. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

Public Arts Commission has three vacancies and three applicants. Ashten McKinney (5 recommendations), Douglas Garrett (4 Recommendations), Morgan Beryl (5 recommendations).

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman to appoint applicants Ashten McKinney and Douglas Garrett to the Public Arts Commission. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

Parks and Recreation Advisory Commission has three vacancies and three applicants. Chad Carver (5 recommendations), Corey Johnson (5 recommendations), Nicole Kott (5 recommendations).

***A motion was made by Alderwoman Julia Freeman, seconded by Alderman Chuck Dickson to appoint applicants Chad Carver, Corey Johnson, and Nicole Kott to the Parks and Recreation Commission. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

Mayor Caldwell dismissed at 7:53 pm for a break and reconvened at 8:06 pm.

#### 8. Special Appropriations for Fiscal Year 2022/2023

Mr. Fowler went over the worksheet with the Board, and it was determined for Finance Director Misty Hagood to bring a Budget amendment to add the Civilian police to the Regular Fund.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton, to add \$4,000.00 to the Police Department Budget for the sole purpose of funding the Waynesville Civilian Police Volunteers. The motion carried unanimously. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye), and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

Finance Director Misty Hagood asked if she could bring forward a Budget Amendment to fund the Civilian Volunteers at the next meeting. The consensus of the Board was to allow Ms. Hagood to complete the Budget Amendment and present it at the next meeting.

Alderman Chuck Dickson withdrew his motion.

***A motion was made by Alderman Anthony Sutton, seconded by Jon Feichter to accept the special appropriations as amended. The motion passed unanimously. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye), and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

## **I. NEW BUSINESS**

9. Resolution requesting that NC DOT place the South Main (US 23) project ahead of the Russ Avenue/Walnut Street project
- Major Gary Caldwell

Mayor Caldwell and the Board discussed the proposed resolution in support of the citizens in West Waynesville.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to Adopt resolution R-18-22 requestion the NCDOT place the South Main (US23) project head of t the Russ Avenue/Walnut Street project. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

10. Approval of APR required policies
- Finance Director Misty Hagood

Finance Director Misty Hagood stated she has used sample policies from UNCISOG to update the Towns Conflict-of-Interest Policy, Cost Principles Policy, Nondiscrimination Policy, Record Retention Policy, UG Eligible Use Policy, and ARP Subaward policy. She is requesting these policies be adopted before the fiscal year.

***A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to approve the Conflict-of-Interest Policy, Cost Principles Policy, Nondiscrimination Policy, Record Retention Policy, UG Eligible Use Policy and ARP Subaward Policy. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

11. Approval of updated Purchasing Policy and Procedures
- Finance Director Misty Hagood

Ms. Hagood said the Town purchasing policy needed to be updated to be in line with state statues on purchasing laws. She recommended raising the purchase order limit to \$1500, informal bids for \$30,000, and formal bids on projects of \$90,000 and greater.

***A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson to approve the updated Purchasing Policy and Procedures. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

12. Increase Micro-purchase Threshold
- Finance Director Misty Hagood

Ms. Hagood recommends raising the micro-purchasing threshold to \$30,000 for apparatus, supplies, material, equipment, construction, and repair work and \$50,000 for purchase of service not subject to competitive bidding under NC law.

***A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman to approve No. R-16-22 authorizing increase in Micro-Purchase Threshold. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

13. Budget Amendment to the General Fund and Garage Internal Service Fund

- Finance Director Misty Hagood

Ms. Hagood asked for a budget amendment for \$40,000 to the finance department for overtime pay for the meter readers that are working overtime reading meters and the Audit firm has already issued a couple of preliminary work. She requested to amend the garage budget by \$25,000 because fuel and diesel has increased in price.

***A motion was made by Alderman seconded by Alderman to approve Ordinance No, 0-25-22 Amendment #27 to the 2021-2022 Budget Ordinance, increasing the finance budget \$40,000. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.)***

***A motion was made by Alderman seconded by Alderman to approve Resolution No. R-17-22 amending the Financial Operating Plan for the Garage Internal Service Fund, increasing the garage fund \$25,000. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously. .***

14. Helping Hands of Haywood Fourth ARP Installment

- Assistant Town Manager Jesse Fowler

Mr. Fowler stated Helping Hands of Haywood provides temporary housing for individuals experiencing homelessness and have provided all documentation on how the previous installments have been spent. Mr. Fowler asked for the Boards direction on providing the fourth instalment of ARP funding.

***A motion was made by Alderman seconded by Alderman to approve the fourth instalment of American Recovery Plan funding to Helping Hands of Haywood for the sole purpose of providing temporary housing to individuals experiencing homelessness in the amount of \$8,750. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

**J. COMMUNICATION FROM STAFF**

15. Manager's Report

- Town Manager Rob Hites

Town Manager Rob Hites gave update on the Pigeon Street project and EV chargers in Town. He said the Town has applied for two fast charger ports on Montgomery Street and to replace fast charger in the middle of Montgomery Street Parking lot.

Mr. Hites said he has consulted with the department heads and if the alderman does not have anything pressing, it is recommended to cancel the July 12<sup>th</sup> meeting.

***A motion was made by Alderman Chuck Dickson, seconded by Alderwoman Julia Freeman to cancel the July 12<sup>th</sup>, 2022, Board of Aldermen meeting. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

16 Town Attorney Report

- Town Attorney Martha Bradley

Ms. Bradley asked the Board for input on adopting civil penalties on the Criminal Ordinance, so the town can elect to charge civil penalties instead of asking police to file charges. It was determined for Ms. Bradley to work on draft ordinance for the Boards review.

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

Mayor Caldwell recommended the Board take a tour of the new apartments called Brookmont Lofts.

**L. ADJOURN**

***A motion was made by Aldermen Chuck Dickson, seconded by Julia Freeman to adjourn the meeting at 8:42 pm. (Chuck Dickson, aye), (Julia Freeman, aye), (Jon Feichter, aye), (Anthony Sutton, aye) and (Mayor Gary Caldwell, aye.) The motion passed unanimously.***

ATTEST:

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

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

\_\_\_\_\_  
Kathy Johnson, Deputy Town Clerk



# Application for Special Events Permit

## I. General Information

EVENT NAME: Apple Harvest Festival

EVENT DATE(S): Saturday, October 15, 2022  
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Downtown Main Street

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

SET-UP TIME (START/END): Friday, October 14, 2022

EVENT HOURS: 10:00-5:00

DISMANTLE HOURS (START/END): 5:00-6:30

ESTIMATED ATTENDANCE: 25,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Police Department Estimates

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

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: Haywood Chamber of Commerce

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

APPLICANT NAME: CeCe Hipps TITLE: President

ADDRESS: 28 Walnut Street CITY: Waynesville STATE: NC ZIP: 28786  
828.768.1430

PHONE: 430 FAX#: \_\_\_\_\_ EMAIL: chipps@haywoodchamber.com

ON-SITE CONTACT: CeCe Hipps TITLE: President

ADDRESS: 28 Walnut St; Waynesville, NC 28786

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

**III. Brief Description of Event**

The annual Apple Festival is in its 35th year of celebrating everything apple in Downtown Waynesville. The streets are filled with almost 150 arts and craft booths, food concessions, music, cloggers and more. The event is owned, operated and organized by the Haywood Chamber of Commerce. Current plans are to space craft booths along the sides of the streets with food vendors designated to food "courts" located at the north and south ends of Main Street.

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

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

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

1. Main Street, Church Street, Depot Street, Miller Street

Closed Friday, October 14<sup>th</sup> at 9PM to reopen Saturday, October 15<sup>th</sup> at 7PM

**V. Event Details**

YES NO

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

Does the event involve the sale of food? YES (Food Vendors not Chamber)  
If "YES", has the health department been notified? YES Have you applied for a temporary permit? YES

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

Will there be musical entertainment at your event? IF "YES" provide the following information:  
Number of Stages: 1 Number of Band(s): 4-5 Amplification? NO

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: 130 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? 10

Will you require electrical hookup for the event? Generators? to be provided by vendors

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

Will admission fees be charged to attend this event? If "YES", provide the amount(s) of all tickets. \_\_\_\_\_  
Will fees be charged to vendors to participate in this event? If "YES", please provide the amount(s).  
Craft - 10x12 -\$250; 10x24 \$375; 10x36 \$525  
Food - 10x18 \$325; 10x36 \$525

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

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

## VI. Additional Questions

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

Parking locations are identified on the website, TOW places a sign with directions to parking garage

Regular TOW parking accommodations

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?

2 Dumpsters are placed by TOW. ROTC volunteers collect trash on streets and drop off at dumpsters. The Chamber makes a donation to ROTC

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

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

**Return to:**

**Jesse Fowler, Assistant Town Manager**

**Town of Waynesville**

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

**Telephone: (828) 452-2491**

**Fax No. : (828) 456-2000**

**Email Address: [jfowler@waynesvillenc.gov](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:





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2022

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

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

|   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| PRODUCER<br>LN Davis Insurance Agency<br>143 N. Main Street<br>P.O. Box 630<br>Waynesville<br>NC 28786-0630 | CONTACT NAME: Gary Lance            | FAX (A/C, No): (828)456-5325       |
|   | PHONE (A/C, No, Ext): (828)452-2876 | E-MAIL ADDRESS: glance@lndavis.com |
| INSURER(S) AFFORDING COVERAGE   |                                     | NAIC #                             |
| INSURER A : Cincinnati Indemnity Co.  |                                     | 10677                              |
| INSURER B : Cincinnati Indemnity Co.  |                                     | 23280                              |
| INSURER C :   |                                     |                                    |
| INSURER D :   |                                     |                                    |
| INSURER E :   |                                     |                                    |
| INSURER F :   |                                     |                                    |

**COVERAGES                                      CERTIFICATE NUMBER: 1                                      REVISION NUMBER: 0**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| B        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | ENP 0141468   | 05/29/2021              | 05/29/2024              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$   |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | N/A      |               |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |
| A        | Directors & Officers Liability  |           |          | EMN0464258    | 10/18/2020              | 10/18/2023              | Limit of Insurance \$1,000,000   |

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

Chamber of Commerce

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br><br>Town of Waynesville, NC<br>P.O. Box 100<br>Waynesville<br>NC 28786- | <b>CANCELLATION</b><br>AI 106724<br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br>  |



# Application for Special Events Permit

## I. General Information

EVENT NAME: The 39<sup>th</sup> Annual Church Street Art & Craft Show

EVENT DATE(S): October 8, 2022  
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: Main Street (from Pigeon to Wells Way)

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

SET-UP TIME (START/END): 9 p.m. on October 7

EVENT HOURS: 10 a.m. to 4 p.m.

DISMANTLE HOURS (START/END): 4 to 6 p.m.

ESTIMATED ATTENDANCE: 15,000

BASIS ON WHICH THIS ESTIMATE IS MADE: Past attendance and TDA stats

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

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: The Downtown Waynesville Advisory Committee

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

APPLICANT NAME: Teresa Pennington TITLE: Show Director

ADDRESS: 15 N Main Street CITY: Waynesville STATE: NC ZIP 28786

PHONE: 828-788-3435 FAX#: \_\_\_\_\_ EMAIL: [tpennart@gmail.com](mailto:tpennart@gmail.com)

ON-SITE CONTACT: Beth Gilmore TITLE: DWAC Director

ADDRESS: PO Box 100 Waynesville, NC 28786

PHONE #: \_\_\_\_\_ CELL PHONE #: (828) 550-8122 EMAIL: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@waynesvillenc.gov)

**III. Brief Description of Event**

The Church Street Art & Craft Show is a one-day juried craft show that takes place on Main Street from 10 a.m. to 5 p.m. Approximately 100 to 125 vendors will set up to sell homemade arts and craft items in assigned booth spaces that line Main Street from Pigeon Street to Wells Way. The event will include live music on two stages and food vendors.

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

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

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

1. Main Street from Pigeon Street to Wells Way- CLOSES Friday night, October 7, at 9 p.m. until after the event Saturday around 7:30 p.m. Water barricades are placed at the Church/Main intersection and East/Main intersection.

2. Barricades needed at: Church/Montgomery, East/Wall, and Depot/Montgomery.

3. Boom truck is placed at S Main/Pigeon and the Justice Center. Traffic cones block traffic from coming through the Exxon lot.

**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: 2-3 Number of Band(s): 2-5 Amplification? yes

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

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

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

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

Does the event involve the use of pyrotechnics? Explain \_\_\_\_\_  
  Will you provide portable toilets for the general public attending your event? IF SO, how many and where will they be located? \_\_\_\_\_

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

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

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

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

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

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

**VI. Additional Questions**

How will **parking** be accommodated for this event? Public parking areas surrounding Main Street, as well as the Miller Street lot, Wall Street and the public parking deck.

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? Cans will be monitored throughout the duration of the event and emptied as needed into dumpsters located on Wall Street

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

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

**Return to:**  
**Beth Gilmore, Downtown Waynesville Director**  
**Town of Waynesville**  
**9 S. Main Street, P.O. Box 100, Waynesville, NC 28786**  
**Telephone: (828) 456-3517**  
**Fax No. : (828) 456-2000**  
**Email Address: [bethgilmore@waynesvillenc.gov](mailto:bethgilmore@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:

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: July 26<sup>th</sup>, 2022**

**SUBJECT:** New Employee Recognition

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Fire  
**Contact:** Joey Webb, Fire Chief  
**Presenter:** Joey Webb, Fire Chief

**BRIEF SUMMARY:**

Present helmet to newly hired Engineer, Luke Palmer.

**MOTION FOR CONSIDERATION:**

None

**FUNDING SOURCE/IMPACT:**

---

Misty Hagood, Finance Director

Date

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

|   |
|---|
| Alderman Meeting Points                   |
| July 26 <sup>th</sup> , 2022 (10 Minutes) |

- **Introduction and opening of 48 Chestnut Park Dr administration office**
- *Currently seeking opportunities to add to Housing Authority inventory*
- *Re-Organizing and Streamlining the housing and maintenance department*
- *Expanding and managing other rental properties*
- *Networking with other housing and city code staff for enforcement of rental housing codes and addressing derelict properties.*

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: July 26, 2022**

**SUBJECT:** Public Hearing to consider a zoning map amendment request to change the zoning of property located at 134 Belle Meade Drive, PIN 8605-81-6159, from Hazelwood Urban Residential (H-UR) to Hazelwood Business District (H-BD).

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact:** Samuel Cullen or Elizabeth Teague  
**Presenter:** Samuel Cullen

**BRIEF SUMMARY:**

Applicant is applying to rezone property from residential to commercial. Staff made a zoning determination that outside storage of vehicles as part of an automotive repair business was not an allowable use within the Hazelwood Urban Residential District. This zoning administrative decision was appealed by the applicant to the Town's Zoning Board of Adjustment, and the ZBA upheld the staff decision. Subsequently, the applicant applied for rezoning of this lot. On May 16<sup>th</sup>, 2022, the Planning Board held a public hearing and considered this request to rezone this lot to the Hazelwood Business District which would introduce commercial uses into the Hazelwood Urban Residential District. The Planning Board voted that this would not be consistent with the Comprehensive Land Use Plan or the current zoning, and did not recommend approval by the Board of Aldermen. The Planning Board noted that historically this lot has been zoned residential going back to the 1977 Town of Hazelwood zoning map. The applicant has opted to be heard by the Board of Aldermen to consider this rezoning request. Approval of this request would amend both the current zoning map and the future land use map of the 2035 Comprehensive Plan.

**MOTIONS FOR CONSIDERATION:**

1. Motion to find the text amendment consistent with the 2035 Land Use Plan and that it is reasonable and in the public interest (or motion to amend the Land Use Plan Future Land Use Map)
  
2. Motion to adopt the Ordinance as presented (or as amended).

**FUNDING SOURCE/IMPACT:**

N/A

**ATTACHMENTS:**

Property map and information  
Application Materials  
Staff Report

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



## Board of Alderman Staff Report

Subject: Map Amendment to the Land Development Standards (LDS) to change the zoning of one property located at 134 Belle Meade Dr.  
Ordinance Section: 2.1 - Official Land Development Map  
Applicant: Travis Dustin Smith  
Meeting Date: July 26, 2022  
Subject property: 134 Belle Meade Dr. PIN 8605-81-6159

### Background:

The owner of the subject property applied to the town to rezone the parcel at 134 Belle Meade Drive, PIN 8605-81-6159, from its current zoning of Hazelwood Urban Residential (H-UR) to Hazelwood Business District (H-BD). The applicant states that this lot is “on the corner of Brown and Belle Meade which makes it an ideal commercial location” and it “sits within 75 feet of a commercial property, thus increasing its value.”

This lot originally held two residences. The applicant took down one of the houses and uses this lot for parking associated with his business across and up the street at Triangle Automotive or for automobiles which he personally owns and repairs separately from his business. A staff determination that outside storage of vehicles or as part of an automotive repair business was not an allowable use within the Hazelwood UR District. This zoning administrative decision was appealed by the applicant to the Town’s Zoning Board of Adjustment and the ZBA upheld the staff decision.

On May 16<sup>th</sup> the Planning Board heard a request for the rezoning of the subject lot. They voted unanimously to not recommend the rezoning of this lot. The Planning board expressed concerns about possible future uses that rezoning to a business district would allow and the impacts on a traditionally residential neighborhood that offers affordable home ownership. The Planning Board noted that rezoning this property would introduce the potential for other allowable business uses to encroach into a residential area.

The Land Development Standards (LDS) describes the purpose and intent of the Hazelwood Urban Residential District as follows:

The **Hazelwood Urban Residential District (H-UR)** is a traditional walkable neighborhood of mostly small, well-built housing in an area where sufficient urban facilities are available. It is a self-contained community with affordable housing, smaller well-kept lots, narrow tree-lined streets and distinct edges and centers. Major public spaces including a park and the "old" Hazelwood School are located in this neighborhood. Since it is convenient to shopping and employment, the goal for Hazelwood is to encourage infill development and the rehabilitation of existing structures in keeping with the residential scale and character of the existing neighborhood. Limited non-residential uses supporting the community are permitted if contributing in scale, design and use to the area. Pedestrian amenities are to be enhanced with all new development as are the development of access points to different parts of Waynesville from the Hazelwood neighborhood. Parking on public streets is permitted and encouraged as an alternative to the development of new parking lots.

The LDS describe the purpose and intent of the Hazelwood Business District as:

The **Hazelwood Business District (H-BD)** is a small-scale center for business, retail and institutional activity serving the residents of Hazelwood, Plott Creek, Eagles Nest, and other surrounding neighborhoods. A broad mixture of uses is permitted, however, development in the future must be sensitive in design and provide for a high level of pedestrian safety and comfort. The large undeveloped tracts of land in this district must be well connected both to the neighborhood and the center as they develop. On-street parking is permitted and encouraged on many streets. Articulation in this area should occur at the scale of the pedestrian with buildings built at the scale of a neighborhood center. Connections among properties within this district and to surrounding districts are very important.

### **Surrounding Land Use Pattern**

The subject property is surrounded by the following land use types: (1) To the north by single-family dwellings (2) to the south by single-family dwellings (3) to the east by single-family dwellings and (4) to the west by single-family dwellings and an agricultural produce stand. This neighborhood was historically zoned residential going back to the 1977 Hazelwood zoning map. The nearest commercially zoned lot is Triangle Automotive which is in Hazelwood Business District which is 75 feet away across Brown Avenue, and the produce stand across the street that is within the H-UR District.

This rezoning would extend Hazelwood Business District across Brown Avenue and into an historically residential neighborhood in a way that is not contiguous with the H-BD, creating a satellite portion of the commercial district within the historically residential neighborhood. The H-BD designation would allow – in addition to automotive services -- restaurants, kennels, retail, professional and personal services, outside sales, pawnshops, and other commercial uses found in central business districts.

### **Consistency with the 2035 Comprehensive Land Development Plan**

Waynesville 2035: Planning with Purpose, or the “2035 Comprehensive Plan,” is intended as a reference document for the public at large and for those investing in land and development within Waynesville. According to the future land use map, this area is envisioned to remain residential of medium to high density. The types of development in this area would be single-family, duplexes, townhomes, or multifamily. Introduction of commercial uses allowed in the H-BD district would be inconsistent with the 2035 Plan and the surrounding zoning.

### **Staff Recommendation**

In addition to the recommendation by the Planning Board against rezoning this lot, staff submits that the subject lot has historically been residential in nature and until recently held two single family homes. This parcel was also in the Town of Hazelwood until the merger in 1996 and the intent of Hazelwood’s zoning was also to have the lot stay residential in nature. The rezoning of this lot to a business district would allow several commercial uses directly bordering single-family homes and would extend the business district in a way that is not contiguous. Although there is a small produce stand operation across the street, it is a pre-existing non-conformity that does not generate noise, odor, or vibration, that might be considered detrimental to a residential setting. The Comprehensive 2035 Land Use Plan shows this area as residential, medium to high density.

An automotive repair or storage operation, or other types of uses allowed in central business districts could impact residents. Staff submits that rezoning this property is not consistent with the long-standing established zoning, going back to the Town of Hazelwood, not is it consistent with the future land use map of the Comprehensive Land Use Plan.

### **Attachments**

- Map of the parcel and surrounding properties
- Map of parcel and surrounding properties with zoning overlay
- Hazelwood's zoning map of 1977 showing parcel as residential
- Pictures of the property from various angles
- Order of findings of the Zoning Board of Adjustment
- Notice of public hearing
- Application for Land development Standards Map Amendment
- Report from the Planning Board



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 April 6<sup>th</sup>, 2022 to the Town of Waynesville for the following map amendment:

Property owner of record: Travis Dustin Smith  
 Address/location of property: 134 Belle Meade  
 Parcel identification number(s): 8605 - 81 - 6159  
 Deed/Plat Book/Page, (attach legal description): Bk: RB 898 Pg: 2379-2381  
 The property contains .28 acres.  
 Current district: Hazel wood Residential  
 Requested district: Hazel wood Business

The property is best suited for the requested change for the following reason(s), (attach additional sheets if necessary):

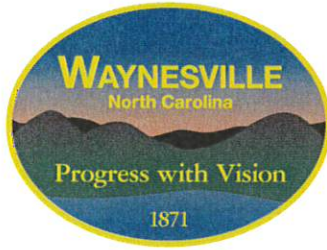
The property is on the corner of Brown & Belle Meade which makes it an ideal commercial location, along with being surrounded by commercial property. It is located within 75 feet of a commercial property, thus increasing its value.

Applicant Contact Information  
 Applicant Name (Printed): Travis Dustin Smith  
 Mailing Address: 1404 Brown Ave  
 Phone(s): 828. 246. 9226 Cell 828. 550. 7731  
 Email: tridauto1404@yahoo.com

Signature of Property Owner(s) of Record Authorizing Application:

Travis Dustin Smith

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

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)

July 7, 2022

## Notice of Public Hearing Town of Waynesville Board of Aldermen

The Town of Waynesville Board of Aldermen will hold a **public hearing on July 26, 2022, at 6:00 pm**, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider a rezoning request at 134 Belle Meade Drive, PIN 8605-81-6159, from Hazelwood Urban Residential to Hazelwood Business District.



For more information contact the Development Services Department at: (828) 456-8647, email: [eteague@waynesvillenc.gov](mailto:eteague@waynesvillenc.gov) , mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.

TOWN OF WAYNESVILLE  
COUNTY OF HAYWOOD

BEFORE THE WAYNESVILLE  
ZONING BOARD OF ADJUSTMENT

In the Matter of the Appeal of )  
Travis Dustin Smith from a Notice of )  
Violation for Use on property at )  
134 Belle Meade Drive PIN 8605-81-6159 )  
\_\_\_\_\_ )

FINDINGS OF FACT AND  
ORDER

THIS CAUSE, coming on before the Zoning Board of Adjustment for the Town of Waynesville on April 5, 2022, upon the appeal of Travis Dustin Smith from a Notice of Violation for the use made of the property located at 134 Belle Meade Drive, Waynesville, North Carolina.

The Appellant was represented at the hearing by attorney John R. Sutton, Jr., and the town attorney for the Town of Waynesville, Martha Bradley, appeared to represent the town staff and the Town. Byron Hickox, Zoning and Land Use Administrator, appeared as the witness for the Town and Travis Dustin Smith, the Appellant, appeared and testified.

The Zoning Board of Adjustment, having heard and considered the testimony of town staff, all witnesses for the Appellant, and having considered all the evidence presented by the town staff and the Applicant, makes the following

FINDINGS OF FACT

1. The Zoning Board of Adjustment has jurisdiction over this matter pursuant to Section 14.4.1.A of the Land Development Standards.

2. Proper notice of this meeting and hearing of the Zoning Board of Adjustment was provided as required by the Town ordinances and the state law.

3. Travis Dustin Smith owns a parcel of land located at 134 Belle Meade Road, previously addressed as 1459 Brown Avenue, Waynesville, NC, (hereafter referred to only as 134 Belle Meade Drive) which is shown on the tax maps for Haywood County, North Carolina, and

identified as being PIN #8605-81-6159.

4. In November 2018 and continuing to the date of this hearing, the Appellant Travis Dustin Smith also owned and owns that property located at 1404 Brown Avenue, and on that property he operated and continues to operate that business known as Triangle Automotive Repair.

5. In November, 2018, the property at 134 Belle Meade Drive contained a vacant area that was in use as a parking area for various vehicles, including vehicles owned by customers of Triangle Automotive Repair and service vehicles used by Triangle Automotive Repair.

6. The property at 134 Belle Meade Drive is located in the Hazelwood Urban Residential zoning district.

7. On November 30, 2018, the Town of Waynesville Development Services Department sent a letter to the Appellant, informing him that the use of the property at what is now 134 Belle Meade Drive for the for the storage of vehicles was not allowed by at that location, as the two uses as identified by the Town Development Services Department, outside storage and vehicle services, are not permitted int the Hazelwood Urban Residential zoning district.

8. The letter of November 30, 2018, instructed the Appellant to discontinue the storage of vehicles and any associated towing activity on that lot within thirty days.

9. When no action was taken by Appellant to discontinue these uses, a subsequent letter to the same effect was sent to him on April 11, 2019, but the Appellant took no action to discontinue the non-permitted uses after receipt of the April 11, 2019 letter.

10. On September 10, 2019, town staff members visited the Triangle Automotive Repair to discuss the alleged violations and other safety concerns. An employee asked about the possibility of rezoning the property at 134 Belle Meade Drive to a district that would allow outside storage and vehicle services. No application for such rezoning was ever submitted by the Appellant or anyone acting on his behalf.

11. An action was filed in the Superior Court for Haywood County by the Town asking for an injunction ordering the Appellant to cease the prohibited uses of the property at 134 Belle Meade Drive, which case went to mediation.

12. At mediation it was agreed by the parties that a new Notice of Violation would be issued by the Town to restart the statute of limitations and give the Appellant the opportunity to appeal the staff's determination to this Board of Adjustment.

13. On December 22, 2021, the Town staff issued a written interpretation regarding the use of the property at 134 Belle Meade Drive, with that interpretation contained in a letter from Byron Hickox, Land Use Administrator, to John R. Sutton, Jr., attorney for the Appellant

14. The letter of December 22, 2021, was received by John R. Sutton, Jr., on January 13, 2022.

15. John R. Sutton, Jr., gave notice of the appeal of the staff interpretation by letter dated January 21, 2022.

16. At the time this appeal came on to be heard by this Board on April 5, 2022, there were no vehicles being stored on the property at 134 Belle Meade Drive and there were no existing violations of the zoning ordinance, however, this Board has determined that the issue is not moot because the Appellant testified that he would like to continue to use the property for vehicle storage if allowed by this Board. The Board determined that both the town officials and the Appellant would benefit from a decision in this matter.

17. At later dates, the Appellant stored only vehicles titled in his name on the property at 134 Belle Meade Drive, thinking that by storing on vehicles that he owned on the property, he would not be in violation of the zoning ordinance.

18. The numerous vehicles stored that were owned by the Appellant were not his personal vehicles for his own transportation needs, but were vehicles he has acquired to repair, salvage parts from or restore for resale.

19. The placement of numerous vehicles on the property, although titled in the name of the Appellant, was still a use of the property for outside storage of vehicles and for vehicle services, in violation of the zoning ordinances.

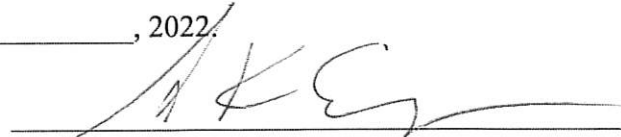
20. The Town has not asserted a claim against the Appellant for fines or civil penalties and only seeks compliance with the ordinances.



BASED UPON THE FOREGOING FINDINGS OF FACT, THIS BOARD by a vote of 5 to 0 concludes that the use of the property at 134 Belle Meade Drive for storage of vehicles of others and for storage of vehicles owned by the Appellant for uses other than his own transportation needs is outside storage and vehicle services, uses which are not permitted in the Hazelwood Urban Residential zoning district, and the interpretation of the Development Services staff as set out in the letter from Byron Hickox, Land Use Administrator, to John R. Sutton, Jr., should be affirmed.

IT IS NOW, THEREFORE, ORDERED, that the interpretation of the Development Services staff as set out in the letter from Byron Hickox, Land Use Administrator, to John R. Sutton, Jr., is hereby affirmed.

This the 10<sup>th</sup> day of May, 2022.

  
\_\_\_\_\_  
GEORGE ESCARAVAGE, Chairperson

**If you are dissatisfied with the decision of this Board, an appeal may be taken to the Superior Court of Haywood County within 30 days after the date this order is served on you.**



Image capture: Apr 2013 © 2022 Google

Waynesville, North Carolina

Google

Street View - Apr 2013



# Report For

SMITH, TRAVIS D  
85 MISSISSIPPE AVE  
WAYNESVILLE, NC 28786

**Account Information**  
PIN: 8605-81-6159  
Legal Ref: 898/2379

**Add Ref:** A94/92  
A94/72

**Site Information**  
BROOKWOOD  
DWELLING

134 BELLE MEADE DR  
**Heated Area:** 821  
**Year Built:** 1935  
**Total Acreage:** 0.28  
**Township:** Town of Waynesville

### Site Value Information

**Land Value:** \$17,200  
**Building Value:** \$99,700  
**Market Value:** \$116,900  
**Deferred Value:** \$0  
**Assessed Value:** \$116,900  
**Sale Price:** \$95,000  
**Sale Date:** 12/28/2015



1 inch = 50 feet  
April 18, 2022

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

SMITH, TRAVIS D  
85 MISSISSIPPE AVE  
WAYNESVILLE, NC 28786

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1 inch = 50 feet  
May 2, 2022

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# Report For

SMITH, TRAVIS D  
85 MISSISSIPPE AVE  
WAYNESVILLE, NC 28786

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**Year Built:** 1935  
**Total Acreage:** 0.28  
**Township:** Town of Waynesville

## Site Value Information

**Land Value:**  
**Building Value:**  
**Market Value:**  
**Deferred Value:**  
**Assessed Value:**  
**Sale Price:**  
**Sale Date:** 12/28/2015



1 inch = 100 feet  
April 18, 2022

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# Report For

SMITH, TRAVIS D  
85 MISSISSIPPE AVE  
WAYNESVILLE, NC 28786

## Account Information

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**Legal Ref:** 898/2379

**Add Ref:** A94/92  
A94/72

**Site Information**  
BROOKWOOD  
DWELLING

134 BELLE MEADE DR  
**Heated Area:** 821  
**Year Built:** 1935  
**Total Acreage:** 0.28  
**Township:** Town of Waynesville

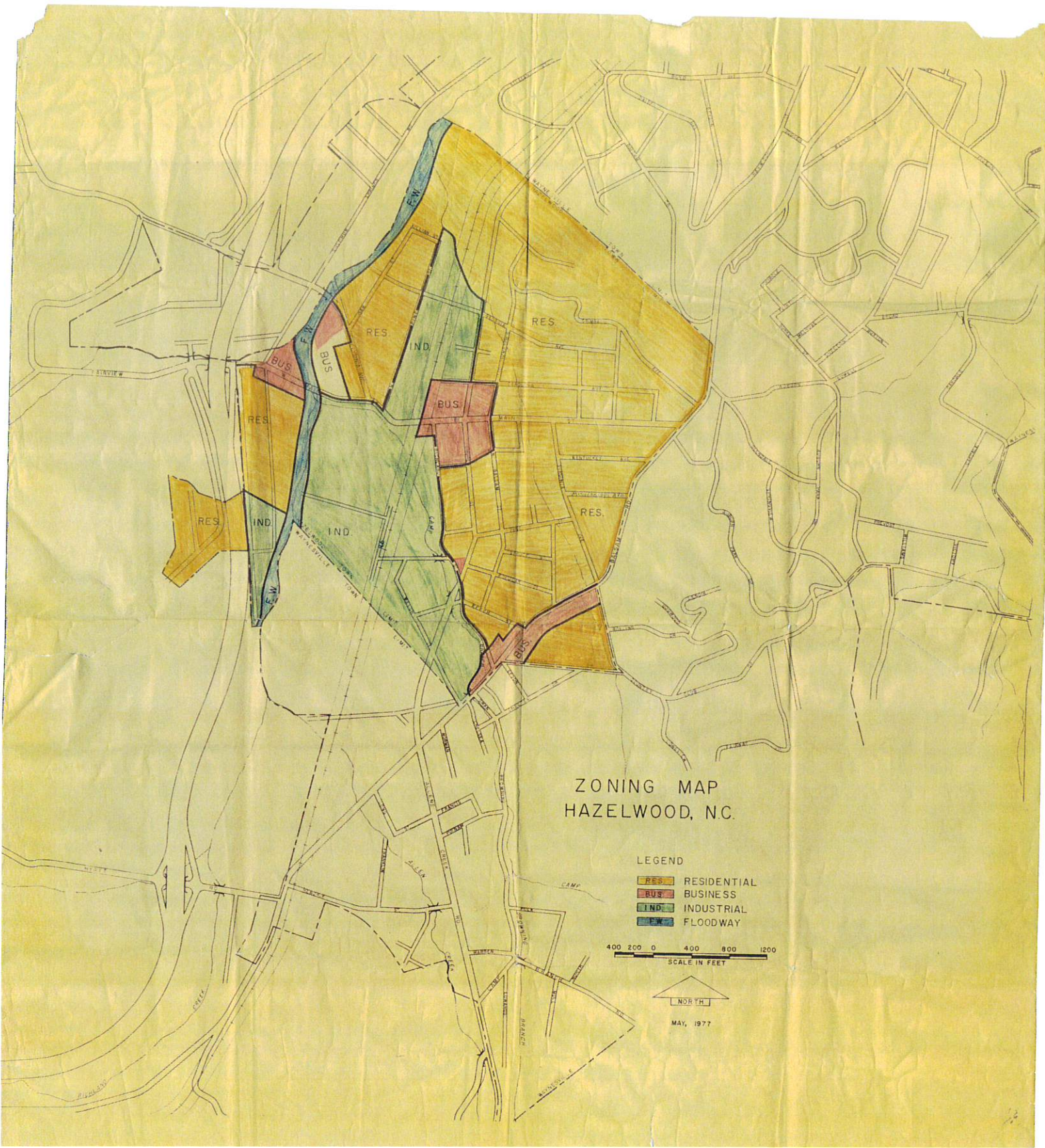
## Site Value Information

**Land Value:**  
**Building Value:**  
**Market Value:**  
**Deferred Value:**  
**Assessed Value:**  
**Sale Price:** 12/28/2015  
**Sale Date:**



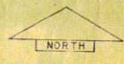
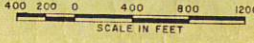
1 inch = 100 feet  
April 18, 2022

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ZONING MAP  
HAZELWOOD, N.C.

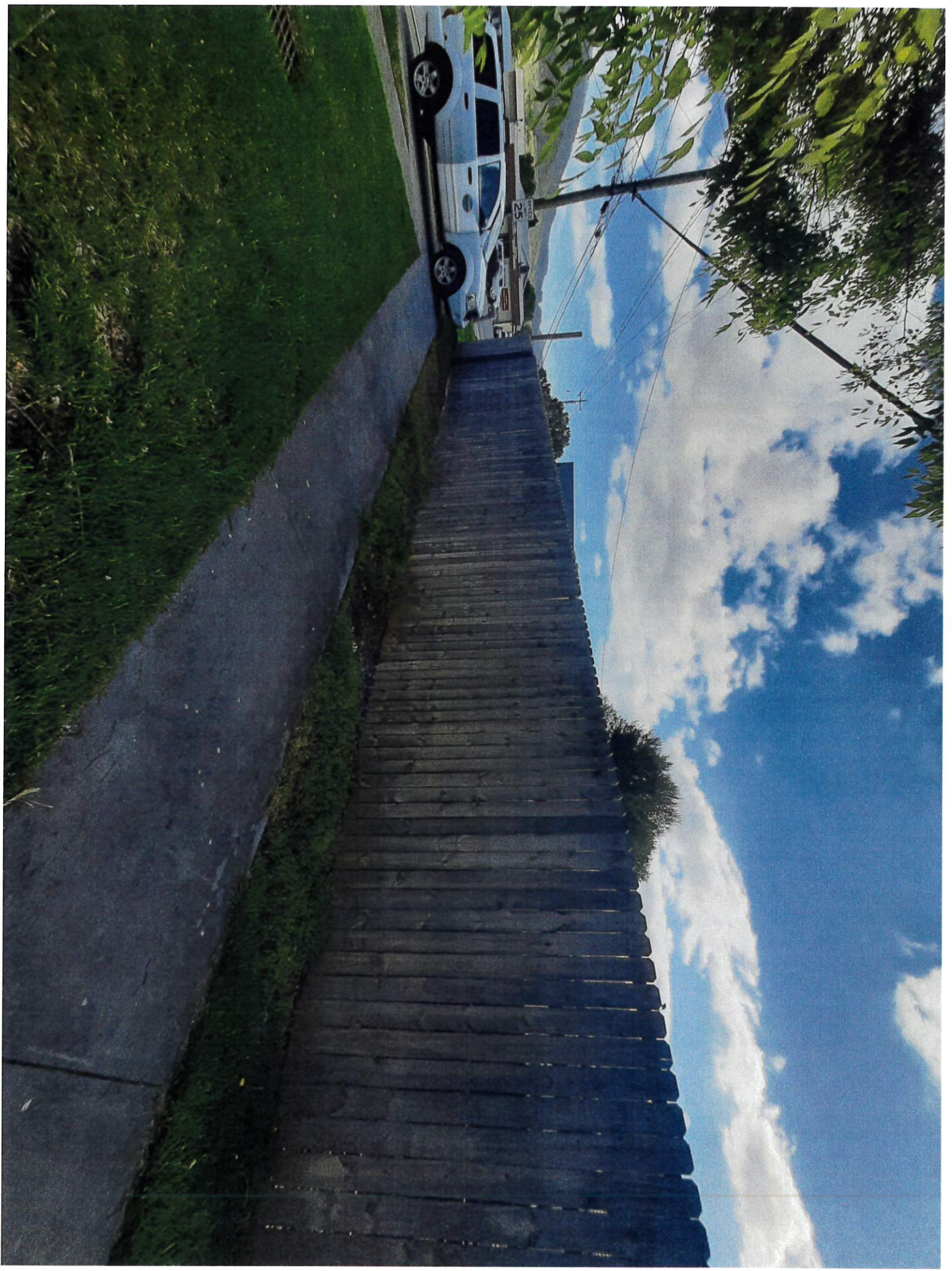
- LEGEND
- RES RESIDENTIAL
  - BUS BUSINESS
  - IND INDUSTRIAL
  - F.W. FLOODWAY



MAY, 1977









THE TOWN OF WAYNESVILLE  
**BOARD OF ALDERMEN**

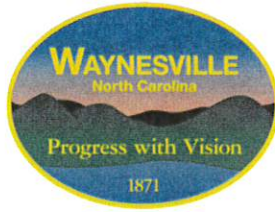
WILL HOLD A

**PUBLIC HEARING**  
**JULY 26, 2022 AT 6:00 PM**

IN THE TOWN HALL BOARD ROOM AT  
**9 SOUTH MAIN ST.**

TO CONSIDER A REZONING REQUEST


CONTACT THE DEVELOPMENT SERVICES DEPARTMENT  
**828-456-8647**



To: Town of Waynesville Board of Aldermen  
From: Susan Teas Smith, Planning Board Chair  
Elizabeth Teague, Development Services Director  
Date: July 18, 2022  
Subject: Planning Board Report and Statement of Consistency  
Description: Zoning Map Amendment at 134 Belle Mead Drive (PIN 8605-81-6159)  
Applicant Address: Travis D. Smith, 85 Mississippi Ave, Waynesville, NV 28786

1. The Planning Board held a public hearing at their regularly scheduled May 16, 2022 Meeting and voted to not approve the rezoning request. The zoning amendment **is not consistent with the Town's comprehensive land use plan** because the lot is shown as residential on the Future Land Use Map and because the lot is within a single-family residential area.

Planning Board Member Tommy Thomas made a motion, seconded by Don McGowen to reject the zoning map amendment request.. The motion passed unanimously.

  
\_\_\_\_\_  
Susan Teas Smith, Planning Board Chair, Date

 7-18-22  
\_\_\_\_\_  
Esther Coulter, Administrative Assistant, Date



To: Town of Waynesville Board of Aldermen  
From: Elizabeth Teague, Planning Director  
Date: July 26, 2022  
Subject: Map Amendment Statement of Consistency Worksheet  
Description: Zoning Map amendment Request  
Address: **134 Belle Meade Dr. PIN 8605-81-6159**

The Board of Aldermen hereby finds that:

The zoning amendment is **approved and is consistent with the Town’s comprehensive land use plan** because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The zoning amendment and **is reasonable and in the public interest** because:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The zoning amendment **is rejected because it is inconsistent with the Town’s comprehensive land plan and is not reasonable and in the public interest** because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to approving this zoning amendment, this approval is **also deemed an amendment to the Town’s comprehensive land use plan**. The change in conditions taken into account in amending the zoning ordinance to meet the development needs of the community and why this action is reasonable and in the public interest, are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 7/26/2022**

**SUBJECT**

Award of Wastewater Treatment Plant Contract " to Harper Corporation-General Contractors of Greenville, SC".

**AGENDA INFORMATION:**

**Agenda Location:** New Business

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** Rob Hites

**BRIEF SUMMARY:**

At your 4/16/22 meeting you adopted a "Tentative Award of Contract" to "The Harper Corporation-General Contractors of Greenville SC" at a price of \$25,495,000. On May 12<sup>th</sup> the Local Government Commission approved an additional \$5,000,000 in SRF loans on the same terms as the previous loan,( 0% interest for a period of 26 years with principal relief of \$500,000). We were informed on the 11<sup>th</sup> that Waynesville would NOT be awarded an ARP infrastructure grant due to the Town "not being sufficiently distressed". They stated that the Town could reapply for a grant during the Fall grant cycle. Given the increasing cost of concrete and steel we believe that it is prudent to award the contract to Harper Construction and get the project under contract and construction rather than rebidding the project. Including the loan, the Town will need to cover the remaining \$5,085,250 with fund balance until it can secure additional loans through the normal borrowing process. Once the contract is awarded it must be approved by both the Division of Environmental Infrastructure(DWI) and the staff of the LGC before the Town can issue an "authorization to construct" to Harper. I could see a groundbreaking in November. Given the time between the award of contract and the first request for payment in December or January, the Town would have time to draft an RFQ and bid it to lending institutions. We should have the project funded by 100% borrowing by the time the additional funds are needed to compensate the contractor.

**MOTION FOR CONSIDERATION:** Award the Wastewater Treatment Plant Construction Contract to "The Harper Corporation-General Contractors of Greenville SC" at a price of \$25,495,000.

**FUNDING SOURCE/IMPACT:** Sewer Fund

**ATTACHMENTS:** McGill Engineer memo explaining the increase in contract.

**MANAGER'S COMMENTS AND RECOMMENDATIONS**

While this in not good news it was not unexpected. The increase in concrete and steel has increased dramatically so we didn't expect Harper to hold its December 7<sup>th</sup> prices. Their value engineering quote is two months old, and Harper had to recalculate the project cost. You can view the increases in major items on McGill's attachment. We believed that we were in a very competitive position for a grant from the State's allocation of the ARP infrastructure funds however we were not funded. Our plan for funding the Wastewater Plant was to borrow funds to pay for the plant construction as well as being reimbursed for \$1,860,000 in engineering fees previously spent. Misty will recommend that the Town draft and send an RFQ to determine the rates and term of a loan to pay for both the gap between the SRF and the construction contract as well as the engineering fees we have been paying with cash as we have moved through the project. Borrowing the funds would provide needed cash to increase the Sewer Fund Balance so that we can fund inflow/infiltration projects the State has also mandated but not helped fund. Misty will discuss the borrowing process at the meeting. I recommend that the Board award the construction contract to Harper Corporation-General Contractors of Greenville SC.

## MEMORANDUM

**TO:** Rob Hites, Town of Waynesville  
**FROM:** McGill Associates, PA  
**DATE:** July 19, 2022  
**RE:** **WWTP Improvements Phase I Value Engineering**

---

The Town of Waynesville opened bids for the Wastewater Treatment Plant Improvements Phase 1 project on December 7, 2021. The apparent low bidder was Harper General Contractors (Harper) with a total bid of \$28,440,000. At that time, McGill Associates and the Town of Waynesville entered into the value engineering process with Harper.

Alterations to the plant design as a result of the value engineering include deletion of buildings where possible, modification of the existing rectangular clarifiers in lieu of construction of new circular clarifiers, rehabilitation of the existing belt filter press in lieu of replacement, and related changes to the design of piping and electrical components.

As value engineering efforts proceeded, the costs of materials and equipment continued to increase. Per Harper, costs for multiple portions of the project scope have increased significantly since the time of bid opening, with the cost of construction materials such as concrete, rebar, membrane roofing, and pipe increasing an average of 12% and the cost of equipment to be installed such as perforated plate screens, rectangular clarifier equipment, and slide gates increasing an average of 16%. McGill Associates concurs with this statement based on our own examination of available cost estimating data and subsequent experience bidding projects in this volatile market.

The final value engineered construction price proposed by Harper on July 18, 2022 was \$25,725,000. The total project cost, including additional engineering costs and the construction of a new access road to the WWTP, is \$29,631,150.

The previous funding available for this project consisted of a CWSRF loan from NCDEQ-DWI for \$19,545,900. The Town successfully sought \$5,000,000 in additional CWSRF loan funding for a total of \$24,545,900 in CWSRF loan funding. The remaining un-funded project costs, including design and construction phase engineering, closing costs, the access road, unfunded construction costs, and unfunded contingency costs total \$5,085,250, which we understand the Town will fund through private placement.

### Original Project Cost Summary

|  |                     |   |
|--|---------------------|---|
| Harper Bid Price                       | \$28,440,000        | Original bid                            |
| Planning and Design                    | \$1,158,700         | In contract                             |
| Construction Phase Engineering         | \$477,100           | In contract                             |
| Contingency                            | \$1,422,000         | 5% of original bid price                |
| Legal, Testing, Etc.                   | \$100,000           | Estimated in original funding package   |
| Closing Costs (not eligible for CWSRF) | \$391,000           | 2% of the original loan of \$19,545,900 |
| <b>Original Total Project Cost</b>     | <b>\$31,988,800</b> |   |

### Savings

|   |                    |   |
|---|--------------------|---|
| Value Engineering                                     | \$2,715,000        | Final value dated 7/18/2022                         |
| Value Engineered Bid Price                            | \$25,725,000       | Final negotiated bid price - good through 7/26/2022 |
| Adjusted Contingency                                  | \$1,286,250        | 5% of VE bid price                                  |
| Contingency Reduction                                 | \$135,750          | Difference in contingencies                         |
| <b>Total Savings from Original Total Project Cost</b> | <b>\$2,850,750</b> | VE + Difference in Contingencies after VE           |

### Revised Project Cost Summary

|   |                     |   |
|---|---------------------|---|
| Adjusted Total Including Potential Savings        | \$29,138,050        | Original Total Project Cost - Total Savings from Original Total Project Cost  |
| Access Road                                       | \$150,000           | Previously included in bid price  |
| Additional Design Fee                             | \$223,100           | Additional contract   |
| Additional Closing Costs (not eligible for CWSRF) | \$100,000           | Difference in closing costs of original loan and new loan (2% of \$5,000,000) |
| Bond Attorney                                     | \$20,000            |   |
| <b>Total Project Cost</b>                         | <b>\$29,631,150</b> |   |

### Funding Summary

|                        |                     |
|------------------------|---------------------|
| Original DWI Funding   | \$19,545,900        |
| Additional DWI Funding | \$5,000,000         |
| Town of Waynesville    | \$5,085,250         |
| <b>TOTAL</b>           | <b>\$29,631,150</b> |



**Town's Responsibility**

|   | Paid               | Future Payment     | Total              |
|---|--------------------|--------------------|--------------------|
| Planning and Design                               | \$1,337,180        | \$44,620           | \$1,381,800        |
| Construction Phase Engineering                    | \$0                | \$477,100          | \$477,100          |
| Closing Costs                                     | \$0                | \$491,000          | \$491,000          |
| Alternate Access Road via County Fairgrounds      | \$0                | \$150,000          | \$150,000          |
| Unfunded Construction Cost, including Contingency | \$0                | \$2,565,350        | \$2,565,350        |
| Bond Attorney                                     | \$0                | \$20,000           | \$20,000           |
| <b>Total</b>                                      | <b>\$1,337,180</b> | <b>\$3,748,070</b> | <b>\$5,085,250</b> |

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 7/26/2022**

**SUBJECT** Approve amendment to the Capital Project Ordinance for the Wastewater Treatment Plant.

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** **Rob Hites**

**BRIEF SUMMARY:** The Board adopted a "Capital Project Ordinance" to fund the Wastewater Treatment Plant in January of 2020. We have bid the project and amended the Engineer's contract and need to amend the capital project ordinance to reflect a new project budget. The project budget includes construction costs, engineering fees and contingency.

**MOTION FOR CONSIDERATION:** Approve amending the Capital Project Ordinance No. O-01-20 for Wastewater Plant improvements.

**FUNDING SOURCE/IMPACT:** Sewer

**ATTACHMENTS:** Amended Capital Project Ordinance

**MANAGER'S COMMENTS AND RECOMMENDATIONS :** The Capital Project Ordinance sets the budget for the project in the same way as the Town's Operating Budget Ordinance establishes the annual budget for the Town. A project budget runs with a project and not with a fiscal year. The funds stay with project and do not lapse with the end of the fiscal year as do annual capital projects.

Ordinance No. O-01-20  
WWTP Improvements Project Ordinance Amendment 1

WHEREAS, the Board of Aldermen of the Town of Waynesville wishes to amend the capital project fund to account for the WWTP Improvements.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the following project ordinance is hereby amended to the following:

Section 1. The following sources of resources are anticipated to be available to complete this project:

**Revenues**

|                   |                     |
|-------------------|---------------------|
| SRF Loan Proceeds | \$24,545,900        |
| Loan Proceeds     | <u>5,085,250</u>    |
| Total Revenues    | <u>\$29,631,150</u> |

Section 2. The following amounts are appropriated for expenditures of this project:

**Expenditures**

|                                     |                     |
|-------------------------------------|---------------------|
| Engineering & Professional Services | \$ 1,978,900        |
| Construction - WWTP                 | 25,725,000          |
| Construction – Access Road          | 150,000             |
| Closing Costs                       | 491,000             |
| Contingency                         | <u>1,286,250</u>    |
| Total Appropriations                | <u>\$29,631,150</u> |

Section 3. Funds may be advanced from the General Fund for the purpose of making payments due. Reimbursement requests should be made to the lender agency in an orderly and timely manner.

Section 4. The budget officer may approve transfers of appropriations, including transfers from the contingency, without prior approval of the Board of Aldermen. Any transfers of appropriation will be reported by the budget officer to the Board of Aldermen at their next regular meeting.

Section 5. This Fund will be abolished when all obligations to contractors and vendors are completed. Any resources remaining will be transferred to the Sewer Capital Reserve Fund.

Adopted this 26th day of July, 2022.

Town of Waynesville

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

Attest:

\_\_\_\_\_  
Eddie Ward  
Town Clerk

Approved As To Form:

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

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: July 26, 2022**

**SUBJECT:** Recycle Truck

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:** With the transition to the tipper recycle cans, we need to add a recycle truck to our fleet. This purchase will add an additional truck to help with the collection of recyclable materials as well garbage collection. This quote is from the N.C. Sheriffs Association (Contract # 22-06-0426R)

**MOTION FOR CONSIDERATION:** To approve the purchase of a 6 Yd. recycle truck with rear tipper for \$136,140.18 from the Street Department Capital line.

**FUNDING SOURCE/IMPACT:** Streets and Sanitation Capital

**ATTACHMENTS:** Vehicle Specifications/Quote

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

  
Misty Hagood, Finance Director

7/19/2022  
Date

**Prepared For:**  
WAYNESVILLE TOWN OF-NC SHERIFF'S  
ASSOC. CONTRACT # 22-06-0426R  
JOHNNY MINTZ  
16 S Main St.  
Waynesville, NC 28786-6701  
(828)456 - 2000  
Reference ID: 6YD. CURBTENDER

**Presented By:**  
WHITE'S INTERNATIONAL TRUCK  
Rick Beavan  
7045 ALBERT PICK RD,  
PO BOX 18605  
GREENSBORO NC 27419 -  
(336)553-4712

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.

**Model Profile**  
**2022 CV515 SFA (CV515)**

|                                  |   |
|----------------------------------|---|
| <b>AXLE CONFIG:</b>              | 4X4   |
| <b>MISSION:</b>                  | Requested GVWR: 21000. Calc. GVWR: 22500. Calc. GCWR: 37000<br>Calc. Start / Grade Ability: 39.38% / 2.68% @ 55 MPH<br>Calc. Geared Speed: 102.5 MPH  |
| <b>DIMENSION:</b>                | Wheelbase: 165.00, CA: 83.80, Axle to Frame: 49.00  |
| <b>ENGINE, DIESEL:</b>           | {International 6.6} EPA 2021, 350HP @ 2700 RPM, 700 lb-ft Torque @ 1600 RPM, 2900 RPM Governed Speed, 350 Peak HP (Max)   |
| <b>TRANSMISSION, AUTOMATIC:</b>  | {Allison 2750 RDS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Park Pawl, with 23,500-lb GVW and 37,500-lb GCW Max, On/Off Highway |
| <b>AXLE, FRONT DRIVING:</b>      | {Dana Spicer 60-256} Single Reduction, 7,500-lb Capacity, with Hub Piloted Wheel Mounting   |
| <b>AXLE, REAR, SINGLE:</b>       | {Dana Spicer S16-130} Single Reduction, 15,000-lb Capacity, 190 Wheel Ends Gear Ratio: 4.30   |
| <b>CAB:</b>                      | Conventional, Day Cab   |
| <b>TIRE, FRONT:</b>              | (2) 225/70R19.5 Load Range G HYBRID HS3 (CONTINENTAL), 649 rev/mile, 87 MPH, All-Position   |
| <b>TIRE, REAR:</b>               | (4) 225/70R19.5 Load Range G HYBRID HD3 (CONTINENTAL), 647 rev/mile, 87 MPH, Drive  |
| <b>SUSPENSION, REAR, SINGLE:</b> | 15,500-lb Capacity, Vari-Rate Springs   |
| <b>PAINT:</b>                    | Cab schematic 100CX<br>Location 1: 9219, Winter White (Std)<br>Chassis schematic N/A  |

**Description**

Base Chassis, Model CV515 SFA with 165.00 Wheelbase, 83.80 CA, and 49.00 Axle to Frame.

**AXLE CONFIGURATION**

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AXLE CONFIGURATION {Navistar} 4x4

**Notes**

: Pricing may change if axle configuration is changed.

**ENGINE**

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ENGINE, DIESEL {International 6.6} EPA 2021, 350HP @ 2700 RPM, 700 lb-ft Torque @ 1600 RPM, 2900 RPM Governed Speed, 350 Peak HP (Max)

**Includes**

: GLOW PLUG Automatic with Indicator Light

: OIL FILTER, ENGINE Spin-On Type

CARB EMISSION WARR COMPLIANCE for International 6.6 Engines

CARB IDLE COMPLIANCE Low NOx Idle Engine, Complies with California Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood

EMISSION, CALENDAR YEAR {International 6.6} EPA, OBD and GHG Certified for Calendar Year 2022

RADIATOR Aluminum, 3-Row, Down Flow, Front to Back System, 730 SqIn Louvered, with 578 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler

FAN DRIVE Viscous Type, Screw On, Rear Tether, Electronically Controlled

AIR CLEANER Single Element, with Water Separator

BLOCK HEATER, ENGINE 120V/800W

GOVERNOR Electronic Road Speed Type; with 75 MPH Default

THROTTLE, HAND CONTROL Engine Speed Control for PTO; Electronic Controlled, On/Off Switch Mounted on Dash, with Steering Wheel Button Control

**TRANSMISSION**

---

TRANSMISSION, AUTOMATIC {Allison 2750 RDS} 5th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Park Pawl, with 23,500-lb GVW and 37,500-lb GCW Max, On/Off Highway

NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released

PTO ACCOMMODATION PKG Includes Flex Section on Transmission Oil Cooler Lines to Enable PTO Lube Plumbing

PTO LOCATION Customer Intends to Install PTO at Right Side of Transmission

SHIFT CONTROL PARAMETERS {Allison} 1000 or 2000 Series Transmissions, Performance Programming

TRANSFER CASE {Meritor MTC-3203} 2-Speed, Gear Drive, 3,000 lb-ft Torque Rating, Less PTO Provision, Electric Shift Control

**Notes**

: Transfer Case Includes 40W Synthetic Lube

**REAR AXLES, SUSPENSIONS**

---

AXLE, REAR, SINGLE {Dana Spicer S16-130} Single Reduction, 15,000-lb Capacity, 190 Wheel Ends . Gear Ratio: 4.30

SUSPENSION, REAR, SINGLE 15,500-lb Capacity, Vari-Rate Springs

**Description**

**FRONT AXLES**

---

AXLE, FRONT DRIVING {Dana Spicer 60-256} Single Reduction, 7,500-lb Capacity, with Hub Piloted Wheel Mounting

AXLE, FRONT DRIVING, LUBE {EmGard FE-75W-90} Synthetic Oil; 1 thru 29.99 Pints

**FRONT SUSPENSIONS**

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SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 7,500-lb Capacity, with Shock Absorbers

**CABS, COWLS, BODIES**

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CAB Conventional, Day Cab

**Includes**

- : CAB DOOR LOCKS Power Door Locks All Doors
- : DOME LIGHT, CAB with OFF/DOOR/ON Settings; Located in Overhead Console
- : READING LIGHT, CAB Located in Overhead Console
- : STEP (2) One Per Door
- : STORAGE POCKET, DOOR (2) Full Length, Driver and Passenger Door

AIR BAG, FRONT, DRIVER SIDE

AIR BAG, FRONT, PASSENGER SIDE

AIR BAG, SIDE, DRIVER Seat Mounted, Outboard Side-Impact Airbag

AIR BAG, SIDE, PASSENGER Seat Mounted, Outboard Side-Impact Airbag

AIR BAG, SIDE CURTAIN Roof Mounted, for Front and Rear Outboard Seating Positions for Driver and Passenger Sides

AIR CONDITIONER with Heater, Single Zone

CAB INTERIOR TRIM Classic, for Day Cab

**Includes**

- : SUN VISOR (2) Vinyl

COLOR, INTERIOR Dark Ash

GAUGE CLUSTER English Speedometer, Includes English Odometer; Includes 3.5" Monochromatic Display with Personalization, Warning Messages and Vehicle Information

GLASS, ALL WINDOWS Solar Absorbing, Tint

MIRROR, INSIDE REAR VIEW Omit

MIRRORS (2) Manual Folding and Extending, Power Adjust, Heated, Turn Signal Indicator Located in Mirror, Black Heads and Arms, for 96" Load Width

SEAT BELT All Orange; 1 to 3

SEAT, DRIVER High Back with Integral Headrest, with Recline, Vinyl, Fixed Lumbar

SEAT, TWO-MAN PASSENGER High Back with Integral Headrest in Outboard Position, Center Fold-Down Armrest with Storage, Vinyl, with Recline

WINDOW, POWER (2) in Left and Right Doors

**FRAMES**

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FRAME RAILS High Strength Low Alloy Steel (50,000 PSI Yield), Straight Top Flange with Contoured Bottom, Height Transitions from 7.375" (187.325mm) to 9.125" (231.775mm) to 7.625" (193.675mm); Width: 3.079" (78.21mm); Thickness: 0.3125" (7.94mm); 383.3" (9735.8mm) Max OAL

**Description**

BUMPER, FRONT Contoured, Steel, Painted Black  
SKID PLATE Steel, Frame Mounted, Protects the Transfer Case from the Ground  
TOW HOOK, FRONT (2) Frame Mounted  
WHEELBASE RANGE 128" (325cm) Through and Including 183" (465cm)

**BRAKES**

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BRAKE SYSTEM, HYDRAULIC {Bosch} Split System, with Four Channel ABS, Traction Control, Electronic Stability Control, Hydromax Brake Booster with High Speed Master Cylinder and Trailer Sway Control  
BRAKE, PARKING {Bosch} DSSA Type, 12" x 3"; for Hydraulic Brake Chassis; Foot Operated in Cab; Differential Mounted  
BRAKES, FRONT {Meritor Quadraulic} Hydraulic Disc Type, with Four 64mm Diameter Pistons, 8,000-lb Capacity  
DUST SHIELDS, FRONT BRAKE for Hydraulic Brakes  
BRAKES, REAR {Meritor Quadraulic} Hydraulic Disc Type, with Four 64mm Diameter Pistons, 15,500-lb Capacity per Axle  
DUST SHIELDS, REAR BRAKE for Hydraulic Brakes

**STEERING**

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STEERING GEAR {Bosch S2 8014 Plus} Power  
STEERING COLUMN Tilting  
STEERING WHEEL 4-Spoke; 15" Dia., Black

**DRIVELINES**

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DRIVELINE SYSTEM {Dana Spicer} SPL100 Main Driveline, Direct Mount Transfer Case to Transmission, SPL70 Driveline to Front Axle, for 4x4

**EXHAUST SYSTEMS**

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EXHAUST SYSTEM Horizontal, Frame Mounted Right Side, Under Rail, for Single Exhaust  
ENGINE EXHAUST BRAKE for International 6.6 Engine  
MANUAL REGEN Capability

**ELECTRICAL SYSTEMS**

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ELECTRICAL SYSTEM 12-Volt for CV Model

**Includes**

: HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover  
: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever  
: PARKING LIGHT PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light  
: TURN SIGNALS, FRONT Includes Reflectors and Solid State Flashers; Flush Mounted  
: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature, Integral with Turn Signal Lever

ALTERNATOR {Denso SC6} Brush Type, 12 Volt, 220 Amp Capacity

AUXILIARY HARNESS "Y" Harness for Auxiliary Front Head Lights (High/Low Beam), Marker Lights, and Turn Signals for Front Plow Applications

BACK-UP ALARM Electric, 102 dBA

BATTERY BOX Steel, with Plastic Cover, 2 Battery Capacity, Parallel to Rail, 28" Wide, Mounted Left Side Under Cab



**Description**

BATTERY SYSTEM {VARTA} Maintenance-Free, (2) 12-Volt 1300CCA Total, Top Threaded Stud

BODY BUILDER WIRING Rear of Frame; Includes One Sealed Connector for Separate Ground/Backup/ Left and Right Hand Turn, Left and Right Hand Tail/Stop/ Accessory Power and Combined for Left and Right Hand Stop/Turn

CAMERA SYSTEM, REAR VIEW Includes Camera, Mounting, Wiring and Interface to the Monitor, for the Back-up Camera System

CLEARANCE/MARKER LIGHTS (5) Amber LED Lights, Flush Mounted on Cab

HEADLIGHTS Halogen, Composite Aero Design, Black Trim Bezel, with Daytime Running Lights

HORN, ELECTRIC Disc Style

JUMP START STUD Remote Mounted

RADIO AM/FM/Clock/Bluetooth, Seek/Scan, with 7" Color Touch Panel Display

SPEAKERS (6)

STARTING MOTOR 12 Volt

STOP, TURN, TAIL & B/U LIGHTS Multi-Function, Sealed, Incandescent Stop, Turn and Tail Lights, Backup Lights with Rear Reflex Reflector, Includes License Plate Light

SWITCH, AUXILIARY 1 to 4 Latching Switches with 30-Amp Fuses

SWITCH, TOGGLE, ROOF WORKLIGHT Lighted; in Overhead Console and Wiring Effects for Customer Furnished Roof Mounted Light

**FRONT END**

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FRONT END Tilting, Fiberglass, with Three Piece Construction

BUG SCREEN Mounted Behind Grille

FENDER EXTENSIONS Painted

GRILLE Molded in Dark Gray

LOGOS EXTERIOR Model Badges

RADIATOR STONE GUARD Mounted to Front Bumper

**SPEEDOMETER, TOOLS, MISC**

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PAINT SCHEMATIC, PT-1 Single Color, Design 100

PAINT TYPE Base Coat/Clear Coat, 1-2 Tone

PROMOTIONAL PACKAGE Government Silver Package

GVWR WEIGHT CLASSIFICATION Class 6 (19,501-26,000 lbs)

**FUEL TANKS**

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FUEL TANK Top Draw, Plastic, Rectangular, 17" Tank Depth, 25 US Gal (95L), Includes Auxiliary Draw Port and Fuel Filler Assembly, Mounted Between Frame Rails and Forward of Rear Axle

DEF TANK 6.75 US Gal (26L) Capacity, Frame Mounted Outside Right Rail, Under Cab

**WHEELS, TIRES - FRONT**

---

WHEELS, FRONT {Accuride 50180} DISC; 19.5x6.75 Rims, Powder Coat Steel, 4-Hand Hole, 8-Stud, 275mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs

**Description**

(2) TIRE, FRONT 225/70R19.5 Load Range G HYBRID HS3 (CONTINENTAL), 649 rev/mile, 87 MPH, All-Position

**WHEELS, TIRES - REAR**

---

WHEELS, REAR {Accuride 50180} DUAL DISC; 19.5x6.75 Rims, Powder Coat Steel, 4-Hand Hole, 8-Stud, 275mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs

(4) TIRE, REAR 225/70R19.5 Load Range G HYBRID HD3 (CONTINENTAL), 647 rev/mile, 87 MPH, Drive

**Services Section:**

**WARRANTY**

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WARRANTY Standard for CV515, Effective with Vehicles Built December 3, 2018 or Later, CTS-3000A

**Body/Allied Equipment**

**Description**

NU-LIFE MUNICIPAL - CURBTENDER QUANTUM 6 CU. YD. REAR LOADER REFUSE BODY PER ATTACHED QUOTE.

\*\*\*OPTIONS SHOWN ON QUOTE.\*\*\*

BYERS 9' SNOW PLOW. ELEC./HYD. OPERATION.

**Goods Purchased**

**Description**

SAFETY EQUIPMENT & NC OR DOT INSPECTION.

FLOOR PLAN CHARGES.

DEALER PDI AND PREP.

\*\*BREAKDOWN OF PRICING:

--TRUCK CHASSIS \_\_\_\_\_ \$65,160.18

--REFUSE BODY \_\_\_\_\_ \$70,980.00

--SNOW PLOW \_\_\_\_\_ TBD

| <u>Description</u> | <u>(US DOLLAR)</u> | <u>Price</u> |
|--------------------|--------------------|--------------|
| Net Sales Price:   |                    | \$136,140.18 |

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Note: General surcharges included in this proposal will not increase unless the PPI Industry code, Transportation Equipment Truck and Bus Body-WPU1413 exceeds a 5% increase from December 2021 to December 2022, The surcharges are subject to reduction if commodity costs decline. (The General surcharge excludes features code driven surcharges such as tires, engine GHG, Government mandates, etc)

**Approved by Seller:**

**Accepted by Purchaser:**

\_\_\_\_\_  
**Official Title and Date**

\_\_\_\_\_  
**Firm or Business Name**

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

\_\_\_\_\_  
**Authorized Signature and Date**

WHITE'S INTERNATIONAL TRUCK  
7045 ALBERT PICK RD,  
PO BOX 18605  
GREENSBORO NC 27419 -  
(336)553-4712

**This proposal is not binding upon the seller  
without Seller's Authorized Signature**

\_\_\_\_\_  
**Official Title and Date**

**The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.**

**The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: July 26, 2022**

**SUBJECT:** Proposal and request to Haywood County Commissioners for recreation funding.

**AGENDA INFORMATION:**

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

**BRIEF SUMMARY:**

The Parks & Recreation Advisory Commission and department staff are proposing that Haywood County Commissioners reinstate an annual financial contribution to the Town's Recreation Budget. Prior to 2009, Haywood County made an annual financial contribution to the budget due to more non-residents utilizing the Waynesville Recreation Center than residents. Waynesville Parks and Recreation has continued for years to provide quality recreation to the county. The recreation center and parks are utilized year-round by the County's Basketball League, Senior Games, outdoor programming, and the greenway system that contributes to the Haywood County Greenway Coalition and Plan. If the Board is satisfied with the rationale in the attached proposal, the Advisory Commission and staff are asking for guidance and support in approaching County Commissioners to reinstate this contribution.

**MOTION FOR CONSIDERATION:**

Motion to provide a written statement from the Board in support of the Town of Waynesville Parks & Recreation for Haywood County to reinstate an annual financial contribution to the department's operating budget.

**FUNDING SOURCE/IMPACT:** n/a

---

Misty Hagood, Finance Director

Date

**ATTACHMENTS:**

- Proposal and request to Haywood County Commissioners from Waynesville Recreation Center.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

**PROPOSAL AND REQUEST TO HAYWOOD COUNTY COMMISSIONERS FROM WAYNESVILLE RECREATION CENTER**

**JUNE 2022**

**Background**

Prior to the financial crisis of 2008-09 Haywood County made an annual financial contribution to the Waynesville Recreation Center (WRC) operating budget of approximately \$70,000. Due to the severe decrease in tax revenues experienced by the County this contribution was suspended in 2009. It has not been reinstated.

**Budget Detail of the Waynesville Recreation Center**

FY 19 was the last full fiscal year of operation before COVID -19 disrupted normal operations of the Waynesville recreation Center. From this the following information was obtained:

- The FY19 operating budget for the WRC was \$818,590.
- WRC memberships fees for FY19 generated income of \$368,148.
- The Town of Waynesville funds the balance of \$450,442.

**Rationale**

Haywood County made the annual \$70,000 contribution due to the high percentage of County residents who are members of the WRC. The majority of WRC members are non-Waynesville residents.

The following information is again taken from the FY19. The configuration below has been a consistent pattern for at least the past 10 years:

|                           |        |
|---------------------------|--------|
| Waynesville Residents     | 40.58% |
| Non Waynesville-Residents | 59.41% |

**Request to Haywood County Commissioners**

The Town of Waynesville as well as the Waynesville Parks and Recreation Advisory Board respectfully request that Haywood County reinstate the annual financial contribution to the WRC for the upcoming FY-23. The hope is that Haywood County would provide financial support proportional to the percentage of members who are Non-Waynesville residents.

It is proposed that the amount of the contribution be determined via negotiation between the Haywood County Manager and the Town of Waynesville Manager. This figure could then be presented to the Haywood County Commissioners for discussion and determination.

Thank you for considering this proposal.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: July 26<sup>th</sup>, 2022**

**SUBJECT:** Rescue Equipment Purchase Approval (Capital Item), Sole Supply Source Approval

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Fire  
**Contact:** Chris Mehaffey, Assistant Fire Chief  
**Presenter:** Chris Mehaffey, Assistant Fire Chief

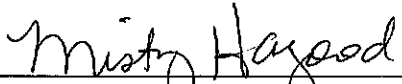
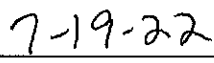
**BRIEF SUMMARY:**

Need Board approval for capital purchase of budgeted extrication equipment (see quote). Also need Board approval for sole supply source of the budgeted equipment (ref. Town Purchasing Policy and N.C.G.S. 143-129). We are adding an additional set of extrication equipment to match a previously purchased set. We would like to purchase the same brand, Genesis, for training and operational continuity and battery commonality. Genesis recently went to a regional distributorship for their products. Atlantic Emergency Solutions is the dealer for our geographical area.

**MOTION FOR CONSIDERATION:**

Approve purchase, approve sole source exemption under NCGS 143-129.

**FUNDING SOURCE/IMPACT:**

|   |   |
|---|---|
|  |  |
| _____   | _____   |
| Misty Hagood, Finance Director  | Date  |

**ATTACHMENTS:**

Quote, Atlantic Emergency Solutions

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



# QUOTE

13051 Redwater Drive  
 Chester, VA 23836  
 (800) 442-9700  
 equipmentorders@atlanticemergency.com

Quote NO. 33753  
 CUSTOMER ID 20858  
 DATE 07/07/2022  
 EXPIRATION DATE 08/06/2022

**Bill To** WAYNESVILLE FIRE DEPARTMENT  
 1022 NORTH MAIN STREET  
 WAYNESVILLE North Carolina 28786  
 United States

**Ship To** WAYNESVILLE FIRE DEPARTMENT  
 United States

| SALESPERSON | SALESPERSON CONTACT# | DELIVERY CONTACT | DELIVERY CONTACT# | PO# | PAYMENT TERMS | FREIGHT OPTIONS |
|-------------|----------------------|------------------|-------------------|-----|---------------|-----------------|
| Robert Reid | (828) 612-0292       | Douglas Smith    |                   |     | Net-30        | Customer Pay    |

| QTY | ITEM #        | NAME / VENDOR / DESCRIPTION  | UNIT PRICE       | LINE TOTAL  |
|-----|---------------|--|------------------|-------------|
| 1   | ART.109.173.5 | ART.109.173.5 / GENESIS / S54-SL3 EFORCE (32")<br>Battery Included                     | \$11,130.60      | \$11,130.60 |
| 1   | ART.109.351.4 | ART.109.351.4 / GENESIS / C236-SL3 NXTGEN EFORCE STANDARD DELIVERY<br>Battery Included | \$11,868.00      | \$11,868.00 |
| 1   | ART.107.834.2 | ART.107.834.2 / GENESIS / 22-54 TELESCOPIC RAM EFORCE<br>Battery Included              | \$9,301.00       | \$9,301.00  |
| 3   | 50-11-2855    | 50-11-2855 / HOWELL RESCUE SYSTEMS / 28V 5AH Milwaukee Battery                         | \$0.00           | \$0.00      |
| 1   | ART.105.410.9 | ART.105.410.9 / GENESIS / GENESIS 3 BAY CHARGER 120V                                   | \$395.00         | \$395.00    |
| 2   | ART.106.042.6 | ART.106.042.6 / GENESIS / 110 V AC TETHERING ADAPTER                                   | \$1,080.30       | \$2,160.60  |
|     |               |  | SUBTOTAL         | \$34,855.20 |
|     |               |  | TAX              | 7.00%       |
|     |               |  | FREIGHT ESTIMATE | \$400.00    |
|     |               |  | TOTAL            | \$37,695.06 |

Quote Comments:  
**FREIGHT COST IS AN ESTIMATE ONLY. YOU WILL BE BILLED ACTUAL FREIGHT COSTS.**

THANK YOU FOR YOUR BUSINESS!

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 7/26/2022**

**SUBJECT** Planning Board and Zoning Board of Adjustment Selection

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Jesse Fowler, Assistant Town Manager

**Presenter:** **Jesse Fowler, Assistant Town Manager**

**BRIEF SUMMARY:**

On July 13, 14, and 18 Ms. Freeman, Mr. Feichter, Mr. Dickson, and Mr. Sutton met as two separate subcommittees and interviewed every candidate that had applied for the Planning Board and the Zoning Board of Adjustment. Having interviewed each candidate, it is time to select those candidates whom the Board of Alderman believe is most suitable for the Planning Board and Zoning Board of Adjustment.

There are three vacancies on the Zoning Board of Adjustment with 2 applicants, and there are four vacancies on the Planning Board with nine applicants.

**MOTION FOR CONSIDERATION:**

Motion to approve those appointments to the Zoning Board of Adjustment and the Planning Board that received a majority vote.

**FUNDING SOURCE/IMPACT:**

**ATTACHMENTS:**

- Planning Board and Zoning Board of Adjustment Ballot

**MANAGER'S COMMENTS AND RECOMMENDATIONS**



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: 7/26/22**

**SUBJECT** Request by Mr. Dick Hoyle to waive the petition process and approve traffic calming devices for Virginia Avenue.

**AGENDA INFORMATION:**

**Agenda Location:**

**Item Number:**

**Department:** Administration

**Contact:** Rob Hites

**Presenter:** **Rob Hites**

**BRIEF SUMMARY:** Mr. Hoyle who resides at 15 Mississippi Avenue ( corner of Mississippi and Virginia Avenues) states in his letter that he is too old to gather petitions to install traffic calming devices on Virginia Avenue. He believes that J.M Teague's report stating that Virginia Avenue qualifies for such devices is sufficient for the Town Board to approve the devices. The study was requested by Mr. Hoyle.

**MOTION FOR CONSIDERATION:**

Approve or disapprove his request

**FUNDING SOURCE/IMPACT:** Powell Bill-General Fund

**ATTACHMENTS:** Letter

**MANAGER'S COMMENTS AND RECOMMENDATIONS** While I sympathize with Mr. Hoyle granting his request would fundamentally change the process the Board adopted last year. This would permit one individual to request a study by J.M. Teague and if the study indicates the devices are merited the Town would fund (\$13,000 per pair) traffic calming devices without notice or consent of adjacent property owners. The process is working and, in fact, is consuming an increasing percentage of the Town's Powell Bill revenue.



1155 North Main Street  
Waynesville, NC 28786  
(P) 828.456.8383  
(F) 828.456.8797  
[www.jmteagueengineering.com](http://www.jmteagueengineering.com)

JMTE: WAYN 1196

## TECHNICAL MEMORANDUM

November 16, 2021

**To:** Town of Waynesville

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

**From:** David Hyder, P.E., Engineering Director

J.M. Teague Engineering & Planning (JMTE)

**Subject:** Traffic Calming Request Assistance - Phase II - Mitigation

**Request:** 07/22/2021, Richard S. Hoyle, 15 Mississippi Ave, Waynesville, NC 28786

**Studied Roadway:** Virginia Avenue from Hazelwood Avenue to South Main Street

**Study Conclusion:** The daily traffic volumes and speeds on Virginia Avenue between Hazelwood Avenue and South Main Street meet the minimum threshold for consideration for the implementation of traffic calming measures. The 85th percentile observed speeds were 10-12 mph above the posted speed limit (20mph) and the roadway sees approximately 1,000 vehicles per day. Virginia Avenue also has numerous residential driveways, pedestrians crossing from the sidewalks on Kentucky Avenue and Mississippi Avenue, and churchgoers crossing from the parking lot to Hazelwood Baptist Church. On-street parking for the Folkmoot center, the Alternative Learning Center, and Hazelwood Baptist Church is provided along almost the entire length of the roadway. Due to these factors, it is recommended that this location be advanced through the Town's traffic calming process with recommended mitigation strategies.

The following report was created for inclusion in the Town's formal petition package to be sent to the requestor based on speed study results analyzed in Phase I.

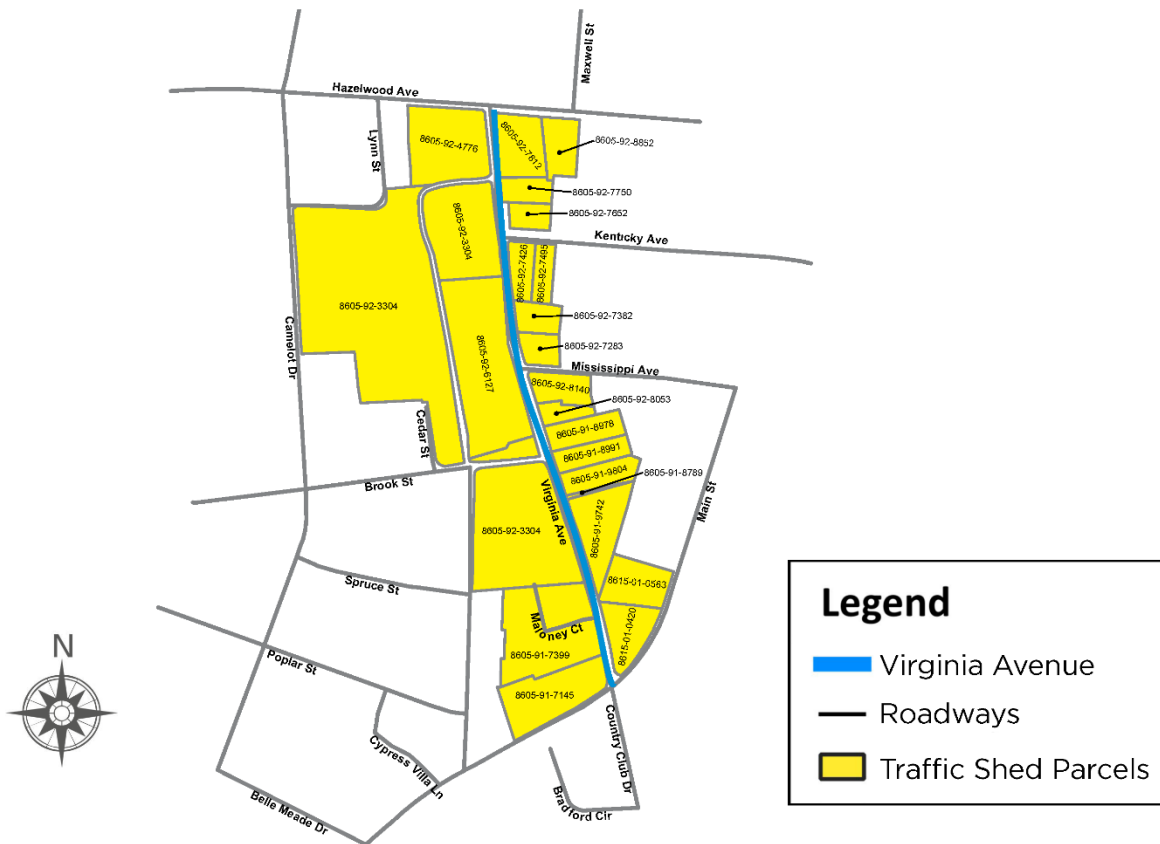
# Study Traffic Shed

## WAYN 1196

The following map shows the traffic shed identified for this road segment's study and analysis. This traffic shed was developed in reference to the Waynesville Traffic Calming Policy that states: *"The size and extent of the service area will take into consideration the type of traffic calming project being proposed, the layout and type of properties in the vicinity, and the characteristics of the street network surrounding the proposed project site(s). Depending on the circumstances, the service area may include:*

- All properties abutting the proposed street segment to be modified.
- All properties on adjacent street(s) with ingress/egress only possible via the modified street segment.
- All properties on adjacent street(s) that have alternative points of ingress/egress but will be otherwise affected by the modified street segment."

### Virginia Avenue Traffic Shed Map



JMTE determined that all residents on Virginia Avenue will be affected by the proposed traffic calming measures. The traffic shed also includes all property owners and residents on Maloney Court because they are accessed exclusively from Virginia Avenue. No other cul-de-sacs or side streets rely exclusively on Virginia Avenue for ingress or egress, so most Kentucky Ave and Mississippi Ave properties were not included. This roadway segment features County-owned and church properties, with a signature required from a representative because they represent a considerable portion of the roadway frontage.

### Property owners in the identified traffic shed

| PIN                 | Address             | Property Owner Name   | Property Owner Signature |
|---------------------|---------------------|---|--------------------------|
| <b>8605-91-7145</b> | 1366 S. Main Street | Adams, Glenn<br>Adams, Leslie<br><i>Other:</i>              |                          |
| <b>8605-91-7399</b> | 14 Maloney Court    | Messer, Charles<br><i>Other:</i>                            |                          |
| "                   | 17 Maloney Court    |   |                          |
| "                   | 23 Maloney Court    |   |                          |
| "                   | 27 Maloney Court    |   |                          |
| "                   | 29 Maloney Court    |   |                          |
| "                   | 31 Maloney Court    |   |                          |
| "                   | 33 Maloney Court    |   |                          |
| "                   | 35 Maloney Court    |   |                          |
| "                   | 39 Maloney Court    |   |                          |
| "                   | 42 Maloney Court    |   |                          |
| "                   | 52 Maloney Court    |   |                          |
| "                   | 55 Maloney Court    |   |                          |
| <b>8605-91-8978</b> | 197 Virginia Avenue | Moore, Joseph Gary<br>Walker, Melissa Dawn<br><i>Other:</i> |                          |

| <b>PIN</b>          | <b>Address</b>        | <b>Property Owner Name</b>                                      | <b>Property Owner Signature</b> |
|---------------------|-----------------------|---|---------------------------------|
| <b>8605-91-8991</b> | 209 Virginia Avenue   | Sheehan, Ann<br><i>Other:</i>                                   |                                 |
| <b>8605-91-9742</b> | 261 Virginia Avenue   | <i>Hazelwood Properties LLC</i><br><i>Representative:</i>       |                                 |
| <b>8605-91-9804</b> | 211 Virginia Avenue   | Young, David Richard<br>Young, Leisa Rhena<br><i>Other:</i>     |                                 |
| <b>8605-92-4776</b> | 265 Hazelwood Avenue  | <i>Hazelwood First Baptist Church</i><br><i>representative:</i> |                                 |
| <b>8605-92-6127</b> | 112 Virginia Avenue   | <i>Folkmoot representative:</i>                                 |                                 |
| <b>8605-92-3304</b> | 40 Virginia Avenue    | <i>Haywood County Schools</i><br><i>representative:</i>         |                                 |
| <b>8605-92-7283</b> | 15 Mississippi Avenue | Hoyle, Richard Stuart<br><i>Other:</i>                          |                                 |
| <b>8605-92-7382</b> | 117 Virginia Avenue   | Henry, Wilma S.<br><i>Other:</i>                                |                                 |
| <b>8605-92-7426</b> | 16 Kentucky Avenue    | Ruff, James<br>Ruff, Ethel B.<br><i>Other:</i>                  |                                 |
| <b>8605-92-7652</b> | 55 Virginia Avenue    | Mathis, Steve<br>Mathis, Tina M.<br><i>Other:</i>               |                                 |
| <b>8605-92-8053</b> | 175 Virginia Avenue   | Green, Kenneth W.<br>Green, Wilma L.<br><i>Other:</i>           |                                 |
| <b>8605-92-8140</b> | 38 Mississippi Avenue | Green, Kenneth W.<br>Green, Wilma L.<br><i>Other:</i>           |                                 |
| <b>8615-01-0420</b> | 303 Virginia Avenue   | <i>Hazelwood Properties LLC</i><br><i>Representative:</i>       |                                 |
| <b>8615-01-0563</b> | 1262 S. Main Street   | <i>Hazelwood Properties LLC</i><br><i>Representative:</i>       |                                 |

## Preliminary Traffic Calming Plan

Virginia Avenue is a two-lane bidirectional road that runs roughly north/south from Hazelwood Avenue to South Main Street. There is a sidewalk along its entire western side, a short segment adjacent to the Baptist Church parking lot on the eastern side at the north end, and connections to sidewalks on Mississippi Avenue and Kentucky Avenue. There is a traffic signal (NCDOT # 14-0379) at the intersection of South Main Street and a stop sign at Hazelwood Avenue. Virginia Avenue has on-street parallel parking along its entire western length, except for near the South Main Street intersection where the parking gives way for a turn lane.

### **Recommended treatment:**

This segment of Virginia Avenue meets criteria (speed limit, sight distance, road width, etc.) for consideration of traffic calming devices. The recommended traffic calming treatment is a series of speed humps with one speed table featuring a crosswalk near Hazelwood First Baptist Church.

A **speed hump** is a raised surface on the roadway that is typically three to four inches in height and 12 to 20 feet in length. Speed humps create a gentle rocking motion that encourages motorists to slow down to a safe speed as they traverse the hump at or below the speed limit. They are also minor enough to not disrupt use of the on-street parking spaces, which are important for regular access to the facilities on Virginia Avenue.

A **speed table** is like a speed hump but is often slightly longer (22 feet in length, with 6-foot ramps on either end of a 10-foot flat top). Speed tables create a gentle vertical rocking motion encouraging motorists to slow to a safe speed at or below the speed limit. The standard speed table is designed to slow vehicles to approximately 15 to 20 mph at each table and 25 to 30 mph in between properly spaced speed tables. For Virginia Avenue, the recommended placement is coupled with a crosswalk to enable safer pedestrian crossings from the Baptist Church parking lot while ensuring that vehicles are traveling slowly when they approach the Alternative Learning Center and Folkmoot building.

These traffic calming devices will support safety for bicyclists, drivers, pedestrians, and residents along Virginia Avenue between Hazelwood Avenue and South Main Street, creating a calmer and more hospitable corridor for all users.

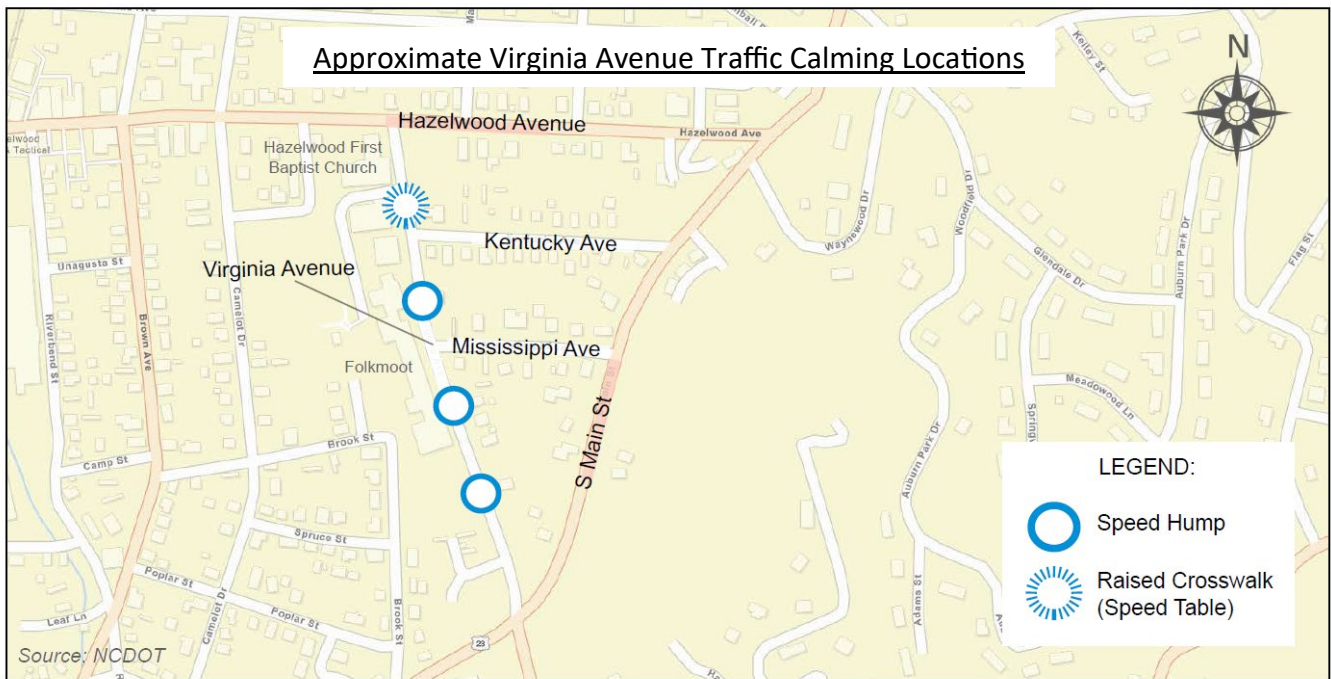
### **Locations of recommended treatment:**

Locations were determined based on roadway geometries, including distance from intersections and existing residential driveways, and take into consideration the need to avoid removing any on-street parking spaces to accommodate these measures. A series of three speed humps are recommended for the central portion of Virginia Avenue, keeping speeds relatively low along the corridor, and one raised crosswalk (speed table with crosswalk markings) to make sure people can cross safely from the sidewalk and parking lot near Hazelwood Avenue to the sidewalk, church, and school across the street. The proposed speed table will incorporate the pavement markings for a striped crosswalk along each speed

table. This will help ensure good visibility of crossing students, staff, and faculty and force drivers to slow down as they approach the crossings (whether anyone is crossing or not). These placements represent consideration of access, safety, and minimal disruption to the existing parking configuration. Coupling the three speed humps with a speed table will help ensure that vehicles slow down along this entire segment of roadway, creating a series of traffic calming measures that work together to offer a corridor where speeding is much harder to do.

Speed humps and tables should be placed 250 to 600 feet apart. The spacing for the Virginia Avenue speed humps and speed table are approximately 300-400 feet apart. Speed tables should also not be placed within 150 feet of an unsignalized intersection or 250 feet of a signalized intersection. The proposed speed hump and speed table locations are all at least 150 feet from any unsignalized intersection, including Mississippi Avenue and Kentucky Avenue, and much farther from the signalized intersection at South Main Street.

It is important to locate traffic calming measures in places that will slow vehicles down as they enter Virginia Avenue from both Hazelwood Avenue and South Main Street, while also ensuring that traffic coming from within the study area (driveways, the on-street parking, and Kentucky Avenue and Mississippi Avenue) must also slow down regardless of the route taken to leave the neighborhood. This makes sure that all roadway users are subject to the traffic calming devices and that volumes along a particular segment of Virginia Avenue do not change. The goal is not to deter traffic volumes but to decrease travel speeds of existing traffic. The recommended treatments are suggested for the following locations along Virginia Avenue:



**Preliminary cost estimate:**

Installation of speed humps will require MUTCD-compliant signage. Total costs per speed hump location, including bi-directional signage and galvanized steel U-channel supports for each sign, can range from \$2,000 - \$4,000 depending on length and materials. Since the roadway width includes the on-street parking lane, the probable cost for each speed hump on Virginia Avenue is likely \$4,000.

A speed table installation costs between \$4,000 to \$8,000, depending on roadway width. Since the recommended table also features crosswalk markings and signage, the estimated total cost is \$8,000.

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

| <b>Item</b>                      | <b>Unit Cost (approx.)</b> | <b># of Units</b> | <b>Cost</b>     |
|----------------------------------|----------------------------|-------------------|-----------------|
| Speed Table                      | \$8,000                    | 1                 | \$8,000         |
| Speed Hump                       | \$4,000                    | 3                 | \$12,000        |
| Signage (MUTCD)                  | \$400                      | 12                | \$4,800         |
| Pavement Markings (Parking Lane) | \$.50/linear foot          | 1,640             | \$820           |
|                                  |                            | <b>TOTAL:</b>     | <b>\$25,620</b> |



**Visual depiction of recommended device:**

SPEED HUMP



*The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.*

SPEED HUMP



*The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.*

SPEED HUMP



*The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.*

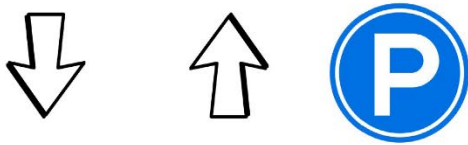
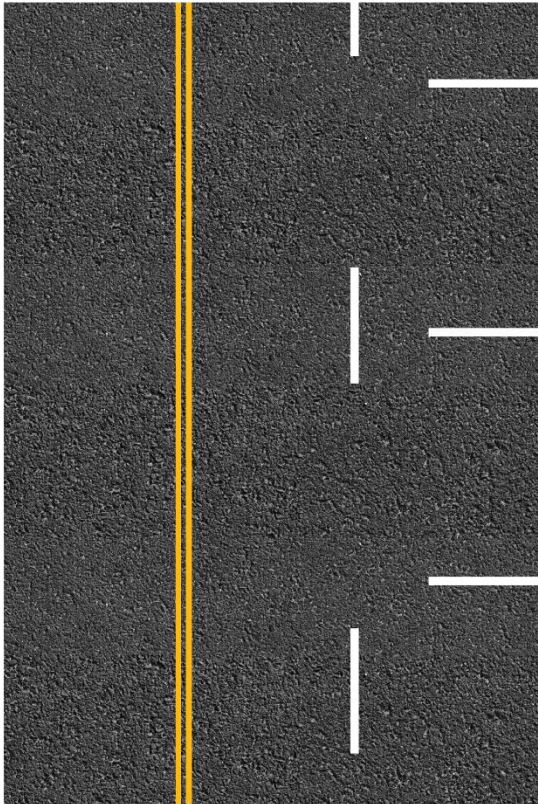
SPEED TABLE (RAISED CROSSWALK)



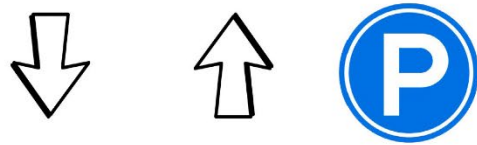
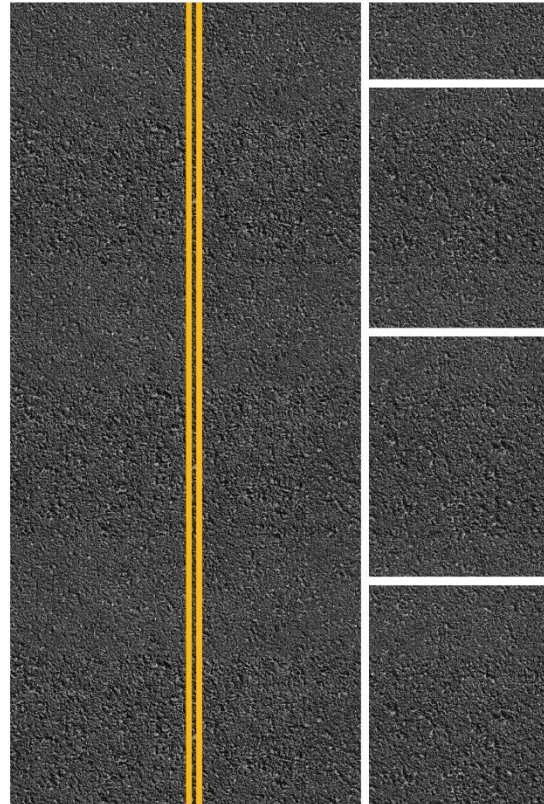
*The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.*

Restriping the existing parking lane is important for safety on Virginia Avenue, helping to prevent accidents because people mistake the parking lane for a travel lane. It will also help delineate where the parking lane becomes the right turn lane at South Main Street, which will make that approach less confusing.

EXISTING PAVEMENT MARKINGS



PROPOSED PAVEMENT MARKINGS

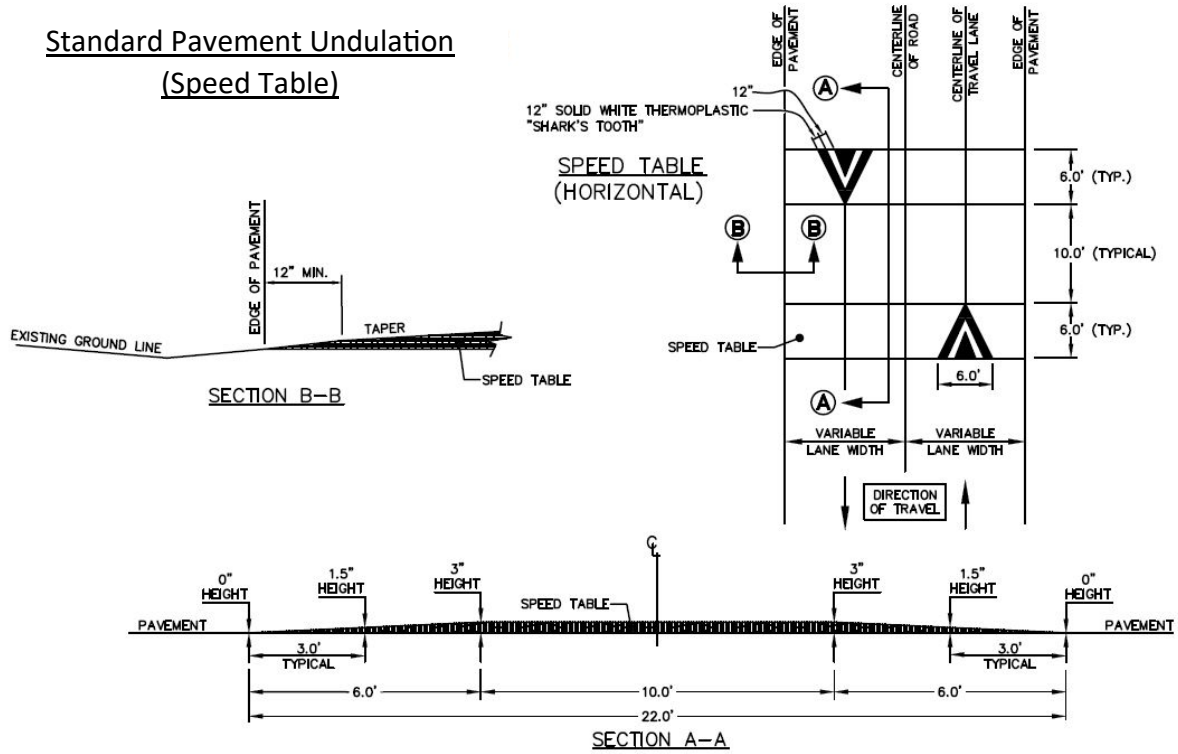


It is also important to make sure there is space at the intersection of Hazelwood Avenue for safe turning movements. There should not be a parking space in this area.

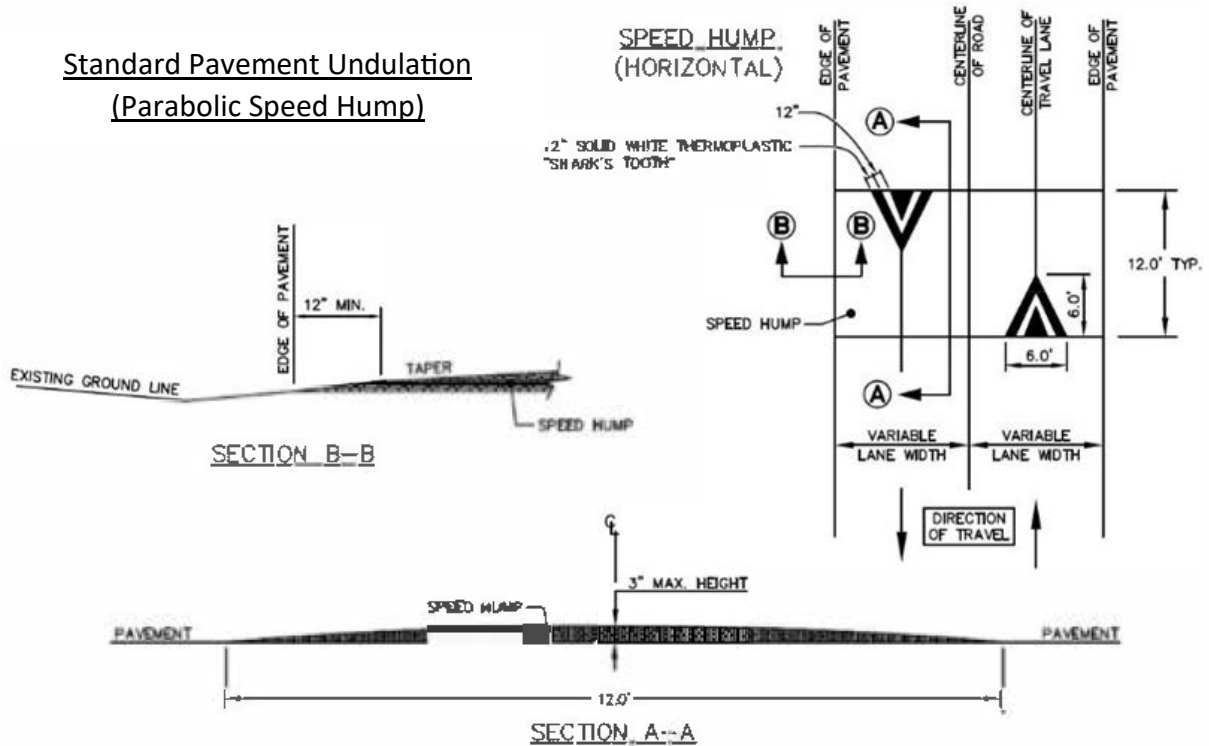


Similarly, make sure the parking lane transitions evident to a vehicular turning lane on the approach to the South Main Street intersection. The on-street parking lane should not extend beyond Maloney Court. Currently, this transition is from one to the other is not clear.

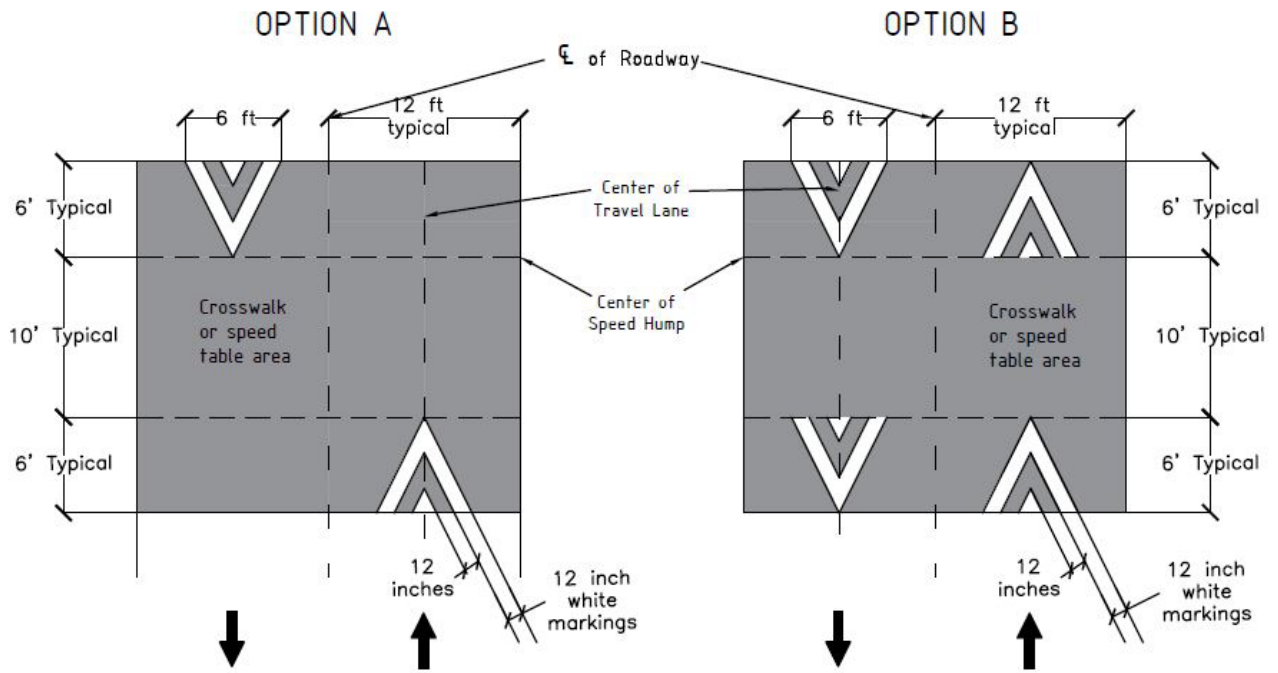
Standard Pavement Undulation  
(Speed Table)



Standard Pavement Undulation  
(Parabolic Speed Hump)



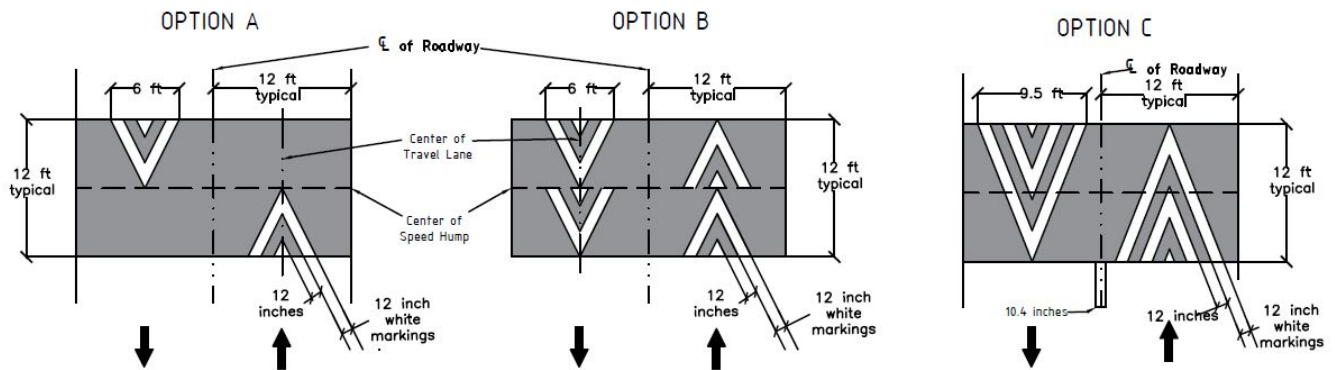
Pavement Marking Options (Speed Table)



Legend

➔ Direction of travel

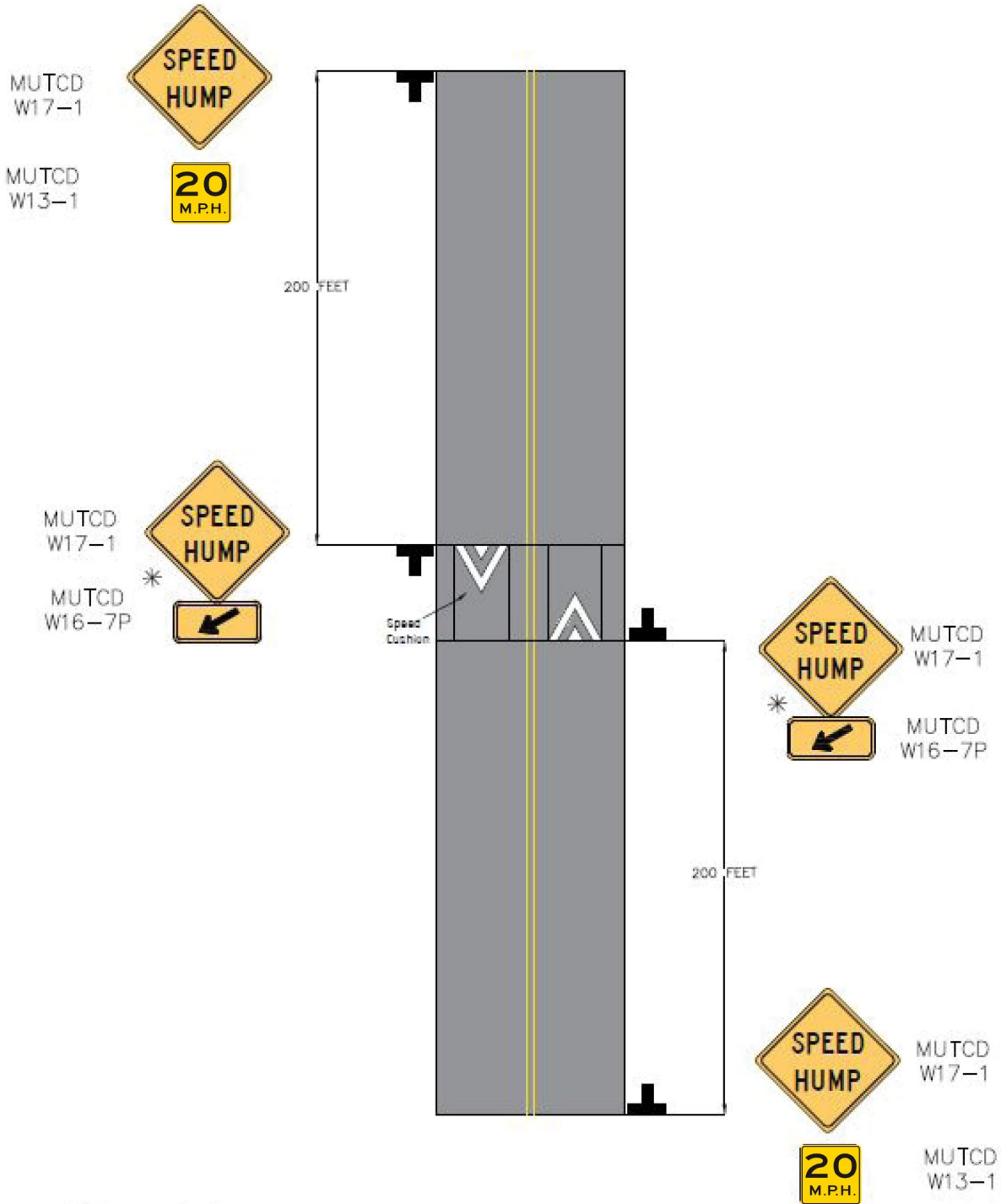
Pavement Marking Options (Speed Hump)



Legend

➔ Direction of travel

Recommended Signage (Speed Hump & Speed Table)



*NOTE: Speed limit advisory signs are only recommended for the first speed hump in the series from each direction on Virginia Avenue. However, MUTCD signs W17-1 and W16-7P are recommended for all speed humps, as they provide visibility at each location.*