



## Town of Waynesville, NC

### Board of Aldermen – Regular Meeting

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

Date: **February 23, 2016**

Time: **6:30 p.m.**

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*The agenda and all related documentation may be accessed electronically at [www.waynesvillenc.gov](http://www.waynesvillenc.gov).  
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**(828) 452-2491**

[aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov)

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#### **A. CALL TO ORDER - Mayor Gavin Brown**

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

**Motion:** *To approve the minutes of the February 9, 2016 regular meeting, as presented [or as corrected].*

#### **B. PRESENTATION**

3. Folkmoot Update and Discussion related to Schedule of Activities  
Angie Schwab, Executive Director, Folkmoot USA
4. Historic Preservation Commission – Annual Update and Invitation  
Sandra Owen, Historic Preservation Commission, Chairperson

#### **C. PUBLIC HEARINGS**

5. Public Hearing to consider several rezoning requests along the northwest side of Richland Street, Tax Parcel Identification Numbers 8615-17-5626, 8615-17-2463, 8615-07-7153, and 8615-01-8281, from Main Street Neighborhood Residential and Hazelwood Urban Residential to Central Business District.

**Motion:** *To approve [or deny] zoning map amendment requests along the northwest side of Richland Street, as presented.*

6. Public Hearing to consider applying a Mixed-Use Overlay District onto properties along the southeast side of Richland Street at the corners of Church and Goodyear Streets, Tax Parcel Identification Numbers 8615-17-6586, 8615-17-2186, 8615-17-4206, within the Main Street Neighborhood Residential District.

**Motion:** *To approve [or deny] zoning map amendment requests along the southeast side of Richland Street at the corners of Church and Goodyear Streets, as presented.*

**TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA**

**February 23, 2016**

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7. Public Hearing to consider a rezoning request at 30 Mauney Cove Road, Tax Parcel Identification Numbers 8616-39-4152, from Dellwood/Residential Medium Density to Dellwood/Junaluska Regional Center Commercial District.

***Motion:*** *To approve [or deny] a zoning map amendment request from Haywood County at 30 Mauney Cove to accommodate improvements to the Convenience Center, as presented.*

**D. NEW BUSINESS**

8. Request approval of the Request for Proposal (RFP) for a consulting group to assist in the hiring process for a town manager and proposed timeline of activities

***Motion:*** *To approve the request for proposal (RFP) and timeline, as presented and direct interim town manager to send out the information to consulting groups in the southeast.*

**E. COMMUNICATIONS FROM STAFF**

9. Manager's Report – Interim Town Manager Mike Morgan

10. Attorney's Report – Town Attorney Woody Griffin

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

**G. CALL ON THE AUDIENCE**

**H. ADJOURN**



# TOWN OF WAYNESVILLE

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

## CALENDAR February 23, 2016

2016	
<b>Mon, Feb 22</b> 5:30 PM The Imperial	Haywood COG – Canton Hosting
<b>Tue, Feb 23</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Thu, Feb 25</b> 12:30 PM Land of Sky Council Offices	French Broad River MPO Board Meeting (Alderman Roberson)
<b>Th – Sa, Mar 3-12</b> 8:30 a.m. – 5:00 PM	One Stop Voting in Haywood County 81 Elmwood Way
<b>Tue, Mar 8</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Tue, Mar 15</b> 6:30 AM – 7:30 PM All Voting Precincts	Presidential Preference and Primary Election Day
<b>We-Fr, Mar 16-18</b>	NC Main Street Conference Goldsboro, NC
<b>Sat, Mar 19</b> 9:30 – 11:30 AM Waynesville Middle School	Mountaineer 2-Miler Foot Race, Waynesville Middle School PTA and Mountain Fit
<b>Sat, Mar 19</b> 10:00 AM Sky Lanes - Asheville	Bowl for Kids Sake – Big Brothers/Big Sisters of WNC
<b>Tue, Mar 22</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Thu, Mar 24</b> 12:30 PM Land of Sky Council Offices	French Broad River MPO Board Meeting (Alderman Roberson)
<b>Fri, Mar 25</b>	Good Friday Holiday Town Offices Closed
<b>Mon, Mar 28</b> 6:30 PM Location TBD	Southwestern Commission Board Meeting

<b>Thur, March 31</b> Due by 5:00 PM Municipal Building	Special Appropriation Funding Applications Due To be used by Board of Aldermen during budget preparation
<b>Tue, Apr 12</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Sat, Apr 23</b> 4:00 PM – 1:00 AM Main Street	West Haywood Relay for Life
<b>Mon, Apr 25</b> 5:30 PM Location TBD	Haywood COG – Clyde Hosting
<b>Tue, Apr 26</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Fri, May 6</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Tue, May 10</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Sat, May 14</b> 6:00 AM – 1:00 PM Main Street to Frog Level	Gateway to the Smokies Half Marathon – Haywood Chamber of Commerce - rolling street closures for 13 miles through Haywood County from the intersection of Main & Depot Streets and ending in Frog Level
<b>Mon, May 23</b> 6:30 PM Location TBD	Southwestern Commission Board Meeting
<b>Tue, May 24</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Sat, May 28</b> 6:00 – 9:00 PM Downtown	Another Rockin Block Party - DWA
<b>Mon, May 30</b>	Memorial Day Holiday Town Offices Closed
<b>Fri, Jun 3</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Wed, Jun 8</b> All Day Raleigh, NC	NCLM Town Hall Day
<b>Sat, Jun 11</b> 10:00 AM – 5:00 PM Downtown	Appalachian Lifestyle Celebration - DWA
<b>Tue, Jun 14</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Fri, Jun 24</b> 6:30 – 9:00 PM Historic Courthouse	Mountain Street Dance – DWA



<b>Mon, Jun 27</b> 5:30 PM Location TBD	Haywood COG – Haywood County Hosting
<b>Tue, Jun 28</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Fri, Jul 1</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Mon, Jul 4</b>	Independence Day Holiday Town Offices Closed
<b>Mon, Jul 4</b> 11:00 AM – 3:00 PM Downtown	Stars & Stripes Celebration – DWA
<b>Fri, Jul 8</b> 6:30 – 9:00 PM Historic Courthouse	Mountain Street Dance – DWA
<b>Tue, Jul 12</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Fri, Jul 22</b> 1:00 PM Main Street / Historic Courthouse	Folkmoot USA Parade of Nations & Opening Ceremonies Parade: Line-up at 11:30 AM from Blue Ridge Books/Academy Street Opening Ceremonies: 1:00 PM
<b>Fri, Jul 22</b> 6:30 – 9:00 PM Historic Courthouse	Mountain Street Dance – DWA
<b>Tue, Jul 26</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Fri, Jul 29</b> 6:30 PM Location TBD	Southwestern Commission Annual Dinner
<b>Sat, Jul 30</b> 10:00AM – 5:00 PM Main Street, Downtown	“Where the World Meets on Main Street” International Day Festival
<b>Fri, Aug 5</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Fri, Aug 5</b> 6:30 – 9:00 PM Historic Courthouse	Mountain Street Dance – DWA
<b>Sat, Aug 6</b> 9:00 AM – 1:00 PM Courthouse Lawn	Sarge’s Annual Downtown Dog Walk
<b>Tue, Aug 9</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Mon, Aug 22</b> 5:30 PM Location TBD	Haywood COG – Maggie Valley Hosting
<b>Tue, Aug 23</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting

<b>Fri, Sep 2</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Fr-Sa, Sep 2-3</b>	47 <sup>th</sup> Annual Smoky Mountain Folk Festival Lake Junaluska
<b>Mon, Sep 5</b>	Labor Day Holiday Town Offices Closed
<b>Tue, Sep 13</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Sat, Sep 17</b> 6:00 – 9:00 PM Downtown	Block Party - DWA
<b>Mon, Sep 26</b> 6:30 PM Location TBD	Southwestern Commission Board Meeting
<b>Fri, Oct 7</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Sat, Oct 8</b> 10:00 AM – 5:00 PM Main Street, Downtown	33 <sup>rd</sup> Annual Church Street Art & Craft Show
<b>Tue, Oct 11</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Sat, Oct 15</b> 10:00 AM – 5:00 PM Main Street, Downtown	28 <sup>th</sup> Annual Apple Harvest Festival – Haywood Chamber of Commerce
<b>Su-Tu, Oct 23-25</b>	NCLM Annual Conference CityVision 2016 Raleigh, NC
<b>Mon, Oct 24</b> 5:30 PM Location TBD	Haywood COG – Waynesville Hosting
<b>Tue, Oct 25</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Mon, Oct 31</b> 5:00 – 7:00 PM Main Street, Downtown	Treats on the Street - DWA
<b>Fri, Nov 4</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Tue, Nov 8</b> 6:30 AM – 7:30 PM All voting precincts	Election Day - General Election
<b>Tue, Nov 8</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Fri, Nov 11</b>	Veterans' Day Holiday Town Offices Closed

<b>Th-Fr, Nov 24-25</b>	Thanksgiving Holiday Town Offices Closed
<b>Mon, Nov 28</b> 6:30 PM Location TBD	Southwestern Commission Board Meeting
<b>Fri, Dec 2</b> 5:00 – 9:00 PM Downtown	Art After Dark – Waynesville Gallery Association
<b>Fr-Mo, Dec 2-5</b>	Holly Days Downtown – seasonal events downtown throughout the weekend
<b>Mon, Dec 5</b> 6:00 PM Main Street, Downtown	Waynesville Holiday Parade Line-up begins at 4:30 PM at Walnut and Main Parade begins at 6:00 PM
<b>Sat, Dec 10</b> 5:00 PM Fire Station #1	Waynesville Fire Department Annual Holiday Family Dinner (tent)
<b>Sat, Dec 10</b> 6:00 – 9:00 PM Main Street, Downtown	A Night Before Christmas / Bethlehem Market Place – DWA & First Baptist Church
<b>Tue, Dec 13</b> 6:30 PM Board Room, Town Hall	Board of Aldermen Regular Meeting
<b>Fr-Tu, Dec 23, 26-27</b>	Christmas Holiday Town Offices Closed
<b>2017</b>	
	New Year Holiday Town Offices Closed
	Martin Luther King Jr Holiday Town Offices Closed

## Board and Commission Meetings – February/March 2016

ABC Board	ABC Office – 52 Dayco Drive	<b>March 15</b> 3 <sup>rd</sup> Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>March 1</b> 1 <sup>st</sup> Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	<b>March 24</b> 4 <sup>th</sup> Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>March 2</b> 1 <sup>st</sup> Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>March 21</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>March 10</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>March 15</b> 3 <sup>rd</sup> Tuesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>March 2</b> 1 <sup>st</sup> Wednesdays 5:30 PM

## BOARD/STAFF SCHEDULE

Th – Sa, Jun 23-25, 2016	Town Manager	NCCCCMA Manager's Continuing Ed - Summer Seminar Asheville, NC
Th – Sa, Aug 4-6, 2016	Town Attorney	NC Association of Municipal Attorneys Summer Seminar Asheville, NC
Th – Sa, Aug 18-20, 2016	Town Clerk	NC Association of Municipal Clerks Summer Seminar Asheville, NC



## BIG BROTHERS BIG SISTERS OF WESTERN NORTH CAROLINA, INC.



*A United Way Agency*

February 2, 2016

Mr. Ira Dove, County Manager  
Mr. Nathan Clark, Maggie Valley Town Manager  
Mr. Seth Hendler-Voss, Canton Town Manager  
Ms. Joy Garland, Clyde Town Administrator  
Waynesville, Town Manager (Interim)

County and Town Managers:

### **Start Something . . . Big! Support Big Brothers Big Sisters and Bowl For Kids' Sake by participating in the First Annual Municipal Bowling Competition between the employees of Haywood County, Maggie Valley, Waynesville, Clyde and Canton.**

While I am confident that you have heard of Big Brothers Big Sisters of America, I would like to take a moment of your time and introduce to you Big Brothers Big Sisters of Haywood County, a local organization that has served local children of Haywood County for many years. Big Brothers Big Sisters is the oldest mentoring organization in the country with over 400 local programs providing children with mentors. I am writing to you seeking an opportunity to meet with you and discuss your participation and support with other municipalities in Haywood County in our annual fundraiser, Bowl for Kids' Sake.

The funds raised by this event are used to match children with adult volunteers in one-on-one mentoring relationships. The impact of having a caring adult in a child's life leads to improved relationships with adults and peers, improved attitudes and self-confidence which will help position these children to avoid risky behaviors and instill in them a desire to succeed.

This year, we are adding a new and exciting twist to the event: a competition between the employees of our 5 local governments and their departments. The winning municipality will be able to retain bragging rights for the coming year with the winning team being presented a trophy. Likely competition could include teams from the various departments such as Public Works or Parks and Recreation of each respective administration. Last year, we had 3 teams representing Haywood County and its municipalities.

Bowl for Kids' Sake is our most successful and cost-effective fundraiser. Last year in Haywood County, we raised about \$20,000 with expenses of less than 8%. We are proud of this level of efficiency as it allows us to match and support many more young people with caring adult mentors.

The event is slated for Saturday, March 19, 2016 and we want it to be bigger and better than 2015. Remember that all of the funds raised for BBBS – Haywood County stay in Haywood County.

Thank you in advance for your thoughtful consideration of this request. Please have someone in your office contact us at your earliest convenience to set up a time to briefly meet and answer any questions you may have.

Sincerely,  
  
Kip Rollins  
Haywood Advisory Council

**Start Something . . . Big!**

50 S. French Broad, #213  
Asheville, NC 28801  
P (828) 253-1470 F 253-5403

722 5th Ave. West  
Hendersonville, NC 28739  
P (828) 693-8153 F 696-1675

P. O. Box 663  
Morganton, NC 28680  
P (828) 430-8357 F 433-7421

1233 N. Main Street  
Waynesville, NC 28786  
P (828) 356-2148 F 452-9644

301 N. Trade Street  
Tryon, NC 28782  
P (828) 859-9230 F 859-5364

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REGULAR MEETING**  
**February 09, 2016**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held a regular meeting on Tuesday, February 9, 2016 at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

Mayor Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown  
Alderman Gary Caldwell  
Alderman Jon Feichter  
Alderman Julia Freeman  
Alderman LeRoy Roberson

The following staff members were present:

Woodrow Griffin, Town Attorney  
Amie Owens, Town Clerk

The following media representatives were present:

Mary Ann Enloe, the Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone to the meeting and thanked members for being out on such a blustery evening.

Mayor Brown called attention to several upcoming events including:

- February 18 – Chamber of Commerce Elected Officials Reception – Wells Event Center 5:30 p.m. All elected officials are encouraged to attend.
- February 22 – Haywood County COG Meeting – Canton hosting – 5:30 p.m. at the Imperial

2. Adoption of Minutes

***Alderman Feichter made a motion, seconded by Alderman Caldwell, to approve the minutes of the January 26, 2016 regular meeting and the minutes of the January 27, 2016 special called meeting, as presented. The motion carried unanimously.***

## **B. CALLS FOR PUBLIC HEARINGS**

### 3, 4, & 5 – Calls for Public Hearing

Development Services Director Elizabeth Teague explained that there were three calls for public hearings to be held at the next regular meeting of the Board of Aldermen on February 23, 2016. All of these items have to do with re-zoning of properties to allow for more appropriate land use. All of the requests for re-zoning have been taken through the Planning Board for review.

Ms. Teague provided a graphic highlighting the properties where rezoning was sought on both sides of Richland Street. Rationale for such rezoning includes that the lots currently hold commercial uses and due to their proximity to rail road tracks, residential zoning is not practical and most of the properties have portions that lie within the flood plain. There are multiple properties involved in the request, but all property owners have come individually and sought rezoning. The Planning Board approved the request to rezone the properties on the northwest side of Richland Street, Tax Parcel Identification Numbers 8615-17-5626, 8615-17-2463, 8615-07-7153, and 8615-01-8281, from Main Street Neighborhood Residential and Hazelwood Urban Residential to Central Business District at their December 21, 2015 meeting.

Ms. Teague noted that the properties on the opposite side of the same street and the request is to apply a Mixed-Use Overlay District onto properties along the southeast side of Richland Street at the corners of Church and Goodyear Streets, Tax Parcel Identification Numbers 8615-17-6586, 8615-17-2186, 8615-17-4206, within the Main Street Neighborhood Residential District.

Ms. Teague explained that the final call for public hearing was to consider a re-zoning of the property on Mauney Cove Road where the one of the County's convenience centers is located. Ms. Teague noted that this site is the busiest convenience center in Haywood County and traffic tends to back up and impact other traffic flow during busy times. The lot abuts the commercial district and has been the convenience center site for over 20 years. Rezoning of this property would be required before any improvements could be made by the County.

Mayor Brown asked if there were any questions from the board about any of these rezonings. There were no questions.

***Alderman Feichter made a motion, seconded by Alderman Freeman to call for three (3) public hearings on Tuesday, February 23 at 6:30 p.m., or as soon thereafter as the matter can be heard, at the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC to consider the following:***

***•several rezoning requests along the northwest side of Richland Street, Tax Parcel Identification Numbers 8615-17-5626, 8615-17-2463, 8615-07-7153, and 8615-01-8281, from Main Street Neighborhood Residential and Hazelwood Urban Residential to Central Business District;***

***•applying a Mixed-Use Overlay District onto properties along the southeast side of Richland Street at the corners of Church and Goodyear Streets, Tax Parcel Identification Numbers 8615-17-6586, 8615-17-2186, 8615-17-4206, within the Main Street Neighborhood Residential District; and***

***•consider a rezoning request at 30 Mauney Cove Road, Tax Parcel Identification Numbers 8616-39-4152, from Dellwood/Residential Medium Density to Dellwood/Junaluska Regional Center Commercial District. The motion carried unanimously.***

## C. PUBLIC HEARING

### 6. Public Hearing to consider the closing of an un-opened and un-named portion of right-of-way that is located at 200 Chipping Sparrow Lane

Ms. Teague explained that George and Renee Garrett have petitioned the Town to close an unopened right-of-way that runs through their property at 200 Chipping Sparrow Lane, PIN 8615-62-8173. Pursuant to NC General Statute 160A-299, the Board adopted a resolution declaring the Town's intent to close the street or alley on January 12, 2016; provided public notification and posting of signage on the property and called for a public hearing on the question to be held on February 9, 2016. This right-of-way closure petition request has been reviewed by the Technical Review Committee and is not used for any utilities or access to another lot.

Mayor Brown noted that he had visited the property and that the road would never be used for anything as it was not suitable for a road. Alderman Freeman indicated that she too had been to the property and agreed with the Mayor's assessment. Alderman Feichter inquired if there had been any response from adjacent property owners. Ms. Teague answered that she had received no responses.

Town Attorney Woody Griffin opened the public hearing at 6:41 p.m. and reminded those who wished to speak to raise their hands, be recognized and when at the podium to give their name and address for the record and to limit comments to three minutes.

No one addressed the board

Attorney Griffin closed the public hearing at 6:42 p.m.

Mayor Brown noted that there is a street closure order that must be executed by the Town and filed in the Register of Deeds office in Haywood County. He added that anyone wishing to appeal this order can appeal to the Clerk of Superior Court within 30 days.

***Alderman Freeman made a motion, seconded by Alderman Roberson to approve the closure of the unopened right of way at 200 Chipping Sparrow Lane, PIN 8615-62-8173, as presented. The motion carried unanimously.***

## D. NEW BUSINESS

### 7. Authorization to Advertise Delinquent Property Tax Accounts in the Town of Waynesville for the Year Ending 2015

Tax Collector James Robertson came before the board to ask for permission to advertise the delinquent property tax accounts for the year ending 2015. The tentative date for publication is March 18th. He explained that the board members should have received a listing that showed \$364,310 which reflects real estate tax only. The amount including personal property tax was \$397,582.



Mr. Robertson explained that delinquent tax letters were sent out on February 3. Since that time, almost \$33,000 has been collected since then. Mayor Brown inquired if this outstanding amount was normal. Mr. Robertson confirmed this was approximately the same as last year. He noted that the town collects approximately \$4.7 million in taxes annually; at this point have collected \$4.4 million which is a collection rate of 91.82%. This rate tends to go up following notifications and the publication in the newspaper.

Mayor Brown noted that authorization to advertise delinquent property tax accounts is required by statute (NCGS § 105-369).

***Alderman Gary Caldwell made a motion, seconded by Alderman Freeman to authorize staff to advertise all 2015 delinquent property taxes in The Mountaineer on or about March 18, 2016, as required by NCGS §105-369. The motion carried unanimously.***

**E. COMMUNICATIONS FROM STAFF**

8. Interim Town Manager – Mike Morgan

Mr. Morgan was not present at the meeting.

9. Town Attorney

Town Attorney Woody Griffin had nothing to report.

**F. COMMUNICATIONS FROM MAYOR & BOARD OF ALDERMEN**

10. Overview of Town Manager selection process – Mayor Gavin Brown

Mayor Brown explained that the board had met with Hartwell Wright from the NC League of Municipalities to discuss the process for hiring a town manager. The board decided to utilize a consulting firm for this project. A draft Request for Proposal (RFP) was developed by Interim Town Manager Mike Morgan and provided to board members for feedback. Board members were asked to share any thoughts about the RFP directly with Mr. Morgan. Mayor Brown added that the RFP would be disseminated to consultants within the southeast.

A request for formal approval of the RFP will be conducted in open session at the next meeting.

**G. CALL ON THE AUDIENCE**

No one addressed the board.

**H. ADJOURN**

*There being no further business to discuss, Alderman Caldwell made a motion, seconded by Alderman Roberson, to adjourn the meeting at 6:53 p.m. The motion carried unanimously.*

ATTEST

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Gavin A. Brown, Mayor

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Amanda W. Owens, Town Clerk

**From:** Angie Schwab <angie@folkmooot.org>  
**Sent:** Monday, February 08, 2016 4:30 PM  
**To:** Amie Owens; gbrown7013@aol.com  
**Subject:** Folkmooot Festival Feedback

Dear Amie and Gavin -

Folkmooot is reaching out to Town leadership to get feedback on a few changes we are working on for the festival in July AND to be sure these dates and times are on the calendars of City Officials. Could you please distribute this to the Alderman, Police and Fire Departments to gather any feedback?

For Feedback, Questions and a Calendar check:

Groups Arrive at the Center: Wednesday, July 20th

**Folkmooot Gala Preview, Thursday, July 21st - Eagle's Nest 7pm**

**Waynesville Parade, Saturday, July 23rd - Main Street, 10am** - The Folkmooot Parade had limited participation from working families and our hope is that shifting this parade to a weekend morning will allow for greater attendance from retired tourists, in-town AND out-of-town families. I am going to a DTA meeting tomorrow morning to discuss this option and to understand whether the downtown businesses are supportive of this change. I am told that an earlier parade is good because parade goers like to eat lunch and shop with local businesses after the event. [Can you see any particular issues we need to be aware of or consider with making this decision? Please let us know how the Town views this change.](#)

**Many Culture's Carnival, Saturday, Jul 23rd - Field Beside Historic Hazelwood School, 12pm - 4pm** This is an entirely new concept on which we need your feedback. One of the most significant issues that affects Folkmooot's ability to sell tickets is that kids don't want to sit in chairs to watch a Folkmooot performance, they want to move around, make noise and dance! Folkmooot is meeting with youth, church and school groups to develop [a carnival in the grassy park beside Folkmooot](#) on the first Saturday of the Festival. We will have activities, dance lessons, performances in the Folkmooot auditorium and sell international food. If it rains, we will have the event in the gym of the School District building. [We need to assess how this event will fly with the neighbors here and how we might deal with parking.](#) To my knowledge, there haven't been outdoor festival events in this space, but would like to hear how the Town feels about this idea.

**International Day, Saturday, July 30th, 10am - 4pm** - Folkmooot has provided entertainment for this event for many years, but it has been managed by the Arts Council. Folkmooot is partnering with the Downtown Waynesville Association to produce this event, which has been known largely as an arts fair. [In response to requests from the businesses, we moved this festival to the last Saturday of the Festival. We are also wondering whether it's feasible to have "walk-around beer" within the boundaries of this event, rather than have the beer garden in a parking lot. I will make an appointment with Chief Hollingsed to discuss that last piece.](#)

**Folkmooot Awards Breakfast, July 31st, Historic Hazelwood School, 10am** - We moved the Awards Breakfast from 8:30am to 10am. This is the day we'd like the Town to present certificates and exchange gifts to the different countries and think the later start time will be more manageable for everyone.

Lastly, I'd like to set up a meeting with Mayor Brown and Alderman Caldwell at the Center to share the recent upgrades to our building. I will make a call to the office to do so.

Thanks!! Angie

# Haywood Ramblings

*PRESENTED BY:*

## THE TOWN OF WAYNESVILLE HISTORIC PRESERVATION COMMISSION

A speaker series on the historic buildings, characters,  
and people of Waynesville and Haywood County.

**The first Thursday of each month from  
February through May, from 4 to 5 PM**

**At the Town of Waynesville Board Room, 9 South Main Street.**

In case of snow, the event will be automatically  
rescheduled for the second Thursday of the month.

*“Waynesville in the 1960s” Presented by Vicki Hyatt*

*Thursday, February 4 from 4 to 5 PM*

*Vicki Hyatt began working at The Mountaineer in 1996 and has been the editor since 2003.*

*“If Rails Could Talk: Logging in Western North Carolina” Presented by Ronald Sullivan*

*Thursday, March 3 from 4 to 5 PM*

*Ronald Sullivan is a hiker and historian who has researched and written on the logging companies and sawmill towns in Haywood County.*

*“Growing up in Hazelwood” Presented by Mary Ann Enloe*

*Thursday, April 7 from 4 to 5 PM*

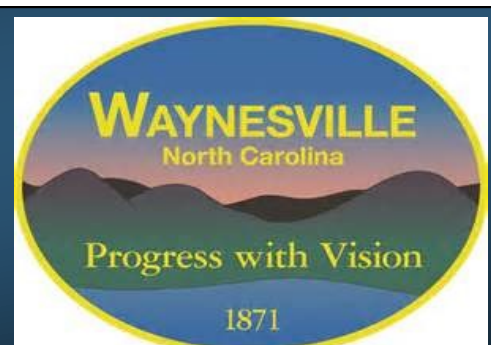
*Mary Ann Enloe is a life-long Hazelwood resident, former mayor and Haywood County Commissioner, and was a founding member of the Haywood County Arts Council.*

*“The Old Ways: Dowsing, Healing, and Knowing the Signs” Presented by Ann Melton*

*Thursday, May 5 from 4 to 5 PM*

*Ann Melton retired as Superintendent of Madison County Schools, has a PhD from the University South Carolina, and has written 8 books on Waynesville and Haywood County history.*

**Town of Waynesville, North Carolina**  
**Historic Preservation Commission**  
**(828) 456-8647**



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 23, 2016**

**SUBJECT:** Public Hearing to consider several rezoning requests along the northwest side of Richland Street, Tax Parcel Identification Numbers 8615-17-5626, 8615-17-2463, 8615-07-7153, and 8615-01-8281, from Main Street Neighborhood Residential and Hazelwood Urban Residential to Central Business District.

**AGENDA INFORMATION:**

<b>Agenda Location:</b>	<b>New Business</b>
<b>Item Number:</b>	<b>5-C</b>
<b>Department:</b>	Development Services
<b>Contact:</b>	Elizabeth Teague, Development Services Director
<b>Presenter:</b>	Elizabeth Teague, Development Services Director

**BRIEF SUMMARY:** This rezoning request includes four lots that are developed commercially and located between the railroad tracks and the Richland Creek, but which are currently zoned residential. The first two are in the Main Street Neighborhood District, belong to members of the Forga family and hold warehouse buildings. The other two are in the Hazelwood Urban Residential District, with the largest belonging to the Jorstad's and holding a multi-unit commercial building, and the other belonging to the Milner's and holding a commercial building (formally the Terminix building).

The requisite notice of public hearing was published on February 12, 2016.

**MOTION FOR CONSIDERATION:**

To approve [or deny] zoning map amendment requests along the northwest side of Richland Street.

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:**

1. Planning Board Minutes and Staff Report
2. Applications
3. Location Map

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Recommend the approval of changes to the zoning map requests along the northwest side of Richland Street.

## Board of Aldermen Staff Report

Subject: Map Amendment (Rezoning) Request for lots along west side of Richland St.  
Ordinance Section: 2.1  
Applicants: William Scott Forga, Viola and Christine Forga, Jon and Leah Jorstad,  
Joshua and Melissa Milner.  
Meeting Date: February 23, 2016

### Summary Information:

Application Date by Owner: William Scott Forga December 14, 2015;  
Christine and Viola Forga, December 4, 2015;  
Joshua and Melissa Milner, October 22, 2015;  
Jon and Leah Jorstad, December 2, 2015  
Proposed Location: 4 contiguous lots along Richland Street  
PINs: 8615-17-5626; 8615-17-2463; 8615-07-8281; 8615-07-7153  
Acreage of site: 4 lots totaling 4.48 acres  
Zoning District: Main Street Neighborhood Residential and Hazelwood Urban  
Residential Districts  
Existing Development: Commercial buildings and warehouses  
Other: Lots are within the 100 year floodplain  
Requested Rezoning: Central Business District.

### Background

The purpose of the Hazelwood Urban Residential District as specified in the Land Development Standards is:

“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.” (Town Code of Ordinances Section 2.3.4.)

The purpose of the Main Street Neighborhood Residential District (MSNR) as specified in the Land Development Standards is:

“As a walkable, in-town neighborhood separating two business districts — the Central Business District and the South Main Street Business District. In addition to the convenient location, the public library, Central Elementary School and many larger, older homes are among the amenities



that make this area attractive for residential living. Future development should work to maintain this attractive area, continuing a scale and design that will attract ongoing residential use of this district. The dense tree canopy currently found in the area will be maintained and sensitivity to this canopy and the improvement of pedestrian facilities will be important with any new development.” (Town Code of Ordinances Section 2.3.3.)

The requested change in zoning is to the Commercial Business District which is just to the north of these lots at Frog Level and at Miller Street:

“As the civic and cultural center for the town, the **Central Business District (CBD)** is designed to preserve Downtown Waynesville as the primary civic, retail, office, institutional, cultural and entertainment center of the community. Expansion of what has been known as the Central Business District area into Frog Level will secure the relationship of the two areas and encourage the further redevelopment of Frog Level, including the development of a "town square" in the area. Building design, parking and transportation improvements in the Central Business District should focus on the comfort and enjoyment of the pedestrian while promoting the development of a well-balanced transportation system, including the reinstitution of the old train depot in Frog Level. Residential development in the form of multi-family development and dwelling units in the second floor of buildings is strongly encouraged. Infill opportunities and high density development, respecting the historic fabric of the area are envisioned. Public parking areas are recommended as opposed to the generation of private parking facilities.

By changing the zoning, there would be more allowable uses for these properties. The newly allowable uses would include Office and Service Uses, Commercial studios, and a variety of commercial and light industrial uses, similar to uses allowed in Frog Level and Downtown. However, Adult Establishments, Heavy Vehicle Sales or Industrial Uses and Major repair services would not be allowed.

The Planning Board heard these requests at their December and January Meetings and voted to recommend these zoning map amendments.

## **Consistency with the 2020 Land Development Plan**

In the Waynesville: Our Heritage, Our Future, 2020 Land Development Plan, the Future Land Use Map (Map 12) indicates the area of the subject properties to be designated for “Residential of Medium to High Density” concentration. However, this area has historically been commercial in nature, and the implementation of residential zoning designation in 2003, has not resulted in changes of use of these lots (or other lots along this stretch of Richland Street to Smathers) from commercial.

These lots are located within the 100 year floodplain between Richland Creek and the railroad tracks and would therefore be challenging to convert to marketable residential uses. This area is also proximate to the Commercial-Industrial zone encompassing the Giles Chemical Plant and to the Central Business District of Frog Level. In the text of the 2020 Plan, the stated Land Use Goal is:

“Promote the orderly growth, development and enhanced land values of the Town of Waynesville by preserving and improving Waynesville’s existing neighborhoods, creating more attractive commercial centers, maintaining a strong downtown area, taking steps to reduce urban sprawl and protecting the natural beauty of the community.” (2020 LDP, p 4-2)

The action items are to “...revise the zoning map to reflect the Land Use Map...” and to “encourage mixed use development on adjacent properties in designated mixed-use areas .”

### **Surrounding Land Use/Zoning Pattern:**

Surrounding land use is primarily residential to the west, across Richland Creek, and south along Killian Street. Land use to the north is commercial. Land use to the east, across Richland Street is residential. Nearby residential properties, except for one, are all located across a railroad track and the roadway or are across the Richland Creek. This area is also close to the commercial area of Frog Level.

### **Staff Recommendation:**

Because of the location of these sites abutting the railway corridor and within the floodplain, conversion to residential use is highly unlikely. The text of the 2020 Land Development Plan would seem to encourage mixed-use or infill commercial development in an area such as this where there is a well established commercial history. From an economic development standpoint, rezoning of these properties create potential for growth of the Frog Level business area.

Staff recommends changing the zoning of this property to Central Business District to enable more improvement and economic opportunities for use of those structures which currently exist.

### **Requested Action:**

1. Motion to find the request consistent with the 2020 Land Development Plan.
2. Motion to approve the requested zoning map amendments from the Hazelwood Urban Residential and Main Street Neighborhood Districts to the Central Business District.



- NOT ADVERTISED ~~for~~ DEC MTG  
FOR FUTURE HEARING in JAN
- ADVERTISED FOR JAN 28 MTG



TOWN OF WAYNESVILLE PLANNING DEPARTMENT

Application for Land Development Standards Map Amendment

Received  
12/14/16  
by mail

Application is hereby made on \_\_\_\_\_, 20\_\_\_\_ to the Town of Waynesville for the following map amendment:

Property owner of record: Forga Contracting, Inc.  
Address/location of property: Richland St.  
Parcel identification number(s): 8615-17-5626  
Deed Plat Book Page, (attach legal description): 625/2446  
The property contains .27 acres.  
Current district: Main St. Neighborhood Residential  
Requested district: Central Business District Commercial

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

Applicant Contact Information

Applicant Name (Printed): William Scott Forga  
Mailing Address: PO box 586 Hazelwood NC. 28738  
Phone(s): 828 456 6225  
Email: \_\_\_\_\_

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

A handwritten signature in dark ink, appearing to read "W. Scott Forga", written over a horizontal line.

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 Planning Department, 9 South Main Street, Waynesville, NC 28786.

A small, dark, handwritten mark or scribble located at the bottom right of the page.



## Parcel Report For 8615-17-5626

FORGA CONTRACTING INC  
PO BOX 586  
HAZELWOOD, NC 28738

### Account Information

PIN: 8615-17-5626

Deed: 62512446

### Site Information

RICHLAND ST  
Heated Area: 0  
Year Built: 0  
Total Acreage: 0.27 AC

Township: TOWN OF WAYNESVILLE

### Site Value Information

Land Value: \$12,200  
Building Value: \$400  
Market Value: \$12,600  
Deferred Value: \$0  
Assessed Value: \$12,600  
Sale Price: \$7,420  
Sale Date: 03/29/2005  
Tax Bill 1: \$71.33  
Tax Bill 2: \$68.20



1 inch = 100 feet

November 25, 2015

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







TOWN OF WAYNESVILLE PLANNING DEPARTMENT

**Application for Land Development Standards Map Amendment**

Application is hereby made on December 4, 2015 to the Town of Waynesville for the following map amendment:

Property owner of record: The Viola N. Forga Living Trust

Address/location of property: 182 Richland Street

Parcel identification number(s): 8615-17-2463

Deed/Plat Book/Page, (attach legal description): ~~B~~ 8615-17-2463

The property contains 1.47 acres.

Current district: Main St. Neighborhood Residential

Requested district: Central Business District Commercial

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

Commercial Storage

**Applicant Contact Information**

Applicant Name (Printed): Viola & Chris Forga

Mailing Address: PO Box 188 Hazelwood NC 28738

Phone(s): 828-456-3279 office 828-400-4400 cell

Email: Chris@ForgaRentalProperties.com

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

Chris Forga

**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 Planning Department, 9 South Main Street, Waynesville, NC 28786.**

\$250.00



## Parcel Report For 8615-17-2463

FORGA, VIOLA N/TR  
FORGA, LANA CHRISTINE/TR  
PO BOX 188 4526-3229  
HAZELWOOD, NC 28738

### Account Information

PIN: 8615-17-2463  
Deed: 536/1341

### Site Information

WAREHOUSE, WAREHOUSE, MINI  
COMMERCIAL USE, COMMERCIAL USE  
182 RICHLAND ST  
Heated Area: 0  
Year Built: 0  
Total Acreage: 1.47 AC  
Township: TOWN OF WAYNESVILLE

### Site Value Information

Land Value:	\$100,600
Building Value:	\$52,600
Market Value:	\$153,200
Deferred Value:	\$0
Assessed Value:	\$153,200
Sale Price:	\$0
Sale Date:	10/29/2002
Tax Bill 1:	\$867.27
Tax Bill 2:	\$829.27



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November 25, 2015

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## TOWN OF WAYNESVILLE PLANNING DEPARTMENT

### Application for Land Development Standards Map Amendment

Application is hereby made on 12-02, 2015 to the Town of Waynesville for the following map amendment:

Property owner of record: JON KENT & LEAH R. JORSTAD  
Address/location of property: 182 RICHLAND ST. WAYNESVILLE NC 28786  
Parcel identification number(s): 8615-07-8281  
Deed/Plat Book/Page, (attach legal description): DB 494 PG 611  
The property contains 2.24 acres.  
Current district: HAZELWOOD URBAN RESIDENTIAL  
Requested district: CENTRAL BUSINESS DISTRICT

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

SEE ATTACHMENT

#### Applicant Contact Information

Applicant Name (Printed): JON KENT & LEAH RAE JORSTAD  
Mailing Address: 376 REED RD WAYNESVILLE NC 28786  
Phone(s): (828) 337-9769, (828) 506-8211, & (828) 507-8131  
Email: susie.jorstad@yahoo.com  
Signature of Property Owner(s) of Record Authorizing Application:

Jon Kent & Leah Rae Jorstad

**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 Planning Department, 9 South Main Street, Waynesville, NC 28786.**

THE USES PERMITTED WITHIN THE CENTRAL BUSINESS DISTRICT ARE THE HIGHEST & BEST USE OF THIS PROPERTY BECAUSE OF ITS ISOLATED PHYSICAL LOCATION (I.E. BORDERED ON THE EAST & WEST BY TWO OTHER BUSINESS PARKS, ON THE SOUTH BY RAILROAD TRACKS & RIGHT OF WAY, & ON THE NORTH BY RICHLAND CREEK) THE PRESENT USES & APPROPRIATE FUTURE USES OF THE PROPERTY ARE BEST SERVED BY THE REQUESTED ZONING.

THE USE PERMITTED UNDER THE REQUESTED ZONING DISTRICT WILL PERMIT MORE & VARIED USES OF THE PROPERTY WHICH ARE NEEDED IN THIS GEOGRAPHIC AREA NEAR DOWNTOWN & EASILY ACCESSIBLE AS WELL.

ONE ACTIVITY WE HAVE RESEARCHED WHICH WOULD BE PERMITTED UNDER THE REQUESTED NEW ZONING BUT NOT THE OLD WOULD BE THE OPERATION OF A SMALL TOTALLY INDOOR KENNEL FOR CATS ONLY (A KITTY CONDO). LIMITED TO 20 HOUSECATS, THIS OPERATION WOULD EXCEED & SURPASS STATE STANDARDS & OUR POLLING SHOWS CAT OWNERS TO BE VERY ENTHUSIASTIC BECAUSE OF THE DIFFICULTY IN FINDING HOUSING FOR THEIR PETS WHEN VACATIONS ARE BEING PLANNED.

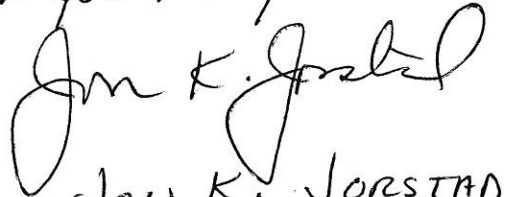
BECAUSE OF A POOR ECONOMY OUR RENTS HAVE REMAINED AT THE LEVELS OF 2001, & THIS "ADDED VALUE" TO A VACANT UNIT WOULD

ADD INCOME THAT IS NEEDED FOR TAXES, INSURANCE, & UPKEEP WHICH INCREASE NO MATTER WHAT STATE THE ECONOMY IS IN.

IN REGARD TO OUR NEIGHBORS. DILEMMA (THE FORMER TERMINEX BLDG), UNDER THE CURRENT HAZELWOOD URBAN RESIDENTIAL ZONE, THE TENANTS ARE NOT ALLOWED TO UTILIZE THE FRONT OF THE BUILDING TO MARKET THEIR ARTWORK CREATED THERE ON SITE, WHILE USING THE REST OF IT FOR ANOTHER PURPOSE. MOST PEOPLE, AS WE DO, BELIEVE THIS IS A VERY REASONABLE REQUEST.

IN TRUTH, NO ONE IN THE NEIGHBORHOOD WILL NOTICE LITTLE CHANGE, & WE WILL CONTINUE TO QUIETLY & NOBLY PURSUE OUR JOINT ACTIVITIES.

THANK YOU FOR YOUR CONSIDERATION

  
JON K. JORSTAD



## Parcel Report For 8615-07-8281

JORSTAD, JON K  
JORSTAD, LEAH R  
376 REED RD  
WAYNESVILLE, NC 28786

### Account Information

PIN: 8615-07-8281

Deed: 494/6/11

### Site Information

STORE, WAREHOUSE TYPE,GARAGE, SERV  
COMMERCIAL USE,COMMERCIAL USE  
KILLIAN ST

Heated Area: 0

Year Built: 0

Total Acreage: 2.24 AC

Township: TOWN OF WAYNESVILLE

### Site Value Information

Land Value: \$117,900

Building Value: \$393,300

Market Value: \$511,200

Deferred Value: \$0

Assessed Value: \$511,200

Sale Price: \$198,000

Sale Date: 06/04/2001

Tax Bill 1: \$2,893.90

Tax Bill 2: \$2,767.13



1 inch = 100 feet

November 25, 2015

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**TOWN OF WAYNESVILLE PLANNING DEPARTMENT**

**Application for Land Development Standards Map Amendment**

Application is hereby made on 10/22, 2015 to the Town of Waynesville for the following map amendment:

Property owner of record: Milner, Joshua Wesley + Melissa Suzanne

Address/location of property: 52 Killian St.

Parcel identification number(s): 8615-07-7153

Deed/Plat Book/Page, (attach legal description): 798/977

The property contains .5 acres.

Current district: Hazelwood Urban Residential

Requested district: Commercial Business

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

It is a business office, formerly Terminix Building. Strip on this road is all commercial, yet zoned residential. Would like to open as a front room retail for artwork and bird-related supplies

**Applicant Contact Information**

Applicant Name (Printed): John Ebert

Mailing Address: 135 Killian St.

Phone(s): 828-734-4682

Email: johnnebert7@gmail.com

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

Joshua Wesley Milner Melissa Suzanne Milner

**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 Planning Department, 9 South Main Street, Waynesville, NC 28786.**



## Parcel Report For 8615-07-7153

MILNER, JOSHUA WESLEY  
MILNER, MELISSA SUZANNE  
473 NELLIE JOHN DR  
CLYDE, NC 28721

### Account Information

PIN: 8615-07-7153

Deed: 798/977

### Site Information

OAK FOREST ADDITION  
OFFICE, GENERAL  
COMMERCIAL USE  
52 KILLIAN ST

Heated Area: 0

Year Built: 0

Total Acreage: 0.5 AC

Township: TOWN OF WAYNESVILLE

### Site Value Information

Land Value: \$33,800

Building Value: \$50,700

Market Value: \$84,500

Deferred Value: \$0

Assessed Value: \$84,500

Sale Price: \$50,000

Sale Date: 02/10/2011

Tax Bill 1: \$478.35

Tax Bill 2: \$457.40



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November 25, 2015

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**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 23, 2016**

**SUBJECT:** Public Hearing to consider applying a Mixed-Use Overlay District onto properties along the southeast side of Richland Street at the corners of Church and Goodyear Streets, Tax Parcel Identification Numbers 8615-17-6586, 8615-17-2186, 8615-17-4206, within the Main Street Neighborhood Residential District.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 6-C  
**Department:** Development Services  
**Contact:** Elizabeth Teague, Development Services Director  
**Presenter:** Elizabeth Teague, Development Services Director

**BRIEF SUMMARY:** This rezoning request is for the lot owned by Ron Muse at 504 Church Street and the two lots owned by the Barker Trust at Goodyear Street. These are corner lot areas that address Richland Street, across from the railroad tracks. These property owners had asked to be rezoned to the Central Business District along with other properties along the Richland Street corridor. At the December 21, 2015 Planning Board Meeting however, the Board asked that these owners consider a less impactful approach because of their proximity to established residential uses in the Main Street Neighborhood and concerns expressed by several of the neighbors at the public hearing. As a result, the property owners worked with staff to bring back an amended request to apply a mixed-use overlay to their lots rather than rezoning to a commercial district. The Mixed Use Overlay would allow some commercial uses and “live-work” units, but would not allow all of the commercial uses as permitted in the CBD.

The requisite notice of public hearing was published on February 12, 2016.

**MOTION FOR CONSIDERATION:**

To approve [of deny] zoning map amendment requests to apply the Mixed Use Overlay onto three properties in the Main Street Neighborhood Residential District along Richland Street.

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:**

1. Planning Board Minutes
2. Location Map

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

It appears that the Town of Waynesville Planning Board and Town Staff has developed a good recommendation to facilitate the needs of both the property owners and the surrounding neighborhoods. Recommend approval.



TOWN OF WAYNESVILLE PLANNING DEPARTMENT

Application for Land Development Standards Map Amendment

Application is hereby made on Dec 8, 2015 to the Town of Waynesville for the following map amendment:

Property owner of record: Horna J. Barker Rev. Trust  
Address/location of property: Richland • Goodyear Streets  
Parcel identification number(s): 8615-17-2184 and 8615-17-4206  
Deed/Plat Book/Page, (attach legal description): 669/2078 and  
The property contains 1 1/2 acres.  
Current district: Downtown Walking  
Requested district: CBD

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

mixed use for which the property was originally purchased in 1948 as primary residence and business for my parents until rezoned in early 2000's

Applicant Contact Information

Applicant Name (Printed): Betty Barker Henderson / TTE  
Mailing Address: 22 Cherry Street  
Phone(s): 828-246-1561  
Email: cherrystreetconcepts@yahoo.com

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

Betty Barker Henderson

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 Planning Department, 9 South Main Street, Waynesville, NC 28786.



1

WARRANTY DEED

O. T. V. Barker et ux.

TO

Sylla Davis

Consideration . . . . . \$

Dated . . . . . day of . . . . ., 19

Filed for registration on the 22<sup>nd</sup>  
day of Dec., 1948

at 1:15 o'clock P. M., and regis-

tered in the office of the Register of Deeds

for Haywood

County, N. C., this 28 day of

December, 1948, at

9:45 o'clock A. M., in Book 138

of Deeds, on page 476 and verified.

B. A. Medford  
Register of Deeds.

By H. McCracken  
Deputy

16M-10-47

Reg 175-Pd

W. D. D. D.

688 50/22



Haywood County  
North Carolina

Zoom IN Zoom Out Zoom Full **Pan** Previous View Next View Identify Select Measure Street View Clear Print County Home

Parcel Search

Results

Report

**LORNA J BARKER REV TRUST**  
**21 CHERRY ST**  
**WAYNESVILLE, NC 28786**

PIN: 8615-17-2186 Acct#: 179914  
Legal Ref 1: 669/2078 Add Ref 1: 798/2117  
Legal Ref 2: Add Ref 2: 2001E/133

**Acresage**  
0.67 AC

Tax Information		Taxes	
Land:	\$24,300.00	2015	\$774.09
Building:	\$54,500.00	2014	\$610.34
Market:	\$78,800.00		
Deferred:	\$0.00		

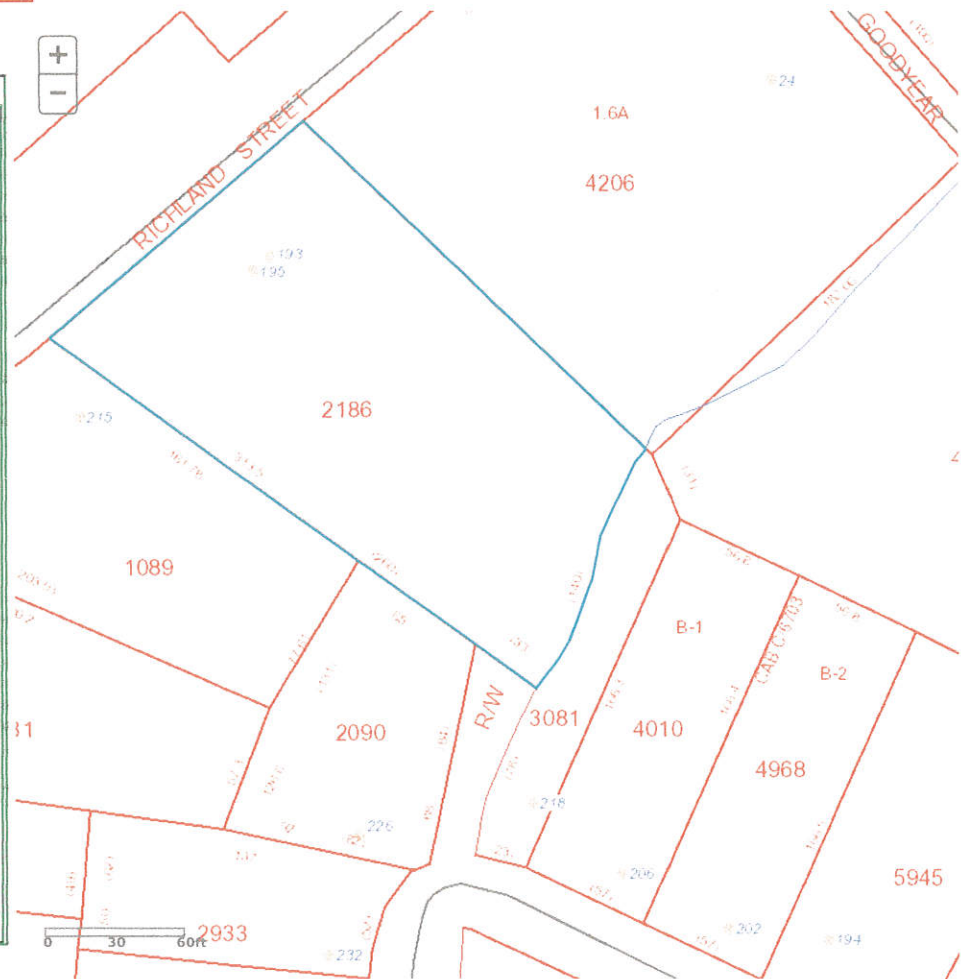
Total Assessed: **\$78,800.00**

**Sale Info**  
Price: \$0.00  
Date: 05/31/2005

**Additional Information**  
Address: 191 RICHLAND ST  
Subdivision:  
Year Built: 1948  
Heated Area: 728  
Building Desc: DWELLING, DWELLING  
Land Desc: HOMESITE PRIMARY  
Occupancy Desc: SINGLE FAMILY SINGLE FAMILY  
Property Desc: 191 RICHLAND ST 193 RICHLAND ST 195 RICHLAND ST

[View Tax Card](#)  
[Deed Information](#)  
[Print 8.5x11 Map](#)

Available Map Layers



# Haywood County

North Carolina



Zoom In



Zoom Out



Zoom Full



Pan



Previous View



Next View



Identify



Select

Parcel Search

Properties

Report

## LORNA J BARKER REV TRUST 22 CHERRY ST WAYNESVILLE, NC 28786

**PIN:** 8615-17-4206 **Acct#:** 179914  
**Legal Ref 1:** 669/2076 **Add Ref 1:** 2002E/133  
**Legal Ref 2:** **Add Ref 2:** 546/1245

**Acreage**  
0.91 AC

### Tax Information

<b>Land:</b>	\$17,700.00	<b>2015</b>	\$443.09
<b>Building:</b>	\$31,600.00	<b>2014</b>	\$358.86
<b>Market:</b>	\$49,300.00		
<b>Deferred:</b>	\$0.00		

**Total Assessed:** **\$49,300.00**

### Sale Info

**Price:** \$0.00  
**Date:** 05/31/2006

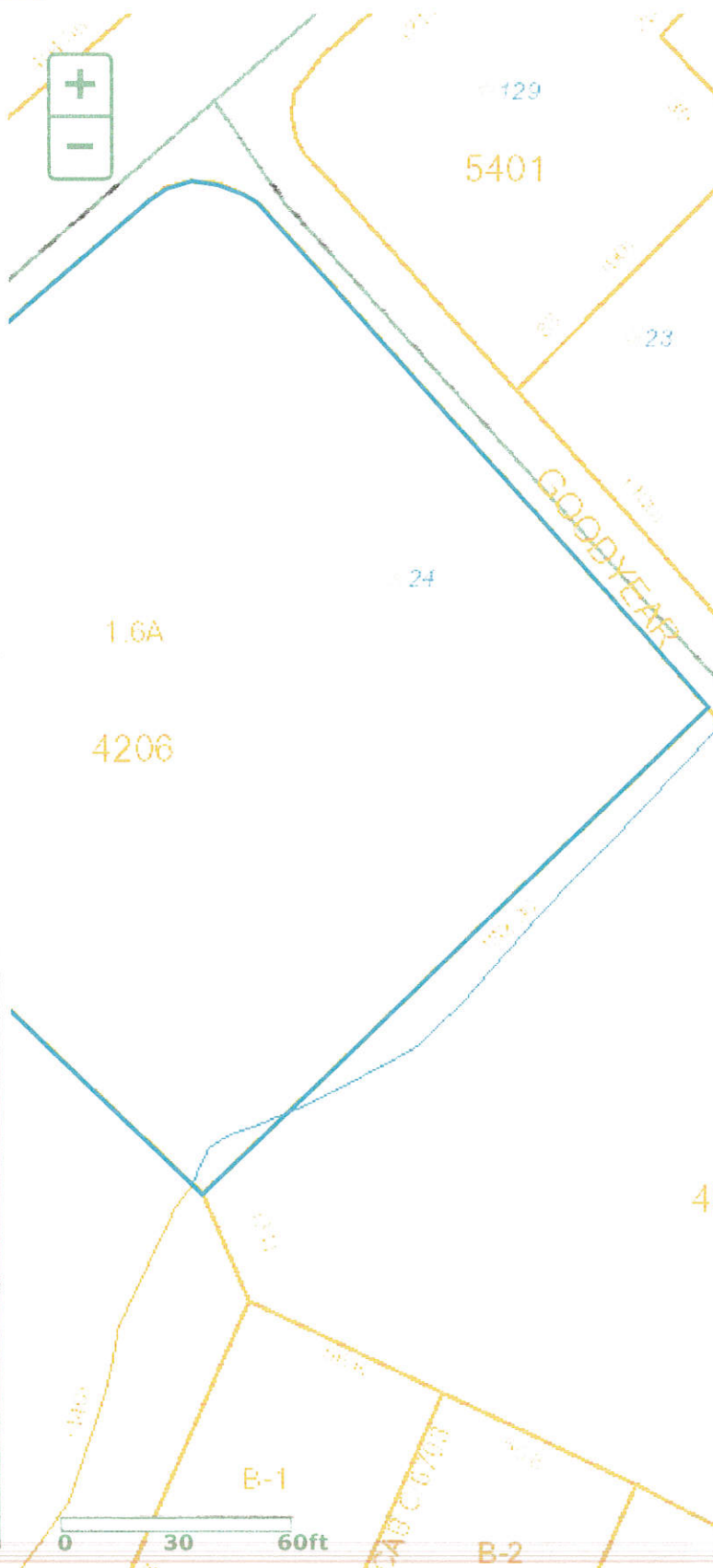
### Additional Information

**Address:** 24 GOODYEAR ST  
**Subdivision:**  
**Year Built:** 1961  
**Heated Area:** 780  
**Building Desc:** DWELLING  
**Land Desc:** HOMESITE PRIMARY  
**Occupancy Desc:** SINGLE FAMILY  
**Property Desc:** 24 GOODYEAR ST 179 RICHLAND ST


[View Tax Card](#)

[Deed Information](#)

[Print 8.5x11 Map](#)

[Adjoiners](#)




# Parcel Report For 8615-17-2186

LORNA J BARKER REV TRUST  
22 CHERRY ST  
WAYNESVILLE, NC 28786

## Account Information

PIN: 8615-17-2186  
Deed: 669/2078

## Site Information

DWELLING, DWELLING  
SINGLE FAMILY, SINGLE FAMILY  
191 RICHLAND ST  
Heated Area: 728  
Year Built: 1948  
Total Acreage: 0.67 AC

Township: TOWN OF WAYNESVILLE

## Site Value Information

Land Value: \$24,300  
Building Value: \$54,500  
Market Value: \$78,800  
Deferred Value: \$0  
Assessed Value: \$78,800  
Sale Price: \$0  
Sale Date: 06/01/2006  
Tax Bill 1: \$774.09  
Tax Bill 2: \$610.54



1 inch = 100 feet  
December 15, 2015

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.





LORNA J BARKER REV TRUST  
22 CHERRY ST  
WAYNESVILLE, NC 28786

**PIN:** 8615-17-4206

## Site Information

DWELLING  
SINGLE FAMILY  
24 GOODYEAR ST

Heated Area: 780

**Year Built:** 1961

**Total Acreage:** 0.91 AC

**Township:** TOWN OF WAYNESVILLE

**Land Value:** \$17,700

**Building Value:** \$31,600

**Market Value:** \$49,300

**Deferred Value: \$0**

**Assessed Value:** \$49,300

**Sale Price:** \$0

**Sale Date:** 06/01/2006

**Tax Bill 1: \$443.09**

**Tax Bill 2:** \$358.86



December 15, 2015

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TOWN OF WAYNESVILLE PLANNING DEPARTMENT

Application for Land Development Standards Map Amendment

Application is hereby made on Dec 4, 20 15 to the Town of Waynesville for the following map amendment:

Property owner of record: Ronald C. Muse

Address/location of property: 504 Church St., Way. nc

Parcel identification number(s): 8615-17-6586

Deed/Plat Book/Page, (attach legal description): \_\_\_\_\_

The property contains 1 1/2 acres.

Current district: Main St. residential

Requested district: Central Business Dist., commercial

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

It is situated in Frog Level and joins a  
rail siding and numerous commercial businesses.  
A buffer could be provided in back near residences.

Applicant Contact Information

Applicant Name (Printed): Ron Muse

Mailing Address: 730 Woodfield Dr, Waynesville nc

Phone(s): 828 400 9709

Email: rolronm@aol.com

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

Ron Muse

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 Planning Department, 9 South Main Street, Waynesville, NC 28786.



## Parcel Report For 8615-17-6586

MUSE, RONALD C  
MUSE, MARIE  
730 WOODFIELD DR  
WAYNESVILLE, NC 28786

## Account Information

**PIN:** 8615-17-6586

Deed: 406/168

## Site Information

504 CHURCH ST

Heated Area: 0

Year Built: 0

**Total Acreage:** 1.5AC

**Township:** TOWN OF WAYNESVILLE

## Site Value Information

**Land Value:** \$27,000

**Building Value:** \$0

**Market Value:** \$27,000

**Deferred Value:** \$0

**Assessed Value:** \$27,000

**Sale Price:** \$13,000

**Sale Date:** 02/13/1990

**Tax Bill 1:** \$152.85

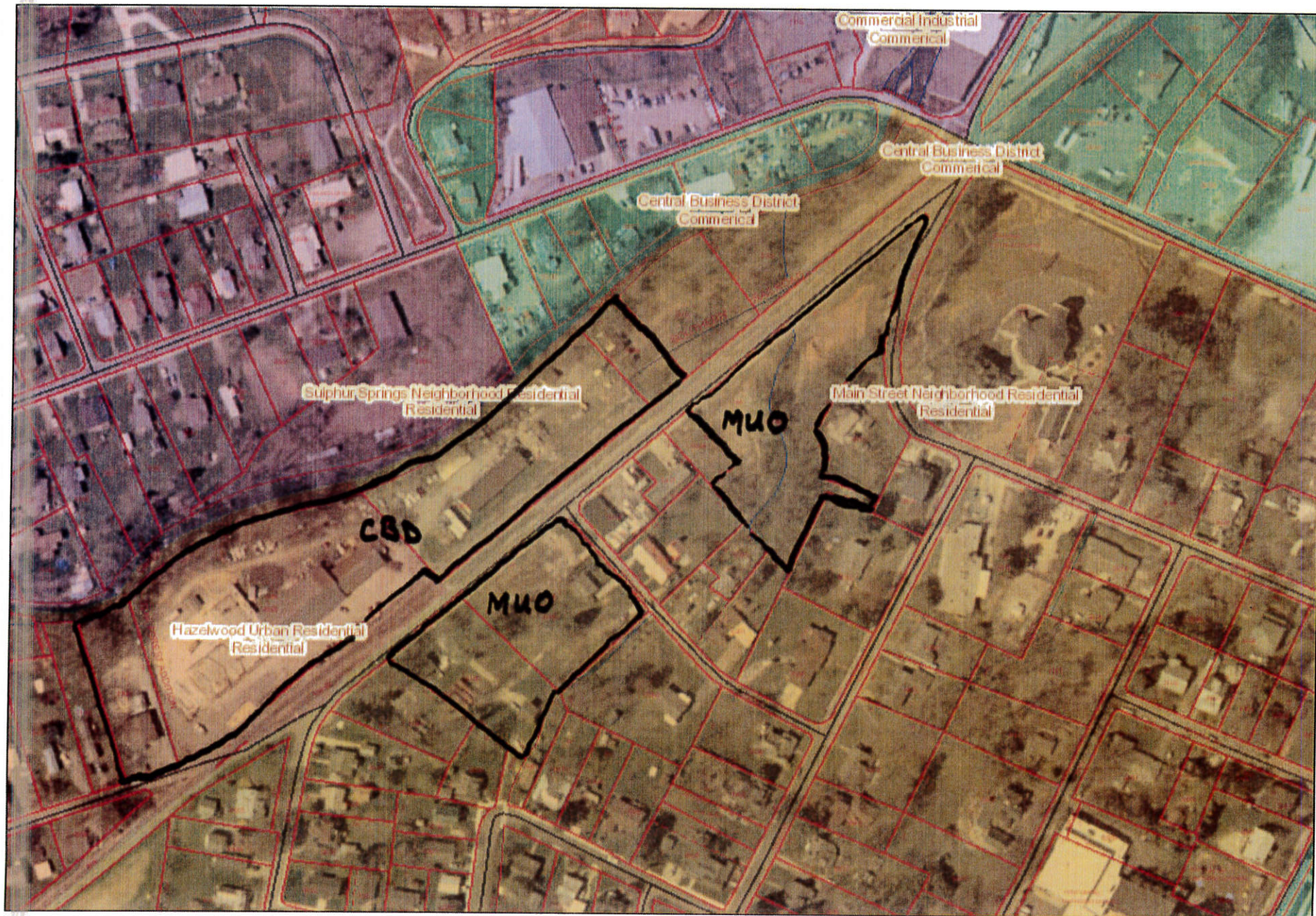
Tax Bill 2: \$146.15



1 inch = 100 feet

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1 inch = 200 feet  
January 28, 2016

## Haywood County

### - REQUESTED REZONINGS

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1 inch = 200 feet

December 7, 2015

## Richland Creek Floodzones

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## TOWN OF WAYNESVILLE Planning Board

9 South Main Street  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

### Chairman

Patrick McDowell

### Planning Board Members

Danny Wingate (Vice)

John Feichter

Marty Prevost

Robert Herrmann

Phillip Gibbs

H.P. Dykes, Jr.

Shell Isenberg

L. Brooks Hale

### Development Services

#### Director

Elizabeth Teague

## MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD REGULAR MEETING

Town Hall – 9 South Main St., Waynesville, NC 28786  
December 21, 2015

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THE WAYNESVILLE PLANNING BOARD held a regular meeting on December 21, 2015 at 5:30 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC.

### A. CALL TO ORDER

#### 1. Welcome/Calendar/Announcements

Vice Chairman Danny Wingate welcomed everyone and called the meeting to order at 5:30 p.m.

The following members were present:

Danny Wingate  
Bucky Dykes  
Phillip Gibbs  
Marty Prevost  
Shell Isenberg  
Anthony Sutton

Absent:

Patrick McDowell  
Robert Herrmann  
Brooks Hale

The following staff members were present:

Elizabeth Teague, Development Services Director  
Amie Owens, Town Clerk  
Byron Hickox, Land Use Administrator  
Ron Sneed, Attorney

Vice Chairman Wingate introduced the newest Planning Board member, Anthony Sutton. Mr. Sutton was sworn in by Town Clerk, Amie Owens prior to any business being conducted.

Members voted by consensus to move the Planning Board meeting to January 25, 2016 which is one week later than the regular schedule to avoid interfering with the Martin Luther King, Jr. holiday.

2. Adoption of Minutes

Development Services Director Elizabeth Teague noted that there were two corrections made to the minutes after distribution to the Board Members. These did not change any of the contexts of the minutes.

- Patrick McDowell was incorrectly identified as Phillip McDowell under Absent:
- The signature line for approval of the minutes should have indicated Vice Chairman Danny Wingate's name for signature as he led the meeting.

***Board Member Shell Isenberg made a motion, seconded by Board Member Bucky Dykes, to approve the minutes of the November 16, 2015 meeting as corrected. The motion carried unanimously.***

**B. NEW BUSINESS**

1. Public Hearing and Consideration for a Special Use Permit request by Haywood County for the installation of a communications tower in association with the new Emergency Management Services/911 Center at 1620 Brown Avenue, PIN 8605-70-9569

Attorney Ron Sneed provided an overview of the quasi-judicial process and the responsibilities of the Planning Board members, including the listing of standards which would be considered as part of the deliberation, and the duties of those individuals who would be testifying. Vice Chairman Wingate identified the parties involved and confirmed that no Board Members had any previous conversations with the parties outside of this hearing.

Those testifying were sworn in by Vice Chairman Wingate and the hearing was opened at 5:41p.m.

### **Staff Presentation:**

**Byron Hickox, Land Use Administrator** – “Good Evening. I hope everyone is doing well. I’ve got just a brief staff presentation here. If you have had a chance to look over, I am sure if you all are, umm, certainly familiar with this site. This is located at 1620 Brown Avenue, on your agenda it was listed as 285 North Main that is actually the mailing address for Haywood County; that is not the location for the project. The project is at the Sheriff’s Office at 1620 Brown Avenue. It is a property of 3.9 acres and is one of 5 contiguous properties all along Haywood County that makes up the 12.7 acre complex that make up the Sheriff’s Office complex down on Brown Avenue.”

“What they are asking for is a special use permit to construct a monopole wireless communications tower of 140 feet in height. A wireless monopole communications towers require a special permit in all districts they are permitted in. So there’s not anything unusual about this particular location, anywhere you would propose to construct one of these towers you would be required to have a special use permit, so that is why we are here. This is located in the Hyatt Creek Regional Center District that’s a district – umm – regional center districts are our districts of highest development and generally the greatest density and largest commercial retail and some industrial uses. In looking over our 2020 Development Plan this is consistent with use in that area, it is called Waynesville Our Heritage, Our Future, 2020 Land Development Plan. According to this plan, the planned use for the subject property is community facilities which is pretty self explanatory. This category includes land that is or is proposed to be developed for ownership and operation by a public or semi-public institution or organizations with a community-wide focus. And it certainly seems that this sort of development meets that definition. The surrounding land use around this to the north and west is retail and commercial to the south. Subject property abuts a railroad line. All the properties to the east again are also owned by Haywood County and contain various buildings and operations related to Haywood County. This tower was for mission-critical two-way wireless communications for the County’s law enforcement, fire and emergency medical agencies, as well as local emergency management and county services.”

“Now, before we get to staff recommendations, I’m gonna pass out this document here, that Mr. Sneed alluded to a few moments ago. There are 30 questions there and those are various requirements, the first 30 that are required by our land development standards as what we call supplemental standards that pertain specifically to wireless monopole communications towers which is what we are looking at tonight. The final six questions, or I should say, the final question is sort of an open ended one, Questions 31 through 36, are the six slightly more subjective questions that Mr. Sneed mentioned. I don’t think we need to go through all of these thirty unless you really want to, they are basically a very cut and dried, they either meet the standard or they don’t. Do they meet FAA guidelines? Do they meet the height requirement? Do they meet the set backs? Do they have the appropriate amount of buffering? If it joins a residentially zoned district are the set backs appropriate? It does not adjoin a residentially zoned district. So that is the first thirty questions, what are your feelings on those, do you feel like you’d like a moment to sorta look through those?

**Board Member Anthony Sutton** – “Yes, please.”

**Byron Hickox:** “Okay, sure.”

**Attorney Ron Sneed:** “Excuse me, is it your testimony that those references in this sheet is in the staff’s opinion are the matters in the application that fulfill these requirements?”

**Byron Hickox:** “Yes, Yes, I filled this out today when this questionnaire was given to me and the first thirty items, which are the items that relate to requirements in the land development standards. The only item is number nineteen (19), I wouldn’t say it is questionable, but I answered it as mute as was submitted to us in their application. Take a look at question 19 on page six, the question says Is stealth technology being used, that is, is the tower and antennas designed to blend into the surrounding environment through use of color and/or camouflaging architectural treatment. And the answer to that was No. We received, in the original, I think even as early as the preliminary applications it was made clear that, umm, the stealth technology was really designed with cellular communications towers in mind and that in a public safety application for this type of tower it is not really practical and I am certainly not an engineer and could not speak to whether this is possible. But, uhh, we have seen in a number of occasions in some of their documentation that it is not practical in a public safety communications environment.”

**Board Member Anthony Sutton:** “But it did say that it was a brushed finish and not a shiny finish.”

**Byron Hickox:** “That actually applies to the fence, I believe. I want to say that... yeah”

**Board Member Anthony Sutton:** “Oh, okay.”

**Byron Hickox:** “But I believe that, as far as a requirement goes, yes, but the finish on the tower itself, yes, it is not a shiny reflective surface.”

*Silence then papers ruffling*

**Byron Hickox:** “Lots of the items are not applicable; they are sort of follow up questions. The tower is not artificially lit, umm, the FAA requires that towers of 180 feet or higher be lit and it is also related to topography, so I was speaking to Mr. Dale Burris earlier today and you know, if you were in Nebraska where everything is flat, they might require lighting on a tower that is only 80 or 100 feet tall. Here with our topography in the mountains, that changes a little bit. So in this area they wouldn’t require lighting until you reach 180 feet; this is only 140 feet proposed tower. So no lighting is required by the FAA, so all the follow up questions regarding lighting are not applicable.”

**Byron Hickox:** “Would you like to move on to questions 31 through 36?”

*Barely audible, non identified – “Uh, huh”*

**Byron Hickox:** “And again these are the more subjective questions (cellphone rings in background), this is really sort of turn up the heat, so to speak, umm, let’s just start and go through each of these if you don’t mind.”

“Question number 31, does the proposed special use conform to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site? Now this is my opinion that I filled out here this afternoon, but this is really yours to make here.”

“Question number 32, are adequate measures being taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads?”

“Question number 33, are adequate utilities, water, sewer, drainage, electric, etc available for the proposed use?”

“Number 34, will the proposed use not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas?”

“Number 35, will the establishment of the proposed use not impede the orderly development and improvement of surrounding property for uses permitted within the land development district?”

“And finally, number 36, will the establishment, maintenance or operation of the proposed use not be detrimental to or endanger the public health, safety or general welfare?”

“So, if you notice, it may seem a little odd that these questions are answered yes, because they were asked in the negative. So they are phrased in a little bit of a round about manner. And number 37 is the additional conditions if the board wants to place any conditions on the use as part of the approval to assure that mitigation measures are associated with the use. Such conditions shall become part of the special use permit approval and shall be included in the final site plan application. So with that, let’s take a look at staff recommendations.”

“If you want to go back to your staff report there. Its page three, I believe, of this particular section. Staff recommends that the following findings of fact can be established. That One - The proposed use is conforming to the neighborhood because - a. Regional Center Districts are intended to be a setting for high intensity land uses; b. the Town of Waynesville's comprehensive land development plan indicates that this property be developed by public institutions with a community-wide focus; c. a privately-owned 180-foot tall monopole wireless communications tower currently exists less than a quarter mile from Haywood County's proposed tower location; and d. the site is surrounded by industrial and commercial property. Two - The site will have restricted access (coughing in background) and so not create traffic hazard or congestion. Three - Adequate utilities are available for the proposed use. Four - The tower will not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas. Five - The construction of a communications tower at this location will not impede the orderly development and improvement of surrounding property for permitted uses within the land development district. And Six - The establishment, maintenance or operation of the use shall not be detrimental to or endanger the public health, safety or general welfare. On the contrary, this proposed tower has been deemed a necessary improvement to the current county-wide public communications system and is critical to improved emergency management service for the community.”

“The Development Services staff feels that the proposed project is both consistent with the Town’s 2020 Comprehensive Plan and meets the required standards for findings for a special use permit. For these reasons that the Development Services staff recommends approval of the special use permit request by Haywood County. Do you have any questions for me at this time?”

**Board Member Shell Isenberg:** “What are one are they using now?”

**Byron Hickox:** “Uhh, I believe they are using a facility, and I don’t want to speak out of school here, I believe it is... what is the current tower being used now, Mr. Burris?”

*Mr. Burris approaching the podium*

**Dale Burris, Facilities Maintenance Director, Haywood County:** “I’m Dale Burris, I’m the Facilities Maintenance Director for Haywood County. Ahh, actually the uses, where our towers are... or lack of towers I would say, our antenna usage is on top of the annex at the courthouse located at 215 North Main Street.

**Board Member Shell Isenberg:** “So still a separate use like this one would be... better placed.”

**Dale Burris:** “Yes, sure we have multiple antennas on this facility; this would be one tower with all of the antennas located on it.”

**Board Member Shell Isenberg:** “And it will be only for this purpose nobody else will share this tower?”

**Dale Burris:** “Ahh, due to 911 EOC there is no other use, no one else can use this, cellular services or anything like that, that is correct.”

**Board Member Anthony Sutton:** “This is for county and the city, correct?”

**Dale Burris:** “It is for county and municipalities, that is correct, sir.”

**Board Member Bucky Dykes:** “So, so when you, when you build this will you take out other antennas that may be elsewhere or is this just a augmentation of the system?”

**Dale Burris:** “The, umm, it is my understanding that the antennas on the existing location now would be removed and these antennas would connect to our repeater sites in the appropriate locations.”

**Board Member Marty Prevost:** “And is there anyway to use the monopole that is already there? Is that not possible, the one that is behind Ingle’s?”

**Dale Burris:** “Are you speaking to the one that is owned by and I think leased by other cellular companies?”

**Board Member Marty Prevost:** “Uh, huh.”

**Dale Burris:** “Well, the issue would be at that point was 911 does not allow communications for 911 EOC purposes on a tower such as that... It goes back to them not being able to use our tower as well we can’t use theirs, and then of course, as well as the lease space and having external antennas on that tower itself.

**Board Member Anthony Sutton:** “How could we provide for it and make sure there no cell overlap (fades out)...

**Dale Burris:** “I would, I would defer that question to our tower expert, but I am pretty sure you are correct on that.”

**Vice Chairman Danny Wingate:** “Anybody else have any other questions...for the applicant?”  
(Quietly to Mr. Burris) “Do you want to have someone from the tower company speak at this time or is there something else that you want to say?”

**Dale Burris:** Well, I just like to add, first of all I want to ahh, thank Ms. Teague and Mr. Hickox for actually helping with this, I mean they reading the ordinances is very timely and it's been, certainly been a great job that you are able to get these ordinances together like you have. I would like to speak on one (coughing in background) item you mentioned about the built in stealth technology. In the ordinance it does require that the tower fencing cannot be reflective, so the tower itself and the fencing is set up to be galvanized and we do have the perimeter with Leland Cyprus around the fence itself, the secure fence, that ties back into the facility. Ummm, while it is hard to hide a 140 foot tower, we can at least try to hide the fence.” (Laughter in background) And I guess at this point, I'll turn it over to our tower expert, Mr. Chris Kelley... I'm sorry, sir.”

**Board Member Shell Isenberg:** “So these are, so in this white area (pointing to graphic of the proposed tower site) that's where the tower and that's where the fence will come to?”

**Dale Burris:** “Yes, sir, that would be correct. We are going to extend that fencing on out to the sidewalk. Ahh, and due, the reason is we have enough planner space between the sidewalk, the existing sidewalk, at the law enforcement center and the fence and then it will have one secure entrance, its an abutted, the fence will abut to the law enforcement center to have a secure location...”

**Board Member Shell Isenberg:** “With that entrance there will remain, you're gonna just, the fence will go up to that road.”

**Dale Burris:** “That is correct, sir, that is correct.”

**Board Member Anthony Sutton:** “And you're planting Leland Cyprus...”

**Dale Burris:** “Yes, that is correct.”

**Board Member Anthony Sutton:** “Those seem to grow very tall very quickly. Will this essentially be a hedge?”

**Dale Burris:** “That is the intent, and how its laid out on the plans is to where it will be a hedge to hide those three sides facing the roads, because you've got the front side facing towards Brown Avenue then the opposite side, I guess that is the north side facing towards Ingle's and then the west side, (gesturing) trying to get my bearings correct, basically is the old Hickory plant, so there is those three areas that falls under the ordinance that we have to meet.”

**Board Member Anthony Sutton:** “Those tend to grow to be about 26 feet in about six years; any concerns...”

**Dale Burris:** “It will, I, well, it won't affect the actual tower antennas at their height.”

**Board Member Phillip Gibbs:** “But that, they will be maintained well, right?”

**Dale Burris:** Yes, sir, we will be keeping them maintained. We will probably not, will try our best not to let them get over five feet above the razor wire on the fence.”

**Board Member Shell Isenberg:** “What kind of a structure will be underneath to control all of the equipment?”

**Dale Burris:** Well, see all of the equipment is actually in the radio control room which is in a secure location inside the law enforcement center; there is no equipment, no buildings, no additional structures other than the tower, foundation and footings.

**Vice Chairman Danny Wingate:** “You said you would like to call on someone else.”

**Dale Burris:** “Yes, sir, Chris Kelley with Mission Critical Partners.”

*Mr. Kelley approaching the podium*

**Chris Kelley, Mission Critical Partners:** “Ah, yes, Chris Kelley, Mission Critical Partners, the County’s consultant from Stecoah, Pennsylvania. Just three quick things I wanted to just cover on the RF engineering side and you had mentioned about interference. One of the goals and why we always focus on 911 public safety on their own towers there is that you start opening up a lot of other interference potential when you collocate on existing towers that are out there, too, because there are a lot more antennas on there and you don’t control what’s going on with those towers and with public safety we have that first and foremost, in mind. As I mentioned before all of the antennas currently on the existing facility now due to - why we need them now, there is a lot more horizontal space on the facility, the new facility, with the roof top being so low it really made us have to get vertical space to accommodate all of the antennas on there, we are looking at putting at least 20 antennas as part of that outfit all for public safety.”

“Some of that were the height of the tower increases is for two main reasons: one is line of site for our microwave dishes. That provides the backdoor connectivity to the remote sites in order to provide network connectivity for some of them, as well as the actual coverage from the antennas that we put on the towers which always have to get not only above the tree lines, but have to be able to just see the remote sites out there and provide a coverage footprint so you can actually achieve the coverage when you need it on portables for fire or police or whoever may need to make that connection there. So with that, we actually originally were looking at a 180 foot tower and trying be cognizant of what we really needed, and we were able to drop that down to 140 feet.

**Board Member Anthony Sutton:** “This says 140 feet, but there’s an antenna on the top. Do you know the height of the entire tower including the antenna?”

**Chris Kelley:** The height and I believe the overall height of the tower is 140 feet.

**Board Member Anthony Sutton:** “But there’s an antenna located on the top; and I can see it on top.”

*Shuffling of papers and coughs*



**Dale Burris:** “That is actually the lightning rod.”

**Board Member Anthony Sutton:** “Okay.”

**Dale Burris:** “That is above everything and it can extend from one up to ten feet depending upon what the static electricity is that is happening on the location at the ground.

**Board Member Anthony Sutton:** There is one that says for the City of Waynesville, its right at the top... at the lightning rod. ”

**Dale Burris:** Yes, we’re, the Town of Waynesville will be... right, all our antennas based on NFBA and NEC, national electrical code, has to be below the lightning rod. So, the top portion, so the Town of Waynesville has radio communications from remote locations that you are aware of is at the top of the tower.

**Chris Kelley:** “Any other questions for me?”

**Board Member Anthony Sutton:** “How tall is the lightning rod?”

**Chris Kelley:** “Ten feet.”

**Board Member Anthony Sutton:** “Ten feet. So, actual height of the entire structure is 150 feet including the lightning rod.”

**Chris Kelley:** “Yes, I believe that is the final and that’s why I asked....”

*Muffled discussion unidentifiable party – So, its 141 feet?*

*Carroll Montgomery approaching the podium*

**Carroll Montgomery, Advanced Wireless Solutions:** “My name is Carroll Montgomery and I am with Advanced Wireless Solutions, the contractor that has been selected to build the tower. I am from Johnson City, Tennessee. To answer your question, it could be 141 or it could be 150, when we say at the top, you have a side mount that goes onto a round leg at the top of the tower. If that side mount, if this is the top of the tower and this is the side mount (attempting to illustrate using hand gestures) coming out here, if it is like that... you are going to see maybe point five feet but if that side mount is brought down here to where the antenna is even with the top of the tower, it could be 141, to give you your answer. And if uhh, does that answer...?”

**Board Member Anthony Sutton:** “That does answer.”

**Carroll Montgomery:** “Do you have any other questions?”

**Board Member Shell Isenberg:** “Yes, sir... with the new tower, how much more service does this now create, or ability, I guess for service than the towers that are set on the courthouse?”

**Chris Kelley:** “The primary service from a lot of the remote sites now has the largest footprint across the county. With the tower here now, it expands much further outside of the town here, as well as provide a much larger footprint for a backup scenario because this is also our back up if any of the remote sites fail, it can provide a much wider footprint across the county for any of the agencies on the outside as well.”

**Board Member Shell Isenberg:** “So coverage is increased substantially?”

**Chris Kelley:** “Yes, I think substantial is a good way to put it.”

**Board Member Bucky Dykes:** “So you are increasing the coverage as well as the efficiency with this tower?”

**Chris Kelley:** “Correct.”

**Board Member Marty Prevost:** “But some of those other remote sites will be taken out?”

**Chris Kelley:** “No, the remote sites will remain in effect. This is to primarily replace the existing antennas that are out the same amount of antennas that are on the existing facility now. When we relocate, we are relocating all of these to the tower.”

**Vice Chairman Danny Wingate:** “Any questions?” “Thank you.” “Would anyone else like to comment? Staff, rebuttal, anybody... so I guess we can close the hearing?”

**Vice Chairman Danny Wingate:** “Before we close here, Mr. Sneed one question maybe before the hearing wraps... we have to approve each of these things or put a condition on it, is that correct?”

**Ron Sneed:** “Correct. You have to find all of those have been proved and you have that quirky one that has to do with stealth technology and this isn’t totally, not one that appears to be totally in vision, but that is one that this board has to find that what they are arguing is sufficient to satisfy the requirement. It sounds like there is no need to work yourselves to death on this one. If you agree with the staff’s findings or what they propose as the findings, you could adopt as your findings the staff’s proposed findings on that sheet.”

**Vice Chairman Danny Wingate:** “Alright. We will now close the hearing and ahh.... (interrupted)”

**Board Member Anthony Sutton:** “Can we also stipulate something on number 37?”

**Ron Sneed:** “Sir?”

**Board Member Anthony Sutton:** Like on number 37, could we put something in to require them to keep the cypruses below a certain number of feet?”

**Ron Sneed:** “That could be done.”

*Multiple Board Members discussing various stipulations at the same time – garbled on microphones and recording*

**Board Member Shell Isenberg:** “Wasn’t that a restriction or law that you could only go to 150 or is it that just the way that... (interrupted) ”

**Board Member Anthony Sutton:** “No, this is for the landscaping around the tower.”

**Ron Sneed:** “If you are making such a proposal, then you have to have some basis or reason for doing that. If you have some, something, and I am sure that you have some reason or you wouldn’t say anything. But this board would have to agree to the reason for putting a limit on the Cyprus and your evidence so far is that no harm from a fully grown Cyprus and the controlling, maybe self controlling, and they testified that they will try to limit that height because they have to have clear view for their equipment.”

**Vice Chairman Danny Wingate:** “It would be real subjective.”

*Multiple Board Members discussing various stipulations at the same time – garbled on microphones and recording*

**Ron Sneed:** “Please keep in mind that this entire discussion is public record and the discussion needs to be loud enough so she can get the record.

Vice Chairman Danny Wingate closed the hearing at 6:09 p.m.

***Board Member Anthony Sutton made a motion, seconded by Board Member Bucky Dykes to approve the staff findings and to approve Haywood County’s request for a Special Use Permit for the construction of a monopole wireless communications tower. The motion carried unanimously.***

## **PUBLIC HEARINGS – CONSIDERATION OF ZONING CHANGES**

Ms. Teague provided background on the upcoming series of public hearings as they were the result of multiple applications filed in the same geographical area. All petitioners were requesting consideration for changing of their existing zoning areas to that of Central Business District in an effort to allow for more commercial and small business uses. Ms. Teague added that the properties in question had historically been zoned as commercial; however, following the revision of the land use map in 2003, this was changed. She highlighted the flood plain map and where each of the properties fell related to 100 and 500-year flooding. Ms. Teague provided pictures of the area and that illustrated the proximity of the railroad tracks and other commercial businesses.

Ms. Teague reminded members that although the requests were similar, all hearings and decisions would be considered individually. When she concluded, the first in this series of public hearing was announced by Vice Chairman Wingate.

2. Public Hearing and Consideration of a zoning map amendment from Hazelwood Urban Residential to Central Business District at 52 Killian Street, PIN 8615-07-7153 and adjacent multi-unit property, PIN 8615-07-8281

Vice Chairman Wingate called the hearing to order at 6:34 p.m.

Ms. Teague provided the staff report including the intent and purpose of the existing Hazelwood Urban Residential District and the requested Central Business District. In the interest of time, she again noted that the Consistency with the 2020 Land Development Plan would be the same for all properties being reviewed and explained that the plan was a visioning document that was developed to ensure effective land use planning.

Ms. Teague relayed the staff recommendation to change the zoning of this property to Central Business District to enable more improvement and economic opportunities for use of those structures that currently exist.

The Board Members asked questions pertaining to the types of businesses that could be allowed if the zoning was changed, about the impact of being in the flood plain and requirements for sidewalks, buffering and lighting. Ms. Teague explained that since most of the surrounding area is already being used commercially, traffic patterns are already established and would provide an opportunity to bring in new businesses which may lead to improvements and impacts. Rezoning does not guarantee road improvements nor does it automatically require sidewalks be built. At this time, only a home occupation is allowed with no signage permitted for the property.

Jack Kersten, representing property owners Jon and Leah Jorstad, explained that this area is unique in its current zoning. Historically, it has been commercial, only after 2003 was it changed to residential. He commented that the Town needs a place for start up businesses and that the Jorstad's had several ideas for use of the property including an artisan studio and an enclosed cat motel. Mr. Kersten noted that rental of property on Main Street is expensive and that if approved, the natural rejuvenation of the area could occur and would be a chance for the town to expand.

John Ebert, Killian Street, spoke in favor of the proposed change explaining that there is ample parking available for a small business. He noted that there is currently a landscape contractor utilizing one of the units. Mr. Ebert added that he has met with most of the neighbors and they confirmed that the areas has been commercial and did not see this as a big change for the location. Board Member Gibbs asked who would be responsible for any buffers if this change was made. Ms. Teague answered that the property owner would be responsible for meeting land use requirements.

Troy Inman, whose property is adjacent to another that is being considered for rezoning, added that when he purchased his property, the area was commercial and he was given a listing of about 25 businesses that could be opened there. Mr. Inman was supportive of the change as he is considering applying for a similar zoning change. Vice Chairman Wingate reminded Mr. Inman that he would need to reapply if he wished to move forward with his request.



There being no further individuals to address the board and no further questions from board members, Vice Chairman Wingate closed the hearing at 7:07 p.m.

***Board Member Anthony Sutton made a motion, seconded by Board Member Phillip Gibbs, to approve the requested rezoning of from Hazelwood Urban Residential to Central Business District for property located at 52 Killian Street, PIN 8615-07-7153 and adjacent multi-unit property, PIN 8615-07-8281. The motion carried unanimously.***

3. Public Hearing and Consideration of a zoning map amendment from Main Street Neighborhood Residential to Central Business District at 182 Richland Street, PIN 8615-17-2463

Vice Chairman Wingate called the hearing to order at 7:12 p.m.

Ms. Teague noted that this is a lot owned by Christine and Viola Forga that has existing buildings on site that are currently used for storage for Forga Contracting/Construction. Again, the request is to change back to a commercially zoned area. Ms. Teague added an adjoining lot owned by William Scott Forga would be considered at a later date as the application was not submitted in time to meet the deadline for discussion at this meeting. Ms. Teague explained that because of the site abutting the railway corridor and within the floodplain, conversion to residential use is highly unlikely. The staff recommendation is to change the zoning of the property to enable more improvement and economic opportunities for use of the existing structure.

Vice Chairman Wingate asked if anyone wished to speak on this issue. No one addressed the board.

Vice Chairman Wingate closed the hearing at 7:12 p.m.

***Board Member Marty Prevost made a motion, seconded by Board Member Anthony Sutton, to approve the requested rezoning of from Main Street Neighborhood Residential to Central Business District for property located at 182 Richland Street, PIN 8615-17-2463. The motion carried unanimously.***

4. Public Hearing and Consideration of a zoning map amendment from Main Street Neighborhood Residential to Central Business District at 504 Church Street, PIN 8615-17-6586

Vice Chairman Wingate opened the hearing at 7:13 p.m.

Ms. Teague explained that the request was received from Richard Muse for property located at 504 Church Street. Ms. Teague provided the intent and purpose of districts as before. The property has been marketed unsuccessfully as residential. Rezoning would lead to redevelopment and revitalization. There has been concern about the slope of the property. Ms. Teague provided views from the property. The staff recommendation was to approve the change in zoning in an effort to enable more improvement and economic opportunities for the lot; short of that, staff would

recommend that the Planning Board work with the property owner to consider an overlay designation for the residential district to allow some commercial or mixed use.

Ronald Muse, property owner, provided his own pictures for the board to review. He provided a history of the property and its use as a commercial business. Mr. Muse noted that he had worked with the town and that drainage issues had been remedied. He expressed concern that due to the location of the property in between districts, there would be no use for property unless it was rezoned. Mr. Muse acknowledged that he had previously submitted requests for rezoning which had been denied. He reminded the board that a portion of the property is in the 500 year flood plain. Board Member Isenberg asked what kind of businesses had considered the location in the past. Mr. Muse answered light automotive was the most recent.

William Sterritt, Church Street resident, spoke against the rezoning and provided the board with a 31 year history of the rezoning of this and the contiguous properties. Mr. Steer explained that he was not anti-business, but that this particular location would detract from the historic neighborhood setting of Church Street and expressed concerns about noise and light.

Rob Roland, 91 Worsham Drive in Waynesville, spoke in support of the change noting that the area started with a commercial form and the property is looking at 270 degrees of commercial with the railroad track in front. He noted that the necessary buffers that Mr. Muse would build will be easy because of the lay of the land. Mr. Roland has had calls for commercial properties in or near Frog Level and due to the residential zoning has had to turn them away or find other areas for businesses.

Vice Chairman Wingate asked if anyone wished to speak on this issue. No one addressed the board.

Vice Chairman Wingate closed the hearing at 7:30 p.m.

Discussion was held among the board members regarding the possibility of a mixed use overlay that could be applied to this property. Ms. Teague called attention to Section 2.6.2 of the Land Development Standards discussed further mixed use overlays. She explained that in order to develop such an overlay, there would have to be a zoning study of the corridor and involve property owners and would require an amendment to the mixed use table and would take some time. There are other mixed use overlay areas that could be used as examples should the board wish to go in this direction.

Ms. Teague continued noting that the current option that the board is reviewing is for a change to Central Business District. She reminded members that even though Mr. Muse has applied for commercial zoning multiple times and the decision has not been favorable, the board is only to look at the facts of the current situation, not what has occurred in the past and make their decision based on now.

***Board Member Anthony Sutton made a motion, seconded by Vice Chairman Danny Wingate, to approve the requested rezoning of from Main Street Neighborhood Residential to Central Business District for property located at 504 Church Street, PIN 8615-17-6586. The motion failed as the remaining members voted in opposition.***

***Board Member Phillip Gibbs made a motion to explore the option of a mixed use overlay***

*further before a decision is made regarding this particular property. There was no second to this motion; however, the group indicated agreement by consensus.*

This agenda item will be tabled and future action following further review.

5. Public Hearing and Consideration of a zoning map amendment from Main Street Neighborhood Residential to Central Business District at 191 Richland Street, PIN 8615-17-2186 and 24 Goodyear Street, PIN 8615-17-4206

Vice Chairman Wingate called the public hearing to order at 7:39 p.m.

Ms. Teague explained that the property is owned by the Lorna J. Barker Trust with Betty Henderson as the trustee. Ms. Teague informed members that compared to the other lots in this series of rezoning requests along Richland Street, this lot has more development potential as a residential lot because of the size and depth from Richland Street. Additionally, this lot is flat and does have access from Goodyear, a side street serving the abutting residential neighborhood. However, redevelopment of this lot has not occurred, and it currently holds a mixture of storage buildings. Conversion to commercial or mixed use would make this lot more marketable and would provide flexibility in the development standard allowing better use of the lot. Rezoning this to commercial would also require the development a preservation of a buffer along the lot lines abutting residential properties.

Ms. Teague noted that the staff recommends changing the zoning of this property to Central Business District to enable more improvement and economic opportunities for this lot and in keeping with the original nature of the corridor. This would make the lot more marketable and increase the chance of redevelopment and infill. Short of that, staff would recommend the Planning Board work with the property owner to consider an overlay designation for the residential district to allow some commercial or mixed-use, or possibly the development of some multi-family or commercial/residential, or work/live type of approach. Because of this lot's location between the Richland Street corridor and the neighborhood district, a conditional rezoning based off of a specific plan may also be a good approach.

Betty Henderson, trustee, explained that her family had owned the property since 1948 and was not aware of the zoning change in 2003 and tore down the warehouse, which would have been grandfathered in. She noted that with the proximity to the railroad tracks and train traffic coming through, this was not a good site for residential properties due to shaking and noise. Ms. Henderson voiced that she would be amenable to a mixed use for the property citing examples of artist cooperatives and live/work situations. She added that residential use was not feasible.

William Sterritt, Church Street resident, spoke in favor of a mixed use overlay for the property rather than change to Central Business District and cited that neither he nor his neighbors were informed of this particular property being on the agenda for discussion. Mr. Sterritt noted that he feels this does deserve further study.

Ms. Teague explained that the notices regarding the rezoning request had been properly sent out to individuals and the media and that signage was posted on all properties in question. She

clarified that individuals who were within 150 feet of the boundary were those required to receive notice.

Hillary Green, 243 Richland Street, commented that she lives across from the railroad tracks and had not had difficulties with shaking from the train traffic. Her concern was that businesses would be going in without neighborhood input. Board Member Gibbs clarified with Ms. Green that she did not experience shaking, but only noise. She confirmed.

Doc Queen, Meadow Street, commented that he had never been shaken out of his bed by the train and the only time he hears the train when it blows its whistle. His concern was that a rezoning change would do damage to the neighborhood; he would like to see it remain residential.

Dick Young, 191 Meadow Street, he commented that the train has never caused issues. His concern is that he did not receive notice about this request and wondered why. He also noted that he worked at 182 Richland Street previously and felt that 191 Richland Street should remain residential.

Ms. Teague noted that there was an addressing issue related to 182 Richland Street and she has been working with Haywood County Land Records to assist with remedying the shared address.

Vice Chairman Wingate asked if anyone else wished to speak on this issue. No one else addressed the board.

Vice Chairman Wingate closed the hearing at 7:53 p.m.

Board members held further discussion regarding possible mixed use overlay for this property as well. Ms. Teague reminded members that in order to create a new mixed use overlay, the Planning Board would have to research, then initiate a text and map amendment, and provide proper notice to the public. The recommendation from the Planning Board would then be provided to the Board of Aldermen who would make the legislative decision which could take two to three months.

Board members discussed the potential of live/work studios and agreed that further study and neighborhood involvement would be warranted. Board Member Gibbs noted that if the board was sensitive to the neighborhood's needs and positions, it would make the Planning Board's job easier.

***Board Member Shell Isenberg made a motion, seconded by Board Member Phillip Gibbs to explore the option of a mixed use overlay further before a decision is made regarding this particular property and table this request until the Planning Board can determine if a mixed use overlay would meet the Town's goals for the lot and the area. The motion carried unanimously.***

6. Presentation by staff on Land Use Impacts of Howell Mill Road Improvements

In the interest of time and due to the fact that this agenda item was not time-sensitive, Ms. Teague requested that this agenda item be tabled until the next Planning Board meeting on January 25, 2016.



*Board Member Marty Prevost made a motion, seconded by Board Member Anthony Sutton to table the agenda item on Land Use Impacts of Howell Mill Road Improvements. The motion carried unanimously.*

**C. PUBLIC COMMENT/CALL ON THE AUDIENCE**

There were no additional public comments.

**D. ADJOURN**

Vice Chairman Wingate thanked the newest Planning Board Member Anthony Sutton for his input and participation.

*With no further business to discuss, a motion was made by Board Member Phillip Gibbs, seconded by Board Member Anthony Sutton, to adjourn the meeting at 8:01 pm. The motion carried unanimously.*

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Danny Wingate, Acting Chairman

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Amanda Owens, Town Clerk



## TOWN OF WAYNESVILLE Planning Board

9 South Main Street  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
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### Chairman

Patrick McDowell

### Planning Board Members

Danny Wingate (Vice)

John Feichter

Marty Prevost

Robert Herrmann

Phillip Gibbs

H.P. Dykes, Jr.

Shell Isenberg

L. Brooks Hale

### Development Services

#### Director

Elizabeth Teague

## MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD SPECIAL MEETING

Town Hall – 9 South Main St., Waynesville, NC 28786  
January 28, 2016

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THE WAYNESVILLE PLANNING BOARD held a regular meeting on January 28, 2016 at 5:30 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC.

### A. CALL TO ORDER

#### 1. Welcome/Calendar/Announcements

Vice Chairman Danny Wingate welcomed everyone and called the meeting to order at 5:30 p.m.

The following members were present:

Danny Wingate  
Bucky Dykes  
Brooks Hale  
Anthony Sutton  
Phillip Gibbs  
Marty Prevost  
Shell Isenberg  
Robert Herrmann

Absent:

Patrick McDowell

The following staff members were present:

Elizabeth Teague, Development Services Director  
Eddie Ward, Deputy Town Clerk  
Byron Hickox, Land Use Administrator

2. Adoption of Minutes

*Board Member Bucky Dykes made a motion, seconded by Board Member Anthony Sutton to approve the minutes of the December 21, 2015 board meeting as presented. The motion passed unanimously.*

**B. NEW BUSINESS**

1. Public Hearing and Consideration of a zoning map amendment from Dellwood Medium Density Residential District to Dellwood Junaluska Regional Center District at 30 Mauney Cove Road, PIN 8616-39-4152 (Haywood County Convenience Center)

Vice Chairman Danny Wingate opened the Public Hearing.

Development Services Director, Ms. Elizabeth Teague, asked Mr. Byron Hickox, Land Use Administrator, to present the first item on the agenda. Mr. Hickox stated that the property located at 30 Mauney Cove Road consists of 1.29 acres, and is a partially developed lot containing a waste collection station, also known as the Convenience Center, operated by Haywood County. This Convenience Center has been in operation at this location for over 20 years, and is the busiest center in the county with 225,000 visitors annually. When Haywood County approached staff about reconfiguring the overall site to alleviate traffic problems, staff realized the current use is defined as a Recycling Collection Station, and is not a permitted use in this district and could not be expanded. Mr. Hickox said the adjacent district is Dellwood/Junaluska Regional Center and this district permits the operation of Recycling Collection Stations.

**Staff Recommendation:**

The rezoning of this property would allow the Convenience Center to be improved and expanded, and is critical to allow for more traffic lanes and safer entrances and exits on Mauney Cove Road. Mr. Hickox stated the Convenience Center would be consistent with this zoning and would enhance a necessary community service to the visitors and residents of the Lake Junaluska District. The Town of Waynesville Development Services Staff recommends approval of the request for rezoning.

Mr. Hickox explained to the Board there would be two requested actions.

1. Motion to find/not find the request consistent with the 2020 Land Development Plan by meeting the needs of the residential, commercial, and institutional needs of the community and promoting infill and improving an existing neighborhood area.

2. Motion to recommend approval of Haywood County's request for rezoning the property at 30 Mauney Cove Road from Dellwood Medium Density Residential to Dellwood/Junaluska Regional Center.

**Kris Boyd  
Haywood County Planning Director**

Mr. Boyd stated that Haywood County was obligated to provide solid waste disposal to the residents of Haywood County. There are three ways to fulfill this obligation. First, the County has a Landfill, a Materials Recycling Facility, and Convenience Centers. Several of the Centers have become over burdened by use, and the County is taking the initiative to upgrade these facilities. A Center in Hazelwood has recently been upgraded, and now the Center at Mauney Cove needs to be improved. Mr. Boyd explained that there are traffic safety hazards because of the heavy volume of traffic at the Center. He said this site is open five days a week, and an average of 865 vehicles and deposit 17,000 pounds of solid waste in this facility on a busy day. Mr. Boyd stated that it is a necessity to upgrade the Convenience located on Mauney Cove Road not only for the volume, but for the traffic and safety needs.

**Ira Dove  
Haywood County Manager**

Mr. Dove stated that the homeowner of the residence to the north of the Center was the person who leased, and then sold the property to the County. There are currently ten facilities operating in Haywood County, and this is the busiest one. He said the County was asking for the entire parcel to be rezoned Commercial which would allow more turning radius into and out of the Center. Preliminary designs for the upgrade show expansion width and lengthwise on the property and the addition of one more lane. Mr. Dove said that hopefully this will alleviate traffic being backed into Mauney Cove Road.

Ms. Teague explained to the Board that when plans are submitted for the project, they will have to meet the Land Development Standards, including buffering, where as of now because of the current zoning, they do not.

The Board had several questions for Mr. Boyd concerning traffic flow, and making sure that the North Carolina Department of Transportation is onboard with the design.

Ms. Teague reminded the Board that the design of the Center was not being approved in this meeting, but the rezoning to allow the expansion was what was being considered. She said that Staff felt this was a very important rezoning to allow the County to be able to move forward with the project for the Center.

Vice Chairman Danny Wingate closed the Public Hearing.



*A motion was made by Board Member Anthony Sutton, seconded by Board Member Robert Herrmann to find the request consistent with the 2020 Land Development Plan by meeting the needs of the residential, commercial and institutional needs of the community and promoting infill and improving an existing neighborhood area. The motion passed unanimously.*

*A motion was made by Board Member Brooks Hale, seconded by Board Member Phillip Gibbs, to recommend approval of Haywood County's request for rezoning the property at 30 Mauney Cove Road from Dellwood Medium Density Residential to Dellwood/Junaluska Regional Center. The motion passed unanimously.*

2. Public Hearing and Consideration of a zoning map amendment from Main Street Neighborhood Residential to Central Business District at Richland Street (referred to as second Forga lot), PIN 8615-17-5626

Vice Chairman Danny Wingate opened the Public Hearing.

Ms. Teague stated this request is for the .27 acre tract that holds a small warehouse and outdoor storage. It is adjacent to the Forga property approved for rezoning at the Planning Board meeting held on December 21, 2015. If it is approved, it will go forward to the Board of Aldermen with other recommended rezonings along Richland Street. The properties are adjacent to the railroad, and are mostly in the flood plain because of the creek, and have been used commercially for many years.

**Staff Recommendation**

Because of this location abutting the railroad corridor, and being located in the flood plain, residential use is unlikely. Staff recommends approval of the request for rezoning from Main Street Neighborhood Residential to Central Business District thus enabling more opportunities and improvement for the existing structure.

Ms. Teague indicated to the Board that there would be two requested actions.

1. Motion to find/not find the request consistent with the 2020 Land Development Plan by promoting the development and redevelopment of a historically mixed-use area.
2. Motion to recommend to the Board of Aldermen approval/approval with conditions/or denial of the requested rezoning of the property from the Hazelwood Urban Residential District to the Central Business District.

The Board had several questions concerning the possible rezoning of surrounding properties. Ms. Teague said notifications of the rezoning for these properties had been sent out, and only Giles Chemical had expressed interest in an adjoining property.

Vice Chairman Danny Wingate closed the Public Hearing.

*Board Member Anthony Sutton made a motion, seconded by Board Member Marty Prevost, to find the request consistent with the 2020 Land Development Plan by promoting the development and redevelopment of a historically mixed-use area. The motion passed unanimously.*

*A motion was made by Board Member Robert Herrmann, seconded by Board member Anthony Sutton, to recommend to the Board of Aldermen approval of the requested rezoning of the property from the Hazelwood Urban Residential District to the Central Business District. The motion passed unanimously.*

3. Continued discussion (tabled from December) and consideration of a zoning map amendment at 504 Church Street, PIN 8615-17-6586 and at 191 Richland Street, PIN 8615-17-2186 and 24 Goodyear Street, PIN 8615-17-4206.

Ms. Elizabeth Teague explained that two separate rezoning requests were tabled by the Board at the Planning Board Meeting on December 21, 2016. Since that meeting Ms. Teague has met with property owners Ms. Betty Henderson and Mr. Ron Muse, to discuss their vision for these properties, and a possible mixed-use overlay option that would allow some commercial uses in these properties that are adjacent Main Street Neighborhood. Ms. Teague discussed zoning categories listed in the 2020 Land Development Standards. She said some uses were permitted in a limited fashion, and this is to give some flexibility, and to decide where mixed-uses are appropriate. She said the purpose of the Mixed-Use Overlay District (MX-O) is a zoning district established to permit certain limited mixed-uses within residential neighborhoods. The applicability is for frontage of locations or blocks shall be identified on the Land Development Map to permit certain non-residential uses a permitted in the Use Table in Section 2.5.3. Such locations are noted as either PC (Permitted on any Corner Lot located at the intersection of two publicly-maintained streets) or PL (Permitted in Designated Locations on the Land Development Map).

Ms. Teague stated that both property owners agreed that a mixed –use overlay option would be acceptable. Some of the uses that are allowed in addition to what is already allowed:

- |  |   |
|--|---|
| 1. Live Work Units                       | 6. Government Services                            |
| 2. ATM                                   | 7. Personal Services                              |
| 3. Banks, Credit Unions, Financial Serv. | 8. Professional Services                          |
| 4. Business Support Services             | 9. General Commercial (less than 100,000 sq. ft.) |
| 5. Dry Cleaning and Laundry Serv.        | 10. Restaurants                                   |

### **Staff Recommendation**

Ms. Teague said staff believes that a mixed-use overlay is a reasonable compromise to the North Main Street Neighborhood as a way to improve the development of these under utilized lots, and staff recommends rezoning this property to a Mixed-Use overlay to allow for a limited number of new allowable uses. She reminded the Board that there are two requested actions:

1. Motion to find/not find the request consistent with the 2020 Land Development Plan by promoting the development and redevelopment of a historically commercial area.

2. Motion to recommend to the Board of Aldermen approval/approval with conditions/ or denial of the requested rezoning of the property for the Main Street Neighborhood Residential District to a Main Street Neighborhood Residential District Mixed-Use Overlay.

There was much discussion among the Board about the different types of uses that could be allowed in this District. It was the consensus of the Board that any type of business would be an improvement to the area.

*A motion was made by Board Member Anthony Sutton, seconded by Board Member Bucky Dykes, to find the request consistent with the 2020 Land Development Plan by promoting the development and redevelopment of a historically commercial area. The motion passed unanimously.*

*A motion was made by Board Member Brooks Hale, seconded by Board Member Bucky Dykes to recommend to the Board of Aldermen approval of the requested rezoning of the property from the Main Street Neighborhood Residential District to Main Street Neighborhood Residential District Mixed –Use Overlay. The motion passed unanimously.*

4. Presentation by staff on Land Use Impacts of Howell Mill Road Improvements.

Ms. Teague introduced Mr. Tim Shook who owns property on Howell Mill Road.

**Tim Shook  
Howell Mill Road**

Mr. Shook stated that he had approached the Board eight years ago to rezone, because his property is adjacent to Ingles on one side, Sonoco Plastics plant in front, and behind the property is the Town of Waynesville electric sub station. Now that there is a three lane road with sidewalks, Mr. Shook would like to be rezoned commercial so he can explore possibilities of development with his property.

Ms. Teague gave some background of the project:

- Runs from Russ Avenue at Rite Aid to Asheville Highway
- \$11.6 million road improvement by NCDOT
- Installation of wider lane, shoulders, roadway straightening, sidewalks, and roundabout
- New bridge which eliminates at grade railroad crossing
- Expected completion 60 days
- Access for Evergreen Packaging, Sonoco Plastics, Schulhofer's, and Waynesville Rec Center
- Access to 30 plus acres of Town property
- Access for residential lots along Howell Mill, Happy Hill, Calhoun Road, and Radio Tower Road
- Adjacent to several large tracts of land.

Ms. Teague stated that in September – October 2008, the Town received a request from Mr.

Tim Shook to rezone 7 acres at 333 Howell Mill Road from Howell Mill Neighborhood District to Russ Avenue Town Center. The rezoning request failed three to four at the Planning Board level. The request was appealed to the Board of Aldermen and they tabled it to allow time for additional study, based on several concerns:

1. When Associated Packaging moved in, the Board committed to trying to keep area residential.
2. Interest in seeing higher density residential.
3. Reluctance to change map during evaluation of Town's Land Development Standards.
4. Interest in seeing impacts of NCDOT Howell Mill Road Improvement Project.

Ms. Teague said some of the physical impacts of the project were improvements to grading, drainage, culverts, and structures and alignment. There is improved traffic, truck, and pedestrian safety overall. Other improvements include aesthetics of bridge and roadway, intersection and signal improvements at Russ Avenue and Asheville Highway.

With this project, there is increased visibility of roadway at both ends, linking two Commercial/Industrial areas with direct route that is wider, straighter, and faster. There is also improved access to Town Park facilities, and increase thru-traffic and truck traffic. Ms. Teague stated these improvements means the area will become a desirable place for new development. The current zoning for this area west to east is Russ Avenue Regional Center Commercial, Howell Mill Medium Density Residential, and Commercial Industrial Commercial.

Ms. Teague stated there are a lot of parcels along that corridor that will be impacted by this project. She encouraged the Board to involve the community to see what type of development is desired in this location, and what is not desired. She asked the Board for their ideas in how to engage property owners in discussion of what they want to see. Some recommendations are to reach out to property owners through surveys and the Planning Board possibly hosting a community meeting. Ms. Teague said she would consult with Mr. Mike Morgan, Interim Manager, and the Board could discuss options at the next meeting.

**C. PUBLIC COMMENT/CALL ON THE AUDIENCE**

No Comments.

**D. ADJOURN**

*With no further business, a motion was made by Board Member Robert Herrmann, seconded by Board Member Bucky Dykes, to adjourn the meeting at 6:55 pm. The motion passed unanimously.*

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Danny Wingate, Acting Chairman

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Eddie Ward, Deputy Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 23, 2016**

**SUBJECT:** Public Hearing to consider a rezoning request at 30 Mauney Cove Road, Tax Parcel Identification Numbers 8616-39-4152, from Dellwood/Residential Medium Density to Dellwood/Junaluska Regional Center Commercial District.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 7-C  
**Department:** Development Services  
**Contact:** Elizabeth Teague, Development Services Director  
**Presenter:** Elizabeth Teague, Development Services Director

**BRIEF SUMMARY:** This rezoning request is for the Haywood County Convenience Center which has been in operation at this location for over 20 years. It is 1.29 acres and is located approximately 120 feet from Russ Avenue. The current use is defined as a Recycling Collection Station and is not a permitted use in this district. As a pre-existing, nonconforming use, the facility can not be expanded or altered to address the traffic and safety needs as well as demand for use of the Station. The adjacent district is Dellwood/Junaluska Regional Center, which permits the operation of Recycling Collection Stations. Rezoning to the Regional Center District would allow the Convenience Center to be improved and expanded to allow for more traffic lanes and a safer entrance and exit onto Mauney Cove Road.

The requisite notice of public hearing was published on February 12, 2016.

**MOTION FOR CONSIDERATION:**

To approve [or deny] zoning map amendment request from Haywood County at 30 Mauney Cove to accommodate improvements to the Convenience Center.

**FUNDING SOURCE/IMPACT:** N/A

**ATTACHMENTS:**

1. Planning Board Minutes
2. Location Map

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Based upon Planning Board discussions and recommendations, I would endorse the zoning map amendment.



## Board of Aldermen Staff Report

Subject: Application for Rezoning of Property at 30 Mauney Cove Road  
Ordinance Section: 2.1  
Applicant: Haywood County  
Meeting Date: February 23, 2016

### Summary Information:

Application Date: January 11, 2016  
Proposed Location: 30 Mauney Cove Road – PIN 8616-39-4152  
Property Owner: Haywood County  
Acreage of site: 1.29 acres  
Zoning District: Dellwood Medium Density Residential District  
Existing Development: Partially developed lot with recycling collection station (convenience center)  
Other: This lot lies within the Waynesville's Extra Territorial Jurisdiction (ETJ)

### Background:

The subject property is 1.29 acres and is located within the Town's ETJ, on Mauney Cove Road approximately 120 feet from Russ Avenue. Haywood County would like to expand the existing convenience center that has been in operation at this location for over 20 years. This particular convenience center is the busiest in Haywood County, with 225,000 visitors annually. Haywood County proposes to reconfigure the overall site to improve traffic safety. They would like to move the driveway further from Russ Avenue to alleviate traffic problems created by the current driveway's close proximity to the traffic light at the intersection of Mauney Cove Road and Russ Avenue, and to increase available space within the lot for vehicles to line up and move more efficiently through the center.

The property in question is located in the Dellwood Medium Density Residential District. The current use is defined as a Recycling Collection Station in the Town Ordinance. This particular use is not permitted in this district and therefore is considered pre-existing, nonconforming. It can not be expanded or significantly altered as a nonconforming use. The adjacent district is Dellwood/Junaluska Regional Center, which does permit the operation of Recycling Collection Stations. Rezoning this location to this adjacent district would bring the use as a convenience center, which is well established at this location, into conformity and enable the County to make improvements.

The purpose and intent of the Dellwood/Junaluska Regional Center district as established by the Land Development Standards, Section 2.3.7(B) states:

The **Dellwood/Junaluska Regional Center District (DJ-RC)** will develop in the future into a hub for retail, service and employment uses serving Waynesville and the region. It is envisioned that such uses be concentrated here in order to limit sprawling strip commercial development in the area. The vision for the district is that of a well-defined area, but one designed to accommodate large-scale development. Development should encourage the intermixture of uses and provide for residential uses in addition to those uses heavily dependent on the automobile. Transportation improvements made in this district will form a network of roads and pedestrian ways and provide

accommodations for all modes of travel. An improved Russ Avenue with a landscaped median should enhance the traffic situation in the area. Rear access ways connecting adjacent development shall be required to provide access between development supplementary to the public streets. The outdoor auditorium at Lake Junaluska will serve as the town center for this area.

### **Consistency with 2020 Land Development Plan:**

Under North Carolina law, local municipal zoning is required to be based on an adopted comprehensive land development plan. In Waynesville this document is Waynesville Our Heritage, Our Future, 2020 Land Development Plan. According to this plan, specifically Map 16, Area 1, the planned land use for the subject property is “Residential, Low to Medium.” However, adjacent property to the east is also shown on the 2020 Plan Map as Residential, Low to Medium, but is currently zoned Dellwood/Junaluska Regional Center and contains an auto repair business.

In the text of the 2020 Plan, the stated Land Use Goal is:

“Promote the orderly growth, development and enhanced land values of the Town of Waynesville by preserving and improving Waynesville’s existing neighborhoods, creating more attractive commercial centers, maintaining a strong downtown area, taking steps to reduce urban sprawl and protecting the natural beauty of the community.

OBJECTIVE: Designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town ...” (2020 LDP, p 4-2)

The text of the plan therefore would seem to encourage mixed-use or infill commercial development in an area such as this where there is a well established commercial use which provides a needed service to the community. Staff would therefore recommend that rezoning these parcels at this location would be consistent with the 2020 Plan.

### **Surrounding Land Use/Zoning Patterns:**

Surrounding land use is commercial to the east, single-family and multi-family residential to the north and south, and vacant land to the west. The commercial property to the east is in the Dellwood/Junaluska Regional Center District, while the other surrounding properties are in the Dellwood Medium Density Residential District.

### **Proposed Rezoning:**

The proposed rezoning of this property would allow the expansion of the existing Haywood County Convenience Center. Recycling Collection Stations are not a permitted use in the Dellwood Medium

Density Residential District. The adjacent district is Dellwood/Junaluska Regional Center, which does permit the operation of Recycling Collection Stations.

### **Staff Recommendations:**

The proposed expansion of the Mauney Cove Convenience Center has been deemed critical to meet Haywood County's solid waste management needs. This particular convenience center is the busiest in Haywood County and is therefore critical to the community. The proposed expansion would allow the county to better serve the public with a more efficient layout for the drop-off of recyclables and with a safer driveway configuration into the site. The property has been used for solid waste collection for more than twenty years and is directly adjacent to the Dellwood/Junaluska Regional Center District. For these reasons, the Development Services staff recommends approval of the request for rezoning of Haywood County's property at 30 Mauney Cove Road from Dellwood Medium Density Residential to Dellwood/Junaluska Regional Center.

### **Planning Board Action:**

At the Planning Board meeting held on January 28, 2016, the Planning Board voted unanimously to approve the request for rezoning of the property at 30 Mauney Cove Road.

### **Attachments:**

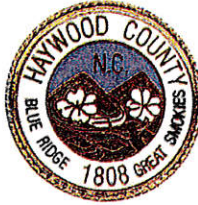
1. Site Location Map
2. Application Materials Submitted

### **Suggested Actions:**

1. Motion to find that the requested rezoning is consistent with the Town of Waynesville's 2020 Development Plan; and
2. Motion to recommend approval of Haywood County's request for rezoning the property at 30 Mauney Cove Road from Dellwood Medium Density Residential to Dellwood/Junaluska Regional Center.

BOARD OF COMMISSIONERS

MARK S. SWANGER, CHAIRMAN  
J. W. "KIRK" KIRKPATRICK, III, VICE CHAIRMAN  
L. KEVIN ENSLEY  
BILL L. UPTON  
MICHAEL T. SORRELLS



IRA DOVE  
COUNTY MANAGER

DAVID B. FRANCIS  
COUNTY ADMINISTRATOR

January 11, 2016

The Waynesville Board of Alderman  
The Planning Board of Waynesville  
Ms. Elizabeth Teague, Development Services Director  
Town of Waynesville,  
9 South Main Street  
Waynesville, NC 28786

Dear Boards and Ms. Teague:

The Mauney Cove Convenience Center located at 30 Mauney Cove has been a collection site of waste and recyclables for Haywood County residents for over 20 years. Haywood County purchased the entire lot in August of 2015 to expand the facility to meet the growing needs of our community. The convenience center has yearly patronage of 225,000 visitors and is the County's busiest center.

During the County's due diligence, representatives from Haywood County met with Town of Waynesville officials to review expansion of the convenience center to ensure that any requirements or restrictions would not prevent expansion of the site.

The NC Department of Transportation was also consulted at the site to review the proposed upgrades to relieve some of the congestion and traffic concerns.

Haywood County respectfully request that 30 Mauney Cove be rezoned into the adjoining district of Dellwood Regional Center Commercial to allow expansion of the convenience center to better serve the citizens of Haywood County.

Sincerely,

David B Francis



TOWN OF WAYNESVILLE PLANNING DEPARTMENT

Application for Land Development Standards Map Amendment

Application is hereby made on 11 January, 2016 to the Town of Waynesville for the following map amendment:

Property owner of record: Haywood County  
Address/location of property: 30 Mauney Cove Road  
Parcel identification number(s): 8616-39-4152  
Deed/Plat Book/Page, (attach legal description): 891 / 1941  
The property contains 1.29 acres.  
Current district: Dellwood Residential Medium Density District  
Requested district: Dellwood Regional Center Commercial District

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

See Attached

Applicant Contact Information

Applicant Name (Printed): Haywood County  
Mailing Address: 215 N Main Street Waynesville, NC  
Phone(s): 828-452-6625  
Email: cbfrancis@haywoodnc.net kboyde@haywoodnc.net  
Signature of Property Owner(s) of Record Authorizing Application:

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



PENDING REVIEW FOR TAX LISTING

DATE 8-25-15 BY SA

HAYWOOD COUNTY TAX CERTIFICATION

There are no delinquent taxes due that are a lien

against parcel number(s) 8616-39-4150

Mike Matthews, Haywood County Tax Collector

Date: 8/25/15 By: Z



**2015007003**

HAYWOOD CO, NC FEE \$26.00  
STATE OF NC REAL ESTATE EXTX  
\$300.00

PRESENTED & RECORDED  
08-25-2015 12:12:29 PM

SHERRI C. ROGERS  
REGISTER OF DEEDS  
BY AMANDA GUTIERREZ  
DEPUTY

BK: RB 891

PG: 1941-1943

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise tax: \$ 300.00 (\$150,000.00)

Parcel Identifier No. 8616-39-4150 (split)

Mail after recording to: Leon M. Killian III

This instrument was prepared by: Frank G. Queen, Attorney, Waynesville NC 28786

THIS DEED is made this 25<sup>th</sup> day of August, 2015, between

GRANTOR

Bruce Lowe Toy, single

Address: 762 Jacqueline Lane, Palm Harbor  
FL 34683

If checked, this WAS a Grantor's Principal  
Residence (otherwise ignore): [ ]

GRANTEE

Haywood County, a body politic and  
corporate

Address: 215 N. MAIN ST.  
WAYNESVILLE NC 28786

The designations Grantor and Grantee shall include the parties, their respective heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSES that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, does grant, bargain, sell and convey unto the Grantee in fee simple, all of that certain lot or parcel of land situated in the Waynesville Township, Haywood County, North Carolina, more particularly described as follows:

See attached Exhibit A.

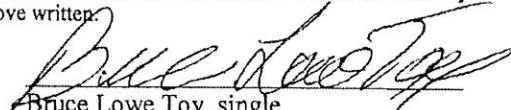
TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will

warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

Easements, restrictions, rights of way of record, and 2015 ad valorem taxes.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

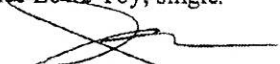
  
Bruce Lowe Toy, single

PINEHURST County, State: FLORIDA

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Bruce Lowe Toy, single.

SEAL-STAMP

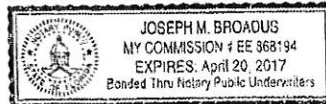
8-14-15  
Date

  
Official Signature of Notary

Notary Public

Notary's printed or typed name:

JOSEPH BROADUS



My commission expires: 04/20/2017

EXHIBIT A

BEING a 1.410 acre parcel as shown on the survey of Richard M. Owens, Jr., PLS, dated August 18, 2015, entitled "Bruce Lowe Toy," recorded in Plat Cabinet C, Slot 6879, Haywood County Registry.

TOGETHER WITH and SUBJECT TO an easement for access and utility purposes over the 0.039 acre strip on the southwestern side of the subject property, which easement is shared with the properties of Lowe (Deed Book 482, page 101), Robert Van Toy (Deed Book 809, page 775 and estate file 11 E 109, Haywood County Clerk's office) and Stanley Owen Toy (estate file 11 E 109) for the benefit of those referenced tracts.

BEING a portion of the property conveyed to Bruce Lowe Toy by Robert Van Toy et ux., by deed dated June 16, 2011, recorded in Book 809, page 777 and inherited by Bruce Lowe Toy from the will of Mildred Lowe Toy (11 E 109, Haywood County Clerk's office).



1 inch = 100 feet  
January 25, 2016

Haywood County

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

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: February 23, 2016**

**SUBJECT:** Request for Proposal for Consulting Firm to assist in the hiring of a Town Manager

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 8-D  
**Department:** Administrative Services  
**Contact:** Mike Morgan, Interim Town Manager  
**Presenter:** Mike Morgan, Interim Town Manager

**BRIEF SUMMARY:** The Board of Aldermen discussed at their January 27, 2016 special called meeting the need to hire a consultant to assist in the process for hiring a new town manager. Members agreed that a request for proposal (RFP) should be utilized to ascertain interest and to provide market and other comparisons.

A draft RFP was provided to the Board members at the February 9, 2016 meeting for review and comment. The updated draft is included as an attachment.

**MOTION FOR CONSIDERATION:** To approve the request for proposal (RFP) and timeline, as presented and direct interim town manager to send out the information to consulting groups in the southeast.

**FUNDING SOURCE/IMPACT:** Consultant costs will vary; estimated at \$30,000.

**ATTACHMENTS:**

- Proposed RFP and Timeline
- Minutes from Special Called Meeting 01-27-2016

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

Recommend approval of the RFP and authorize the Interim Town Manager to solicit for bids.



## **Town of Waynesville**

### **Request-for-Proposal for Executive Search Services**

**February 23, 2016**

#### **Purpose of Request:**

The Town of Waynesville, North Carolina (Town) is requesting proposals from executive search consultants to assist the Town with conducting a search that will lead to the selection of the next Town Manager. The Town is interested in completing the search, selection and hiring process for the new Town Manager by July 1, 2016 with the selected candidate starting employment on August 1, 2016 or before, if possible.

#### **Description of Town, location and population:**

The Town of Waynesville is located in Western North Carolina and is the County seat of Haywood County. The Town has a population of 9,828 as of September 2015. With our proximity to the natural wonders of The Great Smoky Mountains National Park, as well as the famous Blue Ridge Parkway, the Town is truly a delightful place of employment opportunity.

Perhaps one of the Town's greatest assets is its unique and lively Main Street. From its local restaurants and breweries serving up local options, to its diverse stores, Waynesville offers attractions and shopping.

#### **Description of Town government and number of Town Managers since adopting that form of government:**

The Town of Waynesville was organized under the Council-Manager form of government on May 14, 1974. The Town Manager, appointed by the Board of Aldermen, oversees the day-to-day operations of the Town and the implementation of policy as directed by the Board. In the past twenty-nine (29) years, the Town has had three (3) permanent managers.

#### **Description of Town services and any information applicable to future needs a new Town Manager would need to consider:**

The Town of Waynesville is a full service municipality. In addition to the Town Administration, the Town provides Police and Fire Services, Development Services, Inspections, Finance, Parks & Recreation, Sanitation Service, Street and Sidewalk Maintenance, Water and Sewer Services, and Electrical Services.

#### **Description of Town revenue:**

The Town has a tax rate of 43.82 cents per hundred. The Town had a tax collection rate of 97.10% during fiscal year 15-16 with Ad valorem tax revenue of \$5,202,419 and total revenues of \$25,765,116.

**Number of Town employees full-time and part-time, number of departments and recent budget information:**

The Town has 164 full time employees and 88 part time employees working in seven departmental areas.

During the FY 15-16 Budget period, the Town had the following budgets:

General Fund:	\$13,785,300
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Proprietary Funds:

Electric	10,087,160
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Water	3,561,950
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Sewer	<u>2,365,630</u>
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Total	\$29,800,040
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**TIME SCHEDULE FOR SELECTION OF CONSULTANT**

The Town intends to follow a timetable that results in the selection of a consultant by March 29, 2016. **Proposals will be accepted if received by March 15, 2016 at 2:00 PM at the Waynesville Municipal Building.**

**SCOPE OF SERVICES**

The Interim Town Manager will be the primary contact for the selected consultant. The consultant will be responsible for providing the following services to the Town:

1. Develop a recruiting specification, using the Candidate Criteria and job description developed and provided by the Town Council that addresses the specific duties, responsibilities, education and training, leadership qualities, and other factors relevant to the position of Town Manager.
2. Coordinate all stages of the recruiting, screening, assessment and selection process to include input from the full Town Council, and close collaboration with key staff including the Interim Town Manager.
3. Conduct a search for qualified candidates that includes recruiting activities such as targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches and sources.
4. Screen the initial pool of applicants against the established Criteria to reduce the total pool to an appropriate number of semi-finalists that represents the most qualified applicants.
5. Provide the Council with summary reports on all semi-finalists and respond to Council questions/inquires.
6. Narrow the semi-finalists group to an appropriate number of finalist candidates as defined by Council.

7. Coordinate and/or conduct any additional assessments with semi-finalists and/or finalists as directed by the Town Council. This could include a site visit to the workplace of candidates, to speak to references and other relevant individuals, in-person or utilizing a requested or recommended evaluation/exercise process or instrument.
8. Conduct in-depth interviews, detailed background investigations (including criminal, credit, driving), verify credentials (including educational and professional certifications) and verify references (at least 6 references, 3 of whom are subordinates and 3 of whom are former managers) of finalists and prepare a detailed report on each finalist to share with the Town Council.
9. Assist the Town Council with the interview process with candidate finalists to include suggested questions, interview formats, and methods for candidate evaluation.
10. Assist the Town in the negotiation of an employment agreement with the final candidate, as directed by the Town Council and coordinated with Human Resources and the Town Attorney's Office.

#### **GUARANTEE**

The consultant must continue to provide the services listed above until a Town Manager has been hired. In addition, should the Town Manager be terminated for cause or voluntarily resign within eighteen (18) months of the actual employment start date, the consultant shall be responsible for conducting a duplicate replacement search (as outlined in the Scope of Services) at no additional charge to the Town.

#### **COMPLIANCE WITH LAWS**

The Consultant shall comply with all applicable Local, State, and Federal laws, local ordinances, regulations, and codes. This provision is hereby incorporated into this Agreement for the benefit of the Town of Waynesville and its residents, and may be enforced by action for specific performance, injunctive relief, or other remedy as by law provided. Furthermore, the successful proposer shall agree and stipulate that the legal venue for resolution of any disputes is the County of Haywood, North Carolina.

#### **LIABILITY INSURANCE**

During the term of service to the Town, the consultant must have professional liability coverage with combined single limits of liability of not less than one million dollars (\$1,000,000), and shall provide a certificate evidencing such insurance and naming the Town as additional insured.

#### **TERMS AND CONDITIONS**

The Town reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The Town reserves the right to request clarification of information submitted, and to request additional information from any party submitting proposals. The Town reserves the right to award any contract to the next most qualified consultant that responds to the Request for Proposal, if the successful consultant does not execute a contract within fifteen (15) business days after the award. The Town shall not be responsible for any costs incurred by a consultant to prepare, submit or present the proposal for the Town Council; such expenses shall be borne by the consultant. The contract resulting from acceptance of this proposal by the Town shall be in the form of a "Professional Services Agreement" and shall be reflective of the

specifications in this Request for Proposal. The Town reserves the right to reject any proposed contract that does not conform to the specifications contained in the Request for Proposal, and which is not approved as to form by the Town Attorney. The consultant will be required to assume responsibility for all services offered in the proposal, whether or not directly performed by the consultant. Further, the consultant will be the sole point of contact for the Town with regard to contractual matters, including payment of any and all charges resulting from the contract.

#### **COMPENSATION**

Payment by the Town for the executive search services will be made only after services have been performed and a detailed invoice is submitted and approved. The invoice shall specifically describe the services performed, the dates the services were performed and the name(s) of the individuals performing such services. The Town will make payment within 30 days after the receipt and approval of the invoice. The consultant will be solely responsible for the payment of any taxes or fees imposed by any lawful jurisdiction as a result of the delivery of services to the Town of Waynesville.

#### **INSTRUCTION FOR PROPOSERS**

Proposers are asked to respond to the following items and in the sequence presented. Failure to follow the outline can be grounds to reject a proposal.

**1. Qualifications.** Describe the background, public sector experience, and executive search capabilities of your firm, including the organizational structure and qualifications of any individuals who will be assigned to this project. Please give specific information regarding your qualifications to conduct Town Manager searches in cities or towns of similar or larger size and complexity to the Town of Waynesville, North Carolina (such as budget, population, employment, etc.).

**2. Scope of Services.** Provide a scope of service and a proposed outline of tasks, products, and project schedule, keeping in mind the proposed timeline for targeted completion of the process by August 1, 2016. The Interim Town Manager will be the primary contact for the selected consultant.

The consultant will be responsible for providing the following services to the Town:

- A. Develop a recruiting specification, using the Candidate Criteria and job description developed and provided by the Town Council that addresses the specific duties, responsibilities, education and training, leadership qualities, and other factors relevant to the position of Town Manager.
- B. Coordinate all stages of the recruiting, screening, assessment and selection process to include input from the full Town Council, and close collaboration with key staff including the Interim Town Manager.
- C. Conduct a search for qualified candidates that includes recruiting activities such as targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches and sources.
- D. Screen the initial pool of applicants against the established Criteria to reduce the total pool to an appropriate number of semi-finalists that represents the most qualified applicants.
- E. Provide the Council with summary reports on all semi-finalists and respond to Council questions/inquires.

- F. Narrow the semi-finalists group to an appropriate number of finalist candidates as defined by Council.
- G. Coordinate and/or conduct any additional assessments with semi-finalists and/or finalists as directed by the Town Council. This could include a site visit to the workplace of candidates, to speak to references and other relevant individuals, in-person or utilizing a requested or recommended evaluation/exercise process or instrument.
- H. Conduct in-depth interviews, detailed background investigations (including criminal, credit, driving), verify credentials (including educational and professional certifications) and verify references (at least 6 references, 3 of whom are subordinates and 3 of whom are former managers) of finalists and prepare a detailed report on each finalist to share with the Town Council.
- I. Assist the Town Council with the interview process with candidate finalists to include suggested questions, interview formats, and methods for candidate evaluation.
- J. Assist the Town in the negotiation of an employment agreement with the final candidate, as directed by the Town Council and coordinated with Interim Town Manager and the Town Attorney's Office.

#### **GUARANTEE**

The consultant must continue to provide the services listed above until a Town Manager has been hired. In addition, should the Town Manager be terminated for cause or voluntarily resign within eighteen (18) months of the actual employment start date, the consultant shall be responsible for conducting a duplicate replacement search (as outlined in the Scope of Services) at no additional charge to the Town.

**3. Consulting Staff.** Name the principal or project manager in the firm who will have direct and continued responsibility for the services provided to the Town. Include the resume of the project manager, to include specific experience relative to this type of recruitment. Identify other key personnel, their roles and qualifications. Identify any sub-consultants, their qualifications and the work to be assigned.

**4. References.** Provide a list of at least five (5) clients who can verify your firm's ability to provide the scope of services requested. References from Mayors and Town Council members in the cities of similar size and complexity who have recently hired Town Managers are strongly preferred.

**5. Cost.** Provide a detailed cost proposal for the overall recruitment and selection process. The proposal should clearly delineate a fixed cost (fee) for the project, as well as a description and delineation of any other variable or reimbursable expenses expected to be submitted, which are not part of the fixed fee (i.e., advertising, copying, consultant travel, applicant travel, etc.). Actual fees will be based on the final negotiated contract.

**7. Sample Materials.** Any samples of recruiting specifications, community profiles, recruitment brochures, invitee letters, announcements, etc. are desired.

**8. Disclosure.** Disclose any known or foreseeable potential conflicts of interest to include, but not limited to:



- The names and positions of any relatives of employees of search firm or service providers to the search firm that are currently employed by the Town or are current elected members of Council,
- Any current, past or proposed business the search firm has conducted with the Town of Waynesville or directly/indirectly with any current elected members of Council.

#### **QUESTIONS FROM POTENTIAL RESPONDERS**

Any questions or clarifications should be submitted by email only to Interim Town Manager Michael JaVan Morgan at [mmorgan@Waynesvillenc.gov](mailto:mmorgan@Waynesvillenc.gov). The email should identify the firm/vendor represented by the questions. All questions/clarification will be posted on the Town of Waynesville website.

#### **SUBMISSION OF PROPOSALS**

The designated facilitator and coordinator of the RFP selection process is the Interim Town Manager.

All proposals should be sent, and inquiries directed, to:

Michael JaVan Morgan, Interim Town Manager  
Town Of Waynesville  
16 South Main Street  
Post Office Box 100  
Waynesville, North Carolina 28786  
828-456-2000 [mmorgan@waynesvillenc.gov](mailto:mmorgan@waynesvillenc.gov)

**All completed proposals must be hand delivered, emailed or postmarked by March 15, 2016 at 2:00 PM at the Waynesville Municipal Building in the Office of the Interim Town Manager.** Proposals should clearly provide a description of consultant capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Please include 3 copies of your proposal. Faxed proposals will not be accepted.

**Any completed proposals or documents not hand delivered, emailed or postmarked by March 15, 2016 at 2:00 PM at the Waynesville Municipal Building, will not be considered.**

All proposals and submitted materials become the property of the Town of Waynesville, upon submission. No disclosure of proposals contents to competing firms will occur, and all proposals will be kept confidential during the selection process. The Town requires that respondents to this Request for Proposals not contact Town staff and/or members of the Town Council during the proposal process and evaluation phase. The Town will notify the selected finalist by March 22, 2016 and anticipates the first meeting with the Town Council to be held on March 29, 2016 in Waynesville, North Carolina, or as soon thereafter as it is possible to convene a meeting of the Town Council.

**SELECTION CRITERIA/AWARD PROCEDURE**

Each proposal will be independently evaluated on the following criteria:

- 1. Experience and Qualifications.** Depth/Breadth in providing services similar to those requested and having obtained favorable outcomes, measured in terms of:
- number of quality candidates generated
  - number of Town Managers, or other key senior management personnel successfully placed
  - length of service of Town Managers placed, and
  - level of satisfaction with both the process and the Town Managers placed as determined by Mayors, Town Council members, and key personnel involved in the process

**2. Cost.** Total estimated fee and reimbursable expenses for the services. While cost will be a consideration in the award of the contract, the contract will not necessarily be awarded to the firm submitting the lowest cost proposal. The Town's intent is to award the contract to the firm whose proposal is deemed to offer the best overall value and fit to the needs of the Town.

**3. References.** Evaluation of past recruitments as stated by references in the proposal and relevance of past experience as reported in the proposal.

**4. Dependability.** Ability to meet time and cost estimates as evidenced by documentation provided through references.

**5. Responsiveness.** The overall quality of the proposal and its responsiveness to this Request for Proposal, as well as the ability of the firm to be responsive to the key components of the process, including personal involvement as needed with the various stakeholders in the Town of [insert town name].

After initial review of the submitted proposals, the Town may request additional information which may also include a request for an on-site presentation. If an on-site presentation is deemed necessary, it will be scheduled during the period March 15 – March 29, 2016. Responders should make tentative plans accordingly in the event this request is made.

The Town reserves the right to make a decision without requesting additional information including an on-site presentation. Therefore, it is important that the initial submitted proposal be the Consultant's most favorable response in terms of compliance to the RFP and projected costs.

The Town reserves the right to:

- Reject any and all proposals received
- Decide to contract for some, but not all, of the services requested in the RFP
- To award a contract to one (1), or more than one (1), consultant(s)

All qualified proposals submitted will become part of the official file on this matter without obligation or cost to the Town.

The Town retains complete discretion in the final selection of a consultant and appeals to this process will not be considered nor granted.

## **Timeline for Town of Waynesville's Manager Search**

### **DRAFT**

2/23/2016	Approve the Request for Proposals for an Executive Search Firm
2/24/2016	Solicit for Search Firm
3/15/2016	Request for Proposals due to Interim Town Manager
3/22/2016	Mayor and Board of Aldermen to select Search Firm(s) to interview
3/29/2016	Mayor and Board of Aldermen to interview Search Firm
	Mayor and Board of Aldermen approval of Executive Search Firm for the position of Waynesville's Town Manager
4/4/2016	
5/11/2016	Conduct a search for qualified candidates that includes recruiting activities such as targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches and sources.
5/11/2016	
5/31/2016	Evaluate applicants' applications
6/1/2016	
6/30/2016	Selection of Finalists Phone Interviews with Finalists Evaluation of Finalists
6/30/2016	Selection of Proposed Town Manager
7/1/2016	Detailed background investigations (including criminal, credit, driving), verify credentials (including educational and professional certifications
7/14/2016	Employment Agreement Finalized
8/15/2016	Begin Employment (or as soon after)

**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**SPECIAL CALLED MEETING**  
**January 27, 2016**

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**THE WAYNESVILLE BOARD OF ALDERMEN** held a special called meeting on Wednesday, January 27, 2016 at 2:00 p.m. in the conference room of the Municipal Building, 16 South Main Street, Waynesville, NC.

**A. CALL TO ORDER**

Mayor Brown called the meeting to order at 2:00 p.m. with the following members present:

Mayor Gavin Brown  
Alderman Gary Caldwell  
Alderman Jon Feichter  
Alderman Julia Freeman  
Alderman LeRoy Roberson

The following staff members were present:

Marcy Onieal, Town Manager  
Amie Owens, Town Clerk

Others Present:

Hartwell Wright, NC League of Municipalities, HR Division

The following media representatives were present:

Mary Ann Enloe, the Mountaineer

1. Welcome

Mayor Gavin Brown welcomed everyone to the meeting and explained that the purpose of the meeting was to begin discussion of the process for hiring a town manager.

Mayor Brown explained he had talked with Hartwell Wright before and asked for assistance from the NC League of Municipalities in beginning the search for a new town manager.

Hartwell Wright, NC League of Municipalities, HR Division noted that some members may be at a slight disadvantage if they had never been involved in this process, but he would like to assist in developing the understanding of the group. He noted that his overview will be basic not meant to demean anyone's intelligence. Goal is that when the board leaves this meeting, that a process will be in place for moving forward and the group finds the information useful in accomplishing that. Mr. Wright questioned if an interim manager had been named. Mayor Brown responded, yes, Mike Morgan had been appointed at the meeting on January 26th.

Mr. Wright provided information about managers in NC noting that as the board begins its selection process for a new town manager there are currently 41 entities looking for a



manager or executive director at this time. It is probable that Waynesville will be competing with other municipalities for managers.

Mr. Wright added that he had two rules for this meeting: 1) interrupt with questions at the time you have the question and 2) there were no more rules. This is meant to be a very informal conversation style meeting.

Mr. Wright explained the League's role in the process is to provide assistance; the League will not get involved in the hiring process. He added that this is a three step process - recruit, assessment, and hiring and the first decision to make is if the Town will do the process internally, or if a consultant or firm will be engaged to handle the process. Mr. Wright reminded the board that above all else, confidentiality during the process is paramount. At any time the confidentiality is broken, it is your responsibility to inform the candidate(s).

***The board members agreed by consensus that the process would be conducted by a consultant.***

Mr. Wright then discussed with the group what to look for in a consultant and the importance of unity of the board. This is the most important decision that will be made during time in office. The manager is the ambassador and face of the town. Manager works for the board as a whole, not individuals on the board. If candidate sees division in the board, they will move on.

Mr. Wright provided information on the development of a profile for the consultant to use in the recruitment of a town manager including education, salary, experience and board-collective desired traits. He cautioned against using absolute terms such as must or required; use language such as preferred. Mr. Wright encouraged open honest discussion of such traits and preferences when building the profile and suggested use of local media throughout the process to keep citizens informed about the process. Outline the process and so that the citizens know what you are doing.

Mr. Wright also noted that it is important for a consultant to give responses to all that apply, even if someone does not qualify as a professional courtesy at every stage in the process. He suggested using an application as it will provide additional information than a resume and provides information such as previous employers, references and confirmation that all is correct with signature attestation.

Mr. Wright instructed that once candidate pool is established (5 to 7) it is possible to have interviews via alternative methods such as skype or telephone. Alderman Feichter commented that paper only tells you so much. Mr. Wright noted that leaving the option open for the board to interject in the process is recommended. The consultants will do assessment but the key is to be sure that they do it to the level that the board requires.

Mayor Brown asked how does the Board choose a consultant. Mr. Wright explained that an RFP may be of benefit. A listing of consultants is available from the NCLM; the NCLM does not make recommendations as to any preferred consultant. Mr. Wright will email the listing to the board.

While the final decision is the board's, the consultant can take care of the reference checks. Mr. Wright cautioned against internal consulting firm background checks alone; do federal background check as well as driving, financial and criminal. Hiring firm that utilizes these checks or a private firm to do them allows for mitigation of the risk to the town.

Mayor Brown asked about citizen input on criteria for building the profile. Mr. Wright explained that based on the confidentiality of the process, the liability is greater with citizens on the interview panel. His advice was to develop a plan and work that plan – do not waiver based on citizen pressures. He also added that it is imperative that all members need to receive information at the same time. Not one at a time. The consultant should be instructed that no one member is allowed to have information – it goes out to all even if only one requests it.

Mayor Brown asked about employee input. Mr. Wright explained that employees can have thoughts about what they are looking for and the consultants may ask leadership team about what traits they are looking for in a manager. Finalists could meet the department directors if that is agreed upon, but again candidates need to know in advance and department directors must uphold strict confidentiality. Mayor Brown asked about input from former town managers or the interim manager. Mr. Wright noted that the interim manager is a good resource but that no input from former managers should be requested except possibly during the profile building.

Mayor Brown commented that this is the only employee that the board hires and it is very important. The consultant's role is to determine the technical/competency traits, it is the board that will choose and interview for the position. Mr. Wright added that at the time of final interviews, each board member should fill out an evaluation form for each candidate. This will allow for discussion of areas where there may be differences.

Alderman Feichter asked about the cost of a consultant. Mr. Wright answered that consultants average from \$20,000 to \$30,000 for services. Alderman Feichter continued by asking how do you make the offer? Mr. Wright added that this is something that you can work with the consultant on. Once you agree on what the offer is you can allow the consultant to help negotiate. Mr. Wright noted that it is imperative to have the town attorney review the offer letter before you send it and to have the attorney review any contract submitted by the candidate.

Mayor Brown clarified with the Board that all were clear on what the next steps were going to be related to hiring of a town manager. All acknowledged they understood.

Alderman Roberson noted that the board needed to choose a consulting firm first and then develop the profile. Alderman Feichter added that putting out an RFP for consultants will take some time. Mr. Wright agreed and suggested that after the RFP was developed and sent out that face-to-face meetings with the managing consultant be held. Mayor Brown asked if there should be some concrete timelines/deadlines developed. Mr. Wright noted that the first step is to select a consultant; he suggested allowing enough time to review/interview consultants before choosing.

Alderman Feichter inquired who builds the RFP. Mr. Wright explained that he had a generic template document available but that the specifics would be developed by this Board and indicated that the interim manager would also be an excellent resource for this document. Mayor Brown volunteered to work with Mr. Morgan to get a draft prepared for the board. The board agreed that they would like to begin this process as soon as possible and have an RFP ready within the next two weeks, if possible.

***The board members agreed by consensus that this was the best plan of action and all were supportive of this plan.***

2. ADJOURN

*There being no further business to discuss, the meeting was adjourned at 3:25 p.m.*

ATTEST

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Gavin A. Brown, Mayor

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Amanda W. Owens, Town Clerk