



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: **February 13, 2018**

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

*The agenda and all related documentation may be accessed electronically at www.waynesvillenc.gov.
Click on "Government/Mayor & Board" to download materials for town board meetings.*

Consider the environment ♦ Conserve resources ♦ Print only when necessary

*The Town of Waynesville provides accessible facilities, programs and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Town Clerk at:
(828) 452-2491 eward@waynesvillenc.gov*

A. CALL TO ORDER - Mayor Gavin Brown

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

Motion: *To approve the minutes of the January 9, 2018 regular meeting as presented (or as corrected).*

B. PRESENTATIONS

3. a. Tuscola High School Air Force Junior ROTC – Cadet Presentation
- b. Grant Receipt from Haywood Healthcare Foundation for Base Camp on the Go Program
 - Tim Petrea, Program Supervisor

C. CALL FOR PUBLIC HEARING

4. Call for Public Hearing to close an unused Right of Way off of Bridges Street – 847 North Main Street (No PIN)
 - Elizabeth Teague

Motion: *To call for Public Hearing to be held on Tuesday, March 13 at 6:30 p.m. or as closely thereafter as possible in the Board Room of Town Hall located at 9 South Main Street, Waynesville, to consider the request for permanently closing an unused off-shoot located off of Bridges Street, 847 North Main Street, Waynesville. (No PIN)*

D. NEW BUSINESS

5. Professional Services Contract for Stewart Inc. for update to Comprehensive Plan
 - Elizabeth Teague

Motion: *To allow the Town Staff and Manager to proceed with a professional services contract with Stewaer, Inc. in accordance with the Scope of Work contract agreement.*

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

February 13, 2018

- 2 -

6. Special Event Request – Downtown Waynesville Association – 2018 DWA Events Calendar

- Amie Owens

Motion: *To approve the Special Event Request for Downtown Waynesville Association as shown in the 2018 DWA Events Calendar.*

7. Board Appointment – ABC Board – Two Applicants

- Danny Wingate
- Alan Lang

Motion: *To appoint [candidate's name] to the ABC Board for term ending June 30, 2019.*

8. Authorization to Advertise Delinquent Property Tax Accounts in the Town of Waynesville for the Year Ending 2017

- James Robertson – Tax Collector

Motion: *To authorize staff to advertise all 2017 delinquent property taxes in The Mountaineer on or about March 2, 2018 as required by NCGS §105-369.*

9. Conceptual Design for Frog Level Parking Lot

- Preston Gregg

Motion: *To approve the Conceptual Design for the Frog Level Parking Lot.*

AND

Motion: *To approve Amendment No. 3 to the 2017-2018 Financial Operating Plan for Internal Service Funds and Amendment No. 6 to the 2017-2018 Budget Ordinance.*

10. Electric Incentive Discussion

- David Foster

Motion: *To direct Staff to develop an Electric Incentive Policy and budget accordingly in the Electric Fund.*

E. COMMUNICATIONS FROM STAFF

11. Manager's Report - Town Manager Rob Hites

12. Attorney's Report – Town Attorney Bill Cannon

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

February 13, 2018

- 3 -

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

CALENDAR February 13, 2018

2018	
Tuesday January 9 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Saturday January 13 10:30 AM Justice Center	MLK Pride March
Monday January 15	Martin Luther King Day Town Offices Closed
Monday January 22	Council of Government Meeting Town of Canton
Tuesday January 23 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday February 13 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Saturday February 17 11:30 AM Canton Pool - 77 Penland St	Haywood Waterways Freezing for a Reason - Plunge
Friday February 23 Board Retreat 8:30 AM	Public Services Building Training Room
Tuesday February 27 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday March 13 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Saturday March 24 9:00 AM Waynesville Middle School	Mountaineer Two Miler
Tuesday March 27 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Friday March 30	Good Friday Town Offices Closed
Tuesday April 10 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session

Monday April 23 5:30 PM	Council of Government Meeting Town of Clyde
Tuesday April 24 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday May 8 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday May 22 6:30 PM Town Hall Board Room	Board of Aldermen Meeting - Regular Session
Monday May 28	Memorial Day Town offices closed
Tuesday June 26 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Wednesday July 4	Independence Day Town Offices Closed
Tuesday July 10 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Monday July 23 5:30 PM	Council of Government Meeting Haywood County
Tuesday July 24 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday August 14 6:30 PM Town Hall Board Room	Board of Aldermen Meeting - Regular Session
Tuesday August 28 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Monday September 2	Labor Day Town Offices Closed
Tuesday September 11 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday September 25 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday October 9 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Monday October 22 5:30 PM	Council of Government Meeting Maggie Valley
Tuesday October 23 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Monday November 12	Veteran's Day Town Offices Closed
Tuesday November 13	Board of Aldermen Meeting - Regular Session

6:30 PM Town Hall Board Room	
Thursday & Friday November 22 & 23	Thanksgiving Town Offices Closed
Tuesday November 27 6:30 Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Tuesday December 11 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Monday, Tuesday & Wednesday December 24, 25, & 26	Christmas Town Offices Closed

Board and Commission Meetings – January 2018

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

BOARD/STAFF SCHEDULE

	Assistant Town Manager	
	Town Clerk	

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
January 9, 2018

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, January 9, 2018, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

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

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

The following staff members were present:

Rob Hites, Town Manager
Bill Cannon, Town Attorney
Amie Owens, Assistant Town Manager
Eddie Ward, Town Clerk
Eddie Caldwell, Finance Director
Dean Trader, Assistant Finance Director
Elizabeth Teague, Development Services Director

Police Officers in attendance:

Chief Bill Hollingsed
Captain Brian Beck
Master Officer Billy Benhart
Sergeant Brandon Gilmore
Detective Bryan Reeves

Officer Jason Reynolds
Officer Tyler Howell
Officer Nick Hefner
Officer Michael Whitley
Officer Matthew Cogburn

The following media representatives were present:

Cory Vaillancort – Smoky Mountain News
Becky Johnson – The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Gavin Brown welcomed everyone and reminded them of the following events on the calendar:

- Sat. Jan. 13th – MLK Pride March – 10:30 am – Justice Center
- Mon. Jan. 15th – MLK Breakfast – 8:00 am – The Terrace, Lake Junaluska
- Mon. Jan. 15th - Martin Luther King Day – Town Offices Closed
- Mon. Jan. 22nd – Council of Government Meeting – 5:30 pm Dinner 6:00 Meeting - Town of Canton

Mayor Brown expressed appreciation for the work of Town employees during the week of extremely cold weather.

2. Adoption of Minutes

Alderman Julia Freeman made a motion, seconded by Alderman Gary Caldwell to approve the minutes of the December 12, 2017 meeting as presented. The motion carried unanimously.

B. PRESENTATION/REPORT

3. Recognition of Police Officers - Sergeant Kenny Aldridge and Master Officer Billy Benhart

Chief Bill Hollingsed presented the excellence award to Master Office Billy Benhart for the third quarter of 2017. Chief Hollingsed read the Canine Case of the Quarter article that described the actions that were taken by Master Officer Benhart, and his canine Valor. Chief Hollingsed commended him for his efforts in confiscating a considerable amount of illegal drugs.

Resolution 01-18 awarding badge and service sidearm to retiring Police Sergeant Kenny Aldridge

Mayor Brown read a resolution recognizing the retirement of Sergeant Kenny Aldridge after 23 years of service to the Town of Waynesville Police Department. The badge worn by Sergeant Aldridge, along with his service side arm, will be transferred to him by Chief Hollingsed.

4. Resolution for National Park Service – Elizabeth Teague

Development Services Director Elizabeth Teague said that in December the Town was approached by the Pew Charitable Trust, working on behalf of the National Parks Campaign, to consider a resolution of support to urge Congress to address the growing backlog of maintenance and repair needs. The National Park Service Legacy Act would provide dedicated annual federal funding to address national park deferred maintenance needs. The proposed resolution is in support of this bill to address the backlog of maintenance and repair needs and to provide on-going support for maintenance into the future for National Parks. Ms. Teague said there are several other localities that have adopted similar resolutions, and Haywood County is also considering a similar resolution.

A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson to approve the adoption of Resolution 02-18 to encourage Congress to address deferred maintenance needs in Americas National Parks. The motion passed unanimously.

5. Fiscal Year 2016 – 2017 Audit Report

- Bruce Kingshill and Nancy Lux –_Auditors; Ray, Bumgarner, Kingshill & Associates
- Eddie Caldwell, Finance Director

Bruce Kingshill and Nancy Lux of Ray, Bumgarner, Kingshill and Associates attended the meeting to present highlights and an overview of the Town's financial condition and audit report for the year ended June 30, 2017. Mr. Kingshill explained that there were two audits completed, the first was a financial

audit and the second a yellow book audit looking specifically at Powell Bill funds. The report noted that no deficiency in internal controls, compliance or financial reporting was identified and the auditors issued an unqualified opinion. He explained that the firm has been doing Waynesville's audits since 1986 and thanked the Board for the opportunity to present. He noted that in advance of the meeting, the board packet contained graphs of revenues and expenditures for the current and prior year for comparison. Mr. Kingshill commented that Ms. Nancy Lux will go over the details of the audit in her presentation. He added that the audit report was provided to the Local Government Commission (LGC) prior to the October 31, 2017 deadline and the LGC found nothing wrong with the audit report.

Ms. Lux called attention to the overall financial report as well as supplemental data related to the revenues and expenditures for 2016/2017. A fluctuation analysis of the revenues and expenditures was presented, which provided information explaining the increases or decreases to the various accounts.

Ms. Lux reminded the Board of reporting of the statutory change related to pension liabilities. As a result, the Town of Waynesville reported approximately \$600,000 as an additional asset. The NC Local Government Employees Retirement System (LGERS) is well managed and the Town has always funded the pension liability adequately, and it is now reported on the balance sheet. Now the unfunded portion will be reported as an asset.

Ms. Lux again announced that the opinion from the audit was an unqualified opinion which reflects excellent financial management practices are in place and with no deficiencies.

Mr. Kingshill thanked Mr. Caldwell and his staff and Manager Hites for their cooperation during the audit.

Mayor Brown commented that having no issues with management indicates that the job is being done correctly and is very important to the Town. The expectation is that the auditors will tell us if something is being done incorrectly and to date, we have never had that disagreement. The Mayor added that the Town has a healthy fund balance, debt is down and the Town made approximately \$27,000 last year. All in all, the Town is in good shape.

C. CONTINUED BUSINESS

6. Local Purchasing Policy – Manager Rob Hites

Manager Hites said that during the December 12, 2017 meeting, the Board approved amending the Town's purchasing policy to include a provision for "Local Preference Purchasing." Manager Hites developed a resolution defining "Eligible Local Bidder" and "Non Local Bidder" and how the process would be carried out. He said an "Eligible Local Bidder" is defined as one that resides in Haywood County and has its corporate headquarters within the County. It must have a physical presence in the County, pay taxes in the Town or County, and manage the business from that location. Purchases that range from \$501.00 - \$29,999.00, bids will be solicited from "Eligible Local Bidders" and "Non Local Bidders." If the bids are within 5% of each other, and the "Eligible Local Bidder" is not the low bidder, the bid may be awarded at their bid price.

Manager Hites said the resolution establishes the program as an amendment to the Town's Purchasing Policy, and told the Board that classes would be held internally with supervisors in all departments to make sure they understand how the policy works.

Alderman Feichter asked a question concerning the wording in Section 6 of the resolution concerning multiple local bidders. Manager Hites explained that if there are multiple local bidders and one non local bidder, and they are all within 5% of each other, the bid will be awarded to the low bid of the local bidders.

Manager Hites said a report on the results of the amendment to the policy would be presented at the Board Retreat in 2019 after sufficient data is collected.

Alderman Gary Caldwell made a motion, seconded by Alderman Julia Freeman, to approve the adoption of Resolution 03-18 regarding Local Purchasing Policy. The motion passed unanimously.

D. COMMUNICATIONS FROM STAFF

Manager's Report – Manager Rob Hites

7. Hospital Support Resolution

Manager Hites explained to the Board that Haywood County is partnering with Landmark, Inc. to draft and submit an application for housing tax credits to the North Carolina Housing Finance Agency in order to convert the old hospital on North Main Street to low to moderate income housing. He said that the Board has long supported the adaptive reuse of the old hospital. The General Statutes permit Towns to make grant in aid for affordable housing projects. Landmark and Haywood County staff has requested the Town to offer this grant as a sign of support for the project. The grant would be paid at the time of permitting and installation of water taps and meters, and be made from the General Fund Balance. This grant will give the application for tax credits a higher score in the competitive process.

Alderman LeRoy Roberson made a motion, seconded by Alderman Jon Feichter to approve the adoption of the Resolution 04-18 of support for the Old Haywood County Hospital to low to moderate income housing. The motion passed unanimously.

Manager Hites said it had been brought to his attention that a merchant in Hazelwood has requested that lights be placed in front of the Mattress Company. He said that if lights are placed there, it would be appropriate to place them on the other side of the street in front of the Urgent Care as well. This would include three on the Urgent Care side and two on the south side. Easements will have to be obtained, and islands will need to be built for the lights on the Mattress Company side of the street. He said the Town would have to rent another meter base from Duke Power and place it in the right-of-way. Manager Hites said he anticipated the cost of the lights, meter base, and curbing would be about \$25,000.00.

The consensus of the Board was to proceed with the project.

8. Attorney's Report – Town Attorney Bill Cannon

Attorney Cannon had nothing to report.

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

Mayor Brown said that during the Holidays, Mr. Earl Clark, Chairman of the ABC Board, passed away. He said the Board needed to appoint someone as Chairman for the purpose of running the business, and a new member will be appointed at the first Board meeting in February, 2018. Mr. Jack Swanger is the longest serving member of the ABC Board, and Mayor Brown said it was only appropriate to appoint him as Chairman.

A motion was made by Alderman Gary Caldwell, seconded by Alderman Jon Feichter, to appoint Mr. Jack Swanger as Chairman of the ABC Board. The motion passed unanimously.

Mayor Brown asked the Board to decide on a date for the Board Retreat. The consensus was to have the retreat on February 23, 2018, and be held in the training room of the new Public Services Building.

F. CALL ON THE AUDIENCE

No one spoke

G. ADJOURN

With no further business, the consensus of the Board was to adjourn the meeting at 7:54 pm.

ATTEST

Gavin Brown, Mayor

Eddie Ward, Town Clerk

Rob Hites, Town Manager



TUSCOLA AIRFORCE JROTC

Building Better Citizens

NC-075

Established in 1972 - 46 years

Kevin Sutton, Lt. Col., USAF(retired), Senior Aerospace science instructor(SASI)

Steven W. Robertson, Senior Aerospace science instructor(ASI)

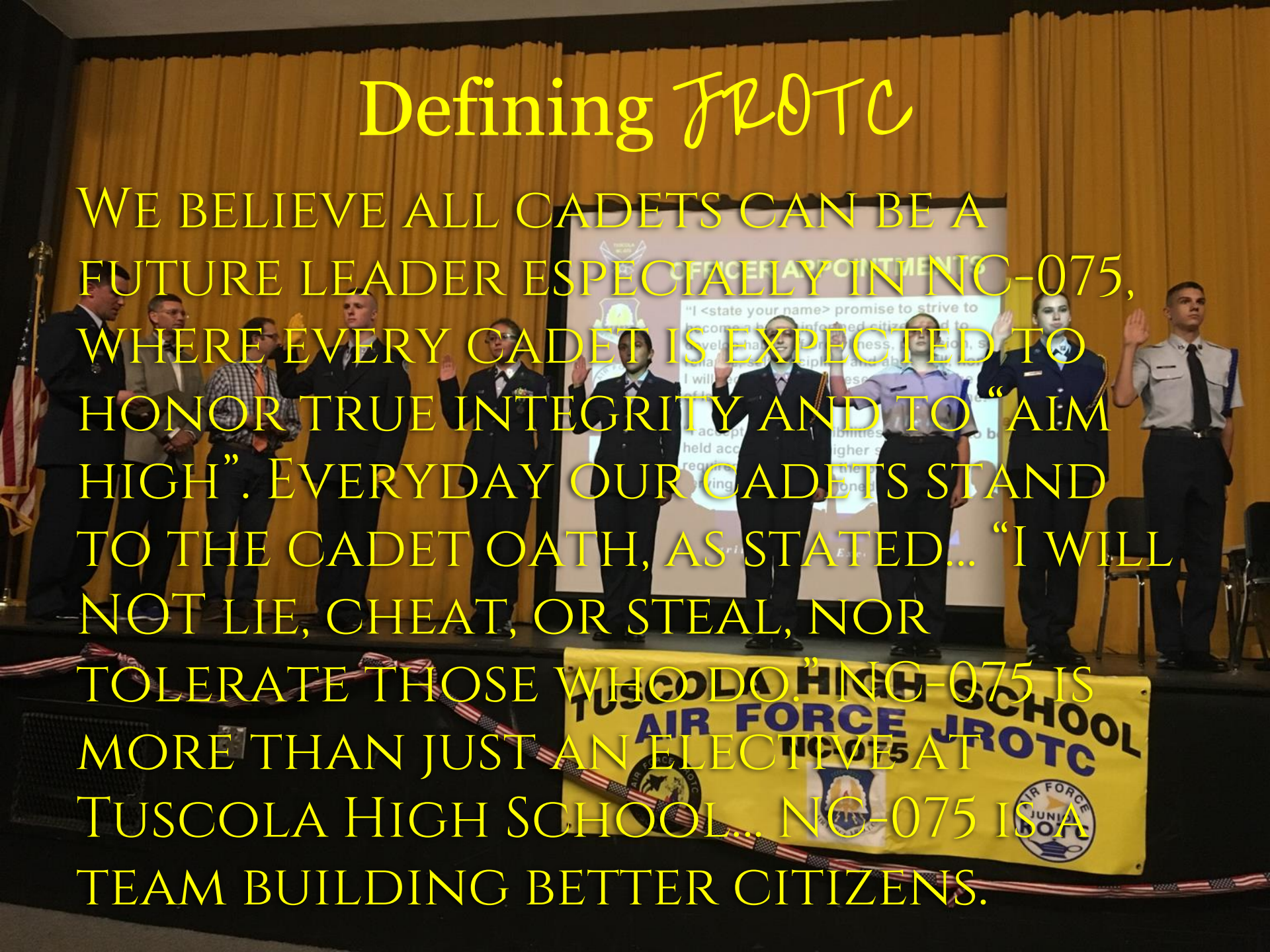
Unit Motto:

“Never Say Die!”



Defining JROTC

WE BELIEVE ALL CADETS CAN BE A FUTURE LEADER ESPECIALLY IN NC-075, WHERE EVERY CADET IS EXPECTED TO HONOR TRUE INTEGRITY AND TO "AIM HIGH". EVERYDAY OUR CADETS STAND TO THE CADET OATH, AS STATED... "I WILL NOT LIE, CHEAT, OR STEAL, NOR TOLERATE THOSE WHO DO." NC-075 IS MORE THAN JUST AN ELECTIVE AT TUSCOLA HIGH SCHOOL... NC-075 IS A TEAM BUILDING BETTER CITIZENS.



CADET LEADERSHIP



NC-075 Group Commander

-NC075 is cadet led
and we give opportunities
for cadets to share their
ideas and leading values.

-CADET LT. COLONEL MAYRA RIOS
IS NC-075'S 2018 GROUP
COMMANDER.



CHAIN OF COMMAND

DEPUTY GROUP- C/Capt Jack Leslie

EXECUTIVE OFFICER- C/2nd Lt. Tyler Webb

CHIEF MASTER SERGEANT- C/CMsgt. Jorja Aumen

FIRST SERGEANT-C/SMSgt. Clay Payne

STANDARDS AND EVAL.-C/2nd Lt. Josie Owings

MISSION SUPPORT-C/Capt. Gabe White

OPERATIONS- C/Capt. Jonathan Delacruz



46 Years Of...

- WE PROVIDE A VARIETY OF UNIQUE OPPORTUNITIES FOR OUR CADETS TO PARTICIPATE IN ANYTHING THEY ASPIRE TO DO. NC-075 HAS A HUGE FIELD OF ACTIVITIES, FROM DRILL TEAM(MARCHING), TO KITTY HAWK AIR SOCIETY(ACADEMICS), EVEN OUR VERY OWN RAIDER TEAM(ATHLETICS), AND MANY MORE TO OFFER.
- OUR CADETS ALSO PARTICIPATE IN PROVIDING COMMUNITY SERVICE IN THE SCHOOL OR LOCAL COMMUNITY!

CADET CORPS GOALS 2017-2018



A silhouette of a fighter jet, likely an F-16, is shown against a bright orange and yellow sunset sky. The jet is positioned on the right side of the frame, facing left. The sun is low on the horizon, creating a strong backlight effect. The overall mood is dramatic and inspiring.

SCHOOL IMPACT:

- COMPLETE AT LEAST 12 CAMPUS CLEANUPS
- ORGANIZE 2 TEACHER APPRECIATIONS
- COORDINATE AND CONDUCT 7 RECRUITING EVENTS DURING THE SCHOOL YEAR.

The background of the slide features a silhouette of a military aircraft, possibly a fighter jet, against a bright orange and yellow sunset sky. The aircraft is positioned on the right side of the frame, with its tail and wings visible. The sun is low on the horizon, creating a strong backlight effect.

CADET IMPACT:

- INCREASE THE NUMBER OF CADETS INVOLVED IN EXTRACURRICULAR ACTIVITIES AT A CONSTANT RATE THROUGHOUT THE YEAR FROM 15-25.
- HAVE ALL CADETS ATTAIN A GPA AVERAGE OF AT LEAST A 2.0.
- AS A COLLECTIVE,ATTAIN AN AVERAGE UNIFORM GRADE OF AT LEAST 80%

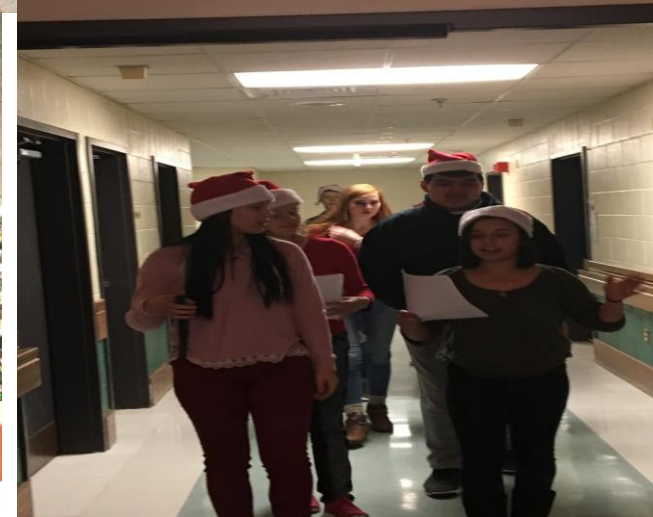
A silhouette of an F-16 fighter jet is shown against a bright orange and yellow sunset sky. The jet is positioned on the right side of the frame, facing left. The sun is low on the horizon, creating a strong backlight effect. The overall mood is dramatic and inspiring.

COMMUNITY IMPACT:

- EACH CADET ATTAIN AN AVERAGE OF AT LEAST 12 COMMUNITY SERVICE HOURS.
- SEND AT LEAST 160 LETTERS OF SUPPORT AND AT LEAST 10 CARE PACKAGES TO DEPLOYED TROOPS.
- COLLECT AT LEAST 100 POUNDS OF CANNED FOOD FOR WNC.

Serving The Community

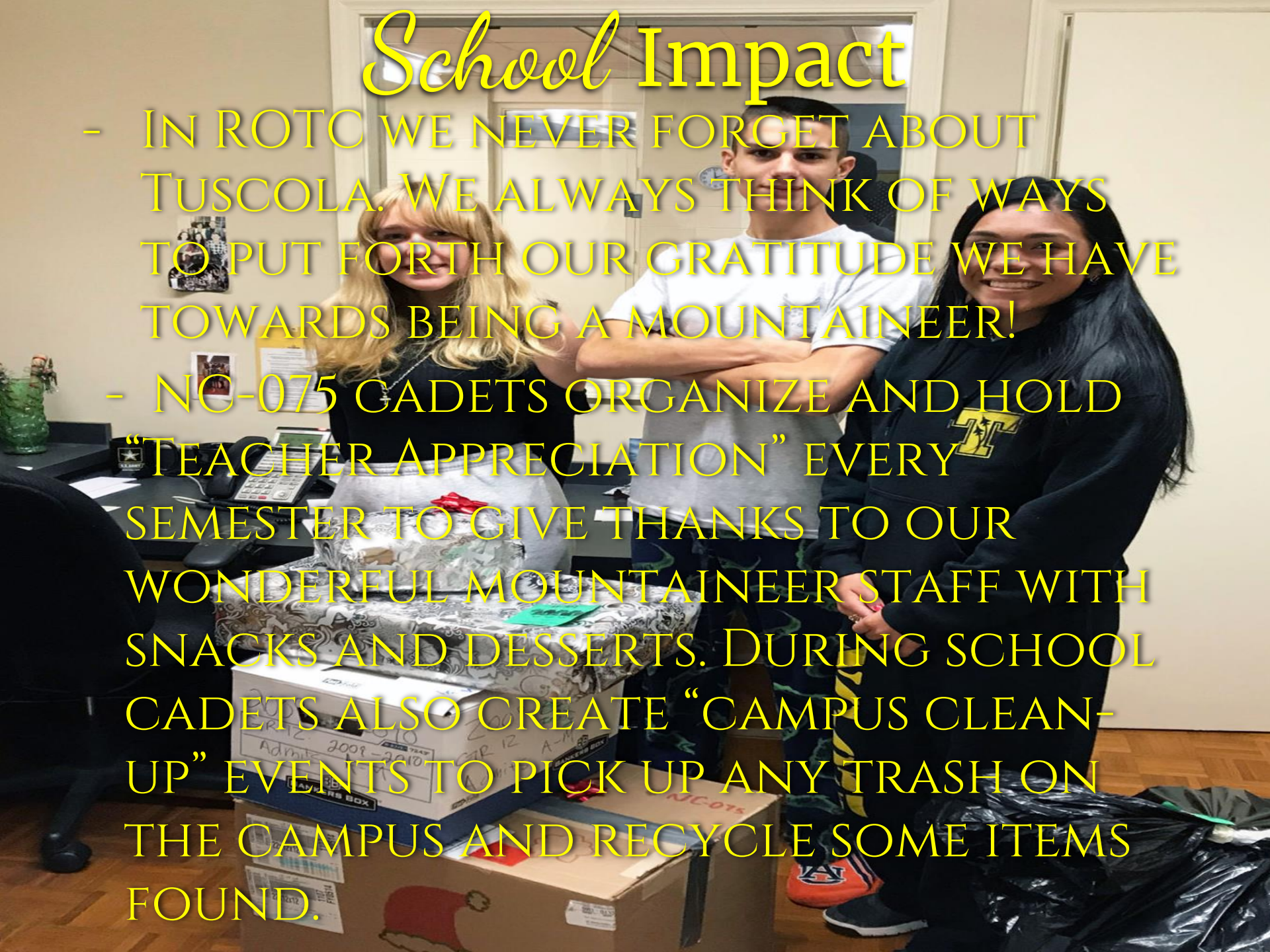
- OUR CORPS IS PROUD TO SERVE WESTERN NORTH CAROLINA AND GIVE OUR HELP IN ANY WAY POSSIBLE. US CADETS MEET AND CREATE "IMPACT GOALS" TO ACCOMPLISH. NC-075 TEACHES THE CORE VALUE, "SERVICE BEFORE SELF"
- WE CHALLENGE OUR CADETS TO EACH ACHEIVE 12+ HOURS OF COMMUNITY SERVICE THIS SCHOOL YEAR!
- THUS FAR FOR THIS SCHOOL YEAR WE HELD OUR ANNUAL VETERANS DAY LUNCHEON(13 YEARS),VOLUNTEERED FOR BELLRINGING WITH "THE SALVATION ARMY", CAROLING AT "THE BRIAN'S CENTER" NURSING HOME, CARRIED AND MARCHED WITH OUR NATIONAL COLORS IN LOCAL PARADES,WREATHS ACROSS AMERICA AND NC-075 REACHED OUR GOAL OF 100+ POUNDS OF NON-PERISHABLE FOOD AND DONATED TO THE SOUP KITCHEN IN WAYNESVILLE.





School Impact

- IN ROTC WE NEVER FORGET ABOUT TUSCOLA. WE ALWAYS THINK OF WAYS TO PUT FORTH OUR GRATITUDE WE HAVE TOWARDS BEING A MOUNTAINEER!
- NC-075 CADETS ORGANIZE AND HOLD "TEACHER APPRECIATION" EVERY SEMESTER TO GIVE THANKS TO OUR WONDERFUL MOUNTAINEER STAFF WITH SNACKS AND DESSERTS. DURING SCHOOL CADETS ALSO CREATE "CAMPUS CLEAN-UP" EVENTS TO PICK UP ANY TRASH ON THE CAMPUS AND RECYCLE SOME ITEMS FOUND.



TEACHER APPRECIATION



Cadet Activities

- IN NC-075 CADETS CAN ENJOY MANY OF THE EXCITING EVENTS WE PLAN.
- EVERY YEAR A SELECT NUMBER OF CADETS ARE CHOSEN TO GO ON A "CURRICULUM-IN-ACTION" TRIP FOR A FEW DAYS TO EXPLORE AIR FORCE BASES AND NATIONAL MONUMENTS. THIS YEAR WE ARE ORGANIZING A TRIP TO WASHINGTON D.C, TOURING MANY MUSEUMS AND HISTORICAL SITES.
- ONE OF OUR MOST EXCITING CADET ORGANIZED EVENT IS THE NC-075 MILITARY BALL! THIS IS BETTER THAN PROM TO US CADETS. THIS EVENT IS AN UPSCALE DANCE WITH SPECIAL GUEST AND TOAST ALL THE CORPS HARD WORK.

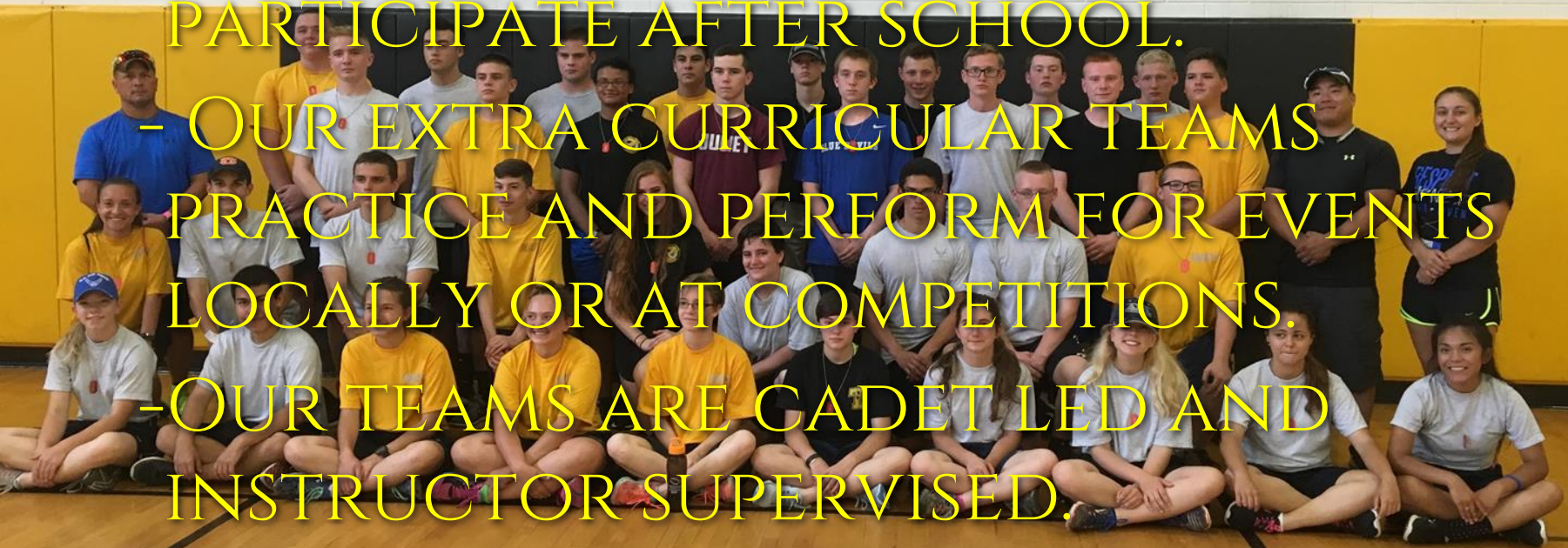


Extra Curricular Activities

-NC-075 OFFERS MANY ACTIVITIES TO PARTICIPATE AFTER SCHOOL.

- OUR EXTRA CURRICULAR TEAMS PRACTICE AND PERFORM FOR EVENTS LOCALLY OR AT COMPETITIONS.

-OUR TEAMS ARE CADET LED AND INSTRUCTOR SUPERVISED.



Extra Curricular Teams

- COLOR GUARD
- DRILL TEAM
- MARKSMANSHIP
- RAIDER
- KITTY HAWK AIR SOCIETY
- SABER



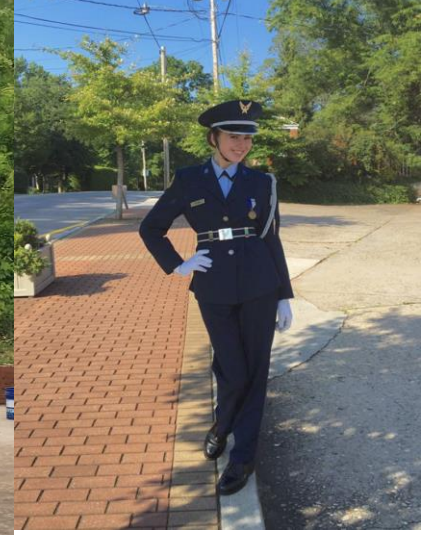
Color Guard

CC: C/2nd Lt. Josie Owings

- COLOR GUARD IS ONE OF THE MOST IMPORTANT EXTRACURRICULAR TEAMS IN NC-075.
- WITH OVER TWENTY CADETS APART OF THE TEAM!
- WHAT DOES COLOR GUARD DO?
 - COLOR GUARD IS A TEAM THAT CARRIES AND PROTECTS OUR NATIONAL COLORS(U.S,N.C,A.F), AND PERFORMS AT MANY EVENTS UNDER THE NATIONAL ANTHEM, PLEDGE OF ALLEGIANCE, ETC.



Color Guard

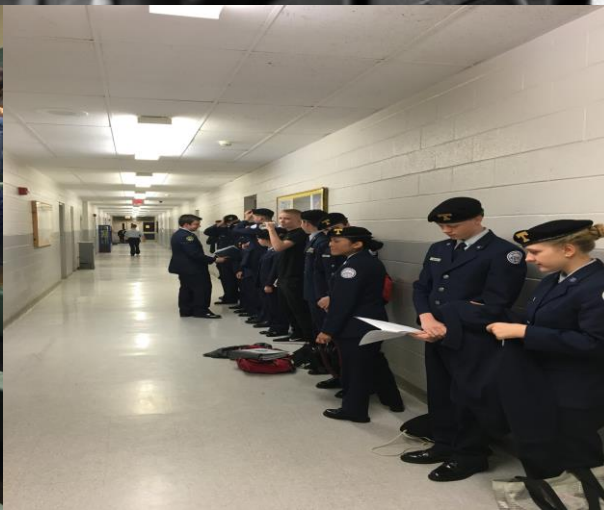


Drill team

CC:C/2nd Lt. Melissa Dellinger

- MOST OF OUR CADETS PARTICIPATE IN THE AWARD WINNING DRILL TEAM.
- WE WELCOME AND TRAIN ANY CADET WHO IS INTERESTED IN JOINING.
- THIS TEAM ENCOURAGES CADETS TO PRACTICE LEADERSHIP AND FOLLOWING.
- DRILL TEAM COMPETES AT DANIEL BOONE, ERWIN AND RS CENTRAL DRILL MEETS FOR TROPHIES!





Marksmanship

CC: C/2nd Lt. Aaleiah Cagle

- THIS IS A NEW TEAM ADDED TO NC-075 WHERE CADETS GET TO PRACTICE AND SHOOT AIR RIFLES IN A TOURNAMENT.
- LT. CAGLE TEACHES AND TESTS SAFETY TRAINING FOR ALL CADETS WANTING TO JOIN.
- MARKSMANSHIP TEACHES AND TRAINS ACCURACY, SAFETY, AND MOST OF ALL.... FUN!

Raider Team

C/2nd Lt. Jordan Smelley

RAIDER TEAM IS A TEAM THAT ALLOWS
CADETS IN THAT ARE WILLING TO TEST
AND PUSH THE LIMITS OF ONE'S MIND
AND BODY. WE HAVE A SYSTEM TO
MATCH ALL TYPES OF CADET WORK
TYPES WITH A BEGINNER





Raider Team



Saber Team

CC: C/2nd Lt. Tyler Webb

-CADETS FROM COLOR GUARD TEAM
WHO ARE VARSITY DRILL TEAM
'THAT ARE CHOSEN TO CARRY SABERS
FOR SPECIAL CEREMONIES SUCH AS
WEDDINGS AND HOMECOMING.



In School Activities

-HONOR GUARD C/2ND LT. WEBB & C/SMSGT PAYNE

-A SELECT TEAM OF CADETS FROM NC-075 IS CHOSEN TO RAISE AND LOWER THE NATIONAL FLAGS EVERYDAY IN A CEREMONY WITH THE PLAYING OF THE "TAPS" BY C/ SMSGT. CLAY PAYNE.

-STELLAR XPLOREERS

- THIS YEAR, CADETS GOT TO PARTICIPATE FOR THE FIRST TIME IN THE TEAM WITH EXTREME SPACE AND SATELLITE EXPLORATION CHALLENGES.

ROTC Cadet Involvement In Tuscola

CADETS IN JROTC CAN PARTICIPATE IN ANYTHING AT TUSCOLA WHILE BEING A PART OF OUR CORPS...

Marching Band:3

Wrestling: 2

Soccer:3

Swim:1

Softball:2

Unified Sports:1

FFA:2

National Honors Society:3

SWAT:2





New Directions for a Healthier Haywood County

Executive Board

Chris Williams, *Chair*
Diana Laursen, *Vice-Chair*
Jonathan Key, *Treasurer*
Teresa Liner, *Secretary*

Board of Trustees

Susan Breese
Meesha Gwan-Nulla, M.D.
Bill Hollingsed
Samuel Hyde
Dan Matthews
Deener Matthews
Carmine Rocco
Otis Sizemore
Scott Skibo, M.D.
Fred Waring

Lifetime Trustees

Phyllis Prevost
Charles Thomas II, M.D.

Foundation Executive Director

Susan Anderson

Foundation Administrator

Marge Stiles

February 8, 2018

Amie Owens, Assistant Town Manager
Town of Waynesville
16 S. Main Street
Waynesville, NC 28786

Dear Amie,

Thank you for the presentation made by the Waynesville Recreation Center at the January 30, 2017 Haywood Healthcare Foundation Board meeting.

We are pleased to inform you that the Foundation Board of Trustees has approved "Base Camp on the Go" as the 2018 Initiative. Proceeds from the 2018 Casino Night and 2018 Golf & Gala will go towards the "Base Camp on the Go".

Please let us know if you plan to attend the meeting at 452-8343.

Sincerely,

Susan R. Anderson, Exec. Director
Haywood Healthcare Foundation

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 13, 2018

SUBJECT: Call for a Public Hearing to be held on March 13, 2018 to consider a request to close the right-of-way of an offshoot of Bridges Street

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: C4
Department: Development Services/Administrative Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: The Town has received a petition from Mr. Scott Oates and Mr. and Mrs. Fishback to close a portion of right-of-way perpendicular to Bridges Street and abutting their properties. The right-of-way connects to the parking lot owned by Mr. Oates property at 847 North Main Street (Del Rays), but otherwise does not provide access to any other lots. Mr. Oates had originally approached the Town with concerns about trees in this area and he wanted permission to trim these trees and maintain this area for the safety of his property and the Fishbacks.

This area appears to be a street fragment from a platted subdivision, a platted right-of-way meant to be a street but never used for that purpose. In researching back to the 1940s, staff could not find a record where the right of way was ever accepted by the Town as a street, or added as part of some other Town maintained or private street. Being an un-maintained property that only serves the Oates property, the Town doesn't have an interest in the right-of-way and staff recommends that the Town follow the statutory requirements for a street closure to allow conveyance to the adjacent property owners.

MOTION FOR CONSIDERATION:

To call for a Public Hearing to be held on March 13, 2018 at the regular Board of Aldermen Meeting at 6:30 pm and to adopt the attached Resolution of an Intent to Close the Right-of-Way an off shoot of Bridges Street.

FUNDING SOURCE/IMPACT: Advertising and postage costs; this will require four week advertisement and mail to surrounding property owners.

ATTACHMENTS:

1. Petition from adjacent property owners
2. Aerial Map

MANAGER'S COMMENTS AND RECOMMENDATIONS: This is a call for public hearing only. Staff will work with Town attorney to prepare additional information.



TOWN OF WAYNESVILLE, NORTH CAROLINA
STREET CLOSING REQUEST

Remit to the Town Clerk, 16 South Main Street, Waynesville, NC, 28786.

The procedure for street closing requests within the Town of Waynesville or its extra-territorial jurisdiction follows NCGS 160A-299, "Procedure for Permanently Closing Streets and Alleyways:"

- (1) When property owners propose to permanently close any street or public alley, they must petition the Board of Aldermen requesting that the described street or public alley be closed (petition attached). All property owners whose property abuts the street or right-of-way as shown in the county tax records must sign the petition. The Board of Aldermen may establish a fee to cover the Town's advertising and administrative costs.
- (2) The petition shall be submitted to the Town Clerk to be placed on the agenda at the next regular meeting of the Board of Aldermen to call for action to adopt a resolution declaring the Board's intent to close the street or alley and calling for a public hearing on the question.
- (3) A copy of the resolution shall be published once a week for four successive weeks prior to the hearing and a copy sent by registered or certified mail to all owners of property adjacent to the street or alley as shown on the county tax records. If the street or alley is under the authority of the State Department of Transportation, then a copy of the resolution shall also be mailed to the NCDOT. No street or alley under the control of NCDOT may be closed without NCDOT consent.
- (4) The Board of Aldermen shall then hold the public hearing and any person may be heard on the question, including Town planning, public safety, and public works staff. After the hearing, the Board may then vote to close the right of way if it is satisfied that the closing of the right-of-way is not contrary to the public interest, and that no property owner in the vicinity of the right-of-way or within the subdivision in which it is located would be deprived of reasonable means of ingress and egress to his or her property. The Town may reserve its right, title and interest in any utility improvement or easement within the street or alley being closed. Such reservation may also extend to private utilities.
- (5) A certified copy of the Order to close the right-of-way shall be filed with the register of deeds of Haywood County. Any person aggrieved of the closure, including the NCDOT, may appeal the order to the General Court within 30 days of adoption.
- (6) Upon closing a street or alley in accordance with NCGS 160A-299, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley that was closed. The division of land within the closed right-of-way may be altered by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each owner and signed by each property owner that has an ownership right in the closed right-of-way.

2/5/18

PETITION FOR STREET CLOSING REQUEST

We, the undersigned property owners of property located abutting a private street or alleyway known as AN UN-USED OFF-SHOOT OF BRIDGES STREET, located off of BRIDGES STREET, do hereby petition the Town of Waynesville Board of Aldermen to permanently close said street or alleyway.

NAME/SIGNATURE PROPERTY/MAILING ADDRESS

1. Derek Scott Outley DelRaysconsignment@gmail.com
847 N. Main st Waynesville 276-6225 cell
452-7100 work

2. Ray D Fishback Janice B. Fishback
47 Henson Dr, Waynesville, NC 28786

3. _____

4. _____

5. _____

6. _____

Attach additional sheets if necessary

Date Request Received at Town Hall: _____ By: _____

**A RESOLUTION OF INTENT TO CLOSE AN UNNAMED RIGHT-OF-WAY
CONNECTING TO BRIDGES STREET; NO PIN NUMBER**

WHEREAS, the Town of Waynesville has received a signed petition to close an un-opened and un-named portion of right-of-way that is located between 847 North Main Street and 47 Henson Drive; and

WHEREAS, NCGS 160A-299 requires that the Town of Waynesville Board of Aldermen must adopt a resolution of intent to close any right-of-way in order to notify abutting property owners and the public of this petition and to call for a public hearing to consider this action; and

WHEREAS, the Town must send notice to all abutting property owners by registered or certified mail advising them of the day, time and place of the public hearing, enclosing a copy of the Resolution of Intent, and advising them that the question as to closing that unnamed right-of-way on the property not labeled; and

WHEREAS, the Town shall post adequate notices on the applicable right-of-way as required by N.C. G.S. 160A-299; and

WHEREAS, the Town Board shall give full and complete consideration of the matter and grant full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said right of way in a public hearing;

NOW, THEREFORE, the Board of Aldermen of the Town of Waynesville do adopt this Resolution of Intent to Close this right-of-way and in so doing, direct Town staff to mail notices, post the property, and advertise a public hearing to consider the matter, and to schedule this public hearing for March 13, 2018. After such hearing the Board may consider taking action to close said right-of-way and authorize the Mayor and the Town Clerk to execute any necessary documents in order to evidence vesting of all right, title and interest in those persons owning lots or parcels of land adjacent to the right of way in accordance with the provision of N.C.G.S. 160A-299.

This the 13th Day of February 2018.

TOWN OF WAYNESVILLE

Attest:

Gavin A. Brown, Mayor

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 13, 2018

SUBJECT: Professional Services Contract for Stewart Inc. to assist the Town with the Update to the Comprehensive Plan

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D5
Department: Development Services/Administrative Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY:

The Town received 6 responses to the RFP that was issued on October 16, 2017. Of the 6, the Steering Committee elected to interview 3. Lorna Sterling and Austin Lee of the Steering Committee, along with staff members Rhett Langston, David Foster and Elizabeth Teague, held interviews with all three candidate firms on January 22. That group recommends that Stewart Inc., in partnership with JM Teague and Chipley Consulting be selected as the team to assist with the Comprehensive Plan Update. In addition to performing well on the interviews, the Stewart Team also scored the highest in independent reviews of proposals by Steering Committee Members.

MOTION FOR CONSIDERATION:

To allow the Town staff and manager to proceed with a professional services contract with Stewart, Inc. in accordance with the Scope of Work contract agreement attached.

FUNDING SOURCE/IMPACT: Phase I of the contract will be for a Fee not to exceed \$25,000 as previously approved in this year's budget. Phase II will be determined as the process moves forward but is estimated to be in the range of \$50,000 to \$70,000 and will be requested in the budget for FY 18-19..

ATTACHMENTS:

1. Draft Scope of Work and Contract Requirements
2. Proposal submitted by Stewart Inc. in response to the RFP.

MANAGER'S COMMENTS AND RECOMMENDATIONS: With permission of the Board, staff can address details of contract agreement and finalize contract for execution by the Town Manager.



February 1, 2018

Elizabeth Teague, AICP, CTP
The Town of Waynesville
Development Services Department
9 South Main Street
Waynesville, NC 28786

Dear Elizabeth,

Stewart is very pleased to have been selected to update the Town of Waynesville Comprehensive Land Use Plan. We are pleased to present the team of Stewart, J.M. Teague Engineering, and Chipley Consulting.

This contract outlines the proposed work program for updating the Waynesville Comprehensive Land Use Plan. It is developed based upon our detailed proposal, conversations with you, and our prior experience creating public plans. The work program is organized into two parts consisting of four phases reflecting the funding sources. The fee proposal on page 12 pertains only to PART II.

PART I

- Phase 1: Project Initiation
- Phase 2: Engagement & Analysis

PART II

- Phase 3: Plan Development
- Phase 4: Implementation & Adoption
- Post Adoption Continuing Service

This proposed scope of work includes:

- 6 Steering Committee Meetings
- 2 Public Meetings
- Presentation of the Draft Comprehensive Land Use Plan
- Presentation of the Final Document via a Public Hearing to Board of Alderman or Planning Board

Upon receipt of your comments and edits, we will revise the scope of work and refine the schedule and budget for the project. Do not hesitate to contact us if you have any questions.

Respectfully submitted:
STEWART

Cindy Szwarczkop, AICP
Associate Vice President

Jackie Turner, AICP, LEED AP
Associate Manager of Planning

PART I

PHASE 1: PROJECT INITIATION

1.1 Pre-Planning

Our team will meet via video- or tele-conference with Town staff to refine the work plan, public outreach process, schedule, communication methods, initiate discussion of stakeholders, and other items related to project execution. **Tentative Date:** February 14th

1.2 Existing Plan and Document Review/Data Gathering

The team will work with Town staff to identify and assemble relevant background documents for review and to identify trends and critical issues, including but not limited to:

- Waynesville: Our Heritage, Our Future, 2020 Land Development Plan
- 2010 Comprehensive Pedestrian Master Plan,
- 2011 Haywood County Bicycle Plan
- 2017 Waynesville Greenway Feasibility Study Russ Avenue, North Main, South Main, and Brown Avenue Corridor Plans
- 2017 Parks and Recreation Master Plan
- Economic Development Data from NC Department of Commerce, the local Chamber, Region A Council of Governments and other sources
- Waynesville Land Development Ordinance
- 2017-2017 Haywood Housing Study
- Regional plans and studies
- Haywood County and Town GIS Files

The background documents will be reviewed to assess the implications of the studies and their findings for short, intermediate, and long-term planning initiatives and to ensure that the necessary data is available for study of the various Comprehensive Plan elements. The team also will review the documents and coordinate as needed with the French Broad River Metropolitan Planning organization (FBRMPO).

1.3 Kick-Off Meetings and Stakeholder Interviews

Following document review and creation of an Existing Conditions Map, the Stewart team will conduct an initial round of meetings with staff, the Steering Committee, elected/appointed officials, and stakeholders to help identify key issues to be addressed in the Comprehensive Land Use Plan and to understand expectations.

- Meeting with staff from Town Departments (03/01 or 08/2018) –Meeting to discuss the project, your expectations, and online presence. The team will provide a Public Involvement Plan (See Section 1.5 below) which will detail outreach efforts including meetings, social media, workshops, and official Board presentations.
- Community Site Visit (03/01 or 08/2018) - Tour guided by Town staff to document, inventory, and view key areas including Frog Level and Hazelwood, potential growth areas, Town-owned land and buildings, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for

development), transportation facilities, utilities and infrastructure. This tour will help the Stewart team understand how the land area is currently organized, used, and supported by public services and will illuminate how well current policies are achieving the goals of adopted plans.

- Steering Committee Meeting – (03/01/18) Meet with the Steering Committee following the tour and meetings with staff to discuss the project approach, schedule, and initial impressions.
- Stakeholder Group Interviews (03/01/18) – The team will conduct a series of stakeholder interviews (up to 4 1-hour meetings) taking place over the course of one to two days. We will work with Town staff to identify these groups (business interests, community and neighborhood groups, economic development and tourism officials, representatives of the environmental community, etc.) We will develop a schedule and an email invitation template for staff to use to invite stakeholders to participate.

1.4 Assessment Report

Stewart will prepare a summary of the existing documents and of the feedback/information received during the kick-off meetings. As part of the Assessment Report, we will prepare a consolidated goals and policies matrix (a short summary with bullets of key topics) for all documents that may inform the Comprehensive Land Use Plan. In addition, we will begin a review of the Town's Unified Development Ordinance.

1.5 Public Involvement Plan (To be presented at 03/01 or 08 kick-off meeting)

The team will work closely with Town staff and the Steering Committee to develop a Public Involvement Plan (PIP) that will ensure participation by persons of diverse geographic, generational, and demographic interests. We will use a mixture of the following public involvement techniques:

- Leadership and Stakeholder Interviews - discuss the issues one-on-one with strategic groups
- Visioning Workshop - Open house style meetings with interactive exercises to indicate preferences for concepts, projects, and goals for the community.
- Surveys - We will coordinate with the Public Policy Institute (PPI) of Western Carolina University to provide and/or review questions on survey prepared by them, increase awareness of survey availability through social media, and ensure a complete cross-section of the Town is polled.
- Project Website/Social Media - unique project website or content provided to staff for Town website, Facebook page, Instagram page, and/or twitter pages.
- Focus Group Meetings - Targeted meetings with members of the community at key stages in the planning process to guide the development of the plan and associated recommendations
- Pop-Up meetings - go to where community members are already gathering (sporting events, festivals, Chamber of Commerce meetings, local civic club meetings, school events, senior events, parallel planning efforts, etc.).
- Community Planning Toolkit - Use of a custom planning kit that can be distributed to school classes, church, or civic organizations and administered in one hour to provide additional input.



As part of the PIP, we will document all comments and responses, contributing to the success of the process and providing a logical and defensible basis for the explanation of decisions or actions.

1.6 Project Logo and Website

The Stewart Team will work with Town staff to create an engaging project logo/theme for the Comprehensive Land Use Plan update to “market the process.” The logo and theme will be used on all documents, information flyers, and meeting notices. We will work with Town staff to develop a dedicated project website and email address for the project or will regularly provide content to a website managed by the Town. The site will serve as a clearinghouse for information about the project and as a mechanism for soliciting and receiving feedback on plan components through online surveying or other interactive tools.

Meetings and Website:

- Community Engagement Tour(s)
- Stakeholder Interviews
- Steering Committee Meeting #1
- Monthly Coordination Call with staff

Deliverables:

- Public Involvement Plan
- Assessment Report
- Project Logo and Website
- Meeting Minutes

PHASE 2: ANALYSIS AND ENGAGEMENT

2.1 Community Assessment

The team will complete a thorough inventory and analysis of existing conditions socio-economic data, housing, education, health, aging, development projects, transportation, and other relevant topics. This information will help to inform the Comprehensive Land Use Plan process. We will prepare a “Community Profile” summarizing key facts and figures for each of the indicators in a highly graphic and easily understandable format. Information will be acquired from sources such as US Census Bureau, American Community Survey – Five Year Estimates, and the NC State Data Center.

2.2 Mapping

Using field surveys, Town/County tax parcel files, aerial photos, County GIS files, and Google Street View feature, we will prepare a series of maps to aid in the understanding of existing conditions. Coordination with the following entities will be a part of this effort to understand the Town and its position in the region.

- Haywood County
- French Broad River Metropolitan Planning Organization
- Southwestern Commission Council of Governments (Region A)
- North Carolina Division of Parks and Recreation
- North Carolina Wildlife Resources Commission



We will also analyze existing land use patterns to determine development trends and establish character areas which will be useful for determining future land use recommendations.

Deliverables will include:

- Existing Land Use Inventory, Zoning Map, Land Supply Map (Vacant and Developed Lands), Parcel Size Map
- Development Applications (Planned and Approved)
- Urban Services and Growth Boundary Map indicating land use suitability for more intense residential, commercial and industrial development
- Multi-Modal Transportation Inventory Map
- Infrastructure and Utilities (water, sewer, storm, electrical)
- Environmental Constraints Map (Floodplains, Wetlands, Slope, Topography, Vegetation, and other Sensitive Resources)
- Historic and cultural resources (NC State Historic Preservation Office)
- Public Services (Schools, Police, Fire, EMS)
- Parks, Conservation and Recreation Areas, and Greenways (Existing and Proposed)

2.3 Multi-Modal Transportation Inventory

As a component of the Community Profile and Mapping described above, the Stewart team will review recent local and regional plans and include the relevant information as part of the transportation inventory.

2.4 Public Utilities and Infrastructure Inventory

The Stewart team will inventory and evaluate existing public utilities, applicable privately owned public wastewater facilities; analyze current and future septic and sewer capacity based on build-out scenarios; and provide guidance for water systems planning.

A green infrastructure suitability analysis will be conducted that will leverage public input and available GIS resources to identify primary, secondary and tertiary conservation areas. This analysis will serve as an input into the land use plan and modifications to the Urban Services and Growth Boundary.

2.5 Housing Analysis

Utilizing Waynesville Real Estate, Census Data, recent building permit data, and housing sales information, we will inventory and categorize the existing housing stock and prepare summaries for specific areas of the Town. Based on the demographic information gathered as part of the Community Assessment and available demographic forecasts, we will create Town-wide population and household forecasts to identify future housing demand.

2.6 Economic and Fiscal Analysis

The Stewart team will assemble and review all existing economic development reports and recommendations; assemble employment trend data; develop an inventory of existing commercial and industrial built space and available/potentially developable land; and develop a Waynesville employment profile.

2.7 Community Survey

The team will work closely with Town staff to develop a Community Survey to gather feedback from the public regarding development preferences and key issues to be addressed by plan policies and future regulatory efforts. It is anticipated that the Community Preference Survey will be available both on-line and available at Public Meeting #1.

2.8 Community Visioning Workshop

The Stewart team will conduct an open-house style workshop where attendees participate in a variety of interactive exercises to express issues or concerns, provide input on the vision and goals for the community and indicate preferences for concepts or projects.

2.9 Goals and Objectives

The team will work with Town staff, Steering Committee, and the public to appropriately “identify community strengths, opportunities, and aspirations” to inform the development of the vision and guiding principles. Based on input from the community survey, analysis, workshop, and Community Assessment, the team will guide the Steering Committee in preparing a new vision statement, goals and objectives for the future Comprehensive Land Use Plan. At this juncture, staff, the Steering Committee and Town leadership will decide on a time horizon that will be realistic in implementing the goals.

Meetings:

- Steering Committee Meeting #2 to review the Assessment and Inventories
 - Inventories
 - Draft Map/Existing Conditions
 - Issues/Opportunities Exercise
 - Preview of the Survey
- Community Visioning Workshop #1
 - Summarize analyses from Phase 1 and Phase 2
 - Short Presentation on Issues/Opportunities
 - Facilitated Stations by Topic Area
 - Survey
- Steering Committee Meeting #3 to review the Workshop and Survey results and draft new vision statement, goals and objectives

Deliverables:

- Community Assessment (Multi-Modal Transportation Inventory, Housing Analysis, Economic and Fiscal Analysis)
- Mapping
- Draft Vision, Goals and Objectives
- Meeting Minutes
- Website Update
- Survey results

PART II

The information in Part II is for informational purposes only and is not part of this initial contract. The final scope and fee will be determined in coordination with Town staff.

PHASE 3: PLAN DEVELOPMENT

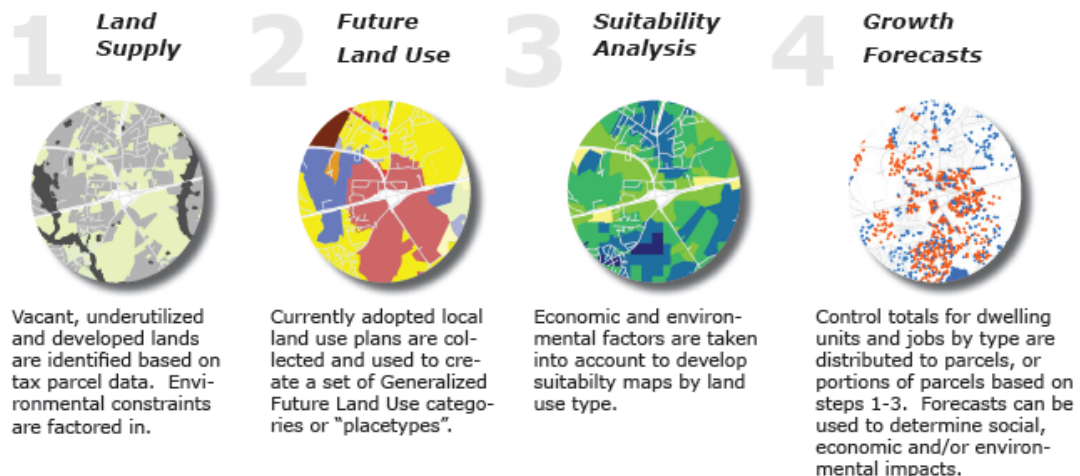
3.1 Plan Framework

Building on the Draft Vision and Goals, the Stewart team will develop policies and recommendations for each of the agreed upon plan elements based on input from previous phases and national best practices. The plan framework could incorporate the following categories as well as any other elements identified during the visioning process:

- Background and History
- Community Profile
- Planning and Government
- Public Utilities/Infrastructure
- Transportation and Mobility
- Public Services and Facilities
- Parks, Recreation and Open Space
- Housing
- Land Use
- Economic Development
- Community Health, Wellness & Food Availability
- Natural, Cultural and Historic Resources
- The Environment

3.2 Land Use Modeling

The Stewart team will use ArcGIS and CommunityViz to create a dynamic GIS-based model to help understand the probability and capacity for growth in the Town. In addition, the modeling will provide an insight into the impacts that land



use policies can have on neighborhoods, the economy, infrastructure, and the environment.

3.2.1 Land Use Suitability (Existing Conditions)

Building on the mapping completed in Task 2.2, we will conduct a Land Use Suitability Analysis that will determine areas most suitable for different types of development based on economic and environmental inputs. It is anticipated that suitability maps will be created for residential, commercial, industrial/office, agricultural, and conservations land uses. Exact land use types and inputs will be determined based on consultation with Town staff. Typical inputs include proximity to existing and proposed roadways and utility infrastructure, proximity to schools, parks and commercial uses, adjacent land uses, and environmental constraints. The suitability analysis will be combined with input from public meetings and the Community Survey to determine land use preference including use-mix, scale and design character. Deliverables for this task will be utilized to identify and describe future growth areas.

3.2.2 Build-Out Model and Impacts (Future Conditions)

The Stewart team will conduct a build-out model using GIS software, including ArcGIS Desktop and CommunityViz. CommunityViz is a powerful modeling tool that enables advanced suitability analysis, build-out analysis, growth allocation, and impact analysis. Two key steps in the modeling process are reviewing state and federal regulations to determine development constraints and reviewing local regulations to determine the type and intensity of development allowable under current land use regulations. The Stewart team will coordinate with Town staff to determine appropriate performance measures, or indicators, which can be used to evaluate if build-out scenarios or intermediate year growth forecasts achieve community goals. Potential indicators include development footprint, development within utility service areas, level of service for parks and/or schools, amount of land preserved as open space, and non-residential capacity.

3.3 Economic Development

With a strong foundation gained from the Community Assessment and analysis phases, Chipley Consulting will lead the team in formulating recommendations and strategies that enhance and advance programmatic priorities and strengthen the Town's future economy. The economic development strategy will identify new and existing activities and policies to move the Town towards achieving its economic development goals for expansion of the local economic base and employment opportunities. Elements of the future economic development strategy will be provided to the Town in text and/or graphic form.

3.4 Utilities

Our analysis and recommendations will address capacity and constraints as it relates to potential growth within the Town and the ETJ. Recommendations for a framework for public and privately funded utility infrastructure improvements will be updated to ensure it is "right-sized" to accommodate the Town's goals and the type of growth that is envisioned as part of the land use element of the plan. We will review utility master plans and work with Town staff and team planners to

develop policies related to cost share / reimbursement, process and standards. Recommendations and priorities for public utility extensions will be included in this element. Recommended initiatives will be prioritized to inform future capital planning.

3.5 Transportation

This element of the plan will coordinate the recommendations from Town documents related to vehicular, bicycle and pedestrian transportation. We also will identify key planned transportation improvements and potential funding sources including the transformation of Russ Avenue in 2020. J.M. Teague Engineering will lead this task and will coordinate with the French Broad River MPO, NCDOT and Town Staff. Policies in the plan will draw from best practices across the region and may clarify right-of-way needs, street standards and bicycle and pedestrian facility priorities for the Town.

3.6 Open Space, Parks, and Natural & Cultural Resources

The project team will develop policies and recommendations that support and reinforce the goals of recent plans including the 2017 Waynesville Greenway Feasibility Study and Systemwide Parks Master Plan for 2017-2026. The Land Use Plan element will address how to protect valuable natural assets while accommodating the pending growth. Policies related to safeguarding water quality and preservation of rural character will be key to achieving this goal. In addition, proposed strategies should direct growth toward preferred locations within the designated Urban Services and Growth Boundary in order to preserve natural assets which bring visitors to the Town and supports the economic base.

3.7 Character and Placemaking

The Stewart team will evaluate the effectiveness of the land development standards related to urban design and if needed make recommendations that continue to enhance the Town's character. We will prepare up to two character-area sketches to illustrate proposed goals and concepts and convey the intent of future land use, design, infrastructure, parks and recreation and/or natural resource related policy recommendations. Stewart will consider engaging the services of Bill Grimes at Studio Cascade to assist with this task.

3.8 Future Land Use Map

Following the development of the Land Use and Build-Out models, we will work to create a Future Land Use Map to accommodate growth and development through the next 15 to 20 years. Updated future land use designations will be accompanied by descriptions that specify intended use mix, scale, density and other design features (i.e. street standards).

3.9 Draft Comprehensive Plan

The Stewart team will compile the information produced in this phase and prepare and submit a draft Comprehensive Land Use Plan (delivered in parts for ease of review) to Town staff and the Steering Committee. Following this review the draft document will be presented during a final Public Meeting and posted on the website for comment. All comments received from staff, the Steering Committee, and the public will be catalogued and responses made. This careful tracking of comments

will allow the Stewart team to identify common themes in feedback/comments for discussion with Town staff and elected/appointed officials during the review and public hearing process.

Meetings:

- Steering Committee Meetings #4 and 5 to review Land Use Modeling, the Policy Framework, the Future Land Use Map, and Placemaking Concepts
- Public Meeting #2 to present Draft Comprehensive Land Use Plan and concepts

Deliverables:

- Draft Comprehensive Land Use Plan
 - Land Use Policies and/or Strategies
 - Future Land Use Plan Map
 - Utility Policies and/or Strategies
 - Transportation Policies and/or Strategies
 - Open Space, Natural Resource and Parks Policies and/or Strategies
 - Other policies and/or strategies identified in Phase 1
- Meeting Materials
- Meeting Minutes
- Website Update

PHASE 4: DRAFT DOCUMENTS

4.1 Implementation Strategy Matrix

An implementation strategy will be created to address short, medium, and long-term actions to provide direction to the Town to achieve specific goals identified in the Comprehensive Land Use Plan over the next 15 to 20 years. The

Implementation Strategy Matrix will:

- Define the actions/recommendations, by Plan Element, needed to achieve the Comprehensive Plan objectives
- Prioritize the activities (short-term, medium, long-term)
- Be measurable
- Link actions to a responsible party

4.2 Plan Document

The implementation strategies will be incorporated into the final adoption draft of the Comprehensive Land Use Plan. The draft document will be revised and amended as appropriate.

4.3 Plan Adoption

The Stewart team, in conjunction with Town staff, will present the Final Plan during one public hearing to the Planning Board / Board of Alderman. Following the public hearing process, we will prepare and submit a final set of plan documents in printed and electronic format.

Meetings:

- Steering Committee Meeting #6 to review the Draft Comprehensive Plan
- Steering Committee Meeting #7 to review the Implementation Strategy Matrix
- Public Meeting #2 to present Draft Comprehensive Plan



Deliverables:

- Adoption Draft Comprehensive Land Use
- Implementation Strategy and Matrix
- PowerPoint presentation of final plan highlights
- One bound and one unbound copy of the final document
- An electronic copy, formatted and indexed for easy download from website
- All documents will be provided in both digital and hard copy.
- The digital formats will be as follows:
- Text - MS WORD in its original software and PDF of Adobe Creative Suites InDesign in its original software and PDF
- Spreadsheets - MS Excel
- Meeting Minutes
- Website Update

TRAINING AND CONTINUING SERVICE

The Stewart team will conduct one ½ day training sessions for Waynesville staff, Planning Board, Board of Adjustment, and the Board of Alderman.

As part of our Continuing Service promise, we will be available by phone or email for a period of 6-months following plan adoption to assist staff with questions. This continuing service is included in our base fee and is not an additional line item cost.

ADDITIONAL SERVICES

Any item not contained in the scope of services above will be deemed as an Additional Service. Additional services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

CLIENT RESPONSIBILITIES

It shall be the responsibility of the Client to:

1. Provide documents;
2. Provide access to County GIS;
3. Provide any available electronic information on the study area to be used in the preparation of plans;
4. Secure meeting spaces;
5. Provide reasonable advanced notice of scheduled meetings;
6. Invite and follow up with Steering Committee members and stakeholder groups;
7. Assist with social media outreach, manage website (content to be provided by the Stewart team);
8. Assist with the facilitation of the visioning workshop and open house;
9. Host additional meetings as determined necessary;
10. Assist with drafting and review of LUP text;
11. Provide decisions on critical issues as necessary in a timely manner; and.
12. Pay all invoices per Conditions of the Agreement.

SCHEDULE

The Consultant agrees to provide services to the Client in the most expeditious manner as is practical and will adhere to the project schedule as appropriate and realistic. It is anticipated that **PART I** of the project will be completed within five



(5) months from the Notice to Proceed. **PART II** will commence upon the execution of an agreement acceptable to both parties and executed after **July 1, 2018**. **PART II** is anticipated to be completed 8 months after a Notice to Proceed.

COMPENSATION

The Consultant agrees to provide professional services as outlined above in the Scope of Services on a lump sum basis. We have proposed complete PART I which includes Phases 1 and 2 in the scope for a fee of \$25,000 which includes expenses for travel, food and supplies for meetings and printing and deliverables specified in the scope of services. It is understood that PART II (Phases 3 and 4) will be negotiated under separate contract after July 1, 2018.

Table 1: Cost by Phase

PART	Phase	Description	Cost
I	1	Project Initiation	\$12,780
I	2	Engagement and Analysis	\$12,220
II	3	Plan Development	\$TBD
II	4	Implementation and Adoption	\$TBD
		Total (PART I ONLY)	\$25,000
		Reimbursable Expenses	
		Travel	\$1,000
		Printing and Meeting Materials	\$1,000



Stewart Conditions of the Agreement

1.0 Payments on Account

- 1.1 Invoices for Stewart's services shall be submitted, at Stewart's option, either upon completion of any phase of service or on a monthly basis. Invoices shall be payable when rendered and shall be considered PAST DUE if not paid within 30 days after the invoice date.
- 1.2 Any inquiry or questions concerning the substance or content of an invoice shall be made to Stewart in writing within 10 days of receipt of the invoice. A failure to notify Stewart within this period shall constitute an acknowledgment that the service has been provided and is correct.

2.0 Late Payments

- 2.1 A service charge will be charged at the rate of 1.5% (18% annual percentage rate) per month or the maximum allowable by law on the then outstanding balance of PAST DUE accounts. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.
- 2.2 In the event that any portion of an account remains unpaid 30 days after billing, Stewart may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of all services.

3.0 Insurance

- 3.1 Stewart shall secure and endeavor to maintain professional liability insurance and commercial general liability insurance to protect Stewart from claims for negligence, bodily injury, death or property damage which may arise out of the performance of Stewart's services under this Agreement, and from claims under the Worker's Compensation Acts. Stewart shall, if requested in writing, issue certificates confirming such insurance to the Client.

4.0 Standard of Care

- 4.1 The standard of care for all professional services performed or furnished by Stewart under this Agreement will be the skill and care used by members of Stewart's profession practicing under similar circumstances at the same time and in the same locality. Stewart makes no warranties, express or implied, under this Agreement or otherwise, in connection with Stewart's services.

5.0 Indemnifications

- 5.1 The Client shall indemnify and hold harmless Stewart and all of its personnel, from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) to the extent they are caused by the negligent act, error, or omissions by the Client in performance of its services under this Agreement, subject to the provisions in the paragraph below on Risk Allocation.



5.2 Stewart shall indemnify and hold harmless the Client and its personnel from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) to the extent they are caused by the negligent act, error, or omissions by Stewart in performance of its services under this Agreement, subject to the provisions in the paragraph below on Risk Allocation.

5.4 Sub-Consultant(s) shall indemnify & hold harmless Consultant & Client from and against all claims, losses, damages, and expenses (including attorney's fees and defense costs) to the extent such claims, losses, damages, or expenses are caused by any negligent act, error, or omission of Sub-Consultant or any person or organization for whom the Sub-Consultant is legally liable.

6.0 Risk Allocation

6.1 In recognition of the relative risks, rewards and benefits of the Project to both the Client and Stewart, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, Stewart's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses rising out of this Agreement, from any cause or causes, shall not exceed the amount of \$250,000. Such causes include, but are not limited to, Stewart's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

7.0 Reuse of Documents

7.1 All documents including calculations, computer files, drawings, and specifications prepared by Stewart pursuant to this Agreement are instruments of professional service intended for the one-time use in construction of this project. They are and shall remain the property of Stewart. Any reuse without written approval or adaptation by Stewart is prohibited.

8.0 Opinion of Probable Construction Costs

8.1 Stewart's opinion of probable construction costs, if rendered as a service under this Agreement, is based on assumed labor costs and approximate quantities of material and equipment, and therefore is of a conditional character. Stewart cannot guarantee the cost of work to be performed by others since market or bidding conditions can change at any time and changes in the scope or quality of the Project may affect estimates.

9.0 Construction Phase Services

9.1 If this Agreement provides for any construction phase services by Stewart, it is understood that the Contractor, not Stewart, is responsible for the construction of the project, and that Stewart is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the Contractor.



10.0 Mediation

10.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Stewart's services, Stewart may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

10.2 The Client and Stewart shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions currently in effect and administered by counsel for the parties. A request for mediation shall be made in writing and delivered to the other party to the Agreement. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

10.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Raleigh, North Carolina, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

10.4 If the parties do not resolve a dispute through mediation pursuant to this Section 10.0, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Client and Stewart do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

[☐] Arbitration pursuant to Section 10.3 of this Agreement

[☐] Litigation in a court of competent jurisdiction

[☐] Other (Specify)

11.0 Termination of Contract

11.1 Client may terminate this Agreement with seven days prior written notice to Stewart for convenience or cause. Stewart may terminate this Agreement for cause with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Stewart has been paid in full all amounts due for services, expenses and other related charges.



LAND PLANNING AND DESIGN STANDARD HOURLY RATES

2017

CLASSIFICATION	HOURLY RATE
Administrative I	\$ 50.00
Administrative II	\$ 60.00
Administrative III	\$ 75.00
CAD Technician I	\$ 75.00
CAD Technician II	\$ 85.00
CAD Technician III	\$ 95.00
Civil Designer	\$ 90.00
Civil Designer II	\$100.00
Civil Designer III	\$110.00
Civil Engineer Intern	\$ 90.00
Civil Project Engineer	\$110.00
Civil Project Engineer II	\$120.00
Civil Senior Project Engineer	\$130.00
Planner	\$ 95.00
Planner II	\$110.00
Senior Planner	\$125.00
Landscape Designer	\$ 90.00
Landscape Designer II	\$100.00
Landscape Architect	\$110.00
Landscape Architect II	\$120.00
Senior Landscape Architect	\$130.00
Project Manager	\$135.00
Senior Project Manager	\$150.00
Associate Manager of Landscape Architecture	\$150.00
Associate Manager of Civil Engineering	\$150.00
Associate Manager of Planning	\$150.00
Manager of Landscape Architecture	\$160.00
Manager of Civil Engineering	\$160.00
Manager of Planning & Municipal Services	\$160.00
Manager of Land Planning & Design	\$175.00
Director of Planning Studio	\$180.00
Director of Design Studio	\$180.00
Expert Testimony	\$200.00
Principal in Charge	\$225.00
Managing Principal	\$250.00

Note: This schedule of rates are subject to adjustment in accordance with annual wage and cost of living increases.



Stewart's Project #: _____

PROJECT INFORMATION FORM

Client Name: _____

Client Project #, PO or Contract #: _____
(to be shown on invoice)

Client Project Manager or Key Contact: _____

Email Address _____ Phone # _____

Client Project Name for Invoicing: _____

Invoice Mailing Address:

Client's Accounts Payable Contact:

Name: _____

Phone: _____

Email: _____

Invoices should be sent to the attention of:

Invoices should be sent by: Mail _____ Email _____ Both _____

Date invoices must be received by Client: _____

Special invoice format required: _____ Yes _____ No (If yes, please forward the template)

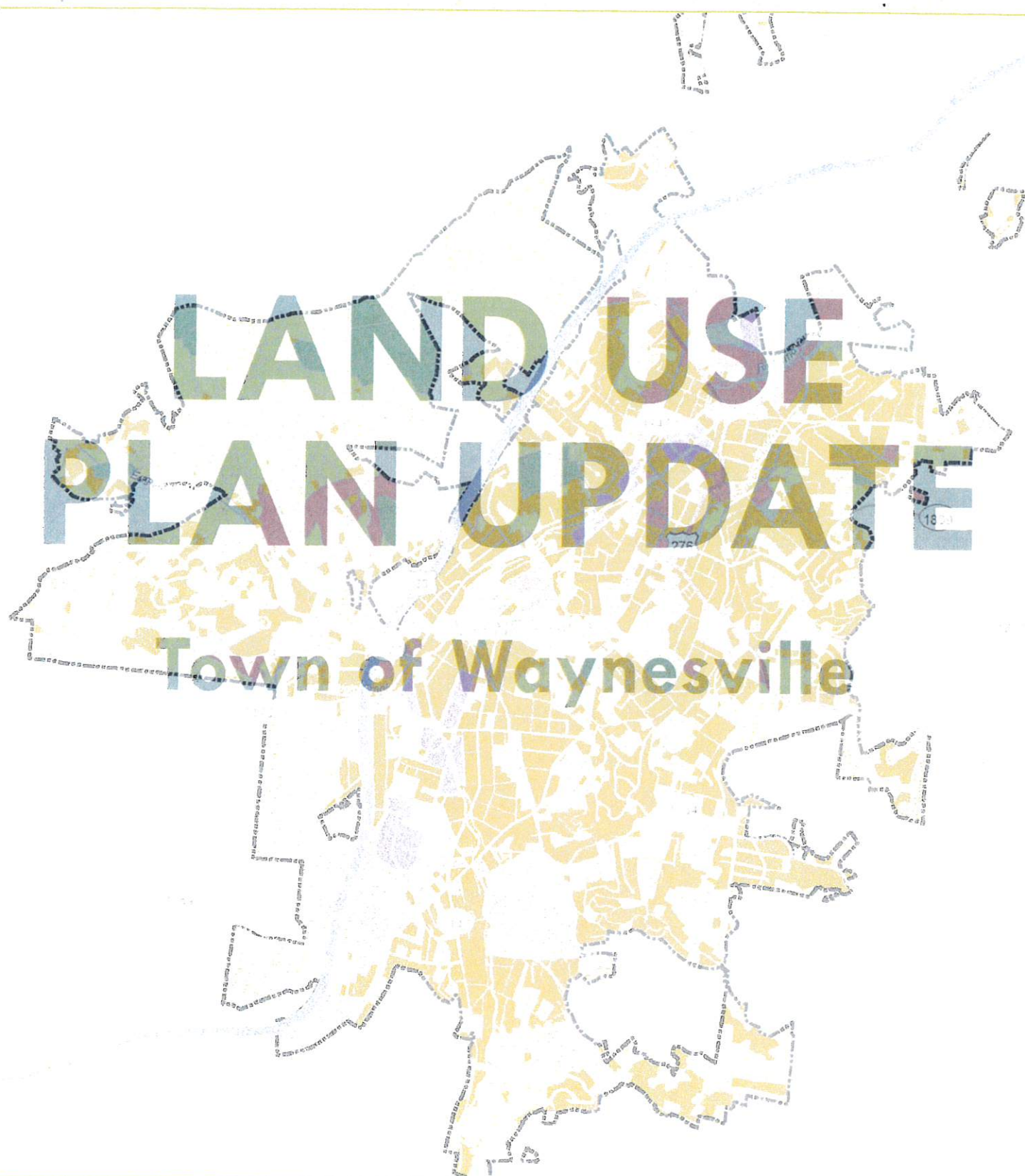
Billing Percentages:

Does contract stipulate percentages we can bill per month/phase? : _____ Yes _____ No

Construction Phase Billing -

Specify percentage/amount per month to be billed during Construction Admin:

Please complete all information and return to
accountsreceivable@stewartinc.com



LAND USE PLAN UPDATE

Town of Waynesville

Stewart

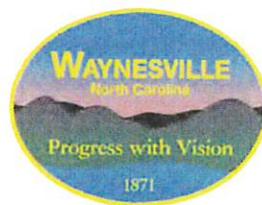
421 Fayetteville Street, Suite 400, Raleigh, NC 27601

o: 919/380/8750

f: 919/380/8752

www.stewartinc.com

NOVEMBER 30, 2017



STEWART



November 30, 2017

The Town of Waynesville
Elizabeth Teague, AICP, CTP
Development Services Department
9 South Main Street
Waynesville, NC 28786

RE: Request for Proposals - Land Use Plan Update for the Town of Waynesville

Dear Ms. Teague:

The Town of Waynesville is embarking on an important planning initiative – seeking to update the *Waynesville: Our Heritage, Our Future 2020 Land Use Plan* adopted in 2002. Our team is excited to submit a proposal to assist Waynesville, a community that has diligently used its Land Use Plan as a foundation for other plans, to inform the land development standards, and to guide public and private investment. Stewart feels we are well-positioned to further the Town's goal to provide an update to the Land Use Plan that addresses current and future needs, incorporates additional planning goals and objectives, and reflects current and future trends and practices. We particularly understand the issues and needs of small to mid-sized communities, and our work in Jackson County gives us familiarity with the region. Our team's recent comprehensive planning experience includes Granville County, NC, Burlington, NC, and Madison, IN, a similarly sized community with an economy driven by tourism along the scenic Ohio River.

As you know, a Comprehensive LUP gives a community an opportunity to step back and see the big picture. Our action-oriented plans enable communities to measure performance and plan for implementation of multiple projects over a long period; planners, public officials, and community members have a chance to discuss both compatibilities and potential points of conflict among different goals and policies, assemble resources and coordinate local, state, federal and not-for profit entities.

We have assembled a highly-regarded team of professionals for this assignment that are available to begin upon a notice-to-proceed. I will oversee this project as the Principal-in-Charge, and Jackie Turner, AICP will serve as Project Manager. We will be supported by a team of Certified Planners with decades of local government planning experiences as well professional landscape architects and engineers.

To complement our experience, we have partnered with J.M. Teague Engineering & Planning because of their local knowledge and transportation experience in the region, and Sealy Chipley, who specializes in economic and fiscal impact analysis.

A combination of several factors makes the Stewart team the best choice for your project:

- **Experienced Team Leads** – Jackie has decades of planning experience. She has served as project manager on multiple planning projects, and brings special expertise to the team.
- **Municipal Planning and Private Development Experience** – Many firms can write and update Comprehensive Land Use Plans and Land Development Ordinances. Stewart is different in that our planners, landscape architects, and engineers also utilize these documents on a daily basis assisting municipalities throughout the state. Our experience in land development projects allows us to “ground truth” the documents prior to implementation.
- Stewart is a Certified Historically Underutilized Business (HUB) and Chipley Consulting is a Women Business Enterprise (WBE).

We appreciate the opportunity to submit this RFP response. We look forward to the prospect of working on this project in your community. Please call me at 919.866.4823 or email at cszwarckop@stewartinc.com should you have any questions or need additional information.

Sincerely,
STEWART

Cindy Szwarcop, AICP
Manager of Planning & Municipal Services |
Associate Vice President



FIRM OVERVIEW

STRONGER BY DESIGN

Stewart is a planning, design and engineering firm located in Raleigh, Durham and Charlotte, NC, serving clients throughout the southeastern US. With a unique collaborative cross-discipline approach that results in stronger and more creative design solutions, Stewart offers a full range of services to meet the needs of its clients, including:

- Land Planning and Design
- Structural Engineering
- Transportation
- Geomatics
- Bicycle/Pedestrian Planning and Design
- Global Sports and Events
- Construction Services

Founded in 1994 by Willy E. Stewart, PE, the firm has more than 200 employees. Stewart is owned by a select group of professionals who are personally involved in our clients' projects.

Stewart provides services in a variety of markets within the public and private sectors. Clients include education, healthcare, institutions, municipalities, architects, departments of transportation and the federal government as well as commercial, retail, residential and mixed-use developers.

MINORITY BUSINESS STATUS

The firm is a certified Historically Underutilized Business (HUB) with the State of North Carolina through the Statewide Uniform Certification (SWUC) program. The firm is also a certified Small, Women, and Minority (SWaM) owned business with the Commonwealth of Virginia, as well as a certified Small Professional Services Firm (SPSF) with the North Carolina Department of Transportation.



MISSION STATEMENT

"We improve communities by fulfilling our clients' visions through a creative, thoughtful, and collaborative approach."

AWARDS

2017 ACEC NC Grand Award
NCSU Talley Student Union

2016 SEA NC Award for Excellence in Structural Engineering
NCSU Talley Student Union

2016 NCASLA Merit Award
Stanhope Student Apartments

2015 NCASLA Honor Award
Haiti: Building a Community from Within

2015 NCASLA Award of Excellence
Duke University, Environment Hall

2014 AIA Charlotte Landscape Merit Award
Duke University Medical Center Open Space

2014 ACEC/NC Grand Award
Neuse River Greenway Trail

2014 ACEC/NC Henry A. Stikes Grand Conceptor Award
NCSU James B. Hunt, Jr. Library

2012 ACEC/NC Henry A. Stikes Grand Conceptor Award
Buckner Companies' Home Office

2011 NC Chapter of the American Society of Landscape Architects Firm of the Year

2011 Southeast WoodWorks Commercial Wood Design Award
RDU Terminal 2 Renovation and Expansion



FIRM OVERVIEWS - SUBCONSULTANTS



J. M. Teague Engineering & Planning (JMTE) is an engineering and planning firm that manages a wide range of large and small projects across the Western North Carolina region. Founded in early 2010, JMTE specializes providing engineering and planning expertise to local municipalities, school systems, private institutions, and professional clients such as landscape architects, urban planners, developers, and civil engineering firms. They are located in Waynesville, North Carolina – the “Gateway to the Smokies.” JMTE currently has partnerships with many professional firms and individuals throughout the region. These relationships enable JMTE and its partners to provide multi-disciplined engineering, surveying, and project management for a wide array of engineering challenges.

JMTE offers extensive traffic engineering services including:

- Intersection safety
- Wayfinding
- Traffic impact analysis review and preparation
- Traffic data collection
- Traffic signal warrant and operation
- Pavement marking design and operation
- Sign design and operation
- Corridor studies
- Risk management
- MUTCD training and compliance
- Bicycle and pedestrian safety
- Pavement condition surveys
- Presentations
- Sight distance evaluations
- Expert testimony.

Their service area is NC, GA, TN, SC and VA, but they have clients coast-to-coast including Alaska. JMTE is certified by NCDOT as Small Business Professional Firm and as a Private Engineering Consultant. JMTE is licensed as a professional engineer in North Carolina, South Carolina, Alabama, Virginia, Tennessee and Georgia. They serve the Southeast and Mid-Atlantic regions of the U.S., with a concentrated focus on projects in Alabama, North Carolina, South Carolina, Georgia, and Tennessee.

OFFICE LOCATION

525 North Main Street
Waynesville, NC 28786
828. 456. 8383

PROFESSIONAL SERVICES

Community Planning
GIS Mapping
Ordinance Review and Development
Land Use Planning
On-Call Services
Facilitation
Agency Coordination
Community Involvement
Public Input
Stakeholder Feedback
Public Presentations
Coordination with Planning Board, Task Force, Town Council and Town Staff
NC General Statute & Case Law Research
Traffic Engineering
Corridor Studies
Risk Management
Traffic Impact Analysis



Chipley Consulting is a woman-owned firm with offices in Raleigh and Asheville. They offer a range of economics, planning and communications services. They assist public and private decision-makers with local and regional economic analyses, including market assessments and economic impact assessments. Their value lies in delivering concise and discerning information to help clients make effective and efficient decisions. Their approach to communications is informed by their staff's experience managing public involvement efforts on a variety of projects under different contexts. When engaging hard-to-reach populations, they utilize neighborhood leaders, lessons from previous local outreach efforts, and demographic research that reflect cultural sensitivities and preferred forms of expression within the community. During the project, their team will evaluate the success of initial engagement efforts and refine their mix of outreach tools to enhance future participation.

OFFICE LOCATION

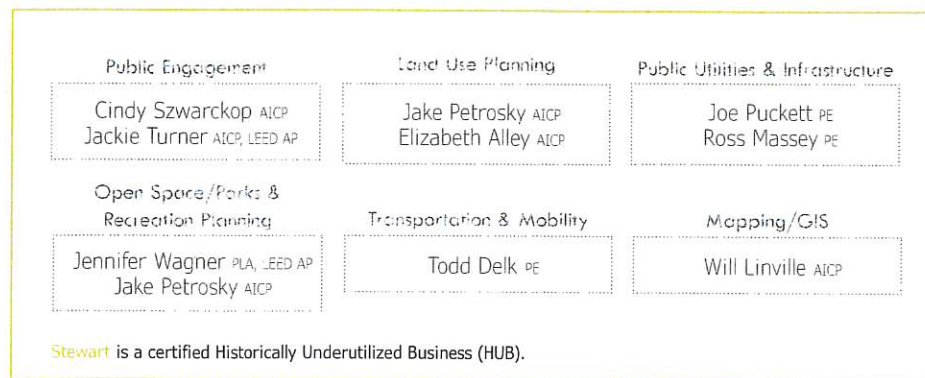
1 Haywood Street
Asheville, NC

PROFESSIONAL SERVICES

Economic and fiscal impact analysis
Community planning
Public and stakeholder engagement
Strategic planning
GIS mapping



STEWART Historically Underutilized Business (HUB)



JM TEAGUE Historically Underutilized Business (HUB)



CHIPLEY CONSULTING Historically Underutilized Business (HUB)





CINDY SZWARCKOP AICP
PRINCIPAL-IN-CHARGE / PUBLIC ENGAGEMENT
ASSOC. VICE PRESIDENT, MANAGER OF PLANNING & MUNICIPAL SERVICES

As Manager of Planning and Municipal Services, Cindy is responsible for extensive due diligence and site constraints, research and reporting, entitlements (including rezoning, special use permits, and annexations). She is a Certified Planner specializing in land use, demographics, municipal coordination, and public engagement. Cindy utilizes her skills and experience in project management, agency coordination, regulatory requirements, and the site development process to deliver highly successful projects.

RELEVANT EXPERIENCE

Town of Pittsboro UDO Assessment | Pittsboro, NC

Project Manager | Stewart was hired by a large development company to provide an assessment of the proposed Pittsboro Unified Development Ordinance. The assessment report was formalized and forwarded to the Town of Pittsboro to use as an aid in the final revisions to the UDO document.

Jackson County Unified Development Ordinance Update | Jackson County, NC

Project Manager | Stewart was engaged to provide planning services for the development of the County's first UDO. The project includes the preparation of an assessment of their existing Land Use Ordinances and how they are equipped to implement the newly adopted Comprehensive Land Use Plan. Based on the direction provided by the County, it was determined that a good portion of the UDO would be a technical effort to reformat and re-organize the existing twenty-one separate ordinances. The team is in the process of preparing the assessment report, developing an outreach strategy and preparing an outline of the new UDO.

Town of Clayton Unified Development Ordinance Update | Clayton, NC

Project Manager | Stewart was engaged to update and revise portions of Article 2 and Article 6 of the Clayton Unified Development Ordinance as well as an update to the Subdivision review standards. As part of this effort, Stewart conducted a best practices search to assist in the development of the revised regulations. We met with Town staff on a weekly basis to discuss elements and proposed revisions. Meetings with the Planning Board and Town Council are forthcoming as the project nears completion.

Town of Chapel Hill Design Manual | Chapel Hill, NC

Project Manager | Stewart was selected by the Town of Chapel Hill to update and revise the Engineering Design Manual and Standard Details. Stewart reviewed the existing 2005 Manual and made recommendations as to format, content, best practices, construction practices, and state requirements. Following an extensive review with Town staff, the public, and Town Boards/Commissions, Stewart revised the 2005 document into a more modern and standardized format.

Granville County Comprehensive Plan | Granville County, NC

Principal-in-Charge | Stewart was selected to prepare the Granville County Comprehensive Plan that will address and determine the community's priorities and address anticipated growth in ways that preserves the community character, fosters economic development, and recognizes the County's natural assets.

Pitt County Southwest Bypass Land Use Plan | Pitt County, NC

Principal-in-Charge | Stewart was selected to prepare a land use plan that will address potential growth along the Southwest Bypass Corridor.

EDUCATION

Bachelor of Science in Public Administration and Political Science
James Madison University

Master of Urban and Regional Planning, (concentration in Urban Management and Physical Development)
Virginia Tech

REGISTRATION

American Institute of Certified Planners (AICP): #019412

APPOINTMENTS

Past Member, City of Raleigh Appearance Commission

Member, City of Raleigh UDO Advisory Group

Past Member, Town of Morrisville Blue Ribbon Transportation Funding Commission

Member, City of Raleigh Development Services Advisory Committee

ORGANIZATIONS

NCAPA
ULI
ULI Market Impact Regional Council
WLI – Founding Member



JACKIE TURNER AICP, LEED AP
PROJECT MANAGER / PUBLIC ENGAGEMENT | ASSOCIATE MANAGER
OF PLANNING

With over 25 years of planning, urban design, and landscape architecture experience in both public and private practice, Jackie brings a passion for creating vibrant, authentic, and sustainable communities that respond to a client's needs while exhibiting a creative flair and environmental sensitivity, reflecting modern design theories. Jackie strongly believes that the most successful projects involve meaningful public engagement providing all in a community the opportunity to have their voice heard. As a planner, she is skilled in meeting facilitation and has lead hundreds of public workshops and steering committee and client staff meetings and presented before commissions, boards and councils.

RELEVANT EXPERIENCE

Comprehensive Plan* | Burlington, NC

Project Lead | The Burlington Comprehensive Plan incorporated the recommendations and strategies from previous plans and combined this with the community's vision for its future. In addition to the standard plan elements, Destination Burlington provides a proactive vision of planning for health and wellness by making physical activity and healthy choices a normal part of everyday life.

Downtown Implementation Strategies Plan* | Rocky Mount, NC

Team Lead | This project included transportation planning and economic development specialists to help the City of Rocky Mount develop strategies to encourage downtown investment which would capitalize on the advent of an Event Center scheduled to open in 2019. Some strategies found in the plan include the creation of destination districts, enhanced multimodal transportation, and a new downtown overlay district.

Comprehensive Plan* | Madison, IN

Team Lead | The Comprehensive Plan, adopted in 2016, coordinated and incorporated several previous planning efforts with unfulfilled goals. The Plan not only included the traditional guidance for future land use, transportation, and infrastructure, but targeted eight specific areas for redevelopment. Jackie led a multidisciplinary team with civil engineering, economic development, and historic preservation specialties. In a city that had lost momentum for change, it was important to identify some "quick wins" to garner excitement and support in the community.

Comprehensive Plan* | Bellwood, IL

Team Lead | Jackie led the effort to prepare the first Comprehensive Plan for the Village. The process involved a multitude of outreach techniques to engage many community groups and stakeholders using workshop notices in multiple languages, both traditional and social media, Metroquest kiosk, and a self-guided planning toolkit in order to help the Village target redevelopment and take advantage of its location and transit orientation in the Chicago region. The plan addressed land use planning, corridor enhancement, housing diversity, and commercial and industrial opportunities, while maintaining and linking green space.

Fort Wayne Downtown Design Manual* | Fort Wayne, IN

Team Lead | Jackie led the team to create a highly illustrative manual that translated the City's urban design goals into design requirements, but also maintaining design ideas that were encouraged. The manual helped foster attractive and functional design solutions; encourage compatible new development and redevelopment; and provide design direction to property owners, developers and decision makers as the city revitalized its downtown.

EDUCATION

Master of Landscape Architecture
University of California Berkeley

Bachelor of Arts, Environmental
Biology, University of Virginia

REGISTRATION

American Institute of Certified
Planners (AICP)

LEED Accredited Professional

**Denotes work performed in
previous position.*



JAKE PETROSKY AICP
LAND USE PLANNING / OPEN SPACE/PARKS AND RECREATION PLANNING
| PLANNER/PROJECT MANAGER

Jake is responsible for Land Use Planning and Urban Design at Stewart. His duties include project management, analysis, conceptual design and public engagement activities. Jake has 14 years of experience in land use and comprehensive plans, small area plans, multimodal transportation planning, parks, greenways, and environmental planning. He believes in data-driven, design-oriented planning and has a professional and personal interest in well-designed, connected places and open spaces and how they can improve quality of life.

RELEVANT EXPERIENCE

Duke Belt Line Trail and Linear Park Master Plan | Durham, NC

Deputy Project Manager | Stewart is leading the creation of a master plan for a 2 mile greenway and linear park through the heart of Downtown Durham.

High Point Downtown Multi-modal Downtown Vision Plan* | High Point, NC

Project Manager | Jake led an interdisciplinary team of designers to develop recommendations for redevelopment, placemaking, public space, streetscape retrofits, and pedestrian and bicycle facilities in Downtown High Point.

Harrisburg Area Land Use Plan Update | Harrisburg, NC

Project Manager | Jake is leading an innovative assessment of existing land use and tax base, GIS-based suitability analysis, and public involvement activities which will help guide the development of the future land use plan and associated policies. Stewart is also assisting the Town with parks, recreation, natural resource, bike/ped and utility plan components.

Granville County Comprehensive Plan | Granville County, NC

Deputy Project Manager | Stewart was selected to prepare the Granville County Comprehensive Plan that will address and determine the community's priorities and address anticipated growth in ways that preserve the community character, foster economic development, and recognize the County's natural assets.

Pitt County Southwest Bypass Land Use Plan | Pitt County, NC

Deputy Project Manager | Stewart was selected to prepare a land use plan that will address potential growth along the Southwest Bypass Corridor. Jake will lead the development of land use scenarios and policy recommendations.

Greensboro Western Area Land Use and Infrastructure Plan* | Greensboro, NC

Project Team | Jake developed land use, transportation and environmental recommendations.

Plan Chatham: The Chatham County Comprehensive Plan* | Chatham County, NC

Project Manager | Jake led development of the comprehensive plan, and developed land use, infrastructure, natural resources, parks and recreation recommendations. Innovative engagement utilized MySidewalk, ArcGIS Online interactive mapping and social media. The plan included high-end cartography, land use suitability analysis, a NC Wildlife Partners for Green Growth grant, a health element and small area concept design.

Clayton Comprehensive Plan* | Clayton, NC

Project Manager | Jake led development of the plan, including land use, transportation, parks and recreation, natural resources and utility recommendations. The plan included successful public involvement effort that resulted in over 1,000 participants.

EDUCATION

Master of Urban Planning
University of Florida

Bachelor of Community and
Regional Planning
Appalachian State University

REGISTRATION

American Institute of Certified
Planners (AICP): #026937

PRESENTATIONS

*Bicycle Facility Design &
Integration with Urban
Development*, Texas ASLA 2017

*Economic and Placemaking
Benefits of Trails*, 2017 Piedmont
Trails Summit

The GeoDesign Toolshed, Esri 2017
GeoDesign Summit

*Growth Modeling and Utility
Impact Analysis*, 2015 Esri GIS
User Conference

*The Second Level: The Art and
Science of Advanced GIS Analysis
and Metrics*, North Carolina
American Planning Association
2014 Annual Conference

AWARDS

2014 Marvin Collins Outstanding
Planning Award,
Peak Plan 2030: The Apex
Comprehensive Plan, NC APA

2014 Marvin Collins Outstanding
Planning Award,
GroWNC Regional Plan, NC APA

**Denotes work performed in
previous position.*



LAND USE PLANNING/PUBLIC INVOLVEMENT

ELIZABETH S. ALLEY AICP SENIOR PLANNER

Elizabeth is a planner with over a decade of public sector experience. Her work ranges from historic preservation, urban design, and downtown development to small area planning and code writing. She is passionate about creating a vibrant pedestrian realm and engaging the community to develop place-based design decisions. Excited by tangible projects that can be created through partnership between the private, public and nonprofit sectors, she is past chair of the Beehive Collective, a local women's giving circle, as well as a founding trustee of the Awesome Foundation Raleigh Chapter.

EDUCATION

Master of City and Regional Planning, with Certificate in American Urbanism, University of Virginia School of Architecture

Bachelor of Arts in Religious Studies and Sociology, University of Virginia College of Arts and Science

REGISTRATION

American Institute of Certified Planners (AICP): #152288

RELEVANT EXPERIENCE

- Granville County Comprehensive Plan | Granville County, NC
Senior Planner, Public Involvement
- Pitt County Southwest Bypass Land Use Plan | Pitt County, NC
Senior Planner, Public Involvement
- Town of Chapel Hill Design Manual | Chapel Hill, NC
Planner
- 2030 Comprehensive Plan* | Raleigh, NC
Urban Design Project Lead
- Livable Streets Plan Implementation* | Raleigh, NC
Project Manager

** Denotes work performed prior to joining Stewart*



GIS/GRAPHICS/MAPPING

WILL LINVILLE AICP PLANNER II

Will is a certified planner with seven years of experience in municipal and county planning. He has expertise in zoning administration, grant writing, historic preservation, public involvement, transportation planning, and the composition of comprehensive and land use plans. His role involves GIS, land use planning and public involvement.

EDUCATION

Bachelor of Science in Geography, University of North Carolina at Charlotte

REGISTRATION

American Institute of Certified Planners (AICP): #256688

RELEVANT EXPERIENCE

- Jackson County UDO | Jackson County, NC
Deputy Project Manager/Code Writing
- Pitt County Southwest Bypass Land Use Plan | Pitt County, NC
GIS
- Town of Lillington UDO | Pittsboro, NC
GIS and Code Writing
- Granville County Comprehensive Plan | Granville County, NC
GIS
- Town of Yadkinville Comprehensive Plan* | Yadkinville, NC
Project Manager
- Southwestern Cumberland/Northeastern Hoke Multi-Modal Congestion Plan* | Cumberland/Hoke County, NC
Project Manager
- Southeast Cumberland Land Use Plan* | Fayetteville, NC
Planner
- South Central Cumberland Land Use Plan* | Fayetteville, NC
Planner
- Southwest Cumberland/Hope Mills Detailed Land Use Plan* | Fayetteville, NC
Community Engagement



OPEN SPACE/PARKS & RECREATION PLANNING

JENNIFER WAGNER PLA, ASLA, LEED AP LAND PLANNING & DESIGN PROJECT MANAGER

Jennifer has an extensive understanding of park and playground design, downtown streetscapes, greenways, master planning, and campus and hospice garden design. With more than 11 years of experience, Jennifer has expertise in facilitating and presenting public meetings, grant writing, schematic design, and construction documents, and has provided construction administration for projects ranging from small private jobs to large public sites.

EDUCATION

Master of Landscape Architecture, North Carolina State University
Bachelor of Arts in International Studies, American University

REGISTRATION

Professional Landscape Architect (PLA): North Carolina #1791
LEED Accredited Professional

RELEVANT EXPERIENCE

- **Knightdale Comprehensive Pedestrian Plan*** | Knightdale, NC
Lead Designer and Planner
- **Elizabethtown Comprehensive Pedestrian Plan*** | Elizabethtown, NC
Lead Designer and Planner
- **Mills Park Phase II** | Cary, NC
Project Manager
- **Forest Ridge Park** | Raleigh, NC
Senior Landscape Architect
- **MLK Jr. Park** | Carrboro, NC
Project Manager

** work performed with previous firm*



MULTI-MODAL TRANSPORTATION PLANNING

TODD B. DELK PE MANAGER OF BICYCLE & PEDESTRIAN PRACTICE

With project work spanning traffic impact and capacity studies, corridor planning, and highway safety research, Todd has over 16 years of experience in transportation planning, engineering, and research in public and private practice. His approach involves investigating projects in a multidisciplinary manner in order to evaluate costs and benefits from transportation, land use, safety, and environmental frameworks. Todd's combined background allows him to facilitate a dialogue between engineers and planners during a project and interpret technical data for citizens and local officials during public involvement efforts.

EDUCATION

Master of Science in Civil Engineering,
Georgia Institute of Technology

Bachelor of Science in Civil Engineering,
North Carolina State University

Bachelor of Science in Multidisciplinary Studies,
North Carolina State University

REGISTRATION

Professional Engineer:
North Carolina #31596

RELEVANT EXPERIENCE

- **Mobility/Connectivity Plan** | Town of Chapel Hill, NC
Project Manager
- **Charlotte Uptown Urban Trails** | Charlotte, NC
Project Engineer
- **Blount/Person Corridor Bike Lane Study and Design** | Raleigh, NC
Project Manager
- **Lumley, Westgate, Ebenezer Church Road Pedestrian Improvements Feasibility Study** | Raleigh, NC
Project Manager



INFRASTRUCTURE

ROSS MASSEY PE LAND PLANNING AND DESIGN SENIOR PROJECT MANAGER

Ross has facilitated design and construction oversight to infrastructure projects including municipal water and wastewater system expansions, hospital and university expansions and additions, development master-planned communities, and mixed-use development. His design and construction administration experience includes infrastructure projects such as land development, pumping stations, earthen dams, on-site wastewater systems, water and wastewater treatment plants, elevated water storage tank rehabilitation and new construction. Ross has extensive experience working with municipalities to evaluate budgetary expenditures, obtain jurisdictional approvals and management of the construction contract process.

EDUCATION

Bachelor of Science in Civil Engineering,
North Carolina State University

REGISTRATION

Professional Engineer:
North Carolina #1977

RELEVANT EXPERIENCE

- Town of Chapel Hill Design Manual | Chapel Hill, NC
Civil Project Engineer
- Croasdaile Village Prayer Garden | Durham, NC
Civil Project Engineer
- Crabtree Creek Greenway | Raleigh, NC
Civil Project Engineer
- Duke University Union Drive | Durham, NC
Civil Project Engineer



PUBLIC UTILITIES & INFRASTRUCTURE

JOE PUCKETT PE, LEED AP ASSOCIATE MANAGER OF CIVIL ENGINEERING

Joe has more than 14 years' experience with civil site design for public and private clients. He has acquired a broad range of experience in engineering design and construction plan production and permitting for site layout, grading and drainage, stormwater management, stormwater treatment, water distribution systems, sanitary sewer, onsite wastewater, erosion control, and roadway plans.

EDUCATION

Bachelor of Science in Mechanical Engineering
North Carolina State University

REGISTRATION

Professional Engineer (PE):
North Carolina #033779

RELEVANT EXPERIENCE

- North Carolina Museum of Life and Science Stormwater Master Plan Study | Durham, NC
Civil Engineer
- Brynn Marr Hospital Stormwater Report and Drainage Design | Jacksonville, NC
Project Engineer
- Wake Technical Community College Stormwater Master Plan | Raleigh, NC
Civil Engineer
- Downtown Cary Streetscape | Cary, NC
Civil Engineer*
- Campbell University TT Lanier Street Realignment | Buies Creek, NC
Lead Designer
- Pool Slide Renovation, Bedford at Falls River | Raleigh, NC
Project Engineer
- Community Pool Master Plan | Cherokee, NC
Project Engineer
- Swift Creek Commons Apartment Buildings, Clubhouse and Pool | Cary, NC
Project Engineer
- Marsh Creek Skate Park | Raleigh, NC
Civil Project Engineer
- Mills Park Phase II | Cary, NC
Project Engineer
- Forest Ridge Park | Raleigh, NC
Project Engineer

* Denotes work performed prior to joining Stewart



TRANSPORTATION PLANNING

JOSH FREEMAN AICP TRANSPORTATION PLANNER

Josh is a knowledgeable transportation planner with experience in municipal community development, planning and zoning. He is located in Waynesville.

EDUCATION

Municipal Administration,
NC School of Government, UNC Chapel Hill

Master of Urban & Regional Planning, Virginia Tech

Bachelor of Environmental Studies, Warren Wilson College

REGISTRATION

American Institute of Certified Planners

Certified Floodplain Manager

RELEVANT EXPERIENCE

- **City of Brevard Unified Development Ordinance | Brevard, NC**
Planner | Josh facilitated a comprehensive revision, modernization, and consolidation of outdated land development regulations into a single compendium of regulations that are consistent with the City's Land Use Plan
- **Henderson County Comprehensive Plan | Henderson County, NC**
Project Manager | Josh oversaw the creation and adoption of a future land use policy for a rural but rapidly growing community.
- **Transylvania County Comprehensive Transportation Plan | Transylvania County, NC**
Project Manager | Josh led the creation and adoption of a County-wide plan for future use.
- **Comprehensive Pedestrian Plan | Brevard, NC**
Project Manager | Josh managed various projects to create and secure City Council approval of the City's first comprehensive plan to guide future investments in bicycle and pedestrian infrastructure.



TRANSPORTATION PLANNING

KENNY ARMSTRONG TRANSPORTATION PLANNER

With a background in municipal planning, Kenny brings experience in local government planning, land use analysis, long range planning and multi-modal planning. He works in Waynesville.

EDUCATION

Master of Public Affairs, Western Carolina University

Bachelor of Illustration, Ringling College of Art & Design

RELEVANT EXPERIENCE

- **Zoning Ordinance Recodification | Biltmore Forest, NC**
Project Technician | Kenny served as the project technician for the Town's administration in their efforts to update and revise the zoning ordinance, including data collection/analysis, public input sessions and drafting the recodification language.
- **Community Vision | Eden, NC**
Project Technician | Kenny assisted the City with the economic visioning process, conducting numerous interviews with stakeholders and focus groups.
- **Comprehensive Bicycle & Pedestrian Plan | Franklin, NC**
Project Technician | Kenny worked on transportation plans to guide future investments in bicycling and pedestrian facilities with public input sessions, safety analysis and project recommendations.
- **Recreation & Parks System Map | Haywood County, NC**
Project Technician | Kenny assisted with map design for the Haywood County Recreation and Parks department, tabulating the existing infrastructure of walking paths, connectors, parks and playgrounds.



ECONOMIC DEVELOPMENT

SEALY CHIPLEY

ECONOMIC ANALYSIS

Sealy Chipley, Principal of Chipley Consulting, provides a range of economics, planning and communications services. Ms. Chipley performs local and regional economic analyses, including market assessments and economic impact assessments. She is adept at communicating the findings in a concise and discerning manner to provide public and private decision-makers with the information they need to make effective decisions. Through extensive project experience she has developed a thorough understanding of the challenges and opportunities facing communities today, as well as a broad skill set to help communities take appropriate action. Prior to starting her business, she worked at Land of Sky Regional Council and at the French Broad River MPO. Ms. Chipley also worked RTI International in the Economics Department.

EDUCATION

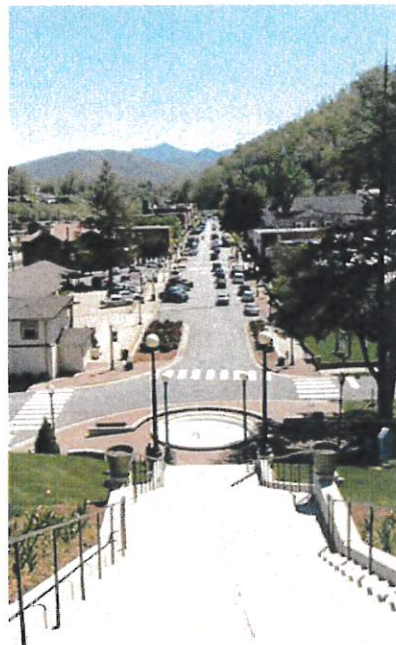
- Bachelor of Science in Economics, Environmental Management & Policy; UNC at Asheville

RELEVANT EXPERIENCE

- Granville County, NC Comprehensive Plan | Granville County, NC
Fiscal Impact Assessment
- Southern Blue Ridge Bicycle Plan | Clay, Graham, Macon and Cherokee Counties, NC
Economic Impact Analysis
- Economic Analysis, Southwestern Commission Region | Western North Carolina
Economic Impact Analysis
- Economic Impact of Entrepreneurial Events on Vendors | Asheville, NC
Economic Impact Analysis
- Economic Impact Assessment | San Juan, Puerto Rico
Economic Impact Analysis
- Waterfront Plan | Elizabeth City, NC
Market Analysis
- UDO Update | Charlotte, NC
Public Involvement
- Retail Analysis | Laurel Park, NC
Retail Market Analysis
- Southern Blue Ridge Bicycle Plan
Bicycle Tourism Analysis
- Silos & Smokestacks | National Heritage Area, Iowa
Economic Impact Analysis
- Measuring the Economic Impact of Entrepreneurial Events on Vendors | Various Locations
Economic Impact Analysis
- Laurel Park Comprehensive Plan | Laurel Park, NC
Community Engagement
- Mobility and Connectivity Study | Chapel Hill, NC
Community Engagement

JACKSON COUNTY UDO

UNIFIED DEVELOPMENT ORDINANCE



LOCATION
Jackson County, NC

OWNER
Jackson County
Michael Poston
Planning Director
828. 631. 2255

DATES
Start: July 2017
Completion: September 2018

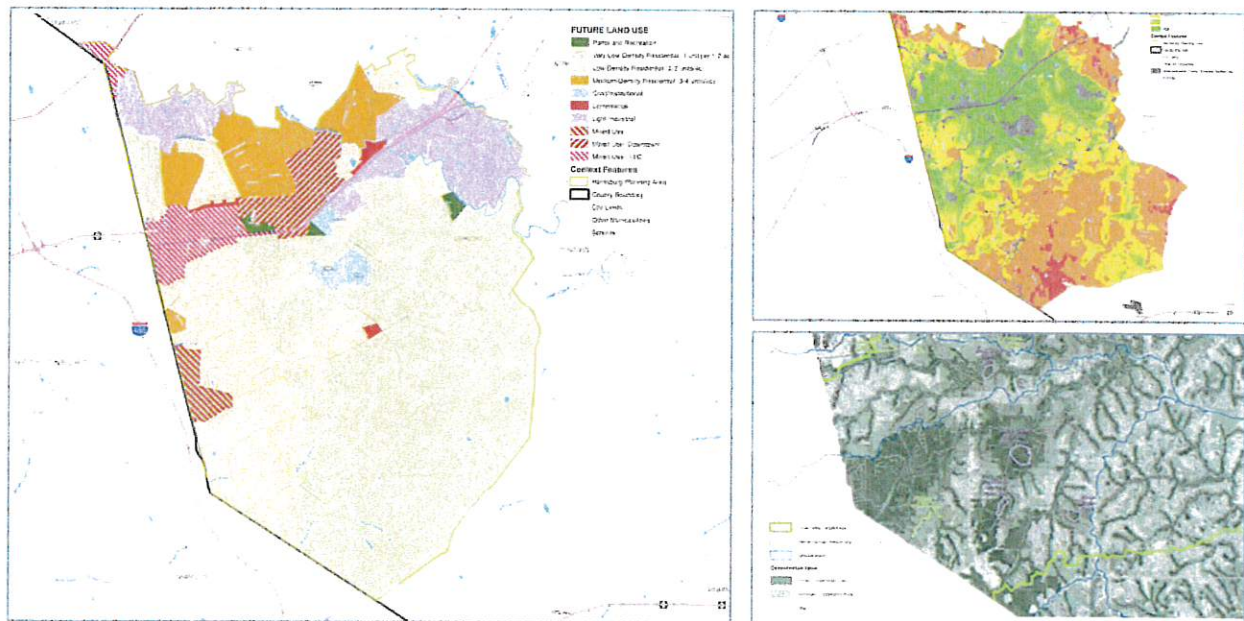
DISCIPLINES
Planning
Community Outreach

TEAM
Cindy Szwarcop, AICP
Will Linville, AICP
Elizabeth Alley, AICP

Stewart was engaged to provide planning services to Jackson County for the development of the County's first Unified Development Ordinance. The project includes the preparation of an assessment of their existing Land Use Ordinances and how they are equipped to implement the newly adopted Comprehensive Land Use Plan. Based on the direction provided by the County, it was determined that a good portion of the UDO would be a technical effort to reformat and re-organize the existing twenty-one separate ordinances. The Assessment Report has been completed, outreach is ongoing and the latter phases of the project are underway.

HARRISBURG AREA LAND USE PLAN

LAND USE PLAN



Stewart is working with the Town of Harrisburg and Cabarrus County on an update to the Harrisburg Area Land Use Plan. Harrisburg is one of the fastest growing communities in the Charlotte Region. The plan update seeks to preserve the family-friendly character of the Town, while re-energizing the Harrisburg Town Center and protecting unique natural areas and agricultural lands in the Reedy Creek Watershed. Stewart's innovative assessment of existing land use and tax base, GIS-based suitability analysis, and public involvement activities will help guide the development of the future land use plan and associated policies. Stewart is also assisting the Town with parks, recreation and natural resource recommendations, bicycle and pedestrian planning, and utility infrastructure plan components.

LOCATION
Harrisburg, NC

OWNER
Town of Harrisburg
Cabarrus County

DATES
Start: August 2017
Completion: Ongoing

DISCIPLINES
Land Use Planning and Design
Environmental Planning
Greenway Planning
Implementation

TEAM
Jake Petrosky, AICP
Will Linville, AICP

GRANVILLE COUNTY COMPREHENSIVE PLAN

LAND USE PLAN



LOCATION
Granville County, NC

OWNER
Granville County
Barry Baker
Planning Director
919. 603. 1334
barry.baker@granvillecounty.org

DATES
Start: August 2017
Completion: October 2018

DISCIPLINES
Planning
Civil Engineering
GIS
Public Involvement

TEAM
Cindy Szwarcop, AICP
Jake Petrosky, AICP
Will Linville, AICP
Todd Delk, PE
Elizabeth Alley, AICP

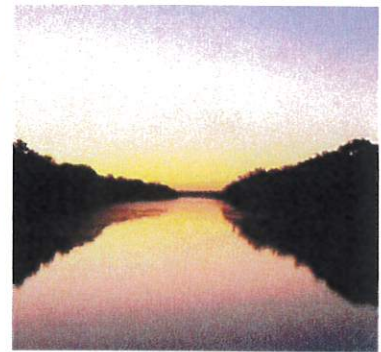
Stewart was selected to prepare the Granville County Comprehensive Plan that will address and determine the community's priorities and address anticipated growth in ways that preserve the community character, foster economic development, and recognize the County's natural assets. The population of Granville County is estimated at 59,000 and is approximately 536 square miles with five municipalities: Butner, Creedmoor, Oxford, Stern and Stovall. The County is located in the Kerr Tar and Triangle region of North Carolina and is adjacent to two metropolitan centers, Raleigh and Durham.

The work program includes a significant level of community involvement consisting of pop-up meetings, workshops, social media, community preference surveys and the use of both steering committee and stakeholder groups.

As part of the project, Stewart will also analyze water and sewer capacity and utilize CommunityViz to help the County understand the possibility and capacity for growth. This modeling will provide an insight into the impacts that land use policies can have on neighborhoods, the economy, infrastructure and the environment.

UNIFIED DEVELOPMENT ORDINANCE

TOWN OF LILLINGTON, NC



Stewart was engaged to provide planning services to the Town of Lillington. The first phase of the project includes the preparation of an assessment of the Town's land development ordinances and evaluation of how well they are equipped to implement the Town's Land Use Plan. During this task, Stewart staff identified overarching strengths and weaknesses of the general format, zoning districts, development standards, review procedures and overall user-friendliness of the ordinances. At the conclusion of the assessment report, we made recommendations to guide the Town on how to improve their land development ordinances and prepared an outline for developing a Unified Development Ordinance. Drawing on the recommendations provided in the assessment report, Stewart began the second task, to develop the Town's first Unified Development Ordinance. Stewart staff presented the UDO to Town staff, Planning Board and Town Council.

LOCATION
Lillington, NC

OWNER
Town of Lillington
Marshall Parrish
Town Planner
910. 893. 0311

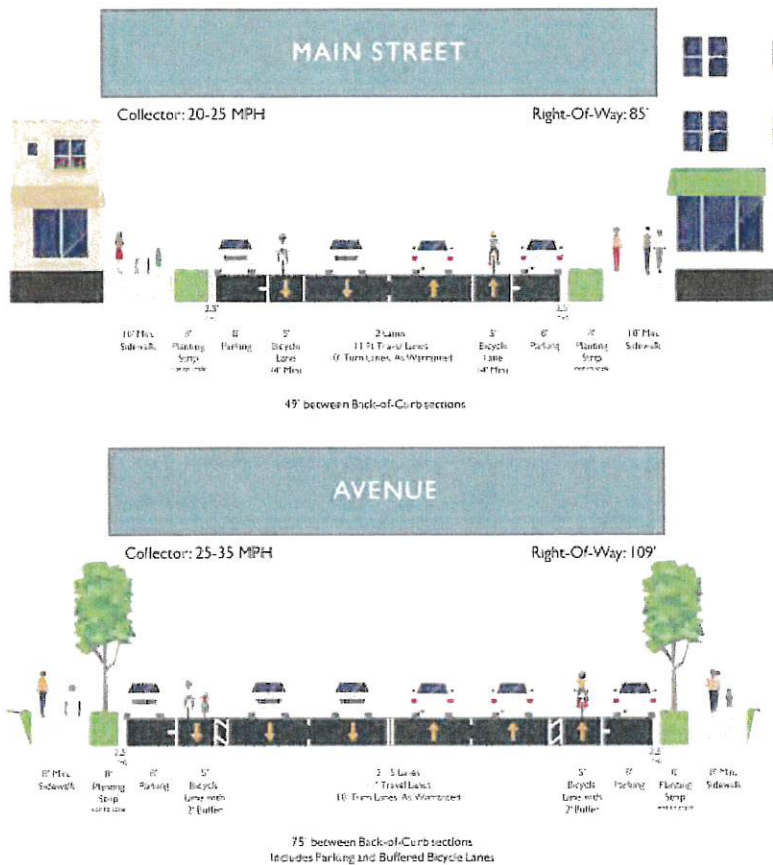
DATES
Start: 2016
Completion: 2017

DISCIPLINES
Planning

KEY STAFF
Cindy Szwarcop, AICP
Will Linville, AICP

TOWN OF CHAPEL HILL DESIGN MANUAL

ENGINEERING DESIGN MANUAL AND STANDARD DETAILS



LOCATION
Chapel Hill, NC

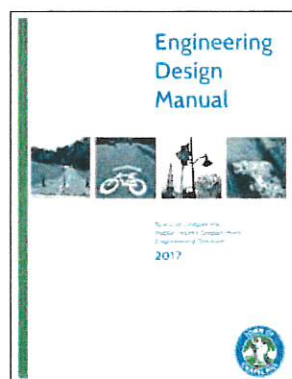
OWNER
Town of Chapel Hill
Chris Roberts, PE
Manager of Engineering & Infrastructure
6850 Millhouse Road
Chapel Hill, NC
919. 969. 5091
croberts@townofchapelhill.org

DATES
Start: December 2016
Completion: February 2017

DISCIPLINES
Planning
Engineering
Bike/Pedestrian
Transportation

TEAM
Cindy Szwarcop, AICP -
Principal-in-Charge
Project Manager
Ross Massey, PE
Elizabeth Alley, AICP

Stewart was selected by the Town of Chapel Hill to update and revise the Engineering Design Manual and Standard Details. Stewart reviewed the existing 2005 Manual and made recommendations as to format, content, best practices, construction practices, and state requirements. Following an extensive review with Town staff, the public, and Town Boards/Commissions, Stewart revised the 2005 document into a more modern and standardized format. In conjunction with the development of the Design Manual, all of the Town's Standard Details were updated, revised, and reformatted. The final component of the project was the creation of seven street cross sections to depict the requirements of the new street standards.



DOWNTOWN STREETSCAPE MASTER PLAN TOWN OF WARRENTON



LOCATION
Warrenton, NC

OWNER
Town of Warrenton

DATES
Start: 2016
Completion: 2016 (planning only)

CONSTRUCTION COST
N/A

DISCIPLINES
Site Assessment
Conceptual Planning
Master Planning
Branding

TEAM
Dan Blackman, PLA ASLA
Meredith Beard, Associate ASLA

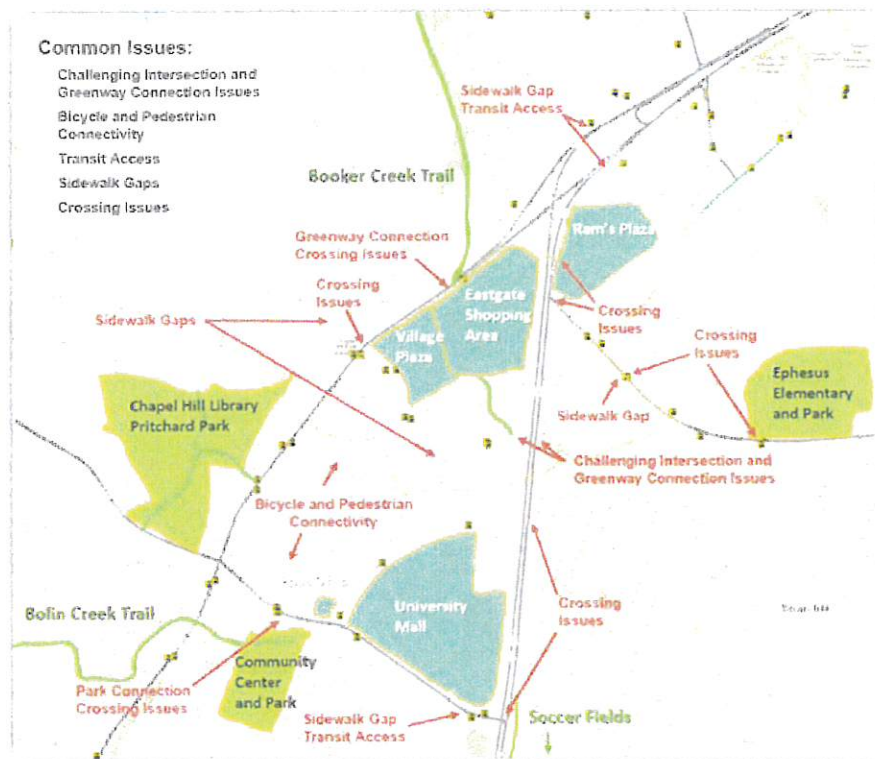


Stewart was engaged to develop a streetscape master plan primarily focused on the Main Street (US 401) and Macon Street (US 58) corridors in Downtown Warrenton. A complete assessment was done of the existing conditions along the street frontages within the downtown study area. In addition, Stewart conducted a three day site visit that entailed multiple stakeholder design charrettes and walkabouts to gather assessment information and planning input. The visit also allowed Stewart to observe the streetscape day and night to aid with developing an opportunities and constraints map for the planning process.

Stewart is using the "Complete Streets" model in the planning process as we study street cross-sections, circulation patterns, aesthetics and daily life in downtown Warrenton. These elements will be presented back to the town and public through a conceptual master plan with further input to arrive at a final master plan for the downtown streetscape. In addition, a study will be undertaken to establish a brand for the downtown revitalization that will culminate in a graphic style guide for the streetscape.

The town desires to apply for a USDOT TIGER grant in 2016 and intends to use this downtown streetscape master plan as part of the submittal.

MOBILITY & CONNECTIVITY PLAN TOWN OF CHAPEL HILL



LOCATION
Chapel Hill, NC

OWNER
Town of Chapel Hill

DATES
Start: November 2015
Completion: July 2017

DISCIPLINES
Planning
Feasibility Study
Community Outreach
Visualizations

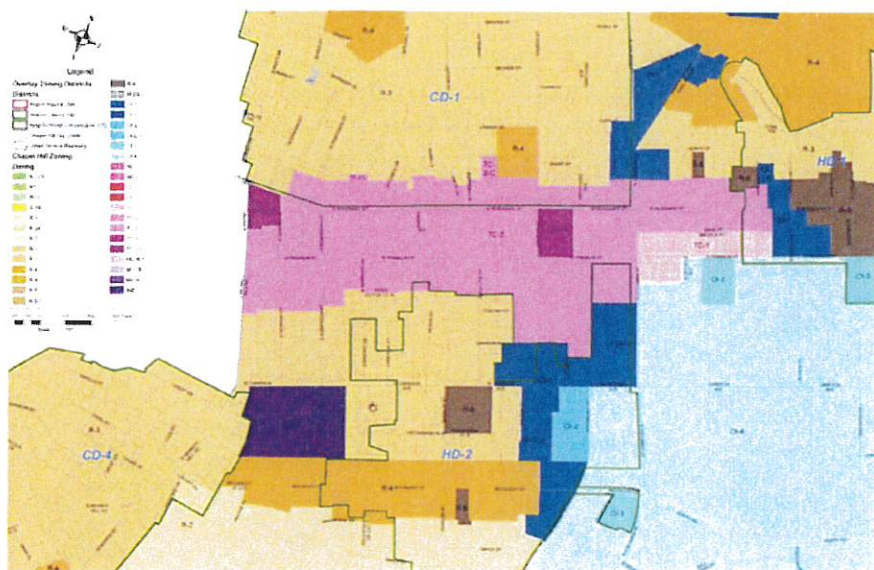
TEAM
Todd Delk, PE - Project Manager
Ed Lynch, AICP - Project Planner
Kristy Jackson - Public Involvement



Stewart is working with the Town of Chapel Hill on its effort to prepare a Mobility and Connectivity Plan. The plan includes a pedestrian plan for the Town and its subarea the Ephesus Fordham Renewal District. Within the plan are key policies and recommendations from the Town's Greenway Plan and Bicycle Plan incorporated into a comprehensive approach in order to promote improved mobility throughout the community. Stewart's approach has extensive public participation and outreach, including both in-person, web based and social media opportunities for input. The plan also creates graphics and illustrations for proposed pedestrian facilities, crosswalks and safety oriented intersection treatments. All standards will meet or exceed the standards set forth in the NCDOT's Complete Street Guidelines. Stewart also has recommended treatments from the National Association of City Transportation Officials (NACTO) Urban Street Design Guidelines.

DOWNTOWN MASTER PLAN

TOWN OF CHAPEL HILL



LOCATION
Chapel Hill, NC

OWNER
Town of Chapel Hill
Dwight Bassett
Economic Development Officer
405 Martin Luther King Jr Blvd
Chapel Hill, NC 27514
919. 969. 5010
dbassett@townofchapelhill.org

DATES
Start: 2010
Completion: 2012

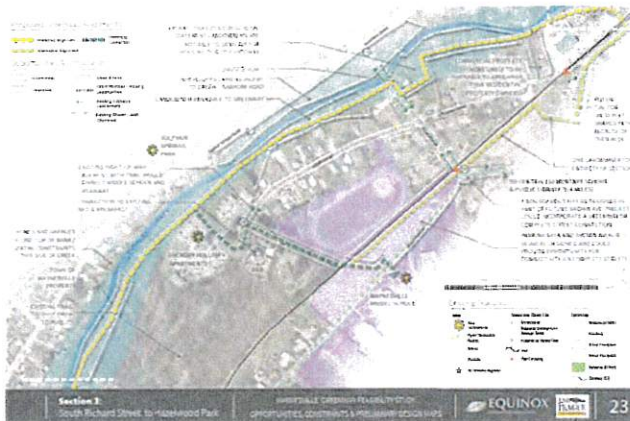
SERVICES PROVIDED
Planning
Civil Engineering

ASSOCIATED FIRMS
Kling Stubbins
Strategy 5

TEAM
John T Jenkins II, PE -
Principal-in-Charge
Project Manager
Cindy Szwarcop, AICP -
Public Involvement

Stewart provided consulting engineering services associated with the Chapel Hill Downtown Master Plan. The emphasis was on identifying strategic investment and redevelopment opportunities. Stewart prepared an analysis of infrastructure in downtown Chapel Hill documenting the location, provider, condition, current capacity, and where applicable, commented on future needs and demand. The public input/stakeholder processes included: steering committee meetings; community input sessions; presentations to boards and commissions; presentations to Town council.

J.M. TEAGUE PROJECTS IN WAYNESVILLE, NC



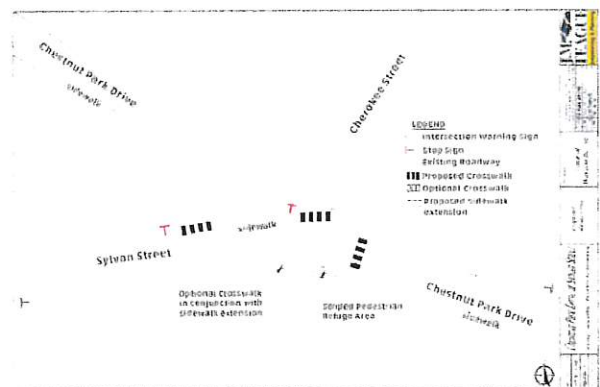
Richland Creek Greenway Feasibility Study

J.M. Teague Engineering & Planning (JMTE) worked with Equinox Environmental in 2016 to evaluate the feasibility of developing a greenway corridor along Richland Creek in downtown Waynesville, NC, and determine necessary steps for implementation. JMTE documented the project location, catalogued property ownership and surrounding land uses, identified challenge areas (grade separation, intersections, land use, environmentally sensitive areas), identified potential access points and key connections, made recommendations on bridge conditions for underpasses, and assisted with community involvement and landowner engagement. Client Contact: Kim Williams, Environmental & Recreation Planner, Equinox Environmental, kim@equinoxenvironmental.com, 828.253.6856



Haywood County Greenways & Bicycling Map

Bicycle Haywood NC and the Haywood Greenway Advisory Council hired JMTE to create a map for local residents and visitors to use that would identify key destinations, parks, recreational sites, and appropriate greenway and bicycling routes. The map serves as a general parks and recreation guide, but specifically gives direction to visitors for navigating to in-town destinations on a bicycle. JMTE produced a print ready, highresolution map, ArcGIS shapefiles, and wayfinding recommendations. Client Contact: Claire Carleton, Chair, Haywood Greenway Advisory Council, ccarleton@haywoodnc.net, 828.452.6789



Town of Waynesville Intersection Improvements

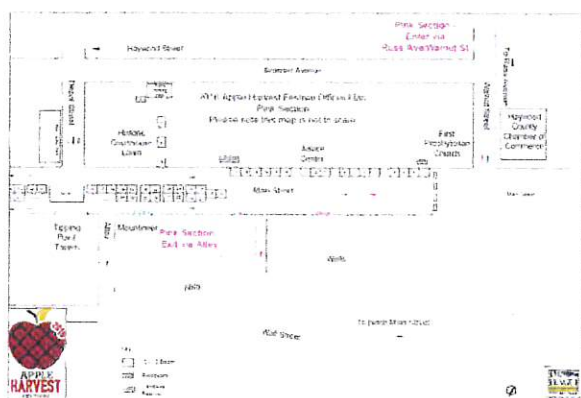
In 2016, JMTE provided the Town of Waynesville with an assessment of the Chestnut Park Drive intersection at Cherokee Street/Sylvan Street - specifically, the Town expressed interest in sight distance, traffic speeds, stop sign placement, and traffic calming possibilities. JMTE provided subsequent approaches for possible safety and operational improvements.

J.M. TEAGUE PROJECTS IN WAYNESVILLE, NC



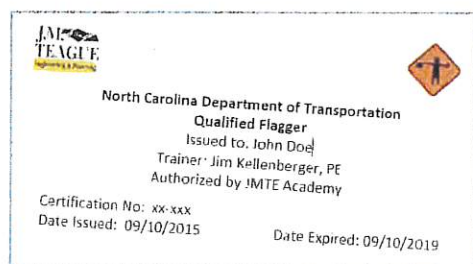
Complete Street Study

In 2014 the Town of Waynesville enlisted JMTE's help to conduct a study of North Main Street, defining design concepts for an important commercial, residential, and transportation intersection. This area is a gateway for the Town and a vital link in the pedestrian and bicycle network. The study endeavored to take a long-range view of growth and development to propose a design alternative that met the goals and objectives of the Town, recommending a major realignment, enabling multimodal transportation improvements and allowing for future connections. The Town obtained a grant from the French Broad River Metropolitan Planning Organization (FBRMPO) for this project and the intersection is now in the detailed design phase with NCDOT.



Apple Harvest Festival Mapping

For the past three years, JMTE has assisted the Haywood County Chamber of Commerce by designing the vendor tent and parking layout for the popular Apple Harvest Festival in downtown Waynesville. JMTE produced maps of tent locations and devised a system to efficiently mark the roadway with clear indicators for vendor set-up, then the team volunteered their time to close Main Street, mark the pavement, and prepare the town for the festival.



Work Zone Safety Training

JMTE Academy conducted a Qualified Work Zone Installer training course for 14 Town of Waynesville and 2 Town of Clyde staff members in 2017. In 2015, the JMTE Academy conducted a NCDOT Work Zone Traffic Control Flagger training for 13 Town of Waynesville staff. These qualifications ensure that the Town public works, police, and transportation staff can implement roadway work zone projects safely and with assuredness.

Intersection Analysis

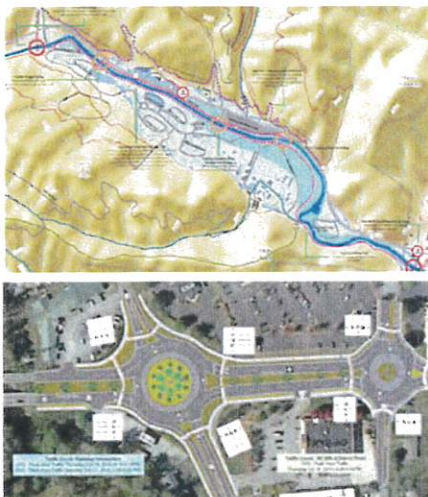
In 2014, JMTE was hired by the Town of Waynesville to undertake a study of current operation of the North Haywood Street at Miller Street intersection, determining which roadway modifications were warranted. The Town also asked that a speed study be conducted to collect 85th percentile speeds on both approaches.

J.M. TEAGUE PROJECTS



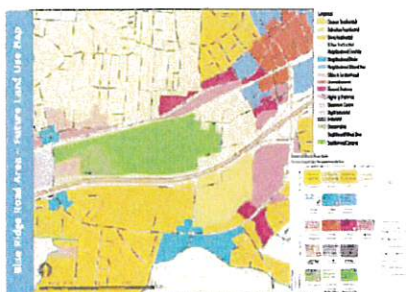
Laurel Park Comprehensive Plan

In 2015, J.M. Teague Engineering & Planning (JMTE) worked with the Town of Laurel Park, NC, to develop a new Comprehensive Plan. With an older population, the town sought more than a standard set of land planning recommendations. The foundation of this Comprehensive Plan is its focus on the emerging trends of the largest generational wave since the Baby Boomers - the Millennials. JMTE defined future land use options and measured each scenario's economic impact and how well each met the town's goals, particularly as they relate to younger generations. Recommendations included a Town Center district with a dense commercial and residential pattern, a focus on walkability and connectivity, and the recommendation for a Neighborhood Activity Center (NAC). The NAC promotes a mix of residential and small-scale commercial activity along a future rail-trail. JMTE also completed a Corridor Study for the US-64 corridor through town and is now working with the town to incorporate two new zoning districts for its central commercial sectors, both of which will be mixed-use areas for residents to shop, dine, work, and live. **Client Contact:** Alison Alexander, Town Manager, Town of Laurel Park, NC, alexander@laurelpark.org, 828.693.4840



Pisgah Forest Small Area Plan

J.M. Teague Engineering & Planning (JMTE) worked with Destination by Design on this project in Brevard, North Carolina in 2015. The entrance to Pisgah National Forest is a busy and changing center of activity. The existing intersection operates at a LOS F in the peak hour with a traffic signal. JMTE collected and analyzed data to develop a series of intersection improvements, including the preferred roundabout solution. The design improves LOS from F to C and connects pedestrians and bicyclists to city and forest trails and businesses using crossing treatments, refuge islands, and 10-foot sidewalk, which functions similarly to a multi-use side path, on all sides of the intersection. JMTE also assisted Destination by Design in identifying connections from the National Forest trails to city-owned paths and greenways. **Client Contact:** Teresa Buckwalter, RLA, Principal, Destination by Design, teresa@dbdplanning.com, 828.885.5630



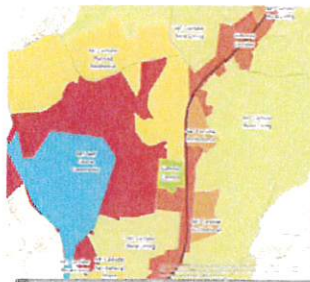
Black Mountain Future Land Use Map

A number of land development changes led the Town of Black Mountain to evaluate its future land development patterns. Working with the community in 2016, JMTE developed and presented a series of future land use patterns to increase residential housing availability, buffer incompatible development districts, prepare for land use changes near a scheduled I-40 interchange, respond to Montreat College's move and expansion, and integrate a new light industrial commerce park. Project work included steering committee coordination, community meetings, GIS mapping, and Land Development Ordinance Update recommendations. **Client Contact:** Josh Harrold, AICP, CFM, CZO, Planning and Development Director, Town of Black Mountain, harrold@townofblackmountain.org, 828.419.9300

JACKSON COUNTY SMALL TOWN PLANNING PLANNING AND ZONING

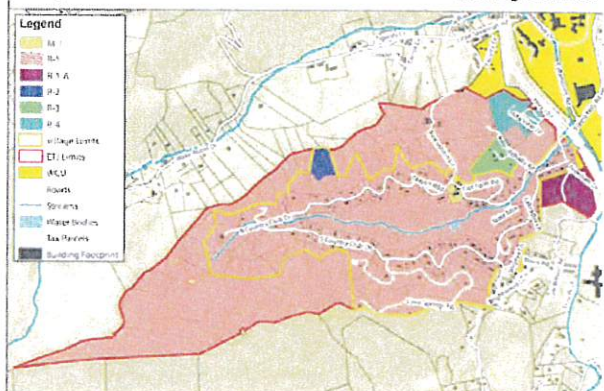
Rezoning: Getting to a Decision

- VISIT THE SITE
- Ask questions of staff, technical people, developer, etc
- Understand the full range of implications – not about the project
- Remember your comprehensive plan



Village of Forest Hills

Zoning Districts



Webster Zoning Ordinance Assessment

JM Teague (JMTE), as part of a broader Kostelec Planning project, conducted an in-depth analysis of Webster's zoning ordinance and planning practices. JMTE also benchmarked the types of ordinances Webster had in place in comparison to towns of similar size. The result of the work was a detailed checklist of ordinance amendments to improve the Town's Zoning Ordinance. Examples of recommended actions included: strengthening general provisions, clarifying and adding definitions, improving labeling and information included on the zoning map, specific zoning district and lot size recommendations, and a list of miscellaneous items to improve the overall usability of the ordinance. JMTE also reviewed Webster's ordinance to ensure that legislative changes were incorporated, and provided an outline on how the town should proceed with land use plan development.

LOCATION

Town of Webster, NC
Village of Forest Hills, NC

DISCIPLINES

Community Planning
GIS Mapping
Ordinance Review and
Development
Land Use Planning
On-Call Services

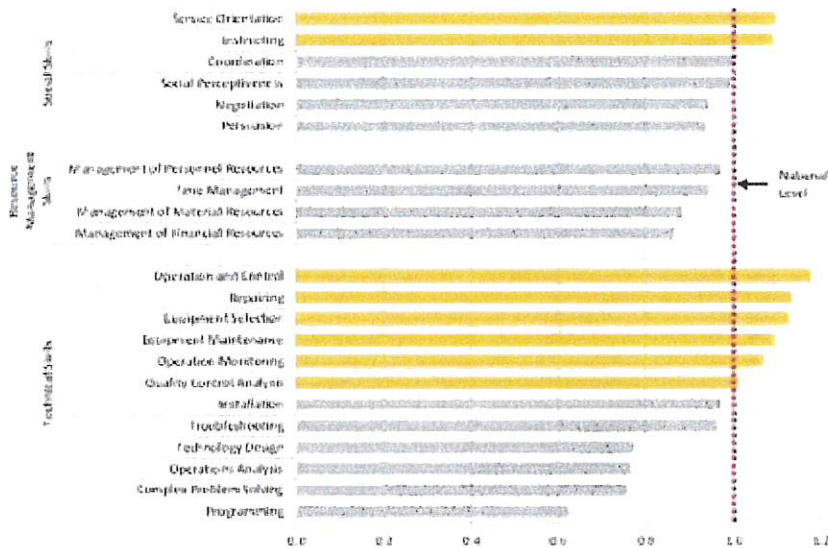
Village of Forest Hills - Ongoing Planning Assistance

JMTE worked with the Village of Forest Hills to establish a strong culture of Village planning. JMTE first developed extensive training modules for the Village Council and the Planning Board. As a result of working with JMTE, the Village of Forest Hills amended its minimum lot size, adopted commercial design standards and new landscaping standards, incorporated conditional zoning, revamped and strengthened the zoning ordinance, and worked with Village Council to develop and adopt a Code of Ordinances. JMTE staffed and developed materials for monthly planning board meetings and was available for general on-call assistance for development projects.

ECONOMIC ANALYSIS

SOUTHWESTERN COMMISSION REGION

SWC Workforce Skills
Degree of Specialization



LOCATION
Western North Carolina

OWNER
The Southwestern North Carolina
Planning & Economic Development
Commission

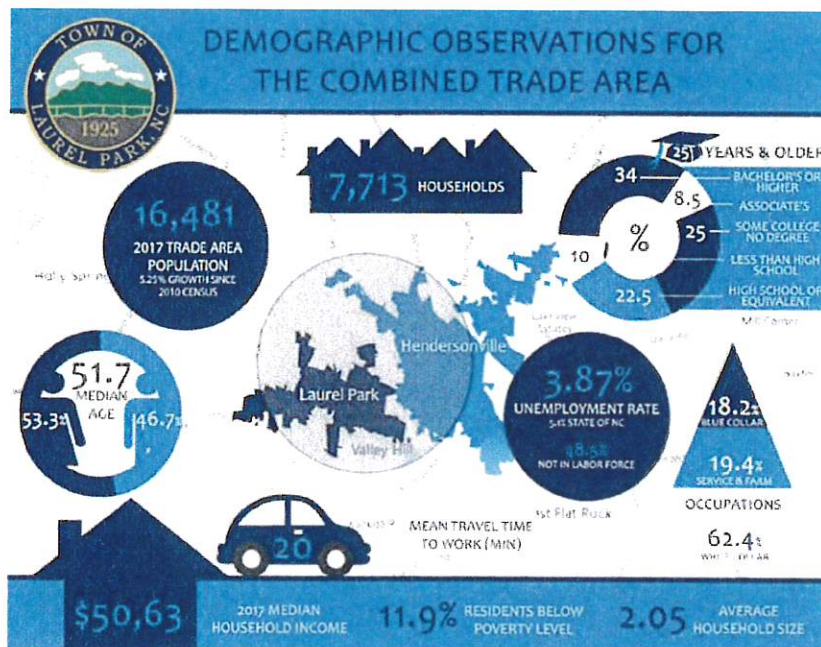
SERVICES PROVIDED
Economic Analysis

TEAM
Sealy Chipley

Chipley Consulting and SYNEVA Economics provided an in-depth economic analysis of the seven-county area at the western tip of North Carolina. The analysis examined industry clustering, local supply chains, worker skills & knowledge and provided detailed optimal industry target recommendations.

ECONOMIC IMPACT ANALYSIS

SOUTHERN BLUE RIDGE BICYCLE PLAN



LOCATION

Clay, Graham, Macon and Cherokee Counties, NC

OWNER

Rose Bauguess
Senior Planner with Southwestern Commission Regional COG
828. 586. 1962

DATES

Start: 2015
Completion: TBD

SERVICES PROVIDED

Public Involvement
Economic Impact Analysis

TEAM

Sealy Chipley

Chipley is one of the team members for Southwestern Commission's Regional Bicycle Plan for the far western counties in North Carolina. Chipley developed both resident and visitor surveys and led data collection efforts. The resident survey asked questions about bicycling preferences in the study area. The visitor survey collected spending data from over 600 visitors to the WNC region. Based on the results from the visitor survey combined with other local market data, Chipley completed an economic impact analysis of bicycle tourism across the study area.



Please see the links below to **adopted planning documents** that we have developed or been involved in.

Burlington Comprehensive Plan | Burlington, NC
<http://www.burlingtonnc.gov/DocumentCenter/View/7212>

Chapel Hill Mobility and Connectivity Plan | Chapel Hill, NC
<http://www.townofchapelhill.org/residents/transportation/bicycle-and-pedestrian/chapel-hill-mobility-and-connectivity-plan>

Plan Chatham: The Chatham County Comprehensive Plan*
| Chatham County, NC
<http://www.chathamnc.org/home/showdocument?id=31159>

High Point Downtown Multi-Modal Vision Plan* | High Point, NC
<https://www.highpointnc.gov/DocumentCenter/View/8462>

Clayton Comprehensive Plan* | Clayton, NC
<http://www.townofclaytonnc.org/Planning/growth-plan.aspx>

Madison Indiana Comprehensive Plan* | Madison, IN
<http://www.madison-in.gov/DocumentCenter/View/282>

**Key Team members led these efforts prior to joining Stewart.*

PROJECT APPROACH

The Comprehensive Land Use Plan (LUP) update will provide a process to consider still relevant LUP goals and establish new planning policy and tools that will achieve the community's vision for its future. Waynesville, the largest community and county seat for Haywood County, is a destination that benefits from its natural beauty and tourism. It is the Town's continued commitment to the principles of smart growth, multimodal transportation, corridor enhancement, downtown revitalization, and the protection of natural resources that instill a sense of pride in both residents and visitors to the "gateway to the Smokies." Other positive trends include an increase in population by over nine percent to 10,065 since 2000 and the distinction of being the only town in Haywood County where property values went up in 2016.

An update to the LUP will reevaluate and confirm the Town's existing goals and objectives through robust public engagement and identify and address current and future needs. A plan update provides an opportunity to align and cross-reference goals and recommendations in recently prepared plans including, but not limited to, the Greenway Feasibility Study, Corridor Plans for Russ Avenue, North Main, South Main and Brown Avenue, and the 2017 Parks and Recreation Master Plan and set a path for the direction of the Town over the next two decades.

PROJECT SCOPE

We acknowledge the town's desire to strengthen ownership in the LUP update by working collaboratively with our experienced team, Town staff, and a steering committee. The Stewart team will lead the effort and accomplish the tasks by following a four-phase project scope. Our data-driven, design-oriented, collaborative process has been carefully outlined to ensure the project objectives outlined in the Request for Proposal are met and that the result is an action oriented Comprehensive Land Use Plan that town decision makers will continue to use. The four phases are:

- Phase 1: Project Initiation
- Phase 2: Engagement & Analysis
- Phase 3: Plan Development
- Phase 4: Implementation & Adoption

Our team will work together with Waynesville Development Services Department staff and other town departments in all facets of the plan development process including steering committee facilitation, public engagement, data analysis and mapping, and the creation of policies and actionable implementation strategies. The phases of the scope of work are described in more detail below.

Proposed Scope of Work



Proposed Schedule



PHASE 1: Project Initiation

Prior to beginning the planning process, our team will meet with Town staff to refine the work plan, public outreach process, schedule, communication methods, and other items related to project execution.

Existing Plan and Document Review/Data Gathering

The team will work with Town staff to identify and assemble relevant background documents for review. In addition, we will familiarize ourselves with the Town early in this phase to create an existing land-use map through field surveys, Town tax parcel files, aerial photos and Google's street view. Spatial data and adopted plans will be collected from Town, state and federal agencies as well as private organizations, including but not limited to:

- *Waynesville: Our Heritage, Our Future, 2020 Land Development Plan*
- 2010 Comprehensive Pedestrian Master Plan, 2002
- 2011 Haywood County Bicycle Plan
- 2017 Waynesville Greenway Feasibility Study
- Russ Avenue, North Main, South Main, and Brown Avenue Corridor Plans
- 2017 Parks and Recreation Master Plan
- NC Department of Commerce Economic Data
- Waynesville Land Development Ordinance
- Haywood Housing Study
- Regional plans and studies
- Haywood County and Town GIS Files
- Results of survey conducted by the Public Policy Institute, Western Carolina University

The background documents and maps will be reviewed to assess the implications of the studies and the relevance of

recommendations and projects. In addition, the team will review the documents of and coordinate as needed with the French Broad River Metropolitan Planning organization (FBRMPO) and other regional entities to ensure recommendations consider the direction of regional plans.

Kick-Off Meetings and Stakeholder Interviews

Following document review, the Stewart team will conduct an initial round of meetings with staff, the Steering Committee, elected/appointed officials, and stakeholders to help identify key issues to be addressed in the Waynesville Land Use Plan Update and to understand expectations.

Kick-Off Meetings

- *Project Initiation Meeting with Town staff* – The Project Team will hold a project kick-off meeting, or a series of meetings with staff from the Development Services Department, Parks and Recreation, Public Services, and other key departments. At this meeting, we will review and refine the work program, communication protocol, identify stakeholders, and more.
- *Community Tours* – Conduct tour(s) with Town staff to document, inventory, and view key areas and features, including potential growth areas, Town-owned land and buildings, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for development), and utilities and infrastructure. This tour will help the Stewart team understand development patterns, centers of activity, and key elements such as use mix, scale, and design features that contribute to the character of the town. It will also illuminate how well current policies are achieving the goals of adopted plans and it will clarify needs that can be achieved through the LUP update process.



- *Stakeholder Interviews* – The team will conduct a series of stakeholder interviews (generally 4 to 6 meetings) taking place over the course of one to two days. We will work with Town staff to identify these groups (business owners, community and neighborhood groups, economic development and tourism officials, representatives of the environmental community, etc.)
- *Steering Committee Meeting* – A meeting with the Steering Committee will be conducted during Phase 1 where our team will discuss the project approach, schedule, stakeholder feedback, and identify issues.

Phase 1 Deliverables:

- *Data Request* – A formal data request will be provided to allow the release of GIS files and other documents for the project
- *Plan Review* – A summary of previous planning efforts and adopted policy will be prepared and highlights will be presented to the Steering Committee. Highlights of the plan review will also be included in the final plan document.
- *Stakeholder Interview Schedule and Invitation Template* – The Team will develop a schedule and an email invitation template for staff to use to invite stakeholders to participate in the plan.
- *Meeting Materials* – The Team will be responsible for producing materials for the Stakeholder Interviews, Steering Committee Meeting and other meetings.
- *Public Participation Plan* – A matrix of public outreach efforts including meetings, social media, workshops, and Board and elected official presentations.

Town Staff Role

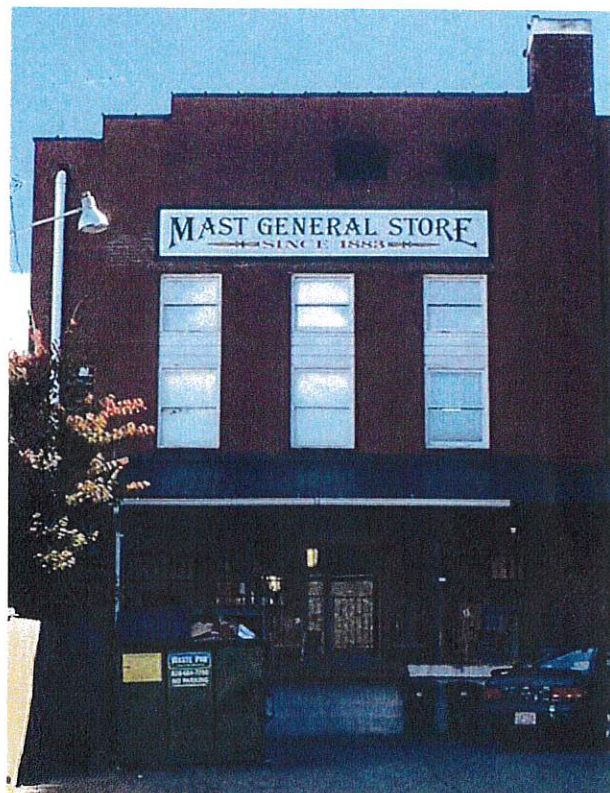
- Provide documents, secure meeting spaces, invite and follow up with steering committee members and stakeholder groups, provide access to County GIS, public notices, minutes, social media outreach, and manage website (some content to be provided by the Stewart team).

PHASE 2: Engagement and Analysis

Public Engagement

In general, we approach plans as a chance to have a community conversation. We think the best plans are informed by meaningful input, data-driven and design-oriented. The team will work closely with Town staff to refine the proposed public engagement strategy to be a road map for engaging citizens given the unique geographic, generational, and demographic characteristics of the study area. This strategy will set goals for the public outreach process, identify key milestones and outline the steps necessary to accomplish them. Our strategy proposes a mixture of the following public involvement techniques:

- *Leadership and Stakeholder Interviews* – discuss the issues one-on-one with strategic groups



- *Visioning Workshop* – drop-in meetings where participants participate in interactive exercises to indicate preferences for concepts, projects, and goals for the community.
- *Surveys* – We will coordinate with the Public Policy Institute (PPI) of West Carolina University to review results of survey prepared by them, increase awareness of survey availability through social media, and ensure a complete cross-section of the Town is polled.
- *Project Website/Social Media* – unique project website or content provided to staff for Town website, Facebook page, Instagram page, and/or twitter pages.
- *Focus Group Meetings* – Targeted meetings with members of the community at key stages in the planning process to guide the development of the plan and associated recommendations
- *Pop-Up meetings* – go to where community members are already gathering (sporting events, festivals, Chamber of Commerce meetings, local civic club meetings, school events, senior events, parallel planning efforts, etc.).
- *Community Planning Toolkit* – Use of a custom planning kit that can be distributed to school, church, or civic organizations and administered in one hour to provide additional input.

An updated vision for the Town's next 20 years will be crafted based on feedback received. Public involvement will be critical to identifying and prioritizing goals for the plan, determining the

direction of the analysis, and emphasis of the recommendations. The public engagement strategy included in the scope is subject to revision based on staff and steering committee input and the definition of the scope of work in Phase 2, but is envisioned to include one (1) day of stakeholder interviews, five to six (5-6) Steering committee meetings, two (2) public meetings, interim reports to the Planning Board and BOA, and one (1) presentation each of final draft to the Planning Board and Board of Alderman.

Mapping and Analysis

It is expected that this project will include a comprehensive collection of data to update the existing and identify trends and critical issues. The data will include but not limited to information on: demographics (population, housing, economic) information, historic and cultural resources, existing and planned utility and transportation infrastructure, existing land uses, zoning and development activity, and key natural resources and features. The team will coordinate with the following entities to develop an understanding of issues and opportunities in the study area.

- Haywood County
- French Broad River Metropolitan Planning Organization
- Southwestern Commission Council of Governments (Region A)
- North Carolina Division of Parks and Recreation
- North Carolina Wildlife Resources Commission

Community Assessment

Analyzing the information acquired as part of the Project Initiation task and drawing upon our background conducting Community Impact Assessments, Stewart will prepare a Community Assessment (CA). The CA will include the community history, a community profile, and associated indicators (population, employment, income, socio-economic data, housing, education, health, aging, development projects, etc.). We will work to obtain the most recent census information, real



property data from Haywood County, school population trend data from the School system and tourism data from the Town and State.

Goals and Objectives

Based on input from the community survey, analysis and Community Assessment, the Stewart team will develop, in concert with town leadership, and the steering committee a new vision statement, goals and objectives.

Framework Plan & Urban Services & Growth Boundary Map

Ultimately, the Stewart team will create new and update existing maps for use in the LUP and on the County GIS system. During this phase a Future Land Use Framework Map will be developed that will evolve into the final draft of the Future Land Use Map later in the process. In addition maps for the Transportation, Utilities, and Natural Resources elements will be drafted. An Urban Services Growth Boundary map indicating land use suitability for more intense residential, commercial and industrial development will be prepared. The USGB map is a compilation of quantitative and qualitative input on factors influencing growth gathered during the first two phases resulting in potential growth, development, or protection areas.

Phase 2 Meetings:

- *Steering Committee Meetings* – It is anticipated that the Steering Committee will meet two times during Phase 2.
- *Public Visioning Workshop* – It is anticipated there will be at least one public meeting during Phase 2.
- *Coordination Meetings* – The Project Team will participate in monthly coordination calls with Town staff and participate in at least 1 in-person work session during Phase 2.

Phase 2 Deliverables:

- Online Survey Summary
- Community Assessment (includes key themes and recommendations from existing plans, issues and opportunities)
- Mapping: Future Land Use Framework Plan Map, Urban Services and Growth Boundary Map, Transportation (may require separate maps for active transportation elements), Infrastructure and Utilities (water, sewer, storm, Town electrical), Natural Resources and "green infrastructure (riparian corridors, floodplain, wetlands, slope, topography, sensitive habitat, conservation areas)," Historic resources (available through the NC State Historic Preservation Office, Existing Land Use Inventory Map, Public Services (Schools, Police, Fire, EMS), Parks, Recreation and Greenways (Existing and Proposed)
- Meeting /Workshop Materials
- Updated Goals and Objectives
- Work Plan / Scope for Year 2

Town Staff Role

Advertise and notice meetings and the workshop, assist with the facilitation of the workshop, secure meeting spaces, manage website with content provided by the Stewart team, host additional meetings as determined necessary.

PHASE 3: Plan Development

The Stewart team will develop policies and recommendations for each of the agreed upon plan elements based on input from staff, the steering committee, the public, the region, state, and national best practices.

Land Use

The Town continues to enhance and improve its status, vitality and resiliency. Recent corridor plans that promote aesthetics as well as functionality, encouraging mixed-use development, and new recreation areas are evidence of a commitment to a high quality of life. Maintaining this standard means addressing the location of new development based on the capacity to support it. This planning effort is meant to facilitate a discussion regarding the future of the area. It should define what areas should stay rural in character, what areas are best for new residential growth and where commercial growth should occur. It should also encourage placemaking (envisioning what quality development looks like on the ground), and lay the policy groundwork for future updates to standards and codes. Updated future land use designations will be accompanied by descriptions that specify intended use mix, scale, density and other design features (i.e. street standards). National and regional best practices will be reviewed and land use and design policies recommended. Conceptual designs or street cross-sections may be produced by in-house landscape architects that convey the intent of future land use, design, infrastructure, parks and recreation and/or natural resource related policy recommendations.

Economic Development

With a strong foundation gained from the Community Assessment and analysis phases, Chipley Consulting will lead the team on formulating recommendations and strategies that enhance advance and programmatic priorities and strengthen the Town's future economy. An Economic development strategy that emphasizes the Town's unique strengths will be crafted that is reinforced by the land use plan and associated design recommendations, parks and natural resources and infrastructure recommendations.

Existing infrastructure information will be analyzed for its ability to support the desired economic objectives. This will allow us to develop a comprehensive baseline of where the Town is today. Through analysis of published data (real estate listings, economic development literature, etc.) and discussions with key stakeholders, our team will be able to identify opportunities for targeted

development or redevelopment. The economic development strategy will identify new and existing activities and policies to move the Town towards achieving its economic development goals for expansion of the local economic base and employment opportunities. These may include continuation or elimination of current projects/programs, regional economic development strategies, and identification of potential partnering opportunities with other private and/or public organizations. Elements of the future economic development strategy will be provided to the Town in text and/or graphic form.

Utilities

The Town owns and controls its water and wastewater treatment plants and electric utility. Our analysis and recommendations will address capacity and constraints as it relates to potential growth within the town and the ETJ. Other providers supply natural gas and some electricity. A framework for public and privately funded utility infrastructure improvements needs to be updated to ensure it is "right-sized" to accommodate the town's goals and the type of growth that is envisioned as part of the land use element of the plan. Stewart's engineers, led by Ross Massey, will review utility master plans and work with Town staff and team planners to develop policies related to cost share / reimbursement, process and standards. Recommendations and priorities for public utility extensions will be included in this element. Recommended initiatives will be prioritized to inform future capital planning.

Transportation

This element of the plan will coordinate the recommendations from many town documents related to vehicular, bicycle and pedestrian transportation. We also will identify key planned transportation improvements and potential funding sources including the transformation of Russ Avenue in 2020. Josh Freeman and Kenny Armstrong of J.M. Teague Engineering will lead this task. The Team will coordinate with the French Broad River MPO, NCDOT and Town Staff. Policies in the plan will draw from best practices across the region and may clarify right-of-way needs, street standards and bicycle and pedestrian facility priorities for the Town.



Open Space, Parks, and Natural & Cultural Resources

Waynesville has done much to address the issues of the natural environment which forms one of the pillars of its economic base through tourism due to the location between the Great Smoky and Blue Ridge mountains.

Recent plans and studies to enhance the town's resources include the 2017 Waynesville Greenway Feasibility Study, Systemwide Parks Master Plan for 2017-2026. The LUP needs to reinforce and support the policies of the recent plans and studies, while also addressing how to protect valuable natural assets while accommodating the pending growth. Policies related to safeguarding water quality and preservation of rural character will be key to achieving this goal. The LUP should direct growth toward preferred locations within the designated Urban Services and Growth Boundary in order to preserve natural assets which bring visitors to the Town and supports the economic base. A green infrastructure suitability analysis will be conducted that will leverage public input and available GIS resources to identify primary, secondary and tertiary conservation areas. This analysis will serve as an input into the land use plan and modifications to the Urban Services and Growth Boundary. It will also serve as a guide for open space reservation in future development and help create a connected system of open space that is key to a healthy ecosystem and will aid in the development of a town-wide network of greenways and trails.

Character and Placemaking

Our team understands that Waynesville wants a LUP that is context sensitive and places an importance on placemaking. Ms. Teague's comment on the current plan in the Waynesville press "it recognized that how things look matter" shows the Town's commitment to quality and sense of place and we will ensure the LUP update continues to be recognized as a best practice development plan. The Stewart team will evaluate the effectiveness of the land development standards related to urban design and if needed make recommendations that continue to enhance the Town's character. We will prepare up to two character area sketches to illustrate proposed goals and concepts.

Phase 3 Meetings:

- *Steering Committee Meetings* – It is anticipated that the Steering Committee will meet twice during Phase 3.
- *Public Meeting* – It is anticipated there will be at least one public meeting during Phase 3.
- *Coordination Meetings* – The Project Team will participate in regular coordination calls with Town staff and participate in at least 1 in-person work session during Phase 3.

Phase 3 Deliverables:

- Draft Comprehensive Land Use Plan elements including:
 - o Land Use Policies and/or Strategies
 - o Future Land Use Plan Map
 - o Utility Policies and/or Strategies
 - o Transportation Policies and/or Strategies
 - o Open Space, Natural Resource and Parks Policies and/or Strategies
 - o Other policies and/or strategies identified in Phase 1
- Meeting Materials

Town Staff Role

Advertise and notice meetings and workshop, assist with the facilitation of the workshop, secure meeting spaces, manage website with content provided by the Stewart team, host additional meetings as determined necessary.



PHASE 4: Implementation and Adoption

Implementation Strategies

The implementation strategies are short, medium, and long-term action steps created to achieve the specific goals identified in the LUP update. The strategies will provide direction to the Town and recommendations for coordination with Haywood County and other agencies next 20+ years. The implementation strategies will:

- Define the actions/recommendations, by Plan element
- Prioritize the activities (short-term, medium, long-term)
- Link actions to a responsible party
- Be measurable
- May identify potential funding sources

Plan Document

The Project Team, in collaboration with Town staff, will prepare and submit a draft Land Use Plan that updates the existing (to be delivered in batches of chapters for ease of review) to Town staff and the Steering Committee for review. Following this review, the draft document will be posted on the Town website for public comment. Staff and project team also will conduct a community open house to reveal the plan. All comments received from staff, the Steering Committee, and the public will be catalogued, and responses made. This careful tracking of comments will allow the Stewart team to identify common themes in feedback/comments for discussion with staff and elected/appointed officials during the review and public hearing process. The draft document will be revised and amended as appropriate.

Plan Adoption

The Stewart team, in conjunction with Town staff, will present the Final Plan during a public hearing process to the Planning Board / Board of Alderman. The number of presentations will be determined by mutual agreement between staff and the consultant team. Following the public hearing process, a final set of plan documents in printed and electronic format will be provided to the Town.

Phase 4 Deliverables:

- PowerPoint presentation of final plan highlights
- One bound and one unbound copy of the final document.
- An electronic copy, formatted and indexed for easy download from a website, will also be provided.
- All documents will be provided in both digital and hard copy. The digital formats will be as follows:
 - o Text – MS WORD in its original software and PDF
 - o Spreadsheets – MS Excel

- o Databases – MS Access
- o Mapping Products – ArcView format
- Open House meeting materials

Town Staff Role

Advertise and notice meetings and open house, assist with the facilitation of the open house, secure meeting spaces, manage website with content provided by the Stewart team, host additional meetings as determined necessary.

Training and Continuing Service

The Stewart team will conduct one ½-day training session for Waynesville staff, Planning Board, Board of Adjustment, and Board of Alderman. As part of our Continuing Service promise, we will be available by phone or email for a period of 6 months following plan adoption to assist staff with questions. This continuing service is included in our base fee and is not an additional line item cost.



01

Town of Knightdale
Bill Summers
 Town Manager
 919.217.2202

Stewart completed an assessment of the Town's UDO/ Land Use Ordinance.

02

Town of Clayton
David DeYoung, AICP
 Planning Director
 919.553.5002 ext. 5400

Stewart was engaged to update and revise portions of Article 2 and Article 6 of the Clayton Unified Development Ordinance as well as update the Subdivision review standards.

Jake Petrosky was the lead consultant for their Comp Plan.

03

Pitt County
Eric Gooby
 Senior Planner
 252.902.3250
eric.gooby@pittcountync.gov

Stewart is currently working on a land use plan for the SW Bypass Corridor.

04

Montgomery Development
Linnie Causey
 919.260.2439
linniecausey@outlook.com

Stewart was hired to provide an assessment of the proposed Pittsboro UDO.

05

Granville County
Barry Baker
 Planning Director
 919.603.1334
barry.baker@granvillecounty.org

Stewart is currently working with the County on a new comprehensive plan.

TIMELINE

As requested in the RFP, the following schedule shows completion of the Waynesville Land Use Plan Update within thirteen months of the project start date. For the purposes of this proposal, we anticipate that an official Notice to Proceed will be issued in January 2018. The schedule is divided into Part 1 and 2 to reflect the allocation of funding in FY17-18 and in FY18-19.

Task	Months												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Phase I - Project Initiation													
Project Initiation													
Data collection and evaluation of local plans													
Community Tour(s) and Stakeholder Interviews													
Steering Committee Meeting #1													
Phase II - Engagement and Analysis													
Mapping and Land Use Suitability Analysis													
Survey by PPI													
Website/Social Media													
Steering Committee Meeting #2&3													
Public Meeting #1													
Planning Board Report													
Vision and Key Themes Development													
Goals and Objectives													
Preliminary Plan Framework													
BOA Report													
Phase III - Plan Development													
Future Land Use Element													
Economic Development													
Utilities and Infrastructure Element													
Open Space, Parks and Natural Resources Element													
Transportation													
Character and Identity													
Steering Committee Meeting #4													
Character Area sketches													
Steering Committee Meeting #5													
Public Meeting # 2													
Phase IV - Implementation and Adoption													
Implementation Strategies													
Steering Committee Meeting #6													
Revisions/Updates to Comprehensive Land Use Plan													
Presentation of Draft Land Use Plan													
Submit Final Plan Documents and Mapping													
Training and Continuing Services													



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/17/2017

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

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

PRODUCER Insurance Management Consultants, Inc. P.O. Box 2490 Davidson NC 28036	CONTACT NAME: Doug Farber PHONE: (704) 799-1600 FAX: (704) 799-2955 E-MAIL: cert@imcpl.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Stewart Engineering, Inc. dba: STEWART 421 Fayetteville Street Suite 400 Raleigh NC 27601	NAIC # 19437

COVERAGES		CERTIFICATE NUMBER: 4/21/17 PL Renewal		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSP. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$
	CLAIMS-MADE					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COM/PROP AGG \$
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
						\$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$
A	Professional Liability		027015020	4/21/2017	4/21/2018	Each Claim \$3,000,000 Aggregate \$5,000,000

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

CERTIFICATE HOLDER

eteague@waynesvillenc.gov

Town of Waynesville
Elizabeth Teague
9 South Main Street
Waynesville, NC 28786

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeff Todd/DGF

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
INS025 (2014/01)

The ACORD name and logo are registered marks of ACORD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/17/2017

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

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

PRODUCER Sentinel Risk Advisors 4700 Six Forks Road Suite 200 Raleigh NC 27609	CONTACT NAME: Debbie Sewell PHONE: (919) 926-4623 (A/C, No. Ext): E-MAIL: dsewell@sentinelra.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Co. of INSURER B: Continental Casualty Company INSURER C: American Casualty Co. of Reading, INSURER D: INSURER E: INSURER F:	FAX: (919) 926-4654 (A/C, No.): NAIC # 20478 20443 20427
--	--	---

COVERAGES

CERTIFICATE NUMBER: CL174501209

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GENTL AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER		6046164194	4/10/2017	4/10/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		6046164163	4/10/2017	4/10/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		6046164180	4/10/2017	4/10/2018	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under: DESCRIPTION OF OPERATIONS below	Y/N N/A	6046164177	4/10/2017	4/10/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Town of Waynesville Elizabeth Teague Development Services Dept 9 South Main St. Waynesville, NC 28786	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Debbie Sewell/SEWELD <i>Debbie Sewell</i>
---	--

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
INS025 (201401)

The ACORD name and logo are registered marks of ACORD

STEWART

STRONGER BY DESIGN
stewartinc.com

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 13, 2018

SUBJECT: Request approval of street closures and events in downtown Waynesville as sponsored by the Downtown Waynesville Association

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D6
Department: Administrative Services, Police, Public Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager
Buffy Phillips, Executive Director DWA

BRIEF SUMMARY: Since the implementation of the Special Events Permitting process, a committee of individuals from departments who may be impacted by such requests meets to review the various applications received. The Downtown Waynesville Association has submitted their listing of events with applications for each. The committee has reviewed and recommends approval of all of the events listed.

Please note that the Sarge's Dog Walk and the Apple Harvest Festival special event applications have not been received; however, it is necessary to approve the street closures as part of the DWA request for scheduling purposes. Once the event applications are received and reviewed, for those events they will be brought back to the board for approval for their individual events.

MOTION FOR CONSIDERATION: To approve the requested street closures and events in downtown Waynesville for the remainder of 2018, as sponsored by the Downtown Waynesville Association, as presented.

FUNDING SOURCE/IMPACT: Town will provide necessary set up and clean up for the events and law enforcement presence, as requested.

ATTACHMENTS:

- Listing of events for 2018

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend approval of event schedule

Eddie Ward

From: Buffy Phillips <buffy@downtownwaynesville.com>
Sent: Thursday, February 01, 2018 1:33 PM
To: Eddie Ward; Amie Owens
Subject: 2018 DWA Calendar

Importance: High

Hi ladies,

This is the 2018 calendar. Nothing has changed as far as I know. Our Board will have another planning retreat to discuss some of the events. There is a Promotions Planning Retreat planned also for the end of the month.

The events in RED are the usual scheduled events where Main Street needs to be closed or assistance with Street Dept. I do not expect any of the street closure areas will be or need to be adjusted. If Police or Town officials feel that we do need to make adjustments, please advise.

Thank you,

2018

May-Dec - "ART after DARK" First Friday each month

May 7 - 86th annual RAMP FESTIVAL - American Legion 828-456-8691

May 19 - Sat - QUICK DRAW Artists competition/auction wncquickdraw.com

June 9 - Sat - 8th APPALACHIAN LIFESTYLE

June 22, July 6 & 20 and Aug 3 - Fri evenings - 4 Mountain STREET DANCES

July 4- Wed - STARS & STRIPES Celebration

July 20 - Sat - Folkmoot USA Parade of Nations

July 28 - Sat - 37th INTERNATIONAL FESTIVAL DAY

Aug 4 - Sat - DOWNTOWN DogWalk sargeandfriends.org

Sept 15 - Sat - Rockin' BLOCK PARTY

Oct 13 - Sat - 35th annual CHURCH STREET ART & CRAFT SHOW

Oct 20 - Sat - 30th annual APPLE HARVEST FESTIVAL

Oct 31 - Wed - TREATS on the STREET

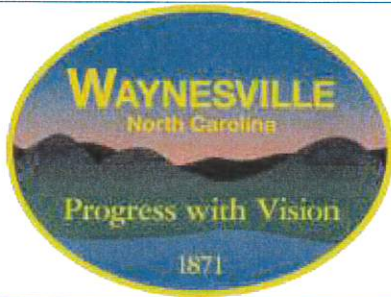
Dec 1-31 ALL THROUGH THE TOWN

Dec 7- 9 HOLLY DAYS

Dec 3 - Mon evening - Waynesville CHRISTMAS PARADE

Dec 8 - Sat evening - "A NIGHT before CHRISTMAS"

Dec 13-24 - TWELVE DAYS of CHRISTMAS



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

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

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME: Danny Wingate

STREET ADDRESS 392 Auburn Park Dr

MAILING ADDRESS 392 Auburn Park Dr., Waynesville NC 28786

PHONE 828-734-6787

E-MAIL dwingate@haywoodbuilders.com

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | |

I am interested in serving on this board or commission because: I would like to serve the Town of Waynesville by helping with the managing of the sales budgeting and distribution of alcohol by the ABC Board.

I have experience/expertise in the following areas and/or have served on the following board or commission:

Currently serving as Vice-Chair of Waynesville Planning Board, Chairman of Haywood Vocational Opportunities Board, Haywood County EDC Board, Haywood Advancement Foundation Board, and Haywood Community College Business Advisory Board

I feel that I can contribute the following to this board or commission

My many years of business experience as well as the years of serving on many boards, both for profit as well as community non-profit.

Tell us about yourself and your background: Haywood County native, graduate of Pisgah High School and Haywood Community College with Associate Degree in Business. U.S. Army Veteran (Viet-Nam) Currently Vice President/General Manager of Haywood Builders Supply Co, Waynesville NC.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Danny Wingate
Signature

12/29/17
Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

Eddie Ward

From: Alan Lang <allang@psy.fsu.edu>
Sent: Tuesday, January 02, 2018 1:34 PM
To: Eddie Ward
Subject: Service on ABC Board

Hi Eddie

Thanks for your inquiry. Yes, I would still very much like to be considered for service on the Town of Waynesville ABC Board. Attached to my original application was a curriculum vita outlining my extensive research and public policy background related to alcohol use and abuse. If you need another copy for perusal by the Aldermen, please let me know and I will provide it.

Best
Alan R. Lang, Ph.D.

Sent from my Verizon Wireless 4G LTE smartphone

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME ALAN R. LANG
STREET ADDRESS 175 ALPINE LANE WAYNESVILLE 28786
MAILING ADDRESS same
PHONE 850-345-2270
E-MAIL _____

Please consider me for appointment to the following board(s) or commission(s):

<input checked="" type="checkbox"/> Alcoholic Beverage Control Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Community Action Forum	<input type="checkbox"/> Public Art Commission
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Recreation & Parks Advisory Commission
<input type="checkbox"/> Firemen's Relief Fund Board	<input type="checkbox"/> Waynesville Housing Authority
<input type="checkbox"/> Historic Preservation Commission	

I am interested in serving on this board or commission because: I have a longstanding interest in how alcohol policy influences community problems, and benefits, associated with alcohol distribution and consumption.

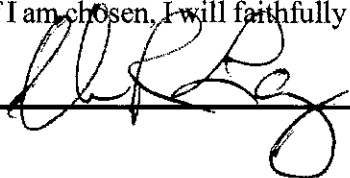
I have experience/expertise in the following areas and/or have served on the following board or commission: I spent nearly 35 years as a university research professor (see attached curriculum vita) studying many aspects of alcohol effects and factors that influence its use.

I feel that I can contribute the following to this board or commission a unique perspective on alcohol policy and regulation based on available research evidence

Tell us about yourself and your background: I am a retired university professor and have been a permanent resident of Waynesville for nearly 5 years now. I am looking to increase my community involvement which already includes extensive work with Habitat and REACH.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature



Date

07/26/17

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

- Return Application to Town Clerk's Office -

CURRICULUM VITA

Alan R. Lang

e-mail: *allang@psy.fsu.edu*

EDUCATION

- Ph.D. University of Wisconsin-Madison, 1978
Major: Clinical Psychology (APA-approved)
Intra-departmental Minor: Social Psychology
Extra-departmental Minor: Educational Psychology
- M.S. University of Wisconsin-Madison, 1973
Major: Social Psychology
- B.S. Ohio State University (Cum Laude and Phi Beta Kappa), 1969
Major: Psychology
Minors: Chemistry and English

CHRONOLOGY OF PROFESSIONAL EXPERIENCE

- 09/12 **retired** R. Robert von Bruning Professor (Emeritus)
Department of Psychology
Florida State University
- 09/78-08/12 Assistant Professor to Full Professor
Director of Clinical Training (1993-1996)
Department of Psychology
Florida State University
- 09/77-07/78 Assistant Research Director
Wisconsin Center for Public Representation
- 09/76-08/77 Clinical Psychology Intern (APA-approved)
Department of Psychiatry and Behavioral Sciences
University of Washington Medical School
- 04/74-06/76 Research and Evaluation Consultant
Wisconsin Division of Mental Hygiene

MENTORSHIP RECOGNITION

Outstanding Graduate Mentor Award, Florida State University, 2007.

OVERALL ACADEMIC RECOGNITION

Named the R. Robert von Bruning Professor of Psychology, Florida State University, 2002.

TEACHING RECOGNITION

Teaching Incentive Award Winner for Excellence in Undergraduate Instruction,
Florida State University, 1995.

PROFESSIONAL MEMBERSHIPS, CONSULTATION AND SERVICE ACTIVITIES

Memberships and Related Awards:

American Psychological Association (Fellow)
 Division 12 (Section III: Society for Scientific Clinical Psychology)
 Division 50 (Addictive Behaviors)

Research Society on Alcoholism

Grant Review Consultation:

National Institute of Alcohol Abuse and Alcoholism
 (Risk Prevention and Interventions for Addictions), 2009
 National Institute on Alcohol Abuse and Alcoholism
 (Special Emphasis – Center Grant Review), 2008
 National Institute on Alcohol Abuse and Alcoholism
 (AA-2 – Health Services Research ad hoc reviews), 2006.
 National Institute on Alcohol Abuse and Alcoholism
 (Special Emphasis – Center Grant Reviews), 2002-05.
 National Institute on Alcohol Abuse and Alcoholism
 (Special Emphasis – Training Grant Reviews), 2000-01.
 National Institute on Alcohol Abuse and Alcoholism
 (ALCP 1 Special Reviews), 1997-99.
 National Institute on Alcohol Abuse and Alcoholism
 (ALCP 2 Special Reviews), 1996.
 National Institute on Alcohol Abuse and Alcoholism
 (Special Emphasis - Training Grant Reviews), 1995.
 National Institute on Alcohol Abuse and Alcoholism
 (Alcohol Biomedical Research Committee. Special Reviews), 1994.
 National Institute on Alcohol Abuse and Alcoholism
 (ALCP 2 Ad hoc Reviews), 1994.
 National Institute on Alcohol Abuse and Alcoholism
 (Alcohol Psychosocial 2: Epidemiology and Prevention Initial Scientific Review Group), *Regular Member*, 1990-93.
 National Institute on Alcohol Abuse and Alcoholism
 (Agency-wide MERIT Review Committee), 1992.
 National Institute on Alcohol Abuse and Alcoholism
 (ALCP 1 Ad hoc reviews), 1992.
 National Institute on Alcohol Abuse and Alcoholism
 (Alcohol Biomedical Ad hoc Reviews on Alcohol, Immunology & AIDS), 1989-91.
 National Institute on Alcohol Abuse and Alcoholism
 (Alcohol Psychosocial Research Committee Special Reviews on Alcohol Warning Labels), 1989-90.
 Veterans Administration Research Merit Reviews
 (Behavioral Sciences Section), Ad hoc, 1985.
 National Institute on Alcohol Abuse and Alcoholism
 (Psychosocial Research Committee), Ad hoc, 1983.
 National Science Foundation (Social and Developmental Psychology Section), Ad hoc, 1980.

PROFESSIONAL CONSULTATION AND SERVICE ACTIVITIES (continued)

Editorial Positions:

Associate Editor - Journal of Abnormal Psychology, 1993-96.
 Consulting Editor - Journal of Abnormal Psychology, 1993-present.

Editorial Referee Consultation (approximately 25 manuscripts annually):

<u>Journal of Abnormal Psychology</u>	<u>Addictive Behaviors</u>
<u>Psychological Bulletin</u>	<u>Addiction</u>
<u>Psychological Science</u>	<u>Journal of Studies on Alcohol</u>
<u>Journal of Consulting and</u>	<u>Alcohol: Research and</u>
<u>Clinical Psychology</u>	<u>Health</u>
<u>Journal of Personality and</u>	<u>Psychology of Addictive</u>
<u>Social Psychology</u>	<u>Behaviors</u>
<u>Journal of Applied Social</u>	<u>Alcoholism: Clinical and</u>
<u>Psychology</u>	<u>Experimental Research</u>

Professional/Scientific Conference Program Committee Service:

Research Society on Alcoholism, Program Committee, 2003-04
 Society for Psychophysiological Research, Special Advisor, 1997.
 American Psychological Association, Chair (Division 50), 1994.

Service as an Agency or Organization Consultant:

University of Kentucky Psychology Department Review, 2005.
 Ohio Eminent Scholar and Incentive Fund Competitions, 2000
 National Institute on Mental Health Clinical Training Task Group on
 Substance Abuse and Comorbidity, 1992.
 Florida Crime Prevention and Law Enforcement Study Commission
 (Substance Abuse Subcommittee), 1989.
 Florida Health and Rehabilitative Service District 2B Task Force on
 Alcohol Services: Detoxification and Protective Services, 1983-84.

Selected University Service at FSU

Member, FSU IRB for Human Subjects, 1988-94; 2006-2011.
 Chair, Psychology Facilities Committee, 2009-2011.
 Coordinator, Psychology Department Mass Screening, 2004-2011.
 Member, University Promotion & Tenure Committee, 1994-95; 1999-2000.
 Member, Science-area College of Arts & Sciences Promotion & Tenure
 Committee, 2006; 2010.
 Member, University Faculty Grievance Committee, 2004-2005
 Member, College Teaching Fellowships Committee, 2002
 Member, Graduate Policy Council, 2001.
 Member, Provost's Travel Grant Committee, 1997-2000.

Community Service:

Regional Middle & Secondary Schools Science Fair Judge, 1984-2011.
 City of Tallahassee Volunteers of the Year Award in the Arts, 1992.
 Habitat for Humanity volunteer, 1996-present. Tallahassee & Waynesville

RESEARCH GRANTS, CONTRACTS, AND SPONSORSHIPS

- Lang, A. (Co-PI) with Radach, R. (Co-PI). Visuomotor Impairments due to Acute Alcohol Intoxication. Alcoholic Beverage Medical Research Foundation. \$104,000, 2007-2009.
- Lang, A. (Consultant) for John Curtin (PI) Cognitive Control Deficits in Alcoholism Risk, National Institute on Alcohol Abuse and Alcoholism. Research Grant R01 AA015384, \$1,636,875, 2006-2011.
- Lang, A. (Consultant) for Marsha Bates (PI) Alcohol, Memory, and Affective Regulation, National Institute on Alcohol Abuse and Alcoholism. Research Grant R01 AA015248, \$1,470,250, 2004-2009.
- Lang, A. (Principal Investigator) with Chris Patrick (Co-Investigator). Probing Affective and Cognitive Effects of Alcohol. National Institute on Alcohol Abuse and Alcoholism. Research Grant R01 AA12164, \$1,141,224, 2002-2007.
- Lang, A. (Consultant) for Chris Patrick (Principal Investigator) Psychopathy and Emotional Response: A Reflex-Cortex Analysis. National Institute on Mental Health Research Center Grant R01 MH52384, \$588,918, 1999-2004.
- Lang, A. (Sponsor) for Edelyn Verona (Fellow). The Role of Negative Emotion in Aggressive Behavior. National Institute on Mental Health Underrepresented Minority Research Award, R03 MH062223, \$18,262, 2000-2001.
- Lang, A. (Sponsor) for John Curtin (Fellow). Alcohol, emotion, and event-related potentials. National Institute on Alcohol Abuse and Alcoholism Individual Predoctoral National Research Service Award (NRSA), F31 AA05511, \$17,967, 1998-1999.
- Lang, A. (Associate Editor) *Journal of Abnormal Psychology*. American Psychological Association subcontract for expenses, approximately \$15,000/yr, 1993-1996.
- Lang, A. (Principal Investigator) with Chris Patrick (Co-Investigator) Alcohol and Emotional Response. National Institute on Alcohol Abuse and Alcoholism. Research Grant RO3 AA09381, \$98,736, 1992-1994.
- Lang, A. (Co-Principal Investigator) with William E. Pelham (PI) The Role of Alcohol in Adult-Child Interactions. National Institute on Alcohol Abuse and Alcoholism, \$1,667,010, 1990-1995.
- Lang, A. Drinking and dominance: Alcohol and formal aspects of dyadic conversation. Committee on Faculty Research Support, (Intramural award), \$7175, 1988.
- Lang, A. (Principal Investigator) with William E. Pelham (Co-PI). The role of alcohol in adult-child interactions. National Institute on Alcohol Abuse and Alcoholism. Research Grant RO1 AA06267, \$481,094, 1985-1989.
- Lang, A. Children's' perceptions of the effects of alcohol on adult-child interactions. Committee on Faculty Research Support, (Intramural award), \$5350, 1982.
- Lang, A. Addictive personality. National Academy of Sciences Contract No. ABASS 23-82-1, \$2000, 1982.
- Lang, A. Alcohol and aggression. National Institute of Mental Health Individual Predoctoral Research Fellowship, \$5000, 1975.

PUBLICATIONS

(Note: * indicates collaborators who were current or past students or post-doctoral fellows at the time of publication)

*Schlauch, R.C., *Rice, S.L., Connors, G.J., & Lang, A.R. (2015). Ambivalence Model of Craving: A latent profile analysis of cue-elicited alcohol craving in an inpatient clinical sample. Journal of Studies on Alcohol and Drugs, 76, 764-772.

*Schlauch, R.C., *Crane, C.A., Houston, R.J., Molnar, D.S., *Schlitz, N.J. & Lang, A.R. (2015). Psychometric Evaluation of the Substance Use Risk Profile Scale (SURPS) in an Inpatient Sample of Substance Users Using Cue Reactivity Methodology. Journal of Psychopathology and Behavioral Assessment, 37, 231-246.

*Schlauch, R.C., *Gwynn-Shapiro, D., Stasiewicz, P. R., Molnar, D.S., & Lang, A.R. (2013). Affect and craving: Positive and negative affect are differentially associated with approach and avoidance inclinations. Addictive Behaviors, 38, 1970-1979.

*Schlauch, R. C., Breiner, M. J., Stasiewicz, P.R., Christensen, R.L., & Lang, A.R. (2013). Women inmate substance abusers' reactivity to visual alcohol, cigarette, marijuana, and crack cocaine cues: Approach and avoidance as separate reactivity dimensions. Journal of Psychopathology and Behavioral Assessment, 35, 45-56.

Vorstius, C., Radach, R., & Lang, A.R. (2012). Effects of acute alcohol intoxication on automated processing: Evidence from the double-step paradigm. Journal of Psychopharmacology, 26, 262-272.

Nelson, L. D., Patrick, C.J., Collins, P., Lang, A.R., & Bernat, E.M. (2011). Alcohol impairs brain reactivity to explicit loss feedback. Psychopharmacology, 218, 419-428.

Radach, R., Vorstius, C., Lang, A.R. (2011). Visual processing and eye movement control under the influence of alcohol. Studies of Psychology and Behavior, 9(1), 64-79.

Schlauch*, R. C., Waesche*, M. C., Riccardi*, C. J., Donohue*, K. F., Blagg*, C. O., Christensen*, R. L. & Lang, A. R. (2010). A meta-analysis of the effectiveness of placebo manipulations in alcohol-challenge studies. Psychology of Addictive Behaviors, 24, 239-253.

Lang, A. R. (2009). Responsible drinking, Consumption, context, and consequences. Hospitality Review, 27(2), 23-33.

Schlauch*, R. C., Lang, A. R., Plant, E. A., Christensen*, R. C., & Donohue*, K.D. (2009). The effect of alcohol on race-biased responding: The moderating role of internal and external motivations to respond without prejudice. Journal of Studies on Alcohol and Drugs, 70, 328-336.

PUBLICATIONS (Continued)

Vorstius*, C., Radach, R., Lang, A.R., & Riccardi*, C.J. (2008). Specific visuomotor deficits due to alcohol intoxication: Evidence from pro- and anti-saccade paradigms. Psychopharmacology, 196(2), 201-210.

Buckner*, J.D., Schmidt, N.B., Lang, A.R., Small*, J., Schlauch*, R.C., & Lewinsohn, P.M. (2008). Specificity of social anxiety disorder as a risk factor for alcohol and cannabis dependence. Journal of Psychiatric Research, 42(3), 230-239.

Donohue*, K. D., Curtin, J. J., Patrick, C. J., & Lang, A. R. (2007). Intoxication level and emotional response. Emotion, 7, 103-112.

Curtin, J. J. & Lang, A. R. (2007). Alcohol and emotion: Insights and directives from affective science. In J. Rottenberg & S. Johnson (Eds.) Emotion and psychopathology: Bridging affective and clinical science. (pp. 191-213). Washington, DC: APA Books

Patrick, C., Hicks*, B., Krueger, R., & Lang, A. (2005). Relations between psychopathy facets and externalizing in a criminal sample. Journal of Personality Disorders, 19, 339-356. (lead article)

Taylor, J. & Lang, A. (2005). Psychopathy and substance abuse. In C. Patrick (Ed.). Handbook of psychopathy. NY: Guilford.

Stritzke, W., Breiner*, M., Curtin, J., & Lang, A. (2004). Assessment of substance cue reactivity: Advances in reliability, specificity, and validity. Psychology of Addictive Behaviors, 18, 148-159.

Baumann*, B., Pelham, W., Lang, A., Jacob, R., & Blumenthal*, J. (2004). The impact of maternal depressive symptomatology on ratings of children with ADHD and child confederates. Journal of Emotional and Behavioral Disorders, 12, 90-98.

Benning*, S., Patrick, C., & Lang, A. (2004). Emotional modulation of the post-auricular reflex. Psychophysiology, 41, 426-432.

McEvoy*, P., Stritzke, W., French*, D., Lang, A. & Ketterman*, R. (2004). Comparison of three models of alcohol craving in young adults: A cross-cultural cross-validation. Addiction, 99, 482-497.

Kashdan*, T., Jacob, R., Pelham, W., Lang, A., Hoza, B., Blumenthal*, J., & Gnagy*, B. (2004). Depression and anxiety in parents of children with ADHD and varying levels of oppositional-defiant behaviors: Modeling relationships with family functioning. Journal of Clinical Child and Adolescent Psychology, 133, 169-181.

Casbon*, T., Lang, A., Curtin, J., & Patrick, C. (2003). Deleterious effects of alcohol intoxication: Diminished cognitive control and its behavioral consequences. Journal of Abnormal Psychology, 112, 476-487.

PUBLICATIONS (Continued)

Reardon*, M., Burns*, A., Preist*, R., Sachs-Ericsson, N., & Lang, A. (2003). Alcohol use and other psychiatric disorders in the formerly homeless and never homeless: Prevalence, age of onset, comorbidity, and service utilization. Substance Use and Misuse, 38, 603-646.

Reardon*, M., Lang, A., & Patrick, C. (2002). An evaluation of relations among antisocial behavior, psychopathic traits, and alcohol problems in incarcerated men. Alcoholism: Clinical and Experimental Research, 26, 1188-1197.

Verona*, E., Patrick, C., & Lang, A. (2002). A direct assessment of the role of state and trait negative emotion in aggressive behavior. Journal of Abnormal Psychology, 111, 249-258.

Kashdan*, T., Pelham, W., Lang, A., Hoza, B., Jacob, R., Jennings, R., Blumenthal*, J., & Gnagy*, E. (2002). Hope and optimism as human strengths in parents of children with externalizing disorders: Stress is in the eye of the beholder. Journal of Social and Clinical Psychology, 21, 441-468.

Curtin*, J., Patrick, C., Lang, A., Cacioppo, J., & Birbaumer, N. (2001). Alcohol affects emotion through cognition. Psychological Science, 12, 527-531.

Lindman, R., Sjöholm*, B., & Lang, A. (2000). Expectations of alcohol-induced positive affect: A cross-cultural comparison. Journal of Studies on Alcohol, 61, 681-687.

Pelham, W. & Lang, A. (2000). Stress and parenting in adults interacting with children with Attention Deficit Hyperactivity Disorder. Alcohol: Research and Health, 23 (4), 292-298.

Breiner*, M., Stritzke*, W., & Lang, A. (1999). Approaching avoidance: A step essential to the understanding of craving. Alcohol: Research and Health, 23 (3), 197-206.

Lang, A., Patrick, C., & Stritzke*, W. (1999). Alcohol and emotional response: A multidimensional-multilevel analysis. In K. Leonard & H. Blane (Eds.). Psychological theories of drinking and alcoholism - 2nd Edition (pp. 328-371). New York: Guilford.

Kidorf*, M. & Lang, A. (1999) Effects of social anxiety and alcohol expectancies on stress-induced drinking. Psychology of Addictive Behaviors, 13, 134-142.

Lang, A., Pelham, W., Atkeson*, B., & Murphy*, D. (1999). Effects of alcohol intoxication on parenting behavior in interactions with child confederates exhibiting normal or deviant behaviors. Journal of Abnormal Child Psychology, 27(3), 177-189.

PUBLICATIONS (Continued)

Patrick, C. & Lang, A. (1999). Psychopathic traits and intoxicated states: Affective concomitants and conceptual links. In M. E. Dawson, A. Schell, & A. Boehmelt (Eds.). Startle modification: Implications for neuroscience, cognitive science, and clinical science (pp. 209-230). Stanford, CA: Cambridge University Press.

Curtin*, J., Lang, A., Patrick, C., & Stritzke*, W. (1998). Alcohol and fear-potentiated startle: The role of competing cognitive demands in the stress-reducing effects of intoxication. Journal of Abnormal Psychology, 107, 547-557. (lead article)

Pelham, W., Lang, A., Atkeson*, B., Murphy*, D., Gnagy*, B., Greiner*, A., Vodde-Hamilton*, M., & Greenslade*, K. (1998). Effects of deviant child behavior on parental alcohol consumption: Stress-induced drinking in parents of ADHD children. The American Journal of Addictions, 7, 103-114.

Molina*, B., Pelham, W., & Lang, A. (1997). Alcohol expectancies and drinking characteristics in parents of children with Attention Deficit/Hyperactivity Disorder. Alcoholism: Clinical and Experimental Research, 21, 557-566.

Pelham, W., Lang, A., Atkeson*, B., Murphy*, D., Gnagy*, B., Greiner*, A., Vodde-Hamilton*, M., & Greenslade*, K. (1997). Effects of deviant child behavior on parental distress and alcohol consumption in laboratory interactions. Journal of Abnormal Child Psychology, 25, 413-424.

Stormo*, K., Lang, A., & Stritzke*, W. (1997). Attributions about acquaintance rape: The role of alcohol and individual differences. Journal of Applied Social Psychology, 27(4), 279-305.

Stritzke*, W., Lang, A., & Patrick, C. (1996). Beyond stress and arousal: A reconceptualization of alcohol-emotion relations with reference to psychophysiological methods. Psychological Bulletin, 120, 376-395.

Stritzke*, W., Patrick, C., & Lang, A. (1995). Alcohol and human emotion: A multidimensional analysis incorporating startle-probe methodology. Journal of Abnormal Psychology, 104, 114-122.

Lindman, R. & Lang, A. (1994). The alcohol-aggression stereotype: A cross-cultural comparison of beliefs. International Journal of the Addictions, 29(1), 1-13.

Pelham, W. & Lang, A. (1993). Parental alcohol consumption and deviant child behavior: Laboratory studies of reciprocal effects. Clinical Psychology Review, 13 (8), 763-784.

Lang, A. (1993). Alcohol-related violence: Psychological perspectives. In S. Martin (Ed.) Alcohol and interpersonal violence: Fostering interdisciplinary perspectives. NIAAA Research Monograph Series #24. (pp. 121-148). Washington, DC: DHHS Publications.

PUBLICATIONS (Continued)

Lang, A. & Stritzke*, W. (1993). Children and alcohol: Young children's knowledge, attitudes, and expectations about alcohol. In M. Galanter (Ed.) Recent developments in alcoholism (Vol. 11): Ten years of progress (pp. 73-85). New York: Plenum Press.

Lang, A. (1992). Alcohol: Teenage drinking. In S. Synder (Series Ed.) Encyclopedia of psychoactive drugs. 2nd Edition. (Volume 3). New York: Chelsea House.

Murphy*, D., Pelham, W., & Lang, A. (1992). Aggression in boys with Attention Deficit Hyperactivity Disorder: Methylphenidate effects on naturalistically observed aggression, response to provocation, and social information processing. Journal of Abnormal Child Psychology, 20, 451-466.

Lang, A., Winiarski*, M. & Curtin*, L. (1992). Person perception as a function of drinking behavior, gender, and sex role stereotypes. Journal of Studies on Alcohol, 53, 225-232.

Lang, A. (1992). Parental drinking and child behavior problems: A case of bidirectional influences? the Behavior Therapist, 15, 15-17.

Lang, A., & Michalec*, E. (1990). Expectancy effects in reinforcement from alcohol. In M. Cox (Ed.), Why people drink: Parameters of alcohol as a reinforcer (pp. 193-232). New York: Gardner Press.

Frank, D. & Lang, A. (1990). Alcohol use and sexual arousal research: Application of the Health Belief Model. The Nurse Practitioner, 15, 32-35.

Frank, D. & Lang, A. (1990). Disturbances in sexual role performance of chronic alcoholics: An analysis using Roy's Adaptation Model. Issues in Mental Health Nursing, 11, 243-254.

Kidorf*, M., Lang, A., & Pelham, W. (1990). Beverage preference, beverage type, and subject gender as determinants of alcohol consumption in the laboratory. Journal of Studies on Alcohol, 51, 331-335.

Lang, A. & Frank, D. (1990). Chronic alcohol use and sexual dysfunction. The Journal of Clinical Practice in Sexuality, 5, 28-31.

Lang, A. & Kidorf*, M. (1990). Problem drinking: Cognitive-behavioral strategies for self-control. In M. Thase, B. Edelstein & M. Hersen (Eds.) Handbook of outpatient treatment of adults (pp. 413-441). New York: Plenum.

Lang, A., Pelham, W., Johnston*, C., & Gelernter*, S. (1989). Levels of adult alcohol consumption induced by interactions with child confederates exhibiting normal versus externalizing behaviors. Journal of Abnormal Psychology, 98, 294-299.

Lang, A. & Sibrel*, P. (1989). Psychological perspectives on alcohol consumption and interpersonal aggression: The potential role of individual differences in alcohol-related criminal violence. Criminal Justice and Behavior, 16, 299-324.

PUBLICATIONS (Continued)

Lang, A. & Frank, D. (1989). Drinking and sexual functioning: Acute doses of alcohol and sexual response. The Journal of Clinical Practice in Sexuality, 5, 10-18.

Otto*, R., Lang, A., Megargee, E., & Rosenblatt, A. (1988). Ability of alcoholics to escape detection by the MMPI. Journal of Consulting and Clinical Psychology, 56, 452-457.

Lindman, R. & Lang, A. (1987). Anticipated effects of alcohol consumption as a function of beverage type: A cross-cultural replication. International Journal of Psychology, 21, 671-678.

Frank, D., Downard*, E., & Lang, A. (1986). Androgyny, sexual satisfaction, and women. Journal of Psychosocial Nursing, 24, 10-15.

Lang, A. (1985). The social psychology of drinking and human sexuality. Journal of Drug Issues, 15, 273-289.

Lang, A. (1985). Alcohol: Teenage drinking. In Solomon H. Snyder (Series Editor) The Encyclopedia of psychoactive drugs. (Volume 3). New York: Chelsea House, 142 pages.

Lang, A. (1984). Review of M. Cox (Ed.) Identifying and measuring alcoholic personality characteristics. Bulletin of the Society of Psychologists in Addictive Behaviors, 3, 49-51.

Lang, A., Verret*, L. & Watt*, C. (1984). Drinking and creativity: Objective and subjective effects. Addictive Behaviors, 9, 395-399.

Lang, A. (1983). Drinking and disinhibition: Contributions from psychological research. In R. Room & G. Collins (Eds.) Alcohol and disinhibition: The nature and meaning of the link (pp. 48-90). National Institute of Alcohol Abuse and Alcoholism Research Monograph Series (No. 12). Rockville, MD: NIAAA.

Lang, A. (1983). Psychosocial aspects of the relation between drinking and performance stress. In L. Pohorecky & J. Brick (Eds.), Stress and alcohol use (pp. 229-248). New York: Elsevier Biomedical.

Lang, A. (1983). Addictive personality: A viable construct? In P. Levison, D. Gerstein & D. Maloff (Eds.), Commonalities in substance abuse and habitual behavior (pp. 157-235). Lexington, MS: Lexington Books of D. C. Heath. (Also summarized in National Academy of Sciences, Personality factors in substance abuse: A report to the U. S. Army. Washington, D. C.: National Academy Press, 1983.)

Lang, A., Kaas*, L. & Barnes*, P. (1983). The beverage type stereotype: An unexplored determinant of the effects of alcohol consumption. Bulletin of the Society of Psychologists in Addictive Behaviors, 2, 46-49.

Lang, A. & Marlatt, G. (1982). Problem drinking: A social learning perspective. In R. Gatchel, A. Baum & J. Singer (Eds.), Handbook of psychology and health. Volume I: Clinical psychology and behavioral medicine: Overlapping disciplines (pp. 121-169). Hillsdale, NJ: Lawrence Erlbaum.

PUBLICATIONS (Continued)

Lang, A., Searles*, J., Adesso, V. & Lauerman*, R. (1980). Expectancy, alcohol, and sex guilt as determinants of interest in and reaction to sexual stimuli. Journal of Abnormal Psychology, 89, 644-653.

Marlatt, G., Kosturn*, C. & Lang, A. (1975). Provocation to anger and opportunity for retaliation as determinants of alcohol consumption in social drinkers. Journal of Abnormal Psychology, 84, 652-659.

Lang, A., Goeckner*, D., Adesso, V. & Marlatt, G. (1975). Effects of alcohol on aggression in male social drinkers. Journal of Abnormal Psychology, 84, 508-518.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 13, 2018

SUBJECT: Authorization to advertise 2017 Delinquent Property Taxes

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D8
Department: Financial Services
Contact: James Robertson, Tax Collector
Presenter: James Robertson, Tax Collector

BRIEF SUMMARY: The tax office respectfully requests that authorization be granted to advertise all 2017 delinquent property taxes in the local newspaper, *The Mountaineer*, as required by NCGS §105-369. These are taxes that were billed on property values as of January 1, 2017, which became due as of September 1, 2017 and became delinquent as of January 6, 2018. After the approval of the Board, a target date of March 2, 2018 has tentatively been set for the delinquent ad. This date may change due to scheduling with the newspaper.

MOTION FOR CONSIDERATION: *To authorize staff to advertise all 2017 delinquent property taxes in The Mountaineer March 2, 2018, as required by NCGS §105-369.*

FUNDING SOURCE/IMPACT: It has been shown in previous years, that the sooner that the delinquent advertisement is done, there is a better chance of collection of delinquent taxes. This early advertisement also allows the tax collector to see what additional revenue will be collected and how to move forward with further collection proceedings.

ATTACHMENTS:

- NCGS §105-369
- List of 2017 Delinquent taxes

MANAGER'S COMMENTS AND RECOMMENDATIONS: Recommend approval.

§ 105-369. Advertisement of tax liens on real property for failure to pay taxes.

(a) **Report of Unpaid Taxes That Are Liens on Real Property.** - In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property. A county tax collector's report is due the first Monday in February, and a municipal tax collector's report is due the second Monday in February. Upon receipt of the report, the governing body must order the tax collector to advertise the tax liens. For purposes of this section, district taxes collected by county tax collectors shall be regarded as county taxes and district taxes collected by municipal tax collectors shall be regarded as municipal taxes.

(b) Repealed by Session Laws 1983 (Regular Session, 1984), c. 1013.

(b1) **Notice to Owner.** - After the governing body orders the tax collector to advertise the tax liens, the tax collector must send a notice to the record owner of each affected parcel of property, as determined as of the date the taxes became delinquent. The notice must be sent to the owner's last known address by first-class mail at least 30 days before the date the advertisement is to be published. The notice must state the principal amount of unpaid taxes that are a lien on the parcel to be advertised and inform the owner that the name of the record owner as of the date the taxes became delinquent will appear in a newspaper advertisement of delinquent taxes if the taxes are not paid before the publication date. Failure to mail the notice required by this section to the correct record owner does not affect the validity of the tax lien or of any foreclosure action.

(c) **Time and Contents of Advertisement.** - A tax collector's failure to comply with this subsection does not affect the validity of the taxes or tax liens. The county tax collector shall advertise county tax liens by posting a notice of the liens at the county courthouse and by publishing each lien at least one time in one or more newspapers having general circulation in the taxing unit. The municipal tax collector shall advertise municipal tax liens by posting a notice of the liens at the city or town hall and by publishing each lien at least one time in one or more newspapers having general circulation in the taxing unit. Advertisements of tax liens shall be made during the period March 1 through June 30. The costs of newspaper advertising shall be paid by the taxing unit. If the taxes of two or more taxing units are collected by the same tax collector, the tax liens of each unit shall be advertised separately unless, under the provisions of a special act or contractual agreement between the taxing units, joint advertisement is permitted.

The posted notice and newspaper advertisement shall set forth the following information:

- (1) Repealed by Session Laws 2006-106, s. 2, effective for taxes imposed for taxable years beginning on or after July 1, 2006.
- (1a) The name of the record owner as of the date the taxes became delinquent for each parcel on which the taxing unit has a lien for unpaid taxes, in alphabetical order.
- (1b) After the information required by subdivision (1a) of this subsection for each parcel, a brief description of each parcel of land to which a lien has attached and a statement of the principal amount of the taxes constituting a lien against the parcel.
- (2) A statement that the amounts advertised will be increased by interest and costs and that the omission of interest and costs from the amounts advertised will not constitute waiver of the taxing unit's claim for those items.
- (3) In the event the list of tax liens has been divided for purposes of advertisement in more than one newspaper, a statement of the names of all

newspapers in which advertisements will appear and the dates on which they will be published.

- (4) A statement that the taxing unit may foreclose the tax liens and sell the real property subject to the liens in satisfaction of its claim for taxes.

(d) Costs. - Each parcel of real property advertised pursuant to this section shall be assessed an advertising fee to cover the actual cost of the advertisement. Actual advertising costs per parcel shall be determined by the tax collector on any reasonable basis. Advertising costs assessed pursuant to this subsection are taxes.

(e) Payments during Advertising Period. - At any time during the advertisement period, any parcel may be withdrawn from the list by payment of the taxes plus interest that has accrued to the time of payment and a proportionate part of the advertising fee to be determined by the tax collector. Thereafter, the tax collector shall delete that parcel from any subsequent advertisement, but the tax collector is not liable for failure to make the deletion.

(f) Listing and Advertising in Wrong Name. - No tax lien is void because the real property to which the lien attached was listed or advertised in the name of a person other than the person in whose name the property should have been listed for taxation if the property was in other respects correctly described on the abstract or in the advertisement.

(g) Wrongful Advertisement. - Any tax collector or deputy tax collector who willfully advertises any tax lien knowing that the property is not subject to taxation or that the taxes advertised have been paid is guilty of a Class 3 misdemeanor, and shall be required to pay the injured party all damages sustained in consequence. (1939, c. 310, s. 1715; 1955, c. 993; 1971, c. 806, s. 1; 1983, c. 808, s. 1; 1983 (Reg. Sess., 1984), c. 1013; 1993, c. 539, s. 725; 1994, Ex. Sess., c. 24, s. 14(c); 1999-439, s. 1; 2000-140, s. 73; 2006-106, s. 2.)

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 13, 2018

SUBJECT: Conceptual Design for Frog Level Parking Lot

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D9
Department: Public Services/Administrative Services
Contact: Rob Hites, Town Manager
Presenter: Preston Gregg, Town Engineer

BRIEF SUMMARY We have laid out a conceptual parking plan for the Frog Level Parking Lot. The plan includes location of parking spaces, four decorative light fixtures that match the existing Frog Level fixtures, tree planting areas and a decorative fence that separates the rail road bed from the lot. The new light fixtures will illuminate the back of the lot and the fence will create a barrier between the tracks and the lot. We will provide a budget for the lot and the Clayton lot. We do not have an agreement to use Mr. Clayton's lot; however, we thought you might like to know the cost of paving in the event that we can reach such an agreement.

MOTION FOR CONSIDERATION: Review and comment on the conceptual plan. If no substantive changes are recommended approve the project budget.

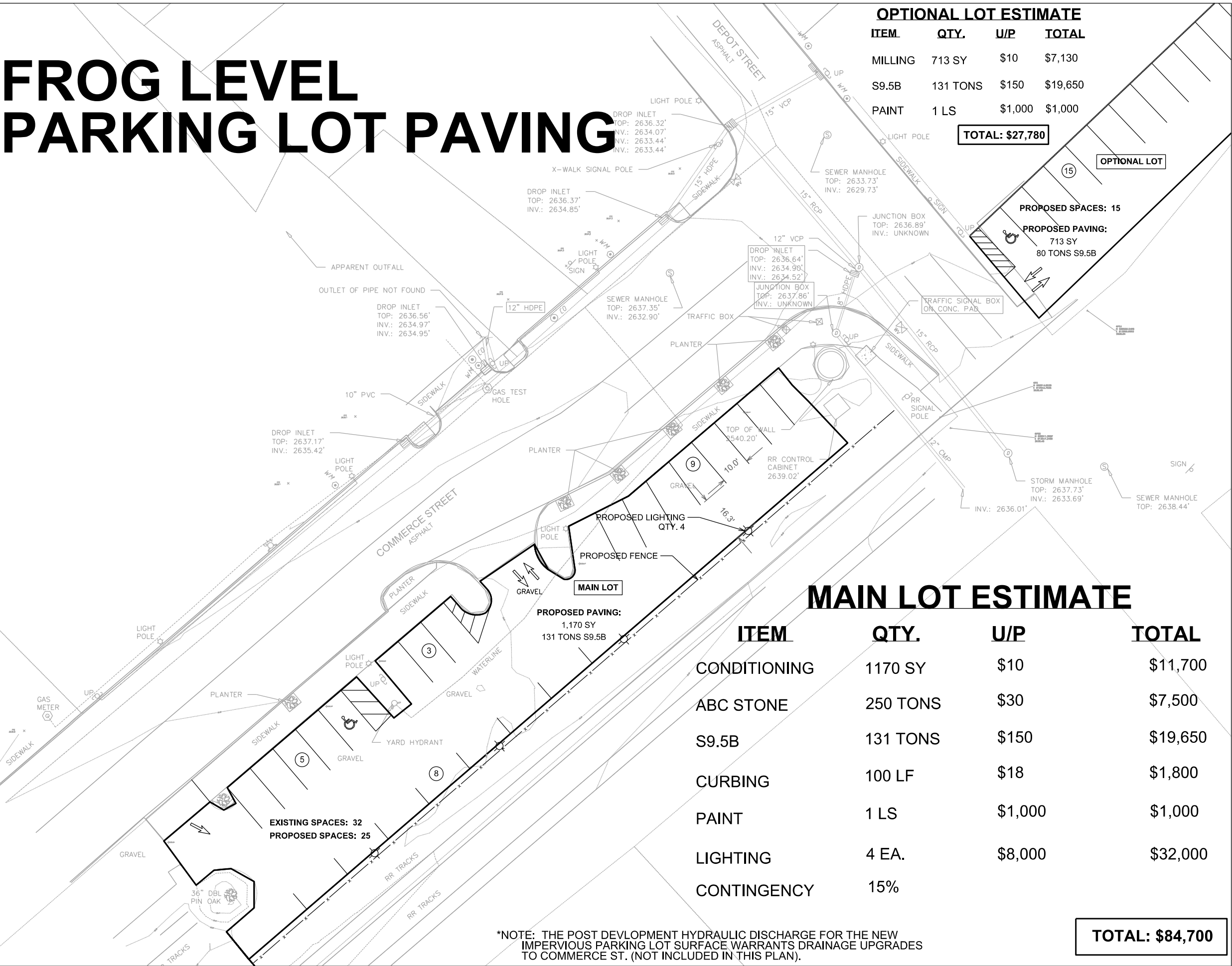
FUNDING SOURCE/IMPACT: General Fund Balance for grading, paving and plantings; Electric Fund for light fixtures

ATTACHMENTS:

- Conceptual Parking Layout
- Project Budget

MANAGER'S COMMENTS AND RECOMMENDATIONS: The Parking Lot Layout will dramatically change the image of Frog Level. The lighting and fence will help make the area considerably safer. The sole drawback to the layout is that it eliminates the parallel parking spaces that lay next to the tracks. We could not accommodate the fence and lights and leave enough room for the spaces. Should we be able to reach an agreement to pave Mr. Clayton's lot we would regain those spaces plus additional space.

FROG LEVEL PARKING LOT PAVING



NOTES



REVISIONS



OFFICE OF ISSUE: Town of Waynesville

CONTRACTOR

PROJECT

FROG LEVEL PARKING LOT

TITLE

PROJECT NO.	DATE

SCALE: NTS

Resolution No. 05-18

Amendment No. 3 to the 2017-2018 Financial Operating Plan For Internal Service Funds

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the financial operating plans of the internal service funds.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2017-2018 financial operating plans of the internal service funds is amended as follows:

Increase the following revenues:

Charges to other funds		
Charges to General Fund	813650-453610	\$ 60,600
Charges to Water Fund	813650-453661	10,420
Charges to Sewer Fund	813650-453662	8,040
Charges to Electric Fund	813650-453663	5,640
Total charges to other funds		<u>\$84,700</u>

Increase the following appropriations:

Public Facilities-Outside		
Capital Improvements	814261-545900	\$84,700

(Expenditures for paving, curbing, lighting etc. needed
for completion of the Frog Level Parking Lot Improvements.)

Adopted this 13th day of February 2018.

Town of Waynesville

Gavin A Brown
Mayor

Attest:

Eddie Ward
Town Clerk

Approved As To Form:

William E Cannon Jr
Town Attorney

Ordinance No. 01-18

Amendment No. 6 to The 2017-2018 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2017-2018 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2017-2018 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 103900-493992	\$60,600
	<hr/>
Total General Fund revenue increase	\$60,600

(Revenue needed to fund Amendment #3 to the 2017-2018 Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Governing Board		
Internal Service Costs	104110-548100	\$ 580
Administration		
Internal Service Costs	104120-548100	2,700
Finance Department		
Internal Service Costs	104130-548100	3,670
Police Department		
Internal Service Costs	104310-548100	18,640
Fire Department		
Internal Service Costs	104340-548100	7,970
Streets and Sanitation Department		
Internal Service Costs	104510-548100	13,030
Cemetery Department		
Internal Service Costs	104740-548100	810
Planning and Inspections		
Internal Service Costs	104910-548100	2,440
Recreation Department		
Internal Service Costs	106120-548100	10,760

(Increased allocation costs associated with Amendment #3 to the 2017-2018 Financial Operating Plan for Internal Service Funds. General Fund's share of allocated costs associated with the improvements at the Frog Level Parking lot.)

Total General Fund appropriation increase	<hr/> \$ 60,600
---	-----------------

Water Fund:

Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 613900-493992	\$ 10,420

Total Water Fund revenue increase	\$ 10,420
-----------------------------------	-----------

(Revenue needed to fund Amendment #3 to the 2017-2018
Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Water Maintenance	
Internal Service Costs 617121-548100	\$ 5,610
Water Treatment	
Internal Service Costs 617122-548100	4,810

(Increased allocation costs associated with Amendment #3 to the
2017-2018 Financial Operating Plan for Internal Service Funds.
Water Fund's share of allocated costs associated with
the improvements at the Frog Level Parking lot.)

Total Water Fund appropriation increase	\$ 10,420
---	-----------

Sewer Fund:

Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 623900-493992	\$ 8,040

Total Sewer Fund revenue increase	\$ 8,040
-----------------------------------	----------

(Revenue needed to fund Amendment #3 to the 2017-2018
Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Sewer Maintenance	
Internal Service Costs 627121-548100	\$ 2,800
Sewer Treatment	
Internal Service Costs 627122-548100	5,240

(Increased allocation costs associated with Amendment #3 to the
2017-2018 Financial Operating Plan for Internal Service Funds.
Sewer Fund's share of allocated costs associated with
the improvements at the Frog Level Parking lot.)

Total Sewer Fund appropriation increase	\$ 8,040
---	----------

Electric Fund:
Increase the following revenues:

Other Financing Sources	
Fund Balance Appropriation 633900-493992	\$ 5,640

Total Electric Fund revenue increase	\$ 5,640
--------------------------------------	----------

(Revenue needed to fund Amendment #3 to the 2017-2018
Financial Operating Plan for Internal Service Funds.)

Increase the following appropriations:

Electric Maintenance	
Internal Service Costs 637121-548100	\$ 5,640

(Increased allocation costs associated with Amendment #3 to the
2017-2018 Financial Operating Plan for Internal Service Funds.
Electric Fund's share of allocated costs associated with
the improvements at the Frog Level Parking lot.)

Total Electric Fund appropriation increase	\$ 5,640
--	----------

Adopted this 13th day of February 2018.

Town of Waynesville

Gavin A Brown
Mayor

Attest:

Eddie Ward
Town Clerk

Approved As To Form:

William E Cannon Jr
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: February 13, 2018**

SUBJECT: Electric Incentives Discussion

AGENDA INFORMATION:

Agenda Location:	New Business
Item Number:	D10
Department:	Public Services
Contact:	David Foster
Presenter:	David Foster

BRIEF SUMMARY:

Initial presentation on electric incentives for Waynesville's electric system

MOTION FOR CONSIDERATION:

Motion directing staff to develop an Electric Incentive Policy and budget accordingly in the Electric fund

FUNDING SOURCE/IMPACT:

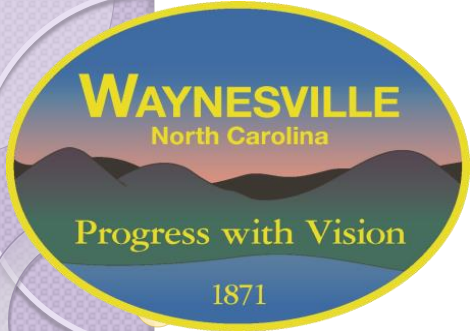
Varies, depending on incentive and application decision

ATTACHMENTS:

See PowerPoint presentation.

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Recommend adopting one or two incentives to establish the program and gradually grow it to incorporate additional measures based on the success or failures of the initial offerings.



2018

Waynesville Electric Utility Incentives



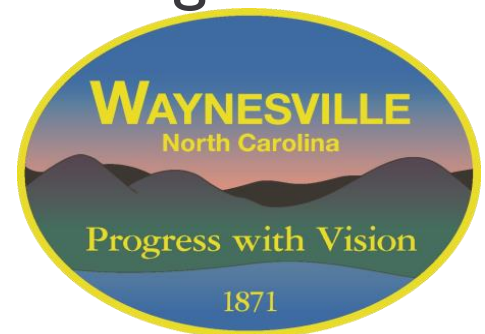
Waynesville Electric Incentives

Background

Electric utilities offer incentives to encourage more efficient use of their sold electricity

Large utilities companies are federally required to provide incentives as a cost of their business

The intent is to mitigate and manage the growth and impact on American citizens



Waynesville Electric Incentives Background

Prior to 2016, Duke Energy incentive credits were applied on the Town's electric program, but many of their residential and customer-based programs were not offered to Duke wholesale customers

Since Waynesville customer were not directly Duke customers, they often didn't qualify for Duke incentives



Waynesville Electric Incentives Background

Santee Cooper does have electric incentive programs for its own retail customers; however:

Since electric incentives were not included in Waynesville's wholesale electric contract, the incentives are not available to Santee Cooper wholesale customers (Waynesville's retail customers)



Waynesville Electric Incentives



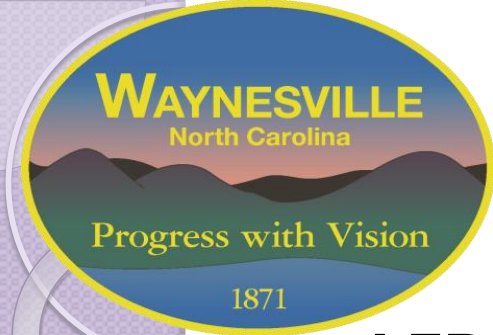
Why offer incentives?

Environment- Producing electricity often comes with elevated environmental impacts (coal, nuclear, etc.)

Economic- Reducing the use of electricity brings a reduction in costs of purchasing it

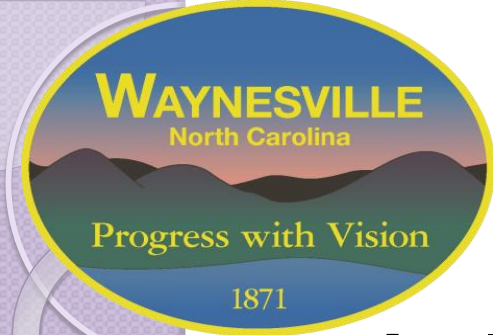
Efficiency- Less strain on the electric grid (especially during peaks) creates a more stable electric delivery system that can operate more efficiently

Ethical- Reducing strain on the environment and improving customers economic status, with a more efficient system shows that electric utilities are operating with a triple bottom-line, considering more than just dollars.



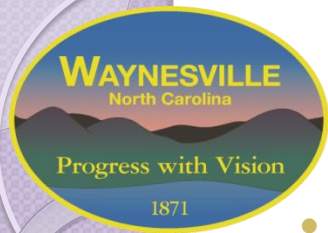
Incentive Options

- **LED lighting-** Upfitting/replacing existing lighting with energy efficient LED bulbs
- **Pros:** Cheap, easy, and fast
- **Cons:** Not significantly impactful, can be never-ending
- **Examples:** Duke Energy, Randolph EMC, and Piedmont EMC
 - Piedmont program is \$15/household and budget limited
 - Randolph EMC is \$0.30 per watt saved
 - Duke offers entire facility assessments and upgrade partnerships



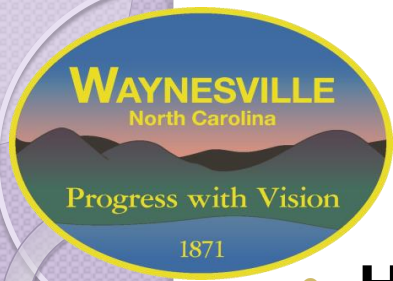
Incentive Options

- **Appliance upgrade-** Rebate on verified Energy Star appliance purchases to replace older inefficient units
- **Pros:** Easy and relatively fast; more impactful than LED's
- **Cons:** Relies on customers already committed to upgrade
- **Examples:** Jones-Onslow EMC and 4-County EMC
 - \$50 per verified appliance purchase; limit 2/year
 - Limited annually by budget



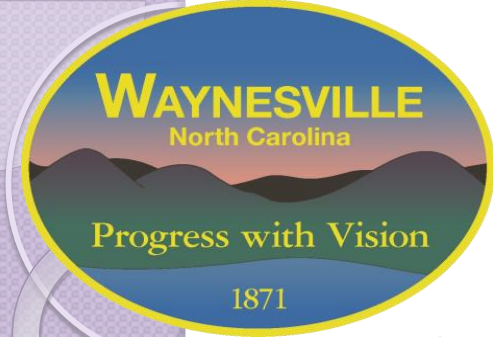
Incentive Options

- **Water heater upgrade-** Rebate on verified conversion of electric hot water heaters
- **Pros:** Easy to convert homes, relatively easy to install
 - Popular rebate among municipal electric utilities
- **Cons:** Relies on customers committed to upgrade and prepared to expend additional constructions funds
 - Waynesville will have limited gas conversion opportunities
- **Examples:** Statesville, New Bern, and High Point. Also, TVA partner utilities qualify
 - \$150 per unit with varying limits (must switch to all electric, at least 30 gallons)
 - Space saver or instant water heaters are excluded



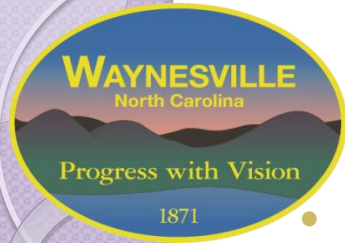
Incentive Options

- **Heat Pump Rebate** on verified installation
 - Specifics vary, some require new home or gut rehab, while some will rebate on qualifying system
- **Pros:** Considerable energy impact and mutual benefit; popular among municipal utilities
- **Cons:** Costly to customer; sometimes relies on new construction or gut rehab
- **Examples:** Duke, Piedmont EMC, Concord, Statesville, and New Bern
 - \$40-\$50 per ton (Duke & P-EMC); \$150-\$400/unit (New Bern, Concord and Statesville)
 - *1,300 S.F. home would be 2 tons, or \$80 rebate (2,000 SF = 3 tons or \$120)*



Incentive Options

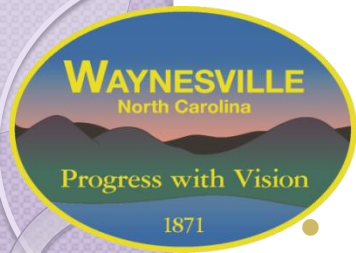
- **Wi-Fi or Smart Thermostat Rebate**
- **Pros:** Simple to install, with a reasonable return on savings
- **Cons:** Relies on correct programming
 - Some rebates require outside monitoring or proof of programming to assist peak, this can seem invasive
 - Typically used by larger utilities
- **Examples:** Duke, Santee Cooper, TVA (wholesale customers)
 - 50% of costs (purchase and installation), up to \$125



Incentive Options

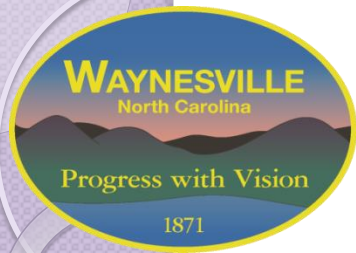
- **Home Electric Vehicle Charging Station**

- Typically in larger utilities outside NC, and municipal utilities in New England and NW U.S.
- **Pros:** Relatively simple to install, all usage is an increase for utility
 - Chargers are now relatively inexpensive (\$400-\$6,000)
- **Cons:** Upfront costs for charger and installation costs for customer
 - Must have an electric vehicle to be of use
 - Programmable with peak lockout capability (this can be a pro for utility)
- **Examples:** Georgia Power, Orlando Utilities, Alliant Energy, and Ipswich, MA
 - Rebates vary greatly: \$100-\$1,000 for confirmed vehicle and charger purchase
 - 100% of charger costs from many in New England and Pacific Northwest



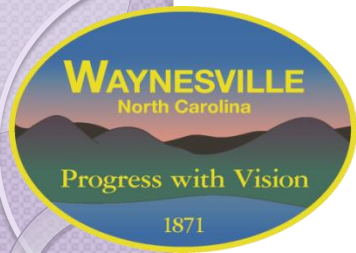
Incentive Options

- **Residential Whole Home rebates** (New and Gut rehabilitation)
 - Energy Star, HERO, and LEED Certification(s)
- **Pros:** Rebates are after upfront construction is complete
 - Energy savings can be significant
- **Cons:** Relies on private construction to meet stringent standards
 - Can be very expensive to meet (Gold LEED)
- **Examples:** Duke, High Point, Lumbee River EMC, Central EMC
 - \$350 +(Energy Star), \$400+ (HERO), up to \$9,000 (LEED)
 - Duke and PSNC offer utility bill discounts for qualifying certifications



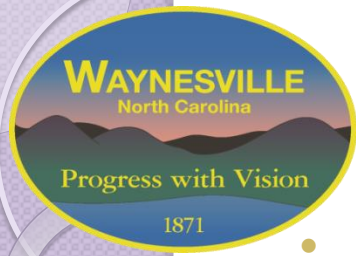
Whole Home Terms

- **HERO** High Efficiency Residential Option: New home construction that meets the 2012 North Carolina Energy Conservation Code (NCECC)
- **Energy Star:** EPA construction standards designed to facilitate energy efficiency (includes buildings, appliances, etc.)
- **LEED:** US Green Building Council standards offer a 4-tiered building standard and paid certification to verify energy efficient quality



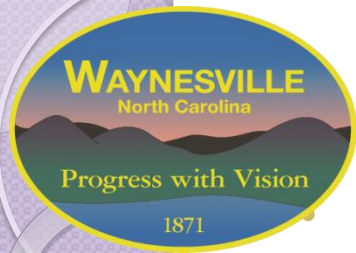
Incentive Options

- **Energy Loans:** Low or zero rate loan for customers to make certified energy efficient home improvements
- **Pros:** Energy savings can be significant; minimal administration (initial applications and site inspections)
- **Cons:** Relies on private construction and/or customers to meet standards; actual projects can vary; initial standards need to be clear to be most effective
- **Examples:** Duke and Lumbee River EMC
 - Up to \$17,000 per year per project (varies based on annual budget authorization)



Incentive Options

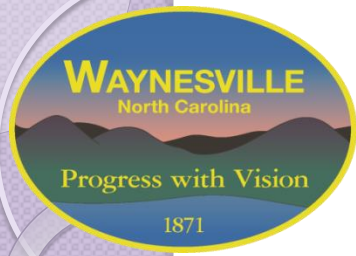
- **Energy Audits:** Audit of all attached electric equipment and lighting systems to determine energy usage and identify potential energy savings opportunities
- **Pros:** Provides customer with considerable knowledge of their electric system usage and costs; potential for considerable savings
- **Cons:** Provides data only; relies on customers to make improvements; can be expensive (depending on audit contract) New homes are typically disqualified
 - Costs can be: per square foot (\$.10 to .40/SF), % of annual utility bill (10-40%), to no cost but savings share required (15-50%)
- **Examples:** Duke and Mountain Electric
 - Programs and costs vary greatly, with variable levels of assessment



Incentive Options

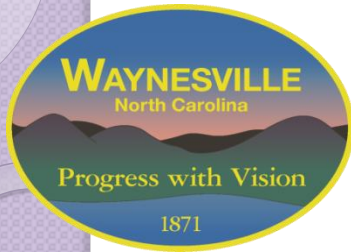
Building Permit Fee Rebate: Rebate program for new homes built to higher efficiency building standards, such as: LEED Gold or Platinum

- Energy Star and HERO are typically not eligible
- **Pros:** Provides an additional incentive, beyond electricity, to encourage green building to highest standards, doesn't have to be from electric utility, can occur in conjunction with other utility-based incentives
- **Cons:** LEED certification can be expensive; reduces permit revenue; highest certifications have to be thought out and included at projects inception
- **Examples:** City of Asheville, Buncombe County, Concord, NC
 - Rebates vary per certification, but include \$50-\$500; or
 - 50% of permit fees for affordable houses (under \$224,000 value)



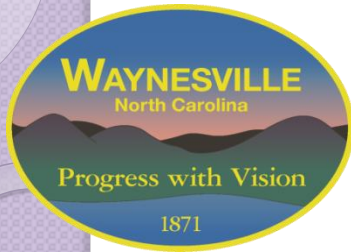
Incentive Options

- **Peak Partner Programs:** A notification database of electric utility customer who are willing to voluntarily cut usage during peak energy times
 - Waynesville's electric contract is based on Santee Coopers peak
- **Pros:** Potential to save considerable energy (and costs based on Waynesville's current contract), volunteer program, so only administrative costs; Santee peak is summer, so afternoons would be better target for participation
- **Cons:** Voluntary program that depends on customers willingness to participate; keeping up with Santee Cooper peak would require effective communication and coordination (above and beyond current levels); may need support to get it off the ground
- **Examples:** Duke Energy and Concord, NC



Recommendations

- Recommend a “toe in the water” start:
- Try a few low to no cost programs for a year or so, such as
 - Peak Partner Program- minimal cost
 - Appliance Rebate-start small and limit by budget
 - Water Heaters and Heat Pumps- verify need and limit by budget
 - Smart Thermostat Rebate- pilot program
 - Electric Vehicle Home Charging Station-reimburse with verified vehicle, purchase, and installation



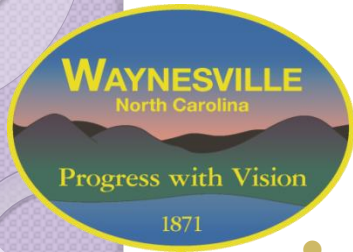
Recommendations

- Once pilot programs are established, start implementing more complex programs:
 - Residential construction rebates, or Building permit fee rebates for energy certifications
 - Start small with Energy Star and work upward
 - Energy Audits- start with lighting and grow the program to be more complex



Questions





Supplemental Information

- LED and CFL light bulbs run \$3 to \$10 each
- Energy Star appliances can cost 5 to 40% more than the not rated units, but they typically save at least 25% in a single year.
 - The EPA says that an average American family spends nearly \$2,000/year on utility costs
- Electric water heaters cost 5-10% less than gas units
- 1.5 ton outdoor split system starts at \$1,000
- Smart, programmable thermostat runs \$100-300
 - With Wi-Fi can be an additional 30-50% more
- Electric Vehicle Chargers for home typically cost between \$400 and 800