



Town of Waynesville, NC

Board of Aldermen Regular Meeting

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

Date: **July 24, 2018** Time: **6:30 p.m.**

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A. CALL TO ORDER - Mayor Gavin Brown

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

Motion: To approve the minutes of the July 10, 2018 regular meeting as presented (or as corrected).

B. PROCLAMATION HONORING THE RETIREMENT OF FIRE CAPTAIN DEMETRIUS (DEE) MASSEY

- Chief Joey Webb

C. PUBLIC HEARING

3. Public Hearing to consider a map amendment to rezone the 120 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from East Waynesville Urban Residential to North Main Street Neighborhood Center.

- Development Services Director, Elizabeth Teague

Motion: To approve a map amendment to rezone the 120 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from East Waynesville Urban Residential to North Main Street Neighborhood Center.

D. NEW BUSINESS

4. Appointments to Boards and Commission

ABC Board – (1) vacancy (3-yr term ending June 30, 2021)

- 5 Applicants: Raymond M. Ezell (served 9 years; requests re-appointment)
G. Edward Moore
Jerry M. Smith
Joyce Pilkington Hughes
Robert T. Patten

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

July 24, 2018

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Historic Preservation Commission – (3) vacancies (3-yr term ending June 30, 2021)

5 Applicants: Coley Bartholomew (served 3 years; request re-appointment)
Alex McKay (served 3 years; request re-appointment)
Abigale Carver
Elizabeth Skene
Linda Ann Lee

Planning Board – (2) vacancies (3-yr term ending June 30, 2021) – for Town representative only – ETJ positions are filled by existing members

7 Applicants: Bucky Dykes (served 6 years; requests re-appointment)
Rose Harrell Johnson
Jennie Kirby
Susan Smith
G. Edward Moore
Claybourne Kim Hamby
Donald J McGowan

Public Art Commission – (3) vacancies (3-yr term ending June 30, 2021)

3 Applicants: George Kenney (served 3 years; requests re-appointment)
Elizabeth Feichter (served 3 years; requests re-appointment)
Douglas Garrett

Recreation Commission – (3) vacancies (3-yr term ending June 30, 2021)

4 Applicants: Kim Gardner (served 2 years; requests re-appointment)
Wallace Messer (served 35 years; requests re-appointment)
Lee Starnes (served 26 years; requests re-appointment)
Wayne Finger

Waynesville Housing Authority – (2) vacancies (5-yr term ending June 30, 2023)

2 Applicants: Walter Bryson (served 3 years; requests re-appointment)
Sharon Cullins

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

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Zoning Board of Adjustment - (5) vacancies (3-yr term ending June 30, 2021)

* (1) – ETJ Representative

* (1) - Town Representative

* (3) - Alternates from either ETJ or Town

4 Applicants: Henry Kidder (served 3 years; requests re-appointment)
Susan Smith
G Edward Moore
George Escaravage

*ETJ representatives must be confirmed by Board of County Commissioners

Motion: To appoint [candidate's name] to [name of board/commission] for [terms as indicated above]

5. Special Events Permits

a. Gibbs Family Reunion

Motion: To approve the Special Event Permit for the Gibbs Family Reunion to be held on July 28th 2018

b. Back to School Bash

Motion: To approve the Special Event Permit for the Back to School Bash to be held on August 26th 2018

c. Trunk or Treat

Motion: To approve the Special Event Permit for the Trunk or Treat event to be held on October 31st 2018

E. COMMUNICATIONS FROM STAFF

6. Manager's Report – Town Manager Rob Hites

7. Attorney's Report – Town Attorney Bill Cannon

F. COMMUNICATIONS FROM THE MAYOR AND BOARD

G. CALL ON THE AUDIENCE

H. ADJOURN



TOWN OF WAYNESVILLE

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 Waynesville, NC 28786
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CALENDAR July 24, 2018

2018	
Friday July 20 - 29	Folkmoot USA International Festival – various venues and times in Haywood and surrounding counties
Tuesday July 24 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Friday July 27 6:30 – 9:00 PM Main Street	Mountain Street Dance Sponsored by Downtown Waynesville Association
Saturday July 28 10:00 – 5:00 PM Main Street	International Festival Day
Friday August 3 5:00 PM – 9:00 PM Main Street	Art after Dark Main Street – sponsored by the Downtown Waynesville Association
Saturday August 4 th 9:00 AM – 12:00 PM Historic Courthouse	Sarge's 13 th Annual Downtown Dog Walk Sarge's Animal Rescue Foundation
Saturday August 4 9:30 AM – 1:00 PM Courthouse Lawn	Downtown Dog Walk Friends of SARGE
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
Friday and Saturday August 31 & September 2	Smoky Mountain Folk Festival Stuart Auditorium, Lake Junaluska
Monday September 3	Labor Day Town Offices Closed
Friday September 7 5:00 – 9:00 PM Main Street	Art after Dark Main Street – sponsored by the Downtown Waynesville Association
Tuesday September 11 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Saturday September 15 7:00 PM	BLOCK PARTY - sponsored by the Downtown Waynesville Association – partial street closure – Main Street

Tuesday September 25 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Friday September 28 Main Street 6:00 – 8:00 PM	Mountain Street Dance Sponsored by Downtown Waynesville Association
Friday October 5 5:00 PM – 9:00 PM	Art after Dark Main Street – sponsored by the Downtown Waynesville Association
Tuesday October 9 6:30 PM Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Saturday October 13 10:00 AM – 5:00 PM Main Street	Church Street Art & Craft Show
Saturday October 20 10:00 AM – 5:00 PM Main Street	Apple Harvest Festival
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
Wednesday October 31 5:00 PM – 7:00 PM Main Street	Treats on the Street
Friday November 2 5:00 PM – 9:00 PM Main Street	Art after Dark Main Street – sponsored by the Downtown Waynesville Association
Monday November 12	Veteran’s Day – Town Offices Closed
Tuesday November 13 6:30 PM Town Hall Board Room	Board of Aldermen Meeting - Regular Session
Thursday & Friday November 22 & 23	Thanksgiving Town Offices Closed
Tuesday November 27 6:30 Town Hall Board Room	Board of Aldermen Meeting – Regular Session
Friday November 30 5:00 PM Oak Park Inn	Community Christmas Tree Lighting Sponsored by Downtown Waynesville Association
Monday December 3 6:00 PM Main Street	Waynesville Christmas Parade
Saturday December 8 6:00 PM – 9:00 PM Main Street	A Night Before Christmas
Tuesday December 11 6:30 PM	Board of Aldermen Meeting – Regular Session

Town Hall Board Room	
Monday, Tuesday & Wednesday December 24, 25, & 26	Christmas Town Offices Closed

Board and Commission Meetings – July 2018

ABC Board	ABC Office – 52 Dayco Drive	August 21st 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	August 7th 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	August 23rd 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	August 1st 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	August 20th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	August 9th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	August 15th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	August 15th 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

August 14 – August 18, 2018	Town Clerk	NCAMC Summer Conference

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
July 10, 2018

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, July 10, 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 6:28 p.m. with the following members present:

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

The following staff members were present:

Rob Hites, Town Manager
Bill Cannon, Town Attorney
Amie Owens, Assistant Town Manager
Elizabeth Teague, Development Services Director

The following media representatives were present:

Becky Johnson, The Mountaineer

1. Welcome /Calendar/Announcements

Mayor Brown welcomed everyone to the meeting. From the events calendar, the following were mentioned:

- July 13th – Street Dance - Downtown
- July 19 – 29th – Folkmoot USA - 35th Anniversary of the celebration
- July 21st – Folkmoot Parade – 10:00 a.m. Downtown
- July 23rd – Haywood County Council of Governments meeting – Haywood Community College; dinner at 5:30 p.m. meeting at 6:00 p.m.
- August 9th – NC DOT public meeting regarding the South Main Corridor; Elected Officials discussion is from 2:00 p.m. to 3:00 p.m.; General public from 4:00 p.m. until 7:00 p.m.

2. Adoption of Minutes

Alderman LeRoy Roberson made a motion, seconded by Alderman Gary Caldwell, to approve the minutes of the June 26, 2018 regular meeting, as presented. The motion carried unanimously.

Prior to beginning the call for public hearing, Mayor Brown took the opportunity to remind Board members that Town Manager Rob Hites' annual evaluation was due in the month of July. Members were provided an electronic as well as hard copies for completion. The forms are to be turned in to

Assistant Town Manager Amie Owens by July 20 for a special called meeting to be held immediately prior to the July 24th regular meeting of the Board of Aldermen to enter into closed session to complete Manager Hites' evaluation.

B. CALL FOR PUBLIC HEARING

3. Call for a Public Hearing to be held on July 24, 2018 to consider a map amendment to rezone the 120 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from East Waynesville Urban Residential to North Main Street Neighborhood Center

Development Services Director, Elizabeth Teague explained that this was a call for public hearing only. This is a map amendment to rezone 120 and 140 Broadview, PIN 8615-69-9255 and PIN 8615-69-8390 from East Waynesville Urban Residential to North Main Street Neighborhood Center. These two lots currently house an insurance office and an undeveloped piece of property which were pre-existing non-conforming (i.e. grandfathered in) to the current East Waynesville Urban Residential District. The owners would like to sell the properties for conversion to a hair salon. Because this is a change of use, the properties will need to be rezoned to allow the re-use of the property for the zoning designation "personal services." The Planning Board will consider this issue and hold a public hearing at their regular meeting on July 16, 2018.

Ms. Teague noted that the recommendation from the Planning Board would come forward to the Board of Aldermen on July 24, 2018. She referenced the application in the packet from the Cook family. Ms. Teague added that one of the options that the Planning Board discussed was potentially an overlay district. Currently, the restrictions are based on which side of the street the property is located. There is a change in topography and that would have been a more appropriate boundary line. If the recommended overlay district is approved, this would change the existing boundary line. The Applicants are open to the recommendation of the Planning Board. Ms. Teague added that the Planning Board had also discussed a caveat to the request noting that this particular area may be changed with the land use plan update.

Alderman LeRoy Roberson commented that he was concerned that without the overlay requirements, it could open up the area to businesses that may be unsatisfactory to the neighborhood. He agreed that an overlay district would be much more palatable. Ms. Teague reminded the Board that this was a specific request from an established hair salon with the use of the property not changing a great deal. However, she did note that if future changes were made, additional buffering between the district and the neighborhood would occur.

Alderman Julia Freeman made a motion, seconded by Alderman Jon Feichter to call for a Public to be held on July 24, 2018 beginning at 6:30 pm., or as closely thereafter as possible, in the Town Hall Board Room located at 9 South Main Street to consider a map amendment to rezone the 120 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from East Waynesville Urban Residential to North Main Street Neighborhood Center. The motion carried unanimously.

C. NEW BUSINESS

4. Discussion of Boards and Commissions

Mayor Brown explained that the appointment for Boards and Commissions would occur at the next regular meeting. He commented that these boards and commissions do a very important job and that some decisions do not come to the Board of Aldermen. Mayor Brown asked that based on this, would the board wish to consider interviewing the candidates?

Board members agreed that it is important to know the candidates and have confidence in their appointments. Due to the schedules of the Board; however, it is not possible to have everyone participate in interviews. Mayor Brown offered to contact each of the new potential appointees and provide a report to the Board members prior to the appointments at the next meeting.

Mayor Brown noted that the effective date for these appointments would be August 1, 2018.

Alderman Gary Caldwell noted that his concern for the Planning Board was that there were a high percentage of real estate representatives. Ms. Teague added that it is important to have a diversity of expertise on all boards and commissions.

The Board agreed by consensus that the Mayor would contact applicants and that appointments would occur at the July 24th regular meeting for an effective date of August 1, 2018.

5. Discussion of Special Appropriations

Mayor Brown explained that the special appropriations line item had been approved as part of the Budget process on June 26, 2018. The task at hand was to allocate that amount to those who had applied.

Discussion was held related to whether or not to utilize the numbers provided by Alderman Gary Caldwell, consider the scores from the initial screening criteria, or a combination of both. The goal is to keep the funding level to approximately one cent on the tax rate.

Assistant Manager Owens noted that the initial submission for these appropriations was \$118,000 and the current version sits at \$108,500. The suggestion was made to allocate a total of \$118,000 with a total of \$14,500.00 left in undesignated for future requests from those who may not have initially been funded but whom could petition the board for support in the future.

Alderman Gary Caldwell made a motion, seconded by Alderman Julia Freeman to accept the presented allocations and to increase the undesignated amount to allow for future funding should organizations wish to make requests from the Board. The motion carried unanimously.

D. **COMMUNICATIONS FROM STAFF**

6. Manager's Report –Town Manager Rob Hites

Manager Hites had nothing to report.

7. Attorney's Report – Town Attorney Bill Cannon

Attorney Cannon had nothing to report

E. CALL ON THE AUDIENCE

Dick Young addressed the Board and noted that some non-profits ask for more than what they need and wanted to be sure that the Board took that into consideration. Mayor Brown noted that just because an organization requested a specific amount, it was not guaranteed to be funded and noted that most received less than requested.

**Phillip Gibbs
59 Babb Street**

Mr. Gibbs made a request to close Belleview Street from East Street to Craven Road on July 27th for the Gibbs Family Reunion. This reunion occurs every three years and would take place from 6 p.m. until midnight. Mayor Brown asked Mr. Gibbs to get with Assistant Manager Owens for completion of a special event application and the item would be on the agenda for July 24th, but that there should not be any issues with the event.

F. COMMUNICATION FROM THE MAYOR AND BOARD

There was no additional information from the Board.

G. CLOSED SESSION

Alderman Julia Freeman made a motion, seconded by Alderman Jon Feichter to enter into closed session to discuss Potential Land Acquisition – lease of property adjacent to 33 South Main Street under NC General Statute 143-318.11(a)(5). The motion carried unanimously.

The Board entered closed session at 7:06 p.m.

The Board returned from closed session at 7:23 p.m.

I. ADJOURN

There being no further business to discuss, Alderman Julia Freeman made a motion, seconded by Alderman Gary Caldwell to adjourn the meeting at 7:25 p.m. The motion carried unanimously.

ATTEST:

Gavin A. Brown, Mayor

Robert W. Hites, Jr., Town Manager

Amanda W. Owens, Assistant Town Manager
Acting Clerk

TOWN OF WAYNESVILLE

PROCLAMATION HONORING THE RETIREMENT OF

Fire Captain Demetrius “Dee” Massey

WHEREAS, On January 25, 1989, Demetrius “Dee” Massey began his career with the Town of Waynesville in the Electric Department and at the same time began his Firefighting career with the Clyde Fire Department; and

WHEREAS, Dee became a full-time Town of Waynesville Fire Fighter/Engineer where he served from July 1995 through May 2016; and

WHEREAS, From May 2016 to his retirement effective July 31, 2018, Dee served the citizens of Waynesville in the position of Fire Captain, holding to his values and integrity, while making decisions in the best interests of the citizens of Waynesville and department personnel; and

WHEREAS, Dee has served as the Fire Training Coordinator for Haywood Community College since 2006, and in that capacity has helped to ensure that the fire service professionals in Haywood and surrounding counties receive training which will save lives in the field; and

WHEREAS, In each role Dee served with the same intensity, passion, concern for the citizens of Waynesville and Haywood County, and interest in doing the best job possible; and

WHEREAS, Dee has provided sound, effective leadership for his shift and within the Town of Waynesville Fire Department, fostering positive relations, demonstrating humility and strength, while leading by his example of being ready to serve with pride and excellence.

NOW, THEREFORE, BE IT RESOLVED, THAT I, Gavin A. Brown, Mayor of the Town of Waynesville, on behalf the Town of Waynesville Board of Aldermen and Town Staff, formally thank Captain Dee Massey for his years of service to the Town of Waynesville and its citizens, for his many contributions, dedication, and commitment. We wish him well in his future endeavors and retirement.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Waynesville to be affixed,

This the 24th day of July 2018.

TOWN OF WAYNESVILLE

Gavin A. Brown, Mayor

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: July 24, 2018

SUBJECT: Public Hearing to consider a map amendment to rezone the 120 and 140 Broadview, PINs 8615-69-9255 and 8615-69-8390 from East Waynesville Urban Residential to North Main Street Neighborhood Center.

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: C3
Department: Development Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: These two lots house an insurance office and an undeveloped piece of property which were pre-existing non-conforming to the current East Waynesville Urban Residential District. The owners would like to sell the properties for conversion to a hair salon. Because this is a change of use, the properties will need to be rezoned to allow the re-use of this property for the zoning designation of “personal services.” The Planning Board held a public hearing on this issue at their July 16 meeting and recommend adoption, but will be revisiting the request as an overlay designation.

MOTIONS FOR CONSIDERATION:

1. Motion to *find/not find* the request consistent with the 2020 Land Development Plan.
2. Motion to *approval/deny* the requested map amendment and the attached ordinance.

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

1. Application and Area Map
2. Photos
3. Draft Ordinance

MANAGER’S COMMENTS AND RECOMMENDATIONS:

Board of Aldermen Staff Report

Subject: Map Amendment Request from East Waynesville Urban Residential to North Main Neighborhood Center at 140 Broadview and at 122 Broadview Rd undeveloped adjacent lot, PINs 8615-69-9255 and 8615-69-8390

Ordinance Section: Chapter 2; Section 15.1417.3

Applicant: Cookie2LLC

Meeting Date: July 24, 2018

Background:

The owners of two properties located along Broadview Road would like to sell their insurance office to a hair salon. The insurance business has been there since 2008, the year the building was built, and is a “pre-existing nonconforming” use within the EW-UR District. An insurance office falls under the use definition of “professional services,” but a “hair salon” falls under the use definition of personal services. Therefore these are distinct uses within the Table of Permitted Uses and the pre-existing non-conformity status cannot carry over to the salon. The properties are across the street from the North Main Neighborhood Center District. The applicant is seeking a rezoning in order to allow the sale of the property for the future use as a salon.

Attached are photos of the surrounding area and the property itself from a street view. The two zoning designations are divided by the centerline of the road. This means that on one side of Broadview, mixed-use commercial is allowed, but on the other, it is strictly residential. In their deliberations of June 18 and July 16, the Planning Board considered several issues:

- Broadview is an example of the concern that arises when district boundaries follow the centerline of streets - property on one side of the street is not given the same development rights as property on the other side of the street;
- There is a topographical change along the rear property lines of the properties in question which might be a more appropriate zoning boundary;
- This side of Broadview is a potential overlay district that could allow limited commercial uses, but that would involve additional properties and be a text *and* a zoning map amendment which the Planning Board directed staff to research;
- The property has historically been commercial as a professional office. There is not a great difference in land use impact between a “professional office” and “personal services,” in terms of land use impact.
- However, even though the rezoning would accommodate the hair salon which would seem an appropriate re-use of the existing office building, the rezoning would also allow/introduce other types of commercial uses which might be negative to the adjacent residential properties.
- There is a desire to work with this applicant to allow the real estate transaction, but to revisit this area as an overlay district at the August 20 Planning Board meeting.

Research of Haywood County land records shows that this particular area has a history of commercial use. Along this side of Broadview, seven lots, including the properties in question to the intersection of

North Main and Summit, have county tax records that indicate: "land desc. Commercial Secondary." There are two other commercial office buildings at 20 and 62, which were built in 1958 and 1959 respectively. The two residential structures also have the "commercial secondary" identifier in the "land description" line of Haywood County land records.

The Planning Board directed staff to research these lots together for a mixed-use overlay. If the overlay designation were established, the allowance of Professional Business and Professional Service could be permitted, recognizing the existing businesses and past land use. This would also prevent other, more impactful types of commercial uses that are allowed in the North Main Street Neighborhood Center District, into this area and adjacent to residential homes. It would not change any of the other dimensional or other requirements of the underlying residential district.

2.6.2 Mixed-Use Overlay District

- A. Purpose:** The Mixed-Use Overlay District (MX-O) is a zoning overlay district established to permit certain limited mixed-uses within residential neighborhoods.
- B. Applicability:** The frontage of locations or blocks shall be identified on the Land Development Map to permit certain non-residential uses as permitted in the Use Table in Section 2.5.3. Such locations are noted as either PC (permitted on any Corner Lot located at the intersection of two publicly-maintained streets) or PL (Permitted in Designated Locations on the Land Development Map).

In the meantime however, the Planning Board voted to support the applicant's rezoning request in order to let the land sale go through. Purpose and Intent Statement for the Zoning Districts in Question:

2.3.4 Urban Residential Districts (UR) Purpose and Intent

- A.** The **East Waynesville Urban Residential District (EW-UR)** is an urban neighborhood of mostly medium to high density residential development bordering the Waynesville town center. Higher density development is encouraged closer to town with lesser densities found as the district approaches areas with steeper slopes. A number of public spaces are found in this district including the East Street and Vance Street parks. It will be important as new development and redevelopment occurs for connections to be made to such public spaces and throughout the district.

2.3.5 Neighborhood Center Districts (NC) Purpose and Intent

- A.** The **North Main Street Neighborhood Center District (NM-NC)** is a mixed use district that forms the gateway into town from the northeast. The setting of this district is important as it frames Eagles Nest Mountain at the apex of the hill on North Main and forms a forced perspective to the "center" of the district -- the intersection of Walnut and Main Streets. As a result, maintaining inviting vistas down Main Street and creating an attractive public realm are the objective of many of the standards set forth for this district. Street walls, boulevard trees and sign control will all be important in meeting these objectives as the street is redesigned. Working to keep traffic congestion to a minimum in this area will require the use of rear access drives, side street entrances and shared driveway connections. The uses found in the North Main Street Boulevard District serve not only the surrounding neighborhoods, but all of the Waynesville community and are varied in nature.

Consistency with the 2020 Comprehensive Land Development Plan

In the Waynesville: Our Heritage, Our Future, 2020 Land Development Plan, the stated Land Use Goal is:

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

Objectives under this goal include:

- “Designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years.” (Page 4-2)
- “Promote infill development in the Town of Waynesville as an alternative to continued outward expansion.” (Page 4-4)
- “Work to preserve the important character and scale of each unique area within the larger Waynesville community by building on those elements identified as important to defining each area.” (Page 4-5)

Another key goal of the Land Use Plan is to “Maintain and strengthen a broad-based economy in Waynesville comprised of a vibrant and expanding manufacturing, retail, agricultural, services, governmental and construction sectors.” (Page 4-19) An Objective under this goal includes:

- Designate and support the development of appropriate amounts of land to meet the needs of the different sectors of the economy. (Page 4-19)

I believe this is a case in which you could argue consistency in either direction....we want to encourage mixed-use in some areas and promote the re-use of land and the economy, but we also want to maintain the integrity of the zoning districts that were established in order to reserve certain amounts of land for certain purposes, including residential. Furthermore, the lots in question together with the other 5 lots that follow Broadview to North Main would seem a potential Mixed-Use Overlay.

Staff Recommendation

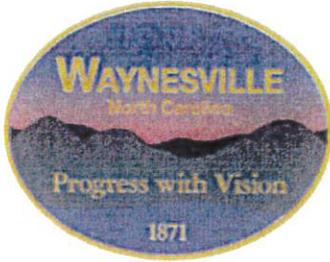
As a stand-alone request, this amendment would allow the sale of a property for a business at hand to re-use the building as it exists now based on several facts:

1. This side of Broadview has allowed professional services and already has other office buildings and commercial uses in existence along with residential, and property tax records indicate that these and other adjacent lots have a history of commercial use or designation.
2. This property is already commercial and has been an insurance office since 2008.
3. This structure faces an automotive service center and warehouse immediately across the street.

There are some cases in which the rights of the property owner to use their property, and the context of a particular lot should be considered in the land use decision. As a stand alone action, this map amendment would not be detrimental to the surrounding area as long as the property remained a hair salon. However, because of other uses allowed in the North Main Neighborhood Center District, I would recommend the Board follow up quickly to consider these lots and possibly others as part of a mixed-use overlay with limits on the types of commercial uses allowed. The Town could establish the overlay and only allow (as a "PL" in the Table of Permitted Uses) professional services and professional offices as the allowable uses. This could have the added benefit of eliminating the pre-existing non-conforming status of the other office buildings along Broadview if those properties were also part of the overlay district. This consideration will be taken up at the August Planning Board Meeting.

Requested Actions:

1. Motion to *find/not find* the request consistent with the 2020 Land Development Plan.
2. Motion to *approval/deny* the requested map amendment and the attached ordinance.



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

Application for Land Development Standards Map Amendment

Application is hereby made on May 25th, 20 18 to the Town of Waynesville for the following map amendment:

Property owner of record: Cookie 2, LLC

Address/location of property: 140 Broadview with adjoining property

Parcel identification number(s): 8615-69-9255

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

The property contains 38 acres.

Current district: East Waynesville Urban Residential

Requested district: North Main Street Neighborhood Center

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

We are requesting to be re-zoned to the district across the street, for purpose of a hair salon.

Applicant Contact Information

Applicant Name (Printed): William Keith Cook

Mailing Address: 360 Lenwood Drive Waynesville, NC 28785

Phone(s): 828-545-2411 or 828-246-2133

Email: jc36090@yahoo.com

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

William Keith Cook

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

Parcel Report For 8615-69-9255

COOKIE 2 LLC
140 BROADVIEW RD
WAYNESVILLE, NC 28786

Account Information
PIN: 8615-69-9255
Legal Ref: 728/565

Add Ref:

Site Information
BROOKMONT
OFFICE, GENERAL
COMMERCIAL USE
140 BROADVIEW RD

Heated Area:
Year Built:

Total Acreage: 0.3803
Township: TOWN OF WAYNESVILLE

Site Value Information

Land Value: \$57,000
Building Value: \$209,300
Market Value: \$266,300
Deferred Value: \$0
Assessed Value: \$266,300
Sale Price: \$41,000
Sale Date: 1202428800000
Tax Bill 1: \$1,557.86
Tax Bill 2: \$1,463.37



1 inch = 50 feet
June 13, 2018

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



Haywood County



June 13, 2018

140 Broadview:



140 Broadview adjacent Lot:



View from 140 Broadview:



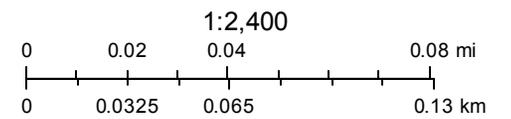
Other properties on Broadview:



Broadview Area with Zoning



July 11, 2018



ORDINANCE NO. 0-13-18

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS**

WHEREAS, the Town of Waynesville has the authority, pursuant to Part 3 of Article 19 of Chapter 160A of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety and welfare; and

WHEREAS, the Town has received application for a zoning map amendment from a property owner and this application has been reviewed by the Planning Board as part of a noticed public hearing; and

WHEREAS, the town Planning Board recommends its enactment by the Board of Aldermen, and that the area warrants further study for an alternative overlay designation; and

WHEREAS, this map amendment request is consistent with the Town's 2020 Land Development Plan in that it promotes the re-use of an existing commercial site and supports objectives to:

- "Designate appropriate amounts of land to reflect desired development patterns and to accommodate the projected residential, commercial, industrial, institutional and recreational needs of the Town of Waynesville over the next twenty years." (Page 4-2)
- "Promote infill development in the Town of Waynesville as an alternative to continued outward expansion." (Page 4-4)

WHEREAS, after notice duly given, a public hearing was held on July 24, 2018 as part of the regularly scheduled Board of Aldermen meeting at 6:30 pm in the Waynesville Town Hall;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON JULY 24 AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That property known as 120 and 140 Broadview Street in Waynesville, PINs 8615-69-9255 and 8615-69-8390 change zoning designation from East Waynesville Urban Residential to North Main Street Neighborhood Center.

ADOPTED this twenty fourth Day of July, 2018.

ATTEST:

TOWN OF WAYNESVILLE

Gavin A. Brown, Mayor

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

William Cannon, Town Attorney

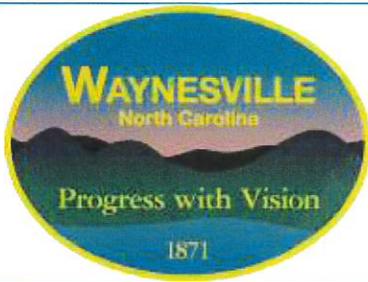
Public Art Commission					
Steve Lloyd	Public Art Commission	8/8/2017	2017	6/30/2020	2026
Elizabeth Feichter	Public Art Commission	7/28/2015	2015	6/30/2018	2024
Jan Griffin	Public Art Commission	5/25/2010	*2014	6/30/2020	2023
George Kenney (Chair)	Public Art Commission	9/22/2015	2015	6/30/2018	2024
Sarah Jane League	Public Art Commission	7/27/2010	2017	6/30/2020	2023
Ann Melton	Public Art Commission	10/26/2010	2016	6/30/2019	2022
Dominick DePaolo	Public Art Commission	9/26/2017	2016	6/30/2019	2022
Caroline Williamson (VC)	Public Art Commission	7/12/2016	2016	6/30/2019	2022
Vacancy	Public Art Commission			6/30/2018	2027
Recreation Board					
Michelle Claytor	Recreation Board	3/10/2009	2017	6/30/2020	2024
Don Frady	Recreation Board	10/8/1991	2016	6/30/2019	2025
Sarah Massie	Recreation Board	10/10/2006	2016	6/30/2019	2025
Wallace Messer	Recreation Board	9/27/1983	2015	6/30/2018	2024
Kenneth Mull (Chair)	Recreation Board	6/24/1986	2017	6/30/2020	2026
Gary (Mackie) McKay	Recreation Board	8/8/2017	2017	6/30/2020	2026
Dan Schultz	Recreation Board	6/10/2017	2017	6/30/2020	2026
Lee Starnes	Recreation Board	8/11/1992	2015	6/30/2018	2024
Kim Gardner	Recreation Board	9/26/2017	2015	6/30/2018	2024
Zoning Board					
Stephanie Strickland	Zoning Board	5/25/2004	2016	6/30/2019	2025
Henry Kidder	Zoning Board	6/23/2015	2015	6/30/2018	2024
Joshua Morgan	Zoning Board	7/12/2016	2016	6/30/2019	2025
Neal Ensley	Zoning Board	7/23/2002	2015	6/30/2018	Did not want to be reappointed
David Felmet	Zoning Board	8/13/2013	2016	6/30/2019	2025
Vacancy - Alternate	Zoning Board			6/30/2018	2027
Vacancy - Alternate	Zoning Board			6/30/2018	2027
Vacancy - Alternate	Zoning Board			6/30/2018	2027

* had to stagger some terms to get them back to where 1/3 of Board or Commission would rotate off
 ** served less than half of a term and was eligible for the now three - full terms

ABC BOARD

ONE VACANCY

FIVE APPLICANTS



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: Raymond M. Ezell

STREET ADDRESS 409 Longview Drive, Waynesville, nc 28786

MAILING ADDRESS Same

PHONE 828-452-4261

E-MAIL rezell2454@charter.net

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

- X Alcoholic Beverage Control Board Planning Board
Community Action Forum Public Art Commission
Board of Adjustment Recreation & Parks Advisory Commission
Firemen's Relief Fund Board Waynesville Housing Authority
Historic Preservation Commission 1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I have served on the ABC Board for approximately 6 years. I enjoy providing this service to the citizens of Waynesville and Haywood County.

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

I have experience in financial and business matters from being on the ABC Board and from 25 years experience as a U.S. Postal Inspector, retired.

I feel that I can contribute the following to this board or commission Providing continued oversight over the operations of the Waynesville ABC Store to ensure profitability and compliance with all regulations.

Tell us about yourself and your background: My home has been in Waynesville since 1976. My wife is a retired educator with the Haywood County Board of Education serving 28 years. Two of our three sons reside with their families in Waynesville. I have 40 plus years of experience in investigating all types of criminal and personnel matters. I conduct polygraph examinations for fire and law enforcement agencies.

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.

Raymond M. Ezell

Signature

April 19, 2018

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 -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME G. Edward Moore
STREET ADDRESS 1554 Crymes Cave Road
MAILING ADDRESS same
PHONE 828 734 4879
E-MAIL gemgent@charter.net

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Alcoholic Beverage Control Board | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input checked="" 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 an interest in serving and there are areas of interest for me

I have experience/expertise in the following areas and/or have served on the following board or commission: In the past I served on the Rec + Park Advisory Commission

I feel that I can contribute the following to this board or commission because of my willingness to serve and my brainstorming capabilities.

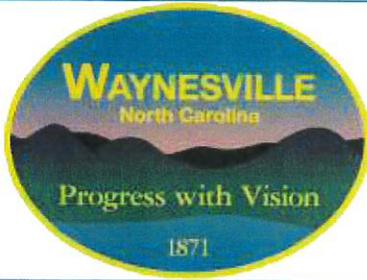
Tell us about yourself and your background: I have been employed at Evergreen Packaging for 38 years first as a laborer but for the past 35 years I have been an electrician specializing in programmable logic control. I am married 38 years and have three children and 6 grand's

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.

G. Edward Moore
Signature

June 27, 2018
Date

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- Return Application to Town Clerk's Office -



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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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: JERRY M. SMITH
STREET ADDRESS 33 MEADOWS COURT
MAILING ADDRESS WAYNESVILLE, N.C. 28786
PHONE 828-506-2324
E-MAIL JERRYSMITH1@CHARTER.NET

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I WANT TO CONTRIBUTE AS A MEMBER TO PROMOTE RESPONSIBLE SALES THROUGH CONTROL, ENCOURAGE THE HIGHEST LEVEL OF SERVICE AND GENERATE REVENUE FOR OUR COMMUNITY.

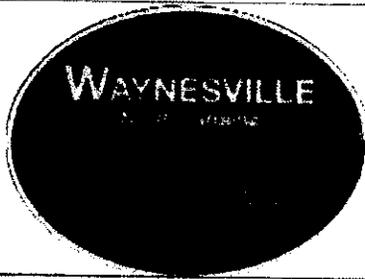
I have experience/expertise in the following areas and/or have served on the following board or commission: CURRENT DEACON AND FINANCE COMMITTEE MEMBER, FORMER PRESIDENT AND CURRENT BOARD MEMBER - HOA, FORMER PRESIDENT YMCA.

I feel that I can contribute the following to this board or commission: FAIR AND OPEN MINDED REASONING ABILITY, FOCUSING ON THE GREATER GOOD OF THE BOARD AND THE COMMUNITY WE SERVE.

Tell us about yourself and your background: CURRENTLY RETIRED - MANAGING PERSONAL RENTAL PROPERTY, OWNER OF INDUSTRIAL CHEMICAL AND MAINTENANCE CO. FOR 22 YRS, PURCHASING AGENT THEN PLANT MANAGER FOR DAYCO CORP 28 YRS.

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: Jerry M. Smith
Date: 5/23/18



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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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: Joyce Pilkington Hughes

STREET ADDRESS 61 Camelot Drive, Clyde NC 28721

MAILING ADDRESS 61 Camelot Drive, Clyde NC 28721

PHONE H (828) 627-1230 C (828) 506-7867

E-MAIL arliewjoyce@bellsouth.net

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I am a lifelong resident of this area and enjoy developing relationships that increase our education and awareness to assist myself and others to become proactive for our communities.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have years of experience working in many different capacities within the community. My work experience involves accounting, payroll, taxes, real estate contracts, permits and I have worked in the building community as well. I feel my background in the community can help in all areas of this board.

I feel that I can contribute the following to this board or commission I am dedicated to working in our community and I enjoy working with other residents and colleagues. I would be able to work within the board to address permits, license, new business requirements and follow the legal structure of all.

Tell us about yourself and your background: I am a lifelong resident of Haywood County and I am married to Arlie Hughes. We live in Clyde and we have three children. I am currently employed with HEMC and I have an active Real Estate Broker license and I just turned the age of 62. We enjoy traveling and spending time with family and friends.

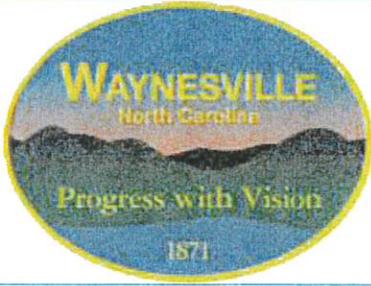
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Joyce Hughes

Date 2-10-18

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 -



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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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: Robert T Patten
STREET ADDRESS 720 Mouzon Road
MAILING ADDRESS
PHONE 828-452-3932
E-MAIL robert.patten@charter.net

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

- X Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: local interest in supporting community

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

Have served on national review boards for the USPS & USDOJ

I feel that I can contribute the following to this board or commission: want to become involved with local government planning to use national planning background.

Tell us about yourself and your background: last experience as Senior Technology Specialist USPS & Senior Security Analyst USDOJ as a related DoD private corp.

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.

Robert B. Patten 6/29/2018
Signature Date

**HISTORIC
PRESERVATION
COMMISSION**

THREE VACANCIES

FIVE APPLICANTS

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME Coley Bartholomew
STREET ADDRESS 7 Country Club Drive, Waynesville, NC
MAILING ADDRESS same as above
PHONE 828-735-2094
E-MAIL coleyphillips@yahoo.com

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

- | | |
|--|---|
| <input 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 checked="" type="checkbox"/> Historic Preservation Commission | |

I am interested in serving on this board or commission because: as a resident of the Town of Waynesville and native to Western North Carolina, I care deeply about issues and opportunities that affect our community.

I have experience/expertise in the following areas and/or have served on the following board or commission: For my own personal interest I have researched many of the historical sites and famous historical figures within the town and county out of personal interest.

I feel that I can contribute the following to this board or commission: Like the resourcefulness of our surrounding Appalachian heritage, I consider myself to be very resourceful and creative in problem solving and generating positive solutions.

Tell us about yourself and your background: I work with the Cooperative Extension service in Haywood county, as a 4-H Extension agent. I am currently pursuing my master's degree in public affairs.

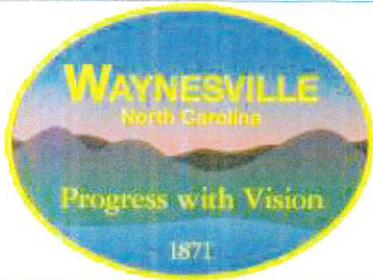
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Coley Bartholomew
Signature

January 12, 2015
Date

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- Return Application to Town Clerk's Office -



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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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: Abigail Carver
STREET ADDRESS 174 Grimball Dr.
MAILING ADDRESS Waynesville, NC 28786
PHONE 828-408-6670
E-MAIL ahcarver1214@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I am extremely passionate about local history and the uniqueness of Waynesville. I have lived here all my life and would like to be part of preserving our history.

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

I received a BA in History from UNCA with a focus on Appalachian History. My thesis focused on a 1960's project in Sandy Mush, NC. I served as a board member/market manager for the Historic Haywood Farmer's Market for one year.

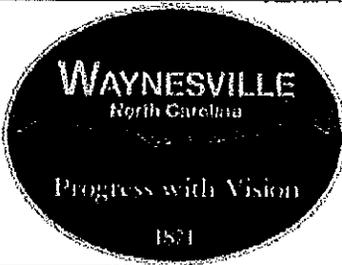
I feel that I can contribute the following to this board or commission: A younger perspective from a local. A passion for educating the community and preserving our unique local history.

Tell us about yourself and your background: I have lived in Haywood County all my life, and now I'm raising a family of my own here. I graduated from Tuscola High & UNCA. I recently bought a historic home myself and am enjoying making it our home.

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.

Abigail Carver
Signature

6/28/2018
Date



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: Elizabeth Skene

STREET ADDRESS 524 Echo Drive, Waynesville, NC 28786

MAILING ADDRESS Same as above

PHONE 734-239-3198

E-MAIL emskene@wcu.edu

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I am interested in preserving and promoting Waynesville's cultural and environmental heritage. Thoughtful historic preservation has an eye to the past, as well as the future. Waynesville has done an excellent job using its heritage to preserve its unique sense of place.

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

I have done a considerable amount of committee work, including service with the Society of American Archivists, planning their annual national conference, as a steering committee member for SAA's Women Archivists Roundtable, as a former board member of the Michigan Archival Association, and on university-level committees, such as Faculty Senate, and serving as interim Faculty Senate secretary.

I feel that I can contribute the following to this board or commission: I am an adept researcher and have a growing knowledge of the region's history and associated primary documents. At WCU I coordinate digitization of archival materials, and provide access to our archival collections. My strengths are growing new initiatives, pairing the past with present, incorporating technology, and a passion for regional history.

Tell us about yourself and your background: Prior to moving to Waynesville in 2014, I served as Curator of Collections at the Arab American National Museum in Dearborn, MI. I hold a Master of Science in Information in Archives in Records Management from the University of Michigan, am the Special and Digital Collections Librarian at WCU, and serve on the Board of Directors for the Appalachian Women's Museum. I have a strong interest in public history, the role of preservation in place making, and a love for Waynesville.

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.

Elizabeth Skene
Signature

6/28/2018
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 -

Elizabeth M. Skene

524 Echo Drive Waynesville, NC 28786
emskene@wcu.edu | 1-734-239-3198

Education

Master of Science in Information, University of Michigan-Ann Arbor; Ann Arbor, MI 2011.
Archives and Records Management
Community Informatics

Bachelor of Arts, Spring Arbor University; Spring Arbor, MI 2008.
English

Work Experience

Western Carolina University, Cullowhee, NC

Special and Digital Collections Librarian and Assistant Professor; July 2016 – present

Projects

- Coordinate and manage the merger of the Digital Initiatives Unit and the Special Collections unit into a new Special and Digital Collections unit. I have made significant improvements to the workflow of both areas. I now supervise four staff members and three student workers across the united areas. We work collaboratively, meeting weekly to review new acquisitions and monograph purchases, and to brainstorm difficult reference requests.
- Since I arrived in 2014, I have led the creation of ten new digital collections in the past three years. As of August 2017, more than 27,000 items were available. These collections receive an average of 5,000 visits per month.
- In 2016, I worked with the University of North Carolina Press Office of Scholarly Publishing Services (OSPS) to publish a reissue of the 1926 book *Twenty Years of Hunting and Fishing in the Great Smoky Mountains*. I was granted a Tom W. Ross Fund Publishing Grant to support this project. In 2018, I was awarded another Ross Fund grant to reissue the manuscript for Paul Fink's *Backpacking Was the Only Way*.

Other responsibilities

- Train staff, student workers, volunteers, and interns on digitization and metadata best practices; provide robust internship opportunities for upper-level undergraduates; routinely work with donors interested in giving materials to Special Collections, including arranging all paperwork and having the collection officially accepted by the WCU Foundation; collect and analyze digital collection usage data and track and compile monthly reference statistics; manage image reuse and publication requests; prioritize digitization projects, oversee workflow, carry out digital preservation activities; assist in digitization of materials, writing descriptions, and adding to the digital collections.

Western Carolina University, Cullowhee, NC

Digital Initiatives Librarian and Assistant Professor; May 2014 – June 2016

Projects

- Surveyed the library faculty to understand how the current digital collections were being used and to identify areas of opportunity for new digital collections. The results of that survey have guided the digitization of early-1900s issues of the *Sylva Herald* (then the *Sylva Ruralite*), historic WCU materials, popular Special Collections materials, and WNC regional maps.

- I developed a system for persons both inside and outside the library to suggest new digital collections. This system was used to evaluate four proposals last year, three of which were accepted.
- For nearly a decade prior to my arrival, the creation of new collections and digitization decisions have been driven by grant-funded projects. By institutionalizing our policies and procedures and creating a mechanism for the library to create new collections regardless of external funds, I have moved our digital collections away from being one-off grant funded projects to becoming a sustainable, integral part of the library's systems and services.

Other responsibilities

- Manage the daily operation of the digital initiatives unit including staff, digitization, preservation, and access to digital materials; responsible for the growth and development of the library's digital collections; collaborate with other library departments to expand online access to both digital collections and archival materials; educate faculty and staff on the library's digital collections, institutional repository, open access journals, and data management assistance; lead campus-wide digital humanities efforts.

Arab American National Museum, Dearborn, MI

Curator of Collections; January 2011 – April 2014

Initiated a museum archive for both research and institutional materials; partnered with the museum's library & resource center on access to archival materials, oral histories, our community wiki, and other projects; developed collections, archives and preservation policies; supervised and provide meaningful experiences for interns and volunteers; responsible for registrar duties, including maintenance of all collections records, out-going loans, in-coming loans, environmental monitoring; collaborated with all museum departments on exhibits and other initiatives.

University of Michigan Herbarium, Ann Arbor, MI

Museum Assistant; September 2009 – December 2010

Oversaw the details of incoming and outgoing plant specimen loans; updated lichen type specimen catalog records to include initial publication information; transferred bryophyte specimen to new archival packets, attach annotations and file into collection; entered metadata for the Michigan flora project into museum database; digitized vascular plant specimens.

American University in Cairo, Cairo, Egypt

Rare Books and Special Collections Library Intern; May 2010 – July 2010

Processed the Vice Provost records collection, created an EAD finding aid; added metadata into the digital archive and research repository; established an online presence using a blog, Facebook, Twitter and Flickr.

Honors and Awards

- Fulbright Specialist Roster candidate in the field of Library Science, United States Department of State 2016-2021
- Chancellor's Travel Grant award, Western Carolina University, 2017
- Chancellor's Travel Grant award, Western Carolina University, 2014

Professional Memberships

- Society of American Archivists (2009 - Present).
- Society of North Carolina Archivists (2014 - Present).

- Michigan Archival Association (2011-2014).

Teaching Experience

Guest Lectures

- HIST 297 Sophomore Seminar, "Introduction to Archival Research," (October 9, 2017).
- USI 130 University Experience, "Exploring Your Major Research Session," (September 19, 2017).
- HIST 350 Introduction to Public History, "The Way We Worked Exhibit Collections Speed Dating," (September 11, 2017).
- HIST 472 Local History, "Creating Digital Exhibits with Omeka," (February 16, 2017).
- HIST 472 Local History, "Mapping Historic Communities in Jackson County," (January 19, 2017).
- HIST 470 History and Memory, "Creating Digital Exhibits with Omeka," (October 3, 2016).
- HIST 473 Museum Studies, "Creating Digital Exhibits with Omeka," (February 22, 2016).
- HIST 493 Guest Lecture, "Digital Tools for Genealogy," (September 9, 2015).
- HIST 493 Introduction to Digital Humanities "Introduction to Digitization," (July 17, 2015).
- ENGL 206 Literature of Place, "Digital Humanities 101," (January 27, 2015).

Workshops

- Introduction to Data Management, Office of Research Administration (November 28, 2017; October 25, 2017; November 8, 2016; September 9, 2016; April 21, 2016; March 10, 2016; February 15, 2016; October 9, 2015).
- Basics of Digitization, Western North Carolina Museums in Partnership (April 11, 2016).
- Introduction to GIS, Digital Humanities at WCU (April 6, 2016).
- Basics of Digitization, Hunter Library (April 4, 2016).
- Copyright 101, Hunter Library (March 7, 2016).

Scholarship

Publications

Book Chapters

Skene, E. M., McBride, B. (2014). Documenting the Arab American experience: identity and community in the archival context. *Identity palimpsests: archiving ethnicity in the U.S. and Canada*. Sacramento: Litwin Books, LLC.

Peer Reviewed Articles

Skene, E. M. (2018). Shooting for the Moon: An analysis of digital initiatives librarian job announcements. *Digital Library Perspectives*, 34:2.

Skene, E. M., & Biswas, P. (2016). From Silos to (Archives)Space: Moving Legacy Finding Aids Online as a Multi-Department Library Collaboration. *The Reading Room: A Journal of Special Collections*, 1(2).

Trade Journal Publications

Skene, E.M. (2016). We're All In This Together: A survey of university digitization initiatives. *Archival Outlook*, March/April 2017.

Skene, E. M., Buchanan, H. E., Hallyburton, A., & Steiner, S. K. (2016). Reaching Faculty during the Summer: Taking Inspiration from the Blogosphere. *College and Research Libraries News*, 77(3), 140-143.

Newsletters and Blogs

Skene, E. M. (2017). Conference write-up: UAs, PDs, and RPs: The Wilderness of Haphazard Description. *Society of American Archivists College and University Archives Section blog*. <https://academicarchivist.wordpress.com/2017/10/30/uas-pds-and-rps-the-wilderness-of-haphazard-description/>

Skene, E. M. (2016). Digitizing to Help Finding (1st ed., vol. 3, pp. 9). Asheville, NC: *Museums in Partnership News and Notes*.

Skene, E.M. (2014). Exploring WNC's Historic Legacy in Digital Collections. Cullowhee, NC: *Hunter's Clarion*, Western Carolina University.

Presentations

Skene, E. M., Appalachian Studies Association, "An Exploratory Discussion on the Creation of an Appalachian Special Collections Committee at ASA," Cincinnati, OH. (April 8, 2018).

Skene, E. M., Society of North Carolina Archivists, "One History Cannot Be Complete Without the Other: Giving Back the Voices of Western North Carolina Tomorrow's Black Oral History Project," Durham, NC. (March 16, 2018).

Skene, E.M., Society of South Carolina Archivists, "A True Story of Some Memories – Some Very Happy and Some So Very Sad: Annotating WWII experiences of Western North Carolina." Charleston, SC. Accepted. (October 20, 2017).

Skene, E.M., Society of American Archivists, "UAs, PDs, and RPs: The wilderness of haphazard description." Portland, OR. (July 28, 2017).

Skene, E.M., Society of Florida Archivists and Society of Georgia Archivists Joint Annual Conference, "Look Homeward, Angel: Bringing together digital and special collections." (October 14, 2016).

Skene, E. M., Institutional Repository Day, "Curriculum to Commons: Student Scholarship and Institutional Repositories," University of Southern Mississippi, The University of Southern Mississippi, Hattiesburg, MS. (April 29, 2016).

Skene, E. M., Biswas, P., LYRASIS Second Fridays Series, "From Silos to (Archives)Space: Moving Legacy Finding Aids Online as a Multi-Department Library Collaboration," LYRASIS. (February 13, 2015).

Skene, E. M., Biswas, P., Charleston Conference, "From Silos to (Archives)Space: Moving Legacy Finding Aids Online as a Multi-Department Library Collaboration." (November 6, 2014).

Skene, E. M., Donovan, L. Museums and the Web, "Preserving the Web Content of the 21st Century: How the Internet Archive, Museums and Art Libraries can work together on Collection, Curation and Access." (April 2012).

Posters

Skene, E. M. Appalachian Studies Association Conference. Leaving the Rocking Chair Brigade Behind: The women of the Smoky Mountains Hiking Club in the 1930s. (March 11, 2017).

Skene, E. M., Biswas, P., DLF Forum, "Archival alliance: moving legacy finding aids to ArchivesSpace as a multi-department library collaboration." (October 27, 2014).

Grants

Skene, E. M., "Thomas W. Ross Publishing Grant." University of North Carolina Press Office of Scholarly Publishing Services. Paul Fink *Backpacking Was the Only Way* reissue project. (June 1, 2018).

Skene, E. M., "Thomas W. Ross Publishing Grant." University of North Carolina Press Office of Scholarly Publishing Services. Samuel J. Hunnicutt *Twenty Years of Hunting and Fishing in the Great Smoky Mountains* reissue project. (February 23, 2017).

Skene, E. M. (Principal), Claxton, M. M. (Co-Principal), Cruz, L. E. (Investigator), Reis, K., Grant, "Implementing a Sustainable Library: A WCU and School of Alternatives Collaboration", WCU College of Education and Allied Professions, Western Carolina University. (August 2015).

Skene, E. M. (Principal), Grant, "Preservation Needs Assessment", Conservation Center for Art & Historic Artifacts. (August 3, 2015).

Service

University Service

- Faculty Senate. (August 2015 - April 2018).
 - Interim Secretary of the Faculty Senate and the University Committee on Nominations, Elections, and Committees, Spring 2017
 - Faculty Affairs Council Member
- WCU Humanities Initiative (September 2017 – Present).
- Western North Carolina Library Network (May 2014 – Present).
- Provost's Internal Funding Support Grant Committee. (March 2016 - Present).
- Hunter Library Planning Committee. (August 2016 – Present).
- Digital Initiatives Steering Committee. (August 2015 - Present).
- Exhibits Committee. (April 2015 - Present).
- Web Steering Committee. (August 2014 - Present).
- ArchivesSpace Migration Task Force. (May 2014 - Present).
- Undergraduate Research Expo Committee. (January 2014 – September 2017).
- Innovative Scholarship Award Committee. (March 2016).
- North Carolina: Our State, Our Time Theme Committee. (2014 - 2015).

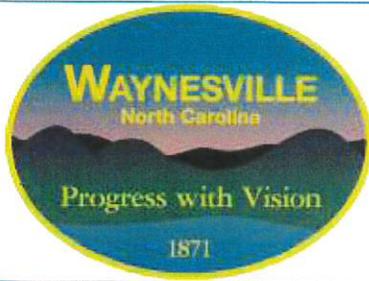
Professional Service

- Society of American Archivists
 - Women Archivists Roundtable Steering Committee Member, 2016-2019.
 - 2016 Annual Conference Program Committee.
- Society of North Carolina Archivists 2015 Annual Conference Planning Committee, NC.
- CONTENTdm Southern Users Group 2015 Meeting Planning Committee.

Public Service

- Appalachian Women's Museum, Dillsboro, NC
 - Board of Directors, 2017 – Present
 - Vice Present, 2018 – Present.

- Jackson County School of Alternatives, Sylva, NC.
- Pisgah Astronomical Research Institute, Balsam, NC.
- Shelton House, Waynesville, NC.
- Canton Historical Museum, Canton, NC.
- Macon County Historical Society, Franklin, NC.



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: Linda Ann Lee

STREET ADDRESS 12 Nature Lane, Waynesville, NC

MAILING ADDRESS same

PHONE 845-527-0868

E-MAIL newburgh59@msn.com

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

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: Having resided in Waynesville for over seven years, I appreciate the beauty and uniqueness of our town, especially the historically significant structures and sites.

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

I have restored 14 historical homes and have communicated significantly with the Historic Preservation Board of Lynchburg, VA. I can see the desires of Preservation Integrity from both sides.

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

With my experience and love of historical homes, structures and sites and history in general, I feel that I could be a fair voice for both sides of concern.

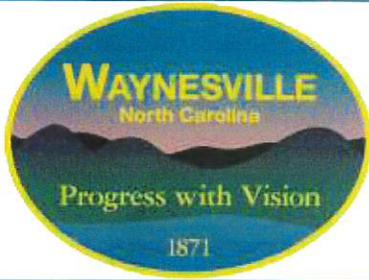
Tell us about yourself and your background:

I have lived in Waynesville for seven years, renovated many homes including in N. Carolina, Georgia, New York and Virginia. I live in my renovated home on Camp Branch. I'm a nurse and single foster mother.

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.

Linda Ann Lee
Signature

6.27.18
Date



TOWN OF WAYNESVILLE, NORTH CAROLINA

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(828) 452-2491

eward@waynesvillenc.gov

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

NAME: B. Alex McKay
STREET ADDRESS 18 Setting Sun Trail
MAILING ADDRESS Waynesville, NC 28786
PHONE (828) 246-8528
E-MAIL Waynesvillearchive@yahoo.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I'm on the board now + would like to serve another.

I have experience/expertise in the following areas and/or have served on the following board or commission: I've served one term on the HPC + 4 years as vice-president of the Historical Society

I feel that I can contribute the following to this board or commission I have extensive knowledge of Waynesville's history and run the local museum.

Tell us about yourself and your background: 8th Generation Haywood County Family, I'm in the property rental business, two years ago I started the Waynesville Archive Museum to preserve the town's history.

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 [Handwritten Signature] Date 6-28-18

PLANNING BOARD

TWO VACANCIES

SEVEN APPLICANTS

Eddie Ward

From: Bucky Dykes <bucky.dykes@gmail.com>
Sent: Monday, June 18, 2018 12:50 PM
To: Eddie Ward

Dear Eddie,

I received the letter from Amie Owens about the revisions to the Board Appointment Schedule made recently by the town Aldermen. After some thought I would like to continue on the city Planning Board for one more term.

Thanks,

Bucky Dykes



APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME H. P. (Bucky) Dykes Jr.
STREET ADDRESS 2615 Eagles Nest Rd, Waynesville
MAILING ADDRESS -
PHONE _____
E-MAIL bucky.dykes@gmail.com

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

- Alcoholic Beverage Control Board
- Planning Board
- Board of Adjustment
- Public Art Commission
- Firemen's Relief Fund Board
- Recreation & Parks Advisory Commission
- Historic Preservation Commission
- Waynesville Housing Authority

I am interested in serving on this board or commission because: I moved here 1 yr. ago from Atlanta and being partially retired, wanted to volunteer for some community organizations.

I have experience/expertise in the following areas and/or have served on the following board or commission: Board/Executive Committee - Japan-Amer. Society of GA. - board member of Junior Achievement of GA. - expert in accounting / taxes / financial reporting / budgeting

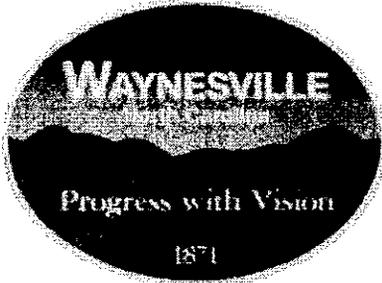
I feel that I can contribute the following to this board or commission: With varied background I can bring a large amount of experience in business and planning

Tell us about yourself and your background: MBA/BA - Emory Univ. (1972/1974) Retired from Deloitte in 2009 after 35 yrs. - work part-time in dir. of Securities + Exchange Commission in Washington - lived in Atlanta from 1968 until I moved here full-time in ~~2009~~ 2010.

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.

H.P. Dykes Jr. _____
Signature Date 7/3/2012

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 -



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/ Commissions

Please return to the Town Clerk's office.

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(828) 452-2491

eward@waynesvillenc.gov

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

NAME: Rose Harrell Johnson (Dr.)

STREET ADDRESS 87 Willow Rd APT A-12, Waynesville NC 28786

MAILING ADDRESS SAME

PHONE cell 828-550-2051

E-MAIL mtnhiker2@yahoo.com

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

- Alcoholic Beverage Control Board, Community Action Forum, Board of Adjustment, Firemen's Relief Fund Board, Historic Preservation Commission, Planning Board, Public Art Commission, Recreation & Parks Advisory Commission, Waynesville Housing Authority, 1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: Sound planning determines the viability of a town and its residents. I appreciate Waynesville's planning progress & foresight & would like to assist with planning.

I have experience/expertise in the following areas and/or have served on the following board or commission: Haywood Chamber of Commerce Bd, Folkman Bd. of Directors + President, NC Assoc. Community College Presidents & Committee Chair, Bd. of Southern Assoc. Colleges & Schools, VA Economic & Workforce Dev. Commission, Vics-Chr. of Bd. Assoc. for Sustainability in Higher Ed, Bd. of Appalachian Sustainability Agriculture Project, Bd. WPAAD Entrepreneurial Initiative

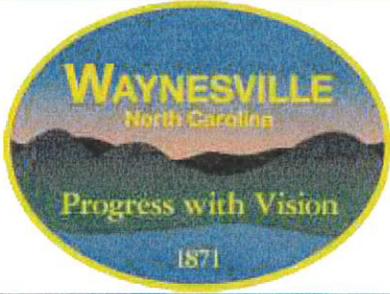
I feel that I can contribute the following to this board or commission: Experienced in regional & state economic and workforce development, organizational planning, construction projects, sustainability, budgeting, public relations, personnel mgmt

Tell us about yourself and your background: Career leader in Higher Ed in NC, SC & VA; President HCC 2006-2012; small business owner; UNC native; avid supporter of community and rural development; outdoors person (hiking, running, camping); international travel/volunteer

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 Rose Johnson

Date 06-14-18



TOWN OF WAYNESVILLE, NORTH CAROLINA

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(828) 452-2491

eward@waynesvillenc.gov

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

NAME: Jennie Kirby
STREET ADDRESS: 397 North Main Street
MAILING ADDRESS: Same
PHONE: 770-861-2994 (Cell) 546-0100 (Home)
E-MAIL: jodiekirby1@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: as a resident of downtown Waynesville and being involved in the community the development of our area is important to my family, friends and to me.

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

My experience is in commercial real estate in Atlanta, Ga. I worked for Georgia Power Company in Audit and then in the Land Department. Responsibilities included buying/selling properties, property management, railroads, easements & rights of way. Currently on the I feel that I can contribute the following to this board or commission I feel my background in finance, real estate, board & treasurer for and being located in this community would help with my contribution to this board. Felice Urgent Rescue of WNC.

Tell us about yourself and your background: I was born and raised in Atlanta, Ga. I graduated from Georgia State University with a BBA in Finance. I have worked in banking and in the electric utilities industry. My husband and I moved to Haywood Co. 15 years ago and into downtown Waynesville 1 1/2 years ago.

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.

Jennie Kirby Thank You for your consideration 6/25/18
Signature Date

Eddie Ward

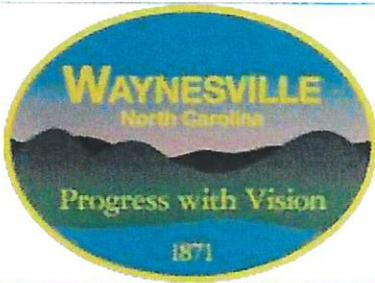
From: Susan Smith <susanteassmith@me.com>
Sent: Wednesday, June 27, 2018 5:58 PM
To: Eddie Ward
Subject: Application
Attachments: Susan Smith Bio updated for Town of Waynesville.docx; Town of Waynesville App.pdf

Mr. Ward:

Please see attached Application and Biography. I don't have a strong preference for a position; but I would like to be considered where you feel I can be best effective. Julia Freeman and I have worked together since I arrived in Haywood County and I'm sure she would share her candid thoughts on my application.

Best regards,

Susan T. Smith
Waynesville, NC 28786
828.456.4387



TOWN OF WAYNESVILLE, NORTH CAROLINA

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(828) 452-2491

eward@waynesvillenc.gov

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

NAME: SUSAN TEAS Smith
STREET ADDRESS 2461 Eagles Nest Rd.
MAILING ADDRESS Waynesville 28786
PHONE (828) 456-4387 (H); (630) 215-5891 (M)
E-MAIL SUSAN TEAS Smith@me.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I believe in supporting my community and using my education and background in retirement!

I have experience/expertise in the following areas and/or have served on the following board or commission: Please see attached Bio.

I feel that I can contribute the following to this board or commission: Please see attached Bio.

Tell us about yourself and your background: Please see attached Bio.

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: Susan Smith Date: 6/27/18

SUSAN T. SMITH, Esq.

Susan T. Smith is a semi-retired executive who most recently served on the boards of Engineering World Health (Durham, NC) and The Rosecrance Foundation Board – Chicago. She is a neutral arbitrator for the American Arbitration Association and is fully retired from legal practice. She was a licensed attorney 1982 - 2014.

Ms. Smith currently serves as the Chair of Friends of REACH Steering Committee, the volunteer arm of REACH of Haywood County. While living in Chicago area Ms. Smith also served on the board of Community Housing and Development, a not-for-profit.

Ms. Smith served as Senior Vice President, General Counsel and Secretary to Hyatt Hotels Corporation from April 2005 through December 2010. She was one of the five executives who had major responsibilities for the Company's IPO and assisted in the structuring of the Board and Board Committees to be fully SEC compliant.

Ms. Smith has a strong corporate background from being an in-house attorney for the 18 years and acting as Corporate Secretary and General Counsel to two successful companies. As a member of the executive teams and working closely with the companies' boards of directors, she has a deep understanding of the functioning of boards and directors' responsibilities.

Ms. Smith joined Hyatt in April 2005, shortly after a major restructuring of the Pritzker Family assets that created Hyatt Hotels Corporation, which held the Family's hospitality assets. Ms. Smith consolidated the legal functions and expanded the legal team to approximately 40 members with staff in Chicago, Hong Kong, Zurich, Beijing and Delhi. Hyatt enjoyed a successful public offering in November 2009. She had responsibility for the legal team, insurance/risk management function and related consumer risk activities such as privacy law compliance.

Prior to joining Hyatt, Ms. Smith served in a number of roles at First Health Group Corp., a publicly traded company that provided health and pharmacy benefit services to self-funded national employers, including as Vice President, General Counsel and Secretary. First Health was acquired by Coventry Health Care, Inc., in January 2005. Prior to her appointment as

General Counsel she was the first in-house attorney at the company and from 1992 to 2005 built the legal function to greater than 30 staff members in three US cities who supported the hugely successful growth of the company from a small managed care company to a major preferred provider network, medical claims administrator and insurer. Most of the company's growth came from strategic acquisitions and Ms. Smith played a major role in each one, including the \$200 million purchase of its third party claims administrator, from First Data Corp. She was a member of the team that ultimately closed the acquisition of First Health by Coventry for \$1.8 billion.

Before joining First Health in 1992, Ms. Smith was a shareholder at Pryor, Carney & Johnson, PC, a Denver law firm. Leveraging her health care background she represented medical providers in all aspects of their practice, developed a strong trial and appellate practice and provided representation to insurance carriers and insureds in complex coverage matters.

Ms. Smith attended the University of Denver - Sturm College of Law. Ms. Smith also has a BSN (Nursing) from the University of Iowa and Master of Science degree from Texas Women's University. Ms. Smith is married to David D. Smith and they reside in North Carolina.

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME G. Edward Moore
STREET ADDRESS 1554 Cuyres Cove Road
MAILING ADDRESS same
PHONE 828 734 4879
E-MAIL gengenl@charter.net

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Alcoholic Beverage Control Board | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input checked="" 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 an interest in serving and there are areas of interest for me

I have experience/expertise in the following areas and/or have served on the following board or commission: In the past I served on the Rec + Park Advisory Commission

I feel that I can contribute the following to this board or commission: Because of my willingness to serve and my brainstorming capabilities.

Tell us about yourself and your background: I have been employed at Evergreen Packaging for 38 years first as a laborer but for the past 35 years I have been an electrician specializing in programmable logic control. I am married 38 years and have three children and 6 grandkids

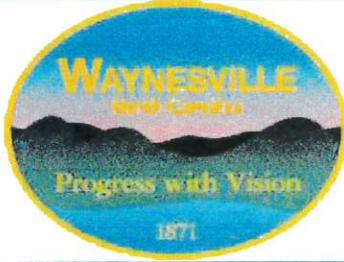
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

G. Edward Moore
Signature

June 27, 2018
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 -



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: Claybourne Kim Hamby (Clay)

STREET ADDRESS 44 Eagle Gap Rd Waynesville, NC 28786

MAILING ADDRESS (same)

PHONE home 828-246-9636 cell 703-623-6769

E-MAIL clayhamby@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board (checked)
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: Waynesville is growing and if that growth isn't planned and managed, we're going to end up looking like Hendersonville. We need housing and jobs, and planning is the way to make sure that doesn't happen at the expense of what makes Waynesville attractive to everyone who lives here.

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

I have never served on a city or county government board, nor do I have any experience or education in urban planning. However, as a nearby resident of Haymarket Virginia, I've seen what happens, and how it happens, when city and county government fail to plan and manage development (google Disney America).

I feel that I can contribute the following to this board or commission I spent nearly 10 years in contract negotiation and commercial dispute mediation. I think a large part of planning is figuring out how to reconcile requirements and objectives (and the people who represent them) that are divergent and inconsistent.

Tell us about yourself and your background: I can tell you that I'm not smart enough to do that in three lines so I attached a brief bio.

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

[Handwritten signature]

24 May 2018

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 -

Clay Hamby

Born in 1950 in Hill City, a town of 1,500 or so up in the Colorado-Nebraska corner of Kansas. Father worked for a pipeline company that believed in moving people every two years whether they needed it or not. Stops after Hill City included Texas, Libya, Iran, Saudi Arabia and Alaska. Went to college at the North Avenue Trade School in Atlanta and became one of those people who started in engineering and graduated in business. Retired three years ago.

Between birth and retirement, worked for various organizations, with responsibilities including filling prairie dog holes in a sod runway, working on a project to develop an econometric model of North Georgia, and managing crash-fire-EMS, electronic warfare systems and aerial targets at a navy base. My most recent position was 10 years as a VP responsible for closing/negotiating IT outsourcing contracts and mediating/firefighting in ruckuses with customers. The company was CSC, which has since been renamed to DXC.

Hobbies are cooking and trying to catch up with the twelve-year-olds in computer technology. Married almost 30 years to the intelligent, accomplished and lovely Ms Deborah Ann Kasbeer. Eagle Scout. No other distinctions or honors worth mentioning.

Donald J. McGowan
958 Little Mountain Road
Waynesville, NC 28786

June 1, 2018

Town of Waynesville
16 South Main Street
PO Box 100
Waynesville, NC 28786

Dear Sir/Madam,

I am interested in serving on the Town of Waynesville Planning Board and have attached a completed application for appointment along with a detailed biography of my work experience and community involvement.

As a community bank President and CEO, I have had substantial experience in dealing with complex real estate transactions and related land use issues and regulations. Throughout my career I have been actively involved in community economic development activities and affordable and workforce housing opportunities. I was Chairman of the Massachusetts Housing Partnership which was the largest not for profit provider of affordable housing in the Commonwealth. In Florida, I served on the City of Orlando workforce housing task force. In addition to my relevant work and community experience, I am an accomplished public speaker and most importantly a good listener who will be able to balance the competing interests within the community while maintaining standards. Lastly, through both education and experience, I have significant expertise in the strategic planning process which could prove useful to the Town in its current review and rewrite of the Land Use Plan.

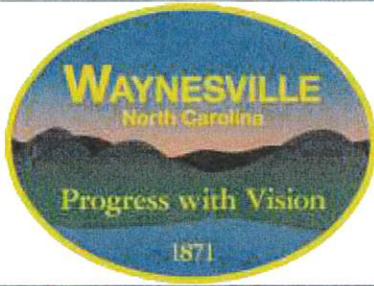
My reason for seeking to become a member of the Planning Board is to serve my community. The Planning Board's activities match up well with my background and experience and will allow me to have the biggest impact.

Thank you for your consideration.

Sincerely,



Donald J. McGowan



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

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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: DONALD J. MCGOWAN
STREET ADDRESS 958 LITTLE MOUNTAIN ROAD
MAILING ADDRESS WAYNESVILLE, NC 28786
PHONE HOME: 828-456-8064 CELL: 407-832-0994
E-MAIL donaldmcgowan@netscape.net

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board (checked)
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: SEE COVER LETTER

I have experience/expertise in the following areas and/or have served on the following board or commission: SEE ATTACHED BIO AND COVER LETTER

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

Tell us about yourself and your background: SEE ATTACHED BIO AND COVER LETTER

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 [Handwritten Signature] Date 6/1/18

Donald J. McGowan Biography

Donald J. McGowan is a national award-winning community bank CEO with a highly distinguished 45-year banking career. He has specialized in community economic development, small business banking, strategic planning, creating affordable and workforce housing opportunities, marketing and loan and credit administration.

McGowan served as the President and CEO of BankFIRST in Winter Park, Florida for 12 years until the sale of the bank to Seacoast National Bank. He grew the bank from \$220million in assets to \$700million with 12 offices located in Orange, Lake, Seminole, Brevard and Volusia counties. BankFIRST was the largest Small Business Administration lender in Central Florida and had been named "Best Community Bank in Central Florida" by the readers of the Orlando Business Journal. McGowan also received the "Most Influential Business Leader" award from the Orlando Business Journal.

After the sale of BankFIRST, McGowan retired but continues to remain active in support of not for profit organizations.

Previous to BankFIRST, McGowan was the Founder, Chairman and CEO of Flagship Bank and Trust Company, headquartered in Worcester, Massachusetts for 15 years until the sale of the bank to the Chittenden Corporation in Burlington, Vermont. Flagship Bank had \$400million in assets and six offices located in Worcester County and was recognized as one of the most successful denovo banks in the country specializing in serving small and medium size businesses.

Flagship Bank was the leading Small Business Administration lender in Massachusetts which led to McGowan being named the "National Small Business Financial Services Advocate of the Year" by the U.S. Small Business Administration. McGowan won two "Golden Coin Awards" (the highest national banking award from the Bank Marketing Association) for his socially responsible banking program called the "Worcester Fund" and his industry leading "SBA Express Loan Program". He was named "Business Person of the Year" by the Worcester Business Journal, "Citizen of the Year" by the Worcester Telegram and Gazette and received the prestigious "Torch Award for Commitment to the Community" by the Better Business Bureau.

Previous to Flagship Bank, McGowan held other senior executive banking positions in Massachusetts and Florida. He served as the President of the Central Massachusetts region of Bank of Boston, was the President and CEO of FinancialFed Mortgage Corp. and concurrently the Chief Loan Officer for its parent company, Financial Federal Savings and Loan Association in Miami Lakes, Florida. He was the Senior Vice President for Strategic Planning and Corporate Development for the Conifer Group, a \$4 billion community bank holding company in Worcester, Massachusetts. McGowan started his banking career in the management training program of Marine Midland Bank, New York, NY where he became a Regional Commercial Loan Officer responsible for all commercial lending in the eastern part of Long Island.

McGowan has remained actively engaged in a number of professional and community organizations throughout his career. He served as the Chairman of the Massachusetts Bankers Association, Chairman of the Massachusetts Biotechnology Research Institute, Chairman of the Alliance for Education, Chairman of the Massachusetts Housing Partnership, Chairman of Community Healthlink. He was also a director of Commonwealth Bioventures, Memorial Hospital and the HMO HealthSource of Massachusetts. In Florida, McGowan has served on the Government Relations Committee of the Florida Bankers Association, Leadership Winter Park, Riverside Theater, the Environmental Learning Center, the National Entrepreneur Center and Vice Chairman of the Small Business Development Center at the University of Central Florida. In North Carolina he is a member of the Mountain Projects' auxiliary board.

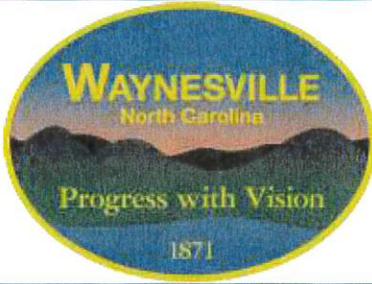
He is a graduate of Dowling College with a Bachelor of Business Administration, the Stonier Graduate School of Banking at Rutgers University, and attended the Boston University MBA program.

Don McGowan and his wife Geri reside in Waynesville, North Carolina.

**PUBLIC
ART
COMMISSION**

THREE VACANCIES

THREE APPLICANTS



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: Douglas Garrett
STREET ADDRESS: 70 Chancery Lane / Waynesville, NC 28786
MAILING ADDRESS: 70 Chancery Lane / Waynesville, NC 28786
PHONE: 828-452-9068
E-MAIL: dpgarrett@hotmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I would like to see "the arts" emphasized in Haywood County, in particular the Waynesville area.

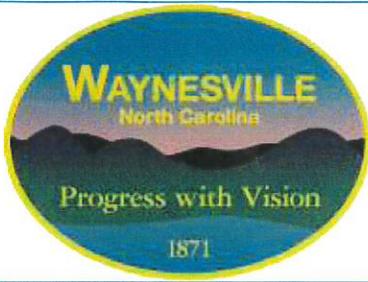
I have experience/expertise in the following areas and/or have served on the following board or commission: I have degrees in art, taught in the Haywood County school system, I served as the arts coordinator for that program for twenty years.

I feel that I can contribute the following to this board or commission: With my love and passion for the arts, I would love to see Waynesville as an art hub for Western North Carolina.

Tell us about yourself and your background: Having originally gone to college to be an architect, changing to an art curriculum. Having taught 29 years, seeing the love and need for art in Waynesville - after all life and art go hand in hand.

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: Douglas Garrett
Date: April 20, 2018



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: GEORGE KENNEY

STREET ADDRESS 19 SILVER CIRCLE

MAILING ADDRESS LAKE JUNALUSKA, NC 28745

PHONE 941.915.4939

E-MAIL GEORGE.KENNEY@HOTMAIL.COM

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission CURRENTLY SERVING
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because:

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

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

Tell us about yourself and your background:

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.

Handwritten signature of George Kenney

6-13-18

Signature

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 -

**ELIZABETH S. FEICHTER
251 LENOIR CIRCLE
WAYNESVILLE, NC 28786**

To whom it may concern:

I would like to continue to serve on The Waynesville Public Arts Commission.
I have enjoyed my tenure and would like to continue. If I need to step down to
allow someone else to serve I will understand.

Thank you,

Elizabeth S. Feichter

May 15, 2018



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

aowens@waynesvillenc.gov

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

NAME: Elizabeth Feichter
STREET ADDRESS 251 Lenoir Circle
MAILING ADDRESS same
PHONE 828-456-6918
E-MAIL esfeichter

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority

I am interested in serving on this board or commission because: I believe that I can bring energy, enthusiasm, and commitment to this board. I am passionate about enhancing the experience of citizens and visitors who visit our community. I have experience/expertise in the following areas and/or have served on the following board or commission:

I have traveled around the world and this country and am convinced that things like public art greatly influence the kind of community we are.

I feel that I can contribute the following to this board or commission I do not have an "ART Degree", but I know its value. I can/will bring enthusiasm and commitment.

Tell us about yourself and your background: I taught in Haywood Co. Schools for 30 years. After retiring I was elected to the town board and served for 12 years. I now serve on the Mountain Projects Board, am a founding and emeritus member of the M.A.R.T. Board.

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.

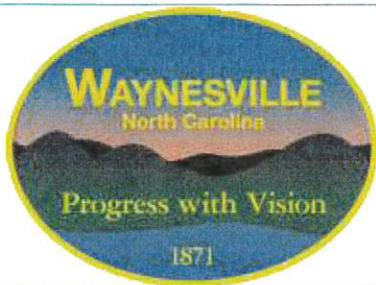
Signature Elizabeth Feichter

29 June 2015
Date

**RECREATION
ADVISORY
BOARD**

THREE VACANCIES

FOUR APPLICANTS



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: Wayne Finger
STREET ADDRESS 72 South Hill Street, Waynesville, NC 28786
MAILING ADDRESS PO Box 1004, Waynesville, NC 28786
PHONE 828-506-1901
E-MAIL

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I have been involved and a supporter of recreation all my life.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have worked closely with several former recreation directors, been involved in many recreation activities and a supporter of physical activities.

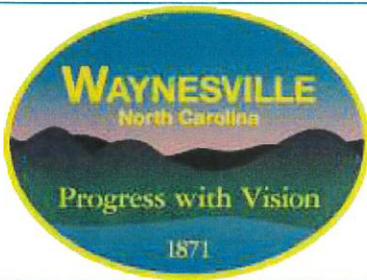
I feel that I can contribute the following to this board or commission expertise, experience, knowledge, time and community connections.

Tell us about yourself and your background: I am a retired state employee. I have children and grand children involved in the recreation programs. I attend and am an and supporter of many recreational activities.

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 Wayne Finger

Date 6/3/18



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: Kim Gardner
STREET ADDRESS 204 Oakdale Road, Waynesville, NC
MAILING ADDRESS 28786
PHONE 828-476-0330
E-MAIL Kingardner.wnc@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
[X] Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I believe all residents should have access to quality recreation + with kids, and working with seniors, I know the importance of lifelong activity

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

Current rec board member; Adult Care @ Home; Elder Abuse Awareness Walk (Burcombe Co.)

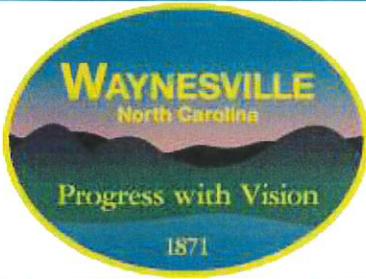
I feel that I can contribute the following to this board or commission by lending my experience, expertise and education will provide a unique perspective to the board.

Tell us about yourself and your background: I love Waynesville + believe we have an incredible + unique recreation opportunities. I love the outdoors and believe we have an incredible recreation program.

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: Kim Gardner 5-14-18

Date



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: J. WALLACE MESSER
STREET ADDRESS 172 Shelton St.
MAILING ADDRESS Waynesville, NC 28786
PHONE 456-7113 Cell 734-6947
E-MAIL

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I can help make more proper communit...

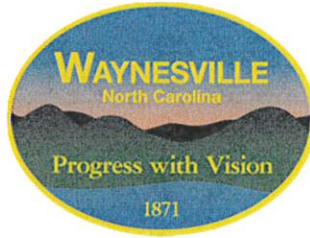
I have experience/expertise in the following areas and/or have served on the following board or commission: Rec. & park comm.

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

Tell us about yourself and your background: I was part of Girl Scouts of WA for 14 yrs

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.

J. Wallace Messer
Signature Date 2-14-18



June 13, 2018

Lee Starnes
PO Box 1199
Waynesville, NC 28786

Dear Mr. Messer:

At the June 12, 2018 regular meeting of the Town of Waynesville Board of Aldermen, the Board approved a revised Board Appointment Schedule. They extended the number of consecutive terms that an individual could serve to three (3). With this change, you are currently eligible to serve for another three year term on the Recreation Advisory Board which would terminate June 30, 2021.

You have two (2) options available to you at this time related to your board participation. You can request to continue to serve for another term or you can discontinue serving at the end of this term. If you are interested in serving once again, you may submit a letter or email indicating your willingness to serve again, or you can fill out the enclosed application and indicate that you are currently serving on the Recreation Advisory Board. Please submit no later than June 29, 2018 to be eligible for consideration.

While we encourage you to continue participating on the Recreation Advisory Board, we do understand that at times, due to various constraints and other matters, stepping down is at times required. If you do not wish to serve again, please notify us by June 29, 2018.

Whichever option you choose, please Eddie Ward by calling (828) 452-2491 or emailing her at eward@waynesvillenc.gov. We thank you most sincerely for your participation and for your service to the Town of Waynesville.

Respectfully,

Amie Owens

Amie Owens
Assistant Town Manager

06/26/18 - per conversation w/ Mr. Starnes @ Board of Aldermen meeting, he wishes to be considered for reappointment.
(awo)

c: Elizabeth Teague
Patrick McDowell, Chair
Chelle Baker

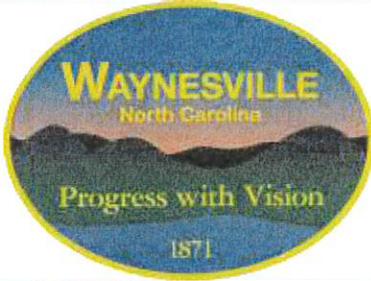
WAYNESVILLE

HOUSING

AUTHORITY

TWO VACANCIES

TWO APPLICANTS



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: Walter S. Bryson
STREET ADDRESS 47 CALVARY ST.
MAILING ADDRESS SAME
PHONE 828-550-4415
E-MAIL REV. J BRYSON@YAHOO.COM

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: Presently SERVING

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

3 YEARS

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

Tell us about yourself and your background: Retired, Pastor and born and raised here

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: Walter S. Bryson Date: 7-12-18

6/29/2018

Town of Waynesville North Carolina
16 South Main Street
P.O. Box 100
Waynesville, NC 28786
Re: Waynesville Housing Authority

Sharon Cullins
174 Hillside Road
Waynesville, NC 28786

To Whom:

This letter is an attachment to an application I have submitted to Waynesville Housing Authority for a seat on their board.

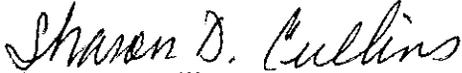
I assume that background checks will be done for board members as they are done on housing applicants.

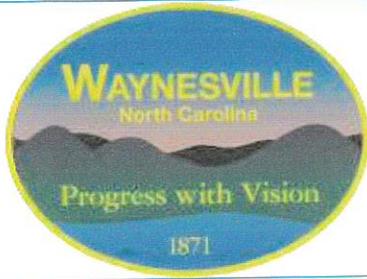
I have a very checked background as a result of years of addiction and alcoholism. I am happy that today I can say that I am clean and sober and have been for many years.

I am very involved in community and recovery organizations due to the fact that others helped me along the path to freedom and I want to do the same for those coming behind me.

I am asking you not to look at where I have been but where I can help the town and county go with my experience and heart for the overall well being for all.

Thank you for your careful consideration,


Sharon D. Cullins



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: Sharon Collins
STREET ADDRESS 174 Hillside Rd, Waynesville NC 28786
MAILING ADDRESS same
PHONE 828-276-6931
E-MAIL collins19@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I genuinely care about the people and the housing situation in Waynesville, NC.

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

Expertise in human resources... organization, record keeping... communication. I presently sit on the Park Advisory Committee for Town of Waynesville and am leader of affordable workforce housing for Downtown North Carolina. I feel that I can contribute the following to this board or commission: I am a resident of Waynesville and am active with various community issues concerning residents of Waynesville.

Tell us about yourself and your background: I grew up in Waynesville, lived through some tough times and turned my life around with the help of others; so now I want to be one of the people that helps others.

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.

Sharon D Collins
Signature

6/29/2018
Date

9/29/2018

To Whom:

This letter is in reference to the vacancy on the Waynesville Housing Authority Board. The accompanying application is from Sharon Cullins. I have know Sharon for more than 50 years. She is is an upstanding citizen in Haywood County and is very active in groups that care about the overall well being of the county.

I am signing this document as a character reference and recommendation for Sharon to fill a seat on the Waynesville Housing Authority Board. I feel as though she will be a positive asset to the committee.

Thank You,

William Gibbs

6/29/2018

To Whom:

This letter is in reference to the vacancy on the Waynesville Housing Authority Board. The accompanying application is from Sharon Cullins. I have know Sharon for more than 50 years. She is is an upstanding citizen in Haywood County and is very active in groups that care about the overall well being of the county.

I am signing this document as a character reference and recommendation for Sharon to fill a seat on the Waynesville Housing Authority Board. I feel as though she will be a positive asset to the committee.

Thank You,

A handwritten signature in cursive script, appearing to read "Alfred Caldwell". The signature is written in black ink and is positioned below the "Thank You," text.

1/29/2018

To Whom:

This letter is in reference to the vacancy on the Waynesville Housing Authority Board. The accompanying application is from Sharon Cullins. I have know Sharon for more than 50 years. She is is an upstanding citizen in Haywood County and is very active in groups that care about the overall well being of the county.

I am signing this document as a character reference and recommendation for Sharon to fill a seat on the Waynesville Housing Authority Board. I feel as though she will be a positive asset to the committee.

Thank You,

Walter D. Bryson

ZONING BOARD OF ADJUSTMENT

***FIVE VACANCIES**

FOUR APPLICANTS

***ONE - ETJ REPRESENTATIVE**

***ONE - TOWN REPRESENTATIVE**

***THREE – ALTERNATES FROM EITHER ETJ OR
TOWN**

Eddie Ward

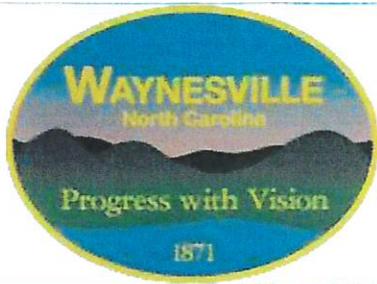
From: Susan Smith <susanteassmith@me.com>
Sent: Wednesday, June 27, 2018 5:58 PM
To: Eddie Ward
Subject: Application
Attachments: Susan Smith Bio updated for Town of Waynesville.docx; Town of Waynesville App.pdf

Mr. Ward:

Please see attached Application and Biography. I don't have a strong preference for a position; but I would like to be considered where you feel I can be best effective. Julia Freeman and I have worked together since I arrived in Haywood County and I'm sure she would share her candid thoughts on my application.

Best regards,

Susan T. Smith
Waynesville, NC 28786
828.456.4387



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: SUSAN TEAS Smith
STREET ADDRESS 2461 Eagles Nest Rd.
MAILING ADDRESS Waynesville 28786
PHONE (828) 456-4387 (H); (630) 215-5891 (M)
E-MAIL SUSAN TEAS SMITH@ME.COM

- Please consider me for appointment to the following board(s) or commission(s):
Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: I believe in supporting my community and using my education and background in retirement!

I have experience/expertise in the following areas and/or have served on the following board or commission: Please see attached Bio.

I feel that I can contribute the following to this board or commission: Please see attached Bio.

Tell us about yourself and your background: Please see attached Bio.

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.

Susan Smith
Signature Date 6/27/18

SUSAN T. SMITH, Esq.

Susan T. Smith is a semi-retired executive who most recently served on the boards of Engineering World Health (Durham, NC) and The Rosecrance Foundation Board – Chicago. She is a neutral arbitrator for the American Arbitration Association and is fully retired from legal practice. She was a licensed attorney 1982 - 2014.

Ms. Smith currently serves as the Chair of Friends of REACH Steering Committee, the volunteer arm of REACH of Haywood County. While living in Chicago area Ms. Smith also served on the board of Community Housing and Development, a not-for-profit.

Ms. Smith served as Senior Vice President, General Counsel and Secretary to Hyatt Hotels Corporation from April 2005 through December 2010. She was one of the five executives who had major responsibilities for the Company's IPO and assisted in the structuring of the Board and Board Committees to be fully SEC compliant.

Ms. Smith has a strong corporate background from being an in-house attorney for the 18 years and acting as Corporate Secretary and General Counsel to two successful companies. As a member of the executive teams and working closely with the companies' boards of directors, she has a deep understanding of the functioning of boards and directors' responsibilities.

Ms. Smith joined Hyatt in April 2005, shortly after a major restructuring of the Pritzker Family assets that created Hyatt Hotels Corporation, which held the Family's hospitality assets. Ms. Smith consolidated the legal functions and expanded the legal team to approximately 40 members with staff in Chicago, Hong Kong, Zurich, Beijing and Delhi. Hyatt enjoyed a successful public offering in November 2009. She had responsibility for the legal team, insurance/risk management function and related consumer risk activities such as privacy law compliance.

Prior to joining Hyatt, Ms. Smith served in a number of roles at First Health Group Corp., a publicly traded company that provided health and pharmacy benefit services to self-funded national employers, including as Vice President, General Counsel and Secretary. First Health was acquired by Coventry Health Care, Inc., in January 2005. Prior to her appointment as

General Counsel she was the first in-house attorney at the company and from 1992 to 2005 built the legal function to greater than 30 staff members in three US cities who supported the hugely successful growth of the company from a small managed care company to a major preferred provider network, medical claims administrator and insurer. Most of the company's growth came from strategic acquisitions and Ms. Smith played a major role in each one, including the \$200 million purchase of its third party claims administrator, from First Data Corp. She was a member of the team that ultimately closed the acquisition of First Health by Coventry for \$1.8 billion.

Before joining First Health in 1992, Ms. Smith was a shareholder at Pryor, Carney & Johnson, PC, a Denver law firm. Leveraging her health care background she represented medical providers in all aspects of their practice, developed a strong trial and appellate practice and provided representation to insurance carriers and insureds in complex coverage matters.

Ms. Smith attended the University of Denver - Sturm College of Law. Ms. Smith also has a BSN (Nursing) from the University of Iowa and Master of Science degree from Texas Women's University. Ms. Smith is married to David D. Smith and they reside in North Carolina.

Eddie Ward

From: Henry Kidder <bridgecanton@yahoo.com>
Sent: Tuesday, June 12, 2018 7:50 AM
To: Eddie Ward
Subject: Zoning Board of Adjustment appointment

Hello,

I would like to be appointed to the Zoning Board of Adjustment for another term.

Thank you.

Henry Kidder
828-246-0250

299 Belleview Rd
Waynesville NC 28786

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME HENRY KIDDER
STREET ADDRESS 299 BELLEVIEW RD WAYNESVILLE NC 28786
MAILING ADDRESS PO BOX 777 HAZELWOOD NC 28738
PHONE 828-246-0250
E-MAIL BRIDGECANTON@YAHOO.COM

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

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input checked="" 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 AND PEOPLE OF WAYNESVILLE TO FURTHER ENHANCE CONSTRUCTIVE GROWTH.

I have experience/expertise in the following areas and/or have served on the following board or commission: RESIDENTIAL AND COMMERCIAL GROWTH - PROPERTY MANAGEMENT - REAL ESTATE SALES - MORTGAGE ORIGINATION AND CUSTOMER SERVICE.

I feel that I can contribute the following to this board or commission BY MAKING INFORMED DECISIONS FOR THE BETTERMENT OF THE TOWN AND ITS CITIZENS.

Tell us about yourself and your background: I'M A COLLEGE GRADUATE IN ECONOMICS FROM DARTMOUTH. I HAVE SERVED IN THE MILITARY. I'VE WORKED AT BANKS IN NYC AND CANTON OHIO. I ENDED MY CAREER WORKING FOR THE POST OFFICE IN WAYNESVILLE AND HAZELWOOD. I AM NOW RETIRED AND AM A PART TIME FARMER.

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.

Henry Kidder
Signature

5-28-2015
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 -

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS

NAME G. Edward Moore
STREET ADDRESS 1554 Crymes Cove Road
MAILING ADDRESS same
PHONE 828 734 4879
E-MAIL gengenl@charter.net

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Alcoholic Beverage Control Board | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input checked="" 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 an interest in serving and there are areas of interest for me

I have experience/expertise in the following areas and/or have served on the following board or commission: In the past I served on the Rec + Park Advisory Commission

I feel that I can contribute the following to this board or commission Because of my willingness to serve and my brainstorming capabilities.

Tell us about yourself and your background: I have been employed at Evergreen Packaging for 38 years first as a laborer but for the past 35 years I have been an electrician specializing in programmable logic control I am married 34 years and have three children and 6 grand

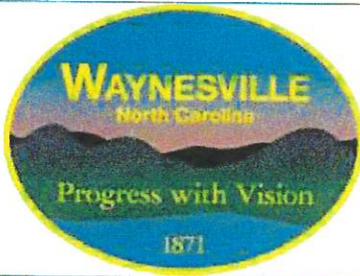
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

G. Edward Moore
Signature

June 27, 2018
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 -



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: George K. Escaravage

STREET ADDRESS 97 Lombard Street, Waynesville, NC 28786

MAILING ADDRESS P.O. Box 54, Waynesville, NC 28786

PHONE 828/400-0901

E-MAIL gke333@gmail.com

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

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment (checked)
Firemen's Relief Fund Board
Historic Preservation Commission
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)

I am interested in serving on this board or commission because: Use my experience as a real estate property developer to assist the BOA, businesses and residents in interpreting the intent of existing ordinances and considering the merits of variance requests. Also an excellent volunteer opportunity.

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

I have served on the Board of many Haywood County organizations, most as the Chairman or President. I have also founded/owned and operated several Haywood County/Waynesville based business, most notably NEO Corporation. The executive positions that I have held in these organizations will aide in my service to the BOA.

I feel that I can contribute the following to this board or commission As a regular applicant before the Buncombe County BOA I've experienced the process and understand the intent of the adopted ordinances and will fairly consider variance requests for the benefit of our community and those affected by the ordinances.

Tell us about yourself and your background: Western Carolina University - Master of Public Affairs, former Dayco Corporation Environmental Services Manager, Founder/Owner of NEO Corporation. Married to Karla Escaravage. Three grown children and five grandchildren. Current Real Estate Developer/Partner at Town Mountain Preserve in Asheville, NC (182 acres/74 lot residential development).

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.

Handwritten signature of George K. Escaravage

June 25, 2018

Signature

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 -

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: July 24, 2018**

SUBJECT: Special Events – July, August and October

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D5
Department: Administrative Services
Contact: Amie Owens, Assistant Town Manager
Presenter: Amie Owens, Assistant Town Manager

BRIEF SUMMARY:

Requests were received for three (3) upcoming events in the Town of Waynesville. The Special Events Committee has reviewed the applications, discussed any concerns noted and spoken with event organizers to seek out solutions.

Phillip Gibbs requested approval by the Board of Aldermen at the July 10th meeting for the **Gibbs Family Reunion** on July 28th. As Mayor Brown indicated at that time, this event was approved, we just needed the formal application for the file in order to close Belleview Street from East Street to Craven Road.

Back to School Bash – Sunday, August 26th - First United Methodist Church – requesting closure of Academy Street from Haywood Street to Tate Street at 1:00 p.m. through 8:00 p.m. for the festivities. The church provides individuals to monitor traffic and the Town will provide the necessary barricades in advance of the event.

Trunk or Treat – Wednesday, October 31st – First United Methodist Church – requesting closure of Academy Street from Haywood Street to Tate Street at 3:30 p.m. through 8:30 p.m. for the festivities. The church provides individuals to monitor traffic and the Town will provide the necessary barricades in advance of the event.

MOTION: *To approve the special events permit applications and direct Town Manager to execute special events permits, as presented.*

FUNDING SOURCE/IMPACT: There are no direct costs to the Town associated with these events, other than labor costs.

ATTACHMENTS:

- Special Events Application – Gibbs Family Reunion
- Special Events Application – Back to School Bash
- Special Events Application – Trunk or Treat

MANAGER’S COMMENTS AND RECOMMENDATIONS: Recommend approval of these events as presented.



Application for Special Events Permit

I. General Information

EVENT NAME: Back to School Bash

EVENT DATE(S): August 26, 2018

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

LOCATION: First United Methodist Church

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

SET-UP TIME (START/END): 1pm

EVENT HOURS: 4-7pm

DISMANTLE HOURS (START/END): 7pm

ESTIMATED ATTENDANCE: 400-500

BASIS ON WHICH THIS ESTIMATE IS MADE: Number of children and families invited.

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: First United Methodist Church

ARE YOU A NON PROFIT CORPORATION?	No	Yes	X	If yes, are you	501c(3)	501c(6)	Place of Worship	p	X
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APPLICANT NAME: Becky Brown TITLE: Associate Pastor

ADDRESS: 566 S Haywood St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-9475 FAX#: _____ EMAIL: bbrown@fumc-waynesville.com

ON-SITE CONTACT: Michael Blackburn TITLE: Director of Ministries

ADDRESS: 566 S Haywood St, Waynesville, NC 28786

PHONE #: 828-456-9475 CELL PHONE #: 828-226-3363 EMAIL: mblackburn@fumc-waynesville.com

III. Brief Description of Event
We host a celebration for children, families, church members, and the surrounding community to commemorate the end of summer and the beginning of school. We have inflatables in our parking lot for children and youth to enjoy, provide food truck vendors, and music by a DJ.
IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.
 Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Academy Street next to the campus of First United Methodist Church: Closure beginning at intersection of Haywood Street and Academy Street, and ending at the intersection of Academy Street and Tate Street. Closure beginning at 1pm on Sunday, August 26, 2018, and reopening at 8:00pm on Sunday, August 26, 2018.

2.

3.

V. Event Details

YES

NO

- Does the event involve the sale or **use of alcoholic beverages**?
 If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- Does the event involve the **sale of food**? _____
 If "YES", has the health department been notified? no Have you applied for a temporary permit? no
- Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? _____
- Will there be **musical entertainment** at your event? IF "YES" provide the following information:
 Number of Stages: 0 Number of Band(s): 0 Amplification? yss
 Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
- Do you plan to use an existing **occupied building**? Address _____
- Do you plan to use an existing **vacant building**? Address _____
- Will there be any **tents or canopies** in the proposed event site? Please provide the following information:
 Approx. Number of Tents: 4 Will any tent exceed 400 sq. feet in area? NO YES
- Does the event involve the use of **pyrotechnics**? Explain _____
- Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? The large parking lot on the campus of First United Methodist Church _____
- Will you require **electrical hookup** for the event? Generators? _____
- Will you require **access to water** for the event? Explain _____
- Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
- Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). _____
- Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? _____



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

VI. Additional Questions

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

We will utilize the parking lots on our campus.

Notes:

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

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

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

We will provide our own receptacles and will remove our own trash following the event.

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

Return to:

Amie Owens, Assistant Town Manager

Town of Waynesville

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

Telephone: (828) 452-2491

Fax No. : (828) 456-2000

Email Address: aowens@waynesvillenc.gov

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application and fee received:

Application approved:

Application denied:



Application for Special Events Permit

I. General Information

EVENT NAME: Trunk or Treat

EVENT DATE(S): October 31, 2018
Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.

LOCATION: First United Methodist Church

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

SET-UP TIME (START/END): 3:30pm

EVENT HOURS: 5-8pm

DISMANTLE HOURS (START/END): 8pm

ESTIMATED ATTENDANCE: 700

BASIS ON WHICH THIS ESTIMATE IS MADE: Number of attendees in years past.

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

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME: First United Methodist Church

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

APPLICANT NAME: Becky Brown TITLE: Associate Pastor

ADDRESS: 566 S Haywood St CITY: Waynesville STATE: NC ZIP: 28786

PHONE: 828-456-9475 FAX#: _____ EMAIL: bbrown@fumc-waynesville.com

ON-SITE CONTACT: Michael Blackburn TITLE: Director of Ministries

ADDRESS: 566 S Haywood St, Waynesville, NC 28786

PHONE #: 828-456-9475 CELL PHONE #: 828-226-3363 EMAIL: mblackburn@fumc-waynesville.com

III. Brief Description of Event
We host a Halloween Trunk or Treat event for the community and our church members. We have volunteers decorate their trunks for Halloween, wear costumes, and pass out candy and gluten free/allergen free treats.
IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.
 Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1. Academy Street next to the campus of First United Methodist Church: Closure beginning at intersection of Haywood Street and Academy Street, and ending at the intersection of Academy Street and Tate Street. Closure beginning at 3:30pm on October 31, 2018, and reopening at 8:30pm on October 31, 2018.

2.

3.

V. Event Details

YES

NO

- Does the event involve the sale or **use of alcoholic beverages**?
 If yes, has the ABC permit been obtained? Yes No Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)
- Does the event involve the **sale of food**? _____
 If "YES", has the health department been notified? _____ Have you applied for a temporary permit? _____
- Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? _____
- Will there be **musical entertainment** at your event? IF "YES" provide the following information:
 Number of Stages: _____ Number of Band(s): _____ Amplification? _____
 Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.
- x Do you plan to use an existing **occupied building**? Address _____
- x Do you plan to use an existing **vacant building**? Address _____
- x Will there be any **tents or canopies** in the proposed event site? Please provide the following information:
 Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? NO YES
- x Does the event involve the use of **pyrotechnics**? Explain _____
- x Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? _____
- x Will you require **electrical hookup** for the event? Generators? _____
- x Will you require **access to water** for the event? Explain _____
- Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. _____
- Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). _____
- Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? _____



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

VI. Additional Questions

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

We will utilize the parking lots on our campus.

Notes:

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We will provide our own receptacles and will remove our own trash following the event.

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FOR INTERNAL USE ONLY:

Application and fee received:

Application approved:

Application denied: