



Town of Waynesville, NC

Town Council Regular Meeting

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

Date: November 12th, 2024 Time: 6:00 p.m.

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(828) 452-2491 cpoolton@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. ADDITIONS OR DELETIONS TO THE AGENDA

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. October 22, 2024 Regular Scheduled Meeting Minutes
 - b. Mistletoe Market Special Event Permit
 - c. Hazelwood Christmas Parade Special Event Permit

Motion: To approve the consent agenda as presented.

E. PRESENTATIONS

3. Employee Appreciation
 - Mayor Gary Caldwell
 - Chief David Adams
 - Public Services Director Jeff Stines
 - Director of Development Services Director Elizabeth Teague
4. Storm Recovery Report
 - Town Manager Rob Hites and FEMA Representative

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

November 12, 2024

- 2 -

5. Parks & Recreation damage assessment and future park plans due to Helene
- Luke Kinsland, Recreation Director

Motion: *To consent and/or direct staff in the rebuilding of park facilities due to flood damage.*

6. Final update on damage assessments following hurricane Helene
- Elizabeth Teague, Development Services Director
 - Olga Grooman, Assistant Development Services Director
 - Alex Mumby, Land Use Administrator
7. Public Presentation on the Town of Waynesville's Stormwater Program: Thermal Stress and Household Runoff, as required by the NPDES Permit.
- Olga Grooman, Assistant Development Services Director
 - Mackenzie Tenan, Project Manager, Haywood Waterways

F. PUBLIC HEARING

8. Public Hearing to consider text amendments related to accessory structures and manufactured housing.
- Olga Grooman, Assistant Development Services Director

Motions:

1. *Motion to find that the Ordinance is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest.*
2. *Motion to adopt the Ordinance as presented (or as amended).*

G. COMMUNICATION FROM STAFF

9. Manager's Report
- Town Manager, Rob Hites
10. Town Attorney Report
- Town Attorney, Martha Bradley

H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

I. ADJOURN



TOWN OF WAYNESVILLE

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

CALENDAR

November 2024

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED
AT 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2024	
Tues. November 26	Town Council Meeting – Regular Session
Thurs. & Fri. November 28 & 29	Town Offices Closed-Thanksgiving
Mon. December 2 nd	Waynesville Christmas Parade 6-7pm
Tues. December 10	Town Council Meeting – Regular Session
Sat. December 14	A Smoky Mountain Christmas 6-9pm
Tues, Wed, Thurs December 24, 25, and 26	Town Offices Closed-Christmas

Board and Commission Meetings – November 2024

ABC Board	ABC Office – 52 Dayco Drive	November 19th 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	November 5th 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	January, March, July, and October 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Municipal Building – 16 South Main Street	November 19th 3 rd Tuesday 8:30 AM
Environmental Sustainability Board	Municipal Building-16 South Main Street	November 7th and 21st 1 st and 3 rd Thursdays 4:30pm
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	November 6th 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	November 18th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	November 14h 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	November 18th 3 rd Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	November 20th 3 rd Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
October 22, 2024

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, October 22, 2024, at 6:00pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:02 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Chuck Dickson
Councilmember Jon Feichter
Councilmember Anthony Sutton
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Candace Poolton, Town Clerk
Elizabeth Teague, Director of Development
Page McCurry, Director of Human Resources
Page McCurry, Human Resources Coordinator
Jeff Stines, Public Services Director
Ricky Foster, Assistant Public Services Director
David Adams, Police Chief
Ian Barrett, Finance Director
Julie Grasty, Asset Manager
Luke Kinsland, Recreation Director
Members of the Public Services Team

Members of the Media:

Becky Johnson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that the next Town Council meeting will be held on November 12th, Treats on the Street will be held on October 31st, and Town Offices will be closed on November 11th for Veteran's Day.

B. PUBLIC COMMENT

There was no public comment.

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the agenda as presented. The motion passed unanimously.

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. Motion to approve the October 8, 2024 Regular Scheduled Meeting Minutes
 - b. Motion to approve the Haywood County Benefit Concert Special Event Permit
 - c. Motion to call for a Public Hearing for November 12, 2024, to consider text amendments related to accessory structures and manufactured housing.
 - d. Motion to appoint Kathy Swingley to the Waynesville Public Art Commission
 - e. Motion to Amend Workplace Safety Section of Personnel Policy to reflect a two year waiting period before a person convicted of felony driving under the influence of alcohol or drugs may apply or reapply for a position with the Town.
 - f. Motion to approve moving funds from the general fund balance to replenish Parks and Recreation building repairs and maintenance.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to approve the consent agenda as presented. The motion passed unanimously.

E. PRESENTATIONS

3. Employee Appreciation
 - Mayor Gary Caldwell

Mayor Gary Caldwell presented Public Services staff with a personalized certificate of appreciation for their efforts during the recovery efforts of Hurricane Helene.

F. NEW BUSINESS

4. Traffic Calming for Howell Street and West Marshall Street
 - Ricky Foster, Assistant Director of Public Services

Assistant Public Services Director Ricky Foster reported that there are two traffic calming requests that need to be installed-one on Howell Street and the other on West Marshall Street. He said that West Marshall will have a raised crosswalk and a 20mph speed limit sign posted. He said that Howell Street will have two full width speed humps covering both lanes, one near the playground and the other 50 yards above Oak Street going towards playground.

A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, to approve the installation of the traffic calming devices on Howell Street and West Marshall Street, and approve the speed limit on West Marshall Street to be identified at 20 MPH. The motion passed unanimously.

5. Approval of Payroll Policy Update

- Page McCurry, Director of Human Resources

Human Resources Director Page McCurry reported that FEMA is beginning the reimbursement process for costs associated with Hurricane Helene. She reached out to the UNC School of Government for guidance, and they recommended that the town updates the payroll policy to add “disaster overtime provisions” for exempt and non-exempt staff. She said this may encourage FEMA to reimburse the town for these wages.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to approve the revision of the Town of Waynesville Personnel Policy to include provisions for disaster overtime pay. The motion passed unanimously.

6. Approval of straight time pay for exempt staff who worked over 40 hours during the response to Hurricane Helene.

- Page McCurry, Director of Human Resources

Human Resources Director Page McCurry reported during the week of September 26th through October 2nd, exempt staff worked an additional 600 hours due to Tropical Storm Helene. She said that many of these individuals left their own families and homes to work in dangerous situations to save lives and provide continuity of services to town staff and citizens. Ms. McCurry said that the Town of Waynesville does not usually compensate exempt staff for hours worked over 40 in a pay period because this is not a Fair Labor Standards Act requirement. However, Ms. McCurry said it is the recommendation of the Human Resources Department, after surveying Department Heads for input, to pay these staff members for hours worked over 40 hours during the week of 09.26.2024 – 10.02.2024 at straight time wages to compensate them for their dedication to the mission and vision of the Town of Waynesville. She added that the financial impact of this request is \$21,483.48.

Councilmember Sutton said there is a chance that the town will not be reimbursed by FEMA for these wages because they did not previously have a policy in place for “disaster overtime provisions” before Helene.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the request to pay exempt staff, including Department Heads, at straight time rates for hours worked over 40 during the week beginning 09.26.2024 and ending 10.02.2024. The motion passed unanimously.

7. Re-Allocation of ARPA funds

- Rob Hites, Town Manager

Town Manager Rob Hites reported that ARPA funds must be allocated by December 31, 2024. He said as staff moved to close out the fund, they've discovered several areas where the Town didn't spend the entire budgeted amount. He said this happened because the town was able to leverage other grants to cover the cost of some of those line items instead of having to use ARPA money. Mr. Hites said the Town must upgrade its computer system through the purchase of new "switches", and the cost of the switches and their installation is quoted to be \$145,000. He said that staff recommends that the Council also appropriate \$42,254 to purchase a single police vehicle. He added that this will reduce the upcoming capital budget by ¾ cent on the tax rate.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the allocation of ARPA funds. The motion passed unanimously.

G. COMMUNICATION FROM STAFF

8. Manager's Report

- Town Manager, Rob Hites

Town Manager Rob Hites reported that staff have entered a "quiet" phase. He said that two emergency contracts are underway- the design of the support for Depot bridge and the replacement of the sewer line that goes across Richland Creek. Mr. Hites said that FEMA requires inspections and research after the emergency phase before the town can bid out and repair "Non-emergency items" such as parks. He said that first, insurance has to decide what they will cover, then FEMA will decide what to cover. Mr. Hites said the town can begin working on design but cannot begin the contracting and construction processes. Mr. Hites said he hope that the Army Corps of Engineers will do a comprehensive stream evaluation of Richland Creek and the stream bank and then help restore stream erosion. He added that he hopes they will examine the gravity and siphon sewer system near Little Champion. Mr. Hites reported that debris removal is moving along and they will most likely complete three runs through the town. He said it may be February before they are done. He said the damage done to public parks and the sewer plant totaled over two million dollars.

H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Mayor Caldwell said the town of Murphy sent Council a nice letter of support.

Councilmember Dickson thanked Councilmember Sutton for the work he's done communicating with National and State representatives regarding flood recovery funding for Waynesville.

Councilmember Sutton said he's met with many government officials, they've heard the town's needs, and they are listening. He added that Mark Pless has been communicative. He said the state has procured some vehicles so the town can replace the five vehicles lost in the flood. He said he's been in contact with DENR to

try to get funds for the sewer plant and funds to replace a 24 inch sewer pipe. He said a priority is getting I-40 open.

I. ADJOURN

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to adjourn at 6:47pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk



Application for Special Events Permit

I. General Information

EVENT NAME:	Mistletoe Makers Market
EVENT DATE(S):	November 23, 2024
	Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information.
LOCATION	Main Street
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	9 p.m. Friday, Nov. 22
EVENT HOURS:	10 AM to 6 PM, Saturday, Nov. 23
DISMANTLE HOURS (START/END):	5:30 - 6:30 PM
ESTIMATED ATTENDANCE:	3,000 - 5,000
BASIS ON WHICH THIS ESTIMATE IS MADE:	Other similar events
COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000.	Please attach proof of insurance (or applicable rider).

II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION NAME:	Downtown Waynesville Commission						
ARE YOU A NON-PROFIT CORPORATION?	No	X	Yes	If yes, are you	501c(3)	501c(6)	Place of Worship
APPLICANT NAME:	Beth Gilmore			TITLE:			
ADDRESS:	9 S Main Street		CITY :	Waynesville	STATE:	SC	ZIP 28721
PHONE:	(828) 550-8122		FAX#:		EMAIL:	bethgilmore@waynesvillenc.gov	
ON-SITE CONTACT:	Beth Gilmore			TITLE: Executive Director			
ADDRESS:	9 S Main Street						
PHONE #:			CELL PHONE #:	(828) 550-8122	EMAIL:	bethgilmore@waynesvillenc.gov	

III. Brief Description of Event
This event will replace our traditional Church Street Craft Show that was cancelled due to Hurricane Helene. We will have almost 100 craft and food vendors set up along Main Street for the Mistletoe Makers Market from 10 a.m. to 4 p.m. At 4, we will reopen Main Street from Church St to Depot St, but the block in front of Town Hall will remain closed for live music and a tree lighting event in front of Town Hall. We will end the event with the actual tree lighting around 5:30 PM
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. Full Main Street closure from Pigeon to the judge's parking lot in front of Wells Funeral Home

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? _____

☒ ☐ Will there be **musical entertainment** at your event? IF "YES" provide the following information:
Number of Stages: 1 Number of Band(s): 2 Amplification? yes

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

☐ ☒ Do you plan to use an existing **occupied building**? Address _____

☐ ☒ Do you plan to use an existing **vacant building**? Address _____

☒ ☐ Will there be any **tents or canopies** in the proposed event site? Please provide the following information:
Approx. Number of Tents: 100 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? Justice Center (2), United Community Bank (3), Municipal Building (2) _____

☐ ☒ 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?

Public parking in the lots at Church/Haywood and Montgomery Streets; Wall Street and side streets; parking deck on Branner Ave

Notes:

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

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

Waynesville's Sanitation Crew

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

YES

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

Return to:

**Beth Gilmore, Downtown Waynesville Director &
Jesse Fowler, Assistant Town Manager
Town of Waynesville
9 S. Main Street, P.O. Box 100, Waynesville, NC 28786
Telephone: (828) 456-3517
Fax No. : (828) 456-2000
Email Address: bethgilmore@waynesvillenc.gov
jfowler@waynesvillenc.gov**

VIII. Special Information for Applicants

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:



Application for Special Events Permit

I. General Information

EVENT NAME:	Hazelwood Christmas Parade
EVENT DATE(S):	December 1, 2024
	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	Virginia Avenue to South Main Street to Hazelwood Avenue
IF THIS EVENT IS A PARADE OR ROAD RACE	Please provide a full route description and map
SET-UP TIME (START/END):	1pm-3pm
EVENT HOURS:	3pm-5pm
DISMANTLE HOURS (START/END):	5pm-6pm
ESTIMATED ATTENDANCE:	5,000
BASIS ON WHICH THIS ESTIMATE IS MADE:	Based on last year's attendance
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:	Hazelwood Boosters				
ARE YOU A NON PROFIT CORPORATION?	No	If yes, are you	501c(3)	501c(6)	Place of Worship
APPLICANT NAME:	Alex McKay		TITLE:		
ADDRESS:	343 Hazelwood Ave.		CITY : Waynesville	STATE: NC	
PHONE:	246-8528	FAX#:	EMAIL: waynesvillearchive@yahoo.com		
ON-SITE CONTACT:	Chad Brown		TITLE: Events Chair		
ADDRESS:	495 Hazelwood Ave.				
PHONE #:	450-4443	CELL PHONE #:	EMAIL:		

III.	Brief Description of Event
<p>Christmas parade lining up on Virginia Avenue and side streets, taking a left onto South Main in from South Main down Hazelwood Avenue. Cars disperse at Sulphur Springs Road.</p>	
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. Virginia Avenue, Kentucky Avenue and Mississippi Avenue will be closed from 1 to 3pm for line up
2. At 3 o'clock S. Main St. from Virginia to Hazelwood Ave will be closed as parade starts
3. Hazelwood Avenue and it's Side Streets will also be shut down at 3pm until the end of the parade around 5pm

V.	Event Details
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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? No, Individual stores have food trucks

If "YES", has the health department been notified? NO Have you applied for a temporary permit? _____

Will there be **musical entertainment** at your event? IF "YES" provide the following information: No

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.

Do you plan to use an existing **occupied building**? Address No

Do you plan to use an existing **vacant building**? Address No

Will there be any **tents or canopies** in the proposed event site? Please provide the following information: No

Approx. Number of Tents: _____ Will any tent exceed 400 sq. feet in area? NO YES

Does the event involve the use of **pyrotechnics**? Explain No

Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? yes, at Baptist church parking lot

Will you require **electrical hookup** for the event? Generators? No

Will you require **access to water** for the event? Explain No

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). yes, \$25 per Entry

Will signs and/or banners be displayed as part of the event? If "YES" have you applied for a sign permit? No

Will inflatable parade balloons be used for the event? Provide details if necessary. No

VI. Additional Questions

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

Approved parking lots around Hazelwood and along Parade Route

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?

Extra trash cans will be put in place, as well as a trash collection truck. All trash and trash cans will be picked up at the end of the parade.

Yes

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

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

Return to:

Beth Gilmore, Downtown Waynesville Director &

Jesse Fowler, Assistant Town Manager

Town of Waynesville

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

Telephone: (828) 456-3517

Fax No. : (828) 456-2000

**Email Address: bethgilmore@waynesvillenc.gov
jfowler@waynesvillenc.gov**

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

FOR INTERNAL USE ONLY:

Application received:

Application approved:

Application denied:

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR COUNCIL ACTION
Meeting Date: November 12, 2024**

SUBJECT: Employee Appreciation

AGENDA INFORMATION:

Agenda Location Presentation

Item Number:

Department: Public Services, Police, Development Services

Contact: Chief David Adams, Jeff Stines, Director of Public Services, and Development Services Director Elizabeth Teague, Rob Hites, Town Manager

Presenter: Mayor Gary Caldwell

BRIEF SUMMARY: During the recent flooding events, we have experienced catastrophic devastation in and to our Town from the impacts of Hurricane Helene. The Public Services Department, Police Department, and Development Services Department, have shown their ongoing dedication to this Town with the response by their hard work during this trying time. I would like to see these employees be recognized for their efforts and dedication to Waynesville and the Citizens during this difficult time.

MOTION FOR CONSIDERATION: N/A

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS: N/A

MANAGER'S COMMENTS AND RECOMMENDATIONS:

COUNCIL ACTION REQUEST

Meeting Date 11/12/24

SUBJECT: Storm Recovery Report

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number:
Department: Administration
Contact: Rob Hites
Presenter: Rob Hites- FEMA Representative

BRIEF SUMMARY: The staff have been meeting with FEMA staff, consultants engaged by the Southwestern Commission, Engineers and contractors on a number of projects. The Departments have met as a planning group and developed a plan of work based on the priority of the project. FEMA has different procurement criteria for emergency repairs, short-term and long-term projects. We are sending out RFPs for design of the dog park and writing specifications for replacement of the fencing in the parks, reconstruction of park restrooms/scorers' box, Armory, and Finance/Fire Departments. We will bid them out according to the NC procurement procedures. It is important to note that demolishing the damaged park infrastructure, bidding and constructing the new structures will take time. I estimate that some of the projects may be complete by April and others like the walking trails that need substantial grading and paving may be out as far as the early summer. We would like to negotiate an initial payment from FEMA to replenish our fund balances with a final payment coming in a couple of years. We will look into the State's promised "0%" bridge loan to help hold us over until we receive the final FEMA payment.

Southern Debris Recovery (SDR) and Debris-Tech are making their way through the Town picking up waste from the storm. They will make several passes over the next months. We are receiving reports that their equipment is tearing up people's yards. Jeff has assigned a crew to rake, seed and straw areas where such damage has taken place. I am concerned about how we will handle debris pickup, sanitation and leaf season at the same time. The same division takes care of all of those duties.

MOTION FOR CONSIDERATION: Accept the report as information.

FUNDING SOURCE/IMPACT: All

ATTACHMENTS: Project priority guide, individual project status report

MANAGER'S COMMENTS: See Above

Town of Waynesville Post-Hurricane Priority Matrix

DATE: 10.30.2024

NOT URGENT

Lower Priority (wait for FEMA site visits)

All other Park Fencing

Park Re-Builds*

Town Hall Humidity

Lake J. Rain Garden

URGENT

Do immediately (do not wait for FEMA site visits)

Fencing at WWTP

WWTP Repairs

Dutch Fisher Park Fencing

All Rec Park Demolitions

Electric Substation

Depot Street Bridge

Timicua Trail Repair

Sanctuary Drive Slide

Old Howell Mill Rd. Sewer Line

Finance/Fire Station Rebuild

NOTES

The team decided that bidding on all park re-builds and fencing in one RFP (except fencing at Dutch Fisher Park) would be best.

The team feels that moving forward with all rec-park demos is an urgent need.

TEAM MEMBERS PRESENT

Page McCurry

Chris Mehaffey

Brittany Angel

Diane Robinson

Jeff Stines

Ian Barrett

Jay Gibson

Elizabeth Teague

Olga Grooman

Joey Webb

Jesse Fowler

Jody Nichols

Johnathan Dean

Luke Kinsland

Julie Grasty

Sebrina Love

FINISHED PROJECTS

Pump House at 751 Camp Branch Road

Old Armory Recreation Center

Richland Creek Sewer Main

GOALS BEFORE 11.13.2024 MEETING

Quote for fencing at WWTP

Contract for fencing at Dutch Fisher Park

Permits pulled and contractor engaged on all rec park demolitions

Specs prepared for Town Hall project

Design bid document to solicit design services for all park rebuilds



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Jon Feichter, Councilmember
Anthony Sutton, Councilmember
Chuck Dickson, Councilmember

Robert W. Hites, Jr. Town Manager
Martha Bradley, Town Attorney

Real Property

Finance Department/Fire Station II at 280 Georgia Avenue flooded: \$203,956.76 for repairs. This does not include an estimated price to replace lost equipment and furniture. *ServiceMaster has completed the contract to restore the building. We are drafting bid specifications to complete the renovation. We will take the opportunity to renovate the restrooms in order to meet the handicapped code and add electrical outlets to Charam's office. Julie has updated the selections with Ian and PBI Interiors.*

Old Armory Recreation Center at 44 Boundary Street flooded: \$43,601.36

Town Hall Building wind from the storm allowed rain to enter the rooftop causing significant moisture and humidity issues that have resulted in mold and mildew damage at 9 South Main Street: estimate forthcoming. *Project will need to be bid. Will need to prepare specifications to use in bid process.*

Total costs: \$247,558.12

Infrastructure

Public Works

The **pump house** located at 751 Camp Branch Road was damaged in the storm. 800 residents are dependent on this pump house for water service. The Town's Public Works Department repaired the damage in-house to restore services as soon as possible to residents. Total material and equipment costs for repair work \$80,000.00.

The **Wastewater Treatment Plant** sustained extensive mud damage. Estimated cost to repair damages provided by Harper: \$450,000. *We were hoping to complete the Sewer Plant ahead of schedule however the flood set us back possibly three months. We are still on schedule to have the plant on line in the late spring.*

Electric Substation at Smathers Street sustained damage to fencing, breaker cabinets, and batteries. Estimates for fencing: \$17,500.00. Other estimated expenses are forthcoming. *Fencing would be an emergency since the substation is a dangerous environment. Other estimates need to be weighed as to whether they need to be bid*

Depot Street Bridge closed due to structural integrity: \$330,000.00. *Repair is rated as an emergency which exempts the Town from having to bid for engineering services. Jeff had Mattern and Craig inspect the bridges after the storm, and we have used their inspection as a base to design permanent repairs to the bridge. We have contracted with Mattern and Craig to design, bid and inspect the repairs to the bridge. This leaves the staff with a minimal amount of work to do.*

Sewer Main at Richland Creek: Contract is with Buckeye Bridge, LLC for a daily rate to make repairs: \$325,000.00 Repair was rated an emergency. McGill Associates was engaged to design and oversee the reconstruction of the outfall across Richland Creek. Jeff solicited bids from two firms and chose Buckeye Construction due to their price and their responsiveness. The line has been installed and connected to the existing outfall. The Contractor is completing concrete blocking and has been completed.

Timicua Trail Road above the pump house at 751 Camp Branch Road was damaged by a landslide and erosion: \$95,000. WNC Paving is under contract to repair the road. Their schedule is to repair it by the third week of November.

Total costs for INFRASTRUCTURE \$1,297,500.00

Parks & Recreation

Fencing around various parks and recreation areas; public bathrooms, Greenway walking paths, ball fields, press boxes, Dog Park, bioretention area (Raingarden) along the Greenway. Luke is talking to Mattern and Craig about conducting a comprehensive review of the damage. SDR will pick up as much park debris as they can under their contract with the Town.

We have requested the Corps of Engineers to conduct a comprehensive analysis of Richland Creek in the hope that they will approve it for debris removal and possible stream bank restoration. We need to develop a strategy for removing sections of damaged greenway, regrading base and repaving the path. Elizabeth is exploring the feasibility of paving damaged greenways rather than restoring them to gravel walkways. We are hoping that FEMA will view the paving as a "long term improvement" that will withstand future floods". We will recommend to the Council that the Dog Park be moved to the location where the beach volleyball courts now reside. The park will need to be designed and bid to meet FEMA guidelines. Again, this will take several months.

Dog Park: \$80,000.00

Trail, ball field and restroom renovation \$264,500

Total costs for repair/replacement: \$344,500.00

Vehicles

Police Department

Four vehicles were lost in the Police Department rescue and recovery efforts: 2022 Dodge Durango; 2023 Ford Interceptor; 2019 Chevy Tahoe; 2017 Chevrolet Silverado. We have submitted claims to our in-house insurance company and will use fund balance until we can get compensated by insurance and FEMA. We have purchased replacement vehicles and they are on order.

Total costs for replacement: \$164,463.20

Fire Department

One vehicle was lost in the Fire Department rescue and recovery efforts: **2015 Ford F-250** The replacement vehicle has been purchased.

Total costs for replacement and upfit: \$77,500.00

Total overall costs: \$2,131,521.32

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 11/12/2024**

SUBJECT: Parks & Recreation damage assessment and future park plans due to Helene

AGENDA INFORMATION:

Agenda Location: New Business/Presentation

Item Number:

Department: Recreation

Contact: Luke Kinsland

Presenter: Luke Kinsland

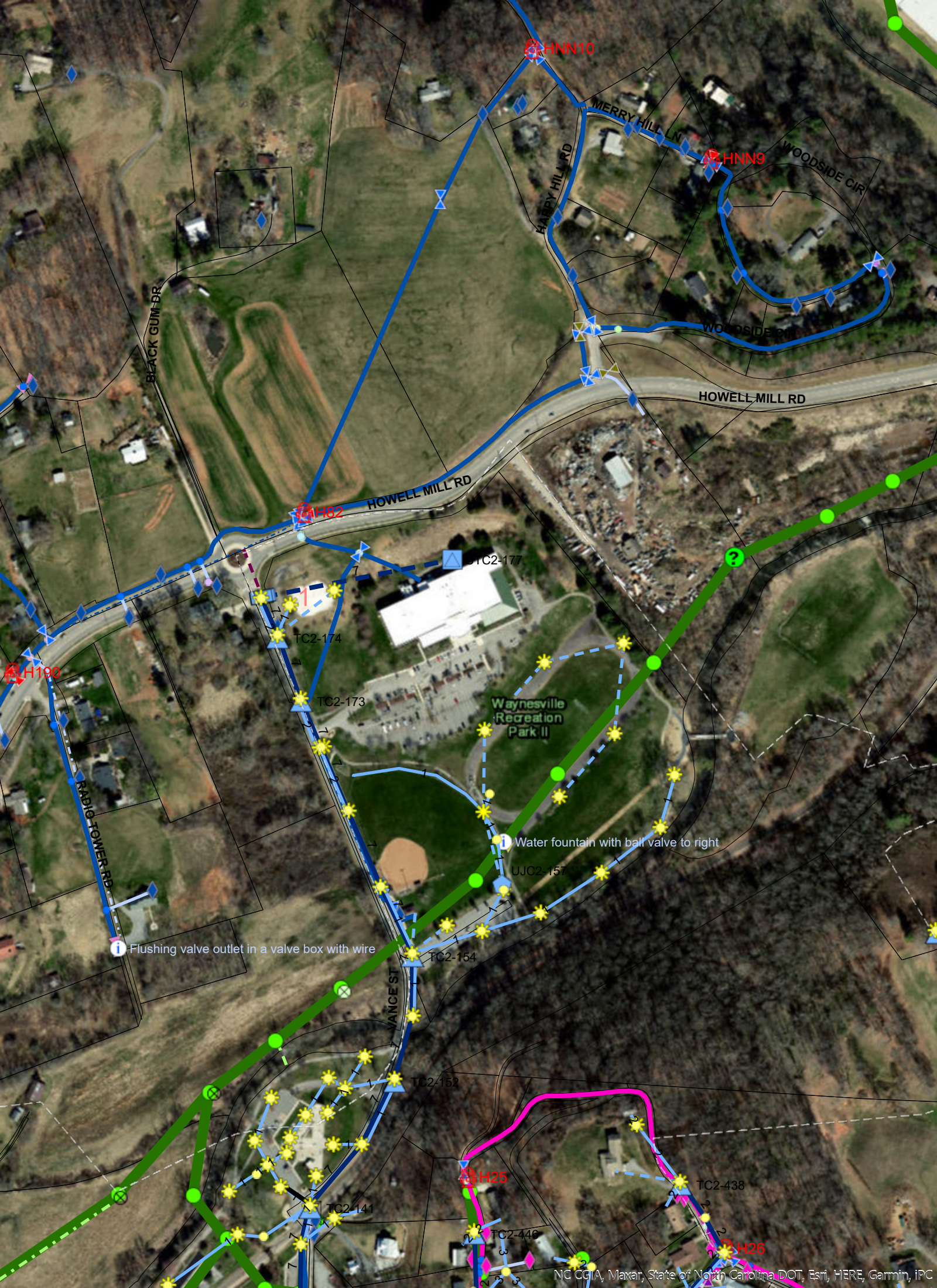
BRIEF SUMMARY: Several parks' amenities were damaged or destroyed during Hurricane Helene. This included the little league field at Dutch Fisher, Vance St softball field, and the dog park. Staff is proposing to rebuild both ball fields in the same locations due to size, but relocate the dog park out of the flood way.

MOTION FOR CONSIDERATION: To consent and/or direct staff in the rebuilding of park facilities due to flood damage.

FUNDING SOURCE/IMPACT: n/a

ATTACHMENTS: Dog park relocation maps and pictures. PowerPoint for presentation. Memorandum to Council.

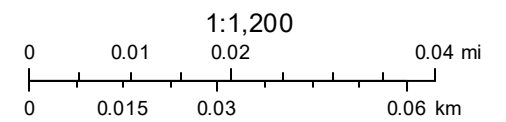
MANAGER'S COMMENTS AND RECOMMENDATIONS: See attached



Dog Park Relocation



October 30, 2024





MEMORANDUM

To: Mayor & Town Council

From: Luke Kinsland, Parks & Recreation Director

Date: November 12, 2024

Subject: Parks Damage Assessment and Future Rebuild Plans due to Hurricane Helene

Dear Mayor & Town Council,

As you know, several areas of park property received significant damage or destruction during Hurricane Helene. This includes the Armory, Dutch Fisher Field, Vance Street Field, Richland Creek Greenway Trail, and the complete destruction of the dog park. Three public bathrooms were also heavily damaged. At this point, we are navigating the path forward in compliance with FEMA for reimbursement of our damaged properties. It would be in our best interest to relocate as many amenities out of the floodway as possible. We are gathering cost estimates now for rebuilding. Soon we hope to put several of these projects out to bid. This is an opportunity to build these projects back better than before with future flood mitigation where possible. The recreation advisory commission is recommending at this time to implement parts of the current master plan and/or update the parks master plan as a current one will help secure future grants that will be heavily needed. As we look to the future, below is a tentative list of plans for rebuilding. This plan can be changed at any time with Council input, and it is our intention to work with local community associations to also help guide us.

- The Armory has been completely restored and reopened as of October 28th.
- Dutch Fisher Field will need to be completely rebuilt as a top priority. It is the only little league girls' softball field in the Town. The goal would be to rebuild in time for the spring season. If not, then the fall of 2025. We are staying in communication with Mountaineer Little League to plan a successful rebuild.
- Vance Street softball field along with the restrooms were heavily damaged. A rebuild of the field, press box, scoreboard, and fence will need to be

done. Most of it was in disrepair to begin with. We believe the restrooms can be restored cheaper than building new ones in its place.

- The greenway along Richland Creek sustained damage on both the natural surface and asphalt areas. We believe that the natural surface work can be done in house with light grading and replacement material. The damaged asphalt areas will need to be repaired. For the new paved greenway across the new bridge, that is a separate project that we will need to bid out the demo, grading, and new base work for a new asphalt surfaced to be installed next year in the paving season.
- The dog park was destroyed. We believe this is an opportunity to relocate it out of the flood way to a more suitable location. We propose moving it to the current location of the sand volleyball courts just above the recreation center. This is suitable for lighting, water, trail access, drainage, ADA parking, 1 acre space, and nearby restrooms.
- At BI-LO Park, we propose not to rebuild restroom facilities in the floodway. FEMA should reimburse us for the value of the old restrooms, therefore, putting those funds into another project. The proposed plan is to move the sand volleyball courts to this area as future flooding will not damage this type of amenities. We also recommend just adding a picnic shelter back in the current place of the damaged one.

Sincerely,

Luke Kinsland

Parks & Recreation Director

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: November 12, 2024**

SUBJECT: Final update on damage assessments following hurricane Helene.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Development Services
Presenters: Elizabeth Teague, Development Services Director
Olga Grooman, Assistant Development Services Director
Alex Mumby, Land Use Administrator

BRIEF SUMMARY:

This presentation summarizes data collected from private property damage assessments conducted by the Development Services Department. It includes maps, statistics, and images. Damage assessments are done to ensure the safety of structures, identify community damage, document flood impacts and patterns, and to identify the areas of potential ordinance improvements and evaluate the accuracy of flood maps.

Post-event damage assessments are a requirement for communities that participate in the FEMA-administered National Flood Insurance Program (NFIP), including Waynesville. The NFIP provides flood insurance to property owners, renters, and businesses, but requires communities to adopt and enforce floodplain management regulations that help mitigate flooding effects in order for their citizens to be eligible for the NFIP program.

ATTACHMENTS:

- Presentation
- Maps (2)

MANAGER'S COMMENTS AND RECOMMENDATIONS:

This is a presentation only.

HURRICANE HELENE FLOOD RECOVERY AND COMMUNITY RESOURCES UPDATE WAYNESVILLE TOWN COUNCIL

NOVEMBER 12, 2024

Presenters:

Elizabeth Teague, Development Services Director

Olga Grooman, Assistant Development Services Director

Alex Mumby, Land Use Administrator

COMMUNITY RESOURCES

Federal Emergency Management Agency (FEMA) Disaster Recovery Center (DRC):

Regional High Technical Center

112 Industrial Park Dr.

Waynesville, NC 28786

Open: 8 a.m. - 7 p.m., Monday through Sunday

FEMA Assistance can also be accessed through App, website or phone #:

<https://sba.gov/hurricane-Helene>; 800-659-2955 for businesses

[DisasterAssistance.gov](https://disasterassistance.gov); 800-621-3362 for others

or email disastercustomerservice@sba.gov

COMMUNITY RESOURCES

Local Agencies and Non-profits:

Not everyone will qualify for FEMA assistance; some that do qualify, are finding it may not cover all recovery needs, clean up or repairs.

Other resources may be able to fill gaps, for example:

Mountain Projects, 2177 Asheville Road, Waynesville NC 28786, Phone: (828) 452-1447
<https://mountainprojects.org/>

Baptists on Mission, 1333 W. Charity Rd., Rose Hill, NC 28458, Phone: (910) 385-1567,
www.baptistsonmission.org

The Orchard Church, 205 West Brook Dr., Waynesville, NC 28786, Phone (828) 456-5813,
<https://www.theorchardnc.com/relief/>

The United Way of Haywood County, PO Box 1139, Waynesville NC 28786 (828) 356-2832,
<https://www.uwhaywood.org/>

Crisis Clean Up, (828) 965-1386.

The Mountaineer and *The Smokey Mountain News* have provided information on assistance. **There are still many ways to give and receive help.**

WHAT ARE DAMAGE ASSESSEMENTS

- **Requirement for communities in the federally administered National Flood Insurance Program (NFIP)** that local officials make determinations regarding flood damage.
- **Data collected identifies damaged structures** which must be repaired according to the Town's floodplain regulations.
- **Substantially Damaged Structures** (over 50% of a building's value) may need to be removed, replaced, and/or rebuilt to compliant flood elevations.
- **Creates a record of flood damage** and identifies areas of concern within the floodplain and/or the floodplain regulations.
- **Identifies and documents unsafe structures and expedites permitting.**
 - ✓ Can be utilized by property owner / insurance representatives
 - ✓ Can be used in FEMA applications.

DAMAGE ASSESSMENT FORMS

SDE Residential Worksheet

Community Identification Number (CID) _____ Inspector Name _____
Team # _____ Photo # _____ Date _____

Latitude: _____ Longitude: _____

Street Address _____
City, State, Zip _____
County _____

STRUCTURE ATTRIBUTES

Residence Type: ☐ Single Family Residence ☐ Town or Row House ☐ Manufactured House

Story: ☐ One Story ☐ Two or more stories

Foundation: ☐ Continuous Wall w/Slab ☐ Basement ☐ Crawlspace
☐ Piles ☐ Slab-on-grade ☐ Piers and Posts

Superstructure: ☐ Wood-Framed ☐ Steel-framed ☐ Common Brick ☐ Masonry ☐ Insulated Concrete Forms (ICF)

Roof Covering: ☐ Shingles – Asphalt, Wood ☐ Metal (Standing Seam) ☐ Clay Tile ☐ Slate

Exterior Finish: ☐ Siding or Stucco ☐ Brick Veneer ☐ Exterior Insulated Finishing System (EIFS) ☐ None – common brick

HVAC System: ☐ None ☐ Heating and Cooling

Quality: ☐ Low ☐ Budget ☐ Average ☐ Good ☐ Excellent

Depreciation Rating: ☐ 1 - Very Poor Condition
☐ 2 - Requires Extensive Repairs
☐ 3 - Requires Some Repairs
☐ 4 - Average Condition
☐ 5 - Above Average Condition
☐ 6 - Excellent Condition

Information Exclusively for Substantial Damage Estimate Assessments

Year of Construction: _____

Date Damage Occurred: ____/____/____

Cause of Damage: ☐ Fire ☐ Flood ☐ Flood and Wind
☐ Seismic ☐ Wind ☐ Other

Duration of Flood: _____ ☐ Hours ☐ Days

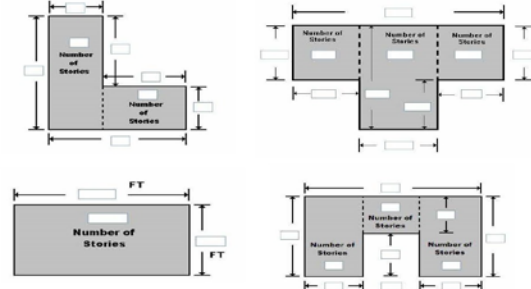
Depth of Flood Above Ground: _____

Depth of Flood Above 1st Floor: _____

ELEMENT PERCENTAGES

Foundation	_____ %	Floor Finish	_____ %
Superstructure	_____ %	Plumbing	_____ %
Roof Covering	_____ %	Electrical	_____ %
Exterior Finish	_____ %	Appliances	_____ %
Doors and Windows	_____ %	Interior Finish	_____ %
Cabinets & Countertops	_____ %	HVAC	_____ %

DIAGRAM w/ MEASUREMENTS and NUMBER OF Stories



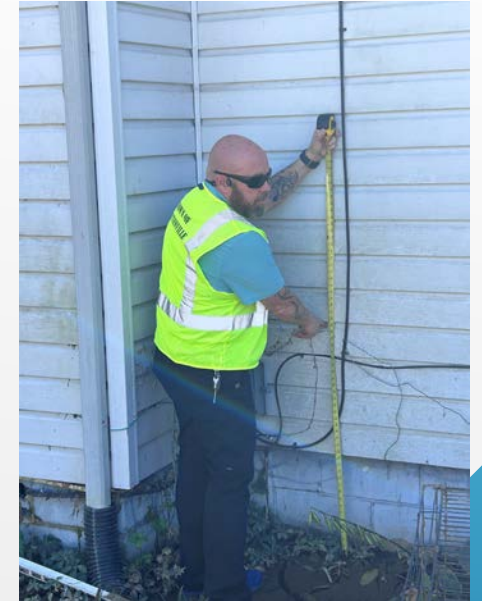
Forms were provided by the NC Department of Public Safety, Division of Emergency Management

Development Services followed NCEM guidance and recorded water marks.

DAMAGE ASSESSEMENT SUMMARY

A total of 446 structures were inspected for damages and watermarks:

- **302(68%)** structures were residential, and **144 (32%)** were non-residential.
- **342** had at least some damage
- **22** (6.5%) were substantially damaged and will need to comply with floodplain requirements during reconstruction (such as elevation).
- **62** (18%) structures sustained damage ranging from 30% to just under 50%.



POST-STORM DAMAGE ASSESSEMENTS

Properties were prioritized based on flood-prone areas and observations during storm.

In addition to flooding there were also landslides and wind damage.






Most affected areas:

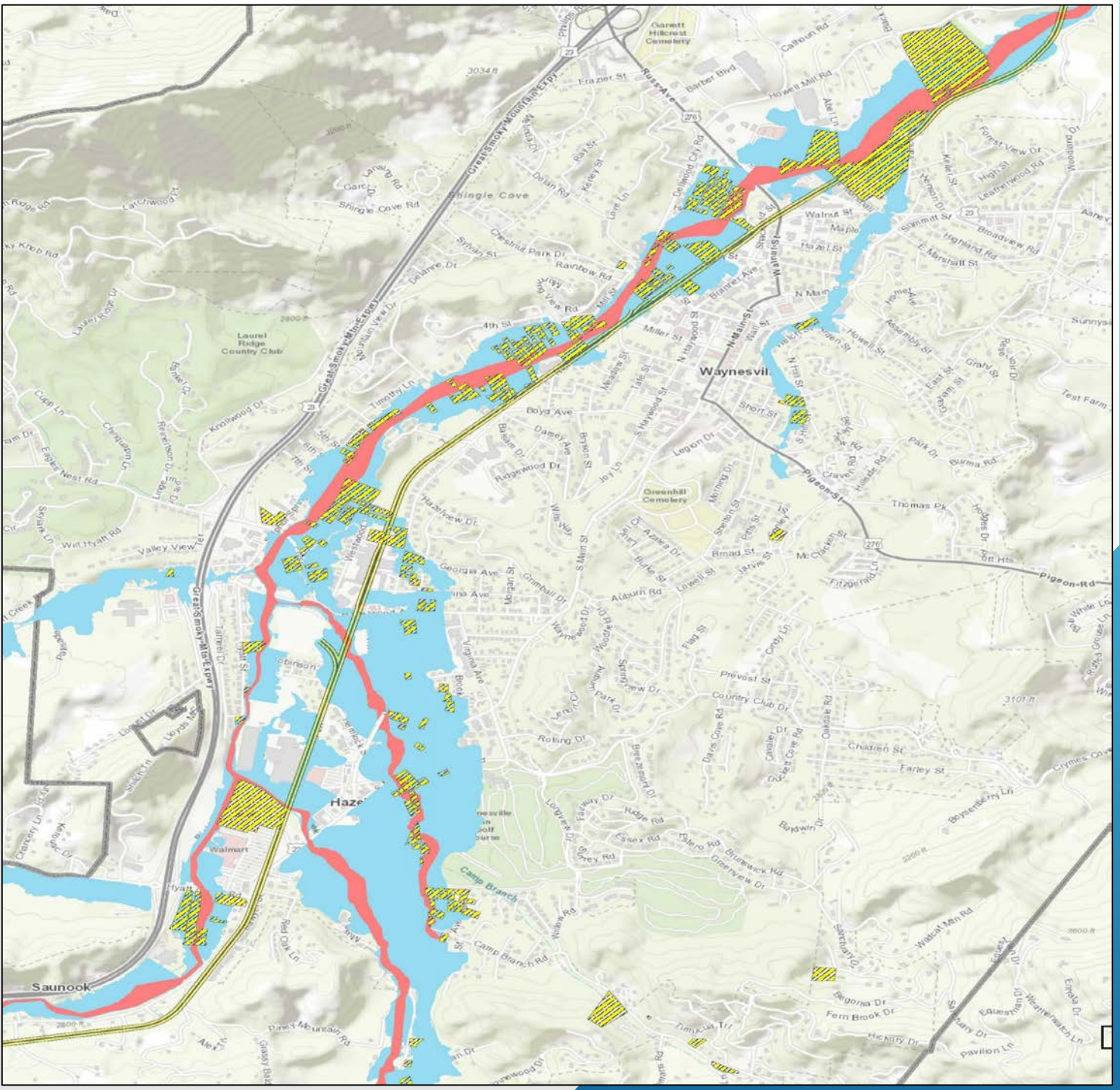
Depot St.
Commerce St.
Harris St.
Killian St.
Camp Branch Rd.
Smathers St



PROPERTIES WITH DAMAGED STRUCTURES

Legend

-  Properties with Damaged Structures
-  Floodway
-  Special Flood Hazard Area
-  Railroad
-  Waynesville Town & ETJ Limits



POST-STORM DAMAGE ASSESSEMENTS

Out of 342 properties with damaged structures:

- **325** (95%) were at least partially in the regulatory 100-year floodplain
- **17** (5%) properties were **outside** of the regulatory 100-year floodplain

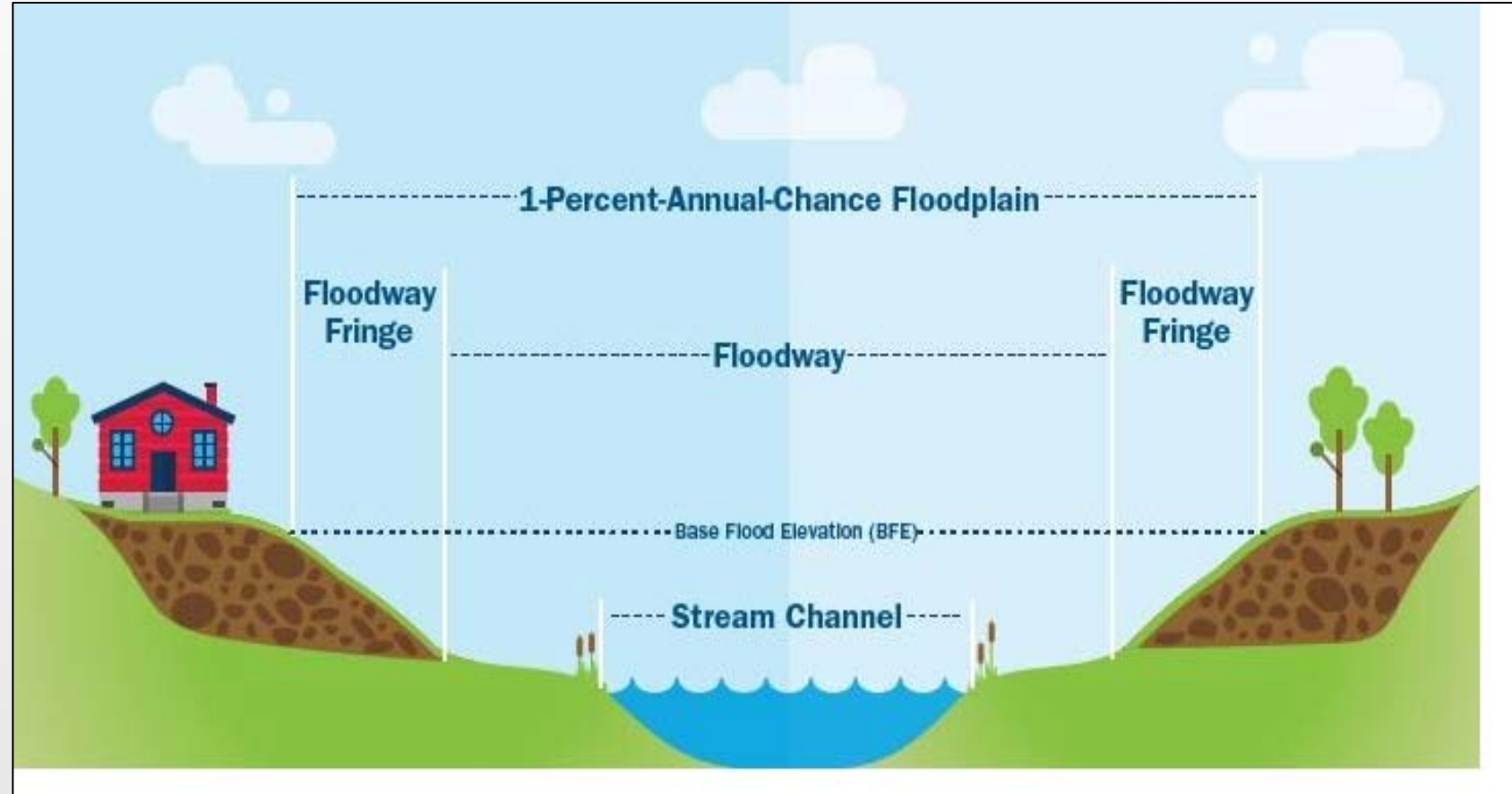


Image by Tulsa Engineering and Planning

POST-STORM DAMAGE ASSESSEMENTS

- Two highest watermarks were 6' (Rebe St.) & 5.5' (Harris St.)
- Properties built to **BFE + 1'** in compliance with floodplain regulations suffered less damage.
- Pre-Floodplain map and regulations structures (built prior to 1983) had most damage.
- FIRM Maps correctly predicted floodprone areas and structures were damaged within 500 year floodplain as well.



SUBSTANTIALLY DAMAGED STRUCTURES

- Out of **22 properties with substantially damaged structures**, 18 were in the 100-year floodplain, and 10 of these were at least partially in the floodway.
- 4 properties were outside of the regulatory floodplain (3 had flood damage, and one was damaged by a landslide)
- Substantially damaged structures must be brought into compliance with flood elevations or with flood proofing.
- Damaged Structures in Frog Level and Harris/Liner Street Neighborhoods were “Pre-FIRM” (pre-existing to flood maps)

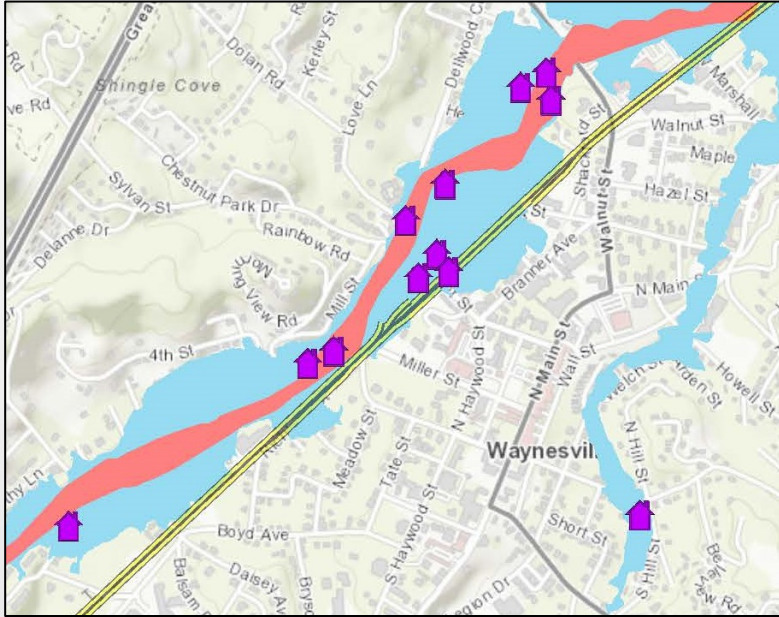
SUBSTANTIALLY DAMAGED STRUCTURES

22 substantially damages structures:

- Two had 5 ft water marks
- Three had 4-4.5-ft water marks
- Ten had 3-ft water marks
- Seven had water marks <3 ft



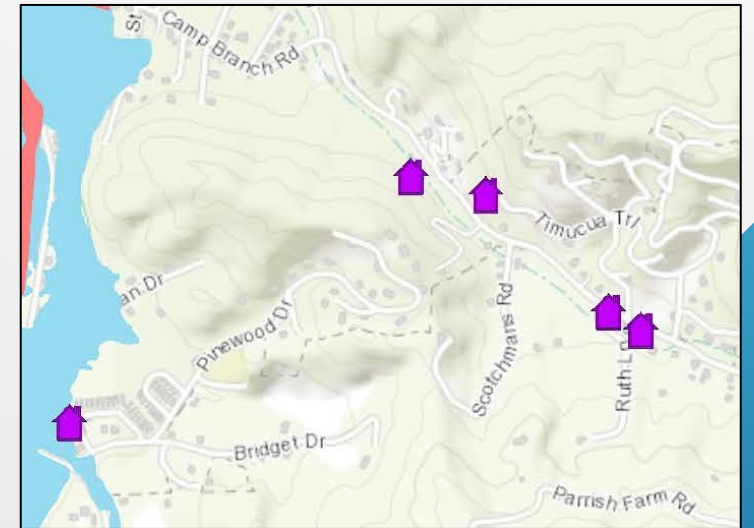
SUBSTANTIALLY DAMAGED STRUCTURES



Sulphur Springs Rd,
Frog Level, and
Harris/Liner Streets
Neighborhoods



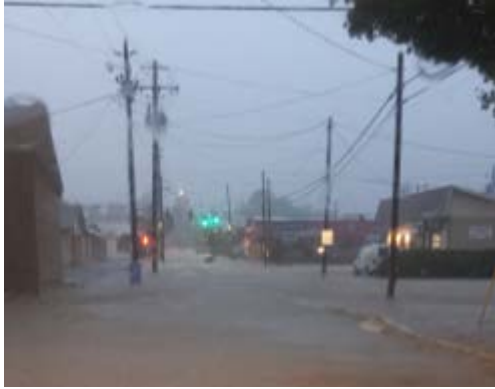
Hyatt Street and Amanda



Camp Branch, Timucua,
and Ruth Lane



HELENE'S EFFECTS ON WAYNESVILLE'S COMMERCIAL DISTRICTS



Downtown
Hazelwood



Frog Level



Waynesville Plaza

THE THREE DISTRICTS MOST AFFECTED

DAMAGE WAS CONCENTRATED ALONG DEPOT ST



0 0.015 0.03 0.06 0.09 0.12
Miles

Frog Level



► Damage

- Highest interior water mark was 4 feet
- The force of the water broke doors off their hinges
- Wooden Flooring warping and buckling
- Mortar stripped from between bricks
- Richland Creek banks eroded

► Recovery

- Panacea and Frog Level Brewing opened shortly after the storm
- Business owners have banded together to support those who were displaced by the flooding

FROG LEVEL

WATER MAPPED CLOSELY TO THE FLOODPLAIN



Waynesville Plaza



► Damage

- The highest water mark measured was 2 feet
- Kobe Express is being demolished
- Lilly's Nails lost much of her equipment

► Recovery

- Many businesses quickly reopened after the flood
- Those on the north side suffered no damage

WAYNESVILLE PLAZA

Minimal Water Entered Businesses



Downtown Hazelwood



► Damage

- Inventory was the major casualty
- Some buildings' major water intrusion was through roof
- North Side harder hit than south
- Worst damage was to the flooring of Blue Ridge Books

► Recovery

- All businesses are back open

DOWNTOWN HAZELWOOD



- ▶ Frog Level experienced most commercial damage
 - ▶ Ensure buildings are safe to enter
 - ▶ Some Tenants may not return to the district
 - ▶ Frog Level Bridge is damaged with an unknown timeline for repair
- ▶ Waynesville Plaza is returning
 - ▶ Businesses have begun repair and are reopening
 - ▶ Businesses on the west side were unaffected
 - ▶ Kobe Restaurant Relocating
- ▶ Hazelwood
 - ▶ Little damage to structures
 - ▶ All businesses have reopened

WHAT'S NEXT AND RECOMMENDATIONS

1. Work with property owners of substantially damaged structures to comply with regulations. This means properties will have to be replaced and elevated to regulatory levels. Staff would like to connect property owners to resources whenever possible.
2. Process repair permits quickly and at no charge for the repair of storm damage per Council's direction.
3. Increase the freeboard from 1 ft above the base flood elevation to 2 ft.
 - *Freeboard means the building height added to the Base Flood Elevation (BFE) from the ground which could be obtained by an elevated slab, crawlspace, or garage on the first level.*
 - *Recommended minimum in State Model Ordinance.*
2. Expand floodplain elevations into the 500-yr areas of the floodplain.
3. Adopt ordinance to allow people with damaged homes to temporarily use FEMA trailers, campers, travel trailers or RVs, while their homes are being repaired.
4. Pursue opportunities to improve historic buildings as part of repair if available.

TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: November 12, 2024

SUBJECT: Public Presentation on the Town of Waynesville’s Stormwater Program: Thermal Stress and Household Runoff, as required by the NPDES Permit.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Olga Grooman
Presenters: Olga Grooman, Assistant Development Services Director
Mackenzie Tenan, Project Manager, Haywood Waterways

BRIEF SUMMARY:

The Town of Waynesville holds a National Pollutant Discharge Elimination System Permit (NPDES) issued by the NC Department of the Environmental Quality (NC DEQ) on August 19, 2021. The permit is valid for five (5) years. The purpose of the permit is to manage stormwater runoff, reduce the discharge of pollutants, and protect water quality within the Town’s jurisdiction.

The permit requirements are summarized in 57 goals/action items of the Town of Waynesville Stormwater Management Plan, which was officially approved by the NC DEQ. Among them, are the goals to “provide platform for public input on stormwater issues at Public Hearings” and to “give presentations about local stormwater issues,” helping to meet the NPDES Permit requirements for public education and outreach. This year’s designated topic is “thermal stress and household runoff.” This presentation is an opportunity for the Council and citizens to provide feedback, ask questions, and share their ideas or concerns.

Per program requirements, this presentation was advertised in the Mountaineer on 10/27/24 and 11/3/24. More information about the Town’s NPDES Permit and Stormwater Program can be found on the Town’s Stormwater Management page at:
<https://www.waynesvillenc.gov/departments/development-services/stormwater-management>

MOTIONS FOR CONSIDERATION:

None.

FUNDING SOURCE/IMPACT:

The Town’s Stormwater Program is administered by the Town’s Development Services and Public Services Departments, in collaboration with the Haywood Waterways Association. Additionally, the Town contracts with WithersRavenel for engineering services to review stormwater management plans for private development projects.

ATTACHMENTS:

1. Power Point Presentation
2. Newspaper Notice

MANAGER’S COMMENTS AND RECOMMENDATIONS:



TOWN OF WAYNESVILLE STORMWATER PROGRAM

Overview of the NPDES Permit

Olga Grooman, Assistant Development
Services Director

November 12, 2024

Waynesville NPDES Permit

- Current Permit issued on August 19, 2021.
- Valid for 5 years.
- We are in the FY 4 of the permit.
- Stormwater permit renewal application will be submitted in 2026. Needs to be submitted at least 180 days prior to permit expiration.

Goals:

- Allow the Town to discharge stormwater from their municipal separate storm sewer system.
- Protect water quality.
- Reduce the discharge of pollutants in stormwater runoff to the maximum extent practicable.
- Educate and engage the public.



NPDES Permit Requirements

The program is implemented via the goals of the Stormwater Management Plan (SWMP) that addresses **six Minimum Control Measures**:

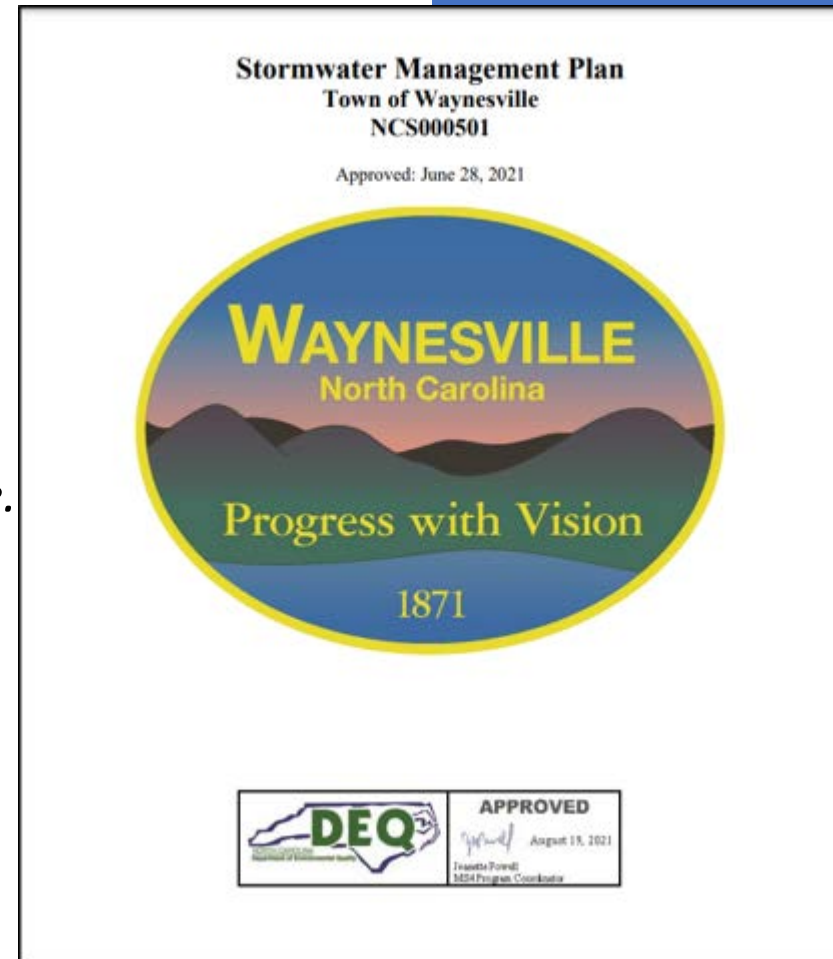
1. Public Education and Outreach

2. Public Participation and Involvement

Action items include public presentations, educational postcards, library exhibits, storm drain stenciling, Adopt-A-Stream program, stream cleanups, press releases, social media articles, and Stormwater Web Page.

3. Illicit Discharge Detection and Elimination (IDDE)

Outfall inspections, mapping, IDDE Plan, annual evaluation of the plan, database tracking system, staff training.



NPDES Permit Requirements

4. Construction Site Runoff Controls

Construction site waste disposal, erosion and sedimentation, inspection of construction sites, tracking and reporting.

5. Post-Construction Runoff Control Program

Tracking and reporting of low-density and high-density plan reviews, annual SCM inspections, O&M Reviews, monitoring and verifying recordation of deed restrictions and protective covenants, inventory of projects, inspection and enforcement, pet waste management, hot spots sampling, smoke testing, identify and perform sewer system maintenance and repairs.

Instrument# 2024000337 Book 1101 Page 175

PENDING REVIEW FOR TAX LISTING

DATE 1-12-24 BY DW



2024000337

HAYWOOD CO, NC FEE \$51.00
NON-STANDARD DOC FEE

PRESENTED & RECORDED
01-12-2024 01:24:59 PM

SHERRI C. ROGERS
REGISTER OF DEEDS
BY: STACY C. MOORE
ASSISTANT

BK: RB 1101

PG: 175-178

Permit Number: HAYWO-2021-002
(to be provided by DWQ)

Proprietary Devices (StormFilter) Operation and Maintenance Agreement

I will keep a maintenance record on this BMP. This maintenance record will be kept in a log in a known set location. Any deficient BMP elements noted in the inspection will be corrected, repaired or replaced immediately. These deficiencies can affect the integrity of structures, safety of the public, and the removal efficiency of the BMP.

Important maintenance procedures:

- The drainage area will be carefully managed to reduce the sediment load.

NPDES Permit Requirements

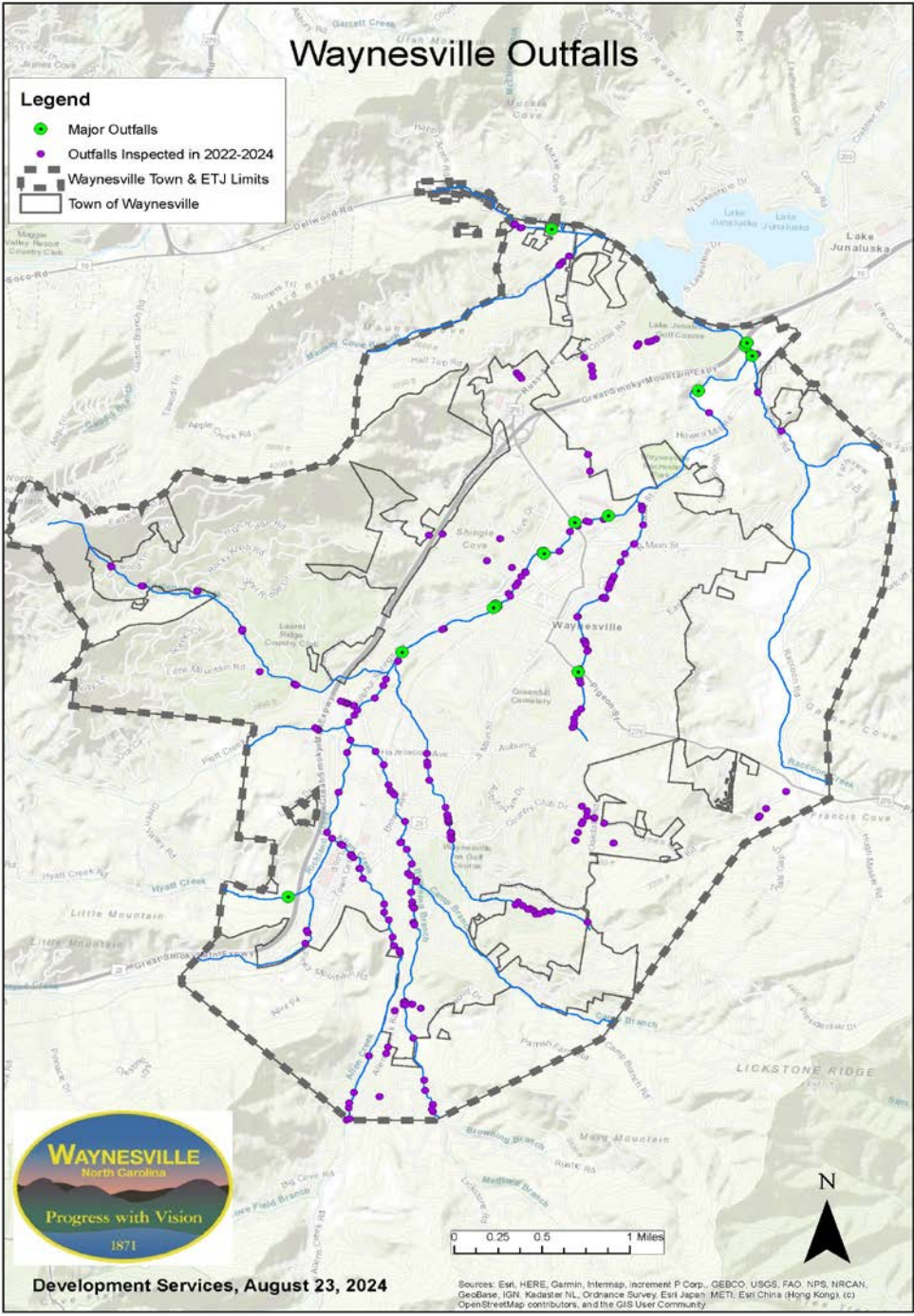
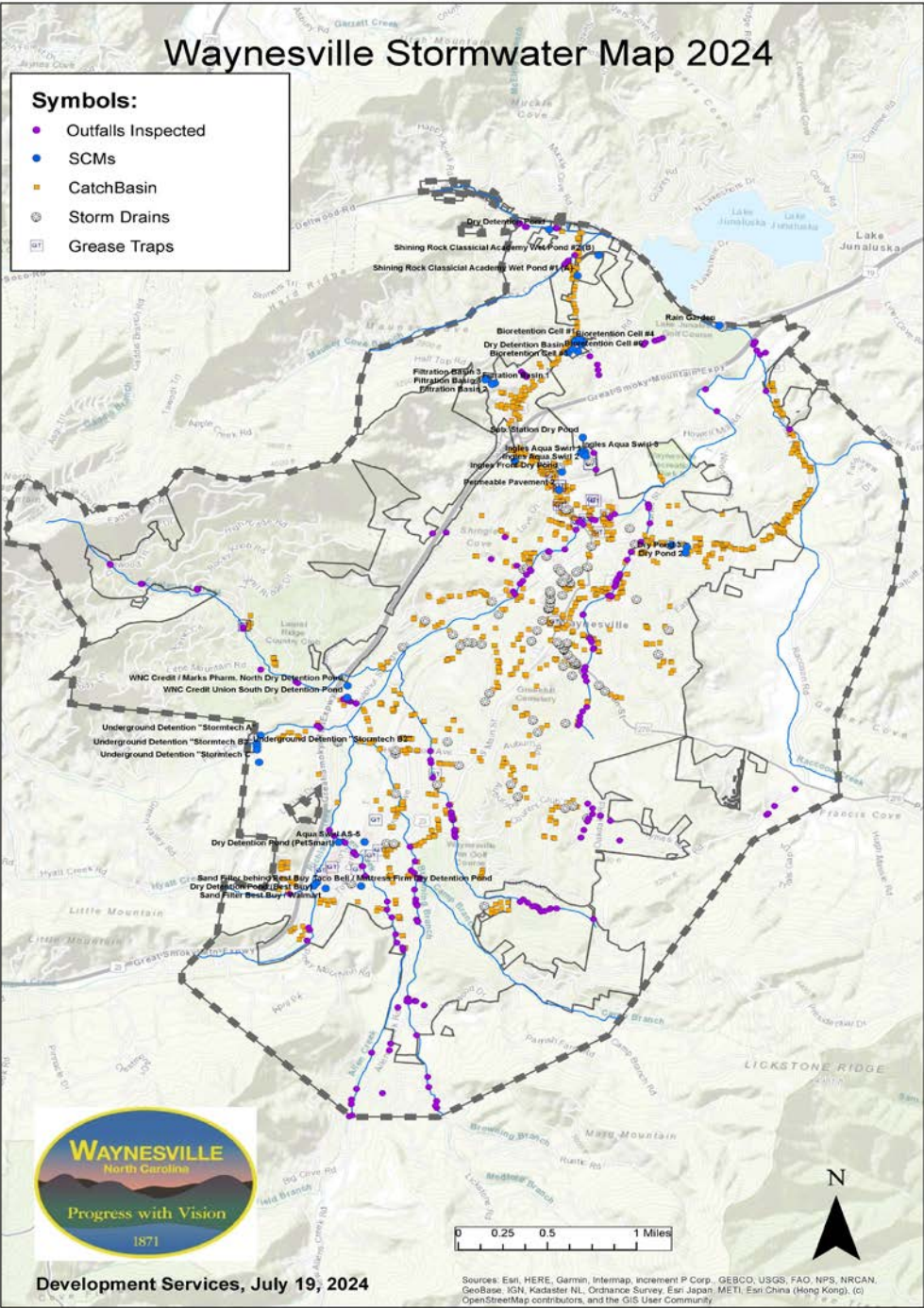
6. Pollution Prevention/ Good Housekeeping

Inspection of Town's facilities, good housekeeping practices, inventory of facilities, spill response procedures, staff training, logging and reporting, MS4 SOPs, municipal SCM inspections, street sweeping and leaf collection SOPs.

+ Program Administration (logging, ordinance updates, reporting, annual self assessments to the NCDEQ)



Stormwater Maps



Waynesville Stormwater Page



About News E
Services Residents Visit

Home / Departments / Development Services

Stormwater Management

Department Menu

[FY 24-25 Full Fee Schedule](#)

[Permits and Application Forms](#)

[Building Inspections](#)

[Code Enforcement](#)

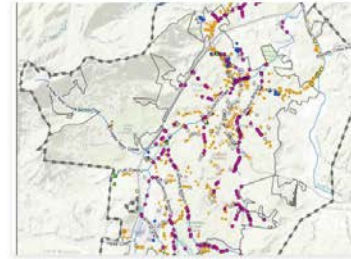
[Land Use \(Zoning\) Ordinances](#)

The Environmental Protection Agency (EPA) defines **storm** runs off streets, lawns, and other sites. When stormwater ultimately replenishes aquifers or flows into streams and r

The Town of Waynesville utilizes its [Stormwater Manager](#) and comply with the [National Pollutant Discharge Eliminat](#) applicable provisions of the [Clean Water Act](#). The Stormw Education and Outreach, Public Participation, Construction Site Runoff Controls, Post-Construction Site



Stormwater Educational Gallery



Stormwater questions or to report an [illicit discharge](#):

Monday to Friday, 8 am - 4:30 pm

Development Services: email: ogrooman@waynesvillenc.gov or call: (828) 356-1172

Haywood Waterways: email: info@haywoodwaterways.org or call: (828) 476-4667 EXT 10

Holidays and After Hours

Call: (828) 456-5363

NC Department of Environmental Quality Hotline

Call: 1-866-STOP-MUD

When calling, please be prepared to share the following information: time/date, location, and description of the issue

Please check the sections in the drop-down menu below to learn about our stormwater program.

Thermal Stress & Household Runoff

Town of Waynesville Stormwater Management Plan (SWMP)
NPDES MS4 Permit

Town Council Presentation
November 12th, 2024

Mackenzie Tenan, Project Manager
Haywood Waterways



What is Thermal Stress & Household Runoff?

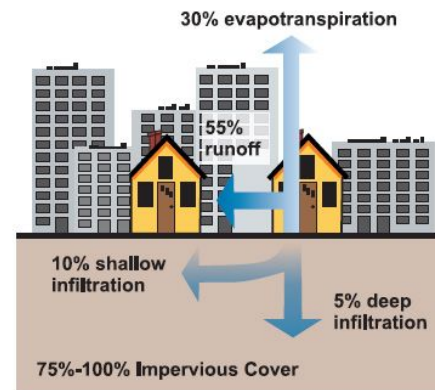
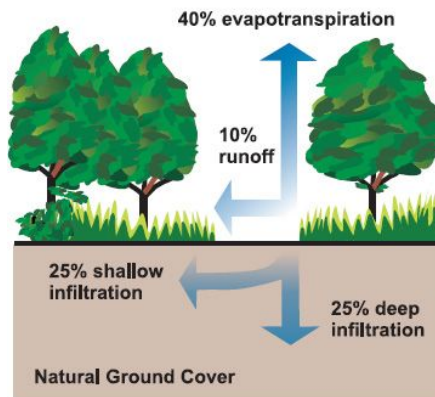
Thermal Stress is considered a **pollutant** that causes **significant and sudden temperature changes in nearby waterways**, affecting its water quality. Specifically, increased temperatures due to runoff originating from **impervious surfaces** such as:

- Parking lots
- Roadways
- Rooftops and Driveways (**Household Runoff**)

Without proper stormwater best management practices (BMPs), this runoff goes untreated.

Temperature has been cited as one of EPA's **“Pollutants of Concern”** and **“plays a fundamental role in shaping the structure and function of aquatic systems”**.

Water transfers heat more effectively than almost all common liquids!



What is significant about Thermal Stress?

It is detrimental to fish and other aquatic organisms.

It can lead to disease, reduced reproductive success, migrating pattern disruption, and death.

One organism is affected:
the entire ecosystem is affected.

EXAMPLE:

**Macroinvertebrate dies from a 5-7° F increase
in water temperature**

**Trout is hungry, but there are no
macroinvertebrates to eat**

Trout dies due to lack of macroinvertebrates :(



Trout are a cool water species, meaning they prefer stream temperatures that are **below 70°F**

Site	Range (°F)	Days > 70° F
Richland (2011 - 2014)	32.0 - 80.1	175
Raccoon (2011 - 2014)	33.2 - 76.3	204
Lower Fines (2015)	32.0 - 83.5	61
Upper Fines (2015)	32.0 - 74.9	41

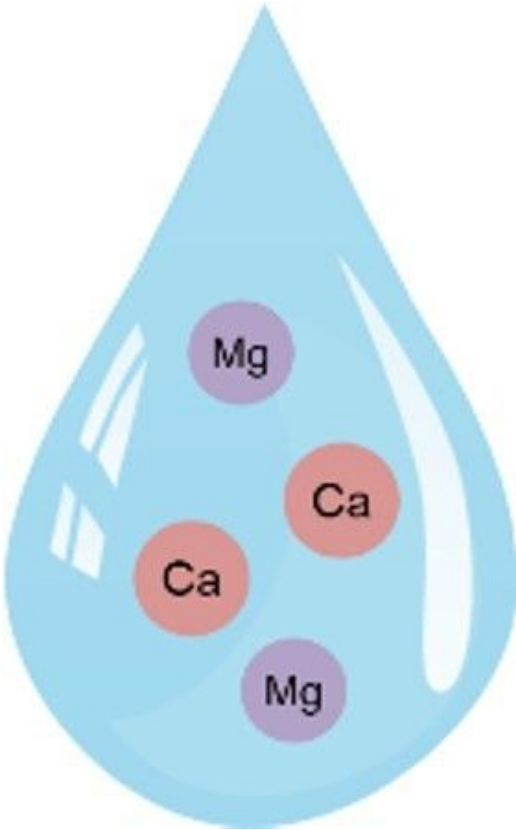
Surface temperatures can easily reach 120 - 150°F on a typical summer afternoon!



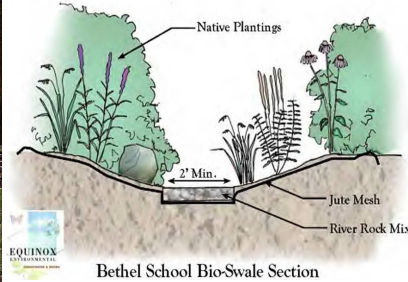
Additionally...

Water temperature affects the **chemical properties** of a stream:

- It is more readily able to dissolve minerals from surrounding rocks, leading to higher conductivity values
- It will decrease the amount of dissolved oxygen (a cold soda is bubblier than a warm soda)
- Increase in algal blooms, particularly in the summer season



What can be done to reduce and treat Thermal Stress & Household Runoff?

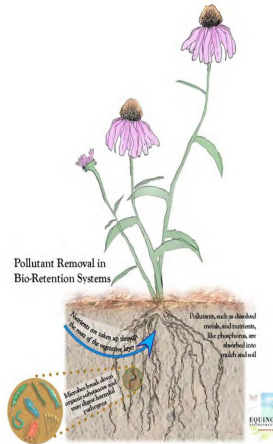


Bio-retention &
Bio-swales

Underground cisterns

Rain Barrels

Rain Gardens



Healthy riparian buffers

Plant trees

Position downspouts
efficiently



Resources

Town of Waynesville SWMP

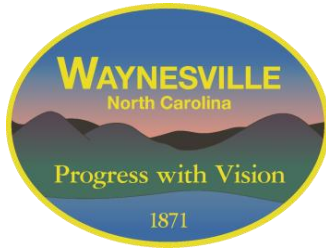
EPA Nonpoint Source Control Branch Urban Runoff Presentation

EPA - Temperature

EPA Factsheet on Water Quality Parameters - Temperature

USGS Temperature & Water

Haywood Waterways Projects & Programs



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

FOR PUBLICATION IN THE MOUNTAINEER: October 27 and November 3 Sunday Editions

Date: October 22, 2024

Contact: Olga Grooman, (828) 356-1172

Annual Stormwater Presentation

Waynesville Town Council

Haywood Waterways and Development Services Department will give a public presentation to the Waynesville Town Council about the stormwater program and stormwater-related issues **on November 12, 2024, beginning at 6:00 p.m.** or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville. The topics will include: thermal stress, household runoff, and overview of the NPDES Permit.

For more information, contact the Development Services Department at: (828) 356-1172, email: ogrooman@waynesvillenc.gov, mail: 9 South Main Street, Suite 110, Waynesville, NC 28786.

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: November 12, 2024**

SUBJECT: Public Hearing to consider text amendments related to accessory structures and manufactured housing.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Olga Grooman
Presenter: Olga Grooman

BRIEF SUMMARY:

The proposed text amendments introduce more flexibility in number, type, and placement of accessory dwelling units on single-family lots. Recognizing the need for attainable housing, particularly for families on existing lots, the Development Services Department has encountered situations where zoning regulations prevented families from accommodating relatives in accessory dwellings, even though such units did not increase density, violate setbacks, or change permitted housing types for the district. These amendments seek to remove such barriers and promote affordable, smaller housing options. The proposed amendment promotes flexibility in the number and placement of accessory dwellings on a single lot, without compromising the district's density, setbacks, minimum pervious surface, or other LDS requirements.

Another proposed change is the refined definition of a manufactured home park. Currently, the definition considers two (2) or more homes on a single parcel as a park. However, instances have occurred where homes on separate lots were deeded as a park. This discrepancy has led to confusion in applying the LDS standards related to manufactured housing design guidelines, which differ between manufacturing home parks and standalone homes.

MOTIONS FOR CONSIDERATION:

1. Motion to find that the Ordinance is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest.
2. Motion to adopt the Ordinance as presented (or as amended).

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

- Staff report
- Draft Ordinance
- Consistency Worksheet
- Signed Planning Board report
- Images of Manufactured Housing
- Manufactured Housing Design Guidelines, LDS 5.9
- Public Notices

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Waynesville Town Council Staff Report

Subject: Public Hearing on proposed amendments related to accessory structures and manufactured housing

Ordinance Section: Land Development Standards (LDS) sections 3.2.1, 3.2.6, 4.5, and 17.3.

Applicant: Staff initiated text amendment; Development Services Department

Meeting Date: November 12, 2024

Background:

Manufactured housing on individual lots is only allowed in the railroad overlay and in 8 residential districts: the Francis Cove and Hall Top Low-Density Districts, the Chestnut Park, Dellwood, and South Waynesville Medium Density Districts, and the Allens Creek, Ninevah, and Raccoon Creek Neighborhood Residential District. There are 21 other zoning districts that allow residential uses and accessory dwellings, but these all prohibit manufactured housing. The Commercial-Industrial district prohibits residential uses altogether, unless a property falls within the railroad overlay.

Manufactured housing as part of a manufactured home park is only allowed in the Allens Creek Neighborhood Residential District as a Special Use Permit. Manufactured Home Parks that are in other districts are considered pre-existing, non-conforming uses and cannot be expanded.

The purpose of the text amendment as revised is to be more flexible in the number and type of accessory dwelling units allowed per lot, especially on larger lots of multiple acres, in order to create more affordable housing opportunities. Specifically, this ordinance will:

- **Allow manufactured housing to be used as accessory dwelling units (ADUs) in the zoning districts where manufacturing housing on individual lots is already allowed.** Manufactured housing will be allowed as an ADU in the Railroad Overlay District, and west of Russ Avenue in the Dellwood Medium Density District.
- **Amend the definition of a manufactured home park** from two (2) or more homes on a single parcel, to four (4) or more homes on a single parcel; and to clarify that manufactured home parks that are deeded and subdivided into individual lots, still fall within the definition and regulations that apply to a manufactured home park on a single parcel. This will be helpful to a number of property owners who own manufactured housing on pre-existing, non-conforming lots in several districts.
- **Increase the number of Accessory Dwelling Units (ADU) allowed from 1 per parcel regardless of lot size, to 1 ADU up to 1acre, 2 ADUS for lots of 1-5 acres, and 3 ADUS for lots over 5 acres or commercial lots.** This would apply to all 29 districts which allow residential uses and areas within the railroad overlay, and would allow more than one ADU on lots greater than 1 acre.
- **Clarify that ADUs can only be located on lots with an existing single-family dwelling. This maintains the current prohibition for a multi-family development, townhome, duplex, triplex, or a commercial building, from adding a stand-alone ADU onto their lot.**
- **Propose that ADUs are *included* in the maximum number of accessory structures (sheds, carports, etc.) allowed on a lot as shown on Accessory Uses and Structures Chart LDS 4.5.2.** This would have the effect of keeping the number of accessory structures currently permitted, but

to combine ADUs into the chart of allowable accessory structures. This chart applies to all 30 districts in how accessory structures are allowed.

- **Propose a more restrictive square footage limit for ADUs on smaller lots** (less than 1 acre), where the footprint for accessory structures, including ADUs, must be less than 10% of the lot size, with a maximum aggregate footprint, whichever is less. Currently in lots under .5 acres, the ordinance allows 1,000 sf for accessory structures and does not regulate the footprint of accessory dwellings. The proposed ordinance would cap all accessory structures at 10% or 1500 sf whichever is less.
- **For lots greater than 1 acre, the size of ADUs will be determined by the site's dimensional standards and other applicable requirements, and will not be included in the total square footage for other accessory structures.** Overcrowding of accessory structures is not as much a concern on larger lots, and the maximum number of ADUs permitted on any lot is capped at 2 for lots between 1 and 5 acres, and at 3 for lots greater than 5 acres.
- **Clarify that ADUs shall be clearly subordinate in size, footprint, height, and design elements to the main structure.**
- **The text amendment broadens the definition of prohibited ADUs.** In addition to campers and recreational vehicles, it now also excludes park models and tiny homes on wheels, unless they are granted under a temporary housing permit for emergencies.

Accessory dwelling units count towards the density of the district in which they are located. Density is the maximum number of residential units per acre. The minimum lot size is the smallest amount of area to which a piece of property can be subdivided – relative to 1 acre. The minimum lot size dictates the extent to which a new lot within any district can be created, but the density dictates the number of residential dwelling units you can place on that lot, relative to its acreage. This proposed amendment to allow manufactured housing as accessory dwellings, and to allow more than one ADUs on larger lots, does not change the density guidelines or the dimensional standards for any district.

Staff Recommended Text Changes:

The proposed text amendment caps the aggregate square footage of accessory structures, including ADUs, in smaller lots. But it allows more than one ADU for larger lots, up to three total. Three is the maximum number of units the Town allows onto a shared driveway. Once above that threshold, fire and building codes related to emergency vehicle access are imposed. Also, other development options such as the cottage development guidelines, and minor and major subdivisions or site plans could apply.

Importantly, this ordinance allows for manufactured homes to count as accessory dwelling units which will directly help with the affordability of housing in the Waynesville community. It will also meet the needs of specific property owners on larger lots who would like to bring in an additional affordable dwelling unit without subdividing their land.

Consistency with the 2035 Comprehensive Land Use Plan:

Staff submits that the proposed text amendments to the LDS are consistent with the following 2035 Comprehensive Plan goals:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Encourage infill, mixed-use and context-sensitive development.

Goal 2: Create a range of housing opportunities and choices.

- Encourage new housing inside Waynesville's city limits and Extraterritorial Jurisdiction (ETJ)
- Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households.

Furthermore, the need for a variety of housing options, especially affordable ones, is emphasized throughout the 2035 Comp. Plan:

- "In 2016 Haywood County created a task force to examine affordable housing issues." The Affordable Housing Assessment concluded that:
 - ✓ "Haywood County's population growth is dependent on immigration and a supply of housing, in a range of income categories, and will be needed to attract new residents, including young families. Single family homes constitute the majority of the county's housing supply (72.6%); followed by mobile homes (18.3%)." (p. 92)
 - ✓ "By 2030, 29% of the county's population will be age 65 or older. These households, especially those on fixed incomes, may face issues with housing affordability and accessibility." (p. 92)
 - ✓ "Housing is said to be "affordable" when housing costs are 30% or less of household income. Households that pay 30% or more of their household income in rent are said to have a housing cost burden. In Haywood County, over half of all renters and 35% of homeowners are "housing cost burdened." (p. 93)
- "On the survey, over 68 percent of respondents selected small, single-family homes as their preferred affordable or workforce housing type." (p. 134)

Public Notices:

Staff provided notice of this public hearing in the Mountaineer newspaper on 10/23/24 and 10/30/24. The notice was also submitted to the local media on 10/23/24.

Attachments:

- Cover Sheet
- Draft Ordinance
- Consistency Worksheet
- Signed Planning Board Report
- Images of Manufactured Housing
- Manufactured Housing Design Guidelines, LDS 5.9
- Public Notice

Recommended Motions:

1. Motion to find that the Ordinance is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest.
2. Motion to adopt the Ordinance as presented (or as amended).

DRAFT FOR COUNCIL’S CONSIDERATION

ORDINANCE NO. O-50-24

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

WHEREAS, the Town of Waynesville has the authority, pursuant to Article 7 of Chapter 160D 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 of Waynesville Planning Board has reviewed the proposed text amendments to the Land Development Standards (LDS) and recommends that they are consistent with the 2035 Comprehensive Plan and that they are reasonable and in the public interest because they are consistent with the Comp Plan goals:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Encourage infill, mixed-use and context-sensitive development.

Goal 2: Create a range of housing opportunities and choices.

- Encourage new housing inside Waynesville’s city limits and Extraterritorial Jurisdiction (ETJ)
- Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households

WHEREAS, the Planning Board has reviewed and recommends the proposed text amendments for enactment by the Town Council; and

WHEREAS, the Town Council find this Ordinance is consistent with the Town’s 2035 Comprehensive Plan and that it is reasonable and in the public interest to “make decisions about resources and land use in accordance with North Carolina General Statutes.” and

WHEREAS, after notice duly given, a public hearing was held on **October 21, 2024**, at the regularly scheduled meeting of the Waynesville Planning Board, and on **November 12, 2024**, at the regularly scheduled meeting of the Waynesville Town Council;

NOW, THEREFORE, BE IT ORDAINED BY THE WAYNESVILLE TOWN COUNCIL, MEETING IN REGULAR SESSION ON NOVEMBER 12, 2024, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the Land Development Standards be amended as follows:

1. Amend Section 3.2.1 Dwelling- Accessory as follows:

3.2.1 Dwelling—Accessory.

- A. **Number:** ~~Only one accessory dwelling is permitted per lot.~~ Accessory dwellings may only be located on a lot with an existing single-family dwelling. The number of accessory dwellings per lot shall be as specified in Table 4.5.2. Accessory dwellings count toward, and may not exceed, the density of the underlying zoning district.
- B. **Other Applicable Laws:** Accessory dwellings must comply with all applicable local, state and federal laws, and building codes.
- C. **Placement on the Lot:** ~~A detached accessory dwelling shall be sited to the rear of the principal building. If the lot exceeds two (2) acres in size the accessory dwelling may be sited to the side of the principal building.~~ The placement of detached accessory dwellings on a lot shall be in accordance with Table 4.5.2.
- D. **Yard Requirements:** The accessory dwelling shall meet all yard/setback requirements as established for principal uses within the land development district in which it is located.
- E. **Compatibility.**
 1. The accessory dwelling shall meet all applicable design standards for the land development district in which it is located in accordance with Chapter 5.
 2. The accessory dwelling shall be clearly subordinate in size, height, footprint, and other design elements, to the main structure. Existing accessory structures that are converted or partially converted to accessory dwelling units (ADUs) shall be subordinate to the main structure, as determined by the Administrator.
 3. The exterior of the accessory dwelling shall be compatible with the principal residence in terms of color, siding, and roof appearance.
- F. **Manufactured Housing, Campers, Park Models, Tiny Homes on Wheels, Recreational Vehicles, Etc. Prohibited For Use:** ~~Manufactured housing, campers,~~ Campers, park models, tiny homes on wheels, travel trailers and recreational vehicles are not permitted for use as an accessory dwelling, unless granted under a temporary housing permit for emergencies. Manufactured housing is allowed as an accessory dwelling only if it is permitted as a use in the underlying zoning district, subject to additional standards and design guidelines in Chapters 3 and 5. Manufactured housing is not allowed as an accessory dwelling in Mixed-Use Overlay Districts except for the westside of the Dellwood Medium Density District and within the Railroad Overlay District

2. Amend Section 3.2.6 Manufactured Homes and Manufactured Home Parks as follows:

B. General Manufactured Home Park Requirements.

1. No manufactured home park shall be approved for a site less than three (3) contiguous acres under single ownership or control, unless the park is divided into separate lots by deed.

3. Amend Section 4.5.1-4.5.2 Accessory Uses and Structures as follows:

4.5.1 General.

- A. Accessory uses and structures may only be used for purposes permitted in the district in which they are located.
- B. Not for Dwelling Purposes: Accessory structures shall not be used for dwelling purposes except as approved as Accessory Dwelling Units (see Section 3.2.1).
- C. Building Permits May Be Required: Depending on the size of the structure and the incorporation of various improvements (e.g., electrical, plumbing) a building permit may also be required.
- D. Accessory dwellings may only be located on a lot with an existing single-family dwelling. Accessory Dwellings are subject to the dimensional standards and density limitations of the zoning district in which they are located, as well as supplemental standards and building codes.

4.5.2 Table of Standards for Accessory Structures and Dwellings:

Standards	Single-Family/Two Family Lots Less than 0.5 Acre	Single-Family/Two Family Lots of 0.5 Acre to 1 Acre	Single-Family/Two Family Lots Greater than 1 Acre - 3 Acres	Single-Family/Two Family Lots Greater than 3 Acres - 5 Acres	Single-Family/Two Family Lots Greater than 5 Acres	All Other Lots (Commercial Lots)
Permitted Location	Side or Rear Yard Only	Side or Rear Yard Only	Side or Rear Yard Only	Permitted In All Yards	Permitted In All Yards	Permitted In All Yards
Height	Not Greater Than Principal Structure	Not Greater Than Principal Structure	Subject to District Height Standards	Subject to District Height Standards	Subject to District Height Standards	Subject to District Height Standards
Maximum Number Permitted	2 Accessory Structures, 1 of which can be an ADU.	2 3 Accessory Structures, 1 of which can be an ADU.	3 4 Accessory Structures, 2 of which can be ADUs.	No Maximum 2 of which can be ADUs.	No Maximum 3 of which can be ADUs. See Chapter 15 for other development requirements.	No Maximum 3 of which can be ADUs. See Chapter 15 for other development requirements.
Maximum Area	1,000 Square Feet in Aggregate Footprint for accessory structures, including ADUs, must be less than 10% of lot, or not to exceed 1,500 sf in aggregate, whichever is less.	1,500 Square Feet in Aggregate Footprint for accessory structures, including ADUs, must be less than 10% of lot, or not to exceed 1,800 sf in aggregate, whichever is less.	1,500 Square Feet Per Structure, 2,500 Square Feet in Aggregate Footprint, excluding ADUs.	2,000 3,000 Square Feet Per Structure 4,000 Square Feet in Aggregate Footprint, excluding ADUs.	No Maximum	No Maximum

4. Amend Section 17.3 Definitions, Use Type as follows:

Dwelling—Accessory. A smaller, secondary dwelling unit either detached or attached, such as a garage apartment or cottage, designed for occupancy ~~by one or two persons~~ and located on a lot with an existing single-family dwelling. ~~Said units shall not exceed one per lot.~~

Manufactured Home Parks. The location of ~~two~~ four (4) or more manufactured or mobiles homes on a parcel of land, ~~or as a deeded manufactured home park,~~ shall constitute a mobile home park.

ADOPTED this _____ Day of _____, 2024.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

ATTEST:

Candace Poolton, Town Clerk

APPROVED AS TO FORM:

Martha Bradley, Town Attorney



To: Waynesville Town Council
From: Olga Grooman, Assistant Development Services Director
Date: November 12, 2024
Subject: Text Amendment Statement of Consistency
Description: Map Amendment related to accessory structures and manufactured housing

The Town Council hereby finds that:

☐

The zoning text amendment **is approved and consistent with the Town's Comprehensive Land Use Plan** because: _____

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

☐

The zoning text amendment **is rejected because it is inconsistent with the Town's Comprehensive Land Plan** and **is not reasonable and in the public interest** because: _____

☐

In addition to approving this zoning amendment, this approval is **also deemed an amendment to the Town's Comprehensive Land Use Plan**. The change in conditions taken into account in amending the zoning ordinance to meet the development needs of the community and why this action is reasonable and in the public interest, are as follows: _____



To: Waynesville Town Council
Meeting Date: November 12, 2024
From: Olga Grooman, Assistant Development Services Director
Subject: Planning Board Report and Statement of Consistency
Description: Text amendments related to accessory structures and manufactured housing
Ordinance Section: Land Development Standards (LDS) sections 3.2.1, 3.2.6, 4.5, and 17.3.

The Planning Board hereby adopts and recommends to the Town Council the following statement(s):

1. A motion was made by board member Jan Grossman and seconded by board member Travis Collins that the text amendments **are consistent with the Town's 2035 Comprehensive Land Use Plan and are reasonable and in the public interest** because they are consistent with the following goals of the 2035 Comp. Plan:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Encourage infill, mixed-use and context-sensitive development.

Goal 2: Create a range of housing opportunities and choices.


- Encourage new housing inside Waynesville's city limits and Extraterritorial Jurisdiction (ETJ)
- Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households.

The motion passed with the vote of 7 to 1.


2. Additionally, Planning Board Chair, Susan Teas Smith made a motion seconded by the board member Jan Grossman to **recommend the proposed text amendments to the Town Council with the following addition to the LDS section 3.2.1.E.2. Dwelling- Accessory. Compatibility:**

Existing accessory structures that are converted or partially converted to accessory dwelling units (ADUs) shall be subordinate to the main structure, as determined by the Administrator.

The motion passed unanimously.


Susan Teas Smith, Planning Board Chair

10/31/24
Date


Esther Coulter, Administrative Assistant

10-30-24
Date



Clayton

August 15, 2023 · 🌐

The 1434 Carolina "Southern Belle" will have you dreaming of everything farmhouse. 🥰 Don't miss seeing today's Floor Plan Favorite: <https://bit.ly/3OBBEL9>



Clayton





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ACCEPT



KNOWLEDGE

PRICING

OVERVIEW TOURS & VIDEOS SPECS PHOTOS



5.9 Manufactured Housing Design Guidelines.

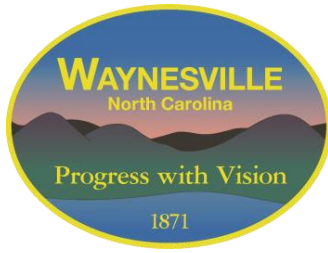
5.9.1 Applicability.

All manufactured homes permitted shall comply with the requirement of 5.6 above (General Building standards, unless the standards below conflict and shall therefore take precedence) and must comply with the standards established by the United States Department of Housing and Urban Development under the National Manufactured Housing Construction and Safety Act of 1974, 42 U.S.C. § 5401 et seq. and that satisfies each of the following additional criteria:

5.9.2 Standards.

- A. The tongue, axles, running lights and removable towing apparatus must be removed prior to the issuance of a certificate of occupancy.
- B. Except for units within permitted Manufactured Home Parks, the manufactured home shall be attached to a permanent foundation of brick, stone, concrete, framing or block that is unpierced except for required ventilation and access as required by the North Carolina State Building Code or for flood hazard construction. Units within permitted manufactured home parks may use a vinyl skirting or other material to enclose the structural supports.
- C. The pitch of the roof of the manufactured home shall have a minimum vertical rise of three (3) inches for every twelve (12) inches of horizontal run.
- D. Except for units within permitted Manufactured Home Parks, the roof must be covered with a material that is customarily used on site-built dwellings. Aluminum or metal roofing is not permitted unless standing seam metal roofing or metal shingles are utilized.
- E. The roof shall have a minimum eave projection and roof overhang of ten (10) inches, not including the gutter except when the unit is located in a Manufactured Home Park where this requirement shall apply only to double wide units.
- F. Exterior siding shall be of a material customarily used on site-built dwellings which does not have a high gloss finish, such as wood, conventional vinyl or metal siding, brick, stucco or similar materials. Smooth, ribbed or corrugated metal or plastic panels are not permitted.
- G. Except for units within permitted Manufactured Home Parks, the length of the home shall not exceed four (4) times the width, excluding additions.
- H. Architectural and aesthetic standards specified in this section shall be applicable to all additions.
- I. At the main entrance door there shall be an entryway transition that is a minimum six (6) feet by six (6) feet.

(Ord. No. O-21-17, § 1, 11-28-2017; Ord. No. O-25-18, § 1, 11-27-2018)



TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

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Waynesville, NC 28786

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www.waynesvillenc.gov

FOR PUBLICATION IN THE MOUNTAINEER: October 23rd and October 30th (Wednesday) editions

Date: October 11th, 2024

Contact: Olga Grooman, ogrooman@waynesvillenc.gov, (828) 356-1172

Notice of Public Hearing Waynesville Town Council

The Town Council will hold a public hearing on **Tuesday, November 12, 2024, at 6:00 pm** in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider text amendments related to accessory structures and manufactured housing.

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