Town of Waynesville, NC
Town Council Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786
Date: June 10th, 2025 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. May 27, 2025 Regular Meeting Minutes
   b. Budget Amendment for the Police Department
   c. Budget Amendment for the Parks and Recreation Department

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

E. PROCLAMATION

3. Pride Month Proclamation
   - Mayor Gary Caldwell

F. PUBLIC HEARING

4. Public Hearing for a Map Amendment (Rezoning) request for the Richland Creek Storage property located at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101); from Walnut Street Neighborhood Residential Mixed-Use Overlay (WS-NR MXO) to Russ Avenue Regional Center (RA-RC) district.

- Olga Grooman, Assistant Planning Director

Motions:

1. ***Motion to find that the map amendment is consistent/inconsistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest.***

2. ***Motion to adopt/reject the map amendment as presented.***

G. OLD BUSINESS

5. Approval of amended cashflow loan application.

- Rob Hites, Town Manager

Motion: ***Approve an application and resolution to borrow $503,482.76 from the NC State Treasurer for a "cash flow loan'.***

H. NEW BUSINESS

6. Reclassify one budgeted paid Internship position to a part-time Social Worker position.

- Police Chief David Adams

Motion: Approve the reclassification of one paid Internship position with an hourly rate of pay of $15.00 per hour to a part-time Social Worker position with an hourly rate of pay of $15.00 per hour.

7. Budget Amendment for the Parks and Recreation Department

- Luke Kinsland

Motion: ***Approve the budget amendment.***

8. Request from Building Inspections to approve the Resolution Authorizing Demolition of 262 Allens Creek Road, PIN 8604-88-2224, and of bid contract to demolish the building.

- Elizabeth Teague, Planning Director

Motions:

1. ***Motion to adopt the Resolution Authorizing Demolition.***

2. ***Motion to approve the contract to demolish from WCD Demo and Construction***

9. Traffic Calming Policy Update
   - Assistant Town Manager Jesse Fowler

   ***Motion:* To adopt the attached Traffic Calming Policy and supporting documentation.**

I. COMMUNICATION FROM STAFF

10. Manager's Report
    - Town Manager, Rob Hites

    -Discuss cancellation of June 27th Council meeting.

11. Town Attorney's Report
    - Town Attorney, Martha Bradley

J. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

K. ADJOURN

TOWN OF WAYNESVILLE

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2025 CALENDAR

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

2025	
Tues. June 24	Town Council Meeting – Regular Session
Fri. June 27	Mountain Street Dance 6pm-9pm
Fri. July 4	Stars and Stripes Kids Parade Town Offices Closed
Tues, July 8	Town Council Meeting – Regular Session
Fri. July 18	Mountain Street Dance 6-9pm
Tues. July 22	Town Council Meeting – Regular Session
Fri August 8	Mountain Street Dance 6-9pm
Tues. August 12	Town Council Meeting – Regular Session
Tues, August 26	Town Council Meeting – Regular Session
Mon. September 1	Town Offices Closed-Labor Day
Tues, September 9	Town Council Meeting – Regular Session
Sat. September 13	Rec Center 5K
Tues. September 23	Town Council Meeting – Regular Session
Sat. October 11	Church Street Festival 10am-5pm
Tues. October 14	Town Council Meeting – Regular Session
Saturday, October 18	Apple Harvest Festival
Tues. October 28	Town Council Meeting – Regular Session
Tues. November 11	NO COUNCIL MEETING-Veterans Day
Tues. November 25	Town Council Meeting – Regular Session
Thurs and Fri Nov 27, 28	Town Offices Closed-Thanksgiving
Tues. December 9	Town Council Meeting – Regular Session
Wed-Fri, Dec 24, 25, 26	Town Offices Closed-Christmas

Board and Commission Meetings – June 2025

ABC Board	ABC Office – 52 Dayco Drive	**June 17th** 3rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	**June 3rd** 1st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	**January, March, July, and October** 3rd Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	**June 17th** 3rd Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	**June 5th** 1st Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	**June 4th** 1st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	**June 16th** 3rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	**June 12th** 2nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	**June 16th** 3rd Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	**June 25th** 4th Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
May 27, 2025

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, May 27, 2025, 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 6:00 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
Candace Poolton, Town Clerk
Martha Bradley, Town Attorney
Page McCurry, Human Resources Director
Ian Barrett, Finance Director
Elizabeth Teague, Development Services Director
Olga Grooman, Assistant Development Services Director
Tyler Anderson, Stormwater Management Coordinator
Alex Mumby, Land Use Administrator
Ricky Bourne, Public Services Director
Fire Chief Chris Mehaffey
Police Chief David Adams
Assistant Chief of Police Josh Schick
Luke Kinsland, Recreation Director

Members of the Media:

Paul Nielsen, The Mountaineer

1. <u>Welcome/Calendar/Announcements</u>

Mayor Gary Caldwell welcomed everyone and announced that the Meet Me at the Arch event is Saturday June 7th and the next Council meeting is June 10th.

B. PUBLIC COMMENT

There was no public comment.

DRAFT

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, 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 May 13, 2025 Planning Retreat Meeting Minutes
   b. Motion to call for a Public Hearing for June 10, 2025, to consider a Map Amendment (Rezoning) request for Richland Creek Storage located at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101).
   c. Motion to approve the request from the Human Resources Department to pursue the Dogwood Health Trust Capacity Building Support Grant opportunity.

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

E. PRESENTATION

3. <u>Assistant Chief Promotion, Captain Promotion</u>
   - Fire Chief Chris Mehaffey

Fire Chief Chris Mehaffey announced the promotions of Cody Parton to Assistant Fire Chief and Shane Messer to Captain. A pinning ceremony took place.

4. <u>The new Development Services Instagram account.</u>
   - Alex Mumby, Land Use Administrator and Tyler Anderson, Stormwater Management Coordinator

Stormwater Management Coordinator Tyler Anderson announced that the Development Services Department created an Instagram page for the purposes of education and promoting Town activities. She said the purpose of the account is to build understanding about Town functions and help fulfill the requirement for educational outreach in the Town's stormwater permit. Ms. Anderson showed Council some of the recent posts.

F. NEW BUSINESS

5. <u>Policy request for flexibility in landscape ordinance for properties impacted by NCDOT roadway projects</u>
   - Elizabeth Teague, Planning Director

DRAFT

Planning Director Elizabeth Teague reported that with the Russ Avenue widening project, NCDOT has constructed a roadway easement as well as a construction easement. She said this has created a problem with people trying to adhere to the landscaping ordinance which requires trees to be planted at the frontages of buildings and along the sidewalk. She requested that they have a policy that allow for a "fee in lieu of" so the town can plant trees after the construction is done. She said the fee would include cost of materials plus what the business would pay a landscaping company to plant tree.

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to implement a policy to allow development impacted by NCDOT roadway projects to provide a fee-in-lieu of planting requirements for street trees, in order for plantings to be implemented when feasible and in coordination with NCDOT. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to direct staff to develop a text amendment with the Planning Board to address this need within the Land Development Standards Section 8.2.4 Alternative Compliance, and to establish an account in which to hold such funds until such time as they can be used toward the landscaping for which they are intended. The motion passed unanimously.

G. PUBLIC HEARING

6. Present the FY26 budget for public hearing.
   - Ian Barrett, Finance Director

A motion was made by Councilmember Feichter, seconded by Councilmember Sutton, to open the public hearing at 6:19pm. The motion passed unanimously.

Finance Director Ian Barrett presented the proposed 2025-2026 budget and highlighted several capital requests. He said they made two updates to the proposed budget, adding funding for DWC events and adding $8,000 to the Parks and Recreation expenses for wayfinding signage. He said that General Fund Revenues total $19,234,731 and General Fund Expenses total $19,164,731. He said Water Fund Revenues total $3,644,037 and Expenses total the same, Sewer Fund Revenues total $4,867,125 and Expenses total $4,446,375, Electric Fund Revenues total $11,429,500 and Expenses total the same, and Stormwater Revenue totals $193,238 and Expenses total the same. He added that the sewer rate will increase 10% to cover debt payment for the wastewater treatment plant upgrades.
Major capital purchase requests were as follows:

- Public Works Building needs a new roof
- Cemetery Department needs a new mower and an updated Master Plan
- The Water Department needs an excavator
- The Sewer Department needs a primary clarifier rehabilitation
- The Electric Department needs a back yard machine
- The Garage Department needs a concrete slab and roof for vehicle lifts
- Total request estimated amount is $770,000

Councilmember Dickson reminded Council that money for the cemetery master plan comes from the perpetual fund.

Mr. Barrett said there is a proposed 10% rate increase for Parks and Rec fees and pool party rates will increase to cover staff time and resources.

Town Manager Rob Hites said they need to update the fee schedule to reflect $65 an hour for off duty police officers.

There was no public comment.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to close the public hearing at 6:33pm. The motion passed unanimously.

A motion was made by Councilmember Freeman, seconded by Councilmember Sutton, accept the presentation of information. The motion passed unanimously.

H. BUDGET WORKSHOP

7. Continue Review of 2025-26 Annual Operating and Operating Budget
   - Rob Hites, Town Manager

Councilmembers Sutton and Freeman requested they add $19,000 for investigative software to be added to the police department budget. Mr. Hites said the money would be taken from Fund Balance.
Councilmember Feichter said that historically, they have underestimated how much the town would make from sales tax. Mr. Barrett said they are being conservative with budgeting revenues and have received guidance from the NC League of Municipalities to project a 1-2% increase in sales tax, and they decided on 1% to be safe. Councilmember Sutton stated that we are heading toward a recession, and it is better to be conservative. Councilmember Feichter said sales tax is a huge line item for revenue. He asked if it's reasonable to bump the projected sales tax a little higher so that could provide revenue to increase the COLA. He suggested that we may be too conservative based on historical evidence. Mr. Hites said they are following state and fellow communities' guidance on having conservative sales tax revenue projections. Councilmember Sutton suggested that if the sales tax revenue is doing better than projected next fiscal year, Council can make budget amendments throughout the year based on that increase. Councilmember Feichter requested that Mr. Barrett look into what we budgeted for sales tax revenue in 2024 and 2025 and compare that to where we ended up. Mr. Barrett said that year to date, they've collected 68% of projected sales tax and the year is 75% complete.

Councilmember Dickson said Council has dealt with many things over the last few years, and this year has more uncertainty of any budget year he has seen. Mr. Hites suggested revisiting the budget at the retreat in February and if we are ahead, they can discuss capital items. Councilmembers Dickson, Freeman, and Sutton agreed it's better to be conservative at this time and they can always change things later on. Councilmember Freeman suggested possibly looking at the sales tax revenue in December and maybe giving a bigger end of year bonus to town employees.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adopt the 2025-26 Operating and Capital Budget Ordinance as presented with the three changes: that off-duty police officer pay is $65/hour, add a line item to the police department for $19,000 for an IT item, and take that amount from fund balance. The motion passed unanimously.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the 5-year Capital Improvement Plan with the aforementioned changes made. The motion passed unanimously

I. COMMUNICATION FROM STAFF

8. Manager's Report
   - Town Manager, Rob Hites

Town Manager Rob Hites reported that he and Mr. Barrett found a State Revolving Loan program that is a 0% interest loan over 5-years that's ear-marked for Helene disaster recovery for local governments. He added that it offers 100% principal forgiveness for distressed communities, which means Waynesville would not have to repay this loan. Mr. Hites stated that this loan could help cover costs until FEMA reimburses the town and give the town 50 points towards the SRF loan.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to adopt the resolution to borrow $1.5 million from the state of North Carolina under the cashflow loans for disaster response activities program. The motion passed unanimously.

9. Town Attorney's Report
   - Martha Bradley, Town Attorney

Ms. Bradley had nothing to report.

J. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council expressed frustration at the amount of litter in Walmart's parking lot, mostly cart wipes. Councilmember Feichter suggested that the owner of the buildings, Ingles Corp., and retailers in that area, Belk, Walmart, and PetSmart, keep the area clean.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to direct town staff to compose and send a letter to the owner and tenants of the Walmart shopping facility with the Mayor's signature, requesting they keep the parking lot and surrounding grounds clean. The motion passed unanimously.

Councilmember Feichter said he attended the HR lunch and recommended other Councilmembers to attend if they are able. He commended Ms. McCurry and Mr. Bourne for the work they are doing with staff.

K. ADJOURN

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adjourn at 7:18pm. The motion passed unanimously.

ATTEST:

_____ _____

Gary Caldwell, Mayor Robert W. Hites, Jr. Town Manager

_____

Candace Poolton, Town Clerk

DRAFT

TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR BOARD ACTION
Meeting Date:

SUBJECT: Budget Amendment for the Police Department

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department: Police
Contact: Chief David Adams
Presenter: **Chief David Adams**

BRIEF SUMMARY:

FY 2025 LEL (Law Enforcement Liaison) $10,000 July 1, 2025 - Sep 30, 2025
FY 2026 LEL (Law Enforcement Liaison) $30,000 Oct 1, 2025 - Sep 30, 2026
FY 2026 Bike Safe $5,000. Oct 1, 2025 - Sep 30, 2026

Funds are awarded through the Governor's Highway Safety program and will provide the Police Department with funding to support engagement and outreach opportunities.

MOTION FOR CONSIDERATION:

Approve the attached resolutions

FUNDING SOURCE/IMPACT: Grant Funds

06.02.2025
Ian Barrett, Finance Director Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

North Carolina Governor's Highway Safety Program

LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Town of Waynesville, Police Department (herein called the "Agency")
(The Applicant Agency)

has completed an application contract for traffic safety funding; and that Town Council, Town of Waynesville
(The Governing Body of the Agency)

_____ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Town Council, Town of Waynesville IN OPEN
(Governing Body)

MEETING ASSEMBLED IN THE CITY OF _____, NORTH CAROLINA,

THIS 10th DAY OF June, 2025, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Police Chief, David Adams is authorized to file, on behalf of the Governing
(Name and Title of Representative)
Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of $ 5,000 to be made to the Governing Body to assist in defraying
(Federal Dollar Request)
the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of $ 0.00 as
(Local Cash Appropriation)
required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Gary Caldwell
(Mayor)

ATTESTED BY Candace Poolton **SEAL**
(Clerk)

DATE _____

North Carolina Governor's Highway Safety Program

LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Town of Waynesville, Police Department (herein called the "Agency")
(The Applicant Agency)

has completed an application contract for traffic safety funding; and that Town Council, Town of Waynesville
(The Governing Body of the Agency)

_____ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Town Council, Town of Waynesville IN OPEN
(Governing Body)

MEETING ASSEMBLED IN THE CITY OF _____, NORTH CAROLINA,

THIS 10th DAY OF June, 2025, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Police Chief, David Adams is authorized to file, on behalf of the Governing
(Name and Title of Representative)
Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of $ 10,000 to be made to the Governing Body to assist in defraying
(Federal Dollar Request)
the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of $ 0.00 as
(Local Cash Appropriation)
required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Gary Caldwell
(Chairperson/Mayor)

ATTESTED BY Candace Poolton **SEAL**
(Clerk)

DATE _____

North Carolina Governor's Highway Safety Program

LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Town of Waynesville, Police Department (herein called the "Agency")
(The Applicant Agency)

has completed an application contract for traffic safety funding; and that Town Council, Town of Waynesville
(The Governing Body of the Agency)

_____ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Town Council, Town of Waynesville IN OPEN
(Governing Body)

MEETING ASSEMBLED IN THE CITY OF _____, NORTH CAROLINA,

THIS 10th DAY OF June, 2025, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Police Chief, David Adams is authorized to file, on behalf of the Governing
(Name and Title of Representative)
Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of $ 30,000 to be made to the Governing Body to assist in defraying
(Federal Dollar Request)
the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of $ 0.00 as
(Local Cash Appropriation)
required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Gary Caldwell
(Chairperson/Mayor)

ATTESTED BY Candace Poolton **SEAL**
(Clerk)

DATE _____

TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR BOARD ACTION
Meeting Date:

SUBJECT: Budget Amendment for the Parks and Recreation Department

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department: Parks and Recreation
Contact: Luke Kinsland
Presenter: **Luke Kinsland**

BRIEF SUMMARY: The Park and Recreation Department was awarded a grant through the Youth Sports Grant Fund (North Carolina Amateur Sports) for $7,000 to purchase and install 10 swim lanes.

MOTION FOR CONSIDERATION:

Approve attached budget amendment

FUNDING SOURCE/IMPACT: Grant Funds

Ian Barrett 06.03.2025
Ian Barrett, Finance Director Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Ordinance No. _O-14-25_____

Amendment No. 16 to the 2024-2025 Budget Ordinance

WHEREAS, the Council of the Town of Waynesville, wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:
Increase the following revenues:

Miscellaneous Income	$7,000

Increase the following appropriations:

Park and Recreation Department	$7,000

Adopted this 10th day of June 2025.

Town of Waynesville

_____
Gary Caldwell
Mayor

Attest:

_____
Candace Poolton
Town Clerk

Approved As To Form:

_____
Martha Sharpe Bradley
Town Attorney

TOWN OF WAYNESVILLE COUNCIL MEMBERS
REQUEST FOR COUNCIL ACTION
Meeting Date: June 10, 2025

SUBJECT: Pride Month Proclamation

AGENDA INFORMATION:

Agenda Location: **Proclamation**
Item Number:
Department: Administration
Contact: **Mayor Gary Caldwell**
Presenter: **Mayor Gary Caldwell**

BRIEF SUMMARY: This Proclamation proclaims June as Pride Month.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

- Pride Month Proclamation

MANAGER'S COMMENTS AND RECOMMENDATIONS:

PROCLAMATION
DECLARING JUNE AS PRIDE MONTH

WHEREAS; the Town of Waynesville, North Carolina, is a community that values all of its citizens, recognizing that diversity strengthens our community and fosters mutual respect and understanding; and

WHEREAS; the lesbian, gay, bisexual, transgender, and queer (LGBTQ+) community is a vital part of all fields and professions, contributing to a stronger community; and

WHEREAS; it is imperative that young people in the community, regardless of their sexual orientation, gender identity, and expression, feel valued, safe, empowered, and supported by their peers and community leaders; and

WHEREAS; the Town of Waynesville is committed to supporting visibility, dignity, and equality for LGBTQ+ people in our diverse community; and

WHEREAS; Pride Month is celebrated in June each year in commemoration of its roots in the Stonewall Riots of June 1969, a pivotal moment in the fight for LGBTQ+ rights; and

WHEREAS; the Town of Waynesville has shown its commitment to the LGBTQ+ community, passing a resolution of support for the LGBTQ+ community and pledging to review official policies and materials for possible inadvertent discriminatory language; and

WHEREAS; while society at large increasingly supports LGBTQ+ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

WHEREAS; celebrating Pride Month influences awareness and provides support and advocacy for Waynesville's LGBTQ+ community and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance, and advance equal rights.

NOW, THEREFORE; I, Gary Caldwell, Mayor of the Town of Waynesville, North Carolina, do hereby proclaim June as **Pride Month** in the Town of Waynesville and encourage all citizens to recognize the contributions made by members of the LGBTQ+ community and to actively promote the principles of equality, liberty, and justice.

IN WITNESS WHEREOF; I have hereunto set my hand this the 10th day of June, 2025.

_____ Attest: _____

Gary Caldwell, Mayor Candace Poolton, Town Clerk

WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: June 10, 2025

SUBJECT: Public Hearing for a Map Amendment (Rezoning) request for the Richland Creek Storage property located at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101); from Walnut Street Neighborhood Residential Mixed-Use Overlay (WS-NR MXO) to Russ Avenue Regional Center (RA-RC) district.

AGENDA INFORMATION:

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

BRIEF SUMMARY:

The applicant owns a storage unit business that operates on both 234 W. Marshall Street and the subject property at 185/187 W. Marshall Street, located just to the south. The upper parcel is 0.59 ac, while the subject property is the largest portion of the business, located on a 3.25-ac parcel. Although part of the same business, the properties lie within different zoning districts, with the northern and smaller parcel zoned as Russ Avenue Regional Center (RA-RC), and the southern and larger parcel zoned as Walnut Street Neighborhood Residential Mixed-Use Overlay District (WS-NR-MXO).

The storage units fall under the definition of Mini-Warehouses in the Land Development Standards (LDS 17.3). This use is currently not permitted within WS-NR-MXO District and is therefore a pre-existing nonconformity. However, the northern parcel of this business is a legally permitted use because it is in RA-RC District. The applicants are seeking to rezone the property at 185/187 W. Marshall Street "to bring the entire site into alignment with its long-standing use as a self-storage facility," as they state in their application materials.

MOTIONS FOR CONSIDERATION:

1. Motion to find that the map amendment is consistent/inconsistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest.

2. Motion to adopt/reject the map amendment as presented.

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

- Staff report
- Planning Board's report
- Consistency Statement Worksheet
- Draft Ordinance
- Application, Agent Authorization form, payment
- Property images: aerial view, zoning map, street view, land use map
- Public notifications: mailed notice, newspaper notice, sings on properties, media notice

Town Council Staff Report

Meeting Date:	June 10, 2025
Subject:	Map Amendment (Rezoning) Request
Process Type:	Legislative
Location:	185/187 West Marshall Street in Waynesville, NC 28786 PIN 8616-40-9101
Area:	3.25 acres total
Requested Rezoning:	From Walnut Street Neighborhood Residential Mixed-Use Overlay (WS-NR-MXO) to Russ Avenue Regional Center (RA-RC)
Applicants:	Daniel Meteyer, Richland Creek Storage, LLC
Staff Contact:	Olga Grooman, Assistant Development Services Director

Background:

This is a legislative hearing on the proposed map amendment for the property at 185/187 West Marshall Street in Waynesville, NC, 28786 (PIN 8616-40-9101). Chapter 160D-102 defines rezoning as "an amendment to a zoning regulation for the purpose of changing the zoning district that is applied to a specified property or properties."

The applicant owns a storage unit business that operates on both 234 W. Marshall Street and the subject property at 185/187 W. Marshall Street, located just to the south. The upper parcel is 0.59 ac, while the subject property is the largest portion of the business, located on a 3.25-ac parcel. Although a part of the same business, the properties lie within different zoning districts, with the northern and smaller parcel zoned as Russ Avenue Regional Center (RA-RC), and the southern and larger parcel zoned as Walnut Street Neighborhood Residential Mixed-Use Overlay District (WS-NR-MXO).

The storage units fall under the definition of Mini-Warehouses in the Land Development Standards (LDS 17.3). This use is currently not permitted within WS-NR-MXO District and is considered a pre-existing nonconformity under the current zoning. However, the northern parcel of this business is a legally permitted use because it is in RA-RC District. The applicants are seeking to rezone the property at 185/187 W. Marshall Street "to bring the entire site into alignment with its long-standing use as a self-storage facility," as they state in their application materials.

The applicants state, "Richland Creek Storage has served the Waynesville community for over 40 years. While the facility has been grandfathered-in under prior zoning, the current classification restricts our ability to make upgrades and improvements. Since purchasing the property three years ago, our team has invested in maintaining and enhancing the facility to better serve the growing needs of the community."

While nonconforming uses may continue, any expansion—even within the same parcel—is prohibited. For example, the applicant could not enlarge, demolish, or reconfigure the site in the future. Rezoning to RA-RC would make the use legally conforming and grant the owner greater flexibility for improvements, such as upgrades to buildings and better security lighting. LDS Section 13.1 states that "the purpose … is … to <u>limit substantial investment in nonconformities</u> and to bring about eventual <u>elimination</u>." As noted earlier, the owners of the Richland Creek Storage intend to continue operating and investing in the business.

The subject property is surrounded by a variety of uses, including:

- Mountain Creek Plaza apartment complex and part of the storage business to the north/northwest;
- Walnut Village shopping center to the west/southwest;

- Four residential properties to the south between the property and Walnut Street; and
- Vance Street Park to the east.

Zoning:

The **current zoning** of the subject property is WS-NR-MXO. The base District of the property, WS-NR, has the following purpose and intent, as outlined in LDS Section 2.3.3:

- "Older, in-town, neighborhood district separating three major centers: the Russ Avenue Town Center, the North Main Street Boulevard District and the Central Business District.
- This district will continue to develop with a strong residential core, … surrounded by appropriately designed service and business uses along Walnut and North Main Streets.
- A residential scale will be required for all new development."

The Mixed-Use Overlay (MXO) designation is intended to permit certain limited mixed-uses within residential neighborhood.

The **proposed** RA-RC District has the following purpose and intent, as outlined in LDS Section 2.3.7.C:

- "Gateway for the community.
- This district shall be a setting for high intensity land uses addressing the needs of the Waynesville community and surrounding areas.
- The Russ Avenue Town Center is envisioned as supporting dense development options due to the ample infrastructure in place and the proximity to downtown and the other municipalities in the county.
- The mixture of residential and commercial uses is encouraged.
- Access between development and public areas."

Given the distinctly different purposes of the two districts, it would be more appropriate that the subject property operating as the storage-units business, be rezoned from the residentially oriented Walnut Street Neighborhood Residential Mixed-Use Overlay District (WS-NR-MXO) to the more commercially oriented Russ Avenue Regional Center District (RA-RC).

As stated earlier, the applicant owns a storage unit business operating across two adjacent properties: 234 W. Marshall Street to the north, which is already zoned RA-RC, and adjacent to the south 185/187 W. Marshall Street (the subject property), which is the larger portion of the business currently zoned WS-NR MXO. Rezoning would create a uniform and more appropriate designation for this business.

Staff Comment:

Staff has received three (3) inquiries from nearby residents regarding the proposed rezoning. None of the individuals expressed concerns related to the rezoning request, and no one who was notified regarding the re-zoning request came to the duly advertised public hearing at the Planning Board..

In the application materials, the applicants explain that they purchased the business three (3) years ago and intend to continue its operation. The business itself, however, has been established as storage units for 40 years under previous ownership.

Staff considers this rezoning request to be appropriate and reasonable because of several facts. First, the property is directly adjacent to the RA-RC District, which already includes a portion of the business. It is adjacent to the Mountain Creek apartment complex and the Waynesville Plaza shopping center which are both zoned Regional Center, and to the railroad corridor. It is a pre-existing non-conforming use, but it is a business that has a long record of success and provides a needed service to the community. Rezoning would create a consistent zoning designation for this business operating across two (2) separate parcels, and with the properties to which it abuts.

In the proposed RA-RC District, Mini-Warehouses (storage units) are permitted via a Special Use Permit (SUP) procedure. It means that any major change to the existing site plan, including but not limited to any increase in impervious surface, an increase in the total floor area by more than 10%, any decrease in setbacks greater than 10%, etc., will be subject to review by the Planning Board (LDS 15.2.5, 2.5.3, and 15.10).

Although the applicants plan to continue operating the storage-units business on the property, below is a comparison of the uses currently allowed in the existing district (WS-NR-MXO) versus the **additional** uses that would be allowed in the proposed district (RA-RC). Note that this list is not exclusive. Some uses may require application of additional standards or special use permits (LDS 2.5.3):

Permitted Uses in WS-NR-MXO		**Uses That Will Be Permitted in RA-RC**	
		<u>All uses in the column to the left PLUS:</u>	
single-family	drive-thru service	Hotel	video gaming parlor
townhomes	studio-art/dance	halfway house	indoor/outdoor amusement
cottages	outside sales	civic organization	theater
multifamily	restaurant	kennels	college/university
family care homes	cultural facility	medical outpatient center	manufacturing light/heavy
residential care facility	indoor/outdoor recreation	alcoholic beverage sales	metal products fabrication
bed & breakfast	schools- elem./secondary	bar/tavern	landfill
temporary housing	religious institution	gas station	recycling collection
boarding housing	crop production/nursery	pawnshop	mini warehouses
inn	forestry & logging	vehicle services	indoor storage
animal services	wireless communication facilities	vehicle sales/rental	wholesale distribution
banks	laundry/dry cleaners	construction/maintenance services	parking lot structure as a principal use
business support	general commercial under 100,000 sf	general commercial over 100,000 sf	
child/adult daycare			
government services			
personal services			
professional services			

At the Planning Board hearing on May 19, 2025, the Board recommended approval of the map amendment to the Town Council. However, some Board members expressed concerns about potential additional uses allowed under the rezoning, particularly because of the property's proximity to the park and several single-family homes.

It is important to note that many of the additional uses **are not permitted by right.** Instead, some **require a quasi-judicial Special Use Permit (SUP),** reviewed by the Planning Board, where the conformity with neighborhood character, potential impacts of noise and odor, and mitigation measures are the criteria for approval. Examples of uses that require an SUP in RA-RC district include general commercial over 100,000 sf, freight hauling/truck terminals, mini-warehouses, monopole wireless communications tower, and class 3 utilities.

Other commercial uses must comply with **additional standards in LDS Chapter 3** to mitigate potential impacts. These standards may include buffering and screening, minimum distances from residential properties, additional setbacks, placement at the rear of the site, containment of materials within structures, prohibition of outdoor storage for certain items or equipment, traffic impact analysis, or other requirements that may apply to impactful uses within the RC District. These safeguards help ensure compatibility with nearby areas.

Consistency with the 2035 Comprehensive Plan:

The 2035 Comprehensive Land Use Plan is a long-term visionary document that outlines community development goals and contains a Future Land Use Map for Waynesville. Both, the goals and the map, must be considered for each map amendment.

As explained earlier, the applicant owns and operates a storage unit business on both 234 W. Marshall Street and the subject property at 185/187 W. Marshall Street. These properties are within different zoning districts and have different designations on the Future Land Use Map within the Comp. Plan:

- The smaller northern property at 234 W. Marshall is designated as Mixed Use- Regional.
- The larger southern parcel at 185/187 W. Marshall, which is the subject of the rezoning request, is designated as Mixed Use- Community.

The storage units were already in place prior to the adoption of the current Land Use Map. Therefore, the Council has three options when considering the consistency of the proposed rezoning:

Option 1: The Town Council may find that the proposed rezoning is **consistent** with the Land Use Map since the storage units predate the map's creation.

Option 2: The Town Council may find that the proposed rezoning is **inconsistent** with the Future Land Use Map and deny rezoning; or

Option 3: The Town Council may find that the proposed rezoning is **inconsistent** with the Land Use Map, but the rezoning is still reasonable and in the public interest because it is consistent with the goals of the Comprehensive Plan, its adjacency to RC zoning, and its record as a successful business which the current ownership would like to continue and improve. Therefore, the Council may **approve the rezoning and simultaneously amend the Future Land Use Map** to redesignate the subject property (185/187 W. Marshall Street) as Mixed Use – Regional.

At their hearing, the Planning Board recommended Option 3 (Planning Board report attached). For reference, the 2035 Comprehensive Plan provides the following definitions for the land use categories:

"**Mixed Use – Regional.** Major nodes of activity located on major thoroughfares or adjacent to highways include commercial, lodging, entertainment, manufacturing, warehousing, tech-flex, research and development, health care facilities and light industrial uses. … They typically require high visibility, high traffic counts, connectivity to the region, and are sited on larger parcels..." This is the current designation of the smaller (northern) parcel of the business.

"**Mixed Use – Community.** This designation is intended for nodes of activity areas on major streets and thoroughfares incorporating commercial retail and office, light industrial, employment centers and institutional uses to serve the community. … Scale of these areas should vary based on context." This is

the current designation of the subject property at 185/187 W. Marshall Street, which is the larger parcel of the same storage business.

Staff submits that this map amendment **is reasonable and in the public interest** because it meets the following goals of the Comp. Plan:

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

- Create walkable and attractive neighborhoods and commercial centers
- Encourage infill, mixed-use and context sensitive development

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville's "maker economy."

Public Notifications:

Public notices were provided with the site postings (5/28/25), letters to adjacent property owners within 100 ft via first class mail (5/28/25), and the Mountaineer newspaper (5/28/25 and 6/4/25). The notice was also provided to the local media on 5/28/25.

Suggested Motions:

1. Motion to find the rezoning request for the property at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101) as being consistent / inconsistent with the 2035 Land Use Plan and reasonable and in the public interest.

2. Motion to adopt (not adopt) the map amendment ordinance as presented (or amended).

Attachments:

- Planning Board's report
- Consistency Statement Worksheet
- Draft Ordinance
- Application, Agent Authorization form, payment
- Property images: aerial view, zoning map, street view, land use map
- Public notifications: mailed notice, newspaper notice, sings on properties, media notice

To:	Waynesville Town Council
Meeting Date:	May 19, 2025
From:	Olga Grooman, Assistant Development Services Director
Subject:	Planning Board Report and Statement of Consistency
Description:	Map Amendment (Rezoning)
Subject Property:	185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101)
Area:	3.25 ac
Requested Rezoning:	from Walnut Street Neighborhood Residential Mixed-Use Overlay (WS-NR-MXO) to Russ Avenue Regional Center (RA-RC)

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

A motion was made by board member Stuart Bass and seconded by board member John Mason that the proposed map amendment (rezoning) is **inconsistent** with the Land Use Map, but the rezoning is still reasonable and in the public interest because it is consistent with the goals of the Comprehensive Plan, is adjacent to RC zoning, and involves an existing business that the current owners wish to continue and enhance. Therefore, the Board **recommends to approve the rezoning and, simultaneously, to amend the Future Land Use Map** to redesignate the subject property (185/187 W. Marshall Street) as Mixed Use – Regional. The map amendment **is reasonable and in the public interest** because it meets the following goals of the Comp. Plan:

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

- Create walkable and attractive neighborhoods and commercial centers
- Encourage infill, mixed-use and context sensitive development

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville's "maker economy."

The motion carried 4 to 2, with the opposing board members- Ginger Hain (Chair) and Jan Grossman- expressing the following concerns:

- Additional uses that will be allowed on the property if it is rezoned that may conflict with the property's adjacency to the park and several single-family residences.
- That the rezoning is only for one (1) property.

A second motion was made by board member Travis Collins and seconded by board member John Mason to **recommend the proposed map amendment to the Town Council**. The motion carried 5 to 1, with Ginger Hain (Chair) voting in opposition.

Ginger Hain, Planning Board Chair	5/28/2025 Date	Candace Poolton, Town Clerk	5/29/25 Date

To:	Waynesville Town Council
From:	Olga Grooman, Assistant Development Services Director
Date:	June 10, 2025
Subject:	Map Amendment Statement of Consistency
Description:	Map Amendment (rezoning) request from Walnut Street Neighborhood Residential Mixed-Use Overlay (WS-NR-MXO) to Russ Avenue Regional Center (RA-RC) District for one 3.25-ac property at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101).
Address:	Town of Waynesville Planning Department ("Development Services")

The Town Council hereby adopts the following statement(s):

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

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

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

☐ In addition to approving this zoning map 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: _____
_____
_____

DRAFT FOR COUNCIL'S CONSIDERATION

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL LAND DEVELOPMENT MAP OF THE TOWN OF WAYNESVILLE

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 map amendment to the Official Land Development Map (Zoning Map) and recommends that it is **inconsistent** with the Land Use Map, but the rezoning **is still reasonable and in the public interest** because it meets the following goals of the Comprehensive Plan:

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

- Create walkable and attractive neighborhoods and commercial centers
- Encourage infill, mixed-use and context sensitive development

Goal 5: Create opportunities for a sustainable economy.

- Promote the growth of existing local businesses and Waynesville's "maker economy.

WHEREAS, the Town of Waynesville Planning Board recommends that this map amendment is reasonable and in the public interest because the subject property is adjacent to Russ Avenue Regional Center (RA-RC) zoning district and involves an existing business that the current owners wish to continue and enhance; and

WHEREAS, the Planning Board has reviewed and recommends the proposed map amendment 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 **May 19, 2025,** at the regularly scheduled meeting of the Waynesville Planning Board, and on **June 10, 2025,** at the regularly scheduled meeting of the Waynesville Town Council;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON JUNE 10, 2025, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the Official Land Development Map be amended with the property at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-910) being rezoned from the Walnut Street Neighborhood Residential Mixed-Use Overlay District (WS-NR-MXO) to the Russ Avenue Regional Center District (RA-RC), and that the Future Land Use Map of the 2035 Comprehensive Plan be adjusted to reflect the rezoning:

ADOPTED this _____Day of _____, 2025.

TOWN OF WAYNESVILLE

_____
J. Gary Caldwell, Mayor

ATTEST:

_____
Candace Poolton, Town Clerk

APPROVED AS TO FORM:

_____
Martha Bradley, Town Attorney

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

Application

Application for Land Development Standards Map Amendment

Application is hereby made on April 15, 2025 to the Town of Waynesville for the following map amendment:

Property owner of record: Richland Creek Storage, LLC

Address/location of property: 187 W Marshall St, Waynesville, NC 28786

Parcel identification number(s): 8616-40-8130, 8616-40-7478, 8616-50-0120, 8616-50-0093, and 8616-50-1061

Deed/Plat Book/Page, (attach legal description): Please see attached

The property contains 3.842 acres.

Current district: Walnut St Neighborhood Residential MXO and Russ Avenue Regional Center

Requested district: Russ Avenue Regional Center

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

Please see attached

Applicant Contact Information

Applicant Name (Printed): Daniel Meteyer

Mailing Address: 7680 Silverwood Ct. Lakewood Ranch, FL 34202

Phone(s): (443) 670-6199

Email: danmeteyer@gmail.com

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

Dan Meteyer

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

Application

LEGAL DESCRIPTION OF REAL AND PERSONAL PROPERTY

BEING all of Grantor's interest, in and to that property comprised of **five parcels**, having the Haywood County Tax Parcel Numbers as follows: Parcel 8616-40-8130 (Parcel 1); Parcel 8616-50-1061 (Parcel 2); Parcel 8616-50-0120 (Parcel 3); Parcel 8616-50-0093 (Parcel 4); and Parcel 8616-40-7478 (Parcel 5);. Said property being further described as Tract 1, Tract 2, and Tract 4 as more particularly set forth in that deed from Gertrude Smathers, a/k/a Gertrude E. Smathers to William L. Norris recorded in Deed Book 681, at Page 1661 of the Haywood County, NC Registry. Also being described by those deeds to William L. Norris recorded in Deed Book 795, at Pages 2164 and 2167 and described as being the properties of the W C Mini Storage and as also described by deed recorded in Book 328, at Page 302 (Parcels 1 through 4) of said Registry. Parcels 1 through 4 which are contiguous are also generally described as being all of that property bounded on the northeast by the right of way of West Marshall Street, bounded on the northwest by the railroad right of way of Southern Railway, bounded on the southwest by the property of WAYNEPB, LLC as described in Deed Book 891, Page 2433 of said Registry and by the property of Patricia P. Conard as described by deed recorded in Book 486, at Page 381 of said Registry and bounded on the southeast by the property of Una Cooper Galloway as described by deed recorded in Deed Book 192, at Page 331 of said Registry. Reference to all deeds as set forth above is made in aid of description and all deeds are incorporated herein by reference.

Parcels 1 through 4 are conveyed **TOGETHER WITH** a non-exclusive, fifteen foot wide (15') right of way over the property of WAYNEPB, LLC as set forth in deed recorded in Book 891, at Page 2433 of the Haywood County, NC Registry to provide access to and from the above property to Walnut Street.

Application

Rezoning Request – Richland Creek Storage
187 & 185 W Marshall Street, Waynesville, NC

We are requesting that the Town of Waynesville rezone our property at 187 & 185 W Marshall Street into the Russ Avenue Regional Center district to bring the entire site into alignment with its long-standing use as a self-storage facility. A portion of the site is already zoned within the Russ Avenue Regional Center district, and this request would unify both parcels under the same zoning classification, ensuring consistency and compliance.

Richland Creek Storage has served the Waynesville community for over 40 years. While the facility has been grandfathered in under prior zoning, the current classification restricts our ability to make upgrades and improvements. Since purchasing the property three years ago, our team has invested in maintaining and enhancing the facility to better serve the growing needs of the community.

The requested rezoning would allow us to move out of grandfathered nonconformity and operate under permitted uses that reflect the property's historic and ongoing use. We are surrounded on three sides by properties already zoned Regional Center Commercial, including one of our own parcels. This request seeks to bring the entirety of our property into alignment with both the surrounding zoning and the actual land use on site.

Our facility also plays a practical and important role in supporting the residents of the adjacent Mountain Creek apartment complex—the largest in Waynesville. Some of these residents are also our tenants, and we want to make sure they have access to the most secure and high-quality storage options available.

We are committed to continuing investment in the property, offering clean, secure, and accessible storage to residents and local businesses alike. Rezoning to Russ Avenue Regional Center will not only resolve current zoning inconsistencies, but also help us better meet community needs, ensure regulatory compliance, and contribute to the economic and functional fabric of the area.

We appreciate your consideration and look forward to continuing to serve the Town of Waynesville.

Agent Authorization Form

AUTHORIZATION FOR AGENT TO APPEAR BEFORE WAYNESVILLE PLANNING BOARD, ZONING BOARD OF ADJUSTMENT, OR BOARD OF ALDERMEN

The undersigned Owner or Party with a contract or option to purchase that real property located at 187 W Marshall St, Waynesville, NC 28786 in Waynesville or the ETJ area of Waynesville, North Carolina, has submitted an application which is to be heard in a proceeding by Board(s) of the Town of Waynesville, North Carolina. I hereby authorize the following named individual to present my application and case, as my agent at such hearings.

Name of Authorized Agent: Jeremy Jae Ralph

Title and Company: Manager

Address: 390 Echo Dr., Waynesville, NC 28786

Phone and email: JRalph1975@icloud.com

This authorization shall be good through the completion of the project for which the zoning text or map amendment, special use permit, subdivision, variance or appeal, or other Town approval is requested, or until revoked in writing. The Town of Waynesville may rely on this authorization until it is given notice of the revocation of this authorization or of a change of property ownership takes place.

This the 10th day of April, 2025.

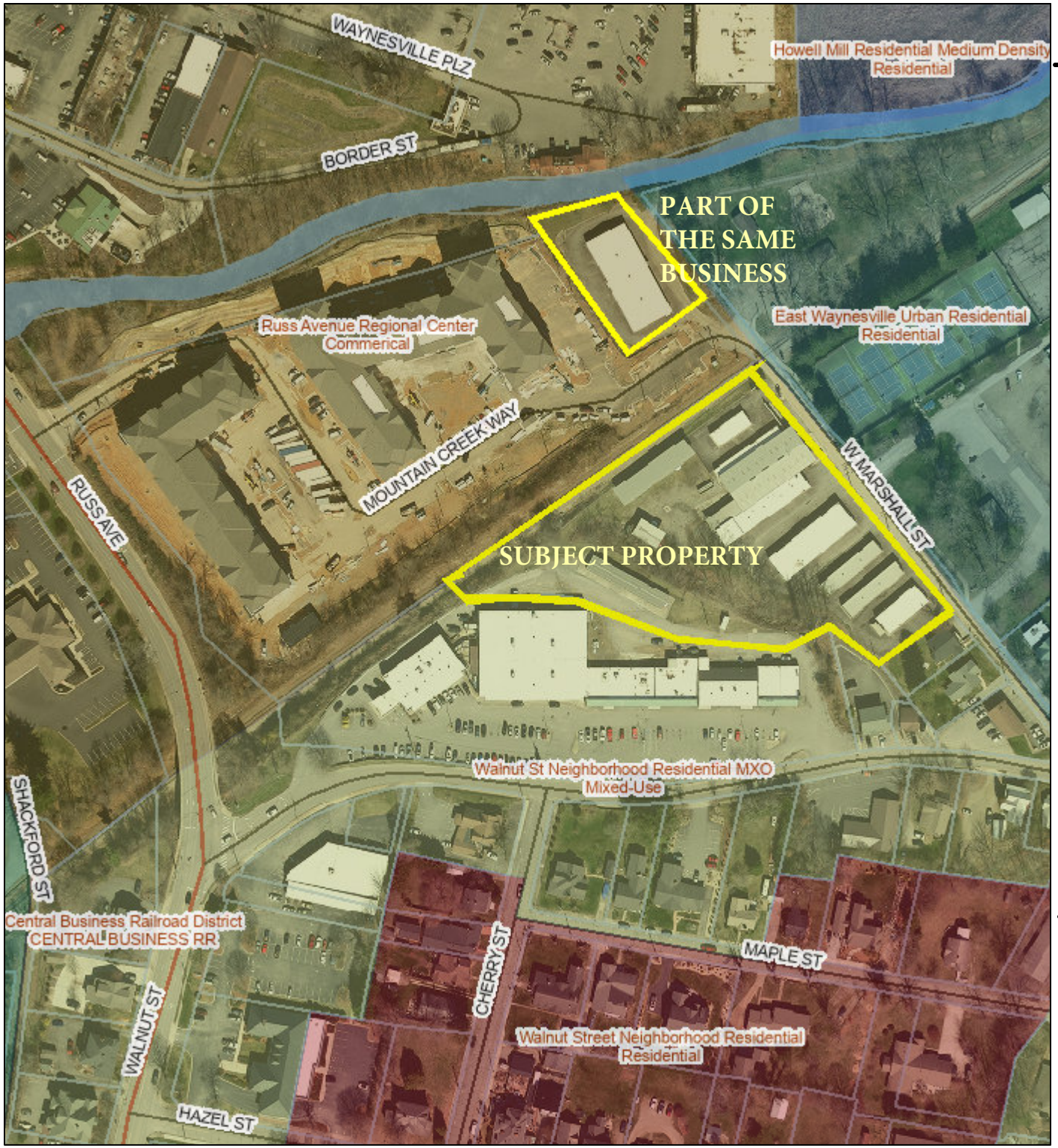
Owner or Party with Contractual Interest in Property:

Dan Meteyer, Dan Meteyer

Address and phone number:

7680 Silverwood Ct. Lakewood Ranch, FL 34202

(443) 670-6199



Report For

RICHLAND CREEK STORAGE LLC A NC LLC
176 MINE LAKE CT # 100
RALEIGH, NC 27615-6417

Account Information

PIN: 8616-40-7478

Deed: 1078/1679

CABD/2133
1069/1630

Site Information

WAREHOUSE MINI
Commercial Use
234 W MARSHALL ST

Heated Area: 0
Year Built: 1950
Total Acreage: 0.59
Township: Town of Waynesville

Site Value Information

Land Value:
Building Value:
Market Value:
Defered Value:
Assessed Value:
Sale Price:
Sale Date: 12/30/2022
Tax Bill 1:
Tax Bill 2:

1 inch = 200 feet
April 29, 2025

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

This map print out contains graphics

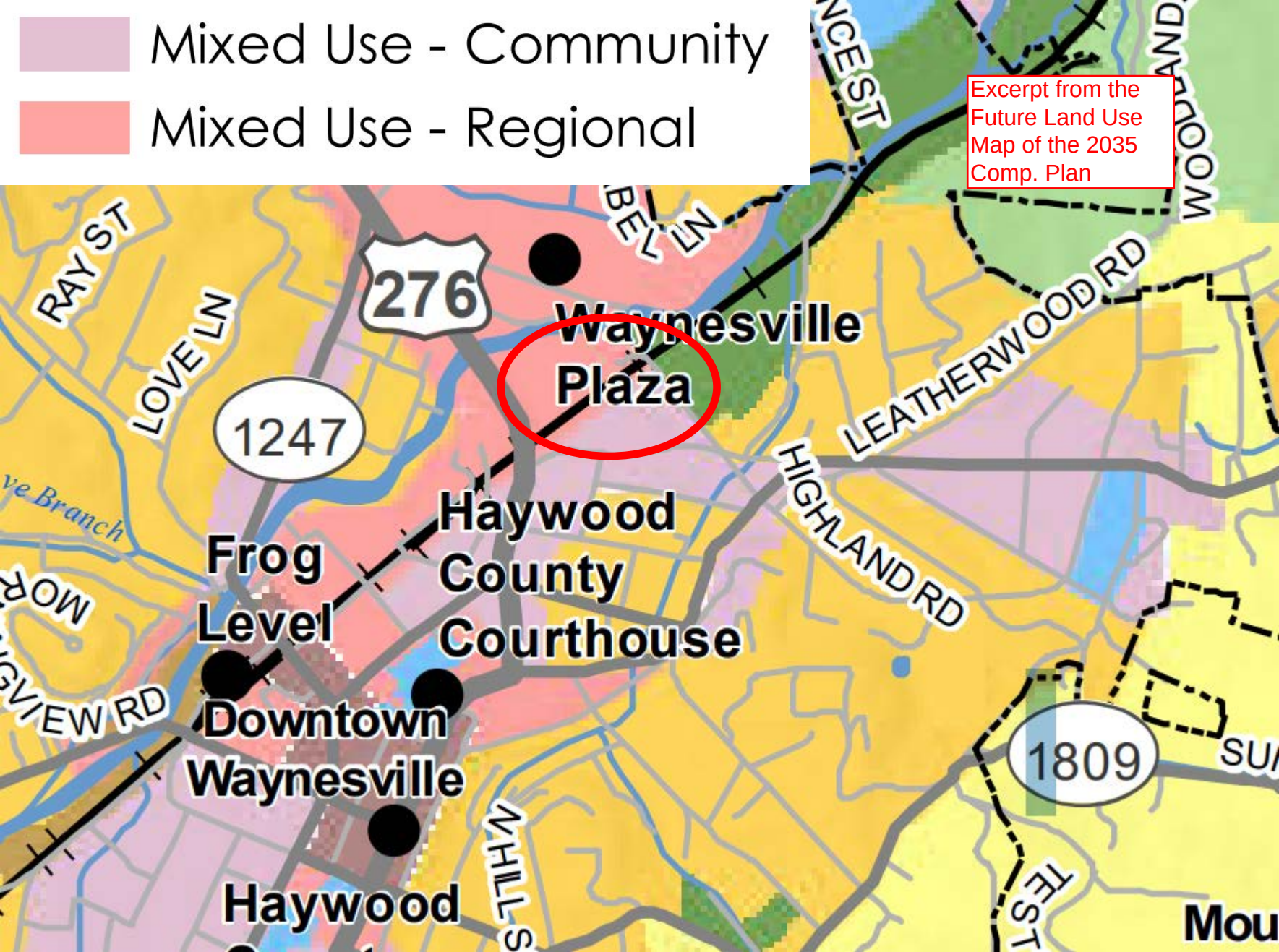
Haywood County

April 24, 2025

1:2,400

0 0.02 0.04 0.08 mi

0 0.0325 0.065 0.13 km


Mixed Use - Community
Mixed Use - Regional
Excerpt from the Future Land Use Map of the 2035 Comp. Plan
RAY ST
LOVE LN
276
1247
Waynesville Plaza
LEATHERWOOD RD
HIGHLAND RD
Haywood County Courthouse
Frog Level
Downtown Waynesville
Haywood
1809

STOP

Search Google Maps
Directions
Share
187 W Marshall St
Waynesville, North Carolina
Google Street View
Apr 2024
See more dates
RICHLAND CREEK
STORAGE

W Marshall St
nesville, North Carolina
Google Street View
2024
See more dates
RICHLAND CREEK
STORAGE
LEASING CENTER

PAYMENT SUMMARY RECEIPT

TOWN OF WAYNESVILLE
16 S MAIN ST

DATE: 05/06/25 CUSTOMER#:
TIME: 09:56:07
CLERK: 2044ecou

RECPT#:	3184433	PREV BAL:	650.00
TP/YR:	P/2025	AMT PAID:	650.00
BILL:	3184433	ADJSTMNT:	.00
EFF DT:	05/06/25	BAL DUE:	.00

Misc Cash Receipts

----------TOTALS----------

PRINCIPAL PAID:	650.00
INTEREST PAID:	.00
ADJUSTMENTS:	.00
DISC TAKEN:	.00
AMT TENDERED:	650.00
AMT APPLIED:	650.00
CHANGE:	.00

PAID BY: Meteyer rezone fee
PAYMENT METH: CHECK
PAYMENT REF: 186

TOT PREV BAL DUE:	650.00
TOT BAL DUE NOW :	.00

TOWN OF WAYNESVILLE

Development Services Department

PO Box 100
9 South Main Street
Waynesville, NC 28786
Phone (828) 456-8647 • Fax (828) 452-1492
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FOR PUBLICATION IN THE MOUNTAINEER: May 28 and June 4 Wednesday Editions
Date: May 20, 2025
Contact: Olga Grooman, (828) 356-1172

Notice of Public Hearing
Town of Waynesville Council

The Town of Waynesville Council will hold a **public hearing on June 10, 2025, at 6:00 pm**, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider a rezoning request from Walnut Street Neighborhood Residential Mixed-Use Overlay (WS-NR-MXO) to Russ Avenue Regional Center (RA-RC) District for one 3.25-ac property at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101).

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

Development Services Department

PO Box 100
9 South Main Street
Waynesville, NC 28786
Phone (828) 456-8647 • Fax (828) 452-1492
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May 28, 2025

Notice of Public Hearing
Waynesville Town Council

The Town of Waynesville Council will hold a **public hearing on June 10, 2025, at 6:00 pm**, in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC, to consider a rezoning request from Walnut Street Neighborhood Residential Mixed-Use Overlay (WS-NR-MXO) to Russ Avenue Regional Center (RA-RC) District for one 3.25-ac property at 185/187 West Marshall Street in Waynesville, NC 28786 (PIN 8616-40-9101):

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.

PROPERTY POSTED
ON 5/28/25
Waynesville Town Council
Will hold a
Public Hearing
on June 10, 2025, at 6:00 PM
In the Town Hall Board Room
at 9 South Main St.
To Consider a Rezoning Request
Contact the Development Services Department
828-456-8647

TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNICL ACTION
Meeting Date: 6/10/2025

SUBJECT Approval of amended cashflow loan application.

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number:
Department: Finance
Contact: Rob Hites
Presenter: Rob Hites

BRIEF SUMMARY During your May 27th meeting you adopted a resolution requesting $1,500,000 from the NC State Treasure as a "Cash Flow Loan". The loan offered by the Treasurer is a "0%" percent loan for a five (5) year period. A certain percentage of the loan must be repaid between year 3-5. The Treasurer's office received our request for "Phase 1" funds and granted the Town $503,482.76. The Town is eligible for $2,657,300, our total estimated Helene related costs. We have amended the application and resolution to reflect the $503,482.76 offer at the Treasurer's staff request. We have filled out the initial pre-application to apply for the balance of the loan during "Phase II" of the program.

MOTION FOR CONSIDERATION: Approve an application and resolution to borrow $503,482.76 from the NC State Treasurer for a "cash flow loan'.

FUNDING SOURCE/IMPACT All Funds

ATTACHMENTS: Application and Resolution

MANAGER'S COMMENTS: See Above

This contract has been pre-audited as required
by the Local Government Budget and Fiscal Control Act

_____
Finance Officer

STATE CASHFLOW LOANS FOR DISASTER RESPONSE ACTIVITIES TO LOCAL GOVERNMENTS

LOAN AGREEMENT
BETWEEN
THE STATE OF NORTH CAROLINA (BY AND THROUGH THE DEPARTMENT OF STATE TREASURER)
AND
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

Loan Round:	**Round 1**
Loan Number:	**Helene50414R1000000000**
Loan Date:	_____
Loan Round Amount:	**$503,482.76**

REPAYMENT TERMS:

- **$1 by the first anniversary of the Loan Date**
- **10% of the Loan Round Amount on June 30, 2027**
- **20% of the Loan Round Amount on June 30, 2028**
- **30% of the Loan Round Amount June 30, 2029**
- **40% (less $1) of the Loan Round Amount on the earlier of the fifth anniversary of the Loan Date or June 30, 2030.**

Recipient Tax ID/EIN: _____

PURPOSE:
For good and valuable consideration, the adequacy of which is hereby acknowledged, this loan agreement ("Agreement") is hereby entered into by and between the State of North Carolina, by and through the North Carolina Department of State Treasurer ("NCDST"), and the **Town of Waynesville, North Carolina** ("RECIPIENT") (referred to individually as Party and collectively as "Parties") to provide NCDST cashflow loans for disaster response activities to local governments, in accordance with Section 4E.5. of North Carolina Session Law 2024-53, as modified by Section 1F.1 of North Carolina Session Law 2024-57 (together, as amended, the "Authorizing Act").

1. EFFECTIVE TERM:

This Agreement shall be effective as of the latest date of signature below ("Effective Date") and, subject to Section 15, shall terminate upon full repayment of the loan proceeds to NCDST, unless earlier terminated pursuant to Section 9.

2. NCDST'S DUTIES & PAYMENT PROVISIONS:

NCDST shall loan RECIPIENT a total of **$503,482.76** to pay for RECIPIENT'S disaster response activities as set forth in FEMA Public Assistance Worksheets. This principal-only loan does not carry interest charges or administrative fees. Upon signature of this Agreement by the Parties, the funds will promptly be transferred to

RECIPIENT via wire/ACH transfer to the RECIPIENT'S account, pursuant to the written bank wiring instructions that RECIPIENT must submit to the NCDST as provided in Section 3.a. below.

3. RECIPIENT'S DUTIES AND REPRESENTATIONS:

a. **As soon as reasonably practicable following its receipt of this Agreement, RECIPIENT shall provide each of the following to NCDST: (a) a certified copy of a resolution authoring execution of the Agreement and Promissory Note in the form set forth in Attachment A; (b) an executed copy of this Agreement; (c) an executed Promissory Note in the form set forth in Attachment B; and (d) the completed NCDST Hurricane Helene Cashflow Loan Program Wire Form enclosed as Attachment C, signed and certified by the appropriate official of RECIPIENT.**

b. Before and during the term of this Agreement, RECIPIENT will use or has used loan proceeds to cover expenditures for disaster response activities, which may be expenditures that are eligible for reimbursement by the Federal Emergency Management Agency (FEMA) Public Assistance Program, National Flood Insurance Program , or other federal reimbursement program.

c. Both NCDST and RECIPIENT agree that this Agreement shall be interpreted as to not diminish or impair RECIPIENT's eligibility to secure FEMA or related recovery funding support.

d. RECIPIENT shall make every reasonable effort to seek reimbursement from the federal government for expenditures that will be temporarily covered by loan proceeds under this Agreement.

e. Notwithstanding the Repayment Terms as stated on Page 1 of this Agreement, if RECIPIENT receives funding support from the federal government for expenditures covered under the FEMA Public Assistance Worksheets used as the basis for this Agreement, RECIPIENT shall repay NCDST the equivalent amount of loan proceeds within five (5) business days of receipt of the federal funding support.

f. RECIPIENT agrees that loan proceeds received through this Agreement shall be accounted for in a separate fund and accounting structure within RECIPIENT's central accounting system. RECIPIENT agrees to manage all accounts payable disbursements, check register disbursements, and related transactions in a detailed manner that supports fully transparent accounting of all financial transactions associated with loan funding allocations described in Section 2 of this Agreement. RECIPIENT understands and acknowledges the total direct loan funding level available under this Agreement is **$503,482.76**.

g. As provided in the Authorizing Act:

   (i) RECIPIENT agrees to deliver repayment installments of the loan proceeds in the amounts and by the dates set forth in the Repayment Terms recited on Page 1 above, which are hereby incorporated by reference. Further, RECIPIENT understands and agrees that all loan proceeds provided to RECIPIENT under this Agreement must be repaid no later than the earlier of the following two dates: (a) the five-year anniversary of the Loan Date; or (b) June 30, 3030.

   (ii) RECIPIENT shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the loan proceeds are being provided, including funds from insurance policies in effect, available federal aid, and private donations. RECIPIENT understands and agrees that the loan proceeds paid to RECIPIENT pursuant to this Agreement are in excess of any funds received by RECIPIENT from any of the following: (a) settlement of a claim for loss or damage covered under RECIPIENT's applicable insurance policy in effect; (b) federal aid; or (c) private donations.

   (iii) If RECIPIENT obtains alternative funds pursuant to subdivision (ii) of this subsection g., RECIPIENT shall promptly remit such funds to NCDST. Notwithstanding the preceding sentence,

RECIPIENT shall not be required to repay to NCDST any amount in excess over the amount of loan proceeds provided under this Agreement.

4. AGREEMENT ADMINISTRATORS:

All notices permitted or required to be given by one Party to the other and all questions about the Agreement from one Party to the other shall be addressed and delivered to the other Party's Agreement Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Agreement Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Agreement Administrator by giving timely written notice to the other Party.

For NCDST	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Eric Naisbitt Chief of Staff Office of the State Treasurer 3200 Atlantic Avenue Raleigh, North Carolina 27604 Phone: (919) 814-3817 Email: helenecashflowloans@nctreasurer.com	Eric Naisbitt Chief of Staff Office of the State Treasurer 3200 Atlantic Avenue Raleigh, North Carolina 27604 Phone: (919) 814-3817 Email: helenecashflowloans@nctreasurer.com

For RECIPIENT	
IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Name **Title** **Address** **Email** **Phone**	**Name** **Title** **Address** **Email** **Phone**

5. MONITORING AND AUDITING:

RECIPIENT acknowledges and agrees that, commencing on the Effective Date of this Agreement and for a period of three (3) years following this Agreement's termination, RECIPIENT's books, records, documents and facilities with respect to the loan funds shall be open to NCDST for auditing, inspection and monitoring at all times during such period. Further, upon a request for access by NCDST (whether in writing or otherwise), RECIPIENT shall make all such books, records, documents, and facilities open to NCDST for inspection. To that end, RECIPIENT agrees to provide NCDST staff, any authorized agent or other designee of NCDST, and

staff of the Office of State Auditor, as applicable, with access to financial and accounting records to support internal audit, financial reporting and related requirements.

RECIPIENT acknowledges and agrees that, with regard to the Loan funds, it will be subject to the audit and reporting requirements prescribed by N.C.G.S. § 159-34 (Annual independent audit; rules and regulations) within the Local Government Budget and Fiscal Control Act. Such audit and reporting requirements may vary depending upon the amount and source of Loan funding received by RECIPIENT and are subject to change.

RECIPIENT acknowledges and agrees that, with regard to the loan funds, it will be subject to the reporting requirements of both NCDST and the North Carolina Office of Budget and Management, as mandated by those agencies from time to time, as applicable.

6. SITUS AND EXCLUSIVE VENUE:

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Wake County, North Carolina.

7. COMPLIANCE WITH LAW:

RECIPIENT shall be wholly responsible for the loan terms and RECIPIENT's responsibilities described in this Agreement. RECIPIENT shall be responsible for supervision of any of its employees and contractors funded under this Agreement, and compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of their loan performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction. RECIPIENT is reminded that all funds are subject to the requirements of the Local Government Budget and Fiscal Control Act, including but not limited to all budgeting and pre-audit requirements.

8. CLAW-BACK; OFFSET:

a. NCDST may also demand repayment of previously expended funds, and RECIPIENT must comply with such a demand, in the event NCDST determines that RECIPIENT has not spent loan funds on eligible uses set forth in the FEMA project worksheets used to determine the Loan Round Amount, or if NCDST determines that RECIPIENT has not materially complied with any other requirements set forth in this Agreement concerning the loan funds (generally, "Non-Compliance"). Before making a formal demand for repayment as provided in this subsection, NCDST will provide RECIPIENT thirty (30) days' written notice to cure such Non-Compliance, and the Parties will make every reasonable effort to resolve the problem informally.

b. In the event the Parties are unable to resolve RECIPIENT's Non-Compliance as provided in subsection a. above, RECIPIENT understands and agrees that, pursuant to N.C. Gen. Stat. § 147-71, the State Treasurer is authorized to demand, sue for, collect and receive all money and property of the State not held by some person under authority of law. In addition, RECIPIENT understands and agrees that NCDST shall have the right to recoup any funds for which repayment has been demanded through the Setoff Debt Collection Act (Chapter 105A of the North Carolina General Statutes) and any other provision of State law providing for setoff debt collection, as applicable.

9. TERMINATION OF AGREEMENT:

Subject to Section 15, this Agreement may be terminated:

a. By mutual written consent of the Parties;
b. By NCDST for cause, if: (i) RECIPIENT violates the terms of this Agreement and RECIPIENT fails to correct the violation(s) within thirty (30) days of written notice of violation from NCDST; (ii) NCDST determines RECIPIENT has made a misrepresentation in connection with this loan; or (iii) RECIPIENT

abandons or otherwise ceases to make reasonable progress towards completion of the disaster response activities funded by this Agreement; or

c. In the event that RECIPIENT repays the loan amount in full prior to the fifth anniversary of the Loan Date.

In the event of termination, NCDST may require the return of unspent funds. NCDST may, in its sole discretion, allow RECIPIENT to retain or be reimbursed for costs reasonably incurred prior to termination that were not made in anticipation of termination and cannot be canceled, provided that said costs meet the provisions of this Agreement.

10. AMENDMENTS:

Subject to all applicable laws, this Agreement may be amended in writing, executed by both NCDST and RECIPIENT. If RECIPIENT requests revisions of Agreement terms, it shall provide to NCDST for review and approval a detailed written request that includes documented financial management reason(s) for amending the terms of this Agreement.

11. E-VERIFY:

If this Agreement is subject to N.C. Gen. Stat. § 143-133.3, RECIPIENT shall impose the obligations of Article 2 of Chapter 64 of the General Statutes on any contractor and its subcontractors funded by this Agreement.

12. LIMITATION OF LIABILITY; CONTRACTUAL RIGHTS:

RECIPIENT will hold NCDST harmless from any loss(es) or damage(s) arising in connection with the performance of this Agreement to the extent permitted by law, including the North Carolina Tort Claims Act (Article 31 of Chapter 143 of the North Carolina General Statutes). This Agreement is intended for the sole and exclusive benefit of the Parties. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person not a party to this Agreement. Nothing herein shall be construed as a waiver of the sovereign immunity of the State of North Carolina.

13. SEVERABILITY:

a. Generally. Nothing in this Agreement is intended to conflict with any law, or regulation, or rule of the United States, or the State of North Carolina, or NCDST. The Parties agree that if a term of this Agreement cannot be interpreted in a way to be consistent with such authority, then that term shall be deemed invalid, but the remaining terms and conditions of this Agreement shall remain in full force and effect.

b. Federal Reimbursement. The Parties expressly agree that they intend for this Agreement to constitute and be construed as a loan agreement, toward the end that all loan proceeds provided to RECIPIENT hereunder would remain eligible for reimbursement under the FEMA Public Assistance Program, National Flood Insurance Program, or other federal reimbursement program (generally, for purposes of this subsection, the "Federal Funding Programs"). The Parties further agree that: (i) no provision of this Agreement shall be construed as creating or contemplating a current or future condition or circumstance that would in any way alleviate RECIPIENT of the repayment obligations set forth in this Agreement, or in the related Promissory Note; and (ii) to the extent that any word, phrase, clause, sentence, or term of this Agreement is deemed incongruous with any relevant provision(s) of federal law pertaining to RECIPIENT's eligibility for reimbursement under the Federal Funding Program(s), then such word, phrase, clause, sentence or term shall be modified, deleted, or interpreted in such a manner as to make the loan funds provided to RECIPIENT hereunder fully reimbursable under the Federal Funding Program(s), or else reimbursable to the maximum extent allowable under such program(s).

14. ENTIRE AGREEMENT:

This Agreement and any annexes, exhibits, and amendments appended hereto, and any documents incorporated specifically by reference, represent the entire Agreement between the Parties and supersede all prior oral and written statements or Agreements.

15. SURVIVAL:

The following sections shall survive termination of this Agreement: 3.c., 5, 6, 7, 8, 12 and 13.

16. EXECUTION AND EFFECTIVE DATE:

This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. One or more counterparts of this Agreement may be delivered by facsimile or in Adobe Portable Document Format (PDF) sent by electronic mail, with such delivery having the same effect as delivery of an original counterpart. Signatures provided by facsimile transmission, in PDF sent by electronic mail, or by electronic signature such as DocuSign, shall be deemed to be original signatures.

This Agreement shall become effective upon the Effective Date and NCDST's loan obligations shall commence upon NCDST's receipt of the items set forth in 3.a. above.

[signature page follows]

19. AUTHORIZED SIGNATURE WARRANTY:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Agreement.

In Witness Whereof, RECIPIENT and the State of North Carolina, acting by and through the NCDST have executed this Agreement in duplicate originals, with one original being retained by each party.

TOWN OF WAYNESVILLE, NORTH CAROLINA

_____

AUTHORIZING OFFICIAL Date

_____

Printed Name Title

STATE OF NORTH CAROLINA, by:

NORTH CAROLINA DEPARTMENT OF STATE TREASURER

_____

AUTHORIZING OFFICIAL Date

Eric Naisbitt **Chief of Staff**

ATTACHMENT A

RESOLUTION TO APPROVE NORTH CAROLINA CASHFLOW LOAN AGREEMENT AND PROMISSORY NOTE

WITNESSETH:

WHEREAS, in connection with the State of North Carolina cashflow loan program (Loan Program) authorized by the Disaster Recovery Act of 2024, Session Law 2024-53 (as amended by Session Law 2024-57), the North Carolina Department of State Treasurer has been working with the North Carolina Department of Public Safety-Division of Emergency Management (NCEM), the North Carolina Association of County Commissioners (NCACC), and the North Carolina League of Municipalities (NCLM) to formulate a working plan for the disbursement of cashflow loans aimed at assisting local governments affected by Hurricane Helene; and

WHEREAS, local governments wishing to participate in the Loan Program are required to execute a Cashflow Loan Agreement and Promissory Note with the State of North Carolina, by and through the North Carolina Department of the State Treasurer; and

NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF WAYNESVILLE, NORTH CAROLINA:

1. That the Cashflow Loan Agreement and Promissory Note provided by the North Carolina Department of the State Treasurer are hereby approved.

2. That the Manager, Clerk, or Authorized Representative of a Tribal Government is authorized to execute the attached agreements (or those substantially equivalent thereto) and such other agreements and actions as necessary to receive disaster recovery loan funding from the State of North Carolina.

Adopted, this the _____ day of _____

TOWN OF WAYNESVILLE, NORTH CAROLINA

By: _____
Mayor/Commissioner/Authorized Representative

Name: _____

Title: _____

ATTEST:

_____
Town Clerk/Authorized Representative

Name: _____

Title: _____

ATTACHMENT B

This Promissory Note has been pre-audited as required by the
Local Government Budget and Fiscal Control Act

_____
Finance Officer

PROMISSORY NOTE

Date: _____

Loan Number: **Helene50414R1000000000**
Loan Amount: $**503,482.76**

The **Town of Waynesville, North Carolina** ("BORROWER") DOES HEREBY unconditionally promise to pay to the STATE OF NORTH CAROLINA (by and through the North Carolina Department of State Treasurer) ("State") the following Loan Amount: **$503,482.76.** The promissory note is made in accordance with the related Loan Agreement, dated as the date hereof (the "Agreement"), between the State and the BORROWER. As set forth in the Agreement, the BORROWER hereby promises to pay the Loan Amount in accordance to the following schedule:

- **$1 the first anniversary of the Loan Date**
- **10% of the Loan Round Amount on June 30, 2027**
- **20% of the Loan Round Amount on June 30, 2028**
- **30% of the Loan Round Amount on June 30, 2029**
- **40% (less $1) of the Loan Round Amount on the earlier of the fifth anniversary of the Loan Date recited in the Agreement or June 30, 2030.**

Payment instructions will follow from the State or its agent.

This Promissory Note and the Agreement were duly authorized by action of the BORROWER's governing body at a meeting duly held on _____.

TOWN OF WAYNESVILLE, NORTH CAROLINA

_____
Signature

_____
[Name and Title]

[SEAL]

Attest:

_____
Signature

_____
[Name and Title—should be clerk]

ATTACHMENT C

Haywood County

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER

BRADFORD B. BRINER
STATE TREASURER OF NORTH CAROLINA

FINANCIAL OPERATIONS DIVISION

Hurricane Helene Cash Flow Loan Program Wire Form

Questions concerning the completion of this form should be directed to 919-814-3902.

RECIPIENT INFORMATION
Recipient/Account Holder's Name:
Recipient's Address, City, State, Zip:
Information for the Recipient (optional):
BENEFICIARY BANK INFORMATION
Beneficiary Bank Name:
Beneficiary Bank Routing Transit Number (RTN):
Beneficiary Bank Account Number:
Bank's Address, City, State, Zip:
Information for the Beneficiary Bank, if applicable:

I certify the recipient information and beneficiary bank information provided above is true and correct. and I am authorized to act in the capacity indicated and to transact business on the account listed above. Only original signatures accepted; no electronic signatures.

Recipient Official's Printed Name **Signature**

Phone # **Date**

FOR INTERNAL USE ONLY	
Financial Operations Division	
US Dollar Wire Amount: **$503,482.76**	Contract/Reference #: **Helene50414R1000000000**
Date Wire Processed:	

3200 Atlantic Avenue • Raleigh, North Carolina 27604
Courier #56-20-45 • Telephone: (919) 814-4000 •
Fax: (919) 855-5809 www.NCTreasurer.com

TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date 6/10/2025

SUBJECT: Reclassify one budgeted paid Internship position to a part-time Social Worker position.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Police Department
Contact: Chief David Adams
Presenter: Chief David Adams

BRIEF SUMMARY:

After hosting a Social Work Intern for the last year and experiencing the benefit of having a dedicated Social Worker available to assist the Community Policing Program, the Waynesville Police Department sees the need to create a part-time Social Worker position. My staff has worked to create a job description for this position.

MOTION FOR CONSIDERATION: Approve the reclassification of one paid Internship position with an hourly rate of pay of $15.00 per hour to a part-time Social Worker position with an hourly rate of pay of $15.00 per hour.

FUNDING SOURCE/IMPACT: Police Salary Budget/No increase expected.

Ian Barrett, Finance Director Date

ATTACHMENT:

1. Job Description
2. Revised Pay & Classification Schedule

MANAGER'S COMMENTS:

Waynesville Police Department
General Order

Effective Date: **May 9, 2025**		
Police Social Worker/Program Policy		
Distribution: All Personnel		

PURPOSE:

The purpose of the Police Social Worker is to provide a bridge to individuals and/or families in need of essential community resources.

The Police Social Worker shall provide support and/or make referrals for individuals to a variety of agencies who specialize in behavioral health issues, substance abuse, and addiction treatment programs, homelessness services, child and elder abuse services, domestic violence, and sexual assault, juvenile interventionist, victims of crime, etc. Collaboration with first responders to negotiate with distressed individuals and/or families in the community who interact with law enforcement.

POLICY:

The Police Social Worker Program shall be managed by the Chief of Police or his/her designee.

DEFINITIONS:

1. “Social Worker” is a professional who helps people of all backgrounds improve their lives by addressing their needs and overcoming challenges.

2. “Police Social Worker” is a social worker employed with a police department who collaborates with law enforcement agencies. They provide support to individuals and communities affected by crime, mental health crises, and other social issues. Police Social Workers (PSW) work to address the root causes of these issues and connect people with resources and support.

QUALIFICATIONS:

A candidate for the Police Social Worker must meet the following minimum qualifications:

1. Ability to understand law enforcement culture, procedures, and general orders.

2. Establish and maintain a good rapport with police officers and community resources.

3. Must have the ability to effectively communicate with a diverse community.

4. Ability to create a survey and conduct data analysis, including assessment of valid sources to summarize a wide range of information professionally, and an understanding of the process of developing research questions.

5. Maintain organizational and time-management skills, along with interpersonal, oral and written communication skills.

DUTIES AND RESPONSIBILITIES:

As part of the Police Social Worker official duties with the Waynesville Police Department, he/she is encouraged to participate in the following tasks as requested by the Chief of Police or his designee.

1. Respond to law enforcement calls for service as requested serving as a crisis response specialist and completing all required paperwork and documentation associated with those calls for service.

2. Build effective working relationships with community resource agencies.

3. Provide crisis response support for community members who are referred by police officers. Accompany law enforcement to scenes that require negotiation with distraught or angry individuals.

4. Assess clients' needs and provide referrals to community resources.

5. Participate in police sponsored community events.

JOB DESCRIPTION:

Primary purpose and responsibilities of role:

To support effective coordination of community services to individuals within the community strictly on a voluntary basis only, working alongside Waynesville Police Department. The police social worker will be able to provide a key connection point between crisis response teams, behavioral health, substance use disorder treatment programs, homeless services, domestic violence, sexual assault agencies, Haywood County Schools, victims of a crime, and individuals in the community who interact with law enforcement.

Policy:
The Police Social Worker Program will be managed by the Chief of Police or his/her designee.

Definitions:
"Social Worker" A professional whose primary mission is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty.

"Police Social Worker" A professional whose primary mission is still to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. It also is to expand law enforcements toolbox by providing resources to officers to utilize instead of responses such as citations, arrest and warnings for more social issues rather than criminal.

Work Schedule:

The hours for this position are generally Monday-Friday, (whatever hours), however these hours are subject to change based on the need of the community and/or agency. This position is expected to work "on call" for emergencies as determined by the Waynesville Police Department. Other hours required to work may include early morning, evening, and/or weekend times, and some holidays.

Other Position Characteristics:

I. **Accuracy Required in Work:** The employee will be working closely with law enforcement, area businesses, non-profit organizations, county and municipal governments and community members. While there is no exact science for community development and organization, it will be crucial that the employee find the most effective and efficient manner to mobilize the community.

II. **Consequence of Error:** Employees that provide misinformation or appear incompetent create a liability for the organization. If employees give inaccurate information, the public or target population will be misinformed which may result in individuals making inappropriate health behavior decisions or businesses being affected negatively.

III. **Supervision Received by Employer:** The nature of the job requires the employee to work independently due to the nature and volume of community contacts. The employee will work with great independence, but will be responsible for demonstrating leadership, achievement towards outcomes, and connection with community partners. The employee will be supervised directly by Support Services Lieutenant and will have monthly program review meetings to review work plan activities, accomplishments and future goals.

IV. **Variety and Purpose of Personal Contacts:** This position has high visibility for the agency. This individual will be working throughout Haywood County with justice-involved people, those who are/have been incarcerated, law enforcement officers, government leaders, elected officials, non-profit organizations, mental health providers, and others.

V. **Physical Effort:** Employee will be required to stand for long periods of time, perform foot patrol within the community with officers, lift to 25 pounds, and wear a tactical vest while co-responding.

VI. **Work Environment and Condition:** This position is embedded with the Waynesville Police Department.

VII. **Visual Attention, Mental Concentration and Manipulative Skills:** This position requires the employee to do a great deal of planning which requires significant mental concentration.

VIII. **Safety for Others:** The employee along with the Waynesville Police Department employees will take precautions to ensure the safety of the community members he/she is working with. The performance of duties for this job does not appear to place others at risk.

IX. **Dynamics of Work:** This position is required to continually assess program effectiveness and be responsive to change. Justice system issues are multifaceted and solutions to these problems are ever changing. In this position, the police social worker will work alongside Waynesville Police Department. Working with many diverse and dynamic people while maintaining focus on the goals set for the community.

Knowledge, Skills, and Abilities and Training and Experience Requirements:

1. **Knowledge, Skills and Abilities**:

   - Considerable knowledge of mental health and substance use prevention strategies that can be applied to justice-involved persons; considerable knowledge of forensic treatment, as well as case management skills, and a strong foundation of social skills, ability to build effective professional partnerships and provide outreach to community stakeholders; ability to evaluate program measure deliverables; ability to express oneself clearly in written and oral format.

2. **Required Minimum Training**:
   - A bachelor's degree in social work or related field such as sociology or psychology
   - Basic understanding of law enforcement culture, procedure, and general orders
   - Function effectively in a paramilitary law enforcement environment
   - Experience in social work, crisis intervention, or related field, preferably in a law enforcement or emergency services context

3. **Preferred Additional Qualifications, Trainings and Experience:**
   - A master's degree in social work is not required, but preferred
   - Significant experience in community development or direct human services
   - Live within service area
   - Previous experience working with law enforcement in a community setting is preferred but not required
   - Ability to advocate and effectively communicate and problem solve under pressure in high-stress situations
   - Understanding of harm reduction along with a demonstrated proficiency of serving individuals experiencing homelessness and co-disorders

The Social Worker will carry out the following actions:
**** As part of the Police Social Worker official duties with the department, he/she is encouraged to participate in the following tasks and other such duties as may be requested by the Chief of Police or a designated representative.**

- Provide engagement and intensive support services to community members identified as in need of support services by the Waynesville Police Department.
- Join and support officers in regular duties including patrol, community policing,

- Build rapport and effective working relationships with all employees at Waynesville Police Department.
- Conduct assessments with at risk individuals to determine appropriate route of treatment/referral process either referred by officers, walk-in's or co-responding with officers. // Accompanies law enforcement to scenes that require de-escalation and or including non-criminal support services.
- Provide outreach, referrals, engagement and supportive services for clients through brief case management and referral process.
- Link clients to other external sources and or diversion programs.
- Collaborate with program partners, law enforcement, service providers, non-profits and other community organizations.
- Inform clients on community resources and how to use them appropriately, provide information to individuals/families on specific topics.
- Attend relevant community advisory groups & present at group meetings as requested or needed per agency.
- Emphasize personal safety, self-worth, growth, life-skills, self-advocacy, personal fulfillment, development pf social support and effective communication skills. In addition, model the above behaviors for those involved with services under your care.
- Model recovery values, attitudes, beliefs and personal action to encourage wellness.
- Provide transportation, when appropriate, with the proper/assigned officer for clients in need of resources but lack transportation.
- Provide supervision to interns for Waynesville Police Department Community Care Program.
- Document and maintain contacts with clients, as well as documenting efforts made to engage with high-risk individuals. Complete and maintain comprehensive files and enter data to properly track outcomes.

PAY/CLASSIFICATION TABLE 2024-2025 ADOPTED 7/1/2024

Grade	Class Title	FLSA Status	Class Min	Class Mkt	Class Max
53	CUSTODIAN	NON-EXEMPT	$ 31,503.75	$ 40,954.89	$ 50,406.03
	MAINTENANCE TECHNICIAN	NON-EXEMPT			
	METER READER	NON-EXEMPT			
	LIFEGUARD	NON-EXEMPT			
54	ADMINISTRATIVE ASSISTANT	NON-EXEMPT	$ 32,606.39	$ 42,388.31	$ 52,170.22
	CUSTOMER SERVICE REP	NON-EXEMPT			
	LAB ANALYST	NON-EXEMPT			
	LEAD METER READER	NON-EXEMPT			
55	HEAD LIFEGUARD	NON-EXEMPT	$ 33,747.61	$ 43,595.16	$ 53,996.19
	SENIOR CUSTOMER SERVICE REP	NON-EXEMPT			
	TREATMENT PLANT OPERATOR	NON-EXEMPT			
	UTILITY MAINTENANCE SPECIALIST	NON-EXEMPT			
56	ACCOUNTING SPECIALIST	NON-EXEMPT	$ 34,928.78	$ 45,407.42	$ 55,886.05
	CEMETERY SERVICES SPECIALIST	NON-EXEMPT			
	FLEET TECHNICIAN	NON-EXEMPT			
	MAINTENANCE & GROUNDS TECHNICIAN	NON-EXEMPT			
	PARKS & RECREATIONS CREW LEADER	NON-EXEMPT			
	RECEIVING & PURCHASING SPECIALIST	NON-EXEMPT			
	UTILITY LOCATOR	NON-EXEMPT			
10/8/2024	METER TECHNICIAN	NON-EXEMPT			
57	HORTICULTURE SPECIALIST	NON-EXEMPT	$ 36,178.97	$ 46,996.68	$ 57,842.07
	PROGRAM SPECIALIST	NON-EXEMPT			
58	CEMETERY CREW LEADER	NON-EXEMPT	$ 37,416.59	$ 48,641.56	$ 59,866.54
	CODE ENFORCEMENT OFFICER	NON-EXEMPT			
	FIRE FIGHTER	NON-EXEMPT			
	OUTSIDE FACILITIES CREW LEADER	NON-EXEMPT			
59	ADVANCED TREATMENT PLANT OPERATOR	NON-EXEMPT	$ 38,726.17	$ 50,395.27	$ 61,961.88
	GROUNDSMAN	NON-EXEMPT			
60	BUYER	NON-EXEMPT	$ 40,081.59	$ 52,106.06	$ 64,130.54
	EQUIPMENT OPERATOR	NON-EXEMPT			
61	EQUIPMENT MECHANIC	NON-EXEMPT	$ 41,484.45	$ 53,929.77	$ 66,375.11
	FIRE ENGINEER	NON-EXEMPT			
	PUBLIC FACILITIES MAINT. TECHNICIAN	NON-EXEMPT			
	PAYROLL SPECIALIST	NON-EXEMPT			
	SENIOR ADMINISTRATIVE ASSISTANT	NON-EXEMPT			
62	DOWNTOWN WAYNESVILLE DIRECTOR	NON-EXEMPT	$ 42,944.02	$ 55,817.32	$ 68,698.25
	WATERSHED ATTENDANT	NON-EXEMPT			
	SENIOR PLANT OPERATOR	NON-EXEMPT			
	STREETS & SANITATION CREW LEADER	NON-EXEMPT			
	STORMWATER MANAGEMENT COORDINATOR	NON-EXEMPT			
63	ELECTRIC LINE TECHNICIAN 1	NON-EXEMPT	$ 44,439.17	$ 57,770.93	$ 71,102.68
	PARKS & RECREATION FACILITIES MGR	NON-EXEMPT			
	PUMP MAINTENANCE MECHANIC	NON-EXEMPT			
	SENIOR CODE ENFORCEMENT OFFICER	NON-EXEMPT			
	TAX ANALYST	NON-EXEMPT			
	TOWN CLERK	EXEMPT			
	UTILITY BILLING SPECIALIST	NON-EXEMPT			
	WATER MAINTENANCE CREW LEADER	NON-EXEMPT			
64	ATHLETIC PROGRAMS SUPERVISOR	EXEMPT	$ 45,994.54	$ 59,792.90	$ 73,591.27
	PARKS & RECREATION PROGRAM SUPERVISOR	EXEMPT			
65	PURCHASING SUPERVISOR	EXEMPT	$ 47,604.35	$ 61,885.66	$ 76,166.97
	GRANTS MANAGER	EXEMPT			
66	AQUATICS RECREATION SUPERVISOR	EXEMPT	$ 49,270.50	$ 64,051.66	$ 78,832.81
	ELECTRIC LINE TECHNICIAN 2	NON-EXEMPT			
	FIRE CAPTAIN	NON-EXEMPT			
	FITNESS SUPERVISOR	EXEMPT			
	PUBLIC FACILITIES MANAGER	NON-EXEMPT			
	SENIOR PUMP MECHANIC	NON-EXEMPT			
67	CHIEF TREATMENT PLANT OPERATOR	EXEMPT	$ 50,994.97	$ 66,293.46	$ 81,591.96

	FIRE MARSHALL	EXEMPT			
	PLANNER	EXEMPT			
68	ADMINISTRATIVE SUPERVISOR	EXEMPT	$ 52,779.79	$ 68,613.75	$ 84,447.69
	LAB SUPERVISOR	EXEMPT			
	BILLING & COLLECTIONS SUPERVISOR	EXEMPT			
69	CODES ADMINISTRATOR	NON-EXEMPT	$ 54,627.09	$ 71,015.22	$ 87,403.35
	ELECTRIC LINE TECH III	NON-EXEMPT			
	FLEET SUPERVISOR	EXEMPT			
70	ASSET SERVICES MANAGER (NOT IN USE)	EXEMPT	$ 56,539.03	$ 73,500.76	$ 90,462.46
	HUMAN RESOURCES COORDINATOR	EXEMPT			
	LAND USE ADMINISTRATOR	EXEMPT			
71	DIST./COLLECTION SUPERINTENDENT	EXEMPT	$ 57,993.72	$ 75,401.99	$ 92,925.59
	STREETS & SANITATION SUPERINTENDENT	EXEMPT			
72	ASSISTANT ELECTRIC SUPERVISOR	EXEMPT	$ 60,566.02	$ 78,735.84	$ 96,905.63
	ASSISTANT FINANCE DIRECTOR	EXEMPT			
	ASSISTANT DEVELOPMENT SERVICES DIRECTOR	EXEMPT			
	ASSISTANT FIRE CHIEF	EXEMPT			
73	ELECTRIC DISTRIBUTION SUPERINTENDENT	EXEMPT	$ 62,685.83	$ 81,491.59	$ 100,297.33
	DEPUTY DIRECTOR PUBLIC WORKS OPERATIONS	EXEMPT			
	TREATMENT PLANT SUPERINTENDENT	EXEMPT			
	DEPUTY DIRECTOR PUBLIC WORKS ADMIN	EXEMPT			
DH'S	ASSISTANT TOWN MANAGER	EXEMPT	$ 63,984.60	$ 87,445.62	$ 110,906.64
	DEVELOPMENT SERVICES DIRECTOR	EXEMPT			
	FINANCE DIRECTOR	EXEMPT			
	FIRE CHIEF	EXEMPT			
	PARKS & RECREATION DIRECTOR	EXEMPT			
	POLICE CHIEF	EXEMPT			
	PUBLIC SERVICES DIRECTOR	EXEMPT			
	HR DIRECTOR	EXEMPT			
**	TOWN MANAGER	EXEMPT			
	**Hired by Board Under Contract				

	POLICE DEPARTMENT		STARTING
	Evidence Tech.	NON-EXEMPT	$37,324.35
	Records Tech.	NON-EXEMPT	$37,324.35
	Officer I	NON-EXEMPT	$47,000.00
	Officer II	NON-EXEMPT	$49,350.00
	Officer III	NON-EXEMPT	$51,817.49
	Senior Officer I	NON-EXEMPT	$54,407.91
	Senior Officer II	NON-EXEMPT	$57,128.79
	Senior Officer III	NON-EXEMPT	$59,985.21
	Master Officer I	NON-EXEMPT	$62,984.47
	Master Officer II	NON-EXEMPT	$66,133.71
	Master Officer III	NON-EXEMPT	$69,440.39
	Sergeant	NON-EXEMPT	$72,912.41
	Senior Sergeant	NON-EXEMPT	$76,558.03
	Lieutenant	EXEMPT	$80,385.93
	Senior Lieutenant	EXEMPT	$84,405.23
	Assistant Police Chief	EXEMPT	$88,625.50

		BASE	WITH OVERTIME (468 HOURS ANNUALLY)	HOURLY RATE
Dispatcher I	NON-EXEMPT	$27,661.92	$38,978.16	$16.12
Dispatcher II	NON-EXEMPT	$29,051.88	$40,936.74	$16.93
Dispatcher III	NON-EXEMPT	$30,510.48	$42,992.04	$17.78
Senior Dispatcher I	NON-EXEMPT	$32,037.72	$45,144.06	$18.67
Senior Dispatcher II	NON-EXEMPT	$33,633.60	$47,392.80	$19.60
Senior Dispatcher III	NON-EXEMPT	$42,805.29	$56,140.79	$20.58

	Master Dispatcher I	NON-EXEMPT	$44,945.57	$58,947.85	$21.61
	Master Dispatcher II	NON-EXEMPT	$47,192.75	$61,895.11	$22.69
1/28/2025	RETIREES RETURNING TO WORK PT (LEO)	MIN	Outgoing Rate	MAX	$27.00/HR

*The 5% salary increase which accompanies the successful completion of an employee's 6-month probationary period is factored into the pay scale of the Police Department located above, and so Police Department employees are not eligible for a 5% increase following the successful completion of their 6-month probationary period.

	PART-TIME CLASS TITLES	**FLSA STATUS**	**DEPT**	**MIN**	**MAX**
	FIRE FIGHTER - PT	NON-EXEMPT	FIRE	$15.50 / hr	$17.50 / hr
	CHILD CARE AID	NON-EXEMPT	PARKS & REC	$13.00 / hr	$15.00 / hr
	CUSTOMER SERVICE REP - PT	NON-EXEMPT		$13.00 / hr	$15.00 / hr
	FITNESS INSTRUCTOR	NON-EXEMPT		$17.00 / hr	$22.00 /hr
	LIFEGUARD - PT	NON-EXEMPT		$14.00 / hr	$16.00 / hr
	MAINTENANCE WORKER - PT	NON-EXEMPT		$13.00 / hr	$15.00 / hr
	RECREATION AID - (Programs)	NON-EXEMPT		$11.50 / hr	$13.50 / hr
	REFEREE	NON-EXEMPT		$17.00 / hr	$17.00 / hr
	SCOREKEEPER	NON-EXEMPT		$10.50 / hr	$10.50 / hr
02.11.2025	SUMMER CAMP ASSISTANT	NON-EXEMPT		$14.00 / hr	$15.00 / hr
02.11.2025	LEAD SUMMER CAMP ASSISTANT	NON-EXEMPT		$15.00 / hr	$16.00 / hr
	UMPIRE	NON-EXEMPT		$20.00 / hr	$20.00 / hr
	CROSSING GUARD	NON-EXEMPT	POLICE	$11.00 / hr	$13.00 / hr
	TELECOMMUNICATOR - PT	NON-EXEMPT		$15.00 / hr	$16.00 / hr
	POLICE OFFICER - PT	NON-EXEMPT		$17.00 / hr	$18.25 / hr
06.10.2025	SOCIAL WORKER - PT	NON-EXEMPT		$15.00/hr	$16.00/hr
	MAINTENANCE WORKER-SEASONAL	NON-EXEMPT	PUBLIC SVCS	$13.00 / hr	$14.00 / hr
	COLLECTIONS CLERK	NON-EXEMPT	FINANCE	$14.00 / hr	$17.00 / hr
	PROMOTIONS & OUTREACH COORDINATOR	NON-EXEMPT	DWC	$15.00 / hr	$17.00 /hr
			ALL DEPTS		
	INTERN**	NON-EXEMPT		$12.00 / hr	$22.00 / hr
	RETIREES RETURNING TO WORK PT (NON LEO)***	NON-EXEMPT		No Min	Outgoing Rate or $25.00 / hr, whichever is lower

Part-time & seasonal employees may receive $0.25/hr. additional wage adjustment for each year of consecutive employment in the same position up to the maximum for the class, except where the minimum and maximum are fixed at the same rate.

*Fitness Instructors shall be paid $17/hr. with the Town paying for certifications, or they may be paid up to $22 / hr. upon recommendation by DD if they pay for their own certifications.

**The hiring of interns, and rate at which they are hired, requires prior approval of the Town Manager

***The hiring of retirees to provide part-time or occasional assistance, and the rate at which they are re-hired, requires prior approval of the Town Manager

TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR BOARD ACTION
Meeting Date:

SUBJECT: Budget Amendment for the Parks and Recreation Department

AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department: Parks and Recreation
Contact: Luke Kinsland
Presenter: **Luke Kinsland**

BRIEF SUMMARY: The Park and Recreation Department was awarded a grant through the Haywood County TDA for $75,000 to put towards the Waynesville Park and Recreation 10-year Master Plan.

MOTION FOR CONSIDERATION:

Approve the budget amendment.

FUNDING SOURCE/IMPACT: Grant Funds

06.03.2025

Ian Barrett, Finance Director Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Ordinance No. O-12-25

Amendment No. 15 to the 2024-2025 Budget Ordinance

WHEREAS, the Council of the Town of Waynesville, wishes to amend the 2024-2025 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2024-2025 Budget Ordinance be amended as follows:

General Fund:
Increase the following revenues:

Miscellaneous Income	$75,000

Increase the following appropriations:

Park and Recreation Department	$75,000

Adopted this 10th day of June 2025.

Town of Waynesville

_____
Gary Caldwell
Mayor

Attest:

_____
Candace Poolton
Town Clerk

Approved As To Form:

_____
Martha Sharpe Bradley
Town Attorney

TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: June 10, 2025

SUBJECT: Request from Building Inspections to approve the Resolution Authorizing Demolition of 262 Allens Creek Road, PIN 8604-88-2224, and of bid contract to demolish the building.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Elizabeth Teague, David Kelley
Presenter: Elizabeth Teague

BRIEF SUMMARY:

The Development Services Department, Building Inspections Division is requesting authorization to proceed with demolition of the structure at 262 Allens Creek Road. Inspector David Kelley, has been working with Attorney Ron Sneed, to address the public safety concerns with the structure for many months while following State statutes regarding condemnation and demolition of property. This included a title search, notifying 12 different heirs, and conversations with members of the family. Staff requests Council authorization to proceed with demolition and approval of the contract.

MOTIONS FOR CONSIDERATION:

1. Motion to adopt the Resolution Authorizing Demolition.

2. Motion to approve the contract to demolish from WCD Demo and Construction.

FUNDING SOURCE/IMPACT: Demolition will cost $5,550 which is budgeted within the line item 104910-521950, for code enforcement.

ATTACHMENTS:

- Summary of Town Actions
- 3/03/25 Notice to Correct
- 4/27/25 Notice of Hearing
- 5/8/25 Notice with Building Inspector's Findings and Order
- Resolution
- Bid from WCD Demo and Construction

MANAGER'S COMMENTS AND RECOMMENDATIONS:

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

Sarah Phillips Heirs
262 Allens Creek Road
Waynesville, NC 28786
PIN 8604-88-2224

Summary of Project

We opened an unsafe structure case on the above referenced property in February of this year due to complaints received from neighbors concerning the dilapidated condition of this home. We requested a title search from our attorney Ron Sneed so that we could send out notice to correct letters to the property owners.

On 2/25/25 We received the title search for this location and started preparing the notice to correct letters to be sent to the listed property owners.

On 3/4/25 Notice to correct letters were sent to all property owners listed on the title search by first class mail, certified mail, posting of the notice on the home and advertising in the local Mountaineer paper.

On 4/4/25 We reinspected the exterior of the home and no corrections were made. Prepared notice of hearing to be sent to all listed on the title search.

On 4/7/25 We mailed the notice of hearing to all listed on the property owners listed on the title search by first class mail, certified mail, posting of the notice on the home and advertising in the local Mountaineer paper.

After this notice was mailed, we received several phone calls from a few property owners that they did not want anything to do with this property.

On 4/15/25 James Edwin Phillips contacted our office and gave us his new mailing address for future letters. He stated he is interested in taking ownership of this property and would be looking into what is required for full ownership.

On 5/7/25 the hearing was held and no property owner attended. The hearing log shows the persons attending are David Kelley (Code Enforcement Official), Esther Coulter (Administrative Assistant), Ron Sneed (Town Attorney). Prepared finding of fact order to be mailed out.

On 5/8/25 the finding of fact order was sent to all listed property owners on the title search by first class mail, certified mail, posting of notice on the home and advertising in the local Mountaineer paper.

On 5/12/25 I spoke with James Edwin Phillips again he has scheduled an appointment with an attorney on 6/4/25 to discuss what is needed to take full ownership of the property. He stated that he had the

equipment to demolish the home if he could get full ownership of the property and needed to know the deadline for the finding of fact order. I informed him he had 60 days from the date on the order to have the home demolished and that he could request an extension if he made efforts in demolishing the home.

On 5/23/25 requested demolition bids from Nathan Carver, David Crowder and Zach Lancaster.

On 5/26/25 received demo bid from Nathan Carver for $5,550.00.

On 5/29/25 received demo bid from Zach Lancaster for $6,800.00, and $6,200.00 from David Crowder.

TOWN OF WAYNESVILLE

Development Services Department

PO Box 100

9 South Main Street

Waynesville, NC 28786

3/03/2025

CERTIFIED MAIL, RETURN RECEIPT REQUESTED
[ITEM NUMBER]
And
FIRST CLASS MAIL

[NAME AND ADDRESS OF RECIPIENT]

RE: Notice of Deficiencies
Unsafe Building Requiring Repair or Demolition
262 Allens Creek Road
Waynesville, NC 28786
PIN: 8604-88-2224

Dear sir or madam:

This letter is sent to you as our research indicates you are a nephew or niece and heir of Sarah Phillips, who at the time of her death was the owner of the house and lot at 262 Allens Creek Road, Waynesville, NC. If you are not related to Ms. Phillips, please advise this office by calling the Town of Waynesville Development Services office at 828-456-8647,

Pursuant to Section 150D-1119 of the North Carolina General Statutes and Sections 10-156 and 10-157 of the Waynesville Code of Ordinances, the property described has been condemned because it appears to be especially dangerous to life because of its liability to fire and because of bad condition of walls, defective or failing construction, decay, unsafe wiring and insufficient heating systems and other causes. Notice of such deficiencies has been posted at a conspicuous place on the exterior wall of the building. The inspection disclosed the following specific deficiencies.

- Front and back door open to vagrancy.
- No electric power connected to the home.
- No potable water connected to the home.
- No operable heating system in the home.
- Exterior siding has areas of decay with sections missing. Large hole in the rear of the home.
- Exterior walls have areas of decay with sections missing. Large hole in the rear of the home.

- Underpinning not maintained with sections missing. Large holes in the rear and side of the home.
- Exterior of the home not rodent proof with areas of decay and open holes.
- Exterior wall bottom plates have areas of decay.
- Floor system has areas of decay with some areas missing and open to the crawlspace.
- Floor covering deteriorated/decayed and has areas open to the crawlspace. Middle bathroom floor decayed and open to the crawlspace.
- Plumbing not maintained in the middle bathroom; toilet removed.
- Ceilings have areas of decay.
- Junk and trash throughout the home.

You have thirty (30) days from receipt of this letter to correct the deficiencies and avoid condemnation and demolition of the building on the property at 262 Allens Creek Road.

Sincerely,

_____

Town of Waynesville Building Inspector

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

4/07/2025

NOTICE OF HEARING, POSTED 4/07/2025

Sarah Phillips Heirs
C/O Linda D Wills
Luther H. Phillips
Patricia Phillips Waters
Donnie R. Phillips
Claude Phillips and Heirs of
Paula P. Matthews
Frank J. Phillips and Heirs of
Karen Williams
Rita Serena
James Phillips
Bobby Phillips
Charles Edwin Phillips and Heirs of
Donna P. Eidson
Margaret L. Rose
James E. Phillips
Michael R. Woody
Brandy D. Eidson f/k/a Brandy E. Morrefield
Glenn Arden Phillips and Heirs of
Terry Phillips
Nancy Wilkins
Glenda Phillips
Wilma Phillips
Thomas Junior Phillips and Heirs of
Hugh Phillips
Robert Phillips
Wiley Phillips
Clyde Phillips
Doyle Phillips
Sandra James
Juanita Ledford
Tammy Clark

RE: Notice of Hearing
Unsafe Building Requiring Repair or Demolition
262 Allens Creek Road
Waynesville, NC 28786
PIN: 8604-88-2224

Dear sir or madam:

This letter is sent to you as our research indicates you are a nephew or niece and heir of Sarah Phillips, who at the time of her death was the owner of the house and lot at 262 Allens Creek Road, Waynesville, NC. If you are not related to Ms. Phillips, please advise this office by calling the Town of Waynesville Development Services office at 828-456-8647,

Pursuant to Section 150D-1119 of the North Carolina General Statutes and Sections 10-156 and 10-157 of the Waynesville Code of Ordinances, the property described has been condemned because it appears to be especially dangerous to life because of its liability to fire and because of bad condition of walls, defective or failing construction, decay, unsafe wiring and insufficient heating systems and other causes. Notice of such deficiencies has been posted at a conspicuous place on the exterior wall of the building. The inspection disclosed the following specific deficiencies.

- Front and back door open to vagrancy.
- No electric power connected to the home.
- No potable water connected to the home.
- No operable heating system in the home.
- Exterior siding has areas of decay with sections missing. Large hole in the rear of the home.
- Exterior walls have areas of decay with sections missing. Large hole in the rear of the home.
- Underpinning not maintained with sections missing. Large holes in the rear and side of the home.
- Exterior of the home not rodent proof with areas of decay and open holes.
- Exterior wall bottom plates have areas of decay.
- Floor system has areas of decay with some areas missing and open to the crawlspace.
- Floor covering deteriorated/decayed and has areas open to the crawlspace. Middle bathroom floor decayed and open to the crawlspace.
- Plumbing not maintained in the middle bathroom, toilet removed.
- Ceilings have areas of decay.
- Junk and trash throughout the home.

You failed to correct these deficiencies within thirty (30) days from the date of posting of the property with this information and this information and a letter stating such deficiencies was mailed to you by certified mail and first class mail.

Pursuant to North Carolina General Statutes Section 160D-1121 and Section 10-158 of the Waynesville Code of Ordinances, you are hereby given notice that an administrative hearing will be held by the undersigned Building Inspector on May 7, 2025 at 9:00am in the public meeting room in Town Hall at 9 South Main Street, Waynesville, NC. At this hearing, you are entitled to be heard, in person or by counsel, and to present arguments and evidence pertaining to this matter.

Sincerely,

David Kelley, David Kelley, Town of Waynesville Building Inspector T: 828-456-8647

STATE OF NORTH CAROLINA
COUNTY OF HAYWOOD

IN THE MATTER OF UNSAFE STRUCTURE
AT 262 Allens Creek Road,
Waynesville, NC

TOWN OF WAYNESVILLE
DEVELOPMENT SERVICES DEPARTMENT
BUILDING INSPECTIONS

Posted May 8, 2025

FINDINGS AND ORDER

THIS MATTER, coming on to be heard and being heard before the undersigned building inspector for the Town of Waynesville at the town offices at 9 South Main Street, Waynesville, NC, 28786, at 9:00 a.m. on Wednesday, May 7, 2025, and the undersigned makes the following

FINDINGS OF FACT

1. The property located at 262 Allens Creek Road, Waynesville, NC, 29786, PIN No. 8604-88-2224, is listed for tax purposes in the name of the Sarah Phillips heirs. The owners of the property who could be identified are Luther H. Phillips, Patricia Phillips Waters, Donnie R. Phillips, Paula P. Matthews, Karen Williams, Rita Serena, James Phillips, Bobby Phillips, Donna P. Eidson, Margaret L. Rose, James E. Phillips, Michael R. Woody, Brandy D. Eidson a/k/a Brandy E. Moorefield, Terry Phillips, Nancy Wilkins, Glenda Phillips, Wilma Phillips, Hugh Phillips, Robert Phillips, Wiley Phillips, Clyde Phillips, Doyle Phillips, Sandra James, Juanita Ledford and Tammy Clark.

2. The Town opened an unsafe structure case on the property on February 25, 2025, due complaints from neighboring property owners and the visible condition of the house.

3. The property was posted on March 4, 2025, as being unsafe and giving notice of need for repair.

4. The building continued to deteriorate, with more of the roof and supporting walls collapsing, creating a great risk of injury to people and property.

5. Notice was sent by certified mail, return receipt requested, and by first class mail, to all owners whose address could be located on March 4, 2025, and posted on the property in a prominent location, notifying them that the property must be repaired or demolished.

6. No work to repair or demolish the building was done by the owners and the building continues to deteriorate, having the following deficiencies:

    - Front and back door open to vagrancy.
    - No electric power connected to the home.
    - No potable water connected to the home.
    - No operable heating system in the home.
    - Exterior siding has areas of decay with sections missing. Large hole in the rear of the home.
    - Exterior walls have areas of decay with sections missing. Large hole in the rear of the home.
    - Underpinning not maintained with sections missing. Large holes in the rear and side of the home.
    - Exterior of the home not rodent proof with areas of decay and open holes.
    - Exterior wall bottom plates have areas of decay.
    - Floor system has areas of decay with some areas missing and open to the crawlspace.
    - Floor covering deteriorated/decayed and has areas open to the crawlspace. Middle bathroom floor decayed and open to the crawlspace.
    - Plumbing not maintained in the middle bathroom; toilet removed.
    - Ceilings have areas of decay.
    - Junk and trash throughout the home.

7. Notice was given to the property owners as required by statute that this hearing would be held to determine if the property needs to be demolished and to establish a time for its repair or demolition before the Town would undertake demolition.

8. Notice of this hearing was sent by certified mail, return receipt requested, and by first class mail to the last known addresses of all the owners, a notice of the hearing was published in a local newspaper qualified to publish legal notices in Haywood County, and the notice was posted at a prominent location on the property. While not all the certified mail notices were accepted by the owners and some of the first class mail letters were returned as being undeliverable, but notice of hearing was also posted and published.

9. No property owners attended the hearing.

10. The structure on the property has not been demolished or repaired by the owners and the deterioration of the structure has accelerated, creating an imminent risk of harm to people and property, so that work needs to occur as soon as possible, as the missing walls, holes in exterior walls, missing floor sections and easy access to people who might enter onto the property increase risk to persons and property create an imminent risk of injury.

BASED UPON THE FOREGOING FINDINGS OF FACT, the undersigned concludes as a matter of law:

1. That the building must be demolished to ensure public safety.
2. That the building must be demolished immediately to remove the imminent risk of injury to persons and property.
3. That the building must be demolished immediately to remove the imminent risk of injury to persons and property.

IT IS NOW, THEREFORE, ORDERED

1. That the structures located at 262 Allen Creek Road, Waynesville, North Carolina, shall be repaired or demolished within 60 days of the date of this order to remove the risk of imminent injury to persons or property.
2. That if the structures are not repaired or demolished within sixty days and no appeal of this decision to the Town Council is filed, the Town shall cause the structures to be demolished and a lien to be placed on the property for the costs of such demolition.

This the 8th day of May, 2025.

_____

David Kelley, Building Inspector
9 South Main Street
Suite 110
Waynesville, NC 28786 T: (828) 456- 8647

Resolution No. R-16-25

RESOLUTION AUTHORIZING THE DEMOLITION OF 262 Allens Creek Road, Waynesville, NC 28786 AND IMPOSITION OF LIEN TO RECOVER COSTS

WHEREAS, the Town of Waynesville, North Carolina (the "Town"), acting through its building inspectors, has identified several deficiencies and conditions on that property located at 262 Allens Creek Road, Waynesville, NC 28786 (the "Subject Property"), making that property appear to the building inspectors to be especially dangerous to life as described in N.C.G.S. §160D 1119 (a); and

WHEREAS, David Kelley, building inspector for the Town of Waynesville did post the property as provided in N.C.G.S. §160D-1119(a) and did schedule and hold a hearing pursuant to N.C.G.S. §1121, giving notice by mail, posting the property and publication to the property owners, with the heirs of Sarah Phillips who could be identified being Luther H. Phillips, Patricia Phillips Waters, Donnie R. Phillips, Paula P. Matthews, Karen Williams, Rita Serena, James Phillips, Bobby Phillips, Donna P. Eidson, Margaret L. Rose, James E. Phillips, Michael R. Woody, Brandy D. Eidson a/k/a Brandy E. Moorefield, Terry Phillips, Nancy Wilkins, Glenda Phillips, Wilma Phillips, Hugh Phillips, Robert Phillips, Wiley Phillips, Clyde Phillips, Doyle Phillips, Sandra James, Juanita Ledford and Tammy Clark, of their opportunity to be heard at such hearing: and

WHEREAS, the hearing was scheduled to be held and was held at 9:00 a.m. on Wednesday, May 7, 2025, in the Town offices at 9 South Main Street, Waynesville, NC, but no owner and no one else representing or acting on behalf of the owner appeared for the hearing; and

WHEREAS, the building inspector did issue an Order and Finding of Facts finding the structures on the Subject Property to be dangerous and in need of repair or demolition, and ordering such repair of demolition, within sixty (60) days of the owner's receipt of the order, as provided for in N.C.G.S. §160D-1122; and

WHEREAS, the Town has the authority under N.C.G.S. §160D-1125 to demolish the structure if the owner does not comply with the order of the building inspector or appeal that decision within sixty (60), days; and

WHEREAS, this matter is appearing before Town Council prior to the end of the sixty day time period in which the property owner might repair or file an appeal as the Council meeting schedule will cause undue delay if consideration is delayed at the request of the building inspector, and the staff requests that this Council act in anticipation that the property owner will continue to ignore the dangers and risks the property presents; and

WHEREAS, the Council is concerned about the ongoing risk and detriment to the public, and wants to be able to remedy that situation as quickly as possible after the appeal or repair period is passed, so that this resolution shall be self-terminating if the owner makes the repairs, demolishes the building, or appeals from the order of the building inspector within ten days of receipt of the Order from the building inspector.

IT IS NOW, THEREFORE, RESOLVED:

1. That if the owners or someone acting at their direction or on their behalf, fails to demolish or repair the structures on that property located at 262 Allens Creek Road, Waynesville, NC, after having failed to appeal from the order of the building inspector within ten (10) days after receipt of the order of the building inspector requiring repair or demolition, the Town, pursuant to N.C.G.S. §160D-1125(b), does hereby authorize the demolition of the structures located on the subject property and shall contract and carry out the demolition of the structures.

2. That if such demolition is performed by and for the Town, a lien equal to the amount of the Town's costs associated with the demolition authorized herein less any money received for usable material, fixtures or personal property located on the property, shall be imposed against the Subject Property pursuant to N.C.G.S. §160D-1125(b) and any other real property of the owner within the Town's planning and development jurisdiction pursuant to N.C.G.S.§1125(c).

3. That if the owner repairs or demolishes the structures on the Subject Property within sixty (60) days following receipt of the order of the building inspector, this Resolution will be deemed satisfied and have no further effect.

Adopted this the tenth day of June, 2025.

_____
Gary Caldwell, Mayor

ATTEST:

_____
Candace Poolton, Town Clerk

APPROVED AS TO FORM:

_____
Martha Bradley, Town Attorney

262 Allen's Creek

WCD Demo & Construction, LLC

28786 USA

plowboy28786@gmail.com

Estimate

ADDRESS

Town of Waynesville NC

ESTIMATE	1016
DATE	05/26/2025
EXPIRATION DATE	06/06/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Demolition and removal of manufactured home at 262 Allens Creek Rd. Seed and straw house site			5,550.00

SUBTOTAL	5,550.00
TAX	0.00
TOTAL	**$5,550.00**

Accepted By

Accepted Date

TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR COUNCIL ACTION
Meeting Date: June 10, 2025

SUBJECT: Traffic Calming Policy Update

AGENDA INFORMATION:

Agenda Location:	New Business
Item Number:	
Department:	Administration
Contact:	Jesse Fowler, Assistant Town Manager Billy Benhart, Patrol Lieutenant Darrell Calhoun, Fire Marshall
Presenter:	Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY: Town staff has completed their work with JM Teague Engineering in an effort to amend the Town of Waynesville's existing Traffic Calming Policy. This policy was amended in order to increase the efficiency in which traffic calming requests are processed, while also addressing lessons learned through the implementation of the Town's previous policy. Specifically, lessons concerning emergency routes, an inventory of artificially low speed limits, and the metrics used to determine traffic calming eligibility.

MOTION FOR CONSIDERATION: Motion to adopt the attached Traffic Calming Policy and supporting documentation.

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

- Waynesville Traffic Calming Policy
- Waynesville Request for Traffic Calming Measures
- Waynesville Emergency Routes

MANAGER'S COMMENTS AND RECOMMENDATIONS:

POLICY AND PROCEDURES FOR TRAFFIC CALMING MEASURES

PURPOSE

To ensure appropriate and consistent application of traffic calming measures on Town-owned and maintained streets in Waynesville. For the purpose of improving the safety of all roadway users and the broader community, and to strengthen and protect neighborhoods by improving the quality of life in residential areas.

OBJECTIVES

Traffic calming objectives include:

- Achieving speeds for motor vehicles that are reasonable for residential neighborhoods
- Increasing the safety and the perception of safety for non-motorized users of the street(s)
- Reducing collision frequency and severity
- Reducing the need for police enforcement
- Ensure effective emergency response

APPLICABILITY

This policy shall apply to Town-owned and maintained residential streets as defined in section 6.6. of the Waynesville Unified Development Ordinance (UDO). For the purposes of this policy, the speed limit shall be the posted speed limit of the roadway. If there is no posted speed limit the townwide speed limit of 35mph shall be used in the traffic calming study.

Town Staff will identify improvements to the procedures to keep the implementation of the Town Council's policy, relevant and up to date.

DEFINITIONS

- **Chicane:** A serpentine curve in a road, added by design rather than dictated by geography, used to slow traffic for safety.
- **Cross-Section:** the configuration of a proposed roadway at right angles to the centerline. Typical sections show the width, thickness, and descriptions of the pavement section, as well as the geometrics of the curb, median, bicycle lanes, and sidewalks if present.
- **Diverter:** A raised island built diagonally across a residential street intersection that prevents certain through and/or turning movements.
- **Emergency vehicle:** A vehicle that is used by emergency services (including fire department, police department, ambulances, etc.) to respond to an incident.
- **Grade:** The slope of the street or roadway expressed as a percent (feet/100 feet).
- **Rumble strip:** A series of raised strips or pavement across a road or along its edge, changing the noise a vehicle's tires make on the surface and so warning drivers of speed restrictions or of the edge of the road.
- **Speed hump:** A raised element of a road surface, typically at intervals, to control the speed of vehicles.
- **Speed table:** Midblock traffic calming devices that raise the entire wheelbase of a vehicle to reduce its traffic speed. Speed tables are longer than speed humps and flat-topped.
- **Speed cushion:** Either speed humps or speed tables that include wheel cutouts to allow large vehicles to pass unaffected while reducing passenger car speeds. They can be offset to allow unimpeded passage by emergency vehicles and are typically used on key emergency response routes.
- **Traffic calming:** The combination of measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users. The term traffic calming "devices" or "features" are sometimes also used in practice.

- **Roundabout (Traffic circle):** A road junction at which traffic moves in one direction around a central island to reach one of the roads converging on it.
- **Traffic shed:** The area surrounding a requested traffic calming site that may include all properties abutting the proposed street segment to be modified, all properties on adjacent streets with ingress/egress only possible via the modified street segment, and properties on adjacent streets that have alternative points of ingress/egress but will be otherwise affected by the modified street segment.
- **Typical weekday traffic:** Roadway usage during the work week when schools are in session and there are no events that would affect normal travel behavior (adverse weather, road closures, etc.)
- **85th Percentile:** The speed at or below which 85% of drivers will operate with open roads and normal conditions. This metric assumes that most drivers will operate their vehicles at a speed they perceive to be safe.

Terms not explicitly defined in this policy shall have the definition given in the Waynesville Unified Development Ordinance (UDO), the North Carolina Administrative Code, or common usage.

POLICY

Traffic calming measures are applicable in residential neighborhoods where motor vehicles exceeding the posted speed limit are the primary concern and police enforcement is infeasible or ineffective. Streets must be residential in nature for consideration under this policy. The policy is intended to promote traffic calming measures that are appropriately implemented, coordinated with the Town's applicable departments including Police, Fire, and Public Works, and are supported by the community. Traffic calming may be proposed by residents, the Town Council, the Town's Advisory Boards, or by Town Staff.

ELIGIBILITY CRITERIA FOR TRAFFIC CALMING

1. Functional classification of the roadway must be residential streets as defined in section 6.6 of the Waynesville Unified Development Ordinance (UDO) or contain more than 50% residential dwellings based on road frontage.
2. The posted speed limit must be less than 36 miles per hour (<36mph).
3. Roadway average daily traffic volumes must be less than 4,000 vehicles per day.
4. Roadway longitudinal grade must not be greater than 5%.
5. The recorded average speed exceeds the posted limit by 10 mph OR the 85th percentile speed exceeds the posted limit by 10 mph.

PROCEDURE

The following procedures will be used to identify, evaluate, and implement traffic calming projects in Waynesville.

REQUEST AND ELIGIBILITY:

1. Anyone requesting traffic calming will fill out a Request for Traffic Calming Measures form, available at the Municipal Building located at 16 S. Main Street and the Town website. This submittal must describe the roadway segment where traffic calming is requested. Requests For Traffic Calming submittals will be submitted to the Police Department Patrol Lieutenant at the Police Department located at 9 S. Main Street or by email at bbenhart@waynesvillenc.gov.
2. Upon receipt of a properly completed Request for Traffic Calming Measures form, the Town's Road Safety Committee will review the request to ensure that the roadway segment is maintained by the Town and meets the eligibility criteria for a traffic calming warrant.
3. If eligibility criteria are met, the committee will determine the timeframe for the initiation of data collection.
4. If the request does not meet the eligibility criteria, the requester will be notified by Town staff and the request will be closed.

5. New requests for traffic calming at the same location will not be considered for five (5) years unless there is a substantial change in traffic or development nearby. If the Town receives a new request for a street within five years, Town Staff shall inform the requestor of the earlier request.

DATA COLLECTION:

1. Once the eligibility criteria are met, the speeds on a roadway segment will be quantified by collecting forty-eight (48) consecutive hours of data regarding vehicular volumes and speeds. The vehicle speed and volume data shall be collected on a typical weekday with school in session. Data will also be collected on roadway geometries such as grades, widths, signage along the segment, adjacent land uses, accident history, the location of adjacent streets used as primary routes by emergency services, and other relevant site-specific data. This data will be used to determine whether the site warrants traffic calming measures based on set criteria, as identified under "Eligibility Criteria for Traffic Calming Warrant."
2. If traffic speeds and volumes meet the appropriate threshold and other metrics in this policy, Town staff will prepare a requester petition.
3. If the vehicle speed and volume data do not meet the eligibility criteria, the requester will be notified by Town staff and the request will be closed.

PETITION FOR TRAFFIC CALMING:

1. If traffic speeds and volumes meet the appropriate threshold and other metrics in this policy, Town staff will prepare a petition form including the following items:
    a. An overview of results from the traffic data collection
    b. A map of the "Traffic Shed" affected parcels, which will take into consideration the type of traffic calming measure being proposed, the layout and type of properties in the vicinity, and the characteristics of the street network surrounding the proposed project sites. The Traffic Shed map may include:
        i. All properties abutting the proposed street segment to be modified,
        ii. All properties on adjacent streets with ingress/egress only possible via the modified street segment,
        iii. Properties on adjacent streets that have alternative points of ingress/egress but will be otherwise affected by the modified street segment,
        iv. Streets currently used as primary emergency routes.
    c. A listing of property owners in the traffic shed, and
    d. A preliminary traffic calming plan showing recommended devices and their approximate location(s) and cost estimates, as determined by Town staff and the Road Safety Committee to adequately address the underlying safety issues without inordinately reducing emergency service provider response times. Appendix A shows the allowable traffic calming devices that are available for consideration.
2. Town staff will provide this petition form to the original requester for them to obtain signatures in support of the proposed traffic calming measure. For the request to move forward, the petition form must be signed by at least 66% of property owners (or their designee) in the Traffic Shed surrounding the proposed traffic calming site. The requester must return the petition form, with signatures, to the Director of Public Works located at 129 Legion Drive, Waynesville, NC, 28786. A scanned digital version of the petition form, with signatures, can be submitted and should be emailed to rbourne@waynesvillenc.gov.
3. If the requestor is unable to obtain an adequate number of signatures, the request will be closed.

IMPLEMENTATION PLAN AND PRIORITIZATION:

1. Upon receipt of a valid petition with the required minimum of 66% of Traffic Shed signatures in support, Town staff will develop a more detailed implementation plan for the traffic calming measure(s), based on best management practices of the traffic engineering profession and evaluation of the types and design criteria of traffic calming measures applicable to the site.
2. Project implementation schedules for approved traffic calming measures will be prioritized based on the order in which the initial request was received and the ranking for each site based on the criteria in Appendix B.
3. Town staff will present each request, including a summary of collected traffic data, to the Town Council for consideration. All approved requests along designated emergency routes shall be limited to the installation of speed cushions or speed warning devices.

APPROVAL AND INSTALLATION:

1. Once project funding is approved by the Town Council, Town staff will prepare construction plans and an updated cost estimate. These projects will be included as part of the Town's annual street improvement program, as funding is available, or from unspent funds in the street paving account with approval from the Town Council.
2. The project will be constructed/installed as directed by the Public Works Department.

PERFORMANCE REVIEW:

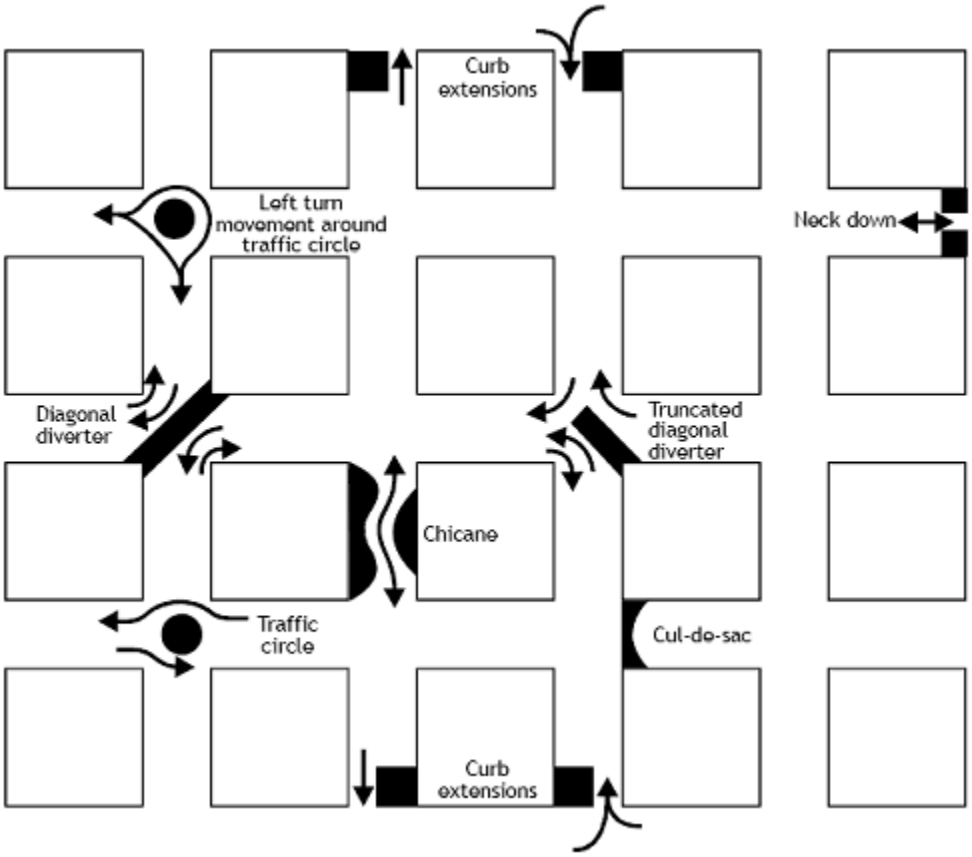
1. Town staff will review the performance of each completed traffic calming project, within 18 months of installation. This review may be quantified by collecting additional vehicular volumes and speed data.
2. Town staff will report to the Town Council regarding the operation and effectiveness of the traffic calming measures. This follow-up report could result in action by the Town Council to revise or remove a previously approved traffic calming measure. Should adjustments be made, monitoring and data analysis will occur over 5 years before additional adjustments are made.
3. Requests for the removal of traffic calming devices will be required to go through the same petition process described herein for installation requests.

APPENDIX A

Types of Traffic Calming Measures & Design Criteria

Traffic Calming Device	Average Daily Traffic Volumes (Max)	Street Width (Max)	Street Grade (Max)	Posted Speed Limit (Max)
Speed Cushions	4,000 vehicles	25 feet	4%	25 mph
Curb Extensions (Chicanes, Chokers, and Intersections)	4,000 vehicles	-	4%	35 mph
Roadway Narrowing (Center Island)	4,000 vehicles	30 feet	4%	35 mph
Raised Crosswalk (Speed Table)	4,000 vehicles	25 feet	4%	25 mph
Traffic Circles (Roundabout)	4,000 vehicles	-	1%	35 mph
Rumble Strips	4,000 vehicles		4%	
Diverters at Intersections	2,000 vehicles	25 feet	1%	25 mph
Midblock Closures	2,000 vehicles	25 feet	-	25 mph
Pavement Markings/Striping	4,000 vehicles	-	4%	35 mph

NOTE: Street conditions must be able to accommodate emergency vehicle requirements and maintain stormwater drainage requirements. Street grades, widths, and volumes exceeding the numbers above will be evaluated on a case-by-case basis by Town staff.



Source: Federal Highway Administration (FHWA)

APPENDIX B

Ranking Metrics for Traffic Calming Installation Prioritization

Criterion	Score Valuation	Maximum Points	% of Total
Traffic Speed	Percentage of vehicles traveling at or more than 10 mph over the posted speed limit divided by 2.	40 points	31%
Traffic Volumes	Average daily traffic volume on the proposed project street divided by 100.	20 points	15%
Preventable Crashes	Five points per accident that likely could have been resolved by the recommended traffic calming device, based on records from the past five years.	20 points	15%
Sidewalks	20 points if there is no sidewalk; 10 points if there is sidewalk only on one side.	20 points	15%
Lane Width >10 feet	Ten points if the roadway has travel lane widths wider than 10 feet.	10 Points	8%
Pedestrian Traffic Generators (Destinations)	Three points for each pedestrian generator or attractor (e.g., a park, swimming pool, community center, greenway, grocery, business district, etc.)	9 Points	7%
Schools	Five points for each private or public elementary, middle, or high school within the area benefited by the proposed traffic calming measure.	5 Points	4%
Crosswalks	One point for each marked, unsignalized pedestrian crossing.	5 Points	4%
Transit Stops	One point for any bus stop.	1 Point	1%
		130 Points	100%

NOTE: All ranking metrics apply to the study area ("traffic shed") and available data. Prioritization scores shall be used when determining the implementation schedule for traffic calming measures, with higher scoring sites ranking first if there are more than one site under consideration.

REQUEST FORM *for* TRAFFIC CALMING MEASURES

Traffic calming measures may be applicable in residential neighborhoods where speeding vehicles are the primary concern, and traditional police enforcement is found to be unfeasible and/or ineffective. Streets should be residential and must meet specific criteria* to be considered for traffic calming projects. For additional information, please see the Town's Policy and Procedures for Traffic Calming Measures. To request that the Town consider undertaking a traffic calming project, the requester should complete this form and return it to the Town office at 16 South Main Street, Waynesville, NC 28786. You can also email the form to jfowler@waynesvillenc.gov. If you have any questions, please contact Jesse Fowler, Assistant Town Manager, at (828) 452-2491.

Requester's Name: _____ Date: _____

Requester's Address: _____

_____

Requester's Phone #: _____

Requester's Email: _____

Street segment where traffic calming is being requested: Is this a Residential Street? _____

_____

_____

Reason(s) for traffic calming request:

_____

_____

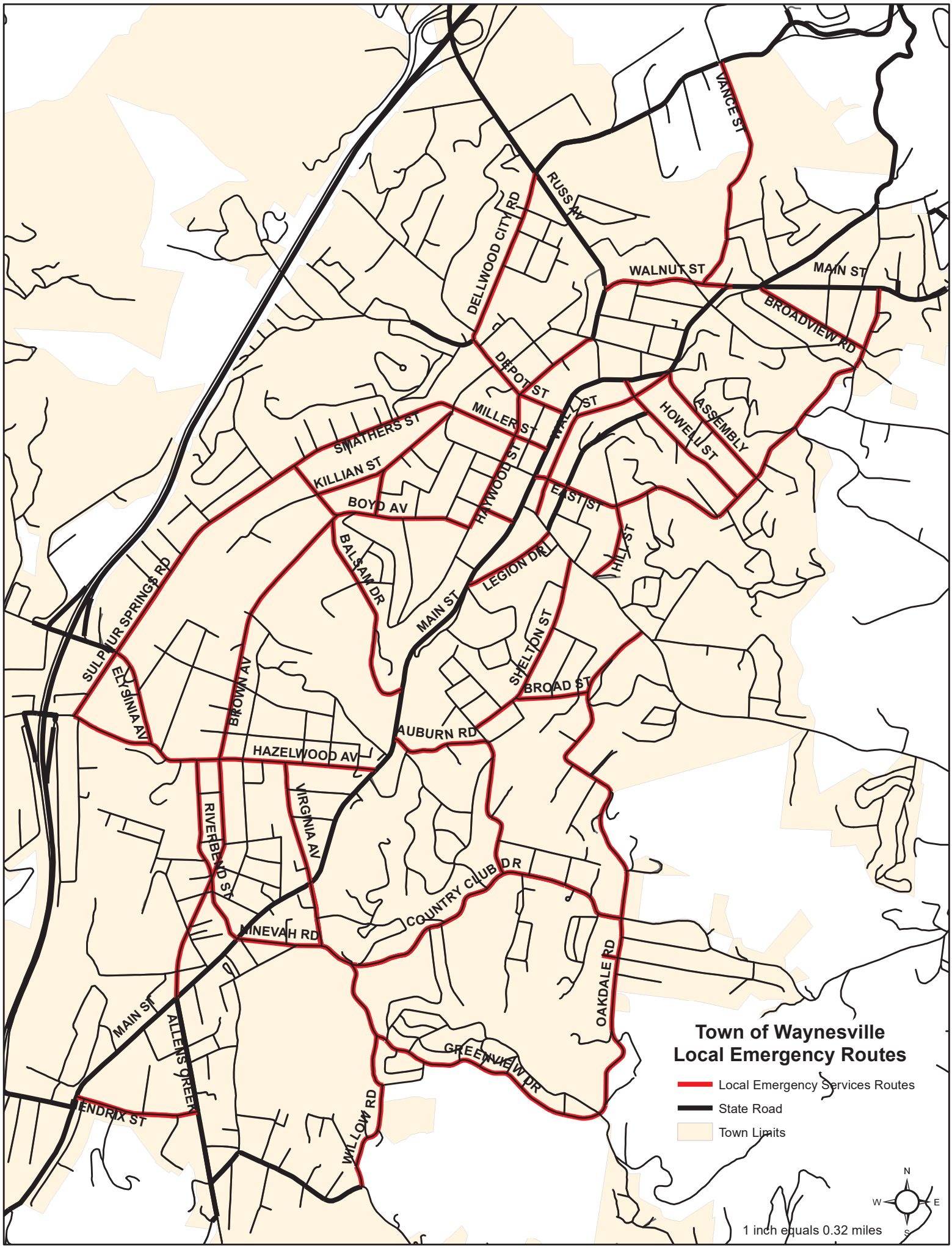
_____

_____

_____

Posted Speed Limit: ____

The street must have a posted speed limit of 35mph or slower. Data collection must find that average daily traffic volumes are 4,000 vehicles per day or fewer, that the roadway grade is a 5% slope or less, and that either the recorded average speed exceeds the speed limit by 5mph or the 85th percentile speed exceeds the speed limit by 10mph. If these criteria are met, the requester will need to obtain signatures from at least 66% of neighboring property owners to move the process forward. The Town of Waynesville takes all traffic calming requests seriously and will conduct the necessary data collection and department coordination to ensure that the process is transparent, comprehensive, and efficient. However, please note that this process can take considerable time from request filing to implementation. Externalities such as school closures, road maintenance projects, and inclement weather can slow down the process further.


Town of Waynesville
Local Emergency Routes
Local Emergency Services Routes
State Road
Town Limits
1 inch equals 0.32 miles
N
W
E
S
VANCE ST
RUSS AV
DELLWOOD CITY RD
WALNUT ST
MAIN ST
BROADVIEW RD
DEPOT ST
MILLER ST
WALL ST
HOWELL ST
ASSEMBLY
SMATHERS ST
KILLIAN ST
BOYD AV
HAYWOOD ST
EAST ST
HILL ST
BALSAM DR
LEGION DR
MAIN ST
SHELTON ST
BROAD ST
SULPHUR SPRINGS RD
ELYSINIA AV
BROWN AV
AUBURN RD
HAZELWOOD AV
RIVERBEND ST
VIRGINIA AV
COUNTRY CLUB DR
NINEVAH RD
OAKDALE RD
MAIN ST
ALLENS CREEK
GREENVIEW DR
HENDRIX ST
WILLOW RD